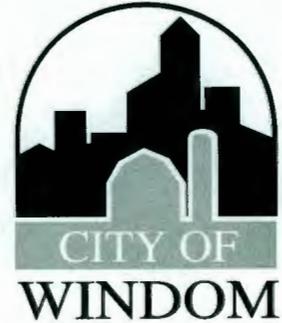


**Council Meeting**  
**Tuesday, November 19, 2019**  
**City Council Chamber**  
**5:00 p.m.**  
**AGENDA**



**5:00 p.m. Budget Workshop**

**6:30 p.m. Regular City Council Meeting**

Call to Order  
Pledge of Allegiance

1. 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 Ducks Unlimited
      - Windom Fire Department Relief Association
    - Liquor License Renewal - SunBowl
  - Regular Bills
2. Department Heads
3. Public Hearing Misc. Special Assessments
4. Resolution Accepting Donations
  - Windom Area Health – Tennis Court Project
  - Judith Hintze – Library
  - Tanya Smith – Dog Dish
5. Highway 60 Corridor Study Update
6. Refinancing 2012B Bond
  - Communication System Annual Appropriation Refunding Bonds, Series 2020A
  - Letter of Engagement Robert W. Baird & Co. Incorporated
7. Planning & Zoning – Variance – Side Yard Setback - 616 Tenth Street
8. First Reading Ordinance No. 182 Approving the Transfer of City-Owned Real Estate to EDA
9. Cottonwood County Home Initiative Program



10. Decertification of TIF Districts
  - No. 1-15
  - No. 1-17
11. Personnel Hiring Recommendations
  - Water /Wastewater Superintendent
  - Wastewater Foreman Position – Internal Posting
12. Lutheran Social Service 2020 Site Agreement Renewal
13. Resolution Appointing Election Judges
14. New Business
15. Old Business
16. Council Comments
17. Adjourn

**Regular Council Meeting  
City Hall, Council Chamber  
November 5, 2019  
8:05 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones.

2. Roll Call:

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

Council Absent: None

City Staff Present: Steve Nasby, City Administrator; Drew Hage, Development Director

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
  - Council Minutes – October 15 & 30, 2019
  - Economic Development Authority – October 14, 2019
  - Community Center Commission – October 21, 2019
  - Utility Commission – October 23, 2019
  - Windom Telecom Commission – October 28, 2019
- Licenses
  - Annual Cigarette License Renewals
  - Annual Game of Skill License Renewals
  - Annual Theatre License Renewal
  - Temporary Liquor License – BARC – December 13, 2019
  - Liquor License Renewals
    - Phat Pheasant Pub
    - Windom Duffy's Inc.
    - Plaza Jalisco II
    - Windom Country Club
    - River City Eatery LLC – (Changing License from Full On-Sale)
      - Wine On-Sale
      - Beer On-Sale
      - Strong Beer Authorization
    - China Restaurant
      - Wine On-Sale
      - Beer On-Sale
      - Strong Beer Authorization

- Windstream Inns LLC
  - Wine On-Sale
  - Beer On-Sale
  - Strong Beer Authorization
- Regular Bills

**Motion by Ray second by Grunig approving the Consent Agenda. Motion carried 5 – 0.**

5. Department Heads:

None.

6. Public Hearing Residential Tax Abatement – 1940 Great Bend Blvd:

Drew Hage, Development Director, reviewed the tax abatement program for new residential properties throughout Windom. The Development Department has received an application to construct a single-family home at 1940 Great Bend Boulevard in Windom. Based on the 2019 market values, the estimated abatement for the City is approximately \$1,362 per year for 5 years. Council approved a Resolution to hold a public hearing at tonight's meeting.

Jones opened the Public Meeting at 8:09 PM.

No comments were received.

Jones closed the Public Meeting at 8:10 PM.

**Council Member Grunig introduced the Resolution No. 2019-62, entitled "RESOLUTION APPROVING TAX ABATEMENT FOR CERTAIN PROPERTY PURSUANT TO MINN. STAT. §469.1813T" and moved its adoption. The resolution was seconded by Ray and on roll call vote: Yes: Ray, Nelson, Grunig, Byam, and Quade. No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.**

Hage is planning to present a program summary at the upcoming Council Meeting. He would like to see the program get renewed to continue residential growth in Windom as it ends on December 31, 2019.

7. Resolution – Call for a Public Hearing – 2020 Street Improvement Projects:

Dan Van Schepen, DGR Engineering, presented an overview of the proposed 2020 Street Project. He noted the following:

- Listing of the potential Street Improvements including Alternates
- Each project area was reviewed by city staff and proposed for improvements as part of their 5 year cycle, due to the road conditions and need for utility improvements
- Thicknesses was tested, showing 1-4" of thickness with average of 2.5"
- Roads are cracked, curb & gutter needs replacement (in certain areas)
- Utility upgrades are needed to replace clay/cast iron piping along with being at the end of their design life
- Failing storm sewer will be replaced where needed

## Preliminary

- Reconstruction options to include 4" bituminous over a minimum of 12" granular base for residential streets
- Pavement widths will match existing widths, except for Des Moines Drive and Highland Road to allow for adequate street parking
- Bituminous Rehabilitation consisting of milling the extents of the existing pavement and overlaying 1.5"/3" bituminous based on the street traffic
- Concrete reconstruction options versus the bituminous options/costs and life expectancies
- Construction timing of 3-6 weeks for asphalt and 6-8 weeks for concrete (in each area)
- Cost of \$5,135,000 for asphalt and \$5,597,000 for concrete
- Assessments of 25-33% of the total project costs to adjoining residences using the existing City Assessment Policy
- Cost estimate is \$300,000 higher due to the findings on soil borings and dewatering needs
- Utility needs increased as some manholes need rebuilding and water line looping to benefit residents
- Bonds are used to finance the project

DGR is recommending the bituminous option due to timeframes and cost.

Grunig asked if the total estimated costs included the bid alternates and the 18<sup>th</sup> Ave Storm Water project. Van Schepen concurred. He noted the 18<sup>th</sup> Avenue elevations were better than expected, but the water main would need relocating.

Jones asked if the de-watering would be a bid item. Van Schepen said yes.

Assessment letters will be mailed to residents with adjoining property to the proposed projects and will note the public hearing date, time, and location. The requested bond amount would be in excess of what is coming off of current bonds. City staff will calculate the excess bond amount and provide those numbers at an upcoming meeting.

**Council Member Grunig introduced the Resolution No. 2019-63, entitled "RESOLUTION RECEIVING FEASIBILITY REPORT AND CALLING FOR A PUBLIC HEARING FOR THE 2020 STREET IMPROVEMENT PROJECT" and moved its adoption. The resolution was seconded by Quade and on roll call vote: Yes: Nelson, Grunig, Byam, Quade, and Ray. No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.**

### 8. Firefighter Relief Association Benefit Increase:

Steve Nasby, City Administrator, explained that the Windom Fire Relief Association is a separate legal entity from the City of Windom which provides a firefighter retirement benefit for their years of public service based on years of service. The Association is requesting the amount increase to \$2,800 per year of eligible service, an increase of \$200 over the current rate. State statute requires the Council to approve the requested increase as the City would be responsible for the payout if the Fire Relief Association funding would fall short.

**Motion by Byam second by Nelson approving the increase of the Firefighter Relief Association Benefit to \$2,800 per year of eligible service based on the amount of public years of service. Motion carried 5 - 0.**

### 9. Personnel Recommendations:

Preliminary

Jones mentioned the Community Center sought applications for a Maintenance Assistant. Spencer Winzenried, Community Center Director, is recommending hiring Ethan Jacobs as the full-time custodian at Step 6, of the Union Pay scale with the rate of \$14.75 per hour. This is a budgeted position.

**Motion by Byam second by Grunig to approve hiring Ethan Jacobs as a full-time Maintenance Assistant Union Position at a rate of \$14.75/hour. Motion carried 5 – 0.**

Jones stated that a resignation notice has been received from Michael Haugen, Water/Wastewater Superintendent, to be effective November 6, 2019.

**Motion by Ray second by Grunig to approve the resignation submitted by Michael Haugen, Water/Wastewater Superintendent. Motion carried 5 – 0.**

Byam thanked Haugen for his years of service to the City of Windom.

10. Resolution Designating Annual Polling Place:

Jones said the Council must adopt a Designated Polling Place for the upcoming 2020 elections. The Community Center located at 1750 Cottonwood Lake Drive is recommended for all City Precincts.

**Council Member Grunig introduced the Resolution No. 2019-64, entitled "RESOLUTION DESIGNATING ANNUAL POLLING PLACE" and moved its adoption. The resolution was seconded by Ray and on roll call vote: Yes: Quade, Ray, Nelson, Grunig, and Byam. No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.**

11. Council Meeting Date – Set Date for Budget Workshop – November 19, 2019 – 5:00 PM:

Nasby stated this meeting will review Capital Requests for the City of Windom's Enterprise Funds. The proposed tax levy was set at 3.99%.

**Motion by Byam second by Quade to approve the Budget Workshop for Enterprise Funds Meeting Date of November 19, 2019 at 5:00 PM. Motion carried 5 – 0.**

12. New Business:

None.

13. Old Business:

None.

14. Contractor Payment – Wastewater Treatment Facility Improvement Project – Gridor Construction #12 - \$1,078,671.00:

Nasby provided a brief update on the Wastewater Treatment Improvement Project. He stated the contract is approximately 70% complete. One of the new clarifiers was activated today.

**Motion by Grunig second by Nelson to approve the Pay Request #12 for Gridor Construction in the amount of \$1,078,671. Motion carried 5 - 0.**

Preliminary

15. Council Comments:

Byam invited the public to the Wine Tasting Event is going to be held at the Community Center on November 8<sup>th</sup> starting at 6:00 PM.

Nasby said that Coalition of Greater MN Cities will be having their annual conference November 14<sup>th</sup> and 15<sup>th</sup> in Alexandria, MN. He, along with Byam and Drew Hage, will be in attendance.

Jones requested a Council member attend the Cottonwood County 150 year Celebration event on November 10<sup>th</sup>. Byam obliged.

16. Adjournment:

**Mayor Jones adjourned the meeting by unanimous consent at 8:54 p.m.**

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

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

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
MINUTES  
NOVEMBER 4, 2019

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

2. Roll Call & Guest Introductions:

EDA Commissioners: Betsy Herding, Rick Clerc, Marv Grunig, and Rod Byam.

Absent: Justin Espenson

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

3. Approval of Minutes:

**Motion by Commissioner Byam, seconded by Commissioner Grunig, to approve the Minutes of the EDA Meeting held on October 14, 2019. Motion carried 4-0.**

4. Employee Recruitment & Retention – Child Care

A. Local Assistance

B. Child Care Facility Evaluation Meeting

Director Hage briefly explained the application process for new child care providers. There are county and state applications. We do not know how many applications are given out and are not completed. The application process can be lengthy and we would like to assist to make the process easier.

Director Hage spoke with Scott Marquardt of the Southwest Initiative Foundation and SWIF will pay for a pilot program to help with new child care provider applications. SWIF will provide up to \$1,000 for this program. The money can be used to pay a stipend to an existing provider, or someone with experience in the child care field, to help a prospective provider with the county and state “new child care provider” applications. The payment of the stipend would be administered through the EDA. We are still working on the details of this program.

The EDA can also work with Jessica Beyer with First Children’s Finance to help with financial modeling and developing business plans for a new child care provider. This service is also paid for by the Southwest Initiative Foundation. Director Hage is developing a one-page handout that highlights the support options for new child care providers.

The next Child Care Facility Evaluation Meeting is scheduled for Friday, November 8<sup>th</sup>. At that meeting, a State Child Care Regulator will be present to tour Highland and BARC.

The EDA is currently developing a handout for prospective new child care providers. When more information is available, the EDA will distribute these handouts to various locations and will also release this information on social media.

5. Cemstone Redevelopment Area

A. Grant Updates

B. Engineering Update

Director Hage reported that the City had 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 lots can be pre-sold over the winter. The plan would be to apply for and

receive the DEED Redevelopment Grant before the EDA makes a decision on moving forward. The Board received a copy of Cemstone's letter and a draft plat.

Director Hage reviewed a list of potential grants opportunities for the Cemstone project. To date grants for the quarry – conservation and wellhead protection project have been awarded:

- DNR Conservation Projects Grant – Grant \$35,385 / match \$6,063 (awarded)
  - Tree removal, grading, and seeding
- MDH Implementation Grant (no match required) - \$10,000 from MDH (awarded)

Last week Director Hage submitted applications to MDH for two additional competitive grants for the quarry project. He outlined a DEED Redevelopment Grant opportunity (submission deadline is February 2020) and a potential MPCA grant for soil remediation for in-ground fuel tanks that have been removed. There is also a Workforce Housing Grant that may be an option.

The rendering from DGR should be completed soon. The EDA/City are working with DGR to try to finalize a draft of a plat and working with Cemstone on the potential pre-sale of lots. There is no commitment at this point. There was a discussion concerning the platting process and review by the Planning Commission and the City Council. Director Hage responded to questions concerning the potential pre-sale process and timeframe.

6. City-Owned Parcel South of Shopko: Director Hage advised that there may be a business interested in a portion of the 3.6 acre City-owned parcel situated between Guardian Inn and Kamin's property. The EDA has obtained a wetland delineation for this area and fill has been stockpiled on the back of the property. The goal is to maintain the water retention area and develop the front and back of the property. This is an infill project that utilizes the existing streets and utilities. There was a discussion concerning the possibility that the City could sell this parcel to the EDA which would require two readings of an ordinance by the City Council. There was a question as to whether development in this area would infringe on water retention. Director Hage said that the property to be developed would be on the front and back of the parcel. The remaining property would be maintained as a wetland. He related information concerning the location of the MnDOT tile in that area. After further discussion, the following action was taken.

**Motion by Commissioner Byam, seconded by Commissioner Grunig, to formally request that the City sell the City-owned parcel between the Guardian Inn and the former Shopko property to the EDA. Motion carried 4-0.**

7. Minnesota Housing – Workforce Housing Grant: Director Hage reported that the EDA applied for this grant in 2016 but it was not funded. There are prevailing wage requirements for construction if this grant is awarded. Currently there is a potential developer interested in constructing duplexes and four-plexes. The EDA has discussed the possibility of submitting an application for the Minnesota Housing Workforce Housing Grant with this developer. The deadline for the application is noon on Friday, January 10, 2020. In the application process, applicants must certify that the community has a vacancy rate at or below 5 percent. This certification must be dated within the last two years prior to the application. The housing study was completed in 2014 and there was a vacancy rate update in 2016 both by Viewpoint Consulting. Director Hage advised that Viewpoint Consulting could certify the current vacancy rate for an estimated cost of \$500. After further discussion, the following action was taken.

**Motion by Commissioner Clerc, seconded by Commissioner Grunig, authorizing the EDA to obtain a vacancy rate update from the housing study consultant, Viewpoint Consulting, if the EDA has a project that would require an updated vacancy rate. Motion carried 4-0.**

8. TIF District 1-15 – Decertification: Admin. Asst. Hensen reported that TIF District 1-15 encompasses the Fulda Area Credit Union property which is located at 850 First Avenue. This TIF District was established on November 16, 2004. The first tax increment was not received until 2016. Pursuant to the TIF Plan and Minnesota Statutes, the duration of this district would be the period of twenty-five years after receipt of the first tax increment or until all obligations of the district have been satisfied. However, all obligations of this district will be met by December 31, 2019, and it is necessary that TIF District 1-15 be decertified pursuant to the TIF Plan and statutory requirements.

The Board reviewed a proposed Resolution authorizing this decertification. Admin. Asst. Hensen advised that if the Resolution is adopted, a similar Resolution will then be presented to the City Council for its approval. Follow-up paperwork to decertify the district will then be provided to the Cottonwood County Auditor.

**Resolution introduced and motion by Commissioner Grunig, seconded by Commissioner Byam, to adopt EDA Resolution No. 2019-03, entitled “Resolution Approving the Decertification of Tax Increment Financing District No. 1-15 of the Economic Development Authority in and for the City of Windom, Minnesota”.**

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

9. TIF District 1-17 – Decertification: Director Hage advised that TIF District 1-17 encompasses Block 1 of the North Windom Industrial Park Subdivision. (This is the west side of NWIP. Four of the five lots in Block 1 are owned by Fast Manufacturing.) This TIF District was established on April 16, 2013. The first tax increment was received in July of 2015. Pursuant to the TIF Plan and Minnesota Statutes, the duration of this district would be the period of eight years after receipt of the first tax increment or until all obligations of the district have been satisfied. The district’s existence is past five years and the “five-year rule” would restrict any new projects in this district from receiving tax increment.

There were two major infrastructure projects in this district in 2013 and 2015. A portion of the tax increment generated by this district has been used to pay the property’s share of payments on bonding used to help fund the improvements. City Administrator Nasby indicated that the EDA verified with the TIF consultants that there are sufficient funds reserved in the accounts for this district to make the future bond payments required from this district.

It has been determined that all other obligations of this district will be met by December 31, 2019, and it is necessary that TIF District 1-17 be decertified pursuant to the TIF Plan and statutory requirements.

The Board reviewed a proposed Resolution. If adopted, a similar Resolution will then be presented to the City Council for its approval. Follow-up paperwork to decertify the district will then be provided to the Cottonwood County Auditor.

**Resolution introduced and motion by Commissioner Byam, seconded by Commissioner Grunig, to adopt EDA Resolution No. 2019-04, entitled “Resolution Approving the**

**Decertification of Tax Increment Financing District No. 1-17 of the Economic Development Authority in and for the City of Windom, Minnesota”.**

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

10. New Business: Director Hage advised that KEYC TV will be in Windom on November 5<sup>th</sup> to interview him and also Tom Nelson with the Jackson EDA. DEED worked with a researcher, Wilder Institute of the Twin Cities, to complete a study on the lower cost of living, high quality of life, and available jobs in Southwest Minnesota. The researchers reviewed the consumer price index regarding housing and other living costs in Southwest Minnesota. Currently local employers, AGCO, Fast Global Solutions, Toro, and Prime Pork, are hiring additional employees. There was a brief discussion as to whether the area can handle growth with existing housing, etc.
11. Miscellaneous Information
  - A. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the financial reports for September 2019 provided by Van Binsbergen & Associates.
12. Adjourn. On consensus, President Herding adjourned the meeting at 12:39 p.m.

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

\_\_\_\_\_  
Betsy Herding, EDA President

Windom Library Board Meeting  
City of Windom Council Chamber  
Tuesday, November 12, 2019

5:05 p.m.

1. Call to order: The meeting was called to order by John Duscher
2. Roll Call: Members Present: Kathy Hiley, Steve Fresk, Susan Ebeling, Kari Scheitel, Terri Jones, John Duscher and Anita Winkel

Members Absent: None

Library Staff Present: Dawn Aamot

City Council Member Present: None

3. Agenda and Minutes:

Motion by Sue Ebeling and seconded by Terri Jones to approve the agenda and the minutes.

4. Financial Report:

Dawn reviewed the financial report. Motion by Anita Winkel and seconded by Sue Ebeling to approve the Financial Report.

5. Librarian's Report:

Dawn reported on recent donations to the library. A resolution will be submitted to the city council to accept a donation of \$250 from Judith Hintze to be used for items needed for the Windom Library.

There were a lot of great entries to the pumpkin decorating contest and these entries garnered a total of 420 paper and online votes!

The staff continues to weed the collections in the library.

Nancy has visited the younger classes at Busy Bee and the older classes are visiting the library. Nancy will continue her daycare visits which are much appreciated in the colder months.

Dawn is waiting on quotes from local contractors for the painting project in the children's library.

Motion by Sue Ebeling and seconded by Kathy Hiley to approve the librarian's report.

6. Old Business:

Bedford Technologies has submitted a quote of \$940 for a pair of benches for the front of the library. Engraving memorial information would be \$45/board. These benches would be purchased with a gift from the John and Nancy Resh Family. The board is also considering benches like those on the courthouse lawn, but they are twice the price. The matter was tabled until a future meeting. Dawn said that there is other memorial money available if we choose the more expensive benches.

Dawn is still working on goals for the library. She shared with the board her thoughts on setting a goal to reach out to the Spanish speaking community. Ideas to do this, would include a story time with an interpreter, more books in Spanish and perhaps purchasing translator software. She will consult with the schools and other libraries to see if they can recommend steps to implement a this goal.

7. New Business:

A new printer/copier has been leased from A & B Business who the city has contracted with. They will provide ink and service it. This is the first time the library has had an all-in-one machine.

Dawn is exploring contracting with Better World Books for discards and donated items. Better World Books is a for-profit social enterprise that collects and sells books online with each sale generating funds for literacy initiatives around the world. The program is free. They provide everything the library would need from supplies and prepaid shipping arrangements to reports on the environmental impact the library will make with the program.

Dawn informed the board that the following board members terms expire at the end of this year: Terri Jones, John Duscher and Kathy Hiley.

8. Book Suggestions:

9. Adjourn:

Meeting adjourned at 5:36 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

**CITY OF WINDOM  
PLANNING COMMISSION  
MINUTES  
NOVEMBER 12, 2019**

1. Call to Order: The meeting was called to order by Chairperson Wahl at 7:00 p.m. (The meeting was held in Room 205 of the Windom Community Center due to Council Chambers' scheduling because of the holiday.)

2. Roll Call & Guest Introductions:

Planning Commission: Marilyn Wahl, Ben Derickson, Jared Baloun, Lorri Cole, Dale Friesen, Brett Mattson, and Greg Pfeffer.  
Absent: Carol Hartman.

Also Present: B&Z Staff: Zoning Admin. Andy Spielman and Admin. Asst. Mary Hensen; Mayor Dominic Jones, Dallas Smith, Betty Smith, Jeff Evers, and Steph Evers.

3. Approval of Minutes:

**Motion by Commissioner Derickson, seconded by Commissioner Baloun, to approve the Planning Commission Minutes for the meeting held on October 8, 2019. Motion carried 7-0.**

4. Public Hearing

A. 7:05 P.M.: Zoning Application – Dallas Smith (Heinitz, Maniscalco, Johnson) – 616 Tenth Street (Variance – Side Yard Setback): Chairperson Wahl opened the public hearing at 7:05 p.m. Zoning Admin. Spielman advised that an Application has been submitted by Dallas Smith and the three property owners have either signed the Application or signed Consents to the Application. The Applicants are requesting a variance to reduce the side yard setback on the east side of the house to five feet (5') to allow the construction of a new attached garage (12' in width). Zoning Admin. Spielman explained the elements of the site drawing and advised that the property is located in an R-2 Zoning District. City Code requires side yard setbacks of 20% of the frontage divided equally on each side. The required side yard setback on this property would be nine feet (9') on each side. Zoning Admin. Spielman advised that the drawing submitted by Mr. Smith was based on pins that Zoning Admin. Spielman had found on the site. They were metal stakes and not the sealed pins typically set by a surveyor. Approval of the application would be contingent on a survey of the property prior to any construction. Zoning Admin. Spielman said that if the survey determines that the property lines are not the same as the pins which were found, then the Applicants would either modify the size of the proposed garage or forego the project. The Applicants are requesting a four foot (4') reduction of the side yard setback on the east side of the house.

Chairperson Wahl asked if the Applicant would like to speak. Dallas Smith said that he is a local contractor in Windom. The reason he wants the variance is to construct a garage and convert the property into a duplex. He said that the house currently has 5 bedrooms and 2 bathrooms located on the main floor and there's a basement. He said that the house could be divided basically down the middle to convert the property into two units. He feels that the property would sell more easily if it was converted into two units. He indicated that if the variance is not approved, he does not intend to buy the property or do the project. Zoning Admin. Spielman advised that the conversion would result in two townhome units (and not a duplex) because the units would be under separate ownership. He indicated that there are special requirements for a property to be considered a townhouse. He displayed the elevation drawing on the screen and advised that there would be another front door for the second unit.

Chairperson Wahl asked if there was anyone in the audience who would like to speak. Jeff Evers advised that he is a next door neighbor to this property. He and his wife, Steph, know where the property line used to be. The history of their property goes back to Steph's grandmother. At that time, the former property line on this property would have gone through a portion of the garage and back bedroom. He advised that the Johnsons did not survey the property. Instead, they just built the house and didn't ask for a variance. After the house was built, the Johnsons had to request that Steph's grandmother deed a portion of her property to them so that the house would be all on Johnsons' property. He said that because the property line was changed, he could not construct a larger garage on his property. Mr. Evers has an issue with the Johnsons' property becoming a two-unit townhome because of the additional parking in the driveway that may be generated by this conversion. He explained that if there is a vehicle

in the Johnsons' driveway, he cannot see oncoming vehicles when he is attempting to back out of his driveway. Mr. Evers also has a concern regarding additional water drainage coming onto his property with a change in the roof line of the house. He said that currently water from the Johnsons' backyard dumps onto his property. Water from the parking lot of the adjoining apartment building also runs across Johnsons' backyard and dumps onto the Evers' property. Some of that water also dumps on the Elstons' property. He asked Mr. Smith what he plans to do with the water from the garage addition. Mr. Smith advised that the water from the addition will be coming off the front and to the south on the property. Mr. Evers asked Mr. Smith if he was going to add more concrete in front of the garage addition. Mr. Smith said that yes there would be some more concrete. However the circle area would remain as grass. Mr. Evers said that there are two sump pumps in the Johnsons' house that pump all year round – one going out the back and one going out the front. He said that the back pump drains onto his property and freezes into ice on his driveway. He said that one needs to be shut off in the winter.

Chairperson Wahl asked the Commissioners if there were any questions for Mr. Smith or anyone else. Questions/Answers: How far is the distance between the apartment building and the edge of the property? A: Zoning Admin. Spielman said that the distance would be approximately 25 feet with the 5 foot setback. He said that the house sits a little crooked on the lot and isn't parallel to the side property line. The distance between the side of the house and the property line varies from the front of the house to the back of the house. Q. to Mr. Smith: Do you have a plan for the water? A: Out the front for the garage addition. Mr. Smith said that he wasn't aware of the drainage problems. He never heard of it until tonight. He said that he would have to do something about the water problems. Maybe raise the grade so the water comes around the addition to the front. Q. to Mr. Smith: Will it change your mind about purchasing the property? A: Probably not but have to address water issue. Chairperson Wahl closed the public hearing at 7:17 p.m. (Mr. and Mrs. Smith and Mr. and Mrs. Evers left the meeting and were discussing options for the water issues in the hall.)

Zoning Admin. Spielman said that water is an issue for this property. The sump pumps for the house have been a problem in the past. Last year there was icing on River Road caused by the water from the sumps on this property. He said that the Water/Wastewater Department did give permission for the property owners to install a valve to allow water from the sump pump to drain into the City's sanitary sewer. Mayor Jones clarified this statement. He said that it is illegal anytime in the City for water from a sump pump to go into the City's sanitary sewer. Zoning Admin. Spielman said that it was authorized by the Water/Wastewater Department because it was a safety issue. He said that Mountain Lake has a permit process for this type of connection. Mayor Jones said that in cases such as this, the Utility Commission should know about those locations where sump pumps are draining into the sanitary sewer because of the added volume of water for the system.

Zoning Admin. Spielman indicated that there will not be a basement under the addition and he doesn't think the garage addition would compound the water issues.

There was discussion by the Planning Commissioners as to whether simple grading on the parking lot for the apartment building could address some of the water issues. A Commissioner suggested that the parties talk with the apartment building owner regarding grading.

Zoning Admin. Spielman advised that he did not think the garage addition will affect the drainage or cause additional water to drain onto Evers' property.

There was a discussion as to whether there were gutters and downspouts on the property which could also help with some of the drainage issues.

There was a discussion as to the extent of the blind spot created by the parking of vehicles on the Johnsons' driveway. Zoning Admin. Spielman advised that the City Code requires that for new construction there must be two sheltered parking spaces per new home (i.e. 2-car garage). Zoning Admin. Spielman indicated that if there is a garage stall on each side of the house and one vehicle in the driveway on each side of the house (for the 2-unit townhome) that would meet the parking requirements per City Code. There was a question concerning the setback for a vehicle in a driveway. Zoning Admin. Spielman gave an example that the Code requires that a vehicle be set back 18 feet from an alley. He

believes that they will have enough front yard for a vehicle outside the proposed garage addition. One Commissioner mentioned that the new garage won't add to the visibility issues for the neighbors. Another Commissioner said that driveway parking can be an issue anywhere in the City.

In response to a question, Zoning Admin. Spielman reviewed the criteria for approving a variance as set forth in City Code Section 152.565. There was a discussion of the criteria as it relates to this application. There was also a discussion of the unique characteristics of this property. Zoning Admin. Spielman provided an example of a previous variance and the characteristics that were unique to that property.

There was a discussion concerning whether division of the building into two townhome units would result in lots that were too small pursuant to the City Code. Zoning Admin. Spielman is looking at the house (even if divided into two townhome units) as a contiguous building and whether the building itself complies with the required setbacks. He advised that there is a considerable amount of work to construct (or convert a property) into townhome units. There must be a one-hour firewall from the foundation to the roof that divides the units and no utilities can pass through this wall. Separate utilities must be installed for each unit.

In response to a question, Zoning Admin. Spielman advised that 2-family dwellings are allowed in the R-2 Zoning District.

There was a discussion concerning potential conditions on the variance. Zoning Admin. Spielman advised that requiring Mr. Smith to fix a pre-existing drainage issue in the backyard might not be a reasonable condition to attach to the variance.

There was a discussion as to whether there are any requirements in the City Code stating that both units need access to the backyard. Zoning Admin. Spielman advised that there is nothing in the Code that says you have to maintain access to the rear yard.

