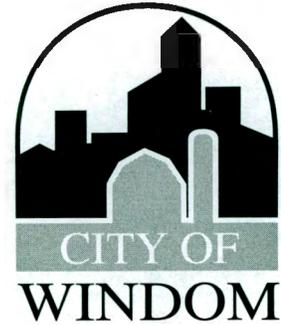


Notice of electronic/telephonic meeting – Some members may participate by telephone/other electronic means.

**Council Meeting
Tuesday, October 6, 2020
City Council Chamber
6:30 p.m.
AGENDA**



Call to Order

Pledge of Allegiance

1. Consent Agenda

- Minutes
 - Council Minutes – September 15 & 22, 2020
 - Utility Commission – September 23, 2020
 - EDA – September 28, 2020 – Special Meeting
- Regular Bills

2. Department Heads

3. Police Department

- Swearing in New Officers – Officer McPeak and Officer Paulson
- DWI All-Star Team Recognition – Officer Ryan Hillesheim

4. Public Hearing – TIF District 1-22 Boundary Expansion

5. Small Cities Development Program (SCDP) Policy Amendment

6. Resolution Accepting Donations – Windom Fire Department Relief Association

7. River Bend Liquor – Open Air Cooler Purchase

8. Airport Consulting Engineering Service Agreement

9. Resolution Calling for a Public Hearing for 2020 Miscellaneous Special Assessments

10. Resolution Appointing Additional Election Judges

11. Personnel – Hiring Recommendation

- Water/Wastewater Superintendent
- Bar Attendant

12. New Business

13. Old Business

14. Contractor Payments

- Airport Hangar and Taxilane – APX Construction Group LLC #5 - \$18,046.28
- Gridor Construction Inc. – WWTF Improvement Project #23 - \$128,442.00
- Gridor Construction Inc. - Control Building Floor Replacement #2 Final - \$3,100.00
- Empire Building Construction LLC – Tennis Court Project #5 - \$21,272.50
- Hjerpe Contracting, Inc. – 2020 Street Project #5 – \$642,062.21

15. Council Comments

Adjourn



**Regular Council Meeting
City Hall, Council Chamber
September 15, 2020
6:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Jones

2. Roll Call:

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

Council Absent: None

City Staff Present: Steve Nasby, City Administrator; Drew Hage, Development
Director; Scott Peterson, Police Chief; Andy Spielman,
Building & Zoning Official and Ben Derickson, Fire Chief

3. Pledge of Allegiance

4. Amendment to the Agenda:

Jones noted an addition request for the Fire Department to hire additional recruits to their staff.

**Motion by Ray second by Nelson approving the Amendment to the Agenda. Aye: Grunig,
Nelson, Quade and Ray. Nay: None. Motion carried 4 – 0.**

5. Consent Agenda:

- Minutes
 - Council Minutes – September 1, 2020
 - HRA – August 12, 2020
 - Telecom Commission – August 24, 2020
 - Planning Commission – September 8, 2020
 - Library Board – September 8, 2020
 - Park & Recreation Commission – September 9, 2020
- License
 - Amplification Permit – Night to Unite
- Regular Bills

**Motion by Grunig second by Ray approving the Consent Agenda. Aye: Nelson, Grunig,
Quade and Ray. Nay: None. Motion carried 4 – 0.**

6. Department Heads:

Andy Spielman, Building & Zoning Official, presented a Planning/Zoning Commission update. He noted the temporary structure issues have come up due to COVID-19. A few businesses would like to add small structures for their employee use to comply with social distance requirements. One business will be bringing in a building that complies with City Code; the

other has chosen not to proceed with an additional structure at this time. Spielman reviewed rental licensing renewal inspections. The action of the Commission was to suspend inspections until 2021. As this conflicts with City Code, licensing terms may need to be amended and further discussion/legal advice is being reviewed. No action is being requested at this time.

7. Fire Department Hiring:

Ben Derickson, Fire Chief, stated the Department is sitting at 28 members with future retirements eminent. After advertising, the Department received nine applications for recruits, and physical testing/interviews were conducted for seven applicants. Derickson is requesting approval to hire four recruits; Aaron Flatgard, Connor Knigge, Tristan Joel and Brent Reisdorfer. The Fire Department is considered full-staffed at 32 members.

Motion by Quade second by Ray approving the hiring of four additional Firefighters as presented. Aye: Grunig, Ray, Nelson and Quade. Nay: None. Motion carried 4 – 0.

Derickson added the first Unit 21 Fire Truck chassis payment would be due 200-240 days after the order would be placed (dependent upon when the South Dakota plant would receive the chassis).

Grunig said he would like to discuss funding before the October budgeting.

8. Public Hearing – 2020D General Obligation Capital Improvement Plan:

Todd Hagen, Ehlers Associates, reviewed the pre-sale report from the August Council meeting. By refinancing the 2011A and 2013 bonds along with the Emergency Services Facility (ESF) lease, the City would see significant interest savings. In order to do so, the ESF lease would need to be converted to a GO Bond. A review of the Capital Improvement Plan includes a public hearing, a 30 day reverse referendum period, and the City would then acquire the building from Bremer Bank (Lessor) allowing the ESF lease to be included in the bonding package. Estimated savings is \$545,000 for all three debt instruments. Hagen gave an overview of the refinancing processes. The CIP plan is on file and newspaper notification has been published.

Grunig asked if the lease buyout is an option with the ESF building. Nasby answered the option has been included since inception of the lease.

Jones opened the public hearing at 6:54 PM.

No comments were received.

Jones closed the public hearing at 6:55 PM.

Council Member Grunig introduced the Resolution No. 2020-55, entitled "RESOLUTION GIVING PRELIMINARY APPROVAL FOR THE ISSUANCE OF GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS IN AN AMOUNT NOT TO EXCEED \$1,800,000 AND ADOPTING THE CITY OF WINDOM, MINNESOTA, CAPITAL IMPROVEMENT PLAN UNDER MINNESOTA STATUTES, SECTION 475.521" and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Quade, Ray, Nelson, and Grunig. Nay: None. Absent: None. Abstain: None. Resolution passed 4 - 0.

9. Night to Unite:

Jones encouraged the support of the local Law Enforcement agencies and urged attendance to the Night to Unite event being held on October 5th.

Council Member Quade introduced the Resolution No. 2020-56, entitled "WINDOM'S "NIGHT TO UNITE" PROCLAMATION" and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Aye: Ray, Nelson, Quade and Grunig. Nay: None. Absent: None. Abstain: None. Resolution passed 4 - 0.

A temporary street closure of 4th Avenue between 9th Street and 10th Street from 4:00 PM to 8:00 PM is requested for this event.

Motion by Grunig second by Quade approving the Temporary Street Closure as presented. Aye: Grunig, Ray, Nelson and Quade. Nay: None. Motion carried 4 - 0.

10. Police Department:

Nasby stated the 2021 lease between Cottonwood County and the City of Windom for the use by the Windom Police Department has not changed other than extending the lease period. Staff is recommending approval.

Motion by Ray second by Nelson approving the 2021 Lease of Law Enforcement Center for Usage by the Windom Police Department as presented. Aye: Nelson, Quade, Grunig and Ray. Nay: None. Motion carried 4 - 0.

Nasby explained the Joint Powers Resolution between the State of Minnesota and the City Attorney and Police Department. He said the County Attorney prosecutes on behalf of the City of Windom. As such, this allows their access to the State's criminal justice data communications network. The City Attorney has reviewed the agreement and is recommending approval of the 5-year agreement.

Council Member Quade introduced the Resolution No. 2020-57, entitled "RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF WINDOM ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT" and moved its adoption. The Resolution was seconded by Ray and on roll call vote: Aye: Quade, Grunig, Ray and Nelson. Nay: None. Absent: None. Abstain: None. Resolution passed 4 - 0.

11. Taxi License Rate – Resolution:

Nasby said staff had been contacted by an interested party for a taxicab service and delivery in Windom. Windom City Code does not have an established fee and staff would like to set a fee of \$50.00 annual fee with a \$20.00 fee for a background check. An application has been adapted from other cities offering this service. Code allows for one taxi service at this time.

Council Member Grunig introduced the Resolution No. 2020-58, entitled "RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR TAXICAB LICENSES" and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Grunig, Quade, Ray and Nelson. Nay: None. Absent: None. Abstain: None. Resolution passed 4 - 0.

12. Wolf Lake Connection Trail – Option to Acquire Right-of-Way:

Drew Hage, Development Director, reviewed the Wolf Lake Connection Trail and its many potential connection options. A piece of property is being acquired by Pheasants Forever, located between County Road 13 and County Road 17. The City could acquire 1.78 acres along the west edge of the property for the use of a connection trail. The cost would be \$9,078. U.S. Fish & Wildlife prefers a connection trail on the edge of this property versus splitting the property.

Todd Luke, U.S. Fish & Wildlife Service District Manager, spoke with the Pheasants Forever group and advocated to split this portion for the City of Windom to purchase for trail development. A decision has to be made quickly as the sale of this property requires a survey, which would be a change from the original purchase request. The landowners would also have to accept a two-transaction sale (1-City and 1-Pheasants Forever).

Council discussed the trail and funding the purchase. The City would be responsible for their portion of the survey costs. U.S. Fish & Wildlife would have the option of purchasing the strip from the City if a trail was not developed. Seeding of the area can be completed by U.S. Fish & Wildlife until trail development has begun.

Motion by Nelson second by Quade to table the purchase decision until the September 22nd meeting. Aye: Grunig, Nelson, Quade and Ray. Nay: None. Motion carried 4 – 0.

13. Preliminary 2021 Budget Levy – Resolution:

Nasby reviewed the proposed increase of property tax levy of 4.99%. The budgeting process included department head requests, potential changes in LGA and estimated wage changes due to a negotiation year with Unions. The 2020 Street Project is an added item with a debt service payment of about \$162,000 this year. COVID-19 has had an impact on both City and State monies. Nasby reviewed some bigger Capital expenses and the reserve fund status. The proposed budget uses \$128,500 of reserves, which leaves the City with about 57-58% in the account which is within the Council's 35-60% policy. He noted, once the Preliminary Budget Levy percentage is set, the final property tax levy can always go down, but not up.

Council Member Grunig introduced the Resolution No. 2020-59, entitled "RESOLUTION ADOPTING PROPOSED PROPERTY TAX LEVY" and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Nelson, Grunig, Quade and Ray. Nay: None. Absent: None. Abstain: None. Resolution passed 4 - 0.

14. CARES Act Funds Discussion:

Nasby said the City has received CARES Act funding through the Federal Government that has been passed on through the State. The City's portion is \$341,969; of which \$160,269 has been spent through August 31st. Staff estimates another \$25,000 in expenses in the upcoming months, leaving \$156,700 for other uses. The enclosed memo is a list of requests for some of the remaining dollars. Nasby received a request from Windom Area Schools to increase their requested amount to \$15,000 due to the potential for more distance learning increasing for classes.

Motion by Ray second by Quade approving the requests for the City's remaining CARES Act monies as presented with increasing the Windom Area School District amount to \$15,000. Aye: Grunig, Ray, Nelson and Quade. Nay: None. Motion carried 4 – 0.

Preliminary

15. New Business:

None.

16. Old Business:

None.

17. Contractor Payments:

Motion by Ray second by Grunig to approve the Pay Request #4 for Empire Building Construction LLC in the amount of \$27,032.17 for the Tennis Court Project. Aye: Quade, Ray, Nelson and Grunig. Nay: None. Motion carried 4 – 0.

18. Council Comments:

Nelson reminded citizens to have faith and wash their hands.

Grunig highlighted the ribbon cutting at Lakeside Apartments. He said that the building is very nice and Windom will benefit from this addition.

Quade reminded everyone that city-wide cleanup is September 19th. She added that Night to Unite is October 5th on the East side of the Downtown Square and encouraged attendance.

Ray said all students are at school starting tomorrow.

Jones noted disappointment with crosswalks being painted on the first day of school. He would like to see more communication between the City and School. Jones inquired about using epoxy instead of paint for these markings. A local business has offered to paint one intersection free as a trial and he will follow-up. Jones thanked Nasby, Carlson, and Department Heads for their work on the City budget.

Nasby congratulated Windom Area Schools on opening their new Elementary School.

19. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 8:19 p.m.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

**Special City Council Meeting
City Hall, Council Chamber
September 22, 2020
6:00 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Jones

2. Roll Call:

Council Present: Mayor Dominic Jones, Marv Grunig, Jenny Quade and James Nelson

Council Absent: JoAnn Ray

City Staff Present: Steve Nasby, City Administrator; Drew Hage, Development Director; Ben Derickson, Fire Chief; Jason Sykora, Electric Superintendent; Spencer Winzenried, Community Center Director and Mary Hensen, Administrative Assistant

3. Strategic Planning:

Mayor Jones said that the City Administrator would be reviewing the City's financial information related to current revenues and potential sources of new revenues. First, the City Council would discuss the request from the Fire Department for funding a new truck.

Ben Derickson, Fire Chief, said that he had brought the item up to the City Council regarding the need to replace one of the engines. This unit is over 20 years old and experiencing some maintenance issues. It takes approximately two years to order a truck and have it built and delivered. The cost is \$443,000 and this is after the department had obtained three quotes and cut costs by removing some options. If the chassis can be ordered by November 15th there is a three to five percent cost savings. The cost of approximately \$285,000 is then paid within six months of the order and balance upon delivery.

Jones noted that the fire equipment is a high priority and a need for the department. The City is in discussion with the Windom Fire District as they are our partners in funding the Fire Department. He is hoping for a meeting very soon. Jones noted it may be beneficial to have a working group from the City and the Windom Fire District work with the Fire Chief on the new truck purchase so everyone can see the costs and what is being ordered. Council consensus was that the Mayor and Councilmember Grunig would be the representatives from the City Council and the invitation would be extended to the Windom Fire District representatives when we meet. Funding the vehicle will be discussed with the Windom Fire District as this truck and other needs have to be addressed. Financing such as GO Bonds or USDA loans could be considered, but all parties have to be supportive as these tools are paid back over a 20-25 year timeframe. Jones said he is also proposing to start an equipment fund to pay for equipment when it comes due.

Derickson said he is looking forward to getting this moving forward. Council thanked Derickson for coming to discuss the truck.

Preliminary

Jones noted that in the prior strategic planning discussion a question of priorities was raised and the City Council had this come up at the last meeting when a request was made for \$10,000 to purchase land for a future trail. Does the City Council react to these opportunities that come up or develop a priority list and adhere to that list? He asked Hage to update the Council on the status of the project.

Hage said that he had spoken to the Remmick Foundation about possible funding as they supported trails in other communities. He was also meeting with Windom Area Health as they have a budget for community wellness.

Jones turned the floor over to Nasby to review City revenues. Nasby said there were a number of items to review including property taxes, local government aid, PILOTs, grants and potential new revenue sources.

Property Taxes - Nasby presented a history of the City's property tax levies, taxable market values and tax rates. He noted that the Council's long standing goal is to limit or reduce taxes. He said that while the property tax levy has increased nearly every year the amount of the levy increase over the last seven years is less than the increase in taxable market value, which has the impact of lowering the tax rate. In 2013 the tax rate was about .90 and in 2020 it was about .74. Windom is about the median when compared to peer communities. Growth in the tax base helps to lower taxes for everyone. Local property taxes comprise 44.7% of the City's General and Special Revenue Fund budget.

Local Government Aid (LGA) – LGA is aid from the State of Minnesota that was started in the 1970s as revenue sharing. The program took State cuts in 2003 and 2007 which led to budget problems for the City as LGA makes up about one-third of the General and Special Revenue Fund budget. With the State looking at a deficit this year due to COVID he is anticipating that LGA will be reduced. The program was to get a 3% increase, but that is uncertain. Staff has planned for a 5% cut from the 2020 LGA allocation. Until the legislature acts or the Governor makes an allotment it is unknown what the impact will be to Windom's 2021 budget. Council asked what is the back-up plan if there is a large reduction in LGA? Nasby replied that in 2007 the Council revisited the budget to make some expenditure cuts and other options include delaying capital spending, using more City reserve funds or inter-fund loans. As the City has a healthy reserve there are funds to soften an LGA cut, but that is one-time use of those monies.

Other Revenues – Nasby said user fees are about 11% of the General and Special Revenue Fund budget. Transfers to the General Fund from the Liquor Store and Electric Department are 5% and then transfers dedicated for debt service comprise another 7%.

Annual Grants – The airport receives annual grants from MN DOT (\$20,000) and the FAA (\$150,000) for operations, maintenance and facilities. The FAA grants have been used to construct hangers, a fuel system and re-do the runway.

Mayor Jones recessed the meeting from 7:20 pm to 7:30 pm for a break.

Potential New Revenue Sources – Nasby said that prior City Councils had discussed a local option sales tax. Most recent data from the State Department of Revenue (2017) show that Cottonwood County had about \$67 million in taxable sales with their estimate being 78% of that occurring in Windom. Nasby said using this sales number and 75% of sales in Windom a half-cent sales tax would raise \$250,000 and one-cent would raise \$500,000 annually. There is a legislative and voter approved process. The timeline would be the 2022 general election, 2023 legislative session and funds coming in 2024. If this were proposed to the voters the Council would need a clear message as to what the monies would be used for in the community. He noted last time it was discussed the sales tax was to be for the Emergency Services Facility. The City's sales tax got vetoed by Governor Dayton as part of the tax bill, and as such was not able to be presented to the voters. Council discussed the pros\cons of having a local sales tax and noted the growing list of communities in the State that have this tax such as Worthington and Mankato.

Next, Nasby reviewed the State's Gas Tax and that these are funds distributed to cities over 5,000 population, which is the City Council's goal in growing the community. He looked at Redwood Falls and Glencoe as peer communities. Based on the funds these communities receive from the State for gas tax share the amount Windom may get would be approximately \$330,000 per year. He then reviewed the steps in the process of becoming certified by the State to get these funds. Should Windom get to 5,000 population it would get gas tax monies but we would also become an MS4 community and have additional responsibilities for storm water management. The revenue would out-weight the MS4 costs.

Other potential revenues the City Council could consider included a storm water utility fee, revisiting transfers from enterprise funds and grant-writing. He said that two others could include voter approved referendums and sale of City assets, but those would require considerably more review, planning and discussion than envisioned in this strategic planning exercise.

Jones asked the City Council for their thoughts and comments.

Grunig said that taxpayer liability is different from ratepayer liability so that needs to be kept in mind. The local option sales tax is a possibility that could be explored and there may be some interest in looking at a transfer.

Nelson noted that these newer sources take time to process and implement. People are against local option sales taxes, but they pay them in other communities without too much notice.

Jones asked if the State gas tax funds can be used for Street equipment. Nasby would research that question.

Quade said that she would support a local option tax for identified needs or amenities that the public is wanting. Why not get some of these funds in Windom as people pay it in other communities and we also would be getting revenues from people living outside the community that use community infrastructure, facilities or services.

Preliminary

Jones thanked the City Council for their time and discussion. Nothing is set but these are options for the future. He thanked Quade for leading the Census Count Committee as getting to 5,000 population is key. He asked Nasby for the next step in this process.

Nasby replied that there were goals and actions under each strategy. Did the Council want to review, amend or add to these for the next meeting? After that there would be discussion on wants\needs and setting priorities.

Jones asked Nasby to go through the goals and actions under each strategy and make the adjustments the Council previously discussed. Council would then review and set the next meeting to either go through these or move on to identifying projects and priorities.

4. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 8:30 p.m.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

UTILITY COMMISSION MINUTES

Council Chambers

September 23, 2020

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

Members Present: Utility Commission Chairperson: Mike Schwalbach
Members Present: Glen Francis and Tom Riordan
Member Absent: None
City Council Liaison: Marv Grunig
Staff Present: Glenn Lund, Wastewater Foreman;; Steve Nasby, City Administrator; Chelsie Carlson, Finance Director/Controller

APPROVE MINUTES

Motion by Riordan second by Schwalbach to approve the August 26, 2020 minutes. Motion carried 2-0.

WATER/WASTEWATER ITEMS

Prime Pork SIU

Kelly Yahnke, Bolton & Menk, and Lund reviewed projected operational cost changes with the operation of the new plant. The most significant cost increase is with chemical costs. Lund is looking at sourcing from different vendors and contracting to get better rates. Yahnke reviewed the proposed rates for Prime Pork SIU agreement based on estimated future operational costs and flow projections. Lund is proposing to bill as an overall cost per gallon rate on flow and only charging for loadings if Prime Pork exceeds established limits. The proposal also added a phosphorus (TP) limit. The Commission was in agreement with the proposed changes to the SIU agreement. Lund and Yahnke will continue discussions with Prime Pork. The plan is to have the contracts executed prior to the new plant being online early December 2020.

Nasby suggested possibly using WWTP contingency funds to incorporate an additional storage tank for chemicals if larger loads will be delivered to receive better rates.

Well 5 Project

Yahnke presented Request for Proposal document including plans and specifications for drilling Well 5. The deadline for submitting proposals is October 7, 2020.

Motion by Riordan second by Riordan to approve the Request for Proposal as written for Well 5. Motion carried 3-0.

Water/Wastewater Superintendent Update

The Commission discussed status of hiring the Water/Wastewater Superintendent position.

REGULAR BILLS

Regular Bills

Lund presented MN Rural Water Association Annual membership bill for approval. This bill was not included in the packet. Lund recommended making the \$300 annual membership payment.

Motion by Riordan second by Francis to approve MN Rural Water Association payment. Motion carried 3-0.

Motion by Riordan second by Francis to approve the regular bills in the packet. Motion carried 3-0.

OLD BUSINESS

None.

NEW BUSINESS

Nasby noted that the Electric Superintendent, Jason Sykora, is at MMUA leadership training. Sykora has been working with MPCA on the new rules for fuel storage. Sykora will have more detailed information for the Commission at the next meeting.

The next meeting was set for October 28th at 10:00 in the City Council Chambers.

ADJOURN

Schwalbach adjourned the meeting at 11:02 am

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
SPECIAL MEETING
MINUTES
SEPTEMBER 28, 2020

1. Call to Order: The meeting was called to order by President Clerc at 12:04 p.m.

2. Roll Call & Guest Introductions:

EDA Commissioners: Rick Clerc, Betsy Herding (by phone), Linda Sandberg (by phone), and Marv Grunig.

Also Present: EDA Staff – Drew Hage, EDA Executive Director, and Mary Hensen, Admin. Asst.; City Administrator Steve Nasby; Kevin Stevens, Co. Comm. Liaison; and Building & Zoning Official Andy Spielman (CUP portion of meeting). (WADC Liaison Kathy Hanson on phone for a portion of the meeting.)

3. North Windom Industrial Park

A. Closed Session – Land Negotiations – Parcel No. 25-556-0060: Director Hage reported that Comfrey Farm Prime Pork, now HyLife Foods Windom, has created a total of 700 new jobs since they opened in 2017. HyLife Foods Windom has a goal to add another shift and create 300 new jobs. The Windom EDA is working with HyLife and housing developers on various projects. It takes time to build, so HyLife is requesting a lease for Lot 1, Block 2 in the North Windom Industrial Park (5.39 acres) to use the property to house employees in a modular-unit housing project. The EDA will maintain ownership of the property, and HyLife will oversee the project. The EDA Board needs to go into closed session to discuss the terms concerning a potential lease of this property.

Motion by Commissioner Grunig, seconded by Commissioner Herding, authorizing the Board to go into closed session. Vote by roll call: Ayes: Commissioners Sandberg, Herding, Clerc, and Grunig; Nays: None; and Absent: None. Motion carried 4-0.

President Clerc closed the meeting to the public at 12:10 p.m.

Present for Closed Session: Commissioners Grunig, Herding, Clerc, and Sandberg; Director Hage, City Admin. Nasby, Co. Liaison Stevens, and Admin. Asst. Hensen.

Motion by Commissioner Herding, seconded by Commissioner Grunig, authorizing the President to reopen the meeting to the public. Vote by voice vote. Motion carried 4-0.

President Clerc reopened the meeting to the public at 12:35 p.m.

Director Hage recapped that the consensus of the Board was to move forward with drafting a proposed lease of the property with HyLife and to bring the proposed lease to the Board for discussion at the October 12th Meeting. Director Hage advised that he had spoken with representatives of other NWIP businesses concerning the proposed use of the property to verify the proposed use doesn't have an impact on existing businesses.