There was a discussion of other options for Mr. Smith for construction of a garage on this property. However, those might create more drainage issues. Zoning Admin. Spielman reiterated that a five foot (5') setback is the minimum standard used in the Building Code for residential buildings, etc. to maintain light, ventilation, and restrict fire spread and also in the City Code regarding certain buildings on lots which might be considered unbuildable pursuant to district standards.

There were no complaints from anyone on the east side of the property concerning the variance request received by the Building & Zoning Office.

The existing house only has one single-car garage (15' wide X 23' deep). It was suggested that one single-car garage is not sufficient for the size of this home. The new owner(s) might have the need for even more vehicles in the driveway without a second garage. There was a discussion that because this is a large house, the ability to convert the house into a two-unit townhome is a unique characteristic of the property. Another Commissioner reiterated that the City is looking for additional living space and this project would add another housing unit.

**Motion by Commissioner Friesen, seconded by Commissioner Cole, to approve the application and recommend to the City Council the approval of the variance application, submitted by Dallas Smith, Joli Heinitz, Kay Maniscalco, and Martha Johnson, to reduce the required side yard setback on the east side of the house from nine feet (9') to not less than five feet (5') to allow for the construction of an attached single-car garage on the east side of the house because it is a large house that can be converted into a two-unit townhouse. The property is located at 616 Tenth Street, Windom, Minnesota, and is briefly described as: A .23+ acre five-sided tract of land in Lot 9 of County Auditor's Subdivision No. 5 to the City of Windom, Cottonwood County, Minnesota. (*This is not a legal description of the property.*) (Parcel No. 25-165-0150).**

**Findings of Fact for Variance:**

1. As stated in the narrative herein.
2. The Applicants propose to use the property in a reasonable manner.
3. The variance is in harmony with the general purposes and intent of this ordinance.

4. **The variance is consistent with the comprehensive plan.**
5. **The variance will not alter the essential character of the locality.**

**The motion includes that the jurisdictional documents and the findings of fact be made a part of the hearing record.**

**Motion was declared carried 7-0.**

5. 2020 S.M.A.R.T. Goals – Discussion: Zoning Admin. Spielman reported that following the discussion concerning the existing and proposed goals at the October Meeting, he used the comments to expand on goal No. 2 with a new Goal No. 3. He briefly reviewed the proposed 2020 S.M.A.R.T. Goals with the Commissioners. After a brief discussion, the following action was taken.

**Motion by Commissioner Wahl, seconded by Commissioner Mattson, to approve the 2020 S.M.A.R.T. Goals as proposed and recommend City Council approval of these goals. Motion carried 7-0.**

6. Fee Schedule - Recommendation: Zoning Admin. Spielman recapped that the building and zoning fees were discussed at the October Meeting. Following that meeting, he prepared a one-page handout summarizing those fees. He briefly reviewed the schedule with the Commissioners and pointed out several requested changes since the October Meeting. He advised that zoning permits do not require collection of a state surcharge and asked if the Commissioners were agreeable to changing that fee to \$50 (instead of the \$49 fee + \$1 state surcharge approved at the October Meeting). He said that the changes in the filing fees for the Subdivision and Planned Unit Development applications were not discussed at the last meeting. Currently those fees are \$120 per application. These zoning applications require an equal amount of time as, if not more than, variance and conditional use permit applications which currently require a \$150 filing fee. For purposes of consistency, Staff is recommending that the fees for these two types of applications be increased to \$150 each. Zoning Admin. Spielman advised that if these recommendations are approved by the Planning Commission, the proposed fees would then be presented to the City Council in January when the Council updates the City's schedule of fees and charges. After a brief discussion, the following action was taken.

**Motion by Commissioner Pfeffer, seconded by Commissioner Friesen, to approve the building and zoning fee schedule as presented and to recommend City Council approval of this schedule. Motion carried 7-0.**

7. 2020 Council Budget Meeting - Update: Zoning Admin. Spielman reported that during the City Council's budget meeting to review 2020 Capital Improvement Projects, there was a discussion of the current "Blighted Homes Program". In the past, the City Council has budgeted \$10,000 each year for this program. Currently the account balance is approximately \$18,000. There was a discussion about whether that amount should remain in that program or whether a new incentive program should be created. The City Council budgeted an additional \$2,000 for the existing program for 2020 and designated that these funds could be used as part of the Blighted Homes Program or as part of an incentive (grant) program. If there is an opportunity to use some of the funds in an incentive project, that project would come before the City Council for approval. Staff will compose the parameters and guidelines for this new incentive program. Zoning Admin. Spielman asked if the Commissioners wished to participate in that process and no comments were made. He advised that each of the projects in the new phase of the program will come before the City Council for approval.

The City Council also discussed the budget request for funding of a review of the land use code by a consultant. The cost for such a project may range from \$10,000 to \$25,000 depending on the scope of the project and number of public hearings, etc. For 2020, the sum of \$5,000 was budgeted with the thought that the process might begin in mid-to-late 2020 with the possibility of budgeting an additional \$5,000 in 2021, etc.

#### 8. Unfinished Business

- A) Code Review Discussion – Next Steps: Zoning Admin. Spielman suggested that in January or February of 2020 there may be a discussion with the Planning Commission concerning the overall goals and objectives of the process, the scope of the review, etc. This discussion will aid in the writing of a Request for Proposal (RFP) to be submitted to potential consultants for the project.

9. There were no "Other Business/Reports" or "New Business" to come before the meeting.

10. Planning Commission Comments, Concerns, Suggestions: Commissioner Derickson advised that if there is a December Meeting, that would be his last meeting as a Planning Commissioner as his term expires on December 31, 2019, (as he has many other obligations as Fire Chief). Chairperson Wahl thanked him for his services. She wished everyone a Happy Thanksgiving and a blessed holiday season (in case we don't have a meeting in December).
11. Adjourn: On consensus, Chairperson Wahl adjourned the meeting at 8:20 p.m.

---

Marilyn Wahl, Chairperson

Attest: \_\_\_\_\_  
Andy Spielman, Zoning Administrator

## **Parks & Recreation Commission Minutes**

### **November 13, 2019, 5:30 p.m.**

Meeting called to order by Chairman Jason Kloss at 5:36pm after a full quorum arrived.

#### **Roll Call:**

Present:	Howard Davis, Bryan Joyce, Jason Kloss, Jess Smith, and Ron Kuecker
Absent:	Josh Schunk
Council Liaisons:	Jenny Quade and Rod Byam
City Staff Present:	Brian Cooley, Street/Park Superintendent, Tim Hogan, Arena /Recreation Director

#### **1. Approve Agenda and Minutes:**

- a) Motion to amend the agenda to move Drew Hage to number three. Motion to pass the amended agenda by Ron Kuecker, second by Bryan Joyce.
- b) Motion to pass the minutes with corrections by, Ron Kuecker second by, Bryan Joyce.

#### **2. Review proposal from EDA Director Drew Hage for Toro to park trailers in the Parking lot at the WRA.**

- a) Drew Hage discussed the proposal for parking Toro's trailers in the parking lot until March 1, 2020. He said that they are Ramping up production and need more space for their trailers. They agreed to pay for any Grading and to put gravel down if needed.
- b) Motion by Howard Davis to approve the use of the WRA to park trailers and, with stipulations that the trailers be removed by; March 1, 2020 date so that any imperfections in the parking lot be repaired before any spring sports start. Motion seconded by Bryan Joyce.

#### **3. Discussion about the of the dog park:**

- a) Brian informed the Commission members that he has gone over the design and location for the dog park with members of the Cottonwood County Animal Rescue and they gave their approval. Brian also handed out the quote for the fence, which was from Nate Brugerman for \$13,950. Brian asked if the commission if they wanted it black or just the standard silver color, the consensus was to have it be silver.
- b) Motion by Ron Kuecker, and seconded by Howard Davis to recommend that the Windom City Council approve the location and design of the dog park, and that all donations will go directly to the CCAR to pay for the fence installation.
- c) The Commission reviewed the dog park rules, Ron Kuecker would like to see some wording changed. We will revisit them at the next meeting.
- d) Brian informed the Commission that a group of people from Mountain Lake donated \$550 to the CCAR to use for the dog park.

#### **4. Update from Tim Hogan Recreation/Arena Director:**

- a) Tim informed that the person that managed the pool would not be able to come back this summer. He asked the commissions as to time line to go by for hiring a new manager. It was the consensus of the commission to advertise for the position starting in January 2020 so that person can be involved with planning for the 2020 swimming lessons. He would like this person to have more authority so that if the pool is not busy that person can send lifeguards home if necessary.
- b) Tim informed the commission that there is hail damage to the north side of the arena roof and multiple leaks throughout the rest of the roof that are affecting the hockey ice. So far, the insurance payment would cover around half of the cost and the rest would be the cities responsibility. He currently has two companies that are bidding on the roof and will bring them to the commission when they arrive.
- c) Tim informed that they would start working on installing the studio rink after they inspect the cooling coils.

**5. Update from Brian Cooley, Street and Parks Superintendent:**

- a) Brian informed the commission that he has closed all of the sprinkler systems, restrooms, campground, and dump station for the winter. He will reopen the campground to camping in April 2020 after adding some updated signage.
- b) Brian updated the commission about the pre-construction meeting for the tennis courts
- c) The contractor will start early next spring with dirt work. They will access the area from the water tower road, than cross the trail. The trail will have protection to save the asphalt from damage, and closing of the trail for small periods. The city has received a donation of \$10,000, for install windscreens on the tennis court fence from Windom Area Health. (Pending council approval.)
- d) Brian informed the commission that one of the two large mowers he has needs an engine replaced which will costs around \$6500 to \$9500. A new mower would cost \$68,000 to replace.

**6. New business:**

- a) The Committee will start planning and start the virtual tour process at the next meeting one park at a time.

**7. Old business:**

- a) Brian informed the Committee that he would be bringing some park adoptions for approval at the next meeting.

**8. Open mike discussion:**

- a) Rod Byam would like to have the log cabin in the park open to give tours and inform people about pioneer life during Riverfest, to commemorate the County turning 150 years old next year.
- b) Rod Byam also asked that the trail around the WRA be plowed during the winter months. Brian told the committee that he could do that using the skid loader and plow.

**Meeting adjourned at 6:52 pm.**

**Next Meeting Wednesday, December 11, 2019 @ 5:30pm Windom City Hall Council Chambers.**

# 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 River Ducks Unlimited Chapter 045 Previous Gambling Permit Number: X-17002-19-015

Minnesota Tax ID Number, if any: 3358833 Federal Employer ID Number (FEIN), if any: 13-5643799

Mailing Address: PO BOX 142

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

Name of Chief Executive Officer (CEO): Jason Kloss

CEO Daytime Phone: 507-822-1529 CEO Email: jascin4@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      Secretary of State website, phone numbers:  
60 Empire Drive, Suite 100      [www.sos.state.mn.us](http://www.sos.state.mn.us)  
St. Paul, MN 55103      651-296-2803, or toll free 1-877-551-6767

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

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

## GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Windom Community Center

Physical Address (do not use P.O. box): 1750 Cottonwood Lake Drive

Check one:

City: Windom Zip: 56101 County: Cottonwood

Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): April 4, 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 devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

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

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

The application is acknowledged with no waiting period.

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

The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

\_\_\_\_\_

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

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

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

The application is acknowledged with no waiting period.

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

The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

\_\_\_\_\_

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

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

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

\_\_\_\_\_

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

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

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

Chief Executive Officer's Signature:  Date: 11-5-19

(Signature must be CEO's signature; designee may not sign)

Print Name: JASON KLOSS

**REQUIREMENTS**

**Complete a separate application for:**

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

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

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

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

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**

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

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

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

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

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

MINNESOTA LAWFUL GAMBLING  
**LG220 Application for Exempt Permit**

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**ORGANIZATION INFORMATION**

Organization Name: Windom Fire Department Relief Association Previous Gambling Permit Number: X-34764-19-010  
 Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: 41-6029415  
 Mailing Address: PO Box 189  
 City: Windom State: MN Zip: 56101 County: Cottonwood  
 Name of Chief Executive Officer (CEO): Kevin Gotto  
 CEO Daytime Phone: 712-259-2098 CEO Email: Kgotto@partneradvantage.com  
(permit will be emailed to this email address unless otherwise indicated below)  
 Email permit to (if other than the CEO): mlamaack@bankmidwest.com

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

- Fraternal     Religious     Veterans     Other Nonprofit Organization

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

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

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

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Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Windom Community Center  
 Physical Address (do not use P.O. box): 1750 Cottonwood Lake Dr.  
 Check one:  
 City: Windom Zip: 56101 County: Cottonwood  
 Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
 Date(s) of activity (for raffles, indicate the date of the drawing): 4-25-20

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 devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

**LG220 Application for Exempt Permit**

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for a gambling premises  
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The application is acknowledged with no waiting period.

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

The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

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

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

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for a gambling premises  
located in a township**

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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: *Kevin Gotto* Date: 11/12/19

(Signature must be CEO's signature; designee may not sign)

Print Name: Kevin Gotto

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Roseville, MN 55113

**Questions?**  
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Minnesota Department of Public Safety  
 Alcohol & Gambling Enforcement Division  
 445 Minnesota Street, 1600  
 St Paul, Minnesota 55101  
 651-201-7507

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: ONSL License Period Ending: 12/31/2019 Iden: 6776  
 Issuing Authority: Windom  
 Licensee Name: Porath, Gordon  
 Trade Name: Sunbowl  
 Address: 111 1st Ave S  
 Windom, MN 56101  
 Business Phone: 5078314250  
 License Fees: Off Sale: \$0.00 On Sale: \$2,000.00 Sunday: \$0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability.(3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Gordon Porath Licensee Signature UOB SSN Date 11-1-19  
 (Signature certifies all above information to be correct and license has been approved by city/county.)

\_\_\_\_\_  
 City Clerk/Auditor Signature Date  
 (Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

\_\_\_\_\_  
 County Attorney Signature Date  
 County Board issued licenses only(Signature certifies licensee is eligible for license).

Scott Bet Police/Sheriff Signature Date 11/07/19  
 Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

The Licensee is requesting an Outdoor Sales/Service of Alcoholic Beverages Endorsement as required per City of Windom Code of Ordinances §118.051. The outdoor area is included and listed in the required liquor liability insurance for the premise.



Windom, MN

# Expense Approval Report By Fund

Payment Dates 11012019 - 11152019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL</b>					
BENJAMIN SCHMALL	20161214	12/14/2016	REFUND - STATEMENT CREDIT	100-20191	34.00
ISAAC MOONEY	20170710	07/10/2017	REFUND - STATEMENT CREDIT	100-20191	41.28
MN REVENUE	20191113	11/13/2019	SALES TAX -	100-20202	17,082.48
MN REVENUE	20191113	11/13/2019	SALES TAX -	100-20202	7,969.90
MN REVENUE	20191113	11/13/2019	SALES TAX -	100-20202	16.40
					<b>25,144.06</b>
<b>Activity: 41110 - Mayor &amp; Council</b>					
INDOFF, INC	3303475	10/22/2019	SUPPLIES	100-41110-200	31.99
FLAHERTY & HOOD, P.A.	13785	11/13/2019	SERVICE #8845	100-41110-304	1,687.50
SCHRAMMEL LAW OFFICE	20191101	11/06/2019	LEGAL FEES -	100-41110-304	3,090.00
CITIZEN PUBLISHING CO	20191031	11/08/2019	ADVERTISING	100-41110-350	572.25
<b>Activity 41110 - Mayor &amp; Council Total:</b>					<b>5,381.74</b>
<b>Activity: 41310 - Administration</b>					
NCPERS MINNESOTA	844600112019	11/05/2019	INSURANCE #844600 - NOV 2	100-41310-133	80.00
HEARTLAND SECURITY SERVIC	594175	10/28/2019	#602016826 - SERVICE	100-41310-200	275.40
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	100-41310-321	103.44
AGC NETWORKS, INC.	9010003810	10/23/2019	ANNUAL MAIN #1010003587	100-41310-321	473.59
CMRS - TMS #256704	20191114	11/04/2019	POSTAGE #256704 - CITY OFF	100-41310-322	505.83
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - CRASH PLAN	100-41310-326	10.00
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	100-41310-326	294.68
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - GRAND VIE	100-41310-480	20.53
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - SUBWAY	100-41310-480	11.46
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - CASEYS	100-41310-480	56.53
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - GRAND VIE	100-41310-480	20.13
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - GRIZZLY'S	100-41310-480	28.98
WINDOM AREA HEALTH	734-0046-10-19-0046	11/08/2019	SCREENINGS-WELLNESS	100-41310-480	485.00
<b>Activity 41310 - Administration Total:</b>					<b>2,365.57</b>
<b>Activity: 41410 - Elections</b>					
CMRS - TMS #256704	20191114	11/04/2019	POSTAGE #256704 - ELECTIO	100-41410-480	0.49
<b>Activity 41410 - Elections Total:</b>					<b>0.49</b>
<b>Activity: 41910 - Building &amp; Zoning</b>					
NCPERS MINNESOTA	844600112019	11/05/2019	INSURANCE #844600 - SEPT 2	100-41910-133	24.00
WINDOM QUICK PRINT	19187	11/13/2019	SUPPLIES	100-41910-200	56.95
INDOFF, INC	3302572	10/18/2019	SUPPLIES	100-41910-200	18.13
INDOFF, INC	3303475	10/22/2019	SUPPLIES	100-41910-200	65.58
WEX BANK	62062138	11/13/2019	FUEL - P / Z	100-41910-212	70.52
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - DEPT OF LA	100-41910-308	85.00
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	100-41910-321	74.29
AGC NETWORKS, INC.	9010003810	10/23/2019	ANNUAL MAIN #1010003587	100-41910-321	52.62
CMRS - TMS #256704	20191114	11/04/2019	POSTAGE #256704 - P & Z	100-41910-322	23.64
<b>Activity 41910 - Building &amp; Zoning Total:</b>					<b>470.73</b>
<b>Activity: 41940 - City Hall</b>					
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	100-41940-381	420.31
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	100-41940-382	62.09
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	100-41940-385	126.37
SANDRA HERDER	20191105	11/05/2019	CLEANING	100-41940-406	429.00
MELISSA PENAS	20191105	11/05/2019	CLEANING	100-41940-406	429.00
<b>Activity 41940 - City Hall Total:</b>					<b>1,466.77</b>
<b>Activity: 42120 - Crime Control</b>					
NCPERS MINNESOTA	844600112019	11/05/2019	INSURANCE #844600 - SEPT 2	100-42120-133	144.00
INDOFF, INC	3300948	10/23/2019	SUPPLIES	100-42120-200	30.72

## Expense Approval Report

Payment Dates: 11012019 - 11152019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INDOFF, INC	3303457	10/29/2019	SUPPLIES	100-42120-200	43.90
WEX BANK	62062138	11/13/2019	FUEL - POLICE	100-42120-212	1,631.80
WEX BANK	62062138	11/13/2019	FUEL CREDIT - POLICE	100-42120-212	-26.93
COTTONWOOD CO AUD/TREA	20191112	11/13/2019	DEPUTY ATTORNEY - DEC 201	100-42120-304	3,957.50
COTTONWOOD VET CLINIC	209982	11/06/2019	SERVICE	100-42120-305	55.00
US BANK	#6710 10-21-19	11/06/2019	CREDIT CARD #6710 - BCA TR	100-42120-308	75.00
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	100-42120-321	75.33
AT & T MOBILITY	287293102788X11032019	11/05/2019	SERVICE #287293102788	100-42120-321	560.70
CMRS - TMS #256704	20191114	11/04/2019	POSTAGE #256704 - POLICE	100-42120-322	7.29
RUNNINGS SUPPLY, INC	71920	11/05/2019	MAINTENANCE	100-42120-322	21.79
ALPHA WIRELESS - MANKATO	4314	11/05/2019	SERVICE -	100-42120-323	108.00
ZUERCHER TECHNOLOGIES, LL	256550	11/05/2019	SERVICE	100-42120-326	240.00
SHI INTERNATIONAL CORP	B10738896	10/23/2019	SERVICE	100-42120-326	84.00
SHI INTERNATIONAL CORP	B10756054	10/23/2019	#550570022	100-42120-326	681.00
DONNA MARCY	20191030	11/05/2019	EXPENSE - NEUROBIOLOGY O	100-42120-334	8.67
LEAGUE OF MN CITIES INS TR	15079	11/08/2019	INV #15079 CLAIM #0009525	100-42120-364	250.00
WINDOM AUTO VALU	#3400540 10-25-19	11/13/2019	#3400540 - MAINTENANCE	100-42120-405	48.37
COTTONWOOD CO AUD/TREA	20191113	11/13/2019	RENT - DEC. 2019	100-42120-412	1,925.00
BLUE CROSS/BLUE SHIELD	191101120451	11/06/2019	INSURANCE PREM- DEC 2019	100-42120-480	596.50
<b>Activity 42120 - Crime Control Total:</b>					<b>10,517.64</b>

**Activity: 42220 - Fire Fighting**

SCHWALBACH HARDWARE	20191025	11/13/2019	MAINTENANCE	100-42220-211	275.98
WEX BANK	62062138	11/13/2019	FUEL - FIRE	100-42220-212	167.91
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - EBAY MILWA	100-42220-215	57.75
NOBLE INDUSTRIAL SUPPLY C	SI-125209	10/29/2019	MATERIALS & EQUIPMENT	100-42220-215	331.88
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	100-42220-321	42.38
AGC NETWORKS, INC.	9010003810	10/23/2019	ANNUAL MAIN #1010003587	100-42220-321	157.86
CMRS - TMS #256704	20191114	11/04/2019	POSTAGE #256704 - FIRE	100-42220-322	7.49
CITIZEN PUBLISHING CO	20191031	11/08/2019	ADVERTISING	100-42220-350	913.00
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	100-42220-381	289.85
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	100-42220-382	13.98
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	100-42220-385	31.23
SCHWALBACH HARDWARE	20191025	11/13/2019	MAINTENANCE	100-42220-404	8.99
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - EBAY LUBE G	100-42220-405	24.32
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - AMAZON LU	100-42220-405	37.94
SMITH AUTO SUPPLY - CARQU	20191031	11/13/2019	#91380 - MAINTENANCE	100-42220-405	259.98
KDOM RADIO	#0951 10-31-19	11/05/2019	#0951 - ADVERTISING	100-42220-433	30.00
MN STATE FIRE DEPT ASSOC	20191105	11/05/2019	2020 MSFDA MEMBERSHIP D	100-42220-433	290.00
<b>Activity 42220 - Fire Fighting Total:</b>					<b>2,940.54</b>

**Activity: 42500 - Civil Defense**

ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	100-42500-381	31.56
<b>Activity 42500 - Civil Defense Total:</b>					<b>31.56</b>

**Activity: 43100 - Streets**

NCPERS MINNESOTA	844600112019	11/05/2019	INSURANCE #844600 - SEPT 2	100-43100-133	80.00
WEX BANK	62062138	11/13/2019	FUEL - STREET	100-43100-212	1,439.55
WEX BANK	62062138	11/13/2019	FUEL - STREET CREDIT	100-43100-212	-26.93
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	100-43100-217	70.00
DUININCK	539591	11/04/2019	MATERIALS	100-43100-224	164.00
WINDOM AUTO VALU	#3400540 10-25-19	11/13/2019	#3400540 - MAINTENANCE	100-43100-241	119.29
RUNNINGS SUPPLY, INC	71920	11/05/2019	MAINTENANCE	100-43100-241	44.99
WILLIAMSON SUPPLY	8194	10/29/2019	SMALL TOOLS	100-43100-241	140.45
MAC TOOLS	D 21057	11/05/2019	SMALL TOOLS	100-43100-241	160.00
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - U OF M CON	100-43100-308	150.00
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - MN FALL M	100-43100-308	90.00
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	100-43100-321	45.85
AGC NETWORKS, INC.	9010003810	10/23/2019	ANNUAL MAIN #1010003587	100-43100-321	157.86
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	100-43100-381	244.39
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	100-43100-381	1,442.43
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	100-43100-382	18.87

Expense Approval Report

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COTTONWOOD CO SOLID WA	1923639	10/10/2019	WASTE DISPOSAL	100-43100-384	43.00
COTTONWOOD CO SOLID WA	1923759	11/13/2019	REFUSE DISPOSAL	100-43100-384	110.00
COTTONWOOD CO SOLID WA	1924093	11/13/2019	REFUSE DISPOSAL	100-43100-384	69.00
COTTONWOOD CO SOLID WA	1924103	10/22/2019	DISPOSAL	100-43100-384	363.29
COTTONWOOD CO SOLID WA	1924106	10/22/2019	DISPOSAL	100-43100-384	540.10
COTTONWOOD CO SOLID WA	1924108	10/22/2019	DISPOSAL	100-43100-384	627.81
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	100-43100-385	39.05
WINDOM AUTO VALU	#3400540 10-25-19	11/13/2019	#3400540 - MAINTENANCE	100-43100-404	158.27
SCHWALBACH HARDWARE	20191025	11/13/2019	MAINTENANCE	100-43100-404	11.16
RUNNINGS SUPPLY, INC	71920	11/05/2019	MAINTENANCE	100-43100-404	118.10
BAUER BUILT	830107605	11/14/2019	CREDIT - MAINTENANCE	100-43100-404	-1,192.00
SETON IDENTIFICATIONI PRO	9340921782	11/05/2019	MAINTENANCE	100-43100-404	259.71
WINDOM AUTO VALU	#3400540 10-25-19	11/13/2019	#3400540 - MAINTENANCE	100-43100-405	880.48
SCHWALBACH HARDWARE	20191025	11/13/2019	MAINTENANCE	100-43100-405	3.34
DICKS WELDING INC	20191031	11/13/2019	REPAIRS - MAINTENANCE	100-43100-405	207.65
BAUER BUILT	830107607	11/14/2019	MAINTENANCE	100-43100-405	1,414.16
RDO EQUIPMENT CO	P83660	11/05/2019	MAINTENANCE	100-43100-405	343.00
RUNNINGS SUPPLY, INC	71920	11/05/2019	MAINTENANCE	100-43100-406	53.89
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - NORTON AN	100-43100-480	-128.25
BLUE CROSS/BLUE SHIELD	191101120451	11/06/2019	INSURANCE PREM- DEC 2019	100-43100-480	596.50
<b>Activity 43100 - Streets Total:</b>					<b>8,859.01</b>

Activity: 45120 - Recreation

CMRS - TMS #256704	20191114	11/04/2019	POSTAGE #256704 - REC	100-45120-217	1.62
<b>Activity 45120 - Recreation Total:</b>					<b>1.62</b>

Activity: 45202 - Park Areas

NCPERS MINNESOTA	844600112019	11/05/2019	INSURANCE #844600 - SEPT 2	100-45202-133	16.00
WEX BANK	62062138	11/13/2019	FUEL - PARK	100-45202-212	133.80
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	100-45202-326	466.67
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	100-45202-381	562.85
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	100-45202-382	555.74
COTTONWOOD CO SOLID WA	1923867	10/15/2019	REFUSE DISPOSAL	100-45202-384	20.00
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	100-45202-385	102.87
WINDOM AUTO VALU	#3400540 10-25-19	11/13/2019	#3400540 - MAINTENANCE	100-45202-402	24.90
RUNNINGS SUPPLY, INC	71920	11/05/2019	MAINTENANCE	100-45202-402	25.98
WINDOM AUTO VALU	#3400540 10-25-19	11/13/2019	#3400540 - MAINTENANCE	100-45202-405	76.71
SCHWALBACH HARDWARE	20191025	11/13/2019	MAINTENANCE	100-45202-406	537.15
BOB'S BIFFYS LLC	4675	10/22/2019	SERVICE	100-45202-406	1,710.00
RUNNINGS SUPPLY, INC	71920	11/05/2019	MAINTENANCE	100-45202-406	116.47
LAMPERTS YARDS, INC.	LA3902020 11-1-19	11/05/2019	MAINTENANCE	100-45202-406	236.57
<b>Activity 45202 - Park Areas Total:</b>					<b>4,585.71</b>
<b>Fund 100 - GENERAL Total:</b>					<b>61,765.44</b>

Fund: 211 - LIBRARY

Activity: 45501 - Library

NCPERS MINNESOTA	844600112019	11/05/2019	INSURANCE #844600 - SEPT 2	211-45501-133	16.00
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - AMAZON SU	211-45501-200	32.99
HEARTLAND SECURITY SERVIC	594176	10/28/2019	SERVICE	211-45501-217	275.40
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	211-45501-321	27.96
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	211-45501-326	203.33
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	211-45501-381	135.31
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	211-45501-382	19.44
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	211-45501-385	40.76
SCHWALBACH HARDWARE	20191025	11/13/2019	MAINTENANCE	211-45501-402	56.37
SANDRA HERDER	20191105	11/05/2019	CLEANING	211-45501-402	429.00
MELISSA PENAS	20191105	11/05/2019	CLEANING	211-45501-402	429.00
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - COOK'S COU	211-45501-433	29.95
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - HOUSE BEA	211-45501-433	29.97
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - COUNTRY LI	211-45501-433	34.97
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - WOMAN'S D	211-45501-433	24.97
PLUM CREEK LIBRARY	IV25226	11/05/2019	SERVICE	211-45501-433	49.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INGRAM INDUSTRIES	#2004243 11-1-19	11/05/2019	#2004243 - BOOKS	211-45501-435	1,760.92
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - AMAZON B	211-45501-435	224.45
				<b>Activity 45501 - Library Total:</b>	<b>3,819.79</b>
				<b>Fund 211 - LIBRARY Total:</b>	<b>3,819.79</b>