B. Conditional Use Permit Application – Parcel No. 25-556-0060: Director Hage advised that this type of use is short-term multi-family housing and that would require a conditional use permit under “All other uses not listed in Subd. 2” of the “Conditional Uses” Section of the City Code governing I-1 Zoning Districts. The EDA, as owner of the property, will need to submit a Zoning Application for a Conditional Use Permit. A representative of HyLife will also need to sign the Application as the proposed Lessee of the property.

A public hearing notice for the October 13th Planning Commission Meeting must be published in the September 30th Citizen Newspaper to meet the required 10-day notice period. The Planning Commission will then hold the public hearing on October 13th and submit its recommendation for review by the City Council at the October 20th Meeting.

Motion by Commissioner Grunig, seconded by Commissioner Herding, to approve the submission of a Zoning Application for a Conditional Use Permit for Lot 1, Block 2 of the North Windom Industrial Park Subdivision for use of the property for a proposed modular-unit housing project. Vote by roll call: Ayes: Commissioners Herding, Clerc, and Grunig; Nays: None; Abstain: Commissioner Sandberg; and Absent: None. Motion carried 3-0.

C. Proposed Lot Split – Parcel No. 25-556-0070

(1) Closed Session – Land Negotiations: The smallest lot in NWIP is Lot 2, Block 2. This parcel is 2.59 acres. The EDA has received an offer from a nonprofit organization to purchase a 1.09 acre lot in NWIP. The EDA Board discussed this proposal and a potential lot split at the September Meeting. The Board did not go into closed session.

In response to requests by the Board at the September Meeting, Director Hage confirmed the other party that is possibly interested in an adjoining lot does not believe that the proposed sale to the nonprofit organization would impact their business and the nonprofit organization is willing to pay the City’s portion of taxes as a “PILOT” payment. There was a brief discussion as to whether the use by the nonprofit of this property would affect the individuals potentially using Lot 1 in Block 2 or vice versa. Director Hage indicated that he would contact both parties regarding the proposed uses of these two lots. There was a question as to the route to be designated for use by members of the nonprofit. It was the consensus of the Board that EDA Staff develop a purchase agreement for the 1.09 acre tract and present it to the Board at the October 12th Meeting.

(2) Call for a Public Hearing to Sell Property: Director Hage advised the Board that a public hearing is required prior to approval of the sale of any EDA-owned property.

Motion by Commissioner Herding, seconded by Commissioner Grunig, to call for a public hearing to be held on October 12, 2020, to sell a portion of Lot 2, Block 2 of NWIP. Vote by roll call: Ayes: Commissioners Grunig, Clerc, Herding, and Sandberg; Nays: None; and Absent: None. Motion carried 4-0.

4. Community Venture Network Membership: Director Hage recapped that the EDA has been a member of the Community Venture Network (CVN). This membership provides staff with an opportunity to attend three business development meetings a year and consult with the CVN Owner / Site Consultant on a regular basis. The business development meetings are an opportunity to network and learn about new projects. Director Hage reviewed the annual membership fee. He also suggested that a second option would be to consider a membership in the Site Location Partnership (SLP). He provided a brief overview of their services and fees. It was the consensus of the Board that Director Hage review the options and bring a recommendation to the Board.

5. New Business:

A. Wolf Lake Connection Trail – Remick Foundation Grant Application: On September 1, 2020, the City Council adopted the Wolf Lake Connection Trail Plan. Next steps in the planning process

include acquisition of right-of-way (“r-o-w”) for the trail connection. There is an opportunity to acquire 1.78 acres of land on the Makovsky Property between County Road 13 and County Road 17 for the connection trail. The r-o-w purchase could be made prior to the sale of the remainder of the property to Pheasants Forever. The approximate cost for the r-o-w is \$9,078 plus surveying costs. On September 25th, Director Hage met with three members of the Remick Foundation Board for a site visit. The Board members expressed support for the project and recommended that the EDA submit a grant application. The next Board Meeting for the Remick Foundation is October 10th. After a brief discussion, the following action was taken.

Motion by Commissioner Grunig, seconded by Commissioner Herding, adopting a statement of approval for the Remick Foundation Application to support acquisition of the right-of-way on the Makovsky Property for the Wolf Lake Connection Trail. Vote by roll call: Ayes: Commissioners Sandberg, Herding, Clerc, and Grunig; Nays: None; and Absent: None. Motion carried 4-0.

6. Old Business: None.

7. Adjourn. On consensus, President Clerc adjourned the meeting at 12:56 p.m.

Attest: _____
Drew Hage, EDA Executive Director

Betsy Herding, EDA Secretary-Treasurer



Windom, MN

Expense Approval Report

By Fund

Payment Dates 9/12/2020 - 10/1/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
MN REVENUE	20200915	09/15/2020	SALES TAX -	100-20202	41.14
MN REVENUE	20200915	09/15/2020	SALES TAX -	100-20202	22,296.00
MN REVENUE	20200915	09/15/2020	SALES TAX -	100-20202	7,442.56
SURPLUS WAREHOUSE OF WI	4041	09/30/2020	CITY WIDE CLEAN UP	100-34403	3,505.00
					33,284.70
Activity: 41110 - Mayor & Council					
CITIZEN PUBLISHING CO	20200831	09/14/2020	AUGUST ADVERTISING	100-41110-350	189.40
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	100-41110-480	8.99
CONVENT. & VISITOR BUREAU	20200929	09/30/2020	LODGING TAX - GUARDIAN IN	100-41110-491	1,571.36
CONVENT. & VISITOR BUREAU	20200930	09/30/2020	LODGING TAX - RED CARPET I	100-41110-491	1,176.71
CONVENT. & VISITOR BUREAU	AMERICI NN 9-22-20	09/22/2020	LODGING TAX - AMERICAN IN	100-41110-491	2,936.93
					Activity 41110 - Mayor & Council Total: 5,883.39
Activity: 41310 - Administration					
QUICK PRINT	20352	09/30/2020	SUPPLIES	100-41310-200	197.30
INDOFF, INC	3398460	08/31/2020	CUST# 218055 - SUPPLIES	100-41310-200	40.26
FURTHER (Select Account)	15522066	09/22/2020	PARTICIPANT FEE	100-41310-217	161.70
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	100-41310-321	82.44
VERIZON WIRELESS	9863236432	09/30/2020	PHONE SERVICE #48657723	100-41310-321	51.44
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	100-41310-322	0.62
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	100-41310-322	1.20
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	100-41310-322	0.62
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	100-41310-322	1.24
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	100-41310-322	1.24
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	100-41310-322	0.62
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	100-41310-322	0.55
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	100-41310-322	1.86
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	100-41310-322	4.34
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	100-41310-322	1.86
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	100-41310-322	3.80
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	100-41310-326	295.05
CITIZEN PUBLISHING CO	20200831	09/14/2020	AUGUST ADVERTISING	100-41310-350	136.08
WINDOM AREA HEALTH	08-20-0046	09/14/2020	CUST# 734-0046 SCREENINGS	100-41310-480	595.00
WEX BANK	20200916	09/16/2020	FUEL - AUG 2020	100-41310-480	315.15
					Activity 41310 - Administration Total: 1,892.37
Activity: 41410 - Elections					
CITIZEN PUBLISHING CO	20200831	09/14/2020	AUGUST ADVERTISING	100-41410-350	428.40
					Activity 41410 - Elections Total: 428.40
Activity: 41910 - Building & Zoning					
INDOFF, INC	3399745	09/09/2020	#218055 - SUPPLIES	100-41910-200	12.14
INDOFF, INC	3401397	09/09/2020	#218055 - SUPPLIES	100-41910-200	6.83
CENTURY BUSINESS PRODUCT	533864	09/15/2020	ACCT# SF7308 - SUPPLIES	100-41910-200	26.91
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	100-41910-321	65.16
VERIZON WIRELESS	9863236432	09/30/2020	PHONE SERVICE #48657723	100-41910-321	41.44
CITIZEN PUBLISHING CO	20200831	09/14/2020	AUGUST ADVERTISING	100-41910-350	88.20
					Activity 41910 - Building & Zoning Total: 240.68
Activity: 41940 - City Hall					
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	100-41940-381	416.70
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	100-41940-382	57.10
HOMETOWN SANITATION SER	0000383516	09/08/2020	CITY HALL - REFUSE DISPOSA	100-41940-384	92.98
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	100-41940-385	117.70

Expense Approval Report

Payment Dates: 9/12/2020 - 10/1/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	100-41940-406	20.30
				Activity 41940 - City Hall Total:	704.78
Activity: 42120 - Crime Control					
INDOFF, INC	3399746	09/09/2020	#218055 - SUPPLIES	100-42120-200	17.33
INDOFF, INC	3401374	09/11/2020	#218055 - SUPPLIES	100-42120-200	52.29
WEX BANK	20200916	09/16/2020	FUEL - POLICE	100-42120-212	1,498.97
LOUIS NORELL	9/15/2020	09/18/2020	K9 TRAINING - EXPENSE	100-42120-212	32.00
ASPEN MILLS INCORPORATED	258268	09/24/2020	#56101WPD - UNIFORMS	100-42120-218	71.72
STREICHER'S, INC	11435002	09/22/2020	WINDOM PD - UNIFORMS	100-42120-218	19.98
SCHRAMMEL LAW OFFICE	20200903	09/11/2020	LEGAL FEES	100-42120-304	210.00
COTTONWOOD CO AUD/TREA	20200914	09/15/2020	OCTOBER 2020	100-42120-304	3,957.50
WINDOM AREA HEALTH	309161438	09/18/2020	#30005319 - MEDICAL FEES	100-42120-305	120.00
CODE2 K-9 SERVICES, LLC	20200921	09/22/2020	CRIMINAL INTERACTION & RU	100-42120-308	324.99
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	100-42120-321	35.91
AT & T MOBILITY	X09032020	09/14/2020	ACCT# 287293102788 WINDO	100-42120-321	564.86
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	100-42120-322	7.50
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	100-42120-322	4.60
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	100-42120-322	6.95
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	100-42120-322	20.85
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	100-42120-322	4.60
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	100-42120-322	6.95
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	100-42120-322	9.20
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	100-42120-322	4.60
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	100-42120-322	3.80
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	100-42120-322	12.60
MIKE'S LLC	483	09/18/2020	UNIT# 20-1	100-42120-323	48.50
TRITECH SOFTWARE SYSTEMS	291268	09/22/2020	#14134 WINDOM PD - DATA P	100-42120-326	378.00
TRITECH SOFTWARE SYSTEMS	291269	09/22/2020	#14134 WINDOM PD - DATA P	100-42120-326	249.76
LEASE FINANCE PARTNERS	3250 10-01	09/24/2020	FLEET#3250 - LEASE EQUIPME	100-42120-326	534.00
COTTONWOOD VET CLINIC	20200830	09/09/2020	ACCT# 12967 - 223399	100-42120-334	61.86
DEVIN KOPPERUD	20200930	09/30/2020	EXPENSE - CAMP DODGE-HEA	100-42120-334	70.09
COTTONWOOD CO AUD/TREA	20200914	09/15/2020	OCTOBER 2020	100-42120-412	1,950.00
FORD MOTOR CREDIT CO LLC	1762234 10-18-2020	09/30/2020	#1762234 #9482800 DUE 10	100-42120-419	663.95
FLEET SERVICES DIVISION	2021020001	09/30/2020	#A00WIN - LEASE	100-42120-419	1,654.83
SCB PUBLIC FINANCE	40049-01/5-60 10-14	09/22/2020	LEASE PAYMENT 10-14-2020	100-42120-419	1,054.07
COTTONWOOD CO AUD/TREA	B12227795	09/18/2020	MICROSOFT OFFICE 365 - POL	100-42120-433	3,490.00
BLUE CROSS/BLUE SHIELD	200902321068	09/11/2020	BLUE CROSS BLUE SHIELD INS-	100-42120-480	677.00
				Activity 42120 - Crime Control Total:	17,819.26
Activity: 42220 - Fire Fighting					
AMERIPRIDE SERVICES INC.	2801200939	09/15/2020	#280001722 - SUPPLIES & MA	100-42220-211	42.00
WEX BANK	20200916	09/16/2020	FUEL - FIRE	100-42220-212	332.24
RUNNINGS SUPPLY, INC	#71920 8-31-2020	09/30/2020	#71920 - MAINTENANCE	100-42220-215	46.77
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	100-42220-321	42.49
CITIZEN PUBLISHING CO	20200831	09/14/2020	AUGUST ADVERTISING	100-42220-350	392.96
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	100-42220-381	410.23
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	100-42220-382	13.39
HOMETOWN SANITATION SER	0000383572	09/11/2020	GARBAGE DISPOSAL - EMS BL	100-42220-384	44.10
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	100-42220-385	29.65
HEIMAN FIRE EQUIP. CO	0891671-IN	09/22/2020	#0006074 - MAINTENANCE	100-42220-404	47.08
FORTUNE TRANSPORTATION	WIN-00020451	09/14/2020	WIN-00081529 OU TRACTOR	100-42220-404	205.33
RUNNINGS SUPPLY, INC	#71920 8-31-2020	09/30/2020	#71920 - MAINTENANCE	100-42220-405	96.70
RUNNINGS SUPPLY, INC	#71920 8-31-2020	09/30/2020	#71920 - MAINTENANCE	100-42220-406	25.98
WINDOM FIRE RELIEF ASSOC.	20200929	09/30/2020	MMB - FIRE AID	100-42220-491	40,901.38
WINDOM FIRE RELIEF ASSOC.	20200930	09/30/2020	MMB - SUPPLEMENTAL FIRE A	100-42220-491	9,028.52
				Activity 42220 - Fire Fighting Total:	51,658.82
Activity: 42500 - Civil Defense					
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	100-42500-381	31.38
				Activity 42500 - Civil Defense Total:	31.38

Expense Approval Report

Payment Dates: 9/12/2020 - 10/1/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 42700 - Animal Control					
COTTONWOOD VET CLINIC	328	09/08/2020	CITY POUND 222854	100-42700-300	55.00
COTTONWOOD VET CLINIC	328	09/08/2020	CITY POUND 222673	100-42700-300	15.40
COTTONWOOD VET CLINIC	328	09/08/2020	CITY POUND 222663	100-42700-300	77.00
COTTONWOOD VET CLINIC	328	09/08/2020	CITY POUND 223133	100-42700-300	30.80
COTTONWOOD VET CLINIC	328	09/08/2020	CITY POUND 222632	100-42700-300	32.00
COTTONWOOD VET CLINIC	328	09/08/2020	CITY POUND 222664	100-42700-300	55.00
COTTONWOOD VET CLINIC	328	09/08/2020	CITY POUND 222665	100-42700-300	55.00
Activity 42700 - Animal Control Total:					320.20
Activity: 43100 - Streets					
WEX BANK	20200916	09/16/2020	FUEL - STREET	100-43100-212	1,105.51
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	100-43100-217	70.00
RUNNINGS SUPPLY, INC	#71920 8-31-2020	09/30/2020	#71920 - MAINTENANCE	100-43100-224	32.06
BLACKSTRAP INC	121550	09/09/2020	#80530 - STREET MAINTENAN	100-43100-224	2,122.22
BLACKSTRAP INC	121636	09/09/2020	#80530 - STREET MAINTENAN	100-43100-224	2,082.85
BLACKSTRAP INC	121685	09/09/2020	#80530 - STREET MAINTENAN	100-43100-224	2,116.22
BLACKSTRAP INC	121774	09/15/2020	CONTRACT# 80530 - STREET	100-43100-224	1,949.74
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	100-43100-321	45.94
VERIZON WIRELESS	9863236432	09/30/2020	PHONE SERVICE #48657723	100-43100-321	44.67
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	100-43100-381	252.40
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	100-43100-381	1,085.98
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	100-43100-382	19.74
HOMETOWN SANITATION SER	0000383517	09/09/2020	GARBAGE SERVICE - STREET D	100-43100-384	92.98
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	100-43100-385	41.41
RUNNINGS SUPPLY, INC	#71920 8-31-2020	09/30/2020	#71920 - MAINTENANCE	100-43100-404	224.99
TBEI-TRUCK BODIES & EQUIP I	LC00066320	09/09/2020	#101876 - MAINTENANCE	100-43100-404	647.78
CRYSTEEL TRUCK EQUIPMENT	LP197381	09/15/2020	#30400 -STREET SHOP MAINT	100-43100-404	173.00
TRUCK CENTER COMPANIES	X203086743-01	09/22/2020	#34896 CITY OF WINDOM - M	100-43100-404	66.33
TRUCK CENTER COMPANIES	X203086743-02	09/24/2020	#34896 - MAINTENANCE	100-43100-404	139.16
TRUCK CENTER COMPANIES	X203086743-03	09/22/2020	#34896 - CITY OF WINDOM -	100-43100-404	79.91
DICKS WELDING INC	20200916	09/16/2020	CITY OF WINDOM - STREET D	100-43100-405	23.11
MILLER SELLNER EQUIP	5078316129	08/31/2020	CUST#01436	100-43100-405	28.05
BLUE CROSS/BLUE SHIELD	200902321068	09/11/2020	BLUE CROSS BLUE SHIELD INS-	100-43100-480	677.00
Activity 43100 - Streets Total:					13,121.05
Activity: 43210 - Sanitation					
CITIZEN PUBLISHING CO	20200831	09/14/2020	AUGUST ADVERTISING	100-43210-340	122.40
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	100-43210-480	3.90
Activity 43210 - Sanitation Total:					126.30
Activity: 45120 - Recreation					
BSN SPORTS, LLC	909374972	09/16/2020	CUST# 2024602 - OPERATING	100-45120-217	979.80
Activity 45120 - Recreation Total:					979.80
Activity: 45202 - Park Areas					
WEX BANK	20200916	09/16/2020	FUEL - AUG 2020	100-45202-212	156.93
RUNNINGS SUPPLY, INC	#71920 8-31-2020	09/30/2020	#71920 - MAINTENANCE	100-45202-216	119.99
RUNNINGS SUPPLY, INC	#71920 8-31-2020	09/30/2020	#71920 - MAINTENANCE	100-45202-241	229.99
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	100-45202-326	466.67
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	100-45202-381	643.81
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	100-45202-382	6,584.26
HOMETOWN SANITATION SER	0000383518	09/09/2020	GARBAGE SERVICE - SQUARE	100-45202-384	51.98
HOMETOWN SANITATION SER	0000383535	09/09/2020	GARBAGE DISPOSAL - ISLAND	100-45202-384	229.91
HOMETOWN SANITATION SER	0000383536	09/09/2020	GARBAGE SERVICE - TEGELS P	100-45202-384	31.50
HOMETOWN SANITATION SER	0000383537	09/09/2020	GARBAGE SERVICE - WRA	100-45202-384	26.25
HOMETOWN SANITATION SER	0000383538	09/09/2020	GARBAGE SERVICE - KASTLE KI	100-45202-384	58.48
HOMETOWN SANITATION SER	0000383578	09/09/2020	GARBAGE SERVICE - ABBY PAR	100-45202-384	19.98
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	100-45202-385	469.38
RUNNINGS SUPPLY, INC	#71920 8-31-2020	09/30/2020	#71920 - MAINTENANCE	100-45202-404	228.48
BAUER BUILT	830116196	09/24/2020	#2147218 - MAINTENANCE	100-45202-404	450.82
DICKS WELDING INC	20200916	09/16/2020	CITY OF WINDOM - MAKE GU	100-45202-405	91.11
MILLER SELLNER EQUIP	5078316129	08/31/2020	CUST#01436 AUGUST	100-45202-405	136.98

Expense Approval Report

Payment Dates: 9/12/2020 - 10/1/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RUNNINGS SUPPLY, INC	#71920 8-31-2020	09/30/2020	#71920 - MAINTENANCE	100-45202-406	11.99
DICKS WELDING INC	20200916	09/16/2020	CITY OF WINDOM - FIRE HYDR	100-45202-406	18.20
SEED CENTER	9404	09/15/2020	STREETS & PARKS - MAINTEN	100-45202-406	325.00
SEED CENTER	9413	09/15/2020	STREETS & PARKS - GROUNDS	100-45202-406	50.00
Activity 45202 - Park Areas Total:					10,401.71
Fund 100 - GENERAL Total:					136,892.84

Fund: 211 - LIBRARY

Activity: 45501 - Library

CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	211-45501-321	26.98
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	211-45501-326	203.33
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	211-45501-381	377.92
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	211-45501-382	18.27
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	211-45501-385	36.88
INGRAM INDUSTRIES	#2004243 9-1-2020	09/11/2020	#2004243 - BOOKS	211-45501-435	1,265.22
Activity 45501 - Library Total:					1,928.60

Activity: 49950 - Capital Outlay

BEDFORD TECHNOLOGY LLC	47802	09/11/2020	JOHN/NANCY RESH BENCHES	211-49950-500	1,080.00
Activity 49950 - Capital Outlay Total:					1,080.00
Fund 211 - LIBRARY Total:					3,008.60

Fund: 225 - AIRPORT

Activity: 45127 - Airport

SOUTHWEST MN BROADBAN	5078316120 10-05-20	09/22/2020	#886 - 507 831-6120	225-45127-321	27.21
SOUTH CENTRAL ELECTRIC	#367400 8-31-20	09/30/2020	#367400 - SERVICE	225-45127-381	210.00
SOUTH CENTRAL ELECTRIC	#367403 8-31-2020	09/30/2020	#367403 - SERVICE	225-45127-381	144.85
Activity 45127 - Airport Total:					382.06

Activity: 49950 - Capital Outlay

SEH	391909	09/09/2020	#155632 - AIRPORT LIGHT PR	225-49950-500	2,500.00
Activity 49950 - Capital Outlay Total:					2,500.00
Fund 225 - AIRPORT Total:					2,882.06

Fund: 230 - POOL

Activity: 45124 - Pool

CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	230-45124-217	203.33
ATLANTIC COCA-COLA	790604	09/16/2020	ACCT# 81080203 - POOL CON	230-45124-260	228.22
ATLANTIC COCA-COLA	797995	09/16/2020	ACCT# 81080203 - POOL CON	230-45124-260	213.47
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	230-45124-321	64.72
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	230-45124-381	1,046.41
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	230-45124-382	1,140.41
HOMETOWN SANITATION SER	0000383539	09/15/2020	GARBAGE SERVICE - SWIMMI	230-45124-384	91.99
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	230-45124-385	44.99
ELITE MECHANICAL SYSTEMS,	6224	09/22/2020	INSTALL URINAL - POOL - JUN	230-45124-404	296.47
MN REVENUE	20200915	09/15/2020	SALES TAX -	230-45124-460	407.00
Activity 45124 - Pool Total:					3,737.01

Fund 230 - POOL Total: 3,737.01

Fund: 235 - AMBULANCE

Activity: 42153 - Ambulance

WEX BANK	20200916	09/16/2020	FUEL - AMBULANCE	235-42153-212	1,415.65
LEWIS FAMILY DRUG, LLC	293361	08/31/2020	OPERATING SUPPLIES	235-42153-217	22.49
BOUND TREE MEDICAL, LLC	83745183	09/01/2020	ORDER#102044770 - SUPPLIE	235-42153-217	368.54
BOUND TREE MEDICAL, LLC	83753600	09/09/2020	#100510 - OPERATING SUPPLI	235-42153-217	123.68
PRAXAIR DISTRIBUTION INC	98723020	09/09/2020	#71709956 - OPERATING SUP	235-42153-217	364.71
WINDOM AREA HEALTH	08-20-0024	09/14/2020	NURSING REIMB - AUGUST 20	235-42153-312	4,072.68
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	235-42153-321	28.33
VERIZON WIRELESS	9862353292	09/18/2020	#986701203-00001 SEPT 202	235-42153-321	81.96
VERIZON WIRELESS	9863236432	09/30/2020	PHONE SERVICE #48657723	235-42153-321	108.66
EXPERT BILLING	7517	09/14/2020	AMB - DATA PROCESSING	235-42153-326	1,904.00
TIM HACKER	20200827	08/31/2020	20200827 - AMB EXPENSE	235-42153-334	16.38
TIM HACKER	20200909	09/09/2020	EXPENSE - AMBULANCE	235-42153-334	147.50

Expense Approval Report

Payment Dates: 9/12/2020 - 10/1/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
KRISTEN PORATH	20200912	09/22/2020	EXPENSE - AMBULANCE	235-42153-334	10.75
JOHN C NELSON	20200914	09/22/2020	EXPENSE - AMBULANCE	235-42153-334	160.69
TIM HACKER	20200921	09/22/2020	EXPENSE - AMBULANCE	235-42153-334	65.84
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	235-42153-381	273.49
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	235-42153-382	8.92
HOMETOWN SANITATION SER	0000383572	09/11/2020	GARBAGE DISPOSAL - EMS BL	235-42153-384	29.40
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	235-42153-385	19.76
P.M. REPAIR & DETAILING	13170	09/01/2020	UNIT #27 - AMB MAINTENAN	235-42153-405	484.91
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	235-42153-405	27.00
AMERIPRIDE SERVICES INC.	2801200939	09/15/2020	#280001722 - SUPPLIES & MA	235-42153-406	28.00
Activity 42153 - Ambulance Total:					9,763.34
Fund 235 - AMBULANCE Total:					9,763.34
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
INDOFF, INC	3399745	09/09/2020	#218055 - SUPPLIES	250-46520-200	12.13
INDOFF, INC	3401397	09/09/2020	#218055 - SUPPLIES	250-46520-200	6.82
CENTURY BUSINESS PRODUCT	533864	09/15/2020	ACCT#SF7308 - SUPPLIES	250-46520-200	53.83
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	250-46520-321	65.16
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	250-46520-321	256.80
VERIZON WIRELESS	9863236432	09/30/2020	PHONE SERVICE #48657723	250-46520-321	27.64
LOOP NET	112379365-1	09/15/2020	LOC#162635601 - ADVERTISIN	250-46520-340	69.00
CITIZEN PUBLISHING CO	20200831	09/14/2020	AUGUST ADVERTISING	250-46520-340	466.30
CITIZEN PUBLISHING CO	20200831	09/14/2020	AUGUST ADVERTISING	250-46520-350	79.50
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	250-46520-381	42.24
Activity 46520 - EDA Total:					1,079.42
Activity: 49980 - Debt Service					
FULDA CREDIT UNION	20200930	09/30/2020	SPEC BLDG LOAN - OCT 2020 -	250-49980-602	2,525.00
FULDA CREDIT UNION	20200930	09/30/2020	SPEC BLDG LOAN - OCT 2020 -	250-49980-612	835.00
Activity 49980 - Debt Service Total:					3,360.00
Fund 250 - EDA GENERAL Total:					4,439.42
Fund: 254 - NORTH IND PARK					
Activity: 46520 - EDA					
SOUTH CENTRAL ELECTRIC	#367404 8-31-2020	09/30/2020	#367404 - SERVICE	254-46520-381	119.93
Activity 46520 - EDA Total:					119.93
Fund 254 - NORTH IND PARK Total:					119.93
Fund: 255 - EDA GENERAL RLF					
Activity: 46520 - EDA					
KATHRYN M JOHNSON & REID	20200930	09/30/2020	EDA COMMERCIAL REHAB LO	255-46520-491	1,626.70
Activity 46520 - EDA Total:					1,626.70
Fund 255 - EDA GENERAL RLF Total:					1,626.70
Fund: 308 - 2020 STREET PROJECT					
Activity: 41000 - General Government					
DGR ENGINEERING	00242513	09/22/2020	#369018.00 - 2020 STREET IM	308-41000-303	31,950.00
AMERICAN ENGINEERING TES	809289	09/08/2020	WINO21 - 2020 STREET IMPR	308-41000-303	450.00
Activity 41000 - General Government Total:					32,400.00
Fund 308 - 2020 STREET PROJECT Total:					32,400.00
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
AMAZON CAPITAL SERVICES, I	1FK1-PQG9-M3JH	09/29/2020	#A2Q0Y8ZLN2YT - SUPPLIES	401-49950-439	500.00
CHELSIE CARLSON	20200915	09/18/2020	CLEANING SUPPLIES COVID	401-49950-439	18.99
WINDOM AREA CHAMBER OF	20200930	09/30/2020	HOPE II BUSINES GRANTS	401-49950-439	25,000.00
COLE PAPERS INC.	9871289	09/11/2020	#84948800	401-49950-439	77.70
NORTHERN SAFETY TECHNOL	50986	09/18/2020	WINDOM PD - FORFEITURE	401-49950-501	199.91
EMPIRE BUILDING CONSTRUC	369017 9/-31	09/18/2020	TENNIS COURTS	401-49950-504	27,032.17
Activity 49950 - Capital Outlay Total:					52,828.77
Fund 401 - GENERAL CAPITAL PROJECTS Total:					52,828.77

Expense Approval Report

Payment Dates: 9/12/2020 - 10/1/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 601 - WATER					
CORE & MAIN LP	M648735	09/29/2020	INVENTORY	601-14200	4,971.32
CORE & MAIN LP	M958043	09/11/2020	#181738 - INVENTORY	601-14200	2,350.00
CORE & MAIN LP	N020423	09/29/2020	PIPE - INVENTORY	601-14200	540.00
					7,861.32
Activity: 49400 - Water					
WEX BANK	20200916	09/16/2020	FUEL - WATER	601-49400-212	254.64
HAWKINS, INC	4783469	09/03/2020	#126930 CHEMICALS	601-49400-216	1,996.28
ERIC WARD	20200930	09/30/2020	SAFETY BOOTS	601-49400-217	100.00
MN VALLEY TESTING	1049654	09/15/2020	CUST# 23162 - TESTING	601-49400-310	77.00
GOPHER STATE ONE CALL	0080838	09/09/2020	#MN00774 - LOCATES	601-49400-321	35.78
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	601-49400-321	50.78
VERIZON WIRELESS	9863236432	09/30/2020	PHONE SERVICE #48657723	601-49400-321	99.57
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	601-49400-322	9.20
INNOVATIVE SYSTEMS LLC	50570	09/09/2020	POSTAGE	601-49400-322	210.07
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	601-49400-326	70.00
INNOVATIVE SYSTEMS LLC	50277	09/01/2020	BILLING SYSTEM MAINTENAN	601-49400-326	760.50
INNOVATIVE SYSTEMS LLC	50438	09/09/2020	BILLIN GSYSTEM SOFTWARE S	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	50570	09/09/2020	INVOICE PROCESSING	601-49400-326	169.20
INNOVATIVE SYSTEMS LLC	50570	09/09/2020	INSERTS	601-49400-350	45.44
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	601-49400-381	5,178.61
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	601-49400-382	17.94
HOMETOWN SANITATION SER	0000383520	09/08/2020	WASTEWATER - REFUSE DISP	601-49400-384	189.96
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	601-49400-385	35.85
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	601-49400-386	1,123.45
RON VOUGHT	20200922	09/24/2020	HYDRANTS - MAINTENANCE	601-49400-408	2,000.00
HJERPE CONTRACTING INC.	9101	09/18/2020	MAINTENANCE - WATER	601-49400-408	9,600.00
MN RURAL WATER ASSOC	20200910	09/24/2020	MEMBERSHIP AUG 2020 - JUL	601-49400-433	300.00
CORE & MAIN LP	N020423	09/29/2020	PIPE - INVENTORY - SOLD TO	601-49400-480	540.00
					Activity 49400 - Water Total: 23,381.77
					Fund 601 - WATER Total: 31,243.09
Fund: 602 - SEWER					
4M FUND	20200930	09/30/2020	ACH FUNDS TO 4M	602-10400	249,400.00
BOLTON & MENK, INC.	0254306	09/23/2020	PROJ# T22.113672 - IMPROVE	602-16200	36,923.75
BOLTON & MENK, INC.	0255370	09/23/2020	PROJ# T22.113672 - WWTF I	602-16200	28,399.00
GRIDOR CONSTRUCTION, INC.	20200909	09/09/2020	WASTEWATER TREATMENT FA	602-16200	162,862.00
					477,584.75
Activity: 49450 - Sewer					
WEX BANK	20200916	09/16/2020	FUEL - SEWER	602-49450-212	26.84
HAWKINS, INC	4787549	09/11/2020	CHEMICALS	602-49450-216	492.45
MN VALLEY TESTING	1047871	09/01/2020	CUST# 23162 TESTING	602-49450-310	48.00
MN VALLEY TESTING	1048058	09/01/2020	CUST #23162	602-49450-310	244.80
MN VALLEY TESTING	1048209	09/01/2020	cust# 23162	602-49450-310	158.40
MN VALLEY TESTING	1049038	09/09/2020	#23162 - TESTING	602-49450-310	244.80
MN VALLEY TESTING	1049109	09/09/2020	#23162 - TESTING	602-49450-310	172.80
MN VALLEY TESTING	1049819	09/15/2020	CUST# 23162 - TESTING	602-49450-310	14.40
MN VALLEY TESTING	1050091	09/15/2020	CUST# 23162 - TESTING	602-49450-310	244.80
GOPHER STATE ONE CALL	0080838	09/09/2020	#MN00774 - LOCATES	602-49450-321	35.78
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	602-49450-321	174.61
VERIZON WIRELESS	9863236432	09/30/2020	PHONE SERVICE #48657723	602-49450-321	41.44
INNOVATIVE SYSTEMS LLC	50570	09/09/2020	POSTAGE	602-49450-322	210.05
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	602-49450-326	70.00
INNOVATIVE SYSTEMS LLC	50277	09/01/2020	BILLING SYSTEM MAINTENAN	602-49450-326	760.50
INNOVATIVE SYSTEMS LLC	50438	09/09/2020	BILLIN GSYSTEM SOFTWARE S	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	50570	09/09/2020	INVOICE PROCESSING	602-49450-326	169.20
INNOVATIVE SYSTEMS LLC	50570	09/09/2020	INSERTS	602-49450-350	45.44
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	602-49450-381	9,625.89

Expense Approval Report

Payment Dates: 9/12/2020 - 10/1/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	602-49450-382	102.78
				Activity 49450 - Sewer Total:	13,400.48
				Fund 602 - SEWER Total:	490,985.23
Fund: 604 - ELECTRIC					
J. H. LARSON	5102326308.001	09/03/2020	ACCT# 34714	604-14200	24.61
DICKS WELDING INC	20200916	09/16/2020	CITY OF WINDOM - GENERATI	604-16300	41.95
ELECTRIC FUND	20200920	09/22/2020	EAST HILL - CAPITILIZED LABO	604-16300	7,852.92
WESCO DISTRIBUTION, INC	328522	08/31/2020	CUST#80437 NEW CONSTR #1	604-16300	155.84
ELECTRIC FUND	450	09/15/2020	EL CONSTR NEW #1 EAST HILL	604-16300	3,356.61
ELECTRIC FUND	454	09/24/2020	EL CONSTRUCTION NEW #1 -	604-16300	2,374.56
ELECTRIC FUND	457	09/24/2020	EL CONSTRUCTION NEW #1 -	604-16300	1,095.16
WERNER ELECTRIC	5010354785.001	09/14/2020	#31969 - GENERATION - INVE	604-16300	562.29
ALLYSON GOODMAN	15147-7	09/11/2020	DEPOSIT REFUND	604-22000	300.00
BRODY CLARK	34562-0	09/11/2020	REFUND DEPOSIT	604-22000	47.04
THERESE M ROIGER	49961-4	09/14/2020	DEPOSIT REFUND	604-22000	300.00
ANA L GUENTHER	54825-0	09/11/2020	DEPOSIT REFUND	604-22000	300.00
JEFF REINHARDT	55081-2	09/14/2020	DEPOSIT REFUND	604-22000	300.00
ANTELMO SANTIBANEZ	63232-2	09/11/2020	DEPOSIT REFUND	604-22000	300.00
FRANCIS SANOGUET SEDA	64298-2	09/14/2020	DEPOSIT REFUND	604-22000	300.00
					17,310.98
Activity: 49550 - Electric					
WEX BANK	20200916	09/16/2020	FUEL - ELECTRIC	604-49550-212	694.39
JOANNE NELSON	5696-26	09/22/2020	MUNICIPAL UTILITIES - UNIFO	604-49550-218	180.00
BORDER STATES	920610006	09/15/2020	CUST# 5189 - UNIFORMS	604-49550-218	90.24
BORDER STATES	920722984	09/24/2020	CUST# 5189 - UNIFORMS	604-49550-218	105.72
RUNNINGS SUPPLY, INC	#71920 8-31-2020	09/30/2020	#71920 - MAINTENANCE	604-49550-241	121.44
WERNER ELECTRIC	5010354821.001	09/15/2020	#31969 - SMALL TOOLS	604-49550-241	223.03
CMP - CENTRAL MUNICIPAL P	6911	09/11/2020	TRANSMISSION	604-49550-263	196,505.92
CMP - CENTRAL MUNICIPAL P	6911	09/11/2020	ENERGY	604-49550-263	115,875.98
DEPARTMENT OF ENERGY	BFPB000800820	09/15/2020	POWER COST - AUGUST 2020	604-49550-263	83,662.35
SCHRAMEL LAW OFFICE	20200903	09/11/2020	LEGAL FEES	604-49550-304	555.00
SKARSHAUG TESTING LAB	246310	09/03/2020	RN: 199797 - TESTING	604-49550-310	121.20
GOPHER STATE ONE CALL	0080838	09/09/2020	#MN00774 - LOCATES	604-49550-321	35.78
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	604-49550-321	78.18
VERIZON WIRELESS	9863236432	09/30/2020	PHONE SERVICE #48657723	604-49550-321	105.40
INNOVATIVE SYSTEMS LLC	50570	09/09/2020	POSTAGE	604-49550-322	210.07
GOLDEN WEST TECH & INT SO	200810310	09/03/2020	CUST# 990802742 - DISPATCH	604-49550-325	29.08
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	604-49550-326	191.37
INNOVATIVE SYSTEMS LLC	50277	09/01/2020	BILLING SYSTEM MAINTENAN	604-49550-326	1,521.00
INNOVATIVE SYSTEMS LLC	50438	09/09/2020	BILLIN GSYSTEM SOFTWARE S	604-49550-326	223.90
INNOVATIVE SYSTEMS LLC	50570	09/09/2020	INVOICE PROCESSING	604-49550-326	169.20
STEVE NASBY	20200917	09/18/2020	CMPAS MEETING - EXPENSE	604-49550-331	180.65
SKARSHAUG TESTING LAB	246310	09/03/2020	RN: 199797 - TESTING	604-49550-333	178.53
INNOVATIVE SYSTEMS LLC	50570	09/09/2020	INSERTS	604-49550-350	45.44
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	604-49550-381	126.88
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	604-49550-382	24.92
HOMETOWN SANITATION SER	0000383521	09/09/2020	GARBAGE SERVICE - ELECTRIC	604-49550-384	94.98
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	604-49550-385	52.70
JERRY'S REPAIR	20200911	09/15/2020	CITY OF WINDOM - MAINTEN	604-49550-404	39.50
DICKS WELDING INC	20200916	09/16/2020	CITY OF WINDOM - REMOVE	604-49550-404	150.52
BANK OF THE WEST - DITCHW	20200922	09/09/2020	DITCHWITCH CR CARD #7543	604-49550-404	337.08
JERRY'S REPAIR	9632	09/22/2020	CITY OF WINDOM - MAINTEN	604-49550-404	39.50
RUNNINGS SUPPLY, INC	#71920 8-31-2020	09/30/2020	#71920 - MAINTENANCE	604-49550-405	39.22
RUNNINGS SUPPLY, INC	#71920 8-31-2020	09/30/2020	#71920 - MAINTENANCE	604-49550-406	24.99
BANK OF THE WEST - DITCHW	20200922	09/09/2020	DITCHWITCH CR CARD #7543	604-49550-408	248.34
ELECTRIC FUND	455	09/24/2020	EL TRUCK STOCK - MAINTNEN	604-49550-408	64.81
ELECTRIC FUND	456	09/24/2020	EL DISTRIBUTION	604-49550-408	14.39
PRITTS ELECTRIC MOTORS, IN	57750	09/30/2020	MAINTENANCE SUPPLIES	604-49550-410	220.00
DGR ENGINEERING	00242590	09/30/2020	PROJ 425303.00 - 69 KV TRAN	604-49550-413	20,660.00

Expense Approval Report

Payment Dates: 9/12/2020 - 10/1/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN DEPT OF COMMERCE	1000045155	09/15/2020	#416005647 - DUES & CONSE	604-49550-433	557.25
MN DEPT OF COMMERCE	1000045155	09/15/2020	#416005647	604-49550-450	1,025.64
CMP - CENTRAL MUNICIPAL P	6911	09/11/2020	ENERGY - TRANSMISSION	604-49550-450	2,540.81
MN REVENUE	20200915	09/15/2020	SALES TAX -	604-49550-460	23.09
Activity 49550 - Electric Total:					427,388.49
Fund 604 - ELECTRIC Total:					444,699.47

Fund: 609 - LIQUOR STORE

MN REVENUE	20200915	09/15/2020	SALES TAX -	609-20202	19,156.00
					19,156.00

Activity: 49751 - Liquor Store

ZABINSKI BUSINESS SERVICES,	2384	09/30/2020	ANNUAL FEE	609-49751-200	875.00
RAGE INC - CAMPUS CLEANER	26616	09/09/2020	#6132 - SERVICE-RIVER BEN	609-49751-211	61.93
RAGE INC - CAMPUS CLEANER	27377	09/22/2020	ACCT# 6132 RIVERBEND - CLE	609-49751-211	72.61
AH HERMEL COMPANY	844268	09/18/2020	#40214 - OPERATING SUPPLIE	609-49751-217	69.49
VINOCOPIA, INC	0262540-IN	09/01/2020	ORD#0251062 WINE & LIQUO	609-49751-251	1,068.88
BREAKTHRU BEVERAGE MN	1081176757	09/08/2020	CUST#4312 - SUPPLIES	609-49751-251	1,860.57
BREAKTHRU BEVERAGE MN	1081179199	09/11/2020	CUST# 4312 - LIQUOR	609-49751-251	1,293.09
JOHNSON BROS.	1628464	08/31/2020	20200827 - LIQUOR	609-49751-251	10,398.64
JOHNSON BROS.	1633797	09/08/2020	#156083	609-49751-251	1,464.05
SOUTHERN GLAZER'S OF MN	1988495	09/01/2020	ACCT# 8704 - LIQUOR	609-49751-251	5,994.58
SOUTHERN GLAZER'S OF MN	1990976	09/08/2020	ACCT#8704 - LIQUOR	609-49751-251	1,557.69
SOUTHERN GLAZER'S OF MN	1993360	09/14/2020	ACT# 8704 - LIQUOR	609-49751-251	2,705.83
BREAKTHRU BEVERAGE MN	2080285593	09/11/2020	CUST# 4312 - CREDIT	609-49751-251	-54.85
DOLL DISTRIBUTING, LLC	392091	09/18/2020	#51450 - OPERATING SUPPLIE	609-49751-251	58.50
PHILLIPS WINE & SPIRITS	6082465	09/01/2020	20200827 - LIQUOR	609-49751-251	616.10
PHILLIPS WINE & SPIRITS	6086017	09/08/2020	#156083 - LIQUOR	609-49751-251	5,201.60
BREAKTHRU BEVERAGE MN	1081182415	09/18/2020	#4312 - bBEER	609-49751-252	185.60
LOCHER BROS., INC.	1168132	09/08/2020	ACCT#90000199	609-49751-252	787.65
BEVERAGE WHOLESALERS	131141	09/11/2020	ACCT# 70063 - BEER	609-49751-252	7,511.55
BEVERAGE WHOLESALERS	131855	09/11/2020	ACCT# 70063 - BEER	609-49751-252	316.20
BEVERAGE WHOLESALERS	132213	09/18/2020	# 70063 - BEER	609-49751-252	8,974.97
BEVERAGE WHOLESALERS	132947	09/22/2020	ACCT# 70063 - BEER	609-49751-252	2,838.70
BEVERAGE WHOLESALERS	133294	09/30/2020	MERCHANDISE	609-49751-252	4,974.90
ARTISAN BEER COMPANY	3434707	08/31/2020	20200827 - BEER	609-49751-252	87.70
ARTISAN BEER COMPANY	3435928	09/08/2020	#156083	609-49751-252	29.95
DOLL DISTRIBUTING, LLC	371959	09/15/2020	ACCT#51450 - BEER	609-49751-252	301.00
DOLL DISTRIBUTING, LLC	371966	09/15/2020	ACCT# 51450 - BEER	609-49751-252	372.30
DOLL DISTRIBUTING, LLC	383457	09/08/2020	ACCT#51450 - SUPPLIES	609-49751-252	8,189.39
DOLL DISTRIBUTING, LLC	383459	09/08/2020	ACCT#51450 - BEER	609-49751-252	288.00
DOLL DISTRIBUTING, LLC	384698	09/08/2020	ACCT#51450 - BEER	609-49751-252	1,100.00
DOLL DISTRIBUTING, LLC	384701	09/08/2020	ACCT#51450 - BEER	609-49751-252	28.80
DOLL DISTRIBUTING, LLC	387734	09/14/2020	ACCT# 51450	609-49751-252	5,495.00
DOLL DISTRIBUTING, LLC	387736	09/14/2020	ACCT# 51450 - BEER	609-49751-252	224.00
DOLL DISTRIBUTING, LLC	389741	09/15/2020	ACCT# 51450 - BEER	609-49751-252	5,752.65
DOLL DISTRIBUTING, LLC	391197	09/18/2020	ACCT# 51450 - BEER	609-49751-252	349.50
DOLL DISTRIBUTING, LLC	392091	09/18/2020	#51450 - OPERATING SUPPLIE	609-49751-252	8,828.40
DOLL DISTRIBUTING, LLC	392092	09/18/2020	#51450 - BEER	609-49751-252	134.00
VINOCOPIA, INC	0262540-IN	09/01/2020	ORD#0251062 WINE & LIQUO	609-49751-253	464.00
BREAKTHRU BEVERAGE MN	1081176757	09/08/2020	CUST#4312 - SUPPLIES	609-49751-253	336.00
JOHNSON BROS.	1628465	08/31/2020	20200827 - WINE	609-49751-253	2,393.73
JOHNSON BROS.	1633798	09/08/2020	#156083 - WINE	609-49751-253	818.45
CARLOS CREEK WINERY	19740	09/14/2020	20200831 - WINE	609-49751-253	612.00
SOUTHERN GLAZER'S OF MN	1988497	09/01/2020	ACCT#8704 - WINE	609-49751-253	614.00
SOUTHERN GLAZER'S OF MN	1990978	09/08/2020	RIVERBEND SUPPLIES	609-49751-253	128.00
SOUTHERN GLAZER'S OF MN	1993361	09/14/2020	ACCT# 8704 - WINE	609-49751-253	1,754.00
ROUND LAKE VINEYARDS & W	2504	09/08/2020	RIVERBEND SUPPLIES	609-49751-253	864.00
MORGAN CREEK VINEYARDS	5768	09/18/2020	BEER	609-49751-253	312.00
PHILLIPS WINE & SPIRITS	6082466	09/01/2020	20200827 - WINE	609-49751-253	158.00
PHILLIPS WINE & SPIRITS	6086018	09/08/2020	#156083 - SUPPLIES	609-49751-253	174.00