Fund: 225 - AIRPORT

Activity: 45127 - Airport

RED ROCK RURAL WATER	20191105	11/05/2019	SERVICE - METER FEE	225-45127-200	2.00
RED ROCK RURAL WATER	20191105	11/05/2019	SERVICE	225-45127-200	27.00
CMRS - TMS #256704	20191114	11/04/2019	POSTAGE #256704 - AIRPORT	225-45127-217	3.92
SOUTHWEST MN BROADBAN	#886 10-15-19	11/05/2019	#886 SERVICE	225-45127-321	27.11
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - ARNOLD M	225-45127-404	164.71
WINDOM AUTO VALU	#3400540 10-25-19	11/13/2019	#3400540 - MAINTENANCE	225-45127-406	25.26
				<b>Activity 45127 - Airport Total:</b>	<b>250.00</b>
				<b>Fund 225 - AIRPORT Total:</b>	<b>250.00</b>

Fund: 230 - POOL

Activity: 45124 - Pool

ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	230-45124-217	133.33
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	230-45124-321	19.49
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	230-45124-381	30.32
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	230-45124-382	7.81
NEGEN CONSTRUCTION LLC	20191026	11/13/2019	SERVICE	230-45124-402	1,644.56
				<b>Activity 45124 - Pool Total:</b>	<b>1,835.51</b>
				<b>Fund 230 - POOL Total:</b>	<b>1,835.51</b>

Fund: 235 - AMBULANCE

Activity: 42153 - Ambulance

WEX BANK	62062138	11/13/2019	FUEL - AMBULANCE	235-42153-212	2,627.92
WEX BANK	62062138	11/13/2019	FUEL CREDIT - AMBULANCE	235-42153-212	-26.94
BRITTANY ESPENSON - RIVERS	1095	11/05/2019	SERVICE	235-42153-217	210.00
WINDOM AREA HEALTH	734-0024-10-19-0024	11/13/2019	OPERATING SUPPLIES	235-42153-217	106.00
BOUND TREE MEDICAL, LLC	83377577	10/22/2019	OPERATING SUPPLIES	235-42153-217	138.74
BOUND TREE MEDICAL, LLC	83383752	10/28/2019	#100510 - OPERATING SUPPLI	235-42153-217	16.14
LYNNE ELSTON	20191031	10/31/2019	AMBULANCE - CLOTHING	235-42153-218	59.99
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - EMSRB APPL	235-42153-308	153.74
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - EMSRB APPL	235-42153-308	448.91
WINDOM AREA HEALTH	734-0024-10-19-0024	11/13/2019	NURSING SERVICE -	235-42153-312	4,363.09
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	235-42153-321	28.26
AGC NETWORKS, INC.	9010003810	10/23/2019	ANNUAL MAIN #1010003587	235-42153-321	157.86
CMRS - TMS #256704	20191114	11/04/2019	POSTAGE #256704 - AMBULA	235-42153-322	5.43
KRISTEN PORATH	20191105	11/05/2019	EXPENSE - AMBULANCE	235-42153-334	18.06
LONDON JOHNSON	20191105	11/05/2019	EXPENSE - AMBULANCE	235-42153-334	134.95
JUSTIN HARRINGTON	20191105	11/05/2019	EXPENSE - AMBULANCE	235-42153-334	28.90
JODI JOHNSON	20191105	11/05/2019	EXPENSE - AMBULANCE	235-42153-334	81.53
HEATHER JANSSEN	20191105	11/05/2019	EXPENSE - AMBULANCE	235-42153-334	19.44
DONNA MARCY	20191105	11/05/2019	EXPENSE - AMBULANCE	235-42153-334	14.84
ADRIAN AUTO SERVICE LLC	47340	11/08/2019	SERVICE	235-42153-363	260.25
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	235-42153-381	193.23
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	235-42153-382	9.32
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	235-42153-385	20.82
P.M. REPAIR & DETAILING	10728	10/28/2019	SERVICE - UNIT #28	235-42153-405	195.53
EMS CUSTOM EDUCATION LL	1135	11/05/2019	EMT TUITION: K.GOULD, J.VA	235-42153-435	3,140.00
HY-VEE, INC.	#1892	10/31/2019	FLU SHOTS - WINDOM AMBU	235-42153-480	343.92
				<b>Activity 42153 - Ambulance Total:</b>	<b>12,749.93</b>
				<b>Fund 235 - AMBULANCE Total:</b>	<b>12,749.93</b>

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

NCPERS MINNESOTA	844600112019	11/05/2019	INSURANCE #844600 - SEPT 2	250-46520-133	24.00
WINDOM QUICK PRINT	19187	11/13/2019	SUPPLIES	250-46520-200	56.95
INDOFF, INC	3302572	10/18/2019	SUPPLIES	250-46520-200	18.12

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INDOFF, INC	3303475	10/22/2019	SUPPLIES	250-46520-200	43.56
WINDOM AREA CHAMBER OF	3163	11/06/2019	2019 GALA - RESERVATION - S	250-46520-308	45.00
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	250-46520-321	74.29
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	250-46520-321	256.60
AGC NETWORKS, INC.	9010003810	10/23/2019	ANNUAL MAIN #1010003587	250-46520-321	105.24
CMRS - TMS #256704	20191114	11/04/2019	POSTAGE #256704 - EDA	250-46520-322	5.43
LOOP NET	110146530-1	11/05/2019	ADVERTISING #162635601	250-46520-340	69.00
CITIZEN PUBLISHING CO	20191031	11/08/2019	ADVERTISING	250-46520-340	92.75
CITIZEN PUBLISHING CO	20191031	11/08/2019	ADVERTISING	250-46520-350	79.50
FEDERATED RURAL ELECTRIC	#112954 10-28-19	11/04/2019	#112954 - SERVICE	250-46520-381	15.00
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	250-46520-381	49.52
US BANK	#6710 10-21-19	11/06/2019	CREDIT CARD #6710 - GODFAT	250-46520-438	17.09
<b>Activity 46520 - EDA Total:</b>					<b>952.05</b>
<b>Activity: 49980 - Debt Service</b>					
FULDA CREDIT UNION	20191104	11/04/2019	SPEC BLDG LOAN -NOV 2019 -	250-49980-602	2,385.04
FULDA CREDIT UNION	20191104	11/04/2019	SPEC BLDG LOAN -NOV 2019 I	250-49980-612	974.96
<b>Activity 49980 - Debt Service Total:</b>					<b>3,360.00</b>
<b>Fund 250 - EDA GENERAL Total:</b>					<b>4,312.05</b>
<b>Fund: 252 - EDA SCDP</b>					
<b>Activity: 46520 - EDA</b>					
CITY OF MT LAKE	20191030	10/31/2019	PAYOFF -SCDP LOAN - NATHA	252-46520-491	97.00
CITY OF MT LAKE	20191031	10/31/2019	PAYOFF-SCDP -JESSICA BLOM	252-46520-491	4,508.70
<b>Activity 46520 - EDA Total:</b>					<b>4,605.70</b>
<b>Fund 252 - EDA SCDP Total:</b>					<b>4,605.70</b>
<b>Fund: 253 - EDA RIVERBLUFF ESTATES</b>					
<b>Activity: 46520 - EDA</b>					
ALLEN RAHN	354516	11/04/2019	SERVICE - 2019 MOWING - LE	253-46520-406	200.00
<b>Activity 46520 - EDA Total:</b>					<b>200.00</b>
<b>Fund 253 - EDA RIVERBLUFF ESTATES Total:</b>					<b>200.00</b>
<b>Fund: 401 - GENERAL CAPITAL PROJECTS</b>					
<b>Activity: 49950 - Capital Outlay</b>					
COTTONWOOD VET CLINIC	210203	11/06/2019	SERVICE	401-49950-501	77.99
SCHRAMMEL LAW OFFICE	20191101	11/06/2019	LEGAL FEES -	401-49950-504	165.00
DUIININCK	539591	11/04/2019	MATERIALS	401-49950-505	494.46
KOLANDER TREE SERVICE	2278	11/13/2019	SERVICE - AT 872 12TH ST, WI	401-49950-506	1,800.00
<b>Activity 49950 - Capital Outlay Total:</b>					<b>2,537.45</b>
<b>Fund 401 - GENERAL CAPITAL PROJECTS Total:</b>					<b>2,537.45</b>
<b>Fund: 601 - WATER</b>					
<b>Activity: 49400 - Water</b>					
NCPERS MINNESOTA	844600112019	11/05/2019	INSURANCE #844600 - SEPT 2	601-49400-133	32.00
WEX BANK	62062138	11/13/2019	FUEL - WATER	601-49400-212	272.09
HAWKINS, INC	4600013	10/22/2019	CHEMICALS	601-49400-216	250.70
RUNNINGS SUPPLY, INC	71920	11/05/2019	-	601-49400-217	45.98
RUNNINGS SUPPLY, INC	71920	11/05/2019	MAINTENANCE	601-49400-241	188.60
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	601-49400-321	50.60
AGC NETWORKS, INC.	9010003810	10/23/2019	ANNUAL MAIN #1010003587	601-49400-321	157.86
CMRS - TMS #256704	20191114	11/04/2019	POSTAGE #256704 - WATER	601-49400-322	0.98
CMRS - TMS #256704	20191114	11/04/2019	POSTAGE #256704 - WATER	601-49400-322	63.26
RUNNINGS SUPPLY, INC	71920	11/05/2019	MAINTENANCE	601-49400-322	11.60
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	601-49400-326	70.00
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	601-49400-381	5,409.45
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	601-49400-382	17.38
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	601-49400-385	34.54
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	601-49400-386	1,127.66
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - KEITH'S SPE	601-49400-404	130.20
DICKS WELDING INC	20191031	11/13/2019	REPAIRS - MAINTENANCE	601-49400-404	33.07
WESTRUM LEAK DETECTION I	3474	10/22/2019	MAINTENANCE	601-49400-404	1,500.00

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SCHWALBACH HARDWARE	20191025	11/13/2019	MAINTENANCE	601-49400-405	50.97
SCHWALBACH HARDWARE	20191025	11/13/2019	MAINTENANCE	601-49400-408	14.16
				<b>Activity 49400 - Water Total:</b>	<b>9,461.10</b>
				<b>Fund 601 - WATER Total:</b>	<b>9,461.10</b>

Fund: 602 - SEWER

Activity: 49450 - Sewer

NCPERS MINNESOTA	844600112019	11/05/2019	INSURANCE #844600 - SEPT 2	602-49450-133	64.00
DACOTAH PAPER CO	70727	11/13/2019	#681154 - SUPPLIES	602-49450-211	419.94
STAPLES OIL CO	128333	11/13/2019	FUEL	602-49450-212	959.60
WEX BANK	62062138	11/13/2019	FUEL - SEWER	602-49450-212	137.33
GLENN LUND	20191108	11/08/2019	REGISTRATION FEE-MWOA 5	602-49450-308	100.00
MN VALLEY TESTING	1000294	10/22/2019	TESTING	602-49450-310	158.40
SANFORD LABORATORIES	306512384	11/06/2019	#70000675 - SERVICE	602-49450-310	42.01
MN VALLEY TESTING	999826	10/16/2019	TESTING	602-49450-310	244.80
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - AMAZON	602-49450-321	24.56
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	602-49450-321	173.99
AGC NETWORKS, INC.	9010003810	10/23/2019	ANNUAL MAIN #1010003587	602-49450-321	105.24
CMRS - TMS #256704	20191114	11/04/2019	POSTAGE #256704 - SEWER	602-49450-322	0.49
CMRS - TMS #256704	20191114	11/04/2019	POSTAGE #256704 - SEWER	602-49450-322	63.26
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	602-49450-326	70.00
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - A & W	602-49450-334	11.05
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - MC'S DUGO	602-49450-334	17.12
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - GREEN MILL	602-49450-334	22.53
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - ARBY'S ST CL	602-49450-334	9.66
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - COURTYARD	602-49450-334	550.77
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	602-49450-381	12,317.08
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	602-49450-382	721.66
WINDOM AUTO VALU	#3400540 10-25-19	11/13/2019	#3400540 - MAINTENANCE	602-49450-404	43.96
ELECTRIC PUMP INC	0066688-IN	10/29/2019	MAINTENANCE	602-49450-404	7,935.91
ELECTRIC PUMP INC	0066689-IN	10/29/2019	MAINTENANCE	602-49450-404	1,104.30
DICKS WELDING INC	20191031	11/13/2019	REPAIRS - MAINTENANCE	602-49450-404	71.69
RUNNINGS SUPPLY, INC	71920	11/05/2019	MAINTENANCE	602-49450-404	126.46
RUNNINGS SUPPLY, INC	71920	11/05/2019	MAINTENANCE	602-49450-405	29.98
SCHWALBACH HARDWARE	20191025	11/13/2019	MAINTENANCE	602-49450-408	17.58
MN MANURE SPECIALISTS	1563	11/05/2019	SERVICE	602-49450-446	58.36
				<b>Activity 49450 - Sewer Total:</b>	<b>25,601.73</b>
				<b>Fund 602 - SEWER Total:</b>	<b>25,601.73</b>

Fund: 604 - ELECTRIC

DAKOTA SUPPLY GROUP	F042749	10/23/2019	INVENTORY	604-14200	1,450.00
SCHWALBACH HARDWARE	20191025	11/13/2019	MAINTENANCE	604-16300	2.49
ELECTRIC FUND	20191104	11/04/2019	CAPIALIZED LABOR - CIRCUIT	604-16300	17,289.09
DAKOTA SUPPLY GROUP	E825499	11/04/2019	INVENTORY	604-16300	7,573.00
MN REVENUE	20191113	11/13/2019	SALES TAX -	604-20202	27.52
ALEJANDRO MALDONADO	20161011	10/11/2016	REFUND-UTILITY PREPAY - BAL	604-22000	42.45
ROBERT LANGLAND	20180716	07/16/2018	REFUND - BALANCE OF UTILIT	604-22000	166.93
BIANCA BARRERA	20191104	11/04/2019	REFUND - UTILITY PREPAYME	604-22000	300.00
					<b>26,851.48</b>

Activity: 49550 - Electric

NCPERS MINNESOTA	844600112019	11/05/2019	INSURANCE #844600 - SEPT 2	604-49550-133	96.00
AMAZON CAPITAL SERVICES, I	11MV-9LUJ-YQLN	11/04/2019	#A2QOYJ8ZLNZN2YT - SUPPLIES	604-49550-200	108.96
WEX BANK	62062138	11/13/2019	FUEL - ELECTRIC	604-49550-212	660.05
US BANK	#6710 10-21-19	11/06/2019	CREDIT CARD #6710 - FRANK	604-49550-217	170.00
SCHWALBACH HARDWARE	20191025	11/13/2019	MAINTENANCE	604-49550-217	8.99
COLE PAPERS INC.	9596001	10/23/2019	#84948900 - SUPPLIES	604-49550-217	217.37
SCHWALBACH HARDWARE	20191025	11/13/2019	MAINTENANCE	604-49550-241	41.47
SANFORD LABORATORIES	306512384	11/06/2019	#70000675 - SERVICE	604-49550-310	42.01
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	604-49550-321	131.84
AGC NETWORKS, INC.	9010003810	10/23/2019	ANNUAL MAIN #1010003587	604-49550-321	263.11
CMRS - TMS #256704	20191114	11/04/2019	POSTAGE #256704 - ELECTRIC	604-49550-322	7.49

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CMRS - TMS #256704	20191114	11/04/2019	POSTAGE #256704 - ELECTRIC	604-49550-322	63.26
GOLDEN WEST TECH & INT SO	191010326	11/01/2019	#A3862 - SERVICE	604-49550-325	50.84
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	604-49550-326	191.37
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	604-49550-381	141.83
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	604-49550-382	20.86
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	604-49550-385	41.12
SCHWALBACH HARDWARE	20191025	11/13/2019	MAINTENANCE	604-49550-402	31.97
LAMPERTS YARDS, INC.	LA3902020 11-1-19	11/05/2019	MAINTENANCE	604-49550-402	88.44
RUNNINGS SUPPLY, INC	71920	11/05/2019	MAINTENANCE	604-49550-404	24.76
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - AMERICAN F	604-49550-406	925.55
JORDAN BUSSA	015	11/03/2019	SERVICE	604-49550-406	184.60
FED EX FREIGHT	4948425753	11/04/2019	#AA92064204 #936300871	604-49550-408	2,903.86
RUNNINGS SUPPLY, INC	71920	11/05/2019	MAINTENANCE	604-49550-408	15.18
ENGINEERING UNLIMITED, IN	INV058434	10/28/2019	#6867 - MAINTENANCE	604-49550-408	939.47
JAMES A. MULLER	#JM-19-10-28	10/23/2019	MAINTENANCE	604-49550-410	19,319.46
DANIEL BENZ	20170406	04/06/2017	ENERGY REBATE	604-49550-450	275.00
ROGER BOCKELMANN	20191105	11/05/2019	ENERGY REBATE	604-49550-450	312.50
MN REVENUE	20191113	11/13/2019	SALES TAX -	604-49550-460	31.30
RON'S ELECTRIC INC	140798	11/05/2019	ITRON - USED FOR METERING	604-49550-480	73.95
SCHWALBACH HARDWARE	20191025	11/13/2019	MAINTENANCE	604-49550-480	9.14
WINDOM AREA DEVELOPME	20191105	11/05/2019	INDUSTRIAL DEVELOPMENT -	604-49550-491	1,200.00
<b>Activity 49550 - Electric Total:</b>					<b>28,591.75</b>
<b>Fund 604 - ELECTRIC Total:</b>					<b>55,443.23</b>

## Fund: 609 - LIQUOR STORE

MN REVENUE	20191113	11/13/2019	SALES TAX -	609-20202	14,162.00
					<b>14,162.00</b>

## Activity: 49751 - Liquor Store

NCPERS MINNESOTA	844600112019	11/05/2019	INSURANCE #844600 - SEPT 2	609-49751-133	32.00
SCHWALBACH HARDWARE	20191025	11/13/2019	MAINTENANCE	609-49751-211	21.98
RAGE INC - CAMPUS CLEANER	9475	10/28/2019	SERVICE - RIVER BEND LIQUO	609-49751-211	48.51
SCHWALBACH HARDWARE	20191025	11/13/2019	MAINTENANCE	609-49751-217	7.17
BELLBOY CORP	0081160100	10/28/2019	MERCHANDISE	609-49751-251	1,169.88
BELLBOY CORP	0081251100	10/28/2019	CREDIT - MERCHANDISE	609-49751-251	-83.00
BREAKTHRU BEVERAGE MN	1081044	10/28/2019	MERCHANDISE	609-49751-251	2,503.37
BREAKTHRU BEVERAGE MN	1081044284	10/28/2019	MERCHANDISE	609-49751-251	1,696.66
JOHNSON BROS.	1410929	10/16/2019	MERCHANDISE	609-49751-251	2,730.91
JOHNSON BROS.	1416271	10/28/2019	MERCHANDISE	609-49751-251	1,306.02
SOUTHERN GLAZER'S OF MN	1881863	10/28/2019	MERCHANDISE	609-49751-251	8,611.92
SOUTHERN GLAZER'S OF MN	1881864	10/28/2019	MERCHANDISE	609-49751-251	89.43
PHILLIPS WINE & SPIRITS	2639856	10/28/2019	MERCHANDISE	609-49751-251	497.75
PHILLIPS WINE & SPIRITS	2643736	10/28/2019	MERCHANDISE	609-49751-251	1,436.49
PHILLIPS WINE & SPIRITS	347546	11/08/2019	CREDIT - MERCHANDISE	609-49751-251	-41.66
PAUSTIS WINE COMPANY	68578	10/28/2019	MERCHANDISE	609-49751-251	210.00
BEVERAGE WHOLESALERS	086957	10/31/2019	MERCHANDISE	609-49751-252	5,099.80
BEVERAGE WHOLESALERS	087665	11/08/2019	CREDIT - MERCHANDISE	609-49751-252	-18.40
BEVERAGE WHOLESALERS	088034	11/08/2019	MERCHANDISE	609-49751-252	11,837.80
JOHNSON BROS.	1416273	10/28/2019	MERCHANDISE	609-49751-252	22.99
DOLL DISTRIBUTING, LLC	191080	10/28/2019	MERCHANDISE	609-49751-252	11,908.05
DOLL DISTRIBUTING, LLC	195895	10/30/2019	MERCHANDISE	609-49751-252	4,893.10
ARTISAN BEER COMPANY	3379663	10/16/2019	MERCHANDISE	609-49751-252	163.30
ARTISAN BEER COMPANY	3381211	10/28/2019	MECHANDISE	609-49751-252	50.80
BELLBOY CORP	0081160100	10/28/2019	MERCHANDISE	609-49751-253	392.00
BREAKTHRU BEVERAGE MN	1081044	10/28/2019	MERCHANDISE	609-49751-253	128.00
JOHNSON BROS.	1410930	10/28/2019	MERCHANDISE	609-49751-253	883.50
JOHNSON BROS.	1416272	10/28/2019	MERCHANDISE	609-49751-253	1,308.11
SOUTHERN GLAZER'S OF MN	1881864	10/28/2019	MERCHANDISE	609-49751-253	622.35
PHILLIPS WINE & SPIRITS	2639857	10/28/2019	MERCHANDISE	609-49751-253	91.00
PHILLIPS WINE & SPIRITS	2643737	10/28/2019	MERCHANDISE	609-49751-253	44.00
CHANKASKA CREEK	267558	07/12/2019	CREDIT - MERCHANDISE FRO	609-49751-253	-10.50

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CHANKASKA CREEK	267558A	11/08/2019	MERCHANDISE	609-49751-253	599.76
PAUSTIS WINE COMPANY	67895	10/21/2019	MERCHANDISE	609-49751-253	1,821.00
BEVERAGE WHOLESALERS	086957	10/31/2019	MERCHANDISE	609-49751-254	128.00
BREAKTHRU BEVERAGE MN	1081044	10/28/2019	MERCHANDISE	609-49751-254	59.94
JOHNSON BROS.	1416272	10/28/2019	MERCHANDISE	609-49751-254	40.00
DOLL DISTRIBUTING, LLC	191080	10/28/2019	MERCHANDISE	609-49751-254	14.00
ATLANTIC COCA-COLA	2179791	10/28/2019	MERCHANDISE	609-49751-254	147.24
PHILLIPS WINE & SPIRITS	2639857	10/28/2019	MERCHANDISE	609-49751-254	207.00
PHILLIPS WINE & SPIRITS	2643737	10/28/2019	MERCHANDISE	609-49751-254	22.50
RED BULL DISTRIBUTION CO, I	K-1560617	10/28/2019	MERCHANDISE	609-49751-254	212.50
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	609-49751-321	131.14
AGC NETWORKS, INC.	9010003810	10/23/2019	ANNUAL MAINT #101000358	609-49751-321	157.86
CMRS - TMS #256704	20191114	11/04/2019	POSTAGE #256704 - LIQUOR	609-49751-322	1.47
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	609-49751-326	656.06
BELLBOY CORP	0081160100	10/28/2019	MERCHANDISE	609-49751-333	40.00
BELLBOY CORP	0081251100	10/28/2019	CREDIT - MERCHANDISE	609-49751-333	-2.00
BREAKTHRU BEVERAGE MN	1081044	10/28/2019	MERCHANDISE	609-49751-333	38.23
BREAKTHRU BEVERAGE MN	1081044284	10/28/2019	MERCHANDISE	609-49751-333	20.66
JOHNSON BROS.	1410929	10/16/2019	MERCHANDISE	609-49751-333	64.38
JOHNSON BROS.	1410930	10/28/2019	MERCHANDISE	609-49751-333	27.98
JOHNSON BROS.	1416271	10/28/2019	MERCHANDISE	609-49751-333	17.43
JOHNSON BROS.	1416272	10/28/2019	MERCHANDISE	609-49751-333	48.72
SOUTHERN GLAZER'S OF MN	1881862	10/28/2019	MERCHANDISE	609-49751-333	0.51
SOUTHERN GLAZER'S OF MN	1881863	10/28/2019	MERCHANDISE	609-49751-333	140.80
SOUTHERN GLAZER'S OF MN	1881864	10/28/2019	MERCHANDISE	609-49751-333	24.43
PHILLIPS WINE & SPIRITS	2639856	10/28/2019	MERCHANDISE	609-49751-333	5.22
PHILLIPS WINE & SPIRITS	2639857	10/28/2019	MERCHANDISE	609-49751-333	10.44
PHILLIPS WINE & SPIRITS	2643736	10/28/2019	MERCHANDISE	609-49751-333	22.60
PHILLIPS WINE & SPIRITS	2643737	10/28/2019	MERCHANDISE	609-49751-333	3.48
PAUSTIS WINE COMPANY	67895	10/21/2019	MERCHANDISE	609-49751-333	25.00
PAUSTIS WINE COMPANY	68578	10/28/2019	MERCHANDISE	609-49751-333	2.25
CITIZEN PUBLISHING CO	20191031	11/08/2019	ADVERTISING	609-49751-340	973.00
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	609-49751-381	750.36
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	609-49751-382	23.58
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	609-49751-385	32.37
MN DEPT OF PUBLIC SAFETY	6729 10-31-19	10/31/2019	BUYERS CARD - RIVER BEND LI	609-49751-444	20.00
MN REVENUE	20191113	11/13/2019	SALES TAX -	609-49751-460	1.62
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - LEWIS DRUG	609-49751-480	3.20
<b>Activity 49751 - Liquor Store Total:</b>					<b>64,146.06</b>
<b>Fund 609 - LIQUOR STORE Total:</b>					<b>78,308.06</b>

Fund: 614 - TELECOM

INTERNAL REVENUE SERVICE	20191105	11/06/2019	EXCISE TAX POSTING - FINAL	614-20201	407.34
INTERNAL REVENUE SERVICE	20191106	11/06/2019	EXCISE TAX POSTING - NOV 20	614-20201	500.00
MN REVENUE	20191113	11/13/2019	SALES TAX -	614-20202	24.10
MN 9-1-1 PROGRAM	20191106	11/06/2019	NOVEMBER 2019 - 911 SERVI	614-20206	1,254.64
					<b>2,186.08</b>

Activity: 49870 - Telecom

NCPERS MINNESOTA	844600112019	11/05/2019	INSURANCE #844600 - SEPT 2	614-49870-133	80.00
ADVANCED SYSTEMS, INC.	707992	10/21/2019	#78328000 - SUPPLIES	614-49870-200	52.55
RAGE INC - CAMPUS CLEANER	8340	11/05/2019	SERVICE - WINDOM NET	614-49870-211	21.31
RAGE INC - CAMPUS CLEANER	9843	10/31/2019	SERVICE - WINDOM NET	614-49870-211	21.31
WEX BANK	62062138	11/13/2019	FUEL - TELECOM	614-49870-212	206.12
AMAZON CAPITAL SERVICES, I	1XFK-YXFY-W397	10/31/2019	A2QOYJ8ZNZN2YT - SUPPLIES	614-49870-217	83.70
RUNNINGS SUPPLY, INC	71920	11/05/2019	MAINTENANCE	614-49870-218	174.99
SCHWALBACH HARDWARE	20191025	11/13/2019	MAINTENANCE	614-49870-227	83.95
POWER & TEL	6695910-00	10/23/2019	MAINTENANCE	614-49870-227	1,733.62
POWER & TEL	6807808-00	11/13/2019	#307494 - SERVICE	614-49870-227	773.70
RUNNINGS SUPPLY, INC	71920	11/05/2019	MAINTENANCE	614-49870-227	16.44
AMAZON CAPITAL SERVICES, I	177P-VN41-4MWT	11/05/2019	#A2QOYJ8ZNZN2YT - SUPPLIES	614-49870-241	80.00