Expense Approval Report

Payment Dates: 9/12/2020 - 10/1/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WINE MERCHANTS	7296052	09/01/2020	20200827 - WINE	609-49751-253	72.00
PAUSTIS WINE COMPANY	99340	09/01/2020	CU5T# 1905 - WINE	609-49751-253	914.00
BREAKTHRU BEVERAGE MN	1081176757	09/08/2020	CUST#4312 - SUPPLIES	609-49751-254	130.00
SOUTHERN GLAZER'S OF MN	1988496	09/01/2020	ACCT# 8704 - POP	609-49751-254	26.00
SOUTHERN GLAZER'S OF MN	1990977	09/08/2020	RIVERBEND SUPPLIES	609-49751-254	26.00
ATLANTIC COCA-COLA	2542498	09/11/2020	ACCT# 8373693 - SUPPLIES	609-49751-254	219.20
DOLL DISTRIBUTING, LLC	383457	09/08/2020	ACCT#5 1450 - SUPPLIES	609-49751-254	60.00
DOLL DISTRIBUTING, LLC	387734	09/14/2020	ACCT# 51450 - OPERATING SU	609-49751-254	14.00
PHILLIPS WINE & SPIRITS	6086018	09/08/2020	#156083 - SUPPLIES	609-49751-254	48.00
AH HERMEL COMPANY	844268	09/18/2020	#40214 - OPERATING SUPPLIE	609-49751-254	116.85
RED BULL DISTRIBUTION CO, I	K-26361195	09/01/2020	CUST#88139 - POP	609-49751-254	72.00
AH HERMEL COMPANY	844268	09/18/2020	#40214 - OPERATING SUPPLIE	609-49751-256	365.64
ARCTIC GLACIER U.S.A. INC	3449024603	09/08/2020	ACCT# 172363 - ICE	609-49751-257	135.40
ARCTIC GLACIER U.S.A. INC	3449024805	09/08/2020	ACCT# 172363	609-49751-257	53.70
ARCTIC GLACIER U.S.A. INC	3451022716	09/30/2020	MERCHANDISE	609-49751-257	66.00
ARCTIC GLACIER U.S.A. INC	3451023903	08/31/2020	ACCT# 172363 - ICE	609-49751-257	122.70
ARCTIC GLACIER U.S.A. INC	3451025302	09/11/2020	ACCT# 12363 - ICE	609-49751-257	102.30
AH HERMEL COMPANY	844268	09/18/2020	#40214 - OPERATING SUPPLIE	609-49751-261	82.89
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	609-49751-321	131.54
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	609-49751-326	656.06
ZABINSKI BUSINESS SERVICES,	2362	09/14/2020	RIVERBEND - DATA PROCESSI	609-49751-326	429.50
ZABINSKI BUSINESS SERVICES,	2364	09/14/2020	RIVERBEND - DATA PROCESSI	609-49751-326	536.88
ZABINSKI BUSINESS SERVICES,	2370	09/14/2020	RIVERBEND - DATA PROCESSI	609-49751-326	53.69
VINOPIA, INC	0262540-IN	09/01/2020	ORD#0251062 WINE & LIQUO	609-49751-333	18.00
BREAKTHRU BEVERAGE MN	1081176757	09/08/2020	CUST#4312 - SUPPLIES	609-49751-333	41.46
BREAKTHRU BEVERAGE MN	1081179199	09/11/2020	CUST# 4312 - LIQUOR	609-49751-333	21.28
JOHNSON BROS.	1628464	08/31/2020	20200827 - LIQUOR	609-49751-333	202.29
JOHNSON BROS.	1628465	08/31/2020	20200827 - WINE	609-49751-333	87.10
JOHNSON BROS.	1633797	09/08/2020	#156083 - LIQUOR	609-49751-333	15.66
JOHNSON BROS.	1633798	09/08/2020	#156083 - WINE	609-49751-333	33.07
SOUTHERN GLAZER'S OF MN	1988495	09/01/2020	ACCT# 8704 - LIQUOR	609-49751-333	90.27
SOUTHERN GLAZER'S OF MN	1988496	09/01/2020	ACCT# 8704 - POP	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	1988497	09/01/2020	ACCT#8704 - WINE	609-49751-333	22.55
SOUTHERN GLAZER'S OF MN	1990976	09/08/2020	ACCT#8704 - LIQUOR	609-49751-333	18.87
SOUTHERN GLAZER'S OF MN	1990977	09/08/2020	RIVERBEND SUPPLIES	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	1990978	09/08/2020	RIVERBEND SUPPLIES	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	1993360	09/14/2020	ACT# 8704 - LIQUOR	609-49751-333	51.25
SOUTHERN GLAZER'S OF MN	1993361	09/14/2020	ACCT# 8704 - WINE	609-49751-333	65.60
BREAKTHRU BEVERAGE MN	2080285593	09/11/2020	CUST# 4312 - CREDIT	609-49751-333	-1.85
ARCTIC GLACIER U.S.A. INC	3449024603	09/08/2020	ACCT# 172363 - ICE	609-49751-333	1.00
ARCTIC GLACIER U.S.A. INC	3449024805	09/08/2020	ACCT# 172363 - ICE	609-49751-333	1.00
ARCTIC GLACIER U.S.A. INC	3451022716	09/30/2020	MERCHANDISE	609-49751-333	1.00
ARCTIC GLACIER U.S.A. INC	3451023903	08/31/2020	ACCT# 172363 - ICE	609-49751-333	1.00
ARCTIC GLACIER U.S.A. INC	3451025302	09/11/2020	ACCT# 172363 - ICE	609-49751-333	1.00
PHILLIPS WINE & SPIRITS	6082465	09/01/2020	20200827 - LIQUOR	609-49751-333	6.96
PHILLIPS WINE & SPIRITS	6082466	09/01/2020	20200827 - WINE	609-49751-333	3.48
PHILLIPS WINE & SPIRITS	6086017	09/08/2020	#156083 - LIQUOR	609-49751-333	94.99
PHILLIPS WINE & SPIRITS	6086018	09/08/2020	#156083 - SUPPLIES	609-49751-333	6.96
WINE MERCHANTS	7296052	09/01/2020	20200827 - WINE	609-49751-333	1.74
AH HERMEL COMPANY	844268	09/18/2020	#40214 - OPERATING SUPPLIE	609-49751-333	6.95
PAUSTIS WINE COMPANY	99340	09/01/2020	CUST# 1905 - WINE	609-49751-333	11.25
CITIZEN PUBLISHING CO	20200831	09/14/2020	AUGUST ADVERTISING	609-49751-340	1,841.00
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	609-49751-381	1,073.63
CULLIGAN	20200831	09/14/2020	ACCT# 172-001533312-1 - WA	609-49751-382	8.52
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	609-49751-382	19.86
HOMETOWN SANITATION SER	0000383519	09/09/2020	GARBAGE SERVICE - RIVER BE	609-49751-384	169.00
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	609-49751-385	38.01
PLUNKETT'S PEST CONTROL	6765500	09/18/2020	LOC# 2174771 - SEP 2020 - A	609-49751-406	411.81

Expense Approval Report

Payment Dates: 9/12/2020 - 10/1/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ZABINSKI BUSINESS SERVICES,	2383	09/30/2020	SOFTWARE - UPDATE	609-49751-433	331.31
				Activity 49751 - Liquor Store Total:	107,778.67
				Fund 609 - LIQUOR STORE Total:	126,934.67

Fund: 614 - TELECOM

CALIX	231364	08/26/2020	CUST#3437 - IMPROVEMENTS	614-16300	6,708.17
POWER & TEL	702172-00	09/03/2020	PO#0804202JRMIG IMPROVE	614-16300	238.24
MN REVENUE	20200915	09/15/2020	SALES TAX -	614-20202	-38.56
					6,907.85

Activity: 49870 - Telecom

RAGE INC - CAMPUS CLEANER	27006	09/18/2020	ACct# 6153	614-49870-211	21.31
WEX BANK	20200916	09/16/2020	FUEL - TELECOM	614-49870-212	164.74
RUNNINGS SUPPLY, INC	#71920 8-31-2020	09/30/2020	#71920 - MAINTENANCE	614-49870-217	2.49
RUNNINGS SUPPLY, INC	#71920 8-31-2020	09/30/2020	#71920 - MAINTENANCE	614-49870-227	7.59
TRI-STATE POWER SOLUTIONS	1912903019998	09/30/2020	SYSTEM MAINTENANCE	614-49870-227	734.80
AMAZON CAPITAL SERVICES, I	1C6K-K4L4-PDKY	09/22/2020	A2Q0Y8ZNZN2YT - MAINTEN	614-49870-227	305.78
AMAZON CAPITAL SERVICES, I	1NNX-MTXG-3FLG	09/22/2020	A2Q0Y8ZNZN2YT - MAINTEN	614-49870-227	614.82
NATIONAL CABLE TV COOP	SI-666548	09/30/2020	#WIND10 - SUPPLIES	614-49870-241	127.63
MN DEPT OF COMMERCE	1000044856	09/11/2020	#6412 - 2ND Q 2021 INDIRECT	614-49870-304	279.00
INTERSTATE TRS FUND	20200921	09/22/2020	ASSESSMENT FOR 499-4 FILLI	614-49870-304	395.07
INTERSTATE TRS FUND	20200921	09/22/2020	ASSESSMENT FOR 499-4 FILLI	614-49870-304	123.93
GOPHER STATE ONE CALL	0080838	09/09/2020	#MN00774 - LOCATES	614-49870-321	35.76
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	614-49870-321	369.58
VERIZON WIRELESS	9863236432	09/30/2020	PHONE SERVICE #48657723	614-49870-321	284.82
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	614-49870-322	1.20
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	614-49870-322	1.20
SECR REV FUND/CITY OF WD	20200914	09/15/2020	PETTY CASH - CITY OFFICE	614-49870-322	0.62
INNOVATIVE SYSTEMS LLC	50570	09/09/2020	POSTAGE	614-49870-322	210.07
INNOVATIVE SYSTEMS LLC	50277	09/01/2020	BILLING SYSTEM MAINTENAN	614-49870-326	1,521.00
INNOVATIVE SYSTEMS LLC	50277	09/01/2020	BILLING SYSTEM MAINTENAN	614-49870-326	875.00
INNOVATIVE SYSTEMS LLC	50438	09/09/2020	BILLIN GSYSTEM SOFTWARE S	614-49870-326	1,846.10
INNOVATIVE SYSTEMS LLC	50570	09/09/2020	INVOICE PROCESSING	614-49870-326	169.20
NEUSTAR, INC.	L-0000033246	09/14/2020	ACCT# 10202 - NUMBER POR	614-49870-326	5.75
WINDOM THEATER, INC.	20200930	09/30/2020	ADVERTISING - WINDOMNET	614-49870-340	100.00
INNOVATIVE SYSTEMS LLC	50570	09/09/2020	INSERTS	614-49870-350	45.44
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	614-49870-381	2,669.36
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	614-49870-382	20.31
HOMETOWN SANITATION SER	0000383522	09/15/2020	GARBAGE SERVICE - TELECOM	614-49870-384	82.99
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	614-49870-385	39.31
AMAZON CAPITAL SERVICES, I	1FP1-WDCH-1HF9	09/29/2020	#A2Q0Y8ZNZN2YT - SUPPLIES	614-49870-401	51.35
CENTURY LINK	494574	09/22/2020	DIRECTORY LISTINGS	614-49870-441	160.54
CENTURY LINK	7242105D-D-20261	09/29/2020	#5142105DD3 - CABS	614-49870-441	61.17
GRAY MEDIA GROUP INC	079375	09/14/2020	SUBSCRIBER FEES - AUGUST 2	614-49870-442	3,240.00
NATIONAL CABLE TV COOP	20090497	09/30/2020	SUBSCRIBER FEE	614-49870-442	39,077.43
INDEPENDENT COMMUNICAT	20200831	09/14/2020	SUBSCRIBER FEES - AUGUST 2	614-49870-442	1,935.90
CBS TELEVISION STATIONS	20200831	09/14/2020	SUBSCRIBER FEES - AUG 2020	614-49870-442	2,511.00
MLB NETWORK	20200831	09/14/2020	SUBSCRIBER FEES - AUGUST 2	614-49870-442	385.31
CONSOLIDATED COMMUNICA	20200901	09/15/2020	507-151-0204/0 - SUBSCRIBE	614-49870-442	1,443.00
SHOWTIME NETWORKS INC	24509	09/14/2020	SUBSCRIBER FEES - AUGUST 2	614-49870-442	218.88
NEXSTAR BROADCASTING GR	346975	09/14/2020	WGN SUBSCRIBER FEES - AUG	614-49870-442	245.37
NEXSTAR BROADCASTING GR	347141	09/14/2020	SUBSCRIBER FEES - AUGUST 2	614-49870-442	3,275.75
TEGNA	349116	09/14/2020	SUBSCRIBER FEES - AUGUST 2	614-49870-442	3,402.00
FOX TELEVISION STATIONS, IN	349191	09/14/2020	SUBSCRIBER FEES - AUGUST 2	614-49870-442	2,664.90
ADARA TECHNOLOGIES INC	AP100223CW-43	09/15/2020	SET TOP BOX HOSITING - SEP	614-49870-442	10,500.00
FOX SPORTS NET NORTH	R94862	09/14/2020	#00086 - SUBSCRIBER FEES	614-49870-442	7,437.21
BTN - BIG TEN NETWORK	R97029	09/11/2020	CONTRACT#04069 - SUBSCRI	614-49870-442	1,584.86
UNIVERSAL SERVICE ADMIN C	UBDI0001141772	09/30/2020	499A CONTRIBUTION	614-49870-443	1,691.65
NORTH AMERICAN NUMBERI	IN107267	09/18/2020	ID#825807 - ANNUAL FEE 10/	614-49870-444	62.44
E-911 - INDEPENDENT EMERG	0010143 9-1-2020	09/15/2020	MONTHLY 911 SERVICE - SEPT	614-49870-445	40.00
CONSOLIDATED CALL CENTER	16791	09/03/2020	SWITCH FEES	614-49870-445	124.43

Expense Approval Report

Payment Dates: 9/12/2020 - 10/1/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ONVOY, LLC dba INTELIGUENT	200902008509	09/15/2020	ACCT#001555600262 - SS7	614-49870-445	1,275.55
1623 FARNAM LLC	003332	09/03/2020	WINDOM - INTERNET SERVIC	614-49870-447	200.00
MANKATO NETWORKS, LLC	389069	09/14/2020	WINDOMNET INTERNET EXPE	614-49870-447	1,004.18
GOLDEN WEST TECH & INT SO	200810251	09/03/2020	CUST# 990802522 ON CALL S	614-49870-448	115.74
JEFFREY DAHNA	202009/11	09/18/2020	INTERNET SUPPORT JUNE-SEP	614-49870-448	120.00
JORDAN BUSSA	20200909	09/18/2020	INTERNET SUPPORT - JAN-JU	614-49870-448	261.00
ZAYO GROUP, LLC	2020090002376	09/08/2020	#114184-002376	614-49870-451	1,121.80
ZAYO GROUP, LLC	2020090002376A	09/15/2020	#114184-002376 E/C CHECK A	614-49870-451	100.00
CENTURY LINK	507-831-1075-104 9-16	09/29/2020	#507-831-1075-104 - SERVICE	614-49870-451	80.33
ONVOY, LLC dba INTELIGUENT	98862	09/15/2020	ACCT# 6482 - DEDICATED LD S	614-49870-451	2,949.75
ONVOY, LLC dba INTELIGUENT	98931	09/15/2020	ACCT# 6579 - SWITCHING SER	614-49870-451	137.19
MN REVENUE	20200915	09/15/2020	SALES TAX -	614-49870-460	0.77
Activity 49870 - Telecom Total:					98,534.37
Fund 614 - TELECOM Total:					105,442.22

Fund: 615 - ARENA

Activity: 49850 - Arena

HEARTLAND PAPER COMPANY	672500-2	09/30/2020	#4756-1 - SUPPLIES	615-49850-211	48.92
HEARTLAND PAPER COMPANY	689923-2	09/03/2020	CUST# 4756-1 - SUPPLIES	615-49850-211	143.96
HEARTLAND PAPER COMPANY	716266-1	09/30/2020	#4756-1 - SUPPLIES	615-49850-211	51.29
HEARTLAND PAPER COMPANY	717510-0	09/22/2020	#4756-1 - CLEANING SUPPLIES	615-49850-211	28.50
WEX BANK	20200916	09/16/2020	FUEL - ARENA	615-49850-212	25.66
RUNNINGS SUPPLY, INC	#71920 8-31-2020	09/30/2020	#71920 - MAINTENANCE	615-49850-217	177.98
R & R SPECIALTIES	0071018-IN	09/22/2020	ORDER# 0176661 - OPERATIN	615-49850-217	715.10
DICKS WELDING INC	20200916	09/16/2020	CITY OF WINDOM - SMALL PA	615-49850-217	67.28
JERRY'S REPAIR	9641	09/30/2020	OPERATING SUPPLIES	615-49850-217	21.00
RUNNINGS SUPPLY, INC	#71920 8-31-2020	09/30/2020	#71920 - MAINTENANCE	615-49850-241	299.99
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	615-49850-321	125.96
VERIZON WIRELESS	9863236432	09/30/2020	PHONE SERVICE #48657723	615-49850-321	58.87
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	615-49850-326	363.00
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	615-49850-381	1,770.55
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	615-49850-382	37.39
HOMETOWN SANITATION SER	0000383523	09/01/2020	GARBAGE SERVICE - ARENA	615-49850-384	143.98
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	615-49850-385	78.97
BECKER ARENA PRODUCTS, IN	1024456	09/29/2020	#1018914 - MAINTENANCE	615-49850-404	7,489.21
DICKS WELDING INC	20200916	09/16/2020	CITY OF WINDOM - HOCKEY	615-49850-404	215.84
COTTONWOOD CO AGRICULT	20200914	09/22/2020	BUILDING RENTAL - FALL-WIN	615-49850-412	5,000.00
BLUE CROSS/BLUE SHIELD	200902321068	09/11/2020	BLUE CROSS BLUE SHIELD INS-	615-49850-480	677.00
Activity 49850 - Arena Total:					17,540.45
Fund 615 - ARENA Total:					17,540.45

Fund: 617 - M/P CENTER

SECR REV FUND/CITY OF WD	20200921	09/22/2020	CASH FOR COMM CNTR	617-10200	2,000.00
MN REVENUE	20200915	09/15/2020	SALES TAX -	617-20202	1,649.20
					3,649.20

Activity: 49860 - M/P Center

HAMMERS FURNITURE	5958	09/30/2020	SUPPLIES	617-49860-211	21.38
WEX BANK	20200916	09/16/2020	FUEL - AUG 2020	617-49860-212	59.04
INDOFF, INC	3399747	09/08/2020	CUST#218055 - OPERATING S	617-49860-217	3.46
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	617-49860-321	63.91
VERIZON WIRELESS	9863236432	09/30/2020	PHONE SERVICE #48657723	617-49860-321	41.44
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	617-49860-326	403.33
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	617-49860-381	1,735.98
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	617-49860-382	348.65
HOMETOWN SANITATION SER	0000383524	09/09/2020	GARBAGE SERVICE - COMM C	617-49860-384	68.98
CITY OF WINDOM	20200930	09/14/2020	MONTHLY UTILITY & TELECO	617-49860-385	450.95
B.C. JOHNSON CONSTRUCTIO	20200923	09/30/2020	MAINTENANCE	617-49860-402	150.00
MN REVENUE	20200915	09/15/2020	SALES TAX -	617-49860-460	-1,351.20

Expense Approval Report

Payment Dates: 9/12/2020 - 10/1/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BLUE CROSS/BLUE SHIELD	200902321068	09/11/2020	BLUE CROSS BLUE SHIELD INS-	617-49860-480	677.00
				Activity 49860 - M/P Center Total:	2,672.92
				Fund 617 - M/P CENTER Total:	6,322.12
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0001812	09/25/2020	Federal Tax Withholding	700-21701	9,649.62
MN Department of Revenue -	INV0001813	09/25/2020	State Withholding	700-21702	4,538.54
Internal Revenue Service-Payr	INV0001812	09/25/2020	Social Security	700-21703	13,203.74
MN Pera	INV0001809	09/25/2020	PERA	700-21704	670.50
MN Pera	INV0001809	09/25/2020	PERA	700-21704	7,204.49
MN Pera	INV0001809	09/25/2020	PERA	700-21704	13,920.59
MN Pera	INV0001809	09/25/2020	PERA	700-21704	415.00
MN State Deferred	INV0001810	09/25/2020	Deferred Compensation	700-21705	7,238.85
MN State Deferred	INV0001810	09/25/2020	Deferred Roth	700-21705	305.00
BLUE CROSS/BLUE SHIELD	200902321068	09/11/2020	BLUE CROSS BLUE SHIELD INS-	700-21706	54,010.00
LOCAL UNION #949	20200924	09/24/2020	UNION #949 - SEPT 2020 DUE	700-21707	1,836.72
LAW ENFORCEMENT LABOR S	20200924	09/24/2020	ACCT #351 - POLICE UNION SE	700-21708	434.00
MN CHILD SUPPORT PAYMEN	INV0001805	09/11/2020	Child Support Payment	700-21709	97.83
MN CHILD SUPPORT PAYMEN	INV0001811	09/25/2020	Child Support Payment	700-21709	97.83
Internal Revenue Service-Payr	INV0001812	09/25/2020	Medicare Withholding	700-21711	3,754.88
FURTHER (Select Account)	39553419	09/15/2020	FLEX SPENDING	700-21712	71.23
FURTHER (Select Account)	39559887	09/22/2020	FLEX SPENDING	700-21712	1,786.68
AFLAC	450265	09/22/2020	INSURANCE SEPTEMBER	700-21715	320.22
AFLAC	450265	09/22/2020	INSURANCE SEPTEMBER	700-21716	606.15
MN BENEFIT ASSOCIATION	2020-0105927	09/15/2020	INSURANCE 10/1/2020	700-21717	4.84
MN BENEFIT ASSOCIATION	2020-0105927	09/15/2020	INSURANCE 10/1/2020	700-21719	137.76
MII LIFE	20200909	09/14/2020	VEBA HSA SEPT 2020	700-21720	312.50
MII LIFE	20200909	09/14/2020	VEBA HSA	700-21720	10,208.49
MII LIFE	20200909	09/14/2020	VEBA HSA SEPT 2020	700-21722	3,020.89
FURTHER (Select Account)	INV0001808	09/25/2020	HSA Employee Contribution	700-21723	382.31
					134,228.66
				Fund 700 - PAYROLL Total:	134,228.66
				Grand Total:	1,605,094.58

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	136,892.84
211 - LIBRARY	3,008.60
225 - AIRPORT	2,882.06
230 - POOL	3,737.01
235 - AMBULANCE	9,763.34
250 - EDA GENERAL	4,439.42
254 - NORTH IND PARK	119.93
255 - EDA GENERAL RLF	1,626.70
308 - 2020 STREET PROJECT	32,400.00
401 - GENERAL CAPITAL PROJECTS	52,828.77
601 - WATER	31,243.09
602 - SEWER	490,985.23
604 - ELECTRIC	444,699.47
609 - LIQUOR STORE	126,934.67
614 - TELECOM	105,442.22
615 - ARENA	17,540.45
617 - M/P CENTER	6,322.12
700 - PAYROLL	134,228.66
Grand Total:	1,605,094.58

Account Summary

Account Number	Account Name	Payment Amount
100-20202	Sales Tax Payable	29,779.70
100-34403	Spring Clean-up	3,505.00
100-41110-350	Printing & Design	189.40
100-41110-480	Other Miscellaneous	8.99
100-41110-491	Payments to Other Orga	5,685.00
100-41310-200	Office Supplies	237.56
100-41310-217	Other Operating Supplie	161.70
100-41310-321	Telephone	133.88
100-41310-322	Postage	17.95
100-41310-326	Data Processing	295.05
100-41310-350	Printing & Design	136.08
100-41310-480	Other Miscellaneous	910.15
100-41410-350	Printing & Design	428.40
100-41910-200	Office Supplies	45.88
100-41910-321	Telephone	106.60
100-41910-350	Printing & Design	88.20
100-41940-381	Electric Utility	416.70
100-41940-382	Water Utility	57.10
100-41940-384	Refuse Disposal	92.98
100-41940-385	Sewer Utility	117.70
100-41940-406	Repairs & Maint - Groun	20.30
100-42120-200	Office Supplies	69.62
100-42120-212	Motor Fuels	1,530.97
100-42120-218	Uniforms	91.70
100-42120-304	Legal Fees	4,167.50
100-42120-305	Medical & Dental Fees	120.00
100-42120-308	Training & Registrations	324.99
100-42120-321	Telephone	600.77
100-42120-322	Postage	81.65
100-42120-323	Radio Units	48.50
100-42120-326	Data Processing	1,161.76
100-42120-334	Meals/Lodging	131.95
100-42120-412	Rentals - Building	1,950.00
100-42120-419	Vehicle Lease	3,372.85
100-42120-433	Dues & Subscriptions	3,490.00

Account Summary

Account Number	Account Name	Payment Amount
100-42120-480	Other Miscellaneous	677.00
100-42220-211	Cleaning Supplies	42.00
100-42220-212	Motor Fuels	332.24
100-42220-215	Materials & Equipment	46.77
100-42220-321	Telephone	42.49
100-42220-350	Printing & Design	392.96
100-42220-381	Electric Utility	410.23
100-42220-382	Water Utility	13.39
100-42220-384	Refuse Disposal	44.10
100-42220-385	Sewer Utility	29.65
100-42220-404	Repairs & Maint - M&E	252.41
100-42220-405	Repairs & Maint - Vehicl	96.70
100-42220-406	Repairs & Maint - Groun	25.98
100-42220-491	Payments to Other Orga	49,929.90
100-42500-381	Electric Utility	31.38
100-42700-300	Charges for Services	320.20
100-43100-212	Motor Fuels	1,105.51
100-43100-217	Other Operating Supplie	70.00
100-43100-224	Street Maint Materials	8,303.09
100-43100-321	Telephone	90.61
100-43100-381	Electric Utility	1,338.38
100-43100-382	Water Utility	19.74
100-43100-384	Refuse Disposal	92.98
100-43100-385	Sewer Utility	41.41
100-43100-404	Repairs & Maint - M&E	1,331.17
100-43100-405	Repairs & Maint - Vehicl	51.16
100-43100-480	Other Miscellaneous	677.00
100-43210-340	Advertising & Promotion	122.40
100-43210-480	Other Miscellaneous	3.90
100-45120-217	Other Operating Supplie	979.80
100-45202-212	Motor Fuels	156.93
100-45202-216	Chemicals and Chemical	119.99
100-45202-241	Small Tools	229.99
100-45202-326	Data Processing	466.67
100-45202-381	Electric Utility	643.81
100-45202-382	Water Utility	6,584.26
100-45202-384	Refuse Disposal	418.10
100-45202-385	Sewer Utility	469.38
100-45202-404	Repairs & Maint - M&E	679.30
100-45202-405	Repairs & Maint - Vehicl	228.09
100-45202-406	Repairs & Maint - Groun	405.19
211-45501-321	Telephone	26.98
211-45501-326	Data Processing	203.33
211-45501-381	Electric Utility	377.92
211-45501-382	Water Utility	18.27
211-45501-385	Sewer Utility	36.88
211-45501-435	Books and Pamphlets	1,265.22
211-49950-500	Capital Outlay	1,080.00
225-45127-321	Telephone	27.21
225-45127-381	Electric Utility	354.85
225-49950-500	Capital Outlay	2,500.00
230-45124-217	Other Operating Supplie	203.33
230-45124-260	Concessions	441.69
230-45124-321	Telephone	64.72
230-45124-381	Electric Utility	1,046.41
230-45124-382	Water Utility	1,140.41
230-45124-384	Refuse Disposal	91.99
230-45124-385	Sewer Utility	44.99

Account Summary

Account Number	Account Name	Payment Amount
230-45124-404	Repairs & Maint - M&E	296.47
230-45124-460	Miscellaneous Taxes	407.00
235-42153-212	Motor Fuels	1,415.65
235-42153-217	Other Operating Supplie	879.42
235-42153-312	Nursing	4,072.68
235-42153-321	Telephone	218.95
235-42153-326	Data Processing	1,904.00
235-42153-334	Meals/Lodging	401.16
235-42153-381	Electric Utility	273.49
235-42153-382	Water Utility	8.92
235-42153-384	Refuse Disposal	29.40
235-42153-385	Sewer Utility	19.76
235-42153-405	Repairs & Maint - Vehicl	511.91
235-42153-406	Repairs & Maint - Groun	28.00
250-46520-200	Office Supplies	72.78
250-46520-321	Telephone	349.60
250-46520-340	Advertising & Promotion	535.30
250-46520-350	Printing & Design	79.50
250-46520-381	Electric Utility	42.24
250-49980-602	Other Long-Term Obliga	2,525.00
250-49980-612	Other Interest	835.00
254-46520-381	Electric Utility	119.93
255-46520-491	Payments to Other Orga	1,626.70
308-41000-303	Engineering and Surveyi	32,400.00
401-49950-439	Special Projects	25,596.69
401-49950-501	Capital Outlay - Police	199.91
401-49950-504	Capital Outlay - Parks	27,032.17
601-14200	Inventory	7,861.32
601-49400-212	Motor Fuels	254.64
601-49400-216	Chemicals and Chemical	1,996.28
601-49400-217	Other Operating Supplie	100.00
601-49400-310	Lab Testing	77.00
601-49400-321	Telephone	186.13
601-49400-322	Postage	219.27
601-49400-326	Data Processing	1,517.20
601-49400-350	Printing & Design	45.44
601-49400-381	Electric Utility	5,178.61
601-49400-382	Water Utility	17.94
601-49400-384	Refuse Disposal	189.96
601-49400-385	Sewer Utility	35.85
601-49400-386	Landfill	1,123.45
601-49400-408	Repairs & Maint - Distrib	11,600.00
601-49400-433	Dues & Subscriptions	300.00
601-49400-480	Other Miscellaneous	540.00
602-10400	Investments - Current	249,400.00
602-16200	Buildings	228,184.75
602-49450-212	Motor Fuels	26.84
602-49450-216	Chemicals and Chemical	492.45
602-49450-310	Lab Testing	1,128.00
602-49450-321	Telephone	251.83
602-49450-322	Postage	210.05
602-49450-326	Data Processing	1,517.20
602-49450-350	Printing & Design	45.44
602-49450-381	Electric Utility	9,625.89
602-49450-382	Water Utility	102.78
604-14200	Inventory	24.61
604-16300	Improvements Other Th	15,439.33
604-22000	Prepayments	1,847.04

Account Summary

Account Number	Account Name	Payment Amount
604-49550-212	Motor Fuels	694.39
604-49550-218	Uniforms	375.96
604-49550-241	Small Tools	344.47
604-49550-263	Merchandise for Resale -	396,044.25
604-49550-304	Legal Fees	555.00
604-49550-310	Lab Testing	121.20
604-49550-321	Telephone	219.36
604-49550-322	Postage	210.07
604-49550-325	Dispatching	29.08
604-49550-326	Data Processing	2,105.47
604-49550-331	Travel Expense	180.65
604-49550-333	Freight and Express	178.53
604-49550-350	Printing & Design	45.44
604-49550-381	Electric Utility	126.88
604-49550-382	Water Utility	24.92
604-49550-384	Refuse Disposal	94.98
604-49550-385	Sewer Utility	52.70
604-49550-404	Repairs & Maint -M&E	566.60
604-49550-405	Repairs & Maint -Vehicl	39.22
604-49550-406	Repairs & Maint -Groun	24.99
604-49550-408	Repairs & Maint -Distrib	327.54
604-49550-410	Repairs & Maint -Gener	220.00
604-49550-413	Repairs & Maint -Trans	20,660.00
604-49550-433	Dues & Subscriptions	557.25
604-49550-450	Conservation	3,566.45
604-49550-460	Miscellaneous Taxes	23.09
609-20202	Sales Tax Payable	19,156.00
609-49751-200	Office Supplies	875.00
609-49751-211	Cleaning Supplies	134.54
609-49751-217	Other Operating Supplie	69.49
609-49751-251	Liquor	32,164.68
609-49751-252	Beer	56,770.26
609-49751-253	Wine	9,614.18
609-49751-254	Soft Drinks & Mix	712.05
609-49751-256	Tobacco Products	365.64
609-49751-257	Ice	480.10
609-49751-261	Other Merchandise	82.89
609-49751-321	Telephone	131.54
609-49751-326	Data Processing	1,676.13
609-49751-333	Freight and Express	809.03
609-49751-340	Advertising & Promotion	1,841.00
609-49751-381	Electric Utility	1,073.63
609-49751-382	Water Utility	28.38
609-49751-384	Refuse Disposal	169.00
609-49751-385	Sewer Utility	38.01
609-49751-406	Repairs & Maint -Groun	411.81
609-49751-433	Dues & Subscriptions	331.31
614-16300	Improvements Other Th	6,946.41
614-20202	Sales Tax Payable	-38.56
614-49870-211	Cleaning Supplies	21.31
614-49870-212	Motor Fuels	164.74
614-49870-217	Other Operating Supplie	2.49
614-49870-227	Utility System Maint Sup	1,662.99
614-49870-241	Small Tools	127.63
614-49870-304	Legal Fees	798.00
614-49870-321	Telephone	690.16
614-49870-322	Postage	213.09
614-49870-326	Data Processing	4,417.05

Account Summary

Account Number	Account Name	Payment Amount
614-49870-340	Advertising & Promotion	100.00
614-49870-350	Printing & Design	45.44
614-49870-381	Electric Utility	2,669.36
614-49870-382	Water Utility	20.31
614-49870-384	Refuse Disposal	82.99
614-49870-385	Sewer Utility	39.31
614-49870-401	Repairs & Maint - Buildi	51.35
614-49870-441	Transmission Fees	221.71
614-49870-442	Subscriber Fees	77,921.61
614-49870-443	Intergovernmental Fees	1,691.65
614-49870-444	License Fees	62.44
614-49870-445	Switch Fees	1,439.98
614-49870-447	Internet Expense	1,204.18
614-49870-448	On-Call Support	496.74
614-49870-451	Call Completion	4,389.07
614-49870-460	Miscellaneous Taxes	0.77
615-49850-211	Cleaning Supplies	272.67
615-49850-212	Motor Fuels	25.66
615-49850-217	Other Operating Supplie	981.36
615-49850-241	Small Tools	299.99
615-49850-321	Telephone	184.83
615-49850-326	Data Processing	363.00
615-49850-381	Electric Utility	1,770.55
615-49850-382	Water Utility	37.39
615-49850-384	Refuse Disposal	143.98
615-49850-385	Sewer Utility	78.97
615-49850-404	Repairs & Maint - M&E	7,705.05
615-49850-412	Rentals - Building	5,000.00
615-49850-480	Other Miscellaneous	677.00
617-10200	Petty Cash	2,000.00
617-20202	Sales Tax Payable	1,649.20
617-49860-211	Cleaning Supplies	21.38
617-49860-212	Motor Fuels	59.04
617-49860-217	Other Operating Supplie	3.46
617-49860-321	Telephone	105.35
617-49860-326	Data Processing	403.33
617-49860-381	Electric Utility	1,735.98
617-49860-382	Water Utility	348.65
617-49860-384	Refuse Disposal	68.98
617-49860-385	Sewer Utility	450.95
617-49860-402	Repairs & Maint - Struct	150.00
617-49860-460	Miscellaneous Taxes	-1,351.20
617-49860-480	Other Miscellaneous	677.00
700-21701	Federal Withholding	9,649.62
700-21702	State Withholding	4,538.54
700-21703	FICA Tax Withholding	13,203.74
700-21704	PERA Contributions	22,210.58
700-21705	Retirement	7,543.85
700-21706	Medical Insurance	54,010.00
700-21707	Union Dues	1,836.72
700-21708	PD Union Dues	434.00
700-21709	Wage Levy	195.66
700-21711	Medicare Tax Withholdi	3,754.88
700-21712	Flex Account	1,857.91
700-21715	Individual Insurance-Afla	320.22
700-21716	Individual Insurance-Afla	606.15
700-21717	Individual Insurance-MB	4.84
700-21719	Individual Insurance-MB	137.76

Account Summary

Account Number	Account Name	Payment Amount
700-21720	VEBA Contributions	10,520.99
700-21722	HSA Contribution	3,020.89
700-21723	HSA Employee Contribu	382.31
	Grand Total:	<u>1,605,094.58</u>

Project Account Summary

Project Account Key	Payment Amount
None	1,605,094.58
Grand Total:	<u>1,605,094.58</u>

9/30/20
H

ACTION ITEM



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

TO: CITY COUNCIL
FROM: DREW HAGE, DEVELOPMENT DIRECTOR
CC MEETING DATE: OCTOBER 6, 2020
RE: PUBLIC HEARING – MODIFICATION (EXPANSION) OF TIF DISTRICT 1-22
DEPT: ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
CONTACT: DREW HAGE (drew.hage@windommn.com) (507-832-8661)

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding the proposed expansion of TIF District 1-22:

1. Hold the Public Hearing.
2. Adopt attached RESOLUTION approving the modification to the Development Program for Development District No. 1 and the modification of the TIF Plan for TIF District 1-22.

Issue Summary/Background

The Economic Development Authority of Windom ("EDA") is recommending modification of TIF District 1-22 which was established on June 18, 2019. The purpose of the proposed modification is to expand TIF District 1-22 to include the following additional property:

1. Lot 6, Block 2 of Windom Industrial Park Subdivision – This is the EDA Spec Building lot. If Lot 6 is included, the tax increment generated by the renovation of the EDA Spec Building into apartments could be used for TIF eligible expenses within TIF District 1-22 that include, but are not limited to: paving the community center parking lot; a connection trail between the Windom Recreation Area, Community Center, and Tegels Park; a mill and overlay to the section of Cottonwood Lake Drive included in the TIF District; repaving the Community Center's south parking lot; and paving the parking lot at the Windom Recreation Area; and could help secure a bond if the EDA Board decides to move forward with the Cemstone Redevelopment Project.
2. The undeveloped portion of 19th Street between Cottonwood Lake Drive and North Redding Avenue – This property lies between the Community Center to the South and Lot 6 to the North. If this property is included in the TIF District, there may be funding in the future to develop a sideway or path on this property to Tegels Park and the Community Center.
3. North Redding Avenue between 16th Street and Lot 6 – North Redding Avenue provides the connection between the existing TIF District property and Lot 6.

On August 18, 2020, the City Council called for a public hearing on the proposed expansion of TIF District 1-22) which hearing is to be held on October 6, 2020.

Following the public hearing, the EDA is requesting that the City Council review and adopt the attached Resolution, prepared by the EDA's TIF Consultants, approving the modification to the Development Program for Development District No. 1 and approving the modification of the Tax Increment Financing Plan for TIF District 1-22.

Fiscal Impact

Amount: The fiscal impact includes:

(1) Use of future tax increment generated by TIF District 1-22 for other TIP-eligible projects within this TIF District such as installation of infrastructure within this TIF District, improvement projects for portions of streets within this TIF District, paving and repaving of parking lots within this TIF District, etc.

Attachments

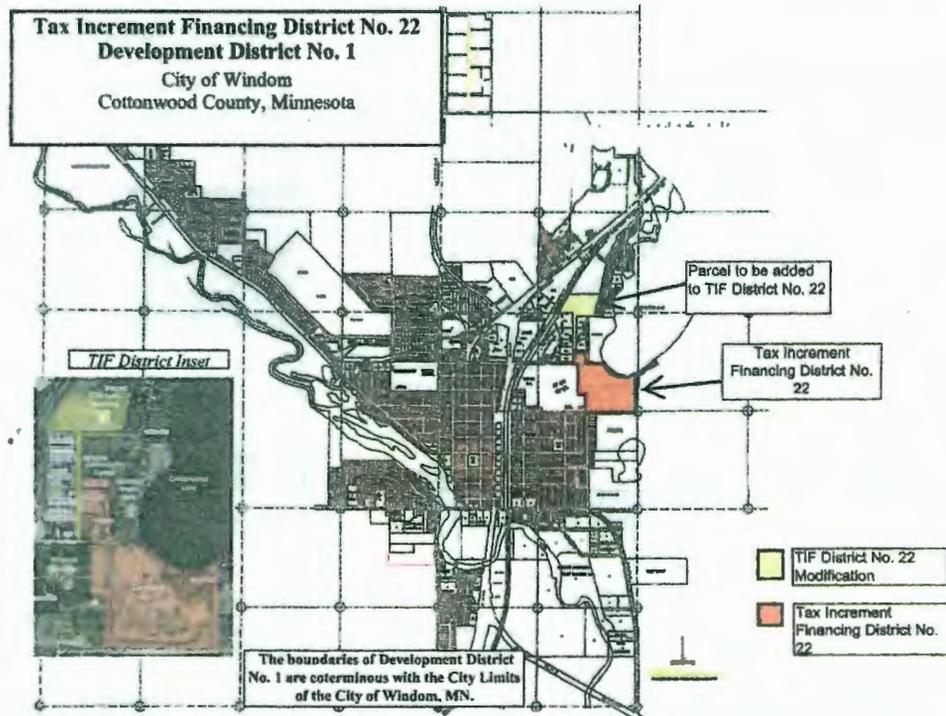
1. Public Hearing Notice;
2. The Modified Program and Plan: Modification of Development Program for Development District No. 1 and Modification to the Tax Increment Financing Plan for TIF District 1-22;
3. Resolution Approving Modification of Development Program for Development District No. 1 and Modification of the Tax Increment Financing Plan for TIF District 1-22.

NOTICE OF PUBLIC HEARING

CITY OF WINDOM COTTONWOOD COUNTY STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the City Council of the City of Windom (the "City"), Cottonwood County, State of Minnesota, will hold a public hearing on October 6, 2020, beginning at approximately 6:30 PM, at the City Council Chambers located at 444 9th Street, City of Windom, Minnesota, relating to the City's proposed adoption of a Modification to the Development Program for Development District No. 1 (the "Development District"), the proposed expansion of Tax Increment Financing District No. 22: Cemstone (a redevelopment tax increment financing district) (the "TIF District") within the Development District, and the proposed adoption of a Modification to the Tax Increment Financing Plan (the "TIF Plan") therefor (collectively, the "Modifications"), pursuant to Minnesota Statutes, 469.124 to 469.133 and Sections 469.174 to 469.1799, all inclusive, as amended. Copies of the Modifications are on file and available for public inspection at the office of the Community Development Director at City Hall.

The property to be included in the TIF District is located within the Development District and the City. A map of the Development District and the TIF District, as expanded therein is set forth below. Subject to certain limitations, tax increment from the TIF District, as expanded may be spent on eligible uses within the boundaries of the Development District.



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

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

/s/ _____
City Clerk



MODIFICATION OF THE DEVELOPMENT PROGRAM Development District No. 1

- AND -

MODIFICATION TO THE TAX INCREMENT FINANCING PLAN For Tax Increment Financing District No. 22: Cemstone (a redevelopment district)

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

Adopted: June 18, 2019
Certified: June 29, 2020
Modified: October 6, 2020



Table of Contents

Modification to the Development Program for Development District No. 1

Foreword.....	3
---------------	---

Tax Increment Financing Plan for Tax Increment Financing District No. 22: Cemstone

Foreword.....	4
Statutory Authority	4
Statement of Objectives.....	4
Development Program Overview	5
Description of Property in the District and Property to be Acquired.....	5
Classification of the District.....	6
Duration and First Year of Tax Increment of the District.....	7
Original Tax Capacity, Tax Rate and Estimated Captured Net Tax Capacity Value/Increment and Notification of Prior Planned Improvements.....	7
Sources of Revenue/Bonds to be Issued.....	9
Uses of Funds.....	10
Estimated Impact on Other Taxing Jurisdictions.....	12
Supporting Documentation	15
Administration of the District	15
Appendix A: Map of Development District No. 1 and the District.....	A-1
Appendix B: Estimated Cash Flow for the District	B-1
Appendix C: Findings Including But/For Qualifications	C-1
Appendix D: Redevelopment Qualifications for the District	D-1
Appendix D: Redevelopment Qualifications for the District	D-1

Modification to the Development Program for Development District No. 1

Foreword

The following text represents a Modification to the Development Program for Development District No. 1. This modification represents a continuation of the goals and objectives set forth in the Development Program for Development District No. 1. Generally, the substantive changes include the establishment of Tax Increment Financing District No. 22: Cemstone.

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

Tax Increment Financing Plan for Tax Increment Financing District No. 22: Cemstone

Foreword

The Windom Economic Development Authority (the "EDA"), City of Windom (the "City"), staff and consultants have prepared the following information to expedite the establishment of Tax Increment Financing District No. 22: Cemstone (the "District"), a redevelopment tax increment financing district, located in Development District No. 1.

Statutory Authority

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

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

Statement of Objectives

The District currently consists of seven parcels of land and adjacent and internal rights-of-way. The District is being created to facilitate the development of single-family lake and back-lot homes, duplexes and 4-plexes, a multifamily market-rate apartment building, and parking facilities by the demolition of existing structures, site preparation, and the installation of new infrastructure in the City. The City has not entered into an agreement at the time of this TIF Plan, but has designated Heritage LLC and McMereditth Development Inc as developer of an approximately 42 to 44-unit apartment building that is likely to occur in 2019. This TIF Plan is expected to achieve many of the objectives outlined in the Development Program for Development District No. 1.

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

(AS MODIFIED OCTOBER 6, 2020)

The Tax Increment Financing plan is being modified to expand the boundaries of the District to include one (1) parcel and adjacent and internal rights-of-way. The proposed redevelopment on this parcel will consist of the construction of approximately 21 apartments and 27 for-sale cottage homes. The City anticipates entering into an agreement with APX Construction Group, LLC. for development of the 21-units of apartments and development is likely to occur in 2021. This modification to the TIF Plan is expected to achieve many of the objectives outlined in the Development Program for Development District No. 1.

Development Program Overview

1. Property to be Acquired - Selected property located within the District may be acquired by the EDA or City and is further described in this TIF Plan.

The City owns four parcels included in the TIF District.

2. Relocation - Relocation services, to the extent required by law, are available pursuant to *M.S., Chapter 117* and other relevant state and federal laws.

3. Upon approval of a developer's plan relating to the project and completion of the necessary legal requirements, the EDA or City may sell to a developer selected properties that it may acquire within the District or may lease land or facilities to a developer.

4. The EDA or City may perform or provide for some or all necessary acquisition, construction, relocation, demolition, and required utilities and public street work within the District.

Description of Property in the District and Property to be Acquired

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

Parcel number after replatting	Parcel number at time of TIF establishment	Address	Owner
25-025-0200	25-025-0200	1405 Cottonwood Lk Dr	Consolidated Ready Mix
25-025-0201	25-025-0201	Unassigned	Brian Bosshart
25-025-0501	25-025-0500	0 Kastle Kingdom	City of Windom
25-839-0010	25-839-0010	1625 Redding Ave N	City of Windom
25-839-0015	25-839-0015	1685 Redding Ave N	City of Windom
25-839-0021	25-839-0020	1750 Cottonwood Lk Dr	City of Windom
No parcel number – Cottonwood Lake Drive adjacent to Lot 2, Block 1 of the Windom Industrial Park Subdivision running South to its intersection with County Road 13			

Please also see the map in [Appendix A](#) for further information on the location of the District.

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

(AS MODIFIED OCTOBER 6, 2020)

With the added parcel, the District encompasses all property and adjacent rights-of-way and abutting roadways identified by the parcels listed below:

Parcel number	Address	Owner
25-025-0200	1405 Cottonwood Lk Dr	Consolidated Ready Mix
25-025-0201	Unassigned	Brian Bosshart
25-025-0501	Unassigned	City of Windom
25-839-0010	1625 Redding Ave N	City of Windom
25-839-0015	1685 Redding Ave N	Lakeside Apts of Windom
25-839-0021	Unassigned	City of Windom
* 25-839-0075	1750 Cottonwood Lk Dr	City of Windom

No parcel number -- Cottonwood Lake Drive adjacent to Lot 2, Block 1 of the Windom Industrial Park Subdivision running South to its intersection with County Road 13

* No parcel number -- Undeveloped portion of 19th Street between Cottonwood Lake Drive and North Redding Avenue

* No parcel number -- North Redding Avenue between 16th Street and Lot 6, Block 2 of Windom Industrial Park Subdivision (Use: City Street)

* Parcel and adjacent and internal ROW added per modification

Please also see the map in [Appendix A](#) for further information on the location of the District.

Classification of the District

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

In meeting the statutory criteria, the City relied on the following facts and findings:

- The District is a redevelopment district consisting of seven parcels.
- An inventory shows that parcels consisting of more than 70 percent of the area in the District are occupied by buildings, streets, utilities, paved or gravel parking lots or other similar structures.
- An inspection of the buildings located within the District finds that more than 50 percent of the buildings are structurally substandard as defined in the TIF Act. (See Appendix D).

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

(AS MODIFIED OCTOBER 6, 2020)

The EDA and City, in determining the need to modify the boundaries of Tax Increment Financing District No. 22 – Cemstone in accordance with *M.S., Sections 469.174 to 469.1794*, as amended, inclusive, find that the modified area to be included in the District, meets the qualifications of a redevelopment district pursuant to *M.S., Section 469.174, Subd. 10(a)(1)*.

In meeting the statutory criteria, the City relied on the following facts and findings:

- The modified portion of District is a redevelopment district consisting of one parcel and adjacent and internal rights of way.
- An inventory shows that the parcels, inclusive of the modified portion of the District, consists of more than 70 percent of the area in the District are occupied by buildings, streets, utilities, paved or gravel parking lots or other similar structures.
- An inspection of the building located on the modified portion of the District finds the building is structurally substandard as defined in the TIF Act. (See Appendix D).