## Expense Approval Report

Payment Dates: 11012019 - 11152019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
OLSEN THIELEN & CO.,LTD	#947000 11-1-19	11/13/2019	#947000 SERVICE	614-49870-301	98.00
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	614-49870-321	423.60
AGC NETWORKS, INC.	9010003810	10/23/2019	ANNUAL MAIN #1010003587	614-49870-321	420.99
CMRS - TMS #256704	20191114	11/04/2019	POSTAGE #256704 - TELECO	614-49870-322	156.60
CMRS - TMS #256704	20191114	11/04/2019	POSTAGE #256704 - TELECO	614-49870-322	63.26
KDOM RADIO	#0073 10-31-19	11/05/2019	#0073 - ADVERTISING	614-49870-340	100.98
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	614-49870-381	2,251.23
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	614-49870-382	19.15
MN ENERGY RESOURCES	20190910B	11/13/2019	#0507509833-00001 - RATE A	614-49870-383	-35.39
MN ENERGY RESOURCES	20190910C	11/14/2019	#0507509833-00001 - SEPT 2	614-49870-383	11.64
MN ENERGY RESOURCES	20191008C	11/13/2019	#0507509833-00001 - OCT	614-49870-383	14.26
MN ENERGY RESOURCES	20191106	11/13/2019	#0507509833-00001	614-49870-383	86.80
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	614-49870-385	36.25
NATIONAL CABLE TV COOP	19100566	10/30/2019	SUBSCRIBER	614-49870-442	41,373.52
DISPLAY SYSTEMS INTERNATI	19203	11/05/2019	SERVICE	614-49870-442	198.44
CBS TELEVISION STATIONS	20191030	11/13/2019	SUBSCRIBER	614-49870-442	2,575.20
INDEPENDENT COMMUNICAT	20191031	11/13/2019	SUBSCRIBER	614-49870-442	1,842.60
NEXSTAR BROADCASTING GR	275843	11/13/2019	SUBSCRIBER	614-49870-442	3,159.85
TEGNA	276658	11/13/2019	SUBSCRIBER	614-49870-442	3,241.20
FOX SPORTS NET NORTH	Q80415	11/13/2019	SUBSCRIBER	614-49870-442	7,931.04
BTN - BIG TEN NETWORK	Q83476	11/13/2019	SUBSCRIBER	614-49870-442	1,757.08
E-911 - INDEPENDENT EMERG	#10143 11012019	11/05/2019	MONTHLY 911 SERVICE 11/1	614-49870-445	40.00
WOODSTOCK COMMUNICATI	10114759	11/05/2019	SPECIAL ACCESS CIRCUITS	614-49870-445	205.10
ONVOY, LLC dba INTELIGUENT	191102008508	11/13/2019	#001555600262 - SS7	614-49870-445	1,303.73
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - DREAMHOS	614-49870-447	139.00
MANKATO NETWORKS, LLC	388784	11/13/2019	SERVICE	614-49870-447	7,566.20
MANKATO NETWORKS, LLC	388790	11/13/2019	SERVICE	614-49870-447	976.39
HURRICANE ELECTRIC LLC	98323668-IN	11/01/2019	NOV 2019 - 10 GB INTERNET	614-49870-447	1,800.00
HURRICANE ELECTRIC LLC	98323668-IN	11/01/2019	NOV 2019 - 10 GB INTERNET	614-49870-447	2,300.00
ZAYO GROUP, LLC	#027696 11-1-19	11/05/2019	SERVICE #027696	614-49870-448	1,950.00
GOLDEN WEST TECH & INT SO	191010264	11/05/2019	SERVICE #A3790	614-49870-448	102.12
SWWC - SOUTHWEST WEST C	62059	10/15/2019	SERVICE	614-49870-448	950.00
ZAYO GROUP, LLC	#114184-002376 11-1-19	11/13/2019	TRANSPORT 11-1-19 TO 11-3	614-49870-451	915.08
ONVOY, LLC dba INTELIGUENT	191104009045	11/13/2019	#001553603305 - SSWITCHIN	614-49870-451	3,058.34
MN REVENUE	20191113	11/13/2019	SALES TAX -	614-49870-460	56.68
AGC NETWORKS, INC.	9010003810	10/23/2019	ANNUAL MAIN #1010003587	614-49870-480	368.35

Activity 49870 - Telecom Total: 90,784.98

## Activity: 49980 - Debt Service

BOND TRUST SERVICE CORP	52044	10/22/2019	2012B INTEREST	614-49980-611	138,215.63
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Activity 49980 - Debt Service Total: 138,215.63

Fund 614 - TELECOM Total: 231,186.69

## Fund: 615 - ARENA

## Activity: 49850 - Arena

NCPERS MINNESOTA	844600112019	11/05/2019	INSURANCE #844600 - SEPT 2	615-49850-133	48.00
SCHWALBACH HARDWARE	20191025	11/13/2019	MAINTENANCE	615-49850-200	52.17
SCHWALBACH HARDWARE	20191025	11/13/2019	MAINTENANCE	615-49850-211	107.52
SMITH AUTO SUPPLY - CARQU	20191031	11/13/2019	#91380 - MAINTENANCE	615-49850-211	9.19
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - CENEX - LP	615-49850-212	128.00
WEX BANK	62062138	11/13/2019	FUEL - ARENA	615-49850-212	45.96
RUNNINGS SUPPLY, INC	71920	11/05/2019	MAINTENANCE	615-49850-215	6.64
LAMPERTS YARDS, INC.	LA3902020 11-1-19	11/05/2019	MAINTENANCE	615-49850-215	15.18
BLUE LINE SHARPENING & SA	190279	11/13/2019	SERVICE	615-49850-217	396.00
SCHWALBACH HARDWARE	20191025	11/13/2019	MAINTENANCE	615-49850-217	20.36
RUNNINGS SUPPLY, INC	71920	11/05/2019	MAINTENANCE	615-49850-217	68.13
SCHRAMMEL LAW OFFICE	20191101	11/06/2019	LEGAL FEES -	615-49850-304	375.00
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	615-49850-321	125.60
CMRS - TMS #256704	20191114	11/04/2019	POSTAGE #256704 - ARENA	615-49850-322	2.15
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	615-49850-326	363.00
WINDOM THEATER, INC.	58	11/13/2019	THURS AT THE THEATER - PAR	615-49850-340	50.00

Expense Approval Report

Payment Dates: 11012019 - 11152019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	615-49850-381	7,127.47
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	615-49850-382	35.82
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	615-49850-385	83.08
DICKS WELDING INC	20191031	11/13/2019	REPAIRS - MAINTENANCE	615-49850-402	39.71
WINDOM AUTO VALU	#3400540 10-25-19	11/13/2019	#3400540 - MAINTENANCE	615-49850-404	71.33
R & R SPECIALTIES	0068826-IN	10/30/2019	MAINTENANCE	615-49850-404	672.60
LAMPERTS YARDS, INC.	LA3902020 11-1-19	11/05/2019	MAINTENANCE	615-49850-404	40.19
RUNNINGS SUPPLY, INC	71920	11/05/2019	MAINTENANCE	615-49850-405	89.99
MN REVENUE	20191113	11/13/2019	SALES TAX -	615-49850-460	165.00
BLUE CROSS/BLUE SHIELD	191101120451	11/06/2019	INSURANCE PREM- DEC 2019	615-49850-480	596.50

Activity 49850 - Arena Total: 10,734.59

Fund 615 - ARENA Total: 10,734.59

Fund: 617 - M/P CENTER

SECR REV FUND/CITY OF WD	20191105	11/05/2019	PETTY CASH - COMM CENTER	617-10200	1,700.00
SECR REV FUND/CITY OF WD	20191113	11/13/2019	PETTY CASH - COMM CENTER	617-10200	1,700.00
MN REVENUE	20191113	11/13/2019	SALES TAX -	617-20202	198.70

3,598.70

Activity: 49860 - M/P Center

NCPERS MINNESOTA	844600112019	11/05/2019	INSURANCE #844600 - SEPT 2	617-49860-133	32.00
RAGE INC - CAMPUS CLEANER	9842	10/28/2019	SERVICE - COMM CENTER	617-49860-217	67.50
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - HY VEE	617-49860-254	44.15
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - HY VEE	617-49860-254	75.45
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	617-49860-321	64.71
AGC NETWORKS, INC.	9010003810	10/23/2019	ANNUAL MAIN #1010003587	617-49860-321	157.86
CMRS - TMS #256704	20191114	11/04/2019	POSTAGE #256704 - M/P	617-49860-322	16.64
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	617-49860-326	403.33
KDOM RADIO	#0563 10-31-109	11/04/2019	#0563 - COMM CENTER	617-49860-340	426.78
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - FB ADVERTI	617-49860-340	125.00
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - FB ADVERTI	617-49860-340	175.00
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - GOOGLE AD	617-49860-340	96.63
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - FB ADVERTI	617-49860-340	125.00
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - FB ADVERTI	617-49860-340	114.44
CITIZEN PUBLISHING CO	20191031	11/08/2019	ADVERTISING	617-49860-340	777.14
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	617-49860-381	1,451.94
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	617-49860-382	147.97
ELECTRIC FUND	20191108	11/08/2019	MONTHLY UTILITY & TELECO	617-49860-385	97.11
WINDOM FIRE & SAFETY, LLC	7144	11/13/2019	SERVICE - COMM CENTER	617-49860-402	90.00
DOUG'S LAWN & LANDSCAPI	65312	11/04/2019	SERVICE	617-49860-406	135.90
MN REVENUE	20191113	11/13/2019	SALES TAX -	617-49860-460	279.30
BLUE CROSS/BLUE SHIELD	191101120451	11/06/2019	INSURANCE PREM- DEC 2019	617-49860-480	596.50
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - HY VEE	617-49860-492	78.07
US BANK	#8263 10-21-19	11/06/2019	#8263 CR CARD - HY VEE	617-49860-492	148.98

Activity 49860 - M/P Center Total: 5,727.40

Fund 617 - M/P CENTER Total: 9,326.10

Fund: 651 - RIVERLBUFF TOWNHOMES

Activity: 46520 - EDA

ALLEN RAHN	354516	11/04/2019	SERVICE - 2019 MOWING - LE	651-46520-480	1,800.00
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Activity 46520 - EDA Total: 1,800.00

Fund 651 - RIVERLBUFF TOWNHOMES Total: 1,800.00

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0001669	11/08/2019	Federal Tax Withholding	700-21701	9,395.56
MN Department of Revenue -	INV0001670	11/08/2019	State Withholding	700-21702	4,443.03
Internal Revenue Service-Payr	INV0001669	11/08/2019	Social Security	700-21703	12,592.62
MN Pera	INV0001666	11/08/2019	PERA	700-21704	881.76
MN Pera	INV0001666	11/08/2019	PERA	700-21704	6,223.00
MN Pera	INV0001666	11/08/2019	PERA	700-21704	13,628.54
MN State Deferred	INV0001667	11/08/2019	Deferred Roth	700-21705	2,005.00
MN State Deferred	INV0001667	11/08/2019	Deferred Compensation	700-21705	6,672.28

**Expense Approval Report**

**Payment Dates: 11012019 - 11152019**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BLUE CROSS/BLUE SHIELD	191101120451	11/06/2019	INSURANCE PREM- DEC 2019	700-21706	52,062.50
MN CHILD SUPPORT PAYMEN	INV0001668	11/08/2019	Child Support Payment	700-21709	94.60
Internal Revenue Service-Payr	INV0001669	11/08/2019	Medicare Withholding	700-21711	3,561.98
FURTHER (Select Account)	39223751	11/06/2019	FLEX SPENDING	700-21712	170.00
FURTHER (Select Account)	39228863	11/13/2019	FLEX SPENDING	700-21712	206.36
NCPERS MINNESOTA	844600112019	11/05/2019	INSURANCE #844600 - SEPT 2	700-21718	16.00
NCPERS MINNESOTA	844600112019	11/05/2019	INSURANCE #844600 - SEPT 2	700-21718	16.00
FURTHER (Select Account)	INV0001665	11/08/2019	HSA Employee Contribution	700-21723	39.18
					<b>112,008.41</b>
<b>Fund 700 - PAYROLL Total:</b>					<b>112,008.41</b>
<b>Grand Total:</b>					<b>625,945.78</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - GENERAL	61,765.44
211 - LIBRARY	3,819.79
225 - AIRPORT	250.00
230 - POOL	1,835.51
235 - AMBULANCE	12,749.93
250 - EDA GENERAL	4,312.05
252 - EDA SCDP	4,605.70
253 - EDA RIVERBLUFF ESTATES	200.00
401 - GENERAL CAPITAL PROJECTS	2,537.45
601 - WATER	9,461.10
602 - SEWER	25,601.73
604 - ELECTRIC	55,443.23
609 - LIQUOR STORE	78,308.06
614 - TELECOM	231,186.69
615 - ARENA	10,734.59
617 - M/P CENTER	9,326.10
651 - RIVERBLUFF TOWNHOMES	1,800.00
700 - PAYROLL	112,008.41
<b>Grand Total:</b>	<b>625,945.78</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	75.28
100-20202	Sales Tax Payable	25,068.78
100-41110-200	Office Supplies	31.99
100-41110-304	Legal Fees	4,777.50
100-41110-350	Printing & Design	572.25
100-41310-133	Employer Paid Insurance	80.00
100-41310-200	Office Supplies	275.40
100-41310-321	Telephone	577.03
100-41310-322	Postage	505.83
100-41310-326	Data Processing	304.68
100-41310-480	Other Miscellaneous	622.63
100-41410-480	Other Miscellaneous	0.49
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	140.66
100-41910-212	Motor Fuels	70.52
100-41910-308	Training & Registrations	85.00
100-41910-321	Telephone	126.91
100-41910-322	Postage	23.64
100-41940-381	Electric Utility	420.31
100-41940-382	Water Utility	62.09
100-41940-385	Sewer Utility	126.37
100-41940-406	Repairs & Maint - Groun	858.00
100-42120-133	Employer Paid Insurance	144.00
100-42120-200	Office Supplies	74.62
100-42120-212	Motor Fuels	1,604.87
100-42120-304	Legal Fees	3,957.50
100-42120-305	Medical & Dental Fees	55.00
100-42120-308	Training & Registrations	75.00
100-42120-321	Telephone	636.03
100-42120-322	Postage	29.08
100-42120-323	Radio Units	108.00
100-42120-326	Data Processing	1,005.00
100-42120-334	Meals/Lodging	8.67
100-42120-364	Insurance - Worker's Co	250.00
100-42120-405	Repairs & Maint - Vehicl	48.37

## Account Summary

Account Number	Account Name	Payment Amount
100-42120-412	Rentals - Building	1,925.00
100-42120-480	Other Miscellaneous	596.50
100-42220-211	Cleaning Supplies	275.98
100-42220-212	Motor Fuels	167.91
100-42220-215	Materials & Equipment	389.63
100-42220-321	Telephone	200.24
100-42220-322	Postage	7.49
100-42220-350	Printing & Design	913.00
100-42220-381	Electric Utility	289.85
100-42220-382	Water Utility	13.98
100-42220-385	Sewer Utility	31.23
100-42220-404	Repairs & Maint - M&E	8.99
100-42220-405	Repairs & Maint - Vehicl	322.24
100-42220-433	Dues & Subscriptions	320.00
100-42500-381	Electric Utility	31.56
100-43100-133	Employer Paid Insurance	80.00
100-43100-212	Motor Fuels	1,412.62
100-43100-217	Other Operating Supplie	70.00
100-43100-224	Street Maint Materials	164.00
100-43100-241	Small Tools	464.73
100-43100-308	Training & Registrations	240.00
100-43100-321	Telephone	203.71
100-43100-381	Electric Utility	1,686.82
100-43100-382	Water Utility	18.87
100-43100-384	Refuse Disposal	1,753.20
100-43100-385	Sewer Utility	39.05
100-43100-404	Repairs & Maint - M&E	-644.76
100-43100-405	Repairs & Maint - Vehicl	2,848.63
100-43100-406	Repairs & Maint - Groun	53.89
100-43100-480	Other Miscellaneous	468.25
100-45120-217	Other Operating Supplie	1.62
100-45202-133	Employer Paid Insurance	16.00
100-45202-212	Motor Fuels	133.80
100-45202-326	Data Processing	466.67
100-45202-381	Electric Utility	562.85
100-45202-382	Water Utility	555.74
100-45202-384	Refuse Disposal	20.00
100-45202-385	Sewer Utility	102.87
100-45202-402	Repairs & Maint - Struct	50.88
100-45202-405	Repairs & Maint - Vehicl	76.71
100-45202-406	Repairs & Maint - Groun	2,600.19
211-45501-133	Employer Paid Insurance	16.00
211-45501-200	Office Supplies	32.99
211-45501-217	Other Operating Supplie	275.40
211-45501-321	Telephone	27.96
211-45501-326	Data Processing	203.33
211-45501-381	Electric Utility	135.31
211-45501-382	Water Utility	19.44
211-45501-385	Sewer Utility	40.76
211-45501-402	Repairs & Maint - Struct	914.37
211-45501-433	Dues & Subscriptions	168.86
211-45501-435	Books and Pamphlets	1,985.37
225-45127-200	Office Supplies	29.00
225-45127-217	Other Operating Supplie	3.92
225-45127-321	Telephone	27.11
225-45127-404	Repairs & Maint - M&E	164.71
225-45127-406	Repairs & Maint - Groun	25.26
230-45124-217	Other Operating Supplie	133.33

## Account Summary

Account Number	Account Name	Payment Amount
230-45124-321	Telephone	19.49
230-45124-381	Electric Utility	30.32
230-45124-382	Water Utility	7.81
230-45124-402	Repairs & Maint - Struct	1,644.56
235-42153-212	Motor Fuels	2,600.98
235-42153-217	Other Operating Supplie	470.88
235-42153-218	Uniforms	59.99
235-42153-308	Training & Registrations	602.65
235-42153-312	Nursing	4,363.09
235-42153-321	Telephone	186.12
235-42153-322	Postage	5.43
235-42153-334	Meals/Lodging	297.72
235-42153-363	Insurance - Automotive	260.25
235-42153-381	Electric Utility	193.23
235-42153-382	Water Utility	9.32
235-42153-385	Sewer Utility	20.82
235-42153-405	Repairs & Maint - Vehicl	195.53
235-42153-435	Books and Pamphlets	3,140.00
235-42153-480	Other Miscellaneous	343.92
250-46520-133	Employer Paid Insurance	24.00
250-46520-200	Office Supplies	118.63
250-46520-308	Training & Registrations	45.00
250-46520-321	Telephone	436.13
250-46520-322	Postage	5.43
250-46520-340	Advertising & Promotion	161.75
250-46520-350	Printing & Design	79.50
250-46520-381	Electric Utility	64.52
250-46520-438	Meeting Expense	17.09
250-49980-602	Other Long-Term Obliga	2,385.04
250-49980-612	Other Interest	974.96
252-46520-491	Payments to Other Orga	4,605.70
253-46520-406	Repairs & Maint - Groun	200.00
401-49950-501	Capital Outlay - Police	77.99
401-49950-504	Capital Outlay - Parks	165.00
401-49950-505	Capital Outlay - Civil Def	494.46
401-49950-506	Capital Outlay - Building	1,800.00
601-49400-133	Employer Paid Insurance	32.00
601-49400-212	Motor Fuels	272.09
601-49400-216	Chemicals and Chemical	250.70
601-49400-217	Other Operating Supplie	45.98
601-49400-241	Small Tools	188.60
601-49400-321	Telephone	208.46
601-49400-322	Postage	75.84
601-49400-326	Data Processing	70.00
601-49400-381	Electric Utility	5,409.45
601-49400-382	Water Utility	17.38
601-49400-385	Sewer Utility	34.54
601-49400-386	Landfill	1,127.66
601-49400-404	Repairs & Maint - M&E	1,663.27
601-49400-405	Repairs & Maint - Vehicl	50.97
601-49400-408	Repairs & Maint - Distrib	14.16
602-49450-133	Employer Paid Insurance	64.00
602-49450-211	Cleaning Supplies	419.94
602-49450-212	Motor Fuels	1,096.93
602-49450-308	Training & Registrations	100.00
602-49450-310	Lab Testing	445.21
602-49450-321	Telephone	303.79
602-49450-322	Postage	63.75

## Account Summary

Account Number	Account Name	Payment Amount
602-49450-326	Data Processing	70.00
602-49450-334	Meals/Lodging	611.13
602-49450-381	Electric Utility	12,317.08
602-49450-382	Water Utility	721.66
602-49450-404	Repairs & Maint - M&E	9,282.32
602-49450-405	Repairs & Maint - Vehicl	29.98
602-49450-408	Repairs & Maint - Distrib	17.58
602-49450-446	Sludge Hauling	58.36
604-14200	Inventory	1,450.00
604-16300	Improvements Other Th	24,864.58
604-20202	Sales Tax Payable	27.52
604-22000	Prepayments	509.38
604-49550-133	Employer Paid Insurance	96.00
604-49550-200	Office Supplies	108.96
604-49550-212	Motor Fuels	660.05
604-49550-217	Other Operating Supplie	396.36
604-49550-241	Small Tools	41.47
604-49550-310	Lab Testing	42.01
604-49550-321	Telephone	394.95
604-49550-322	Postage	70.75
604-49550-325	Dispatching	50.84
604-49550-326	Data Processing	191.37
604-49550-381	Electric Utility	141.83
604-49550-382	Water Utility	20.86
604-49550-385	Sewer Utility	41.12
604-49550-402	Repairs & Maint - Struct	120.41
604-49550-404	Repairs & Maint - M&E	24.76
604-49550-406	Repairs & Maint - Groun	1,110.15
604-49550-408	Repairs & Maint - Distrib	3,858.51
604-49550-410	Repairs & Maint - Gener	19,319.46
604-49550-450	Conservation	587.50
604-49550-460	Miscellaneous Taxes	31.30
604-49550-480	Other Miscellaneous	83.09
604-49550-491	Payments to Other Orga	1,200.00
609-20202	Sales Tax Payable	14,162.00
609-49751-133	Employer Paid Insurance	32.00
609-49751-211	Cleaning Supplies	70.49
609-49751-217	Other Operating Supplie	7.17
609-49751-251	Liquor	20,127.77
609-49751-252	Beer	33,957.44
609-49751-253	Wine	5,879.22
609-49751-254	Soft Drinks & Mix	831.18
609-49751-321	Telephone	289.00
609-49751-322	Postage	1.47
609-49751-326	Data Processing	656.06
609-49751-333	Freight and Express	490.13
609-49751-340	Advertising & Promotion	973.00
609-49751-381	Electric Utility	750.36
609-49751-382	Water Utility	23.58
609-49751-385	Sewer Utility	32.37
609-49751-444	License Fees	20.00
609-49751-460	Miscellaneous Taxes	1.62
609-49751-480	Other Miscellaneous	3.20
614-20201	Excise Tax Payable	907.34
614-20202	Sales Tax Payable	24.10
614-20206	911 TAP & TACIP Fees Cl	1,254.64
614-49870-133	Employer Paid Insurance	80.00
614-49870-200	Office Supplies	52.55

## Account Summary

Account Number	Account Name	Payment Amount
614-49870-211	Cleaning Supplies	42.62
614-49870-212	Motor Fuels	206.12
614-49870-217	Other Operating Supplie	83.70
614-49870-218	Uniforms	174.99
614-49870-227	Utility System Maint Sup	2,607.71
614-49870-241	Small Tools	80.00
614-49870-301	Auditing & Consulting Se	98.00
614-49870-321	Telephone	844.59
614-49870-322	Postage	219.86
614-49870-340	Advertising & Promotion	100.98
614-49870-381	Electric Utility	2,251.23
614-49870-382	Water Utility	19.15
614-49870-383	Gas Utility	77.31
614-49870-385	Sewer Utility	36.25
614-49870-442	Subscriber Fees	62,078.93
614-49870-445	Switch Fees	1,548.83
614-49870-447	Internet Expense	12,781.59
614-49870-448	On-Call Support	3,002.12
614-49870-451	Call Completion	3,973.42
614-49870-460	Miscellaneous Taxes	56.68
614-49870-480	Other Miscellaneous	368.35
614-49980-611	Bond Interest	138,215.63
615-49850-133	Employer Paid Insurance	48.00
615-49850-200	Office Supplies	52.17
615-49850-211	Cleaning Supplies	116.71
615-49850-212	Motor Fuels	173.96
615-49850-215	Materials & Equipment	21.82
615-49850-217	Other Operating Supplie	484.49
615-49850-304	Legal Fees	375.00
615-49850-321	Telephone	125.60
615-49850-322	Postage	2.15
615-49850-326	Data Processing	363.00
615-49850-340	Advertising & Promotion	50.00
615-49850-381	Electric Utility	7,127.47
615-49850-382	Water Utility	35.82
615-49850-385	Sewer Utility	83.08
615-49850-402	Repairs & Maint - Struct	39.71
615-49850-404	Repairs & Maint - M&E	784.12
615-49850-405	Repairs & Maint - Vehicl	89.99
615-49850-460	Miscellaneous Taxes	165.00
615-49850-480	Other Miscellaneous	596.50
617-10200	Petty Cash	3,400.00
617-20202	Sales Tax Payable	198.70
617-49860-133	Employer Paid Insurance	32.00
617-49860-217	Other Operating Supplie	67.50
617-49860-254	Soft Drinks & Mix	119.60
617-49860-321	Telephone	222.57
617-49860-322	Postage	16.64
617-49860-326	Data Processing	403.33
617-49860-340	Advertising & Promotion	1,839.99
617-49860-381	Electric Utility	1,451.94
617-49860-382	Water Utility	147.97
617-49860-385	Sewer Utility	97.11
617-49860-402	Repairs & Maint - Struct	90.00
617-49860-406	Repairs & Maint - Groun	135.90
617-49860-460	Miscellaneous Taxes	279.30
617-49860-480	Other Miscellaneous	596.50
617-49860-492	Entertainment Event Fee	227.05

**Account Summary**

Account Number	Account Name	Payment Amount
651-46520-480	Other Miscellaneous	1,800.00
700-21701	Federal Withholding	9,395.56
700-21702	State Withholding	4,443.03
700-21703	FICA Tax Withholding	12,592.62
700-21704	PERA Contributions	20,733.30
700-21705	Retirement	8,677.28
700-21706	Medical Insurance	52,062.50
700-21709	Wage Levy	94.60
700-21711	Medicare Tax Withholdi	3,561.98
700-21712	Flex Account	376.36
700-21718	Individual Insurance-NC	32.00
700-21723	HSA Employee Contribu	39.18
	<b>Grand Total:</b>	<b>625,945.78</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	625,945.78
<b>Grand Total:</b>	<b>625,945.78</b>

11-14-19  
AS

## RESOLUTION #2019-

**INTRODUCED:**

**SECONDED:**

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

### **RESOLUTION ADOPTING AN ASSESSMENT ROLL FOR THE "2019 MISCELLANEOUS SPECIAL ASSESSMENTS"**

---

**WHEREAS**, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessments for the "2019 Miscellaneous Special Assessments"; and

**WHEREAS**, the City Council finds that services, as set forth in Minnesota Statutes §429.101, were performed by the City and these special charges were billed to the affected property owners and remain unpaid; and

**WHEREAS**, the City Council finds the evidence supports findings that assessment calculations are correct and the assessments are valid; and

**WHEREAS**, the City Council finds that the services have benefited the properties.

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

1. Such proposed assessments, a copy of which is filed in the Office of the City Administrator and made a part hereof as if fully set forth herein, are hereby accepted and shall constitute the special assessments against the lands named therein; and each tract of land therein included is hereby found to have benefited by the services performed and special charges levied against it.

2. Such assessments shall be payable in equal annual installments extending over a period of one (1) year at five percent (5%) interest.

3. The owners of property so assessed may, at any time prior to December 31, 2019, pay the City Clerk's Office the entire amount of the assessment on their property without interest. Any amounts not paid by December 31, 2019, will be certified to the County Auditor for collection in the same manner as other municipal taxes. After said date, a property owner may at any time pay the remaining balance of the assessment to the City Clerk's Office with interest accrued to December 31 of the year in which such payment is made.

4. The Clerk shall forthwith transmit a certified duplicate of these assessments to the County Auditor to be extended on the property tax lists of the county, and such assessments shall be collected and paid over in the same manner as other municipal taxes.

**Adopted this 19<sup>th</sup> day of November, 2019.**

---

Dominic Jones, Mayor

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

**2019 Misc. Special Assesments**

Parcel #	Description	Owner	Address	Service	Amount
<b>Cottonwood County</b>					
25-351-0920	1521 3rd Ave	Lucas Anderson	1521 3rd Ave, Windom MN 56101	Fire Call/Elec repair	\$ 2,980.00
22-610-0370	1610 3rd Ave	Terry King	1610 3rd Ave, Mt. Lake, MN 56159	Fire Call/Rescue	\$ 1,000.00
22-610-1020	1011 7th Ave	Mara Buhr	1011 7th Ave, Mt. Lake MN 56159	Fire Call/Rescue	\$ 1,000.00
25-792-0130	2420 River Rd	Benjamin & Janafer Schleich	2420 River Road, Windom, MN 56101	Fire Call	\$ 1,000.00
10-006-0103	49539 380th St	Daniel & Lacey D Axford	49539 380th St	Fire Call	\$ 1,000.00
25-833-0010	14 24th St	Sarah, Shawn, Shane Veenk	PO Box 364, Windom, MN 56101	Abatement	\$ 17,312.89
25-821-1070	1133 Miller Ave	Jackie Doeden/Howard Blour	1133 Miller Ave, Windom, MN 56101	Fire Call/Abatement	\$ 2,002.83
25-160-0400	1125 8th Ave	Robert Stahl	7680 Heritage Rd, Eden Prairie, MN 55346	Mowing	\$ 200.00
25-352-0050	70 11th St	John Weber/Des Moines Vall	PO Box 9, Windom, MN 56101	Mowing	\$ 200.00
25-352-1140	1165 Prospect Ave	Gerald & Rosanna Nye	PO Box 217, Darfur, MN 56022	Mowing	\$ 200.00
25-164-0400	1720 Township Road	Robert Skow	1720 Township Road, Windom, MN 56101	Mowing	\$ 200.00
25-164-0290	336 16th St	Steven & Carlolyn Nichols	183 14th St, Windom, MN 56101	Mowing	\$ 200.00
<b>Jackson County</b>					
24-401-0650	207 Milwalkee St	Lucas Hotzler	207 Milwaukee St, Lakefield, MN 56150	Fire Call/Rescue	\$ 1,000.00
					\$ 28,295.72

## RESOLUTION #2019-

**INTRODUCED:**

**SECONDED:**

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

### AUTHORIZATION TO ACCEPT DONATION FOR THE WINDOM RECREATION DEPARTMENT TENNIS COURT CONSTRUCTION

---

**WHEREAS**, Windom Area Health supports the community including the City of Windom and promotes local philanthropy in Southwest Minnesota; and

**WHEREAS**, the City of Windom has received from Windom Area Health a donation in the amount of \$10,000.00; and

**WHEREAS**, the donation has been designated for the Windom Recreation Department to use towards construction of wind screens for the new Tennis Courts.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA**, that the City Council accepts the donation from Windom Area Health in the amount of \$10,000.00 to be used by the Windom Recreation Department towards construction of wind screens for the new Tennis Courts.

Adopted by the Council this 19th day of November, 2019.

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

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

## RESOLUTION #2019-

**INTRODUCED:**

**SECONDED:**

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

### AUTHORIZATION TO ACCEPT A DONATION FROM JUDITH HINTZE FOR THE WINDOM LIBRARY

---

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

**WHEREAS**, Judith Hintze supports the community including the Windom Library and promotes local philanthropy in Southwest Minnesota; and

**WHEREAS**, the Windom Library has received a donation from Judith Hintze in the amount of \$250.00.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA**, that the City Council accepts the donation in the amount of \$250.00 from Judith Hintze to be used for items needed for the Windom Library.

Adopted by the Council this 19th day of November, 2019.

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

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

## RESOLUTION #2019-

**INTRODUCED:**

**SECONDED:**

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

**AUTHORIZATION TO ACCEPT A DONATION FROM  
TANYA SMITH  
FOR THE WINDOM POLICE DEPARTMENT**

---

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

**WHEREAS**, Tanya Smith is a supporter of K9 Units and the City of Windom Police Department; and

**WHEREAS**, the City of Windom Police Department has received a donation of a dog dish with a retail value up to \$79.00 from Tanya Smith.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA**, that the City Council hereby accepts the donation of a dog dish with a value of \$79.00 given by Tanya Smith for the Windom Police Department's K9 Unit.

Adopted by the Council this 19<sup>th</sup> day of November, 2019.

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

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



TH60  
CORRIDOR  
STUDY

NOVEMBER, 2019  
Update

# TH 60 Corridor Study Overview



## 📍 Project Overview



# TH 60 Corridor Study Overview

## Project Scope:

- Agency and Public Involvement
- Existing and Future Conditions Analyses
  - Traffic, geometrics, multimodal
- Corridor Issues Identification
- Develop Corridor Vision, Goals, Purpose and Need
- Corridor Alternatives Development:
  - Analysis, screening and evaluation
- Implementation Plan and Report

Task	2019				2020											
	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	
1 Project Management ► Provide Monthly Progress Reports vs. Budget ► Bi-Weekly Conference Calls ► Monthly Invoices	★ Develop Project Schedule															
2 Agency and Public Involvement ► Monthly Website Materials Meetings	★ Public and Agency Involvement Plan				Meeting and Event Materials; Project Website (ongoing)											
2 TAC Meetings (up to 10)																
2 Agency Coordination Meetings (up to 4)																
2 Public Open House Meetings and Community Events (up to 3 each)																
3 Existing Conditions																
4 Future Conditions Analysis (No-Build)																
5 Corridor Issues Identification																
6 Corridor Vision, Goals, and Purpose and Need																
7 Intersection Control Evaluations (ICE)																
8 Traffic Simulation																
9 Corridor Alternatives Development, Analysis, and Screening/Evaluation																
10 Implementation Plan																
11 Corridor Study Report																

Project Meeting  
 TAC Meetings  
 Agency Coordination  
 Public Open House  
 Community Event  
 Deliverable (draft)  
 Deliverable (final)  
 MnDOT Stakeholder Review

Task	1. Project Management	2. Agency and Public Involvement	3. Existing Conditions	4. Future Conditions Analysis (No-Build)	5. Corridor Issues Identification	6. Corridor Vision, Goals, and Purpose and Need	7. Intersection Control Evaluations (ICE)	8. Traffic Simulation	9. Corridor Alternatives Development, Analysis and Screening/Evaluation	10. Implementation Plan	11. Corridor Study Report
► DELIVERABLES – Due Date	► DEVELOP PROJECT SCHEDULE – 7/19 ► BI-WEEKLY CONFERENCE CALLS – Bi-Weekly ► PROGRESS REPORTS VS. BUDGET – Monthly ► MONTHLY INVOICES – Monthly	► MEETING AND EVENT MATERIALS – Ongoing ► WEBSITE MATERIALS – Monthly Meeting ► PUBLIC AND AGENCY INVOLVEMENT PLAN – 7/19 ► PROJECT WEBSITE – Ongoing	► EXISTING CONDITIONS REPORT – 10/19	► FUTURE CONDITIONS (NO-BUILD) REPORT – 1/20	► EXISTING CONDITIONS TECHNICAL MEMORANDUM – 1/20	► VISION AND GOALS TECHNICAL MEMORANDUM ► PURPOSE AND NEED STATEMENT – 1/20	► ICE REPORTS FOR NETWORK INTERSECTIONS – 9/20 ► ICE IMPROVEMENTS SUMMARY REPORT – 9/20	► TASK 7 ICE REPORT SUPPORT – See Task 7 ► FINAL STUDY REPORT CHAPTER – 9/20	► UP TO FIVE FULLY DEVELOPED CORRIDOR ALTERNATIVES ► REDUCE TO TWO LAYOUT ALTERNATIVES – 6/20 ► PREFERRED ALTERNATIVE LEVEL 1 LAYOUT – 11/20	► IMPLEMENTATION PLAN REPORT – 2/21	► FINAL CORRIDOR STUDY REPORT – 3/21

# TH 60 Corridor Study Overview



- 📍 Study Corridor and Key Intersections
- 📍 Current Study Status
- 📍 Future Events

# Highway 60 Windom Corridor Study



## Stakeholder and Community Engagement

The Minnesota Department of Transportation, in partnership with the City of Windom, will complete a study of the Highway 60 corridor (from 490th Avenue/John Caldwell Drive to Cottonwood/Jackson county line) which will shape future reconstruction and create a long-term vision for the corridor.

The study will include a range of stakeholder and community engagement opportunities to provide information about the project, collect input on community values and vision, and to vet design alternatives. The overall goal for the engagement program is to involve community stakeholders in the planning process to help build ownership and consensus, and to ultimately identify a preferred alternative which is widely supported. Engagement activities during the study process will include a combination of in-person and online tactic and strategies in order to reach a wide range of corridor users: public workshops, community events, stakeholder listening sessions, online surveys, and virtual community meetings.

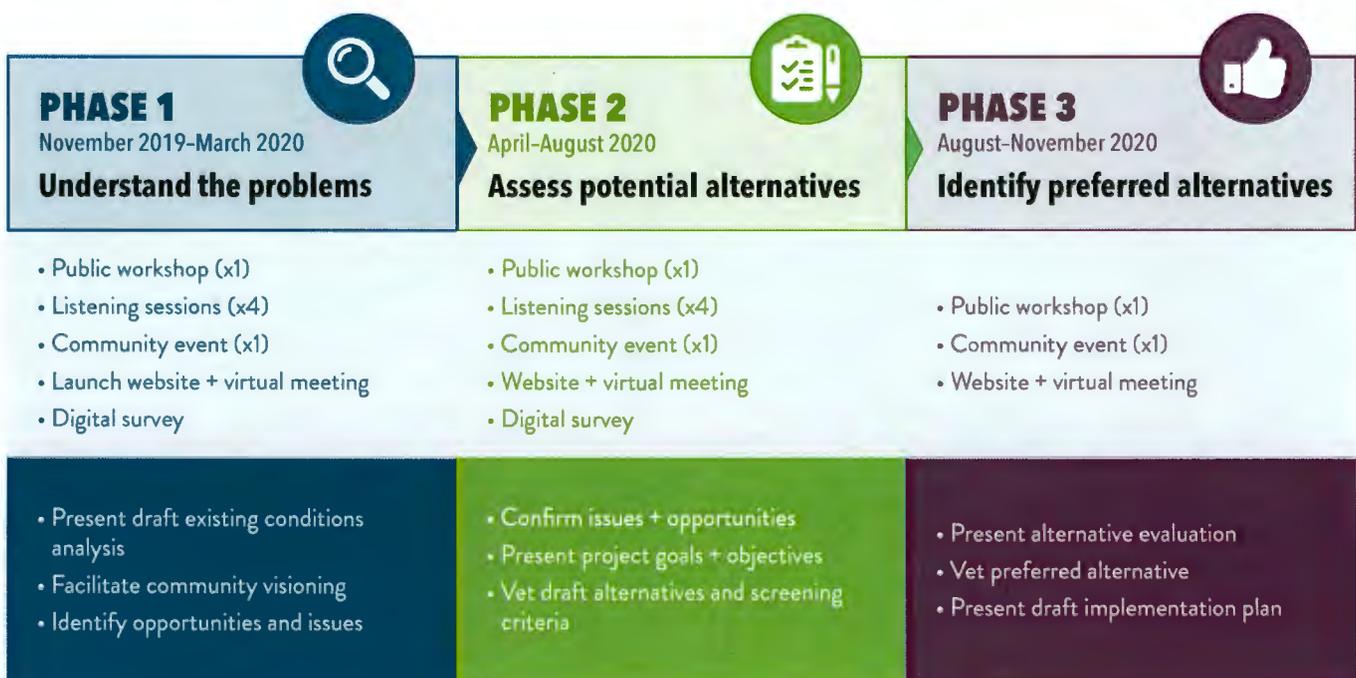


Example of a public workshop



Example of a community event

## Planned engagement activities for each phase of the study



# TH 60 Corridor Study Overview

## 📍 Technical Advisory Committee (TAC):

Organization/Agency	Contact Name & Title	Contact Information
MnDOT D7	Ronda Allis, Planning Director	<a href="mailto:Ronda.allis@state.mn.us">Ronda.allis@state.mn.us</a> 507-514-2332
	Forrest Hasty, Project Manager	<a href="mailto:Forrest.hasty@state.mn.us">Forrest.hasty@state.mn.us</a> 507-304-6152
	Scott Thompson, Traffic Engineer	<a href="mailto:Scott.thompson@state.mn.us">Scott.thompson@state.mn.us</a> 507-304-6156
	Anne Wolff, Public Engagement Coordinator	<a href="mailto:Anne.wolff@state.mn.us">Anne.wolff@state.mn.us</a> 507-514-7175
City of Windom	Steve Nasby, City Administrator	<a href="mailto:Steve.nasby@windommn.com">Steve.nasby@windommn.com</a> 507-832-8652
	Drew Hage, Development Director	<a href="mailto:Drew.hage@windommn.com">Drew.hage@windommn.com</a> 507-832-8661
	Brian Cooley, Street/Park Superintendent	<a href="mailto:Brian.cooley@windommn.com">Brian.cooley@windommn.com</a> 507-831-6137
Cottonwood County	Nick Klisch, Public Works Director	<a href="mailto:Nick.klisch@co.cottonwood.mn.us">Nick.klisch@co.cottonwood.mn.us</a> 507-831-1389
KLJ:	John Crawford, Consultant Project Manager	<a href="mailto:John.crawford@kljeng.com">John.crawford@kljeng.com</a> 651-726-5012

# TH 60 Corridor Study Overview



## 📍 Contacts:

📍 Ronda Allis, MnDOT Project Manager:

📍 [Ronda.Allis@state.mn.us](mailto:Ronda.Allis@state.mn.us)

📍 (507) 514-2332

📍 John Crawford, Consultant Project Manager:

📍 [John.Crawford@kljeng.com](mailto:John.Crawford@kljeng.com)

📍 (651) 726-5012

RESOLUTION #2019-

INTRODUCED:

SECONDED:

VOTED: Aye:  
Nay:  
Absent:

**Resolution Providing for the Sale of Approximately \$7,600,000 Communication System Annual Appropriation Refunding Bonds, Series 2020A**

---

**WHEREAS**, the City Council of the City of Windom, Minnesota, has heretofore determined that it is necessary and expedient to issue the City's fully registered Communication System Annual Appropriation Refunding Bonds, Series 2020A in the aggregate principal amount of approximately \$7,600,000 (the "Bonds"), to provide for a current refunding of the City's outstanding Communications System Annual Appropriation Refunding Bonds, Series 2012B for an interest cost savings; and

**WHEREAS**, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds and is therefore authorized to work with Robert W. Baird & Co. in Milwaukee, Wisconsin ("Baird") to provide for the sale of the Bonds in accordance with the terms set forth in the pre-sale report;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Windom, Minnesota, as follows:

1. **Authorizations.** The City Council hereby authorizes Ehlers to structure the terms of the Bonds, provided that the final maturity shall be no later than June 1, 2032 or may be extended to potentially reduce annual debt service requirements as determined by the City and its Telecommunications Commission. The City Council authorizes the Mayor (or City Council member designated by the Mayor) and City Administrator (the "Pricing Committee") to consider a bond purchase agreement with Baird and take any other appropriate action with respect to the Bonds. Ehlers is further authorized to negotiate the sale of the Bonds with Baird.
2. **Parameters.** The Pricing Committee is authorized to execute a bond purchase agreement with Baird for the purchase of the Bonds (the "Bond Purchase Agreement"), provided that, based on information provided by Ehlers, the true interest cost of the Bonds will produce at least a 3% Net PV Benefit if the final maturity of the Bonds is not extended; the stated principal amount of the Bonds does not exceed \$7,815,000; and the underwriter's discount on the Bonds does not exceed 2% of the par amount thereof.
3. **Meeting; Ratify Acceptance of Bond Purchase Agreement; Award Bond Sale.** The City Council shall meet at 6:30 p.m. on February 18, 2020 or another date set by City staff, to ratify the acceptance of the Bond Purchase Agreement with Baird, to award the sale of the Bonds and to take any other appropriate action with respect to the Bonds.
4. **Official Statement.** In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and the preparer of the official statement for the Bonds and to execute and deliver the official statement on behalf of the City upon its completion.

Adopted by the Council this 19th day of November, 2019.

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

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



**DRAFT  
SCHEDULE OF EVENTS**

**CITY OF WINDOM, MINNESOTA**

**COMMUNICATION SYSTEM ANNUAL APPROPRIATION REFUNDING BONDS  
(Refinancing Series 2012B Bonds for WindomNet)**

**As of November 4, 2019**

<b>Date</b>	<b>Action/Event</b>	<b>Parties</b>	<b>Status</b>
Tuesday, November 19	Pre-Sale Review by Council	City, MA	Done
Week of November 25	Financing Team Kick-Off Call (TBD)	Financing Team	
Friday, January 10	Distribute 1 <sup>st</sup> draft of bond documents	BC	
Friday, January 10	Distribute 1 <sup>st</sup> draft of offering document	MA/UC	
Friday, January 10	Submit rating package to S&P	MA	
Wednesday, January 15	Provide comments on bond documents	Financing Team	
Wednesday, January 15	Provide comments on offering document	Financing Team	
Monday, January 20	Distribute 2 <sup>nd</sup> draft of bond documents & offering document	BC, MA/UC	
Week of January 20	Conference Call with S&P (if necessary, TBD)	City, MA, RWB, SP	
Friday, January 24	Provide comments on bond documents & offering document	Financing Team	
Thursday, January 30	Receive rating	SP	
Monday, February 3	Clear POS for printing	Financing Team	
Tuesday, February 4	Send POS to printer and post electronically	MA/UC, RWB	
Tuesday, February 11	Pre-pricing call	RWB w/City, MA	
Wednesday, February 12	Price bonds and sign BPA via Pricing Committee	RWB, City	
Tuesday, February 18	City Council Meeting to Ratify Bond Sale Award	City, MA	
Thursday, February 20	Finalize bond documents	BC	
Thursday, February 20	Distribute final OS draft	MA/UC	
Monday, February 24	Clear OS for printing	Financing Team	
Tuesday, February 25	Print OS and post electronically	MA/UC, RWB	
Monday, March 2	Pre-close bonds	Financing Team	
Tuesday, March 3	Wire funds and close bonds	BC, RWB, City	
Tuesday, March 3	Invest bond proceeds	EIP	
Friday, May 1	Redemption Notice to Series 2012B Bondholders	BTS	
Monday, June 1	Redeem Series 2012B Bonds	City	

BC=Bond Counsel - Fryberger Buchanan  
 UC=Underwriter's Counsel - TBD  
 MA=Municipal Advisor - Ehlers  
 RWB=Underwriter - Robert W. Baird  
 SP=Rating Agency - Standard & Poor's  
 BTS=Paying Agent - Bond Trust Services  
 EIP=Investment Advisor - Ehlers Investment Partners



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November 19, 2019

## Pre-Sale Report for

City of Windom, Minnesota

Approximately \$7,600,000 Communication System  
Annual Appropriation Refunding Bonds, Series 2020A



**Prepared by:**

Todd Hagen, CIPMA  
VP/Senior Municipal Advisor

And

Rebecca Kurtz, CIPMA  
VP/Senior Municipal Advisor

## Executive Summary of Proposed Debt

<p>Proposed Issue:</p>	<p>\$7,600,000 Communication System Annual Appropriation Refunding Bonds, Series 2020A</p> <p>The principal amount of the Bonds is estimated and may be adjusted based on the day of sale.</p>
<p>Purpose:</p>	<p>To current refund the City’s outstanding Communication System Annual Appropriation Refunding Bonds, Series 2012B for an interest cost savings. The Series 2012B Bonds were issued to current refund the City’s outstanding: (i) Communication System Revenue Bonds, Series 2004; and (ii) General Obligation Equipment Certificates, Series 2009B for an interest cost savings and to better match the resources available for payment. The Series 2004 Bonds were long-term bonds that were first callable without penalty on February 1, 2012. The bond payments were structured to increase as the system revenues grew and then to be restructured before the final principal payment on August 1, 2024. The Series 2009B Bonds were interest-only temporary bonds that matured on December 1, 2012. Those bonds refinanced a 3-year temporary bond and could be amortized for an additional 10 years. It was the original intent to include those bonds when it came time to refund the Series 2004 Bonds.</p> <p>Interest rates on the obligations proposed to be refunded are 3.00% to 3.625%. The refunding is expected to reduce debt service expense by approximately \$304,197 over the next 12 years. The Net Present Value Benefit of the refunding is estimated to be \$260,092, equal to 3.395% of the refunded principal.</p> <p>This refunding is considered to be a “current refunding” as the obligations being refunded are either callable (pre-payable) now or will be within 90 days of the date of issue of the new bonds.</p>
<p>Authority:</p>	<p>The Bonds are being issued pursuant to Minnesota Statutes, Chapter 475 (general bond law).</p> <p>The Bonds are <u>not</u> general obligations of the City but are special obligations payable solely from net revenues derived from the municipal broadband communications system and from annual appropriations made by the City if the net revenues of the system are insufficient to pay the principal and interest on the Bonds as they become due.</p> <p>The Bonds do <u>not</u> count against the City’s general obligation debt capacity limit of 3% of market value.</p> <p><b>Bond Reserve Account:</b> The City will covenant to continue and maintain the reserve account. Upon issuance of the Bonds, an amount necessary to equal the reserve requirement will be transferred from the prior reserve account. The City may use the investment earnings accumulated in the reserve account for debt service. We currently estimate the reserve requirement to be \$400,000.</p>

<p>Method of Sale/Placement:</p>	<p>Given the unique nature of the security and credit for the Bonds, as well as the current financial profile of the system producing revenues securing the transaction a competitive sale of the Bonds is not warranted. Furthermore, a negotiated offering affords Ehlers and the City to engage with the underwriter on structuring considerations and pricing impacts, as well as amending the structure and finance plan leading up to and including the day of pricing. These aspects would generally be unachievable with respect to a competitive transaction.</p>
<p>Basis for Recommendation:</p>	<p>The City has made Ehlers aware that the system’s financial performance has diminished recently due to customer loss and a loss of wholesale service to SMBS as a result of that entity’s anticipated conversion to over-the-top video (which may result in additional customer loss). The Bonds have been structured to achieve uniform savings by maintaining a final maturity in 2032. However, the City and its Telecommunications Commission are interested in the option of extending the final maturity to potentially reduce annual debt service requirements (i.e. fixed costs of the system). At the request of the City, Ehlers has had preliminary discussions with Robert W. Baird &amp; Co. in Milwaukee, Wisconsin about the marketability of the proposed issue and received preliminary pricing information in an effort to quantify potential savings and the impact of any restructuring. Baird has a strong reputation as the No. 1 underwriter (by transaction count) of municipal bonds in the State of Wisconsin and has expressed the willingness and ability to underwriter the proposed issue of Bonds.</p> <p>In order to best maximize the time leading up to the marketing of the Bonds, Ehlers has recommended the City engage Baird as underwriter, rather than seek competitive proposals for investment banking services. Baird’s familiarity with the credit should minimize time to market and allow for a closing to occur at the earliest possible time to affect a current refunding of the Series 2012B Bonds.</p>
<p>Pricing Committee:</p>	<p>Ehlers recommends that the City establish a pricing committee to consider the proposal and award the sale of the Bonds on or about February 12, depending upon market conditions; and the City Council meet on February 18 or another date set by City Staff to adopt the bond resolution and ratify the sale of the Bonds.</p> <p>The pricing committee would be comprised of the Mayor (or City Council member designated by the Mayor) and the City Administrator. The Council will delegate execution authority to the pricing committee in this matter within the following parameters.</p> <p>The pricing committee would be authorized to execute a bond purchase agreement with Baird for the purchase of the Bonds, provided that the true interest cost of the Bonds will produce at least a 3% Net PV Benefit if the final maturity of the Bonds is not extended; the stated principal amount of the Bonds does not exceed \$7,815,000; and the underwriter’s discount on the Bonds does not exceed 2% of the par amount thereof.</p>
<p>Premium Pricing:</p>	<p>In some cases, investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the</p>

	<p>issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.” The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or “discount”) but will pay the remainder of the premium to the City.</p> <p>For this issue of Bonds, we have assumed a premium and have used the net premium to reduce the size of the issue. The resulting adjustments may slightly change the true interest cost of the issue, either up or down on the day of sale.</p>
<b>Term/Call Feature:</b>	<p>The Bonds are being issued for a term of 12 years. Principal on the Bonds will be due on June 1 in the years 2021 through 2032. Interest is payable every six months beginning December 1, 2020.</p> <p>The optional redemption feature for the Bonds will be arrived at through discussions with the underwriter, but in no case later than June 1, 2029 or any date thereafter.</p>
<b>Bank Qualification:</b>	<p>Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Bonds as “bank qualified” obligations.</p> <p>Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.</p>
<b>Rating:</b>	<p>The Series 2012B Bonds were rated by Standard &amp; Poor’s. The current rating on those bonds is “A”.</p> <p>The City will request a new rating for the Bonds.</p>
<b>Other Considerations:</b>	<p>The City will continue to make its regularly scheduled bond payments on December 1, 2019 and June 1, 2020 for the Series 2012B Bonds from 2019 and 2020 net revenues and/or other appropriated funds.</p>
<b>Review of Existing Debt:</b>	<p>We have reviewed all outstanding indebtedness for the City and find that there are no other refunding opportunities at this time.</p> <p>We will continue to monitor the market and the call dates for the City’s outstanding debt and will alert you to any future refunding opportunities.</p>
<b>Continuing Disclosure:</b>	<p>Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC).</p> <p>The City is already obligated to provide such reports for its existing bonds and has contracted with Ehlers to prepare and file the reports.</p>

<p>Arbitrage Monitoring:</p>	<p>Because the Bonds are tax-exempt obligations, the City must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Arbitrage Certificate prepared by your Bond Attorney and provided at closing.</p> <p>We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you.</p> <p><b>Spending Exception (6-month)</b> – The City expects to meet the six-month expenditure exception on the Bonds if the final maturity of the Bonds is not extended.</p>
<p>Risk Factors:</p>	<p><b>Annual Appropriation:</b> The bond resolution will contain an annual appropriation clause under which the City has the right to not appropriate moneys sufficient to make required payments for the next fiscal year if the net revenues from the system are insufficient.</p> <p><b>Current Refunding:</b> The Bonds are being issued to finance a current refunding of prior City debt obligations. Those prior debt obligations are “callable” on or after June 1, 2020. The new Bonds will not be pre-payable until a later date.</p> <p>This refunding is being undertaken based in part on an assumption that the City does not expect to pay off this debt prior to the new call date and that market conditions warrant the refunding at this time.</p>
<p>Other Service Providers:</p>	<p>This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.</p> <p><b>Bond Counsel:</b> Fryberger Buchanan</p> <p><b>Rating Agency:</b> Standard &amp; Poor’s</p> <p><b>Paying Agent:</b> Bond Trust Services</p>
<p>Summary:</p>	<p>The decisions to be made by the City Council are as follows:</p> <ul style="list-style-type: none"> <li>• Accept or modify the finance assumptions described in this report.</li> <li>• Adopt the resolution attached to this report.</li> </ul>

This presale report summarizes our understanding of the City's objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the City's objectives.

## Attachments

- Proposed Debt Issuance Schedule
- Estimated Sources and Uses of Funds
- Estimated Proposed Debt Service Schedule
- Estimated Debt Service Savings Comparison
- Bond Buyer Index
- Resolution Establishing Parameters and Authorizing Ehlers to Proceed with Bond Sale

## Ehlers Contacts

Municipal Advisors:	Todd Hagen	(651) 697-8508
	Rebecca Kurtz	(651) 697-8516
Disclosure Coordinator:	Silvia Johnson	(651) 697-8580
Financial Analyst:	Alicia Gage	(651) 697-8551

The Preliminary Official Statement for this financing will be sent to the City Council at their home or email address for review prior to the sale date.



## DRAFT SCHEDULE OF EVENTS

CITY OF WINDOM, MINNESOTA

**COMMUNICATION SYSTEM ANNUAL APPROPRIATION REFUNDING BONDS  
(Refinancing Series 2012B Bonds for WindomNet)**

**As of November 4, 2019**

Date	Action/Event	Parties	Status
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# City of Windom, Minnesota

## \$7,590,000 Communication Sys Annual Appropriation Ref Bonds, Series 2020

### Sources & Uses

Dated 03/03/2020 | Delivered 03/03/2020

#### Sources Of Funds

Par Amount of Bonds	\$7,590,000.00
Reoffering Premium	224,288.45
Transfers from Prior Issue DSR Funds	398,215.00
<b>Total Sources</b>	<b>\$8,212,503.45</b>

#### Uses Of Funds

Total Underwriter's Discount (0.900%)	68,310.00
Costs of Issuance	122,500.00
Deposit to Debt Service Reserve Fund (DSRF)	385,250.00
Deposit to Current Refunding Fund	7,631,772.90
Rounding Amount	4,670.55
<b>Total Uses</b>	<b>\$8,212,503.45</b>

# City of Windom, Minnesota

## \$7,590,000 Communication Sys Annual Appropriation Ref Bonds, Series 2020

### Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
03/03/2020	-	-	-	-	-
12/01/2020	-	-	169,510.00	169,510.00	-
06/01/2021	485,000.00	3.000%	113,850.00	598,850.00	768,360.00
12/01/2021	-	-	106,575.00	106,575.00	-
06/01/2022	555,000.00	3.000%	106,575.00	661,575.00	768,150.00
12/01/2022	-	-	98,250.00	98,250.00	-
06/01/2023	570,000.00	3.000%	98,250.00	668,250.00	766,500.00
12/01/2023	-	-	89,700.00	89,700.00	-
06/01/2024	590,000.00	3.000%	89,700.00	679,700.00	769,400.00
12/01/2024	-	-	80,850.00	80,850.00	-
06/01/2025	605,000.00	3.000%	80,850.00	685,850.00	766,700.00
12/01/2025	-	-	71,775.00	71,775.00	-
06/01/2026	625,000.00	3.000%	71,775.00	696,775.00	768,550.00
12/01/2026	-	-	62,400.00	62,400.00	-
06/01/2027	645,000.00	3.000%	62,400.00	707,400.00	769,800.00
12/01/2027	-	-	52,725.00	52,725.00	-
06/01/2028	665,000.00	3.000%	52,725.00	717,725.00	770,450.00
12/01/2028	-	-	42,750.00	42,750.00	-
06/01/2029	685,000.00	3.000%	42,750.00	727,750.00	770,500.00
12/01/2029	-	-	32,475.00	32,475.00	-
06/01/2030	705,000.00	3.000%	32,475.00	737,475.00	769,950.00
12/01/2030	-	-	21,900.00	21,900.00	-
06/01/2031	725,000.00	3.000%	21,900.00	746,900.00	768,800.00
12/01/2031	-	-	11,025.00	11,025.00	-
06/01/2032	735,000.00	3.000%	11,025.00	746,025.00	757,050.00
<b>Total</b>	<b>\$7,590,000.00</b>	<b>-</b>	<b>\$1,624,210.00</b>	<b>\$9,214,210.00</b>	<b>-</b>

### Yield Statistics

Bond Year Dollars	\$54,140.33
Average Life	7.133 Years
Average Coupon	3.0000000%
Net Interest Cost (NIC)	2.7118997%
True Interest Cost (TIC)	2.6740721%
Bond Yield for Arbitrage Purposes	2.5294802%
All Inclusive Cost (AIC)	2.9282693%

### IRS Form 8038

Net Interest Cost	2.5158021%
Weighted Average Maturity	7.121 Years

# City of Windom, Minnesota

## \$7,590,000 Communication Sys Annual Appropriation Ref Bonds, Series 2020

### Debt Service Comparison

Date	Total P+i	DSR	Net New D/S	Old Net D/S	Savings
06/01/2020	-	(2,374.42)	(7,044.97)	-	7,044.97
06/01/2021	768,360.00	(9,744.82)	758,615.18	783,356.42	24,741.24
06/01/2022	768,150.00	(9,744.82)	758,405.18	782,456.42	24,051.24
06/01/2023	766,500.00	(9,744.82)	756,755.18	786,106.42	29,351.24
06/01/2024	769,400.00	(9,744.82)	759,655.18	782,037.66	22,382.48
06/01/2025	766,700.00	(9,744.82)	756,955.18	782,462.66	25,507.48
06/01/2026	768,550.00	(9,744.82)	758,805.18	782,212.66	23,407.48
06/01/2027	769,800.00	(9,744.82)	760,055.18	786,287.66	26,232.48
06/01/2028	770,450.00	(9,744.82)	760,705.18	784,518.92	23,813.74
06/01/2029	770,500.00	(9,744.82)	760,755.18	785,412.66	24,657.48
06/01/2030	769,950.00	(9,744.82)	760,205.18	785,400.16	25,194.98
06/01/2031	768,800.00	(9,744.82)	759,055.18	784,481.42	25,426.24
06/01/2032	757,050.00	(394,994.82)	362,055.18	384,441.42	22,386.24
<b>Total</b>	<b>\$9,214,210.00</b>	<b>(504,562.26)</b>	<b>\$8,704,977.19</b>	<b>\$9,009,174.48</b>	<b>\$304,197.29</b>

### PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	265,969.05
Effects of changes in DSR investments.....	(10,546.91)
<b>Net PV Cashflow Savings @ 2.529%(Bond Yield)....</b>	<b>255,422.14</b>
Contingency or Rounding Amount.....	4,670.55
<b>Net Present Value Benefit</b>	<b>\$260,092.69</b>
Net PV Benefit / \$8,082,837.81 PV Refunded Debt Service	3.218%
Net PV Benefit / \$7,660,000 Refunded Principal...	3.395%
Net PV Benefit / \$7,590,000 Refunding Principal..	3.427%

### Refunding Bond Information

Refunding Dated Date	3/03/2020
Refunding Delivery Date	3/03/2020

# City of Windom, Minnesota

\$7,590,000 Communication Sys Annual Appropriation Ref Bonds, Series 2020

## Current Refunding Escrow

Date	Principal	Rate	Interest	Receipts	Disbursements	Cash Balance
03/03/2020	-	-	-	0.90	-	0.90
06/01/2020	7,631,772.00	1.500%	28,227.10	7,659,999.10	7,660,000.00	-
<b>Total</b>	<b>\$7,631,772.00</b>	<b>-</b>	<b>\$28,227.10</b>	<b>\$7,660,000.00</b>	<b>\$7,660,000.00</b>	<b>-</b>

## Investment Parameters

Investment Model [PV, GIC, or Securities]	Securities
Default investment yield target	Unrestricted
Cash Deposit	0.90
Cost of Investments Purchased with Bond Proceeds	7,631,772.00
Total Cost of Investments	\$7,631,772.90
Target Cost of Investments at bond yield	\$7,613,078.20
Actual positive or (negative) arbitrage	(18,694.70)
Yield to Receipt	1.5160014%
Yield for Arbitrage Purposes	2.5294802%
State and Local Government Series (SLGS) rates for	11/13/2019

## City of Windom, Minnesota

### \$11,205,000 Communication System Annual Appropriation Ref Bonds, Series 2012B SINGLE PURPOSE

Current Refunding of Series 2004 & 2009 Communication Bonds

#### Prior Original Debt Service

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
06/01/2020	-	-	-	-	-
12/01/2020	-	-	131,715.63	131,715.63	-
06/01/2021	530,000.00	3.000%	131,715.63	661,715.63	793,431.26
12/01/2021	-	-	123,765.63	123,765.63	-
06/01/2022	545,000.00	3.000%	123,765.63	668,765.63	792,531.26
12/01/2022	-	-	115,590.63	115,590.63	-
06/01/2023	565,000.00	3.375%	115,590.63	680,590.63	796,181.26
12/01/2023	-	-	106,056.25	106,056.25	-
06/01/2024	580,000.00	3.375%	106,056.25	686,056.25	792,112.50
12/01/2024	-	-	96,268.75	96,268.75	-
06/01/2025	600,000.00	3.375%	96,268.75	696,268.75	792,537.50
12/01/2025	-	-	86,143.75	86,143.75	-
06/01/2026	620,000.00	3.375%	86,143.75	706,143.75	792,287.50
12/01/2026	-	-	75,681.25	75,681.25	-
06/01/2027	645,000.00	3.375%	75,681.25	720,681.25	796,362.50
12/01/2027	-	-	64,796.88	64,796.88	-
06/01/2028	665,000.00	3.625%	64,796.88	729,796.88	794,593.76
12/01/2028	-	-	52,743.75	52,743.75	-
06/01/2029	690,000.00	3.625%	52,743.75	742,743.75	795,487.50
12/01/2029	-	-	40,237.50	40,237.50	-
06/01/2030	715,000.00	3.625%	40,237.50	755,237.50	795,475.00
12/01/2030	-	-	27,278.13	27,278.13	-
06/01/2031	740,000.00	3.625%	27,278.13	767,278.13	794,556.26
12/01/2031	-	-	13,865.63	13,865.63	-
06/01/2032	765,000.00	3.625%	13,865.63	778,865.63	792,731.26
<b>Total</b>	<b>\$7,660,000.00</b>	<b>-</b>	<b>\$1,868,287.56</b>	<b>\$9,528,287.56</b>	<b>-</b>

#### Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	3/03/2020
Average Life	7.147 Years
Average Coupon	3.5304997%
Weighted Average Maturity (Par Basis)	7.147 Years
Weighted Average Maturity (Original Price Basis)	7.147 Years

#### Refunding Bond Information

Refunding Dated Date	3/03/2020
Refunding Delivery Date	3/03/2020

# City of Windom, Minnesota

## \$11,205,000 Communication System Annual Appropriation Ref Bonds, Series 2012B SINGLE PURPOSE

Current Refunding of Series 2004 & 2009 Communication Bonds

### Debt Service To Maturity And To Call

Date	Refunded Bonds	D/S To Call	Principal	Coupon	Interest	Refunded D/S
03/03/2020	-	-	-	-	-	-
06/01/2020	7,660,000.00	7,660,000.00	-	-	-	-
12/01/2020	-	-	-	-	131,715.63	131,715.63
06/01/2021	-	-	530,000.00	3.000%	131,715.63	661,715.63
12/01/2021	-	-	-	-	123,765.63	123,765.63
06/01/2022	-	-	545,000.00	3.000%	123,765.63	668,765.63
12/01/2022	-	-	-	-	115,590.63	115,590.63
06/01/2023	-	-	565,000.00	3.375%	115,590.63	680,590.63
12/01/2023	-	-	-	-	106,056.25	106,056.25
06/01/2024	-	-	580,000.00	3.375%	106,056.25	686,056.25
12/01/2024	-	-	-	-	96,268.75	96,268.75
06/01/2025	-	-	600,000.00	3.375%	96,268.75	696,268.75
12/01/2025	-	-	-	-	86,143.75	86,143.75
06/01/2026	-	-	620,000.00	3.375%	86,143.75	706,143.75
12/01/2026	-	-	-	-	75,681.25	75,681.25
06/01/2027	-	-	645,000.00	3.375%	75,681.25	720,681.25
12/01/2027	-	-	-	-	64,796.88	64,796.88
06/01/2028	-	-	665,000.00	3.625%	64,796.88	729,796.88
12/01/2028	-	-	-	-	52,743.75	52,743.75
06/01/2029	-	-	690,000.00	3.625%	52,743.75	742,743.75
12/01/2029	-	-	-	-	40,237.50	40,237.50
06/01/2030	-	-	715,000.00	3.625%	40,237.50	755,237.50
12/01/2030	-	-	-	-	27,278.13	27,278.13
06/01/2031	-	-	740,000.00	3.625%	27,278.13	767,278.13
12/01/2031	-	-	-	-	13,865.63	13,865.63
06/01/2032	-	-	765,000.00	3.625%	13,865.63	778,865.63
<b>Total</b>	<b>\$7,660,000.00</b>	<b>\$7,660,000.00</b>	<b>\$7,660,000.00</b>	<b>-</b>	<b>\$1,868,287.56</b>	<b>\$9,528,287.56</b>

### Yield Statistics

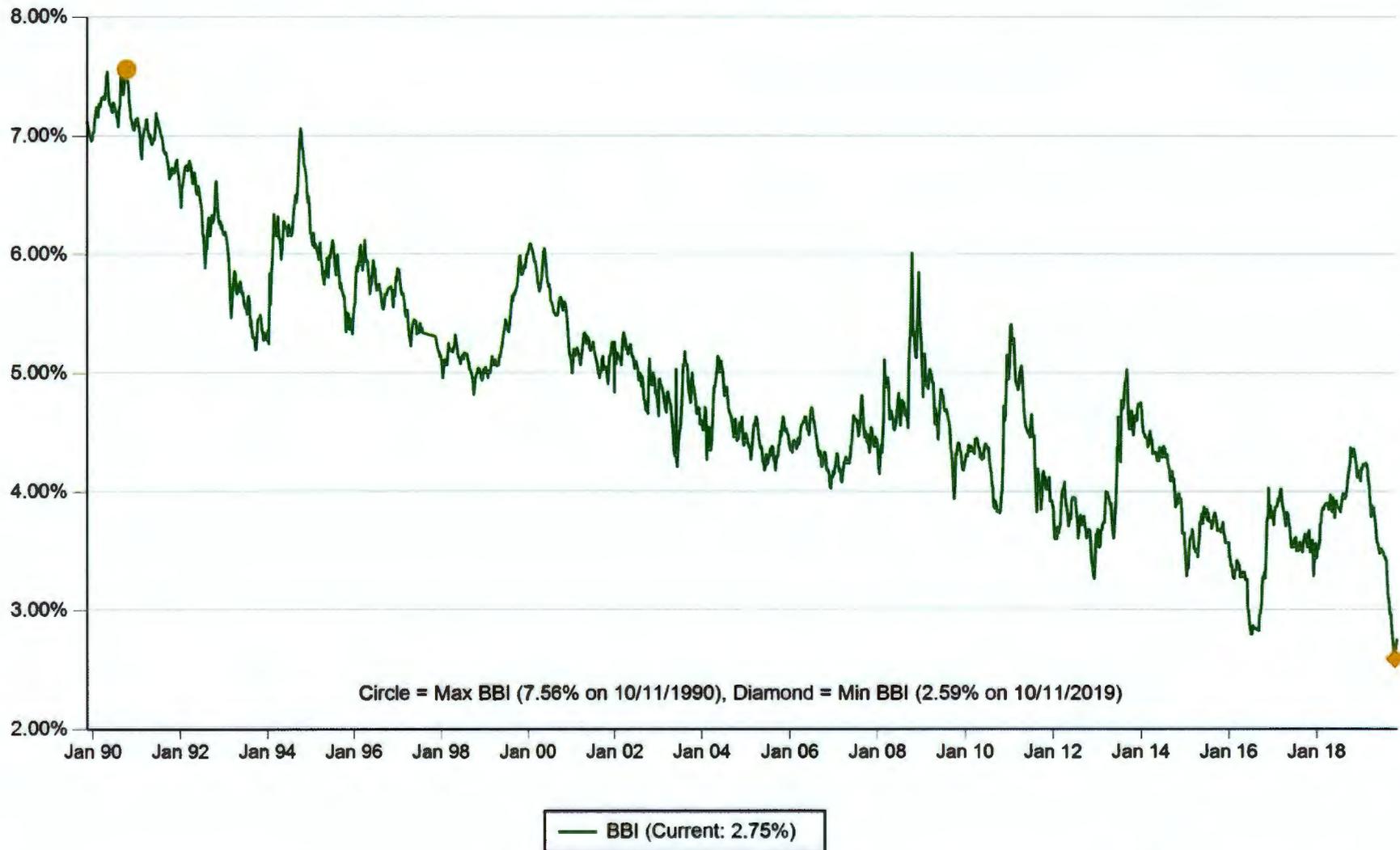
Base date for Avg. Life & Avg. Coupon Calculation	3/03/2020
Average Life	7.147 Years
Average Coupon	3.5304997%
Weighted Average Maturity (Par Basis)	7.147 Years
Weighted Average Maturity (Original Price Basis)	7.147 Years

### Refunding Bond Information

Refunding Dated Date	3/03/2020
Refunding Delivery Date	3/03/2020

## 30 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates November, 1989 - November, 2019



The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.

Source: The Bond Buyer



November 4, 2019

Steven Nasby, City Administrator  
City of Windom, Minnesota  
444 9th St  
PO Box 38  
Windom, MN 56101-0038

Re: Written Municipal Advisor Client Disclosure with the City of Windom (“Client”) for Communication System Annual Appropriation Refunding Bonds, Series 2020A (“Project” Pursuant to MSRB Rule G-42)

Dear Steven:

As a registered Municipal Advisor, we are required by Municipal Securities Rulemaking Board (MSRB) Rules to provide you with certain written information and disclosures prior to, upon or promptly, after the establishment of a municipal advisory relationship as defined in Securities and Exchange Act Rule 15Ba1-1. To establish our engagement as your Municipal Advisor, we must inform you that:

1. When providing advice, we are required to act in a fiduciary capacity, which includes a duty of loyalty and a duty of care. This means we are required to act solely in your best interest.
2. We have an obligation to fully and fairly disclose to you in writing all material actual or potential conflicts of interest that might impair our ability to render unbiased and competent advice to you. We are providing these and other required disclosures in **Appendix A** attached hereto.
3. As your Municipal Advisor, Ehlers shall provide this advice and service at such fees, as described within **Appendix B** attached hereto.

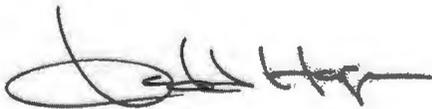
This documentation and all appendices hereto shall be effective as of its date unless otherwise terminated by either party upon 30 days written notice to the other party.

During the term of our municipal advisory relationship, this writing might be amended or supplemented to reflect any material change or additions.

We look forward to working with you on this Project.

Sincerely,

Ehlers



Todd Hagen, CIPMA  
Senior Municipal Advisor/Vice President

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<sup>1</sup> This document is intended to satisfy the requirements of MSRB Rule G-42(b) and Rule G-42(c).

## **Appendix A**

### **Disclosure of Conflicts of Interest/Other Required Information**

#### **Actual/Potential Material Conflicts of Interest**

Ehlers has no known actual or potential material conflicts of interest that might impair its ability either to render unbiased and competent advice or to fulfill its fiduciary duty to Client.

#### **Other Engagements or Relationships Impairing Ability to Provide Advice**

Ehlers is not aware of any other engagement or relationship Ehlers has that might impair Ehlers' ability to either render unbiased and competent advice to or to fulfill its fiduciary duty to Client.

#### **Affiliated Entities**

Ehlers offers related services through two affiliates of Ehlers, Bond Trust Service Corporation (BTSC) and Ehlers Investment Partners (EIP). BTSC provides paying agent services while Ehlers Investment Partners (EIP) provides investment related services and bidding agent service. Ehlers and these affiliates do not share fees. If either service is needed in conjunction with an Ehlers municipal advisory engagement, Client will be asked whether or not they wish to retain either affiliate to provide service. If BTSC or EIP are retained to provide service, a separate agreement with that affiliate will be provided for Client's consideration and approval.

#### **Solicitors/Payments Made to Obtain/Retain Client Business**

Ehlers does not use solicitors to secure municipal engagements; nor does it make direct or indirect payments to obtain or retain Client business.

#### **Payments from Third Parties**

Ehlers does not receive any direct or indirect payments from third parties to enlist Ehlers recommendation to the Client of its services, any municipal securities transaction or any financial product.

#### **Payments/Fee-splitting Arrangements**

Ehlers does not share fees with any other parties and any provider of investments or services to the Client. However, within a joint proposal with other professional service providers, Ehlers could be the contracting party or be a subcontractor to the contracting party resulting in a fee splitting arrangement. In such cases, the fee due Ehlers will be identified in a Municipal Advisor writing and no other fees will be paid to Ehlers from any of the other participating professionals in the joint proposal.

#### **Municipal Advisor Registration**

Ehlers is registered with the Securities and Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB).

#### **Material Legal or Disciplinary Events**

Neither Ehlers nor any of its officers or municipal advisors have been involved in any legal or disciplinary events reported on Form MA or MA-I nor are there any other material legal or disciplinary events to be reported. Ehlers' application for permanent registration as a Municipal Advisor with the (SEC) was granted on July 28, 2014 and contained the information prescribed under Section 15B(a)(2) of the Securities and Exchange Act of 1934 and rules thereunder. It did not list any information on legal or disciplinary disclosures.

Client may access Ehlers' most recent Form MA and each most recent Form MA-I by searching the Securities and Exchange Commission's EDGAR system (currently available at <http://www.sec.gov/edgar/searchedgar/companysearch.html>) and searching under either our Company Name (Ehlers & Associates, Inc.) or by using the currently available "Fast Search" function and entering our CIK number (0001604197).

Ehlers has not made any material changes to Form MA or Form MA-I since that date.

#### **Conflicts Arising from Compensation Contingent on the Size or Closing of Any Transaction**

The forms of compensation for municipal advisors vary according to the nature of the engagement and requirements of the client. Compensation contingent on the size of the transaction presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation. Compensation contingent on the closing of the transaction presents a conflict because the advisor may have an incentive to recommend unnecessary financings or recommend financings that are disadvantageous to the client. If the transaction is to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Any form of compensation due a Municipal Advisor will likely present specific conflict of interests with the Client. If a Client is concerned about the conflict arising from Municipal Advisor compensation contingent on size and/or closing of their transaction, Ehlers is willing to discuss and provide another form of Municipal Advisor compensation. The Client must notify Ehlers in writing of this request within 10 days of receipt of this Municipal Advisor writing.

#### **MSRB Contact Information**

The website address of the MSRB is [www.msrb.org](http://www.msrb.org). Posted on the MSRB website is a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the financial regulatory authorities.

## Appendix B Debt Issuance Scope of Work

### Scope of Service

Client has retained Ehlers to assist Client in the issuance of debt (“Issuance”) to finance and/or refinance a Project. Ehlers agrees to work with Client’s Financing Team (Client staff member(s) and other professionals such as Bond Counsel selected by Client to assist in the Issuance) and provide the following scope of services in connection with the Issuance:

### Authorization

- Provide information or input to assist Client with meeting the legal Issuance requirements;
- Recommend a method of sale for the Issuance;
- Develop a timeline of steps and actions required to meet legal and financing requirements related to the Issuance. As directed, requested or required:
  - assist Client with selection and engagement of other members of the finance team;
  - participate in preparing materials and/or attending meetings for proceedings required to lawfully authorize the Issuance;
  - assist Client in preparing information to explain the financing plan and the financial impact of the Issuance;
  - attend meetings to assist in explaining the financing plan and the impact of the proposed Issuance to elected officials and constituents.

### Debt Issuance

- Use its best efforts to execute the financing plan in accordance with Client's directives;
- Present a financing plan to Client in the form of a Presale Report;
- Request current and necessary information from Client, if the Issuance proceeds forward;
- Discuss with Client post-issuance compliance obligations including continuing disclosure, record-keeping, arbitrage monitoring;
- Finalize Issuance details and time line with Client;
- Assist, as directed by Client, with review and drafting of legal documents related to the Issuance;
- Assist Client with meeting the underwriter's due diligence requirements;
- Assist, as directed by Client, with review of certain of sections of and preparation of certain statistical and numerical information for Client's official statement as determined appropriate upon discussion with Client and Client's Financing Team;
- Assist Client with credit rating(s) and/or credit enhancement(s), as necessary;
- Assist Client with responding to questions regarding the Issuance;
- Review on behalf of Client potential purchasers' proposal and bond purchase agreement;
- Advise Client on any proposed changes to purchaser's proposal to include timing and structuring of debt service payment, call features, covenants, coupons and yields;
- Review preliminary pricing proposed by underwriter with Client and advise on reasonableness of preliminary and final pricing for the Issuance;
- Assist with day of sale activities as determined after discussion with the Financing Team;
- Prepare and independently verify numerical data associated with the Issuance;
- Document the results of day of sale or activities in the form of a Sale Day Report;
- Assist, as directed by Client, with providing and necessary information for preparation of final official statement;
- Review publicly available trading data to gauge the underwriter's execution? and sale pricing.

### **Post Issuance**

- Prior to the closing of the Issuance, coordinate the closing including document development and distribution as well as coordinate transfer of funds, as required.
- Provide electronic or hard copy Issuance transcripts, as directed by Client.
- Respond to Client questions relating to the Issuance.
- Monitor refunding opportunities on Client's behalf for all Client debt.

### **Scope of Service Limitations**

Notwithstanding the Scope of Services listed above, Ehlers' engagement related to Project is expressly limited as follows:

Ehlers has not been engaged to prepare the offering document for this Issuance. If an offering document is prepared for this Issuance by others, we will review certain sections of the official statement to see that it reflects the financial terms of this transaction, and provide comments to the preparer and to you, as the Issuer, unless otherwise directed in writing by you. Ehlers will assist with preparation of certain numerical and statistical information to be included in the official statement at the direction of the client and upon agreement by members of the financing team.

Underwriter's counsel will review the Client's prior compliance with its disclosure obligations under SEC Rule 15c2-12.

### **Compensation**

The fee for this engagement shall not exceed \$54,975. This fee covers all services to be provided by Ehlers under the "Scope of Service" section as set forth herein.

Client will not be assessed by Ehlers any costs relating to copies, postage or mileage. Ehlers fees are due and payable upon the closing of the issue and will be paid at closing from Issuance proceeds unless directed otherwise in writing by the Client.

The Client is responsible for all other expenses related to the Issuance. Examples of potential expenses that may apply include, but are not limited to, the following: underwriting discount, legal services, rating expenses, publication of notices, paying agent fees, escrow agent fees, verification agent, trustee fees, accounting services, CUSIP expense, and any fees charged for information required for preparation of an official statement or other offering document.

### **Hourly Charges**

For any service directed by Client and not covered by this, or another applicable Appendix, Ehlers will bill Client at an hourly rate that is dependent upon the task/staff required to meet Client request at no less than \$125.00/hour and not to exceed \$295.00/hour.

This debt issuance engagement will end upon receipt of debt issuance funds by Client.

November 5, 2019

City of Windom, Minnesota  
Steven Nasby, City Administrator  
Chelsie Carlson, Finance Director  
Windom City Hall  
444 9<sup>th</sup> Street, PO Box 38  
Windom, MN 56101-0038

Mr. Nasby and Ms. Carlson:

On behalf of Robert W. Baird & Co. Incorporated (“we” or “Baird”), we wish to thank you for the opportunity to serve as managing underwriter for the City of Windom, Minnesota (“you” or the “Issuer”) on its proposed offering and issuance of approximately \$7,600,000 Communication System Annual Appropriation Refunding Bonds (WindomNet Project Refinancing) (the “Securities”). This letter will confirm the terms of our engagement; however, it is anticipated that this letter will be replaced and superseded by a bond purchase agreement to be entered into by the parties (the “Purchase Agreement”) if and when the Securities are priced following successful completion of the offering process. The Purchase Agreement will set forth the terms and conditions on which Baird will purchase or place the Securities and will contain provisions that are consistent with those stated in this letter.

1. Services to be Provided by Baird. Baird is hereby engaged to serve as managing underwriter of the proposed offering and issuance of the Securities, and in such capacity Baird agrees to provide the following services:

- Review and evaluate the proposed terms of the offering and the Securities
- Develop a marketing plan for the offering, including identification of potential purchasers of the Securities
- Assist in the preparation of the preliminary official statement and final official statement and other offering documents
- Contact potential purchasers of the Securities and provide them with copies of the offering materials and related information
- Respond to inquiries from potential purchasers and, if requested, coordinate their due diligence calls and meetings
- If the Securities are to be rated, assist in the preparation of information and materials to be provided to securities rating agencies and in the development of strategies for meetings with the rating agencies
- Consult with counsel and other service providers about the offering and the terms of the Securities
- Inform the Issuer of the marketing and offering process
- Negotiate the pricing, including the interest rate, and other terms of the Securities
- Obtain CUSIP number(s) for the Securities and arrange for their DTC book-entry eligibility
- Submit documents and other information about the offering to the MSRB’s EMMA website
- Plan and arrange for the closing and settlement of the issuance and the delivery of the Securities

Robert W. Baird & Co.  
777 East Wisconsin Avenue  
Milwaukee WI 53202-5391  
Main 414 765-3500  
Toll Free 800 RW BAIRD

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

- Such other usual and customary underwriting services as may be requested by the Issuer

2. Disclosures Concerning Baird's Role as Underwriter as Required by MSRB Rules: At the Issuer's request, Baird may provide incidental financial advisory services, including advice as to the structure, timing, terms and other matters concerning the issuance of the Securities. Please note that Baird would be providing such advisory services in its capacity as underwriter and not as a municipal advisor or financial advisor to the Issuer. As underwriter, Baird's primary role is to purchase, or arrange for the placement of, the Securities in an arm's length commercial transaction between the Issuer and Baird. Baird has financial and other interests that differ from those of the Issuer. Municipal Securities Rulemaking Board Rule G-17 requires an underwriter to deal fairly at all times with both municipal issuers and investors. However, unlike a municipal advisor or financial advisor, Baird as an underwriter does not have a fiduciary duty to the Issuer under the federal securities laws and is, therefore, not required by federal law to act in the best interests of the Issuer without regard to its own financial or other interests. As part of its services, Baird will review the official statement applicable to the proposed offering in accordance with, and as part of, its responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of the proposed offering.

As underwriter, Baird will not be required to purchase the Securities except pursuant to the terms of the Purchase Agreement, which will not be signed until successful completion of the pre-sale offering period and satisfaction of various conditions. This letter does not obligate Baird to purchase any of the Securities. If all of the conditions to its obligation to purchase any securities have been satisfied, Baird as underwriter has a duty to purchase securities from the Issuer at a fair and reasonable price but must balance that duty with its duty to sell those securities to investors at prices that are fair and reasonable.

Baird is registered with the Municipal Securities Rulemaking Board ("MSRB") and the SEC. The MSRB website is [www.msrb.org](http://www.msrb.org). Two investor brochures, Information for Municipal Securities Investors and Information for Municipal Advisory Clients, describe the protections that may be provided by the MSRB's rules. The brochures are available on the MSRB website. The MSRB website also contains information about how to file a complaint with an appropriate regulatory authority.

3. Fees and Expenses; Conflicts of Interest. Baird's underwriting fee/spread will be determined by mutual agreement of the Issuer and Baird and will be reflected in the Purchase Agreement. The underwriting fee/spread will represent the difference between the price that Baird pays for the Securities and the public offering price stated on the cover of the final official statement. The underwriting fee/spread will be contingent upon the closing of the proposed offering and the amount of the fee/spread will be based on the principal or par amount of the Securities. While this form of compensation is customary in the municipal securities market, it presents a conflict of interest because the underwriter may have an incentive to recommend to the Issuer a transaction that is unnecessary or to recommend that the size of the transaction be larger than is necessary. Other firms that provide services in connection with the proposed offering may also have fees that are contingent on the closing of the offering.

The Issuer shall be responsible for paying or reimbursing Baird for all costs of issuance, including without limitation, CUSIP, DTC, IPREO (electronic book-running/sales order system), and a day loan charge (currently at the rate of 1% per annum of the par amount); official statement printing and mailing/distribution charges; bond counsel, disclosure counsel and underwriter's counsel fees; municipal advisory and other consultant fees; ratings agency fees and expenses and travel expenses directly related thereto; auditor and other expert fees; trustee, registrar and paying agent fees; and all other expenses incident to the performance of the Issuer's obligations under the proposed offering. However, Baird will be responsible for paying any fees to the MSRB in connection with the issuance of the Securities.

In the ordinary course of fixed income trading business, Baird may purchase, sell, or hold a broad array of investments and may actively trade securities and other financial instruments, including the Securities and other municipal bonds, for its own account and for the accounts of customers, with respect to which Baird may receive a mark-up or mark-down, commission or other remuneration. Such investment and trading activities may involve or relate to the offering or other assets, securities and/or instruments of the Issuer and/or persons and entities with relationships with the Issuer. Spouses and other family members of Baird associates may be employed by the Issuer.

Baird has not identified any additional potential or actual material conflicts that require disclosure. If potential or actual conflicts arise in the future, we will provide you with supplemental disclosures about them.

4. Term and Termination. The term of this engagement shall extend from the date of this letter to the closing of the offering of the Securities. Notwithstanding the forgoing, either party may terminate Baird's engagement at any time without liability or penalty upon at least 30 days' prior written notice to the other party. If Baird's engagement is terminated by the Issuer, the Issuer agrees to reimburse Baird for its out-of-pocket expenses incurred until the date of termination.

5. Indemnification; Limitation of Liability. The Issuer agrees that neither Baird nor its employees, officers, agents or affiliates shall have any liability to the Issuer for the services provided hereunder except to the extent it is judicially determined that Baird engaged in gross negligence or willful misconduct. In addition, to the extent permitted by applicable law, the Issuer shall indemnify, defend and hold Baird and its employees, officers, agents and affiliates harmless from and against any losses claims, damages and liabilities that arise from or otherwise relate to this Agreement, actions taken or omitted in connection herewith, or the transactions and other matters contemplated hereby, except to the extent such losses, claims, damages or liabilities are judicially determined to be the result of Baird's gross negligence or willful misconduct.

6. Miscellaneous. This letter shall be governed and construed in accordance with the laws of the State of Minnesota. This Agreement may not be amended or modified except by means of a written instrument executed by both parties hereto. This Agreement may not be assigned by either party without the prior written consent of the other party. The Issuer acknowledges that Baird may, at its option and expense and after announcement of the offering, place announcements and advertisements or otherwise publicize a description of the offering and Baird's role in it on Baird's website and/or other marketing material and in such financial and other newspapers and journals as it may choose, stating that Baird has acted as underwriter for the offering. The Issuer also agrees that Baird may use the Issuer's name and logo or official seal for these purposes.