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

Duration and First Year of Tax Increment of the District

Pursuant to *M.S., Section 469.175, Subd. 1, and Section 469.176, Subd. 1*, the duration and first year of tax increment of the District must be indicated within the TIF Plan. Pursuant to *M.S., Section 469.176, Subd. 1b.*, the duration of the District will be 25 years after receipt of the first increment by the City (a total of 26 years of tax increment). The EDA or City elect to receive the first tax increment in 2021, which is no later than four years following the year of approval of the District. Thus, it is estimated that the District, including any modifications of the TIF Plan for subsequent phases or other changes, would terminate after 2046, or when the TIF Plan is satisfied. The EDA and City reserve the right to decertify the District prior to the legally required date.

Original Tax Capacity, Tax Rate and Estimated Captured Net Tax Capacity Value/Increment and Notification of Prior Planned Improvements

Pursuant to *M.S., Section 469.174, Subd. 7 and M.S., Section 469.177, Subd. 1*, the Original Net Tax Capacity (ONTC) as certified for the District will be based on the market values placed on the property by the assessor in 2018 for taxes payable 2019.

Pursuant to *M.S., Section 469.177, Subds. 1 and 2*, the County Auditor shall certify in each year (beginning in the payment year 2020) the amount by which the original value has increased or decreased as a result of:

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

6. Change in previously issued building permits.

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

The original local tax rate for the District will be the local tax rate for taxes payable 2019, assuming the request for certification is made before June 30, 2019. The ONTC and the Original Local Tax Rate for the District appear in the table below.

Pursuant to *M.S., Section 469.174 Subd. 4* and *M.S., Section 469.177, Subd. 1, 2, and 4*, the estimated Captured Net Tax Capacity (CTC) of the District, within Development District No. 1, upon completion of the projects within the District, will annually approximate tax increment revenues as shown in the table below. The EDA and City request 100 percent of the available increase in tax capacity for repayment of its obligations and current expenditures, beginning in the tax year payable 2021. The Project Tax Capacity (PTC) listed is an estimate of values when the projects within the District are completed.

Project Net Tax Capacity		
Project estimated Tax Capacity upon completion	\$ 245,334	
Original estimated Net Tax Capacity	1,740	
Estimated Captured Tax Capacity	\$ 243,595	
Original Local Tax Rate	147.3050%	Pay 2019
Estimated Annual Tax Increment	\$ 358,827	
Percent Retained by the City	100%	

Tax capacity includes a 2.00% inflation factor for the duration of the District. The tax capacity included in this chart is the estimated tax capacity of the District in year 25. The tax capacity of the District in year one is estimated to be \$65,215.

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

The EDA and City have reviewed the area to be included in the District and found no parcels for which building permits have been issued during the 18 months immediately preceding approval of the TIF Plan by the City.

(AS MODIFIED OCTOBER 6, 2020)

The original tax rate for the modified portion of the District will be the local tax rate for taxes payable 2021, assuming the request for certification is made before June 30, 2021. The ONTC and the original Local Tax Rate for the District appear in the tale on the following page.

Pursuant to *M.S., Section 469.174 Subd. 4* and *M.S., Section 469.177, Subd. 1, 2, and 4*, the estimated Captured Net Tax Capacity (CTC) of the District, within Development District No. 1, upon completion of the projects within the District, will annually approximate tax increment revenues as shown in the table below. The EDA and City request 100 percent of the available increase in tax capacity for repayment of its obligations and current expenditures, beginning in the tax year payable 2021. The Project Tax Capacity (PTC) listed is an estimate of values when the projects within the District are completed.

Project Tax Capacity	Original	Modification	TOTAL
Project estimated Tax Capacity upon completion	\$245,334	\$125,105	\$370,439
Original estimated Net Tax Capacity	\$1,924	\$7,243	\$9,167
Estimated Captured Tax Capacity	\$243,410	\$117,863	\$361,273
Original Local Tax Rate	139.8540% Pay 2020 Cert	139.8540% Pay 2020	N/A
Estimated Annual Tax Increment	\$340,419	\$164,836	\$505,255
Percent Retained by the City	100%	100%	100%

Note: Tax capacity includes a 2.0% inflation factor for the duration of the District. The tax capacity included in this chart is the estimated tax capacity of the District in year 25.

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

The EDA and City have reviewed the area to be included in the District and found no parcels for which building permits have been issued during the 18 months immediately preceding approval of the TIF Plan by the City.

Sources of Revenue/Bonds to be Issued

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

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

SOURCES	
Tax Increment	\$ 7,079,939
Interest	707,994
TOTAL	\$ 7,787,933

The EDA or City may issue bonds (as defined in the TIF Act) secured in whole or in part with tax increments from the District in a maximum principal amount of \$7,787,933. It is estimated that approximately \$1,300,000 of bonds will be issued for both the west and east phases. Such bonds may be in the form of pay-as-you-go notes, revenue bonds or notes, general obligation bonds, or interfund loans. This estimate of total bonded indebtedness is a cumulative statement of authority under this TIF Plan as of the date of approval.

(AS MODIFIED OCTOBER 6, 2020)

The total estimated tax increment revenues for the District, inclusive of the modified area, are shown in the table below:

SOURCES	
Tax Increment	\$ 9,671,980
Interest	967,198
TOTAL	\$ 10,639,178

The EDA or City may issue bonds (as defined in the TIF Act) secured in whole or in part with tax increments from the District in a maximum principal amount of \$9,435,148. Such bonds may be in the form of pay-as-you-go notes, revenue bonds or notes, general obligation bonds, or interfund loans. This estimate of total bonded indebtedness is a cumulative statement of authority under this TIF Plan as of the date of approval.

Uses of Funds

Currently under consideration for the District is a proposal to facilitate the development of single-family lake and back-lot homes, duplexes and 4-plexes, a multifamily market-rate apartment building, and parking facilities. The EDA and City have determined that it will be necessary to provide assistance to the project(s) for certain District costs, as described. The EDA and City have studied the feasibility of the development or redevelopment of property in and around the District. To facilitate the establishment and development or redevelopment of the District, this TIF Plan authorizes the use of tax increment financing to pay for the cost of certain eligible expenses. The estimate of public costs and uses of funds associated with the District is outlined in the following table.

USES	
Land/Building Acquisition	\$ 300,000
Site Improvements/Preparation	1,600,000
Affordable Housing	-
Utilities	1,000,000
Other Qualifying Improvements	724,145
Administrative Costs (up to 10%)	707,994
PROJECT AND INTEREST COSTS TOTAL	\$ 4,332,139
Interest	3,455,794
PROJECT AND INTEREST COSTS TOTAL	\$ 7,787,933

The total project cost, including financing costs (interest) listed in the table above does not exceed the total projected tax increments for the District as shown in the Sources of Revenue.

Estimated capital and administrative costs listed above are subject to change among categories by modification of the TIF Plan without hearings and notices as required for approval of the initial TIF Plan, so long as the total capital and administrative costs combined do not exceed the total listed above. Further, the EDA or City may spend up to 25 percent of the tax increments from the District for activities (described in the table above) located outside the boundaries of the District but within the boundaries of the Project (including administrative costs, which are considered to be spend outside the District), subject to all other terms and conditions of this TIF Plan.

(AS MODIFIED OCTOBER 6, 2020)

Currently under consideration for the District is a proposal to facilitate the development of approximately 51 single-family lake and back-lot homes, four (4) duplexes, three (3) 4-plexes, approximately 57 multifamily market-rate apartment units in two separate buildings, and parking facilities. The EDA and City have determined that it will be necessary to provide assistance to the project(s) for certain District costs, as described. The EDA and City have studied the feasibility of the development or redevelopment of property in and around the District. To facilitate the establishment and development or redevelopment of the District, this TIF Plan authorizes the use of tax increment financing to pay for the cost of certain eligible expenses. The estimate of public costs and uses of funds associated with the District is outlined in the following table:

USES	
Land/Building Acquisition	\$ 1,500,000
Site Improvements/Preparation	1,800,000
Utilities	1,500,000
Other Qualifying Improvements	3,561,617
Administrative Costs (up to 10%)	967,198
PROJECT COSTS TOTAL	\$ 9,328,815
Interest	1,310,363
PROJECT AND INTEREST COSTS TOTAL	\$ 10,639,178

The total project cost, including financing costs (interest) listed in the table above does not exceed the total projected tax increments for the District as shown in the Sources of Revenue.

Estimated capital and administrative costs listed above are subject to change among categories by modification of the TIF Plan without hearings and notices as required for approval of the initial TIF Plan, so long as the total capital and administrative costs combined do not exceed the total listed above. Further, the EDA or City may spend up to 25 percent of the tax increments from the District for activities (described in the table above) located outside the boundaries of the District but within the boundaries of the Project (including administrative costs, which are considered to be spend outside the District), subject to all other terms and conditions of this TIF Plan.

Estimated Impact on Other Taxing Jurisdictions

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

Impact on Tax Base			
	2018/Pay 2019 Total Net Tax Capacity	Estimated Captured Tax Capacity (CTC) upon completion	Percent of CTC to Entity Total
Cottonwood County	27,865,341	243,595	0.8742%
City of Windom	2,452,750	243,595	9.9315%
Windom ISD #177	10,075,375	243,595	2.4177%

Impact on Tax Rates				
	Pay 2019 Extension	Percent of Total	CTC	Potential Taxes
Cottonwood County	37.3150%	25.3318%	243,595	\$ 90,897
City of Windom	82.8450%	56.2405%	243,595	201,806
Windom ISD #177	26.9970%	18.3273%	243,595	65,763
Other	0.1480%	0.1005%	243,595	361
	147.3050%	100%		\$ 358,827

The estimates listed above display the captured tax capacity when all construction is completed. The tax rate used for calculations is the Pay 2019 rate. The total net capacity for the entities listed above are based on Pay 2019 figures. The District will be certified under the Pay 2019 rates.

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

(1) Estimate of total tax increment. It is estimated that the total amount of tax increment that will be generated over the life of the District is \$7,079,939;

(2) Probable impact of the District on city provided services and ability to issue debt. An impact of the District on police protection is expected. With any addition of new residents or businesses, police calls for service will be increased. New developments add an increase in traffic, and additional overall demands to the call load. The City does not expect that the proposed development, in and of itself, will necessitate new capital investment in vehicles or facilities.

The probable impact of the District on fire protection is not expected to be significant. Typically, new buildings generate few calls, if any, and are of superior construction. The existing buildings, which will be eliminated by the new development, have public safety concerns that include several unprotected old buildings with issues such as access, hydrant locations, and converted structures. The City does not expect that the proposed development, in and of itself, will necessitate new capital investment in vehicles or or facilities.

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

The probable impact of any District general obligation tax increment bonds on the ability to issue debt for general fund purposes is expected to be minimal.

(3) Estimated amount of tax increment attributable to school district levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to school district levies, assuming the school district's share of the total local tax rate for all taxing jurisdictions remained the same, is \$1,297,561;

(4) Estimated amount of tax increment attributable to county levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to county levies, assuming the county's share of the total local tax rate for all taxing jurisdictions remained the same, is \$1,793,476;

(5) Additional information requested by the county or school district. The City is not aware of any standard questions in a county or school district written policy regarding tax increment districts and impact on county or school district services. The county or school district must request additional information pursuant to *M.S. Section 469.175 Subd. 2(b)* within 15 days after receipt of the tax increment financing plan.

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

(AS MODIFIED OCTOBER 6, 2020)

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

Impact on Tax Base			
Entity	2019/Pay 2020 Total Net Tax Capacity	Estimated Captured Tax Capacity (CTC) upon completion	Percent of CTC to Entity Total
County	28,544,564	358,820	1.2571%
City	2,847,890	358,820	12.5995%
ISD	10,325,587	358,820	3.4751%

Impact on Tax Rates				
Entity	Pay 2020 Extension Rate	Percent of Total	CTC	Potential Taxes
County	37.6130%	26.89%	358,820	\$ 134,963
City	74.1630%	53.03%	358,820	\$ 266,112
ISD	27.9290%	19.97%	358,820	\$ 100,215
Other	0.1490%	0.11%	358,820	\$ 535
	139.8540%	100.00%		\$ 501,824

The estimates listed above display the captured tax capacity when all construction is completed. The tax rate used for calculations is the Pay 2020 certified rate for the original district. The total net capacity for the entities listed above are based on Pay 2020 figures. The original District was certified under the Pay 2020 rate and the modified area of the District will be certified under the Pay 2021 rates, which were not available at the time of preparation of this plan.

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

(1) Estimate of total tax increment. It is estimated that the total amount of tax increment that will be generated over the life of the District is \$9,671,980

(2) Probable impact of the District on city provided services and ability to issue debt. An impact of the District on police protection is expected. With any addition of new residents or businesses, police calls for service will be increased. New developments add an increase in traffic, and additional overall demands to the call load. The City does not expect that the proposed development, in and of itself, will necessitate new capital investment in vehicles or facilities.

The probable impact of the District on fire protection is not expected to be significant. Typically, new buildings generate few calls, if any, and are of superior construction. The existing buildings, which will be eliminated by the new development, have public safety concerns that include several unprotected old buildings with issues such as access, hydrant locations, and converted structures. The City does not expect that the proposed development, in and of itself, will necessitate new capital investment in vehicles or facilities.

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

The probable impact of any District general obligation tax increment bonds on the ability to issue debt for general fund purposes is expected to be minimal.

(3) Estimated amount of tax increment attributable to school district levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to school district levies, assuming the school district's share of the total local tax rate for all taxing jurisdictions remained the same, is \$1,931,505;

(4) Estimated amount of tax increment attributable to county levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to county levies, assuming the county's share of the total local tax rate for all taxing jurisdictions remained the same, is \$2,601,228;

(5) Additional information requested by the county or school district. The City is not aware of any standard questions in a county or school district written policy regarding tax increment districts and impact on county or school district services. The county or school district must request additional information pursuant to *M.S. Section 469.175 Subd. 2(b)* within 15 days after receipt of the tax increment financing plan.

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

Supporting Documentation

Pursuant to *M.S. Section 469.175, Subd. 1 (a), clause 7* the TIF Plan must contain identification and description of studies and analyses used to make the determination set forth in *M.S. Section 469.175, Subd. 3, clause (b)(2)* and the findings are required in the resolution approving the District.

- (i) In making said determination, reliance has been placed upon (1) written representation made by the developer to such effects; and (2) City staff awareness of the feasibility of developing the project site within the District, which is further outlined in the City Council resolution approving the establishment of the TIF District and Appendix C.
- (ii) A comparative analysis of estimated market value both with and without establishment of the TIF District and the use of tax increments has been performed. Such analysis is included with the cashflow in Appendix B and indicates that the increase in estimated market value of the proposed development (less the indicated subtractions) exceeds the estimated market value of the site absent the establishment of the TIF District and the use of tax increments.

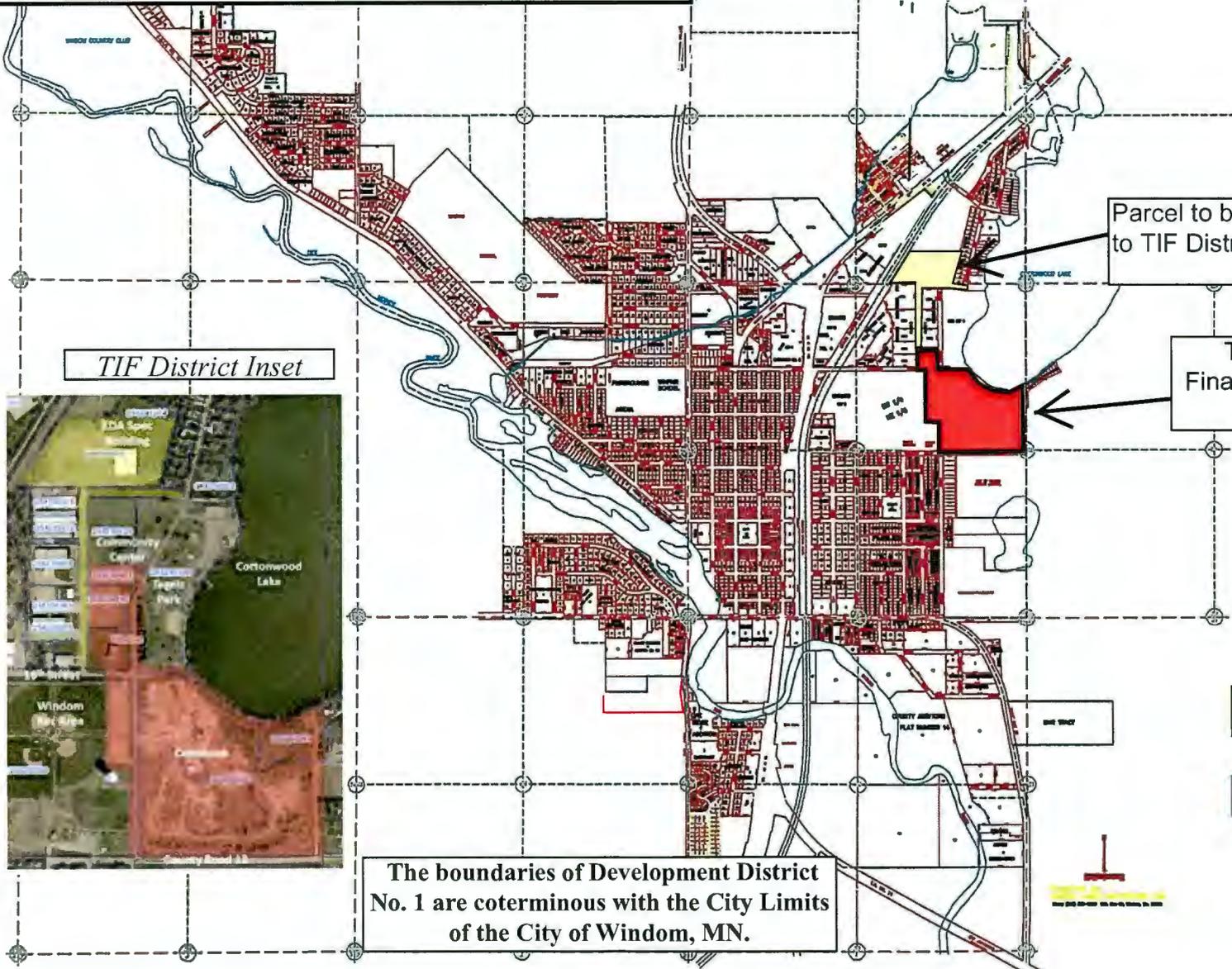
Administration of the District

Administration of the District will be handled by the Economic Development Director.

Appendix A: Map of Development District No. 1 and the District

(AS MODIFIED OCTOBER 6, 2020)

Tax Increment Financing District No. 22
Development District No. 1
City of Windom
Cottonwood County, Minnesota



TIF District Inset



Parcel to be added to TIF District No. 22

Tax Increment Financing District No. 22

 TIF District No. 22 Modification

 Tax Increment Financing District No. 22

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

Appendix B: Estimated Cash Flow for the District

(AS MODIFIED OCTOBER 6, 2020)



New Redevelopment TIF District - Cemstone (Ready Mix) Site - With Inflation

City of Windom, Minnesota

Mixed-Use Development - South Lake Addition (ALL Phases)

ASSUMPTIONS AND RATES

DistrictType:	Redevelopment
District Name/Number:	TIF 22
County District #:	TBD
First Year Construction or Inflation on Value	2019
Existing District - Specify No. Years Remaining	NA
Inflation Rate - Every Year:	2.00%
Interest Rate:	5.50%
Present Value Date:	1-Feb-20
First Period Ending	1-Aug-20
Tax Year District was Certified:	Pay 2019
Cashflow Assumes First Tax Increment For Development:	2021
Years of Tax Increment	26
Assumes Last Year of Tax Increment	2046
Fiscal Disparities Election [Outside (A), Inside (B), or NA]	NA
Incremental or Total Fiscal Disparities	
Fiscal Disparities Contribution Ratio	0.0000% Pay 2020
Fiscal Disparities Metro-Wide Tax Rate	0.0000% Pay 2020
Maximum/Frozen Local Tax Rate:	139.854% Pay 2020
Current Local Tax Rate: (Use lesser of Current or Max.)	139.854% Pay 2020
State-wide Tax Rate (Comm./Ind. only used for total taxes)	42.4160% Pay 2020
Market Value Tax Rate (Used for total taxes)	0.28767% Pay 2020

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

BASE VALUE INFORMATION (Original Tax Capacity)

Map ID	PID	Owner	Address	Land Market Value	Building Market Value	Total Market Value	Percentage Of Value Used for District	Original Market Value	Tax Year Original Market Value	Property Tax Class	Current Original Tax Capacity	Class After Conversion	After Conversion Orig. Tax Cap.	Area/Phase
1A	25-025-0200	solidated Ready	1405 Cottonwood Lk Dr	0	184,300	184,300	10%	18,430	Pay 2019	C/I	369	Rental	230	1A
1B	25-025-0200	solidated Ready	1405 Cottonwood Lk Dr	0	184,300	184,300	90%	165,870	Pay 2019	C/I Pref.	2,567	Hmstd. Res.	1,859	1B
1B	25-025-0201	Brian Bosshart	Unassigned	2,800	0	2,800	100%	2,800	Pay 2019	Rental	35	Rental	35	1B
2	25-025-0501	City of Windom	0 Kastle Kingdom	10,700	0	10,700	15%	1,605	Pay 2019	Exempt	-	Exempt	-	2
3	25-839-0010	City of Windom	1625 Redding Ave N	82,500	263,200	345,700	100%	345,700	Pay 2019	Exempt	-	Exempt	-	3
4	25-839-0015	City of Windom	1685 Redding Ave N	81,900	0	81,900	100%	81,900	Pay 2019	Exempt	-	Exempt	-	4
5	25-839-0021	City of Windom	1750 Cottonwood Lk Dr	49,300	0	49,300	100%	49,300	Pay 2019	Exempt	-	Exempt	-	5
				237,500	631,100	868,600		665,605			2,971		1,924	

Note:

1. Base values are for pay 2019 based upon review of County website on April 25, 2019.



New Redevelopment TIF District - Cemstone (Ready Mix) Site - With Inflation

City of Windom, Minnesota

Mixed-Use Development - South Lake Addition (ALL Phases)

PROJECT INFORMATION (Project Tax Capacity)														
Area/Phase	New Use	Estimated Market Value Per Sq. Ft./Unit	Taxable Market Value Per Sq. Ft./Unit	Total Sq. Ft./Units	Total Taxable Market Value	Property Tax Class	Project Tax Capacity	Project Tax (Capacity)/Unit	Percentage Completed 2019	Percentage Completed 2020	Percentage Completed 2021	Percentage Completed 2022	First Year Full Taxes Payable	
1	Apartment	97,826	97,826	46	4,500,000	Rental	56,250	1,223	100%	100%	100%	100%	2021	
1	Lake Lots	350,000	344,260	2	688,520	Hmstd. Res.	6,885	3,443	100%	100%	100%	100%	2021	
1	City Lots	225,000	208,010	1	208,010	Hmstd. Res.	2,080	2,080	100%	100%	100%	100%	2021	
2	Lake Lots	350,000	344,260	3	1,032,780	Hmstd. Res.	10,328	3,443		100%	100%	100%	2022	
2	City Lots	225,000	208,010	7	1,456,070	Hmstd. Res.	14,561	2,080		100%	100%	100%	2022	
2	Duplexes	300,000	289,760	2	579,520	Hmstd. Res.	5,795	2,898		100%	100%	100%	2022	
3	Lake Lots	350,000	344,260	3	1,032,780	Hmstd. Res.	10,328	3,443			100%	100%	2023	
3	County Lots	250,000	235,260	3	705,780	Hmstd. Res.	7,058	2,353			100%	100%	2023	
3	4-Plexes	600,000	600,000	2	1,200,000	Hmstd. Res.	12,500	6,250			100%	100%	2023	
4	Lake Lots	350,000	344,260	3	1,032,780	Hmstd. Res.	10,328	3,443				100%	2024	
4	County Lots	250,000	235,260	2	470,520	Hmstd. Res.	4,705	2,353				100%	2024	
4	Duplexes	300,000	289,760	2	579,520	Hmstd. Res.	5,795	2,898				100%	2024	
4	4-Plexes	600,000	600,000	1	600,000	Hmstd. Res.	6,250	6,250				100%	2024	
TOTAL					14,086,280		152,863							
Subtotal Residential				77	14,086,280		152,863							
Subtotal Commercial/Ind.				0	0		0							

Note:

1. Market values are based upon estimates supplied by City/EDA Staff. Needs to be confirmed by County Assessor.

TAX CALCULATIONS										
New Use	Total Tax Capacity	Fiscal Disparities Tax Capacity	Local Tax Capacity	Local Property Taxes	Fiscal Disparities Taxes	State-wide Property Taxes	Market Value Taxes	Total Taxes	Taxes Per Sq. Ft./Unit	
Apartment	56,250	0	56,250	78,668	0	0	12,945	91,613	1,991.59	
Lake Lots	6,885	0	6,885	9,629	0	0	1,981	11,610	5,804.95	
City Lots	2,080	0	2,080	2,909	0	0	598	3,507	3,507.49	
Lake Lots	10,328	0	10,328	14,444	0	0	2,971	17,415	5,804.95	
City Lots	14,561	0	14,561	20,364	0	0	4,189	24,552	3,507.49	
Duplexes	5,795	0	5,795	8,105	0	0	1,667	9,772	4,885.96	
Lake Lots	10,328	0	10,328	14,444	0	0	2,971	17,415	5,804.95	
County Lots	7,058	0	7,058	9,871	0	0	2,030	11,901	3,966.98	
4-Plexes	12,500	0	12,500	17,482	0	0	3,452	20,934	10,466.90	
Lake Lots	10,328	0	10,328	14,444	0	0	2,971	17,415	5,804.95	
County Lots	4,705	0	4,705	6,580	0	0	1,354	7,934	3,966.98	
Duplexes	5,795	0	5,795	8,105	0	0	1,667	9,772	4,885.96	
4-Plexes	6,250	0	6,250	8,741	0	0	1,726	10,467	10,466.90	
TOTAL	152,863	0	152,863	213,785	0	0	40,522	254,307		

Note:

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

WHAT IS EXCLUDED FROM TIF?	
Total Property Taxes	254,307
less State-wide Taxes	0
less Fiscal Disp. Adj.	0
less Market Value Taxes	(40,522)
less Base Value Taxes	(2,691)
Annual Gross TIF	211,094

MARKET VALUE BUT / FOR ANALYSIS	
Current Market Value - Est.	665,605
New Market Value - Est.	14,086,280
Difference	13,420,675
Present Value of Tax Increment	3,084,032
Difference	10,336,643
Value likely to occur without Tax Increment is less than:	10,336,643



New Redevelopment TIF District - Cemstone (Ready Mix) Site - With Inflation

City of Windom, Minnesota

Mixed-Use Development - South Lake Addition (ALL Phases)

TAX INCREMENT CASH FLOW															
% of OTC	Project Tax Capacity	Original Tax Capacity	Fiscal Disparities -	Captured Tax Capacity	Local Tax Rate	Annual Gross Tax Increment	Semi-Annual Gross Tax Increment	State Auditor 0.36%	Admin. at 10%	Semi-Annual Net Tax Increment	Semi-Annual Present Value	PERIOD ENDING Yrs.	Tax Year	Payment Date	
														08/01/20	
														02/01/21	
100%	65,215	(1,924)	-	63,291	139.854%	88,515	44,258	(159)	(4,410)	39,688	36,586	0.5	2021	08/01/21	
							44,258	(159)	(4,410)	39,688	72,194	1	2021	02/01/22	
100%	97,203	(1,924)	-	95,279	139.854%	133,252	66,626	(240)	(6,639)	59,747	124,362	1.5	2022	08/01/22	
							66,626	(240)	(6,639)	59,747	175,135	2	2022	02/01/23	
100%	129,033	(1,924)	-	127,109	139.854%	177,767	88,883	(320)	(8,856)	79,707	241,056	2.5	2023	08/01/23	
							88,883	(320)	(8,856)	79,707	305,213	3	2023	02/01/24	
100%	158,692	(1,924)	-	156,768	139.854%	219,246	109,623	(395)	(10,923)	98,306	382,222	3.5	2024	08/01/24	
							109,623	(395)	(10,923)	98,306	457,169	4	2024	02/01/25	
100%	161,866	(1,924)	-	159,942	139.854%	223,685	111,842	(403)	(11,144)	100,296	531,588	4.5	2025	08/01/25	
							111,842	(403)	(11,144)	100,296	604,015	5	2025	02/01/26	
100%	165,103	(1,924)	-	163,179	139.854%	228,212	114,106	(411)	(11,370)	102,326	675,931	5.5	2026	08/01/26	
							114,106	(411)	(11,370)	102,326	745,921	6	2026	02/01/27	
100%	168,405	(1,924)	-	166,481	139.854%	232,830	116,415	(419)	(11,600)	104,396	815,417	6.5	2027	08/01/27	
							116,415	(419)	(11,600)	104,396	883,053	7	2027	02/01/28	
100%	171,773	(1,924)	-	169,849	139.854%	237,541	118,770	(428)	(11,834)	106,509	950,210	7.5	2028	08/01/28	
							118,770	(428)	(11,834)	106,509	1,015,570	8	2028	02/01/29	
100%	175,209	(1,924)	-	173,285	139.854%	242,345	121,173	(436)	(12,074)	108,663	1,080,467	8.5	2029	08/01/29	
							121,173	(436)	(12,074)	108,663	1,143,627	9	2029	02/01/30	
100%	178,713	(1,924)	-	176,789	139.854%	247,246	123,623	(445)	(12,318)	110,860	1,206,340	9.5	2030	08/01/30	
							123,623	(445)	(12,318)	110,860	1,267,375	10	2030	02/01/31	
100%	182,287	(1,924)	-	180,363	139.854%	252,245	126,122	(454)	(12,567)	113,102	1,327,977	10.5	2031	08/01/31	
							126,122	(454)	(12,567)	113,102	1,386,957	11	2031	02/01/32	
100%	185,933	(1,924)	-	184,009	139.854%	257,344	128,672	(463)	(12,821)	115,388	1,445,518	11.5	2032	08/01/32	
							128,672	(463)	(12,821)	115,388	1,502,513	12	2032	02/01/33	
100%	189,651	(1,924)	-	187,727	139.854%	262,544	131,272	(473)	(13,080)	117,720	1,559,103	12.5	2033	08/01/33	
							131,272	(473)	(13,080)	117,720	1,614,178	13	2033	02/01/34	
100%	193,444	(1,924)	-	191,520	139.854%	267,849	133,924	(482)	(13,344)	120,098	1,668,862	13.5	2034	08/01/34	
							133,924	(482)	(13,344)	120,098	1,722,083	14	2034	02/01/35	
100%	197,313	(1,924)	-	195,389	139.854%	273,260	136,630	(492)	(13,614)	122,524	1,774,926	14.5	2035	08/01/35	
							136,630	(492)	(13,614)	122,524	1,826,354	15	2035	02/01/36	
100%	201,260	(1,924)	-	199,336	139.854%	278,779	139,389	(502)	(13,889)	124,999	1,877,417	15.5	2036	08/01/36	
							139,389	(502)	(13,889)	124,999	1,927,113	16	2036	02/01/37	
100%	205,285	(1,924)	-	203,361	139.854%	284,408	142,204	(512)	(14,169)	127,523	1,976,456	16.5	2037	08/01/37	
							142,204	(512)	(14,169)	127,523	2,024,479	17	2037	02/01/38	
100%	209,391	(1,924)	-	207,466	139.854%	290,150	145,075	(522)	(14,455)	130,098	2,072,159	17.5	2038	08/01/38	
							145,075	(522)	(14,455)	130,098	2,118,564	18	2038	02/01/39	
100%	213,578	(1,924)	-	211,654	139.854%	296,007	148,003	(533)	(14,747)	132,724	2,164,638	18.5	2039	08/01/39	
							148,003	(533)	(14,747)	132,724	2,209,479	19	2039	02/01/40	
100%	217,850	(1,924)	-	215,926	139.854%	301,981	150,990	(544)	(15,045)	135,402	2,254,000	19.5	2040	08/01/40	
							150,990	(544)	(15,045)	135,402	2,297,330	20	2040	02/01/41	
100%	222,207	(1,924)	-	220,283	139.854%	308,074	154,037	(555)	(15,348)	138,134	2,340,351	20.5	2041	08/01/41	
							154,037	(555)	(15,348)	138,134	2,382,221	21	2041	02/01/42	
100%	226,651	(1,924)	-	224,727	139.854%	314,290	157,145	(566)	(15,658)	140,921	2,423,793	21.5	2042	08/01/42	
							157,145	(566)	(15,658)	140,921	2,464,251	22	2042	02/01/43	
100%	231,184	(1,924)	-	229,260	139.854%	320,629	160,315	(577)	(15,974)	143,764	2,504,421	22.5	2043	08/01/43	
							160,315	(577)	(15,974)	143,764	2,543,516	23	2043	02/01/44	
100%	235,808	(1,924)	-	233,884	139.854%	327,096	163,548	(589)	(16,296)	146,663	2,582,332	23.5	2044	08/01/44	
							163,548	(589)	(16,296)	146,663	2,620,110	24	2044	02/01/45	
100%	240,524	(1,924)	-	238,600	139.854%	333,691	166,846	(601)	(16,625)	149,621	2,657,617	24.5	2045	08/01/45	
							166,846	(601)	(16,625)	149,621	2,694,121	25	2045	02/01/46	
100%	245,334	(1,924)	-	243,410	139.854%	340,419	170,209	(613)	(16,960)	152,637	2,730,364	25.5	2046	08/01/46	
							170,209	(613)	(16,960)	152,637	2,765,637	26	2046	02/01/47	
Total							6,739,404	(24,262)	(671,514)	6,043,628					
Present Value From 02/01/2020 Present Value Rate 5.0%							3,084,032	(11,103)	(307,293)	2,765,637					



Expanded Redevelopment TIF District (Plan) - Cemstone/EDA Spec Building Site w/Inflation

City of Windom, Minnesota

Mixed-Use Development - South Lake Addition (ALL Phases)

ASSUMPTIONS AND RATES

Redevelopment		Tax Rates	
District Type:	TIF 22	Exempt Class Rate (Exempt)	0.00%
District Name/Number:	TBD	Commercial Industrial Preferred Class Rate (C/I Pref.)	
County District #:	2022	First \$150,000	1.50%
First Year Construction or Inflation on Value	23	Over \$150,000	2.00%
Existing District - Specify No. Years Remaining	2.00%	Commercial Industrial Class Rate (C/I)	2.00%
Inflation Rate - Every Year:	5.50%	Rental Housing Class Rate (Rental)	1.25%
Interest Rate:	1-Feb-23	Affordable Rental Housing Class Rate (Aff. Rental)	
Present Value Date:	1-Aug-23	First \$162,000	0.75%
First Period Ending	Pay 2020	Over \$162,000	0.25%
Tax Year District was Certified:	2024	Non-Homestead Residential (Non-H Res. 1 Unit)	
Cashflow Assumes First Tax Increment For Development:	23	First \$500,000	1.00%
Years of Tax Increment	2046	Over \$500,000	1.25%
Assumes Last Year of Tax Increment	NA	Homestead Residential Class Rate (Hmstd. Res.)	
Fiscal Disparities Election [Outside (A), Inside (B), or NA]	0.0000% Pay 2020	First \$500,000	1.00%
Incremental or Total Fiscal Disparities	0.0000% Pay 2020	Over \$500,000	1.25%
Fiscal Disparities Contribution Ratio	139.854% Pay 2020	Agricultural Non-Homestead	1.00%
Fiscal Disparities Metro-Wide Tax Rate	139.854% Pay 2020		
Maximum/Frozen Local Tax Rate:	139.854% Pay 2020		
Current Local Tax Rate: (Use lesser of Current or Max.)	38.8460% Pay 2020		
State-wide Tax Rate (Comm./Ind. only used for total taxes)	0.26798% Pay 2020		
Market Value Tax Rate (Used for total taxes)			

BASE VALUE INFORMATION (Original Tax Capacity)

Map ID	PID	Owner	Address	Land Market Value	Building Market Value	Total Market Value	Percentage Of Value Used for District	Original Market Value	Tax Year Original Market Value	Property Tax Class	Current Original Tax Capacity	Class After Conversion	After Conversion Orig. Tax Cap.	Area/Phase
6	25-839-0075	Widom EDA	1925 Redding Avd N	226,600	452,800	679,400	100%	679,400	2,022	C/I Pref.	12,838	Non-H Res. 1 Unit	7,243	6
						679,400		679,400			12,838		7,243	

Note:

1. Base values are for taxes payable in 2020 based upon review of County website on August 28, 2020.



Expanded Redevelopment TIF District (Plan) - Cemstone/EDA Spec Building Site w/Inflation
 City of Windom, Minnesota
 Mixed-Use Development - South Lake Addition (ALL Phases)

PROJECT INFORMATION (Project Tax Capacity)													
Area/Phase	New Use	Estimated Market Value Per Sq. Ft./Unit	Taxable Market Value Per Sq. Ft./Unit	Total Sq. Ft./Units	Total Taxable Market Value	Property Tax Class	Project Tax Capacity	Project Tax Capacity/Unit	Percentage Completed 2022	Percentage Completed 2023	Percentage Completed 2024	Percentage Completed 2025	First Year Full Taxes Payable
6	Apartment	144,337	144,337	21	3,031,075	Rental	37,888	1,804	100%	100%	100%	100%	2024
6	Cottages	175,000	153,510	27	4,144,770	Hmstd. Res.	41,448	1,535	100%	100%	100%	100%	2024
TOTAL					7,175,845		79,336						
Subtotal Residential				48	7,175,845		79,336						
Subtotal Commercial/Ind.				0	0		0						

Note:
 1. Market values are based upon estimates supplied by City/EDA Staff. Needs to be confirmed by County Assessor.

TAX CALCULATIONS									
New Use	Total Tax Capacity	Fiscal Disparities Tax Capacity	Local Tax Capacity	Local Property Taxes	Fiscal Disparities Taxes	State-wide Property Taxes	Market Value Taxes	Total Taxes	Taxes Per Sq. Ft./Unit
Apartment	37,888	0	37,888	52,988	0	0	8,123	61,111	2,910.06
Cottages	41,448	0	41,448	57,966	0	0	11,107	69,073	2,558.27
TOTAL	79,336	0	79,336	110,955	0	0	19,230	130,185	

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

WHAT IS EXCLUDED FROM TIF?		
Total Property Taxes		130,185
less State-wide Taxes		0
less Fiscal Disp. Adj.		0
less Market Value Taxes		(19,230)
less Base Value Taxes		(10,129)
Annual Gross TIF		100,825

MARKET VALUE BUT / FOR ANALYSIS	
Current Market Value - Est.	679,400
New Market Value - Est.	7,175,845
Difference	6,496,445
Present Value of Tax Increment	1,506,301
Difference	4,990,144
Value likely to occur without Tax Increment is less than:	4,990,144

Appendix C: Findings Including But/For Qualifications

(AS MODIFIED OCTOBER 6, 2020)

The reasons and facts supporting the findings for the modification of the Tax Increment Financing Plan (TIF Plan) for Tax Increment Financing District No. 1-22 (District), as required pursuant to Minnesota Statutes, Section 469.175, Subdivision 3 are as follows:

1. *Finding that Tax Increment Financing District No. 1-22 as expanded is a redevelopment district as defined in Minn. Stat., Section 469.174, Subd. 10.*

The District as expanded consists of 7 parcels, with plans to redevelop the area for housing purposes. At least 70 percent of the area of the parcels in the District are occupied by buildings, streets, utilities, paved or gravel parking lots or other similar structures and more than 50 percent of the buildings in the District, not including outbuildings, are structurally substandard to a degree requiring substantial renovation or clearance. (See Appendix D of the TIF Plan Modification.)

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

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

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

Therefore, the City concludes as follows:

- a. The City's estimate of the amount by which the market value of the entire District will increase without the use of tax increment financing is \$0.
- b. If the proposed development occurs, the total increase in market value will be \$19,917,120.
- c. The present value of tax increments from the District for the maximum duration of the district permitted by the TIF Plan Modification is estimated to be \$4,590,333.
- d. Even if some development other than the proposed development were to occur, the Council finds that no alternative would occur that would produce a market value increase greater than \$15,326,787 (the amount in clause b less the amount in clause c) without tax increment assistance.

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

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

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

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

Appendix D: Redevelopment Qualifications for the District

May 20, 2019

Re: Substandard Building Inspection

Property Address: 1405 Cottonwood Lake Drive
Property Owner: Consolidated Ready Mix, Inc.
Contract Purchaser: Cemstone Concrete Materials, LLC
Parcel No: 25-025-0200

TO WHOM IT MAY CONCERN:

On May 17, 2019, I conducted an inspection of the building located at 1405 Cottonwood Lake Drive. The building is currently occupied by Cemstone Concrete Materials, LLC. The building is used as a shop area, material storage, office, and concrete batch plant. The building is approximately 5,000 square feet and was constructed in the early 1970's. The building has block exterior walls with a wood-framed flat roof and concrete floor.

The inspection revealed the following deficiencies:

1. There are cracks and mortar missing in the block. The block has face shells that are cracked, spalling and deteriorated. The entire building needs tuck-pointing, holes patched and repair of the block.
2. Several exterior door frames are rusted through. These doors are not sealed to prevent air and moisture from entering the building.
3. The roof drains are not plumbed to the storm sewer and are not guttered and directed away from the building, leading to excess moisture at the face of the building.
4. Several glass block are cracked or broken and missing mortar. The operable windows have saturated wood frames with peeling paint and inadequate caulking.
5. The drywall joints on the shop ceiling are not taped per fire code. The ceiling in the remaining shop area is covered with poly and has areas of exposed insulation which does not meet fire code.
6. The ceiling shows signs of water leaks in the roof.
7. Doors between shop area, the office, and break room are not fire rated.
8. There are improper fittings on plumbing drains and vents. Disconnected plumbing is not properly capped. The floor drains in the shop area do not appear to be properly vented or installed to current code. The plumbing does not meet current code and should be updated.
9. There are loose electrical conduit and wires, uncovered electrical boxes, and electrical splices that are not in junction boxes. The electrical does not meet code and should be updated.
10. The restrooms are not handicap-accessible.
11. Because of the size and use of the building and the material that is stored in the building, there should be a fire sprinkler system installed to meet the current code.

Substandard Building Inspection – 1405 Cottonwood Lake Drive

May 20, 2019

Page Two

12. With the condition of the exterior doors and windows and lack of insulation, the building would not meet current energy codes.
13. Exit signs and emergency lighting should be properly installed. Exit doors do not have approved hardware.
14. Air conditioner and shop heater are likely near the end of their useful lives.
15. The ventilation in the shop area does not meet current code.

From my inspection, I have made the following findings: More than 15 percent of the parcel is occupied by buildings and parking areas. The building does not meet the current Minnesota Building Code, Plumbing Code, Mechanical Code, Electrical Code, Energy Code, or Fire Code requirements. Although the main building is safe to occupy and serves its current purpose, it is in need of substantial repair and renovation. The building could not be brought up to the current Minnesota State Codes, as listed herein, for less than fifteen percent of the costs of a new building of the same size and type.

Should you have any questions concerning this report, please contact me.

Respectfully submitted,

Andrew Spielman, Building and Zoning Official

Cemstone – Main Plant – 1405 Cottonwood Lake Drive, Windom, MN



May 22, 2019 03:53PM
Andrew Spielman



May 22, 2019 03:50PM
Andrew Spielman

06/22/2019 03:50 PM
Andrew Spielman



The following pictures include a representative sample from the collection of pictures taken of the property.



May 17, 2019 10:12AM
Andrew Spielman



May 17, 2019 10:20AM
Andrew Spielman



May 17, 2019 10:09AM
Andrew Spielman



May 17, 2019 10:20AM
Andrew Spielman



May 17, 2019 10:13AM
Andrew Spielman



May 17, 2019 10:20AM
Andrew Spielman



May 17, 2019 10:20AM
Andrew Spielman



May 17, 2019 10:22AM
Andrew Spielman



May 17, 2019 10:21AM
Andrew Spielman



May 17, 2019 10:22AM
Andrew Spielman



May 17, 2019 10:21AM
Andrew Spielman



May 17, 2019 10:23AM
Andrew Spielman



May 17, 2019 10:25AM
Andrew Spielman



May 17, 2019 10:23AM
Andrew Spielman



May 17, 2019 10:26AM
Andrew Spielman



May 17, 2019 10:25AM
Andrew Spielman



May 17, 2019 10:26AM
Andrew Spielman





Appendix D: Redevelopment Qualifications for the District

(AS MODIFIED OCTOBER 6, 2020)

August 19, 2020

Re: Substandard Building Inspection

Property Address: 1925 North Redding Avenue

Parcel No: 25-839-0075

Minnesota Statutes Section 469.174, Subdivision 10 (b), states that "'structurally substandard' shall mean containing defects in structural elements or a combination of deficiencies in essential utilities and facilities, light and ventilation, fire protection including adequate egress, layout and condition of interior partitions, or similar factors, which defects or deficiencies are of sufficient total significance to justify substantial renovation or clearance".

EDA Spec Building – Substandard Building Report

TO WHOM IT MAY CONCERN:

The EDA Spec Building has been for sale or lease since it was built in 2001. The 28,000 square foot building was designed for a cell phone repair company, but the project did not move forward. With that specific use, there are several limiting elements in the EDA Spec Building. These deficiencies are outlined below and are the basis of the "structurally substandard" report.

Defects or Deficiencies

- Concrete Floor

The existing concrete floor in the Windom EDA Spec Building is only 4 inches thick, since the building was originally designed for a cell phone repair company. Warehousing activities have cracked the floor, since the building was designed for lighter uses (refer to Appendix A for pictures). The floor thickness limits industrial activity in the building. The City of Jackson completed a new spec building in 2019. The concrete floor in that building is 6 inches thick and can handle heavier industrial activity.

Cost to Replace the Concrete Floor: \$187,000 plus the removal of the existing concrete.

It is possible to replace the building floor after the existing concrete is removed. The new Windom Tennis Court Project has a reinforced 5-inch concrete base. The tennis court project was competitively bid in the Fall of 2019. Based on the tennis court project, the costs for a reinforced 6-inch concrete floor for the 28,000 square foot spec building would be approximately \$187,000.

Cost to Remove the Concrete Floor: \$42,000 to \$56,000

The cost to remove the concrete floor is based on an estimate from Negen Construction. The cost per square foot is \$1.50 to \$2 for removal and disposal.

The total cost to address the concrete floor deficiencies is \$229,000 to \$243,000.

- Ceiling Height

The ceiling height in the Windom EDA Spec Building is only 14 feet which limits industrial development opportunity for the building. The building was originally designed for a cell phone repair company in 2001, but that project did not move forward. The building has been for sale since 2001. Several businesses have leased the building. However because the building has limited industrial capabilities, the EDA Spec Building has not been sold.

Cost to Increase the Ceiling Height: \$500,000 plus

To increase the ceiling height would require significant engineering, if it is even possible. An analysis by a structural engineer regarding the footings, support beams, and other building supports would be required. The renovation to increase the ceiling height would likely require new footings, support beams, siding, and would essentially require an entire rebuild (DGR Engineering). The City of Jackson completed a new spec building in 2019. The ceiling height of that building is 22 feet. Most industrial spec buildings have a ceiling height of 18 to 22 feet.

- Interior Partitions

The EDA Spec Building is not a clear span building. There are two rows of interior beams that run north and south in the EDA Spec Building (refer to Appendix B for pictures). These interior beams act as partitions and limit industrial activity. Several businesses have used the EDA Spec Building for warehousing, and these interior beams have been damaged by forklifts.

A building designed for warehousing and light industrial would be designed as a clear span building. A clear span building would have an open layout. The City of Jackson completed a new spec building in 2019, and it is a clear span building.

- Energy Standards

Energy standards have changed significantly since the Windom EDA Spec Building was built in 2001. For example, a remodel of the EDA Spec Building into a housing complex would require a substantial new investment in insulation, heating, and cooling.

Total Costs to Address Defects or Deficiencies: \$729,000 to \$743,000 plus

This total cost only includes the \$187,000 for a new concrete floor, \$42,000 to \$56,000 for removal and disposal of the existing concrete floor, and \$500,000 to increase the ceiling height. There would likely be additional costs to bring the building up to current energy standards.