7. Disclosures of Material Financial Characteristics and Material Financial Risks. Accompanying this letter is a disclosure document describing the material financial characteristics and material financial risks of the Securities as required by MSRB Rule G-17.

If there is any aspect of this Agreement that requires further clarification, please do not hesitate to contact us. In addition, please consult your own financial and/or municipal, legal, accounting, tax and other advisors as you deem appropriate. We understand that you have the authority to bind the Issuer by contract with us, and that you are not a party to any conflict of interest relating to the proposed offering. If our understanding is not correct, please let us know.

Please evidence your receipt and agreement to the foregoing by signing and returning this letter.

Again, we thank you for the opportunity to assist you with your proposed financing and the confidence you have placed in us.

Sincerely,

**ROBERT W. BAIRD & CO. INCORPORATED**

By:   
\_\_\_\_\_  
Paul Donna, Managing Director

Accepted this \_\_\_ day of \_\_\_\_\_, 20\_\_

**CITY OF WINDOM, MINNESOTA**

By: \_\_\_\_\_

Title: \_\_\_\_\_

## Disclosures of Material Financial Characteristics and Financial Risks of Proposed Offering of Fixed Rate Bonds

Robert W. Baird & Co. Incorporated ("Baird") has been engaged as underwriter for the proposed offering by you (or the "Issuer") of fixed rate bonds, notes, certificates of participation or other debt securities ("Fixed Rate Bonds"), to be sold on a negotiated basis. The following is a general description of the financial characteristics and security structures of Fixed Rate Bonds, as well as a general description of certain financial risks that you should consider before deciding whether to issue Fixed Rate Bonds.

This document is being provided to an official of the Issuer who has the authority to bind the Issuer by contract with Baird, who does not have a conflict of interest with respect to the offering.

If the Fixed Rate Bonds proposed to be issued are "conduit revenue bonds," you will be a party to the bond purchase agreement and certain other legal documents to be entered into in connection with the issuance, but the material financial risks described below will be borne by the borrower or obligor, as set forth in those legal documents.

### Financial Characteristics

Maturity and Interest. Fixed Rate Bonds are interest-bearing debt securities issued by state and local governments, political subdivisions and agencies or authorities, such as the Issuer. Maturity dates for Fixed Rate Bonds will be fixed at the time of issuance and may include serial maturities (specified principal amounts are payable on the same date in each year until final maturity) or one or more term maturities (specified principal amounts are payable on each term maturity date) or a combination of serial and term maturities. Maturity dates, including the final maturity date, are subject to negotiation and will be reflected in the official statement. At each maturity, the scheduled principal or par amount of the Fixed Rate Bonds will have to be repaid.

Fixed Rate Bonds will pay fixed rates of interest typically semi-annually on scheduled payment dates, although some Fixed Rate Bonds may accrue interest to be paid at maturity. Such bonds are often referred to as capital appreciation or zero-coupon bonds. The interest rates to be paid on Fixed Rate Bonds may differ for each series or maturity date. The specific interest rates will be determined based on market conditions and investor demand and reflected in the official statement for the Fixed Rate Bonds. Fixed Rate Bonds with longer maturity dates will generally have interest rates that are greater than securities with shorter maturity dates.

Redemption. Fixed Rate Bonds may be subject to optional redemption, which allows the Issuer, at its option, to redeem some or all of the Fixed Rate Bonds on a date prior to scheduled maturity, such as in connection with the issuance of refunding bonds to take advantage of lower interest rates. Fixed Rate Bonds may be subject to optional redemption only after the passage of a specified period of time from the date of issuance, and upon payment of the redemption price set forth in the official statement for the Fixed Rate Bonds, which typically is equal to the par amount of the Fixed Rate Bonds being redeemed (plus accrued interest) but may include a redemption premium. The Issuer will be required to send out a notice of optional redemption to the holders of Fixed Rate Bonds, usually a certain period of time prior to the redemption date. Fixed Rate Bonds with term maturity dates also may be subject to mandatory sinking fund redemption, which requires the Issuer to

redeem specified principal amounts of the Fixed Rate Bonds annually in advance of the term maturity date. The mandatory sinking fund redemption price is 100% of the principal amount of the Fixed Rate Bonds to be redeemed. Fixed Rate Bonds may also be subject to extraordinary or mandatory redemption upon the occurrence of certain events, authorizing or requiring you to redeem the Fixed Income Bonds at their par amount (plus accrued interest).

Credit Enhancements. Fixed Rate Bonds may feature credit enhancements, such as an insurance policy provided by a municipal bond insurance company that guarantees the payment of principal of an interest on the bonds when due in the event of default. Other credit enhancements could include a letter of credit provided by a financial institution, or financial support from a state agency.

Tax Status. If Fixed Rate Bonds are intended to be tax-exempt, counsel will provide an opinion that interest on the Fixed Rate Bonds will be excluded from gross income for federal income tax purposes. Certain Fixed Rate Bonds may also be exempt from state personal income tax.

Some Fixed Rate Bonds (or a portion of those being issued) may be taxable, meaning that interest on the Fixed Rate Bonds will be included in gross income for federal income tax purposes.

### Security

Payment of principal of and interest on a municipal security, including Fixed Rate Bonds, may be backed by various types of pledges and forms of security, some of which are described below. The security for Fixed Rate Bonds will vary, depending on whether they are general obligation bonds, revenue bonds, conduit bonds or other types.

### General Obligation Bonds

“General obligation bonds” are debt securities to which your full faith and credit is pledged to pay principal and interest. If you have taxing power, generally you will pledge to use your ad valorem (property) taxing power to pay principal and interest. Ad valorem taxes necessary to pay debt service on general obligation bonds may not be subject to state constitutional property tax millage limits (an unlimited tax general obligation bond). The term “limited” tax is used when such limits exist. General obligation bonds constitute a debt and, depending on applicable state law, may require that you obtain approval by voters prior to issuance. In the event of default in required payments of interest or principal, the holders of general obligation bonds have certain rights under state law to compel you to impose a tax levy.

### Revenue Bonds

“Revenue bonds” are debt securities that are payable only from a specific source or sources of revenues that are generated from a particular enterprise or service you offer, such as water, electricity, sewer, health care, housing, transportation, toll roads and bridges, parking, parks and recreation fees, and stadiums and entertainment facilities. Revenue bonds are not a pledge of your full faith and credit and you are obligated to pay principal and interest on your revenue bonds only from the revenue source(s) specifically pledged to the bonds. Revenue bonds do not permit the bondholders to compel you to impose a tax levy for payment of debt service. Pledged revenues may be derived from operation of the financed project or system, grants, license or user fees, or excise or other specified taxes. Generally, subject to state law or local charter requirements, you are not required to obtain voter approval prior to issuance of revenue bonds. If the specified source(s) of revenue become inadequate, a default in payment of principal or interest may occur. Various types of pledges of revenue may be used to secure interest and principal payments on revenue bonds. The

nature of these pledges may differ widely based on state law, the type of issuer, the type of revenue stream and other factors. Some revenue bonds may be backed by your full faith and credit or moral obligation. A moral obligation is a non-binding covenant by you to make a budget recommendation to your legislative body to appropriate moneys needed to make up any revenue shortfall in order to meet debt service obligations on the revenue bonds, but the legislative body is not legally obligated to make such appropriation.

Certain revenue bonds may be structured as certificates of participation, which are instruments evidencing a pro rata share in a specified pledged revenue stream, usually lease payments that are typically subject to annual appropriation. With certificates of participation, the lessor or party receiving payments assigns those payments to a trustee that distributes them to the certificate holders. Certificates of participation do not constitute general obligation indebtedness of the issuer or municipality and are not backed by a municipality's full faith and credit or taxing power. Certificates of participation are payable solely from specific revenue sources.

#### Tax Increment or Tax Allocation Bonds

"Tax increment" or "tax allocation" bonds are a form of revenue bonds that are payable from the incremental increase in taxes realized from any appreciation in property values resulting from capital improvements benefitting the properties located in a particular location such as a tax incremental district. They are commonly used to redevelop, add infrastructure or otherwise improve a blighted, neglected or under-utilized area to encourage development in that area. Tax increment bonds may also be payable from increased sales taxes generated in a designated district. The proceeds of an issuance of tax increment or tax allocation bonds are typically applied to pay the costs of infrastructure and other capital improvements in the designated district. The incremental taxes or other revenues may not be sufficient to meet debt service obligations on the tax increment or tax allocation bonds. Some tax increment or tax allocation bonds may also be backed by an issuer's full faith and credit or moral obligation.

#### Conduit Bonds

Conduit revenue bonds may be issued by a governmental issuer acting as conduit for the benefit of a private sector entity or a 501(c)(3) organization (the "borrower" or "obligor"). Industrial revenue bonds are a form of conduit revenue bonds. Conduit revenue bonds commonly are issued for not-for-profit hospitals, health care facilities, educational institutions, single and multi-family housing, airports, industrial or economic development projects, corporations, and student loan programs, among other borrowers or obligors. Principal and interest on conduit revenue bonds normally are paid exclusively from revenues pledged by the borrower or obligor. Unless otherwise specified under the terms of the bonds, you are not required to make payments of principal or interest if the borrower or obligor defaults.

#### Charter School Bonds

Fixed Rate Bonds issued for the benefit of charter schools are a form of conduit revenue bonds. They are issued by a government entity acting as a conduit for the benefit of a charter school. The charter school is the borrower or obligor for the bonds. Principal and interest on charter school bonds normally are paid exclusively from revenues pledged by the charter school. Unless otherwise specified under the terms of the bonds, you are not required to make payments of principal or interest if the charter school defaults.

#### Financial and Other Covenants

Issuers of Fixed Rate Bonds (and/or obligors) may be required to agree to certain financial and

other covenants (such as debt service coverage ratios) that are designed to protect bond holders. Covenants are a form of additional security. The failure to continue to meet covenants may trigger an event of default or other adverse consequences to you and/or the obligor giving bond holders certain rights and remedies.

The description above regarding "Security" is only a brief summary of certain possible security provisions for the Fixed Rate Bonds and is not intended as legal advice. You should consult with your bond counsel for further information regarding the security for the Bonds.

### **Financial Risk Considerations**

Certain risks may arise in connection with your issuance of Fixed Rate Bonds, including some or all of the following (generally, the borrower or obligor, rather than you, will bear these risks for conduit revenue bonds):

#### **Issuer Default Risk**

You (or the obligor) may be in default if the funds pledged to secure Fixed Rate Bonds are not sufficient to pay debt service on the bonds when due. The consequences of a default may be serious for you (and/or the obligor) and, depending on applicable state law and the terms of the authorizing documents, the holders of the bonds may be able to exercise a range of available remedies against you (or the obligor). For example, if Fixed Rate Bonds are secured by a general obligation pledge, you may be ordered by a court to raise taxes. Other budgetary adjustments also may be necessary to enable you to provide sufficient funds to pay debt service on the bonds. If the Fixed Rate Bonds are revenue bonds, you (or the obligor) may be required to take steps to increase the available revenues that are pledged as security for the bonds. A default may negatively impact your (or the obligor's) credit ratings and may effectively limit your (or the obligor's) ability to publicly offer bonds or other securities at market interest rate levels. Further, if you (or the obligor) are unable to provide sufficient funds to remedy the default, subject to applicable state law and the terms of the authorizing documents, you (or the obligor) may find it necessary to consider available alternatives under state law, including (for some issuers) state-mandated receivership or bankruptcy. A default also may occur if you (or the obligor) are unable to comply with covenants or other provisions agreed to in connection with the issuance of the Fixed Rate Bonds.

This description is only a brief summary of issues relating to defaults and is not intended as legal advice. You should consult with your bond counsel for further information regarding defaults and remedies.

#### **Redemption Risk**

Your (or the obligor's) ability to redeem Fixed Rate Bonds prior to maturity may be limited, depending on the terms of any optional redemption provisions. In the event that interest rates decline, you (or the obligor) may be unable to take advantage of the lower interest rates to reduce debt service. In addition, if Fixed Rate Bonds are subject to extraordinary or mandatory redemption, you (or the obligor) may be required to redeem the bonds at times that are disadvantageous.

#### **Refinancing Risk**

If your (or the obligor's) financing plan contemplates refinancing some or all of the Fixed Rate Bonds at maturity (for example, if there are term maturities or if a shorter final maturity is chosen than might otherwise be permitted under the applicable federal tax rules), market conditions or changes in law may limit or prevent you (or the obligor) from refinancing those bonds when required. Further, limitations in the federal tax rules on advance refunding of bonds (an advance

refunding of bonds occurs when tax-exempt bonds are refunded more than 90 days prior to the date on which those bonds may be retired) may restrict your (or the obligor's) ability to refund the Fixed Rate Bonds to take advantage of lower interest rates.

Reinvestment Risk

You (or the obligor) may have proceeds of the Fixed Rate Bonds to invest prior to the time that you (or the obligor) are able to spend those proceeds for the authorized purpose. Depending on market conditions, you (or the obligor) may not be able to invest those proceeds at or near the rate of interest that you (or the obligor) are paying on the bonds, which is referred to as "negative arbitrage".

Tax Compliance Risk (applicable if the Fixed Rate Bonds are tax-exempt bonds)

The issuance of tax-exempt bonds is subject to a number of requirements under the United States Internal Revenue Code, as enforced by the Internal Revenue Service (IRS), and, if applicable, state tax laws. You (and the obligor) must take certain steps and make certain representations prior to the issuance of tax-exempt bonds. You (and the obligor) also must covenant to take certain additional actions after issuance of the tax-exempt bonds. A breach of the representations or a failure to comply with certain tax-related covenants may cause the interest on the Fixed Rate Bonds to become taxable retroactively to the date of issuance of the bonds, which may result in an increase in the interest rate that you (or the obligor) pay on the bonds or the mandatory redemption of the bonds. The IRS also may audit you (or the obligor) or the Fixed Rate Bonds or your (or the obligor's) other bonds, in some cases on a random basis and in other cases targeted to specific types of bond issues or tax concerns. If the Fixed Rate Bonds are declared taxable, or if you (or the obligor) are subject to audit, the market price of the Fixed Rate Bonds and/or your (or the obligor's) other bonds may be adversely affected. Further, your (or the obligor's) ability to issue other tax-exempt bonds also may be limited.

This description of tax compliance risks is not intended as legal advice and you should consult with your bond counsel regarding tax implications of issuing Fixed Rate Bonds.

Continuing Disclosure Risk.

In connection with the issuance of Fixed Rate Bonds, you (and/or the obligor) may be subject to continuing disclosures which require dissemination of annual financial and operating information and notices of material events. Compliance with these continuing disclosure requirements is important and facilitates an orderly secondary market. Failure to comply with continuing disclosure requirements may affect the liquidity and marketability of the Fixed Rate Bonds, as well as your (and/or the obligor's) other outstanding securities. Because instances of material non-compliance with previous continuing disclosure requirements must be disclosed in an official statement, failure to comply with continuing disclosure requirements may also make it more difficult or expensive for you (or the obligor) to market and sell future bonds.

## ACTION ITEM



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

**TO:** City Council  
**FROM:** Building & Zoning Office  
**DATE:** November 19, 2019 (City Council Meeting Date)  
**RE:** Planning Commission Recommendation – Variance Application  
**DEPT:** Building & Zoning  
**CONTACT:** Andrew Spielman, Building & Zoning Official, at 832-8660 or [andrew.spielman@windommn.com](mailto:andrew.spielman@windommn.com)

---

### Recommendations/Options/Action Requested

Approve the Variance Application by Dallas Smith, Joli Heinitz, Kay Maniscalco, and Martha Johnson to allow a reduction of the required side yard setback on the East side of the property at 616 Tenth Street to five feet (5').

---

### Issue Summary/Background

#### Variance Application:

**Applicants/Owners:** Dallas Smith, Joli Heinitz (Owner), Kay Maniscalco (Owner), & Martha Johnson (Owner)

**Address of Property:** 616 Tenth Street, Windom, MN

**Brief Description:** A .23+ acre five-sided tract of land in Lot 9 of County Auditor's Subdivision No. 5 to the City of Windom, Cottonwood County, Minnesota. *(This is not a legal description of the property.)*

**Parcel ID#:** 25-165-0150

The Applicants/Owners are requesting a variance to reduce the required side yard setback on the East side of the property to five feet (5'). Pursuant to City Code, the required side yard setback for this property would be nine feet (9'). Applicant, Dallas Smith, is interested in purchasing the property and converting the house into a two-unit townhouse. Construction of an additional garage on the East side of the property will help facilitate this conversion. The Planning Commission held a public hearing on this application on November 12, 2019. The Minutes from the November 12th Meeting set forth the discussion, motion, and findings of fact concerning the Planning Commission's recommendation to approve this Variance Application.

### Fiscal Impact

There is no fiscal impact for the City.

### Attachments

1. Zoning Application for Variance,
2. Planning Commission's Public Hearing Notice,
3. Beacon Aerial of the Property,
4. Site Plan of the Property,
5. Elevation Drawing.

CITY OF WINDOM, MINNESOTA

444 9<sup>th</sup> Street  
Windom, MN 56101  
507-831-6125

APPLICATION FOR CONSIDERATION OF ZONING/SUBDIVISION REQUEST

**Applicant(s):** Name(s) Dallas Smith  
Address 41090 - 380th Str W  
City Windom State MN Zip 56101 (Phone: 507-822-1683  
507-831-5438)

**Owner(s):** (If other than Applicant)  
Name(s) Joli Heinitz, Kay Maniscalco, & Martha Johnson as tenants in common  
Address c/o Joli Heinitz, 15 Elm Boulevard  
City Blue Earth State MN Zip 56013 (Phone: \_\_\_\_\_)

**Property Address:** 616 10th Street

LEGAL DESCRIPTION: SEE ATTACHED

**Legal Description of Property:** ~~Lot(s)~~ ~~Block(s)~~ ~~Adjoin~~ A .23+ acre five-sided

tract of land in Lot 9 of County Auditor's Subdivision No. 5 with a frontage of 90+ feet that lies on the north-northeast side of the street transition where 10th Street becomes River Road in the City of Windom, Cottonwood County, Minnesota. Parcel No. 25-165-0150  
(If metes and bounds, attach description.)

**Existing Use of Property:** single family House Present Zoning: R-2

**Action Requested:** Conditional Use Permit \_\_\_\_\_ Variance X

Subdivision (Sketch Plat) \_\_\_\_\_ Preliminary Plat \_\_\_\_\_ Final Plat \_\_\_\_\_

Planned Unit Development (PUD) \_\_\_\_\_

Amendment (Text, Rezoning, Comprehensive Plan) – SPECIFY: \_\_\_\_\_

Other (Specify): \_\_\_\_\_

**Description and Reason for Request** (Attach Additional Information if necessary and/or required)

To Add A Carport. Reduce the East side yard setback To 5'

In signing this Application, I/we hereby acknowledge that I/we have been advised concerning the applicable provisions of the Windom Zoning and Subdivision Ordinances, current administrative procedures, and the required filing fee. I/we hereby acknowledge that the information provided in this Application is true and correct to the best of my/our knowledge.

X Dallas Smith X Joli Heinitz TEE  
[SIGNATURES OF APPLICANT(S)]

Date: Oct 11 2019

Fee: \$150.00 Paid: Ck. 7805 Date: 10/24/19

Upon receipt of the Application, all required supporting documents, and the filing fee, this APPLICATION IS ACCEPTED FOR FILING on this 20<sup>th</sup> day of October, 2019.

WINDOM BUILDING & ZONING OFFICIAL: Andrew J. [Signature]

CONSENT  
TO  
APPLICATION FOR CONSIDERATION OF ZONING REQUEST

The undersigned is one of the property owners of the following real estate:

Property Address: 616 Tenth Street, Windom, Minnesota 56101.

Parcel No. of Tract: 25-165-0150

I have been advised that Dallas Smith of Windom, Minnesota, is interested in purchasing this property if a variance is approved to allow a reduction of the side yard setback on the east side of the house. The reason for the variance request is to allow the construction of a garage on the east side of the existing house.

I have been advised that Dallas Smith has submitted an Application for Consideration of a Zoning Request (requesting this variance) to the City of Windom Building & Zoning Department.

I, as one of the owners of this property, consent to the submission of this Application to the City of Windom, Minnesota, for review and further proceedings required by the City to process and, if possible, approve this application.

DATED this 24<sup>th</sup> day of October, 2019.

Kay Maniscalco  
Kay Maniscalco

Address: 112 Pleasant St  
Romeo MI 48065  
Phone No: 586-623-2718

\*\*\*\*\*

Instructions for Submission of Consent Form:

1. Please complete the form and sign where indicated.
2. Please scan and e-mail the completed form to: andrew.spielman@windommn.com OR
3. Mail the completed form to: Windom Building & Zoning Office  
P. O. Box 38  
Windom, MN 56101

CONSENT  
TO  
APPLICATION FOR CONSIDERATION OF ZONING REQUEST

The undersigned is one of the property owners of the following real estate:

Property Address: 616 Tenth Street, Windom, Minnesota 56101.

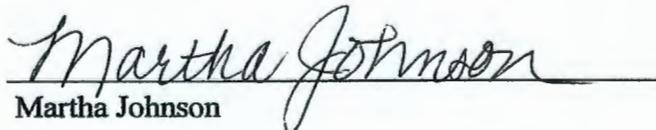
Parcel No. of Tract: 25-165-0150

I have been advised that Dallas Smith of Windom, Minnesota, is interested in purchasing this property if a variance is approved to allow a reduction of the side yard setback on the east side of the house. The reason for the variance request is to allow the construction of a garage on the east side of the existing house.

I have been advised that Dallas Smith has submitted an Application for Consideration of a Zoning Request (requesting this variance) to the City of Windom Building & Zoning Department.

I, as one of the owners of this property, consent to the submission of this Application to the City of Windom, Minnesota, for review and further proceedings required by the City to process and, if possible, approve this application.

DATED this 24<sup>th</sup> day of October, 2019.

  
Martha Johnson

Address: 341 Rosebird Circle  
Franklin TN 37064

Phone No: 615-400-6276

\*\*\*\*\*

Instructions for Submission of Consent Form:

1. Please complete the form and sign where indicated.
2. Please scan and e-mail the completed form to: andrew.spielman@windommn.com OR
3. Mail the completed form to: Windom Building & Zoning Office  
P. O. Box 38  
Windom, MN 56101

Schedule A "Legal Description"

All that part of Lot 9 in County Auditor's Subdivision Number 5 in the City of Windom described as follows:

Commencing at a point in the North boundary line of said Lot 9 where the Easterly line of the River Road intersects said North boundary line of said Lot 9; thence East on the North boundary line of said Lot 9 a distance of 138.4 feet to the Point of Beginning; thence at an angle to said North line of said Lot 9 of  $80^{\circ} 58'$  Southwesterly 102.84 feet, more or less, to the East line of the River Road to a point herein designated as Point "A" (with Point "A" being 158.61 feet, more or less, Southeasterly from the intersection of the North line of Lot 9 and the Easterly line of the River Road); thence retracing said last described line to the Point of Beginning; thence at a right angle South 26 feet; thence at a right angle East 11 feet; thence at a right angle South 110 feet, more or less, to the Easterly line of the River Road; thence in a Northwesterly direction along the Easterly line of the River Road to Point "A"; thence Northeasterly from Point "A" to the Point of Beginning.

AND

All that part of Lot 9 in County Auditor's Subdivision Number 5 in the City of Windom, described as follows:

Commencing at the Southeast corner of said Lot 9; thence along the East boundary line of said lot, 132 feet to the Northeast corner of said Lot; thence along the North boundary line of said lot, 168 feet; thence at right angles South 24 feet; thence at right angles East 11 feet; thence at right angles South 108 feet to the South boundary line of said lot; thence along the South boundary line of said lot, 157 feet, to the Southeast corner of said lot, being the place of beginning;

Except the following described tract:

Commencing at the Southeast corner of said Lot 9, thence North along the East boundary line of said Lot 132 feet, more or less, to the Northeast corner of said Lot; thence West along the North boundary line of said Lot 115.8 feet, more or less, to a point 210.77 feet East along said North line of Lot 9 of the point of intersection of the North line of Lot 9 and the Easterly line of River Road; thence South to a point in the South boundary line of said Lot 9 which will be an equal distance from the Southeast corner of said Lot 9 as the North line of the hereindescribed premises is from the Northeast corner of said Lot 9 and being 115.8 feet, more or less, West along said South line from the Southeast corner of said Lot 9; thence East along said South line of Lot 9 115.8 feet, more or less, to the Point of Beginning.

**Building & Zoning Office  
City Hall, 444 9<sup>th</sup> Street, P.O. Box 38  
Windom, MN 56101  
Phone: 507-831-6125**

**CITY OF WINDOM PLANNING COMMISSION  
PUBLIC HEARING NOTICE  
VARIANCE APPLICATION – SIDE YARD SETBACK**

Pursuant to City of Windom, City Code Sections 152.525-152.530 and 152.565-152.568, notice is hereby given that the Applicant, DALLAS SMITH, and Owners, JOLI HEINITZ, KAY MANISCALCO, and MARTHA JOHNSON, have submitted a zoning application for a variance for property located in an R-2 District. The Applicant and Owners request a variance to reduce the side yard setback to allow the construction of an attached garage which will have a side yard setback less than the minimum required by City Code Section 152.068. The existing structure, setbacks, lot area, and proposed placement of the garage addition are shown on the plot plan which is on file in the Building & Zoning Office in City Hall.

A public hearing to consider this application will be held before the Planning Commission in **Room 105 of the Windom Community Center, 1750 Cottonwood Lake Drive, Windom, MN, on Tuesday, November 12, 2019, at 7:05 p.m.**

Those persons wishing to be heard on this application for consideration of a variance are requested to be at this meeting. The application materials may be reviewed in the Building & Zoning Office at City Hall prior to the Public Hearing.

Legally described as follows: A tract of land in Lot 9 of County Auditor's Subdivision No. 5 in the City of Windom, Cottonwood County, Minnesota. (*Tract frontage of 90+ feet & area of .23+ acre.*) (Abbreviated Description)

Parcel ID #: 25-165-0150

Address of the Property is: 616 Tenth Street, Windom, MN 56101

By Order of the City of Windom  
Andrew Spielman, Zoning Administrator

Published: Cottonwood County Citizen (October 30, 2019)

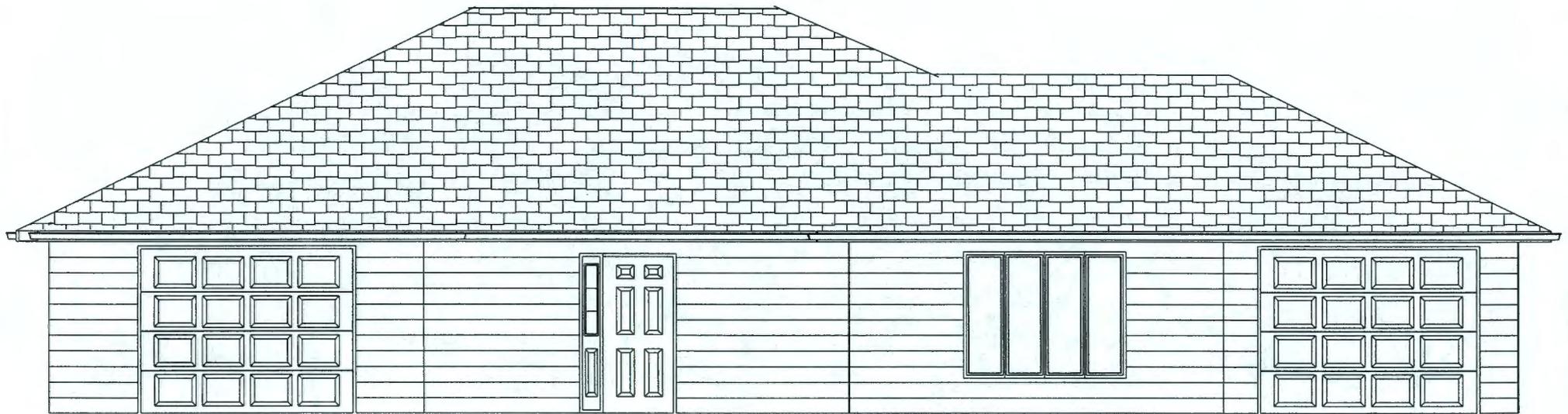


<b>Parcel ID</b>	251650150	<b>Alternate ID</b>	n/a	<b>Owner Address</b>	HEINITZ/JOLI-MARTHA JOHNSON &
<b>Sec/Twp/Rng</b>	0-0-0	<b>Class</b>	RESIDENTIAL\ SINGLE UNIT		KAY MANISCALCO
<b>Property Address</b>	616 10TH ST	<b>Acreage</b>	n/a		15 ELM BLVD
	56101				BLUE EARTH MN 56013
<b>District</b>	n/a				
<b>Brief Tax Description</b>	99.31' FRT N SIDE OF RIVER RD				
	<i>(Note: Not to be used on legal documents)</i>				

Date created: 10/16/2019  
 Last Data Uploaded: 10/15/2019 7:13:45 PM

Developed by  **Schneider**  
 GEOSPATIAL





# ACTION ITEM



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

**TO:** City Council  
**FROM:** Development Department  
**DATE:** November 19, 2019 (City Council Meeting Date)  
**RE:** First Reading to Sell 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](mailto: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. Discuss the EDA Board request to purchase the City-owned parcel south of Shopko.
  2. First Reading of the Ordinance to sell the City-owned parcel south of Shopko to the EDA.
- 

## Issue Summary/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 taxpaying 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.

This project has been discussed by the EDA Board. 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

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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

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1. Ordinance approving the sale of City-Owned property to the EDA
2. Map - Lots to Market – North Guardian-South Shopko

**ORDINANCE NO. 182, 2<sup>ND</sup> 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 (SW<sup>1</sup>/<sub>4</sub>) of Section 24, Township 105 North, Range 36 West of the 5<sup>th</sup> 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 (SW<sup>1</sup>/<sub>4</sub>) of Section 24, Township 105 North, Range 36 West of the 5<sup>th</sup> 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 3<sup>rd</sup> day of December, 2019.

---

Dominic Jones, Mayor

ATTEST:

---

Steven Nasby, City Administrator

1<sup>st</sup> Reading: November 19, 2019  
2<sup>nd</sup> 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				
	<i>(Note: Not to be used on legal documents)</i>				

Date created: 11/14/2019  
 Last Data Uploaded: 11/13/2019 7:13:20 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](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** Development Department  
**DATE:** November 19, 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](mailto: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. Review summary information and discuss potential renewal of the City's participation in this program.
2. At the December 3rd City Council Meeting, approve the resolution extending the City's participation in the program from January 1, 2020, to December 31, 2022.

## Issue Summary/Background

The Development Director will present a summary of the results of the Cottonwood County Home Initiative Program. Attached is the Cottonwood County Home Initiative Presentation.

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. Presentation: Summary - Cottonwood County Home Initiative Program
2. Cottonwood County Home Initiative Guidelines

# Cottonwood County Home Initiative

# Housing Tax Abatement Program

## Intent

- The purpose of the Cottonwood County Home Initiative 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 Subdivision 8 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 jurisdiction between January 1, 2017 and December 31, 2020.

# 3 Year Program Summary

## Approved Projects

- 15 new single family homes (Total)
- 8 new single family homes (Windom)

Numerous developers and builders interested in the program

Estimated valuation of new homes approved through the program

- \$3,645,000

(does not include the 45 unit market rate apartment – TIF incentive the project)



# Goal in Windom

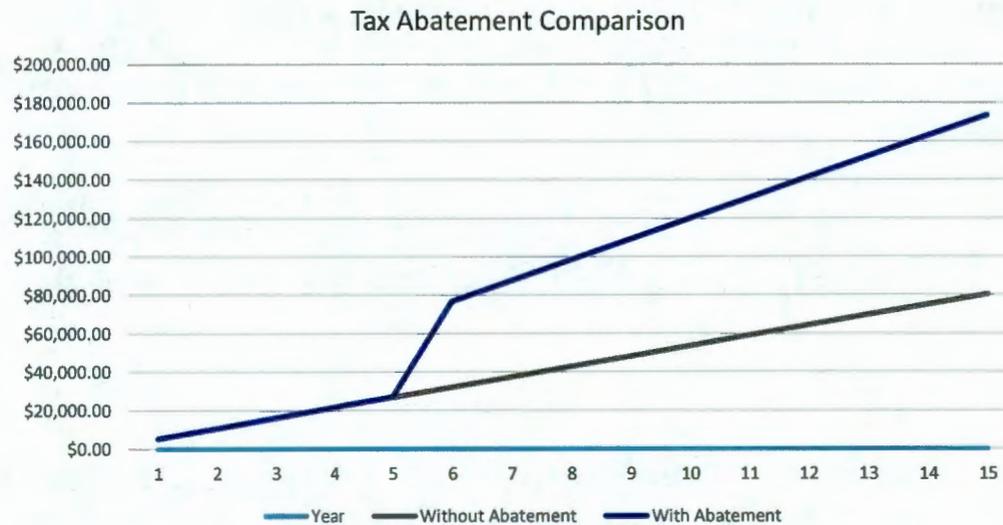
- Increase new homes in Windom from 1.6 annually to 2.89 annually  
(Windom averaged only 1.6 new single family homes from 2005 to 2015)

## 2017 - 2020

- Single Family Homes = 8
- Multiple Family = 45 units (being built)

# Goal in Windom

- Comparison in new homes from 1.6 annually to 2.89 annually



Based on a \$250,000 home (homestead - 2018)

# Job Growth & Housing Need

- Approximately 35% of Prime Pork, Toro & Fast Global Solutions employees live in the 56101 zip code.

▶ Toro

- Hiring

Comfrey Farm Prime Pork

- Hiring

Fast Global Solutions

- Hiring

A number of other businesses are also hiring...

# Housing Study

- 130 new housing units in Windom from 2014 to the end of the decade
- Need for single-family homes, duplexes, quads, and multi-family units to accommodate market-rate housing, seniors, higher-income families, and lower-income families.
- The Housing Study was completed prior to Fast Global Solution relocated to the North Windom Industrial Park and Comfrey Farm Prime Pork creating 550+ new jobs.

## Cottonwood County Home Initiative *Guidelines*

### **Intent**

The purpose of the Cottonwood County Home Initiative 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 Subdivision 8 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 jurisdiction 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 as a result of building newly constructed housing or a home, for a period of 5 years provided all of the following are met:

# 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 9<sup>th</sup> 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 30<sup>th</sup> 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](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** Development Department  
**DATE:** November 19, 2019 (City Council Meeting Date)  
**RE:** Decertification of TIF District No. 1-15  
**DEPT:** Development Department  
**CONTACT:** Drew Hage, Development Director, at 832-8661 or [drew.hage@windommn.com](mailto:drew.hage@windommn.com)

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

After review, adopt the “Resolution Approving the Decertification of Tax Increment Financing District No. 1-15”.

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## **Issue Summary/Background**

TIF District 1-15 was created on November 16, 2004. This district is locally known as the “Fulda Area Credit Union” District and covers the property at 850 First Avenue where the Fulda Area Credit Union is located.

Minnesota Statutes and the tax increment financing plan adopted for this TIF district established an expiration date for the district of twenty-five years after receipt of the first tax increment unless the obligations of the District are met prior to that time. The first tax increment was received in July 2016. It has been determined that the obligations of the District will be satisfied by the end of 2019 and all eligible costs of the project will have been paid by that time. Thus, the district needs to be decertified by the Cottonwood County Auditor effective December 31, 2019.

To begin the process, the EDA Board adopted a resolution on November 4, 2019, approving the decertification of TIF District 1-15. To meet statutory requirements, the next step is for the City Council to adopt a resolution approving the decertification of this district. Attached is a Resolution for this purpose for your review. If the Resolution is adopted, EDA Staff will provide the Cottonwood County Auditor with the documentation necessary to complete the decertification of TIF District 1-15.

## **Fiscal Impact**

The real estate taxes for the property will be distributed by the Cottonwood County Auditor/Treasurer in the same manner as other property taxes collected by the Treasurer. This means that the City, School and County will all receive their proportionate shares of the property taxes paid for this property.

## **Attachments**

1. Resolution Approving the Decertification of Tax Increment Financing District No. 1-15.

**RESOLUTION #2019-**

**INTRODUCED:**

**SECONDED:**

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

**CITY OF WINDOM**

**RESOLUTION APPROVING THE DECERTIFICATION OF TAX  
INCREMENT FINANCING DISTRICT NO. 1-15**

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WHEREAS, on November 16, 2004, the Economic Development Authority of Windom (the "EDA") and the City of Windom, Minnesota, (the "City") created Tax Increment Financing District No. 1-15, County Number 26, (now locally known as "Fulda Area Credit Union" District) (the "District"), within Windom's Development District No. 1 (the "Project"); and

WHEREAS, the property covered by this district is described as Block 2 of the Original Townsite, except the South 75 feet thereof and except the North 150 feet thereof, in the City of Windom, Cottonwood County, Minnesota, (Parcel No. 25-820-0060); and

WHEREAS, the Tax Increment Financing Plan adopted on November 16, 2004, for this TIF District requires, pursuant to Minnesota Statutes, that the duration of this district will be twenty-five (25) years after date of receipt of first tax increment unless the obligations of the district are met prior to that time; and

WHEREAS, the receipt of first tax increment was July of 2016; and

WHEREAS, the plan provides for decertification of the district effective December 31, 2041, unless the obligations of the district are met prior to that time; and

WHEREAS, it has been determined that the obligations of the district will be satisfied by the end of 2019 and all eligible costs of the Project will have been paid; and

WHEREAS, there are no parcels located in this district which currently have delinquent taxes under the duration limits; and

WHEREAS, the City of Windom acknowledges the expiration of this district pursuant to the TIF Plan and statutory requirements; and

WHEREAS, the City of Windom desires by this resolution to acknowledge the expiration of this District effective December 31, 2019, after which all property taxes generated by property within this TIF District will be distributed in the same manner as other property taxes collected by the Cottonwood County Auditor.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Windom, Minnesota, as follows:

1. All eligible obligations of said district will have been paid by December 31, 2019, and Tax Increment Financing District No. 1-15 (County No. 26) (Fulda Area Credit Union) should be decertified pursuant to Minnesota Statutes and the tax increment financing plan adopted for said district.

2. EDA Staff is directed to take all action and provide all necessary documentation to the County Auditor of Cottonwood County required for the County Auditor to discontinue collection and remittance to the City of any tax increment from this District and to decertify City TIF District No. 1-15 as a tax increment district effective December 31, 2019.

ADOPTED this 19th day of November, 2019.

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

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

# ACTION ITEM



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

**TO:** City Council  
**FROM:** Development Department  
**DATE:** November 19, 2019 (City Council Meeting Date)  
**RE:** Decertification of TIF District No. 1-17  
**DEPT:** Development Department  
**CONTACT:** Drew Hage, Development Director, at 832-8661 or [drew.hage@windommn.com](mailto:drew.hage@windommn.com)

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

After review, adopt the “Resolution Approving the Decertification of Tax Increment Financing District No. 1-17”.

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## **Issue Summary/Background**

TIF District 1-17 was created on April 16, 2013. This district is locally known as the “North Windom Industrial Park 1” District and covers the property in Lots 1 through 5 of Block 1 of the North Windom Industrial Park. This is the property on the west side of Commerce Boulevard. Four of the five lots are owned by Fast Manufacturing Inc.

This was an economic development district. Minnesota Statutes and the tax increment financing plan adopted for this TIF district established an expiration date for the district of eight years after receipt of the first tax increment unless the obligations of the District are met prior to that time. The first tax increment was received in July 2015. Among other items, tax increment from this District was allocated for payment of bond obligations for installation of infrastructure in this industrial park which occurred in 2013 and 2015. It has been determined that sufficient funds are in place in this District’s accounts to pay the future bond obligations for this property. The other obligations of the District will be satisfied by the end of 2019 and all eligible costs of the project will have been paid by that time. Thus, the district needs to be decertified by the Cottonwood County Auditor effective December 31, 2019.

To begin the process, the EDA Board adopted a resolution on November 4, 2019, approving the decertification of TIF District 1-17. To meet statutory requirements, the next step is for the City Council to adopt a resolution approving the decertification of this district. Attached is a Resolution for this purpose for your review. If the Resolution is adopted, EDA Staff will provide the Cottonwood County Auditor with the documentation necessary to complete the decertification of TIF District 1-17.

## **Fiscal Impact**

The real estate taxes for the property will be distributed by the Cottonwood County Auditor/Treasurer in the same manner as other property taxes collected by the Treasurer. This means that the City, School and County will all receive their proportionate shares of the property taxes paid for this property.

## **Attachments**

1. Resolution Approving the Decertification of Tax Increment Financing District No. 1-17.

**RESOLUTION #2019-**

**INTRODUCED:**

**SECONDED:**

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

**CITY OF WINDOM**

**RESOLUTION APPROVING THE DECERTIFICATION OF TAX  
INCREMENT FINANCING DISTRICT NO. 1-17**

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WHEREAS, on April 16, 2013, the Economic Development Authority of Windom (the "EDA") and the City of Windom, Minnesota, (the "City") created Tax Increment Financing District No. 1-17, County Number 31, (now locally known as "North Windom Industrial Park 1" District) (the "District"), within Windom's Development District No. 1 (the "Project"); and

WHEREAS, the property covered by this district is described as Lots 1, 2, 3, 4, and 5 in Block 1 of the North Windom Industrial Park Subdivision to the City of Windom, Cottonwood County, Minnesota, (Parcel Nos. 25-556-0010, 25-556-0020, 25-556-0030, 25-556-0040, and 25-556-0050); and

WHEREAS, the Tax Increment Financing Plan adopted on April 16, 2013, for this TIF District requires, pursuant to Minnesota Statutes, that the duration of this district will be eight (8) years after date of receipt of first tax increment unless the obligations of the district are met prior to that time; and

WHEREAS, the receipt of first tax increment was July of 2015; and

WHEREAS, the plan provides for decertification of the district effective December 31, 2023, unless the obligations of the district are met prior to that time; and

WHEREAS, among other items, tax increment from this District was allocated for payment of bond obligations for installation of infrastructure in this industrial park which occurred in 2013 and 2015. It has been determined that sufficient funds are in place in this District's accounts to pay the future bond obligations for this property. The other obligations of the District will be satisfied by the end of 2019 and all other eligible costs of the project will have been paid by that time; and

WHEREAS, there are no parcels located in this district which currently have delinquent taxes under the duration limits; and

WHEREAS, the City of Windom acknowledges the expiration of this district pursuant to the TIF Plan and statutory requirements; and

WHEREAS, the City of Windom desires by this resolution to acknowledge the expiration

of this District effective December 31, 2019, after which all property taxes generated by property within this TIF District will be distributed in the same manner as other property taxes collected by the Cottonwood County Auditor.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Windom, Minnesota, as follows:

1. All eligible obligations of said district will have been paid or accounted for by December 31, 2019, and Tax Increment Financing District No. 1-17 (County No. 31) (North Windom Industrial Park 1) should be decertified pursuant to Minnesota Statutes and the tax increment financing plan adopted for said district.

2. EDA Staff is directed to take all action and provide all necessary documentation to the County Auditor of Cottonwood County required for the County Auditor to discontinue collection and remittance to the City of any tax increment from this District and to decertify City TIF District No. 1-17 as a tax increment district effective December 31, 2019.

ADOPTED this 19th day of November, 2019.

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

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

## ACTION ITEM



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

**TO:** City Council  
**FROM:** Windom Utilities Commission and Personnel Committee  
**DATE:** November 6, 2019  
**RE:** Water\Wastewater Superintendent Position - Hiring  
**DEPT:** Administration  
**CONTACT:** Steve Nasby: [Steve.Nasby@windommn.com](mailto:Steve.Nasby@windommn.com)

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

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The Utility Commission recommends that the City Council take the following actions:

1. Promote Glenn Lund as Water\Wastewater Superintendent effective November 7, 2019 at Step 11 of the 2019 Supervisory Pay Plan with advancement to Step 12 upon successful completion of the six month probationary period.
2. Should Mr. Lund be promoted to Water\Wastewater Superintendent the position of Wastewater Foreman will be vacated. This foreman position should be immediately advertised internally as required by the union labor agreement.

### **Issue Summary/Background**

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On October 18, 2019 Mike Haugen, Water\Wastewater Superintendent submitted his retirement letter after 35 years of service to the City of Windom. This retirement was accepted by the City Council on November 5, 2019.

At the October 23, 2019 Utility Commission meeting the members discussed the abilities and capabilities of existing staff in the Water and Wastewater Departments along with the need for continuity as the Wastewater Treatment Plant is currently under construction. Mr. Lund is the Wastewater Foreman and has been with the City's Water\Wastewater Department since 1996. This recommendation was also forwarded to the Personnel Committee and they did not have an objection to the recommendation.

On November 5, 2019 the Personnel Committee met with Mr. Lund to discuss the position, goals and compensation. The Personnel Committee recommends that due to Mr. Lund's 24 years of experience and sharing some of the duties of the Superintendent position, he be placed on Step 11 of the Supervisory Pay Scale with advancement to Step 12 upon successful completion of the six month probation period. This recommendation on compensation is subject to concurrence by the Windom Utility Commission at their meeting on November 19, 2019.

If the City Council hires Mr. Lund for the Water\Wastewater Superintendent position then his current position of Wastewater Foreman will be vacated. The Utility Commission further recommends that the foreman position be advertised immediately upon Mr. Lund's promotion.

## **Fiscal Impact**

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Positions in both the Water and Wastewater Departments have been budgeted for 2019 and 2020 at current staffing levels.

## **Attachments**

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1. Water\Wastewater Superintendent Updated Job Description

**Water/Wastewater Superintendent  
City of Windom  
October 21, 2019**

**Job Title:** Water/Wastewater Superintendent  
**Department:** Water and Wastewater  
**Supervisor:** City Administrator, Assistant City Administrator & Utility Commission

**Hours Worked:** 40 Hrs. (Additional hours may be necessary to fulfill requirements of the job.)

**DESCRIPTION OF WORK:**

**General Purpose-of Duties:**

Performs supervisory and administrative and professional work directing the operation of the City Water and Wastewater Departments in planning, organizing and directing of related duties as required.

**SUPERVISION RECEIVED:**

Work under the Utility Commission and/or City Council for policy guidance, large capital projects and rates. General operations and budget prep of the Water/Wastewater Superintendent are directed and supervised by the City Administrator and/or Assistant City Administrator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Oversees the operation, maintenance, and compliance of the water and wastewater facilities.

Supervises forepersons and operators in the Water Department and Wastewater Department. Assists support staff and determines work procedures, prepares work schedules, assigns, evaluates and participates in the work of employees engaged in service, operation and maintenance of the Water Treatment Plant, water distribution system, the well field, wells, the Wastewater Treatment Facility, wastewater collection system and wastewater lift stations.

Supervises the operation of treatment equipment, maintains detailed operating and testing records, prepares summary of operating and activities report and reports to Utility Commission on Water Department and Wastewater Department.

In conjunction with Department staff, prepare and submit reports as required by Federal, State and Local agencies according to applicable rules, regulations and laws.

Assigns, trains, supervise, examine work for exactness, neatness and conformance to policies and evaluate the work of each department employee.

Assists the City Administrator and Finance Director\Controller in the preparation of budgets and capital improvement plans.

Evaluates public infrastructure needs and formulates short and long range plans to meet needs in all areas of responsibility, and the review of private project development plans for compliance with code, regulations and standard, adequacy of application for permits and compliance with approved plans.

Responds to citizen requests and complaints, provides information concerning department operations and determines action to be taken and schedule repairs that have to be made.

Maintains regular contact with consulting engineers, construction projects engineer and with County, State and Federal Agencies.

Responds to the public or the engineers relative to department policies and procedures, evaluates issues and options regarding municipal public work and makes recommendations.

Performs all other duties as directed by City Council, Utility Commission, City Administrator or Assistant City Administrator.

**SPECIAL REQUIREMENTS:**

- A. Must possess a valid Minnesota Class B Drivers' License.
- B. Must be certified or eligible to be certified as a Class B Water Supply System Operator by Minnesota Department of Health.
- C. Must be certified or eligible to be certified as a Class A Wastewater Treatment Facility Operator by the Minnesota Pollution Control Agency.
- D. Must be certified or eligible to be certified as a Type IV Sludge Handler's Certificate from Minnesota Pollution Control Agency.
- E. Minimum of 6 (six) years with public works experience in the operation and maintenance of water and wastewater equipment and operation.
- F. High School Diploma or equivalent.

**KNOWLEDGE, SKILL AND ABILITIES:**

Thorough knowledge of the principles, practices, methods, techniques, tool and equipment used in water and wastewater treatment facility operations, in water distribution system and wastewater collection system.

Thorough knowledge of the laboratory test performed in the water and wastewater treatment.

Considerable knowledge of occupational hazards and safe working practices, supervision of training, the ability to keep accurate records and prepares reports.

Knowledge to read and operate a computer, computer screens and keyboards, including word processing, spreadsheets and database. The working ability to communicate effectively in oral

and written form with employees, consultants, city officials and the general public.  
The employee must occasionally lift and move up to 40 pounds.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee will work near moving mechanical parts in high precarious places and is exposed to wet and/or humid conditions, fumes, airborne particles, toxic and caustic chemical.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the portion if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employed agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: October 23, 2019  
Utility Commission

Approval:   
City Administrator

**LSS MEALS  
SITE USE AGREEMENT – 2020**

This site use agreement has been prepared for the purpose of defining the rules of the agencies involved in the development and operation of the Nutrition Program in Windom.

This agreement made this \_\_\_ day of \_\_\_\_\_ 2019, by and between City of Windom, hereafter referred to as the Company and LSS Meals, 715 North 11<sup>th</sup> Street, Suite 401C, City of Moorhead and the State of Minnesota, hereafter call the Nutrition Program, in consideration of costs, covenants and agreements herein reserved and contained, do hereby agree each with the other as follows:

I. All correspondence regarding this agreement will be between the Senior Director or Statewide Program Director and the City of Windom.

II. The Nutrition Program agrees and shall abide, conform to and comply with all the laws of the United States and the State of Minnesota, and all of the ordinances of the City of Windom, Minnesota, together with all the rules and requirements of the Police and Fire Department of the City of Windom, Minnesota. In addition, all rules and regulations by the Minnesota Department of Health will be complied with. A restaurant license, if required, will be procured annually by the Nutrition Program. The Company agrees to arrange for an annual fire inspection and notify the Nutrition Program of results. Fire inspecting must be completed by professionally trained personnel.

III. The closing of sites on holidays will be determined by the Nutrition Program and the Company.

IV. The Nutrition Program agrees to restore community facilities to ordinary cleanliness after use. Ordinary cleanliness is defined as leaving facilities in the same condition as they were prior to entering. Notwithstanding this undertaking, basic custodial services such as floor maintenance, window washing, cleaning of rest rooms, washing and/or painting of walls, snow and ice removal and all other general maintenance, reasonable inspection and repairs to the interior and exterior of the facilities are the responsibility of the building owner.

V. The Nutrition Program shall procure and maintain comprehensive general combined single limit liability coverage of One Million Dollars (\$1,000,000.00) and Workers Compensation Insurance on all Nutrition Program staff relating to the site mentioned above. The Nutrition Program shall hold the building owner harmless for that portion of any damages or injury occurring on the rented premises for which the Nutrition Program may be found liable.

VI. The Company agrees to maintain, inspect and repair and to assume sole financial responsibility for the facility due to mechanical and electrical problems. The Company agrees to have all fire extinguishers inspected yearly by a licensed inspector at company expense. A dated and signed tag must be placed on each extinguisher.

VII. The Company agrees to furnish the Nutrition Program information about insurance coverage and dollar value of each type of coverage carried which relates to the facility and persons using the facility.



## **LSS Senior Nutrition Program 2020 Site Use Agreement Addendum**

This addendum is hereby incorporated into the attached Site Use Agreement entered into by LSS and the City of Windom on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Both parties hereby agree to the following:

1. Site – the site for the Senior Nutrition Program is the Windom Community Center, 1750 Cottonwood Lake Drive, Windom, MN 56101; hereafter "site". The primary areas to be utilized for the Senior Nutrition Program will be Room #120 (kitchen and dining area).
2. Access – LSS and/or their representatives, vendors, employees or patrons shall not have keys or unsupervised access to the site. City of Windom employees will provide access to the site generally between the hours of 7:00 a.m. and 1:00 p.m. Monday – Friday (unless the site is closed due to weather or holiday). LSS and Senior Nutrition Program representatives and staff acknowledge that parties renting space at the facility and maintenance/repair persons may need access to the kitchen or other areas on occasion.
3. Right of Use -- Should the Windom Community Center, from time to time, require the use of Room #120 LSS and the Senior Nutrition Program agree to relocate per the direction Windom Community Center staff to another area of the site which is reasonably sufficient to meet the needs of the Senior Nutrition Program or to allow for the pick-up of meals for home delivery. Notification to the Senior Nutrition Program's on site representative, or his/her designee, shall be provided by the Windom Community Center staff at least 24 hours in advance.  
  
LSS acknowledges that the Windom Community Center hosts other meetings and events, as such, the Windom Community Center reserves the right to ask Senior Dining to limit noise (e.g. piano playing and/or amplified sounds).
4. Insurance – LSS will provide the City of Windom with evidence that the site is covered under the umbrella issued by \_\_\_\_\_. Certificate Number \_\_\_\_\_.
5. Cleaning – The Senior Nutrition Program agrees to restore community facilities to ordinary cleanliness after use according to paragraph IV of this Agreement. Said ordinary restoration will include, but is not limited to, wiping down tables and chairs, wiping/cleaning up food or debris from the floors in the kitchen and dining area daily, wiping down kitchen equipment and walls after use, mopping the kitchen floor on a daily basis.
6. Snow Policy – The Windom Community Center and LSS Senior Nutrition Program agree that there will be no senior activities including the Senior Dining Program on "snow days" as determined by the Windom School District.
7. Supplies – LSS Senior Nutrition Program acknowledges that the Windom Community Center is not responsible for the purchase or provision of 'expendables' used by the Senior Nutrition Program such as hand towels, paper towels, dish washer soap or cleaning supplies. Windom Community Center agrees to work with LSS to provide a secure location for the storage of said supplies.

# RESOLUTION #2019-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

## A RESOLUTION APPOINTING ELECTION JUDGES FOR THE FORTHCOMING PRESIDENTIAL PRIMARY, PRIMARY AND GENERAL ELECTION IN 2020

WHEREAS, pursuant to Minnesota Statutes, a Presidential Primary, a Primary and a General Election will be held on March 3, 2020, August 11, 2020, and November 3, 2020, respectively; and

WHEREAS, it is necessary that election judges be appointed.

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

1. That the hours for voting at the above-mentioned elections shall be from 7:00 a.m. until 8:00 p.m.
2. The polling place for Wards I and II shall be at the Windom Community Center at 1750 Cottonwood Lake Drive.
3. The following election judges are hereby appointed to serve at the above-mentioned primaries and general election.

### WARD I PRECINCT I

<u>NAME</u>	<u>ADDRESS</u>
Rosie Schwalbach	1325 20 <sup>th</sup> St
Maxine Frank	831 Des Moines Dr
Jackie Jurgens	829 12th St
Joe LaCanne	2265 7 <sup>th</sup> Ave
Kathryn Nemitz	905 River Road
Clarice Gregg	1261 5 <sup>th</sup> Avenue, Apt 2
Verna Jans	640 Des Moines Dr
Tary Johnson	3125 Matthew Dr
Darris Snelling	380 1st Street
Lynne Elston	688 River Road
Wayne Alink	1187 River Road
Jo Alink	1187 River Road
Deb Schoeb	2086 Great Bend Blvd
Dean Schoeb	2086 Great Bend Blvd
Jane Cartwright	709 River Road
Lindsey Cartwright	709 River Road

WARD I PRECINCT 11

<u>NAME</u>	<u>ADDRESS</u>
Marlene Nordquist	1995 Great Bend Blvd
Jeanette Schuur	2001 Great Bend Blvd
Rosalee Davis	861 18th St
Nancy Meyer	628 18th St
Margaret Keffeler	1085 20 <sup>th</sup> St
Carol Paplow	1156 River Rd
Linda Dawson	2570 River Rd
Thomas Wickie	2411 Douglas St
Mary Franz	2034 Great Bend Blvd
Carol Jensen	410 1 <sup>st</sup> St
Mary Meyer	1610 River Road
Sharon Diemer	2004 Great Bend Blvd
Virginia Cook	1620 6 <sup>th</sup> Ave
Rose Purrington	665 22 <sup>nd</sup> St
Mary Klosterbuer	616 17 <sup>th</sup> Street
Mick Christians	2216 River Road
Dale Boyer	2000 River Road
Laura Fresk	2700 Kalash Road
Juanita Grunewald	2215 River Road
Barbara Christians	2216 River Road
Marlene Smith	2654 River Road
Becki Wormstadt	2425 Douglas St.
Carolyn Torkelson	325 16 <sup>th</sup> Street
Karla Sorensen	1128 River Road
Elaina Nichols	2055 Great Bend Blvd
Fran Swenson	848 12 <sup>th</sup> Street

WARD 11 PRECINCT I

<u>NAME</u>	<u>ADDRESS</u>
Romelle Wojahn	35677 US Hwy 71
Barb LaCanne	2265 7 <sup>th</sup> Ave
Karen Wickie	2411 Douglas St
Bruce Olson	853 Collins Ave
Mary Mohlencamp	688 Prospect Ave
Ronda Kelly	460 Bonnie Street
Claudia Lopez	1053 River Road
Sharon Snelling	380 1 <sup>st</sup> Street
Kathy Brandt	455 1 <sup>st</sup> Street
Lisa Farag	837 Prospect Ave

WARD 11 PRECINCT 11

NAME

Jean Hoppe  
Linda Ebeling  
Deborah Polzin  
Katherine Hansen  
Ruby Wilson  
Helen Haugen  
Carol Hartman  
Carol Brand  
Julienne Antes  
Sandi Hunter  
Debra Minion

ADDRESS

1705 Langley  
1535 3rd Ave  
1220 Drake  
49219 County Rd 13  
1036 Lakeview Ave  
1230 Redding Ave  
1114 Lakeview Ave  
592 Prospect Ave  
1165 Drake Ave  
1532 2<sup>nd</sup> Ave N  
1527 17<sup>th</sup> Street

REGISTRATION & SUBSTITUTES

NAME

Denise Nichols  
Leesa Arndt  
Robin Shaw  
Emily Prokosch

ADDRESS

2815 Cottonwood Lake Dr  
93277 480<sup>th</sup> Ave  
730 20<sup>th</sup> St  
755 21<sup>st</sup> St

Adopted this 19<sup>th</sup> day of November, 2019.

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

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