*The City of Jackson completed a new spec building in 2019. The spec building is 30,000 square feet. The cost to build was \$70 per square foot for a total cost of \$2,100,000. The Windom EDA Spec Building is 28,000 square feet. The estimated cost to rebuild the Windom EDA Spec Building based on \$70 per square foot is \$1,960,000.

**The June 2016 Building Valuation Data Table from the Minnesota Development of Labor and Industry estimates a cost for construction of a VB Construction Type, S-1 Occupancy building to be \$51.33 per square foot. The estimated cost to rebuild the Windom EDA Spec Building based on \$51.33 per square foot is \$1,437,240.

***The estimated cost to rebuild the Windom EDA Spec Building is between \$1,437,240 and \$1,960,000 based on the two estimates above. A building is not structurally substandard if it could be brought up to building code applicable to new buildings at a cost of less than 15 percent of the cost of constructing a new building of the same size and type on the site. Fifteen percent of the two estimates is \$215,586 to \$294,000.

**** A Complete Appraisal Report was completed on the EDA Spec Building and submitted to the Economic Development Authority of Windom (Windom EDA) on May 29, 2004, by Grandprey Appraisal Services. The value established by the Certified General Real Property Appraiser was \$940,000 (refer to Appendix C – Appraisal). Regular maintenance and improvements have been completed on the EDA Spec Building since the appraisal.

The Cottonwood County Assessor has a market value of the EDA Spec Building at \$452,800 in 2020 for 2021 taxes. The value of the EDA Spec Building is between \$940,000 and \$452,800. The Windom EDA Board placed a value of the EDA Spec Building at \$750,000 in 2020.

*****The proposed redevelopment project includes remodeling the existing Windom EDA Spec Building into a 21-unit apartment building.

Respectfully submitted,



Drew Hage | Development Director | City of Windom

444 9th St., P.O. Box 38 | Windom, MN | 56101 | 507-832-8661 (Office) | drew.hage@windommn.com

RESOLUTION # 2020-

INTRODUCED:

SECONDED:

VOTED: AYE:

NAY:

ABSENT:

**CITY OF WINDOM
STATE OF MINNESOTA**

**RESOLUTION OF THE CITY OF WINDOM, MINNESOTA, APPROVING
A MODIFICATION OF THE DEVELOPMENT PROGRAM FOR
DEVELOPMENT DISTRICT NO. 1 AND THE MODIFICATION OF THE
TAX INCREMENT FINANCING PLAN FOR TAX INCREMENT
FINANCING DISTRICT NO. 22: "CEMSTONE DISTRICT" (A
REDEVELOPMENT DISTRICT)**

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

Section 1. Recitals.

1.01. The City and the Board of Commissioners of the Economic Development Authority of Windom (the "EDA") have heretofore established Development District No. 1 (the "Development District") and adopted a Development Program (the "Development Program") therefor. It has been proposed by the EDA and the City that the City adopt a Modification to the Development Program (the "Development Program Modification") for the Development District and modification to the Tax Increment Financing Plan for Tax Increment Financing District No. 22: "Cemstone District" (a redevelopment district) (the "TIF Plan Modification") which Tax Increment Financing District was established by the City on June 18, 2019, (the Development Program Modification and the TIF Plan Modification are referred to collectively herein as the "Program and Plan Modification"); all pursuant to and in conformity with applicable law, including Minnesota Statutes Sections 469.090 to 469.1082 and Sections 469.174 to 469.1794, all inclusive, as amended, (the "Act") all as reflected in the Program and Plan Modification, and presented for the Council's consideration.

1.02. The City has investigated the facts related to the Program and Plan Modification and have caused the Program and Plan Modification to be prepared.

1.03. The City has performed all actions required by law to be performed prior to the establishment of the TIF District and the adoption and approval of the proposed Program and Plan Modification, including, but not limited to, notification of Cottonwood County and Independent School District No. 117 having taxing jurisdiction over the property included in the District, and the holding of a public hearing upon published notice as required by law.

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

Section 2. Findings for the Adoption and Approval of the Development Program Modification. The Council approves the Development Program Modification, and specifically finds that: (a) the land within the Development District would not be available for redevelopment without the financial aid sought under this Development Program Modification; (b) the Development Program Modification will afford maximum opportunity, consistent with the needs of the City as a whole, for the development of the Development District by private enterprise; and (c) that the Development Program Modification conforms to the general plan for the development of the City as a whole.

Section 3. Findings Relative to TIF District Modification.

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

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

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

Section 4. Public Purpose. The adoption of the Program and Plan Modification conforms in all respects to the requirements of the Act to provide employment opportunities, to improve the tax base and to improve the general economy of the State and thereby serves a public purpose. For the reasons described in Exhibit A, the City believes these benefits directly derive from the tax increment assistance provided under the TIF Plan. A private developer will receive only the assistance needed to make this development financially feasible. As such, any private benefits received by a developer are incidental and do not outweigh the primary public benefits.

Section 5. Approval and Adoption of the Program and Plan Modification

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

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

5.03 The Auditor of Cottonwood County, Minnesota, is requested to certify the original net tax capacity of the TIF District, as described in the Program and Plan Modification, and to certify in each year thereafter the amount by which the original net tax capacity has increased or decreased; and the City is authorized and directed to forthwith transmit this request to the County Auditor in such form and content as the Auditor may specify, together with a list of all properties within the TIF District, for which building permits have been issued during the 18 months immediately preceding the adoption of this Resolution.

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

Dated: October 6, 2020

Dominic Jones, Mayor

ATTEST:

Steven Nasby, City Administrator

M:\DOCS\12336\000037\ROL\1927743.DOC

EXHIBIT A

The reasons and facts supporting the findings for the modification of the Tax Increment Financing Plan (TIF Plan) for Tax Increment Financing District No. 1-22 (District), as required pursuant to Minnesota Statutes, Section 469.175, Subdivision 3 are as follows:

1. *Finding that Tax Increment Financing District No. 1-22 as expanded is a redevelopment district as defined in Minn. Stat., Section 469.174, Subd. 10.*

The District as expanded consists of 7 parcels, with plans to redevelop the area for housing purposes. At least 70 percent of the area of the parcels in the District are occupied by buildings, streets, utilities, paved or gravel parking lots or other similar structures and more than 50 percent of the buildings in the District, not including outbuildings, are structurally substandard to a degree requiring substantial renovation or clearance. (See Appendix D of the TIF Plan Modification.)

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

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

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

Therefore, the City concludes as follows:

- a. The City's estimate of the amount by which the market value of the entire District will increase without the use of tax increment financing is \$0.
- b. If the proposed development occurs, the total increase in market value will be \$19,917,120.
- c. The present value of tax increments from the District for the maximum duration of the district permitted by the TIF Plan Modification is estimated to be \$4,590,333.
- d. Even if some development other than the proposed development were to occur, the Council finds that no alternative would occur that would produce a market value increase greater than \$15,326,787 (the amount in clause b less the amount in clause c) without tax increment assistance.

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

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

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

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

ACTION ITEM



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

TO: City Council
FROM: Economic Development Authority of Windom
DATE: October 6, 2020 (City Council Meeting Date)
RE: SCDP Procedural Guidelines - Amendments
DEPT: Development Department
CONTACT: Drew Hage, Development Director at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

After review, by Motion:

- (1) Approve the First Amendments to the City of Windom's SCDP Residential Owner Occupied Procedural Guidelines and the Rental Rehabilitation Program Procedural Guidelines, and
 - (2) Authorize the Mayor and City Administrator to execute these Amendments.
-

Issue Summary/Background

On September 4, 2018, the Windom City Council adopted the "Small Cities Development Program Residential Owner Occupied Procedural Guidelines" for the current program. The Southwest Minnesota Housing Partnership (the "Partnership") assists the City/EDA in the administration of this program.

Joel Hollerich, Program Lending Underwriter, advised that the Partnership has received a clarification from MN DEED that the Applicants' (Borrowers') income does not need to be re-certified if their documentation is more than 90 days old. Mr. Hollerich advised that this policy change will speed up the processing of applications and make the process less cumbersome for the Borrowers.

Mr. Hollerich provided proposed amendments to the SCDP Procedural Guidelines incorporating this policy change. Copies of these amendments are attached to this Memo. The proposed Amendments were reviewed and approved by the EDA Board at its September 14th Meeting. The Board also recommended approval by the City Council.

Fiscal Impact

There is no fiscal impact for the City to adopt the proposed Amendments to the SCDP Procedural Guidelines.

Attachments

1. First Amendment to City of Windom, Minnesota, Small Cities Development Program (SCDP) Residential Owner Occupied Procedural Guidelines.
2. First Amendment to City of Windom, Minnesota, Small Cities Development Program (SCDP) Rental Rehabilitation Program Procedural Guidelines.
3. Copy of existing SCDP "Income Verification" language (Pages 4 and 5 of "Procedural Guidelines").

DH:mah

First Amendment
to
City of Windom, Minnesota
SMALL CITIES DEVELOPMENT PROGRAM (SCDP)
RESIDENTIAL OWNER OCCUPIED
- PROCEDURAL GUIDELINES -

This is the First Amendment to the City of Windom Small Cities Development Program (SCDP) Residential Owner Occupied Procedural Guidelines (hereinafter the "Guidelines") adopted **September 4, 2018**, by the City of Windom in the administration of the City of Windom Small Cities Development Program funded by the Department of Employment and Economic Development. This amendment incorporates a change to the procedural guidelines.

The Guidelines are hereby amended to remove the final paragraph in Section E. "Household Eligibility", No. 4 "Income Verification", which reads: "Income verification information that is more than 90 days old will not be considered current or valid and must be re-verified."

This amendment to the original Guidelines supersedes only those items listed.

This Amendment governing the administration of the City of Windom's SDCP Residential Rehabilitation Program has been adopted by action of the Windom City Council on this 6th day of October, 2020.

CITY OF WINDOM, MINNESOTA

By: _____
Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

First Amendment
to
City of Windom, Minnesota
SMALL CITIES DEVELOPMENT PROGRAM (SCDP)
RENTAL REHABILITATION PROGRAM
- PROCEDURAL GUIDELINES -

This is the First Amendment to the City of Windom Small Cities Development Program (SCDP) Rental Rehabilitation Program Procedural Guidelines (hereinafter the “Guidelines”) adopted **September 4, 2018**, by the City of Windom in the administration of the City of Windom Small Cities Development Program funded by the Department of Employment and Economic Development. This amendment incorporates a change to the procedural guidelines.

The Guidelines are hereby amended to remove the final paragraph in Section E. “Household Eligibility”, No. 4 “Income Verification”, which reads: “Income verification information that is more than 90 days old will not be considered current or valid and must be re-verified.”

This amendment to the original Guidelines supersedes only those items listed.

This Amendment governing the administration of the City of Windom Rental Rehabilitation Program has been adopted by action of the Windom City Council on this 6th day of October, 2020.

CITY OF WINDOM, MINNESOTA

By: _____
Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

- h. Social Security, including survivor benefits.
 - i. Child support or Alimony payments.
 - j. Workers Compensation.
 - k. Business income for self employed individuals.
 - l. Interest income from lump sum insurance payments or judgments for health, accident, worker's compensation and personal or property losses.
3. **EXCLUDED INCOME:** Temporary, non-recurring or sporadic income shall not be considered as part of a household's annual income. That income will be as defined below:
- a. One Time or sporadic gifts.
 - b. Income from children under 18 years of age.
 - c. Payments for foster children.
 - d. Medical expense reimbursements.
 - e. Educational scholarships used for tuition, fees, or books.
 - f. Insurance lump sum payments or judgments for health, accident, worker's compensation and personal or property losses. Any interest income derived from such sources will be viewed as annual income.
 - g. Hazard duty pay to a household member in the Armed Forces. (NOT regular pay).
 - h. A capital gain.
 - i. Reimbursements for expenses.
4. **INCOME VERIFICATION:** All income shall be verified in writing by a third party. The following verification examples listed below are considered acceptable.
- a. An income verification sheet, which is signed by a third party at the source of income.
 - b. The previous two years federal tax returns shall be placed in the file for all applicants. Federal tax returns will be used to calculate income for those applicants who are self employed or have variable incomes. All schedules and attachments are necessary. All tax returns must be signed and dated.
 - c. Signed third party verifications from banks, savings and loans, insurance companies, and etc.

- d. Such other written/printed verifications as deemed appropriate by SWMHP.

Income verification information that is more than 90 days old will not be considered current or valid and must be re-verified.

5. **ASSETS:** There will be no asset limitation associated with SCDP loans.
6. **DATA PRIVACY:** Information on program applicants shall be gathered and released in accordance with the Minnesota Data Practices Act. All information including names, addresses, income and income sources, assets and assets sources, credit reports and financial reports will not be released without prior, written consent of the applicant as specified by the Act. The Data Release Form will be signed by the applicant(s) and will inform the applicant of what information will be released and to whom. Information will only be gathered and released for solely administrative purposes such as eligibility determination, administrative review, coordination and securing of leverage funds. Private information may be released to the following agencies or organizations: The City of Windom, SWMHP, Minnesota Housing Finance Agency, Rural Development, Lending Institutions, MN DEED, and HUD.
7. **EVIDENCE OF FRAUD:** Any administering party participating in the Program shall refer evidence of fraud, misrepresentation, collusion or other misconduct on the part of the applicant or contractors in connection with the operation of the Program to the State of Minnesota Attorney General for investigation and possible legal action.

F. ELIGIBLE PROPERTIES

1. **SUBSTANDARD RESIDENTIAL PROPERTY:** Residential dwelling must be determined to meet the following classifications in order to be eligible for assistance under this SCDP Housing Rehabilitation Program.
 - a. The residential unit does not meet HUD's Section 8 Housing Quality Standards.
 - b. The residential unit does not meet applicable Fire Code, Occupancy Codes, National Electrical Code, Uniform Mechanical and Plumbing Codes.
 - c. The residential unit contains health and safety hazards.
 - d. The residential unit lacks safe, reliable water supply or sanitary wastewater disposal.
 - e. The residential unit does not meet Minnesota Energy Efficiency Standards.
 - f. The residential unit fails to provide suitable shelter in some other obvious and apparent manner.

RESOLUTION #2020-

INTRODUCED:

SECONDED:

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

**AUTHORIZATION TO ACCEPT DONATIONS FROM
THE WINDOM FIRE DEPARTMENT RELIEF ASSOCIATION
FOR THE WINDOM FIRE 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, Windom Fire Department Relief Association is a supporter of the City of Windom and the Windom Fire Department; and

WHEREAS, the Windom Fire Department has received donations from the Windom Fire Department Relief Association of a thermal imaging camera and a Dewalt tool set with a retail value of \$7,800.00.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donations of a thermal imaging camera and Dewalt tool set valued at \$7,800.00 from Windom Fire Department Relief Association for use by the Windom Fire Department.

Adopted by the Council this 6th day of October, 2020.

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

TO: City Council
FROM: John Nelson, Manager, River Bend Liquor
DATE: September 21, 2020
RE: Purchasing of an Open Air Merchandiser
DEPT: Liquor Store
CONTACT: John Nelson John.Nelson@windommn.com

Recommendations/Options/Action Requested

I recommend that the City Council approve the purchase of the Turbo Air TOM-72EB-N from Stan Morgan and Associates for \$11,649.38.

Issue Summary/Background

Many municipalities are having great luck with installing an Open Air Merchandiser to help market their products. With cooler space, an issue in our current building we can help create additional sales on higher profit items within the store.

Currently our "Singles" cooler is located in the back corner of the store. With the purchase of this, our "Singles" cooler would be moved right up to the front of the store where additional "impulse" buys will be made and our Ice cooler would be moved to the back corner of the store. Items that will be located in this cooler are single cans of beer, bottles of wine, champagne (around holidays), canned wine, and also featuring new products. Currently we do not have space to offer cold bottles or cans of wine or champagne, and this purchase will help to add more variety to our current single "impulse" market.

Two quotes were received and the quotes are both comparable.

Fiscal Impact

The fiscal impact for this purchase will be \$11,649.38, which will be paid through profits on sales of products in the cooler. In 2019, we profited \$11,858.28 off sales of single beer items.

Attachments

- Stan Morgan and Associates Quote Dated September 3, 2020 - \$11,649.38
- Carlson Stewart Refrigeration Quote Dated August 21, 2020 - \$12,082.00
- Turbo Air Vertical Air Curtain Model: TOM-72EB-N Spec Sheet
- 2019 PLU Analysis Report for Sub-Department 900 – Beer Singles

September 3rd, 2020

River Bend Liquor
C/O: City of Windom
Attention: John Nelson



Dear John,

Stan Morgan and Associates is pleased to quote the following equipment for your store in Windom, MN.

Open Air Cooler: (1) Turbo Air TOM-72EB-N **\$9,900.00**
Vertical Open Air Merchandiser 72"L x 29-7/8"D x 81-1/8"H. Self-contained unit 220v/60/1-ph
Self-cleaning condenser, (8) white coated galvanized steel solid shelves, energy saving night curtain,
LED lighting in canopy.

Freight to Windom: **\$650.00**

Installation: **\$350.00**

Special Notes
Prices are valid for 45 days.

TOTALS:

Total for above items in bold:	\$10,900.00
State and local sales tax (6.875%):	\$749.38
GRAND TOTAL:	\$11,649.38

Terms

50% down upon accepting order. Balance upon invoicing

If you have any questions or concerns, please do not hesitate to call.

Sincerely,

Jeremy Reller

REFRIGERATOR MANUFACTURER
Turbo air
 more durable, efficient, beautiful

4184 E. Conant St.
 Long Beach, CA 90808
 Tel. 310-900-1000
 Fax. 310-900-1077
 www.turboairinc.com

Project :
 Model # :
 Item # : Qty :
 Available W/H :
 Approval :

Vertical Air Curtain

Open Display Merchandisers

Patented Self-Cleaning Condenser



This product is equipped with a fine mesh filter to the front of the condenser to catch dust, and a rotating brush that moves up and down daily to remove excess buildup outward and away.

Model : TOM-72EB-N



TOM-72EB-N

FEATURES & BENEFITS

Self-Cleaning Condenser

The accumulation of dust in the condenser can cause the failure or breakdown of refrigerators. Refrigerators run normally until they reach a certain level of accumulation. At some point, when they are over the limit, their performance drops quickly resulting in damage to, or disposal of the stored products inside. The Self-Cleaning Condenser device keeps the condenser clean and prevents system failure by automatically brushing daily.

Hydrocarbon refrigerants (R-290)

With innovative and eco-friendly technology, Turbo Air brings you hydrocarbon refrigerators designed to meet DOE's Energy Conservation Standards in 2017 and to use EPA's SNAP Program approved HC refrigerants. Hydrocarbon refrigerants do not deplete the ozone layer and have very low contribution to global warming (ODP-0, GWP-3).

Modern design

By harmonizing curvature and rigidity, our modern style product designs are user-friendly while maintaining the highest product visibility and aesthetics. The glass front shield optimizes the merchandiser's display effects of fresh salads, sandwiches, desserts and beverages.

Designed to enhance impulsive sales

Ideal for eye-catching displays and convenient access with fast service in high traffic area.

White coated galvanized steel interior

White coated galvanized steel solid shelves

Energy saving night curtain standard

Standard back-guard improves airflow

Foamed with polyurethane, high-density cell insulation (CFC free)

Perforated interior back wall and top for improved airflow

Front air intake and rear air discharge



Model	CU.FT.	# of Shelves	HP	AMPS	Crated Weight (lbs.)	L x D x H (inches)
TOM-72EB-N	37.1	8	3/4 x 4	18	941	72 x 297/8 x 811/8

Vertical Air Curtain

Open Display Merchandisers

Model : TOM-72EB-N

ELECTRICAL DATA	
Voltage	220/60/1
Plug Type	Ⓢ NEMA 6-20P
Full Load Amperes	18
Compressor HP	3/4 x 4
Refrigerant	R-290
DIMENSIONAL DATA	
Net Capacity (cu. ft.)	37.1
Ext. Length Overall (in.)	72 (1829mm)
Ext. Depth Overall (in.)	29 7/8 (759mm)
Ext. Height Overall (in.)	81 1/8 (2061mm)
# of Shelves	8
Power Cord Length (in.)	118 1/8
Net Weight (lbs.)	723
Gross Weight (lbs.)	941

Design and specifications subject to change without notice.
Actual shipping weight may differ due to extra packing materials for product protection.

- **WARRANTY :** 2 Year Parts and Labor Warranty
Additional 3 Year Warranty on Compressor

STANDARD FEATURES

- Simple plug-in installation
- Patented self-contained system, no plumbing required
- Solar powered digital thermometer
- Digital electronic thermostat with defrost control
- LED interior lighting
- Standard color comes in black only
- Price tag channel: P72E0000ZK (34 1/2"L)

Recommended operating conditions

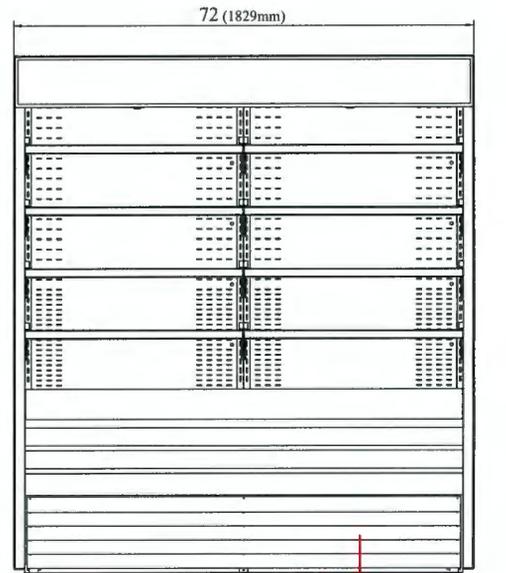
TOM models are designed to operate in an environment where temperature & humidity do not exceed 75°F and 55% respectively. Units should not be installed near HVAC vents, fans or doorways that will disrupt the air curtain and compromise the function of the cabinet. Air curtain models will run most efficiently when completely loaded with product. When used as a built-in, required clearance for the rear is 4" and the top is 5".

OPTIONAL ACCESSORIES

- 1.6" caster: CAS16WBT00 (non-brake)
- 4" caster, 1/2" diameter & 13 TPI: G8F6500101 (non-brake), G8F6500201 (w/ brake)
- 6" leveling seismic leg (1/2", 13 TPI): 30221M0700
- Security cover: SC-72-E (White), SC-72-EB (Black), SCS-72-E

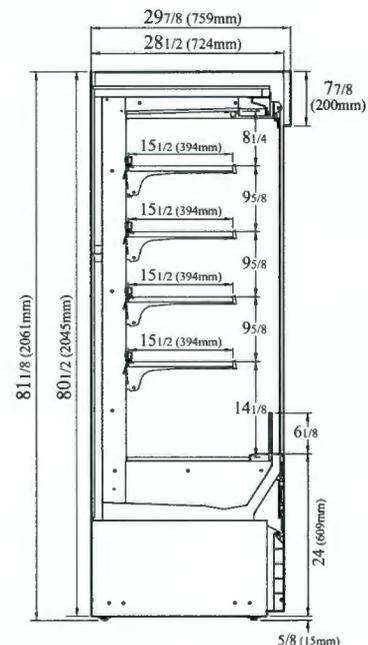
PLAN VIEW

(unit : inch)



FRONT VIEW

Power Cord
(Back of the product)



SIDE VIEW

Ver.20191210



- Turbo Air : 800-627-0032 ■ GK : 800-500-3519
- Warranty : 800-381-7770 ■ AC : 888-900-1002



ACTION ITEM



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

TO: City Council
FROM: Airport Manager
DATE: September 28, 2020
RE: Consulting Engineering Services
DEPT: Airport
CONTACT: Brian Underwood at 830-0273 or Steve Nasby: Steve.Nasby@windommn.com



Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Execute consulting engineering services agreement with S.E.H. Engineering, Inc. for the Windom Municipal Airport.

Issue Summary/Background

The Windom Municipal Airport is required by the FAA to have a consulting engineer of record. As such, the City is required to solicit Requests for Proposals (RFPs) and engage in a selection process at least every five years.

An RFP was issued this summer and three firms responded. These responses were evaluated and ranked by the Airport Manager, City Administrator and Finance Assistant/Deputy City Clerk. Upon this evaluation the unanimous consensus is to recommend S.E.H. Engineering, Inc. S.E.H. is currently the Airport's consulting engineer and the level of service has been excellent.

Fiscal Impact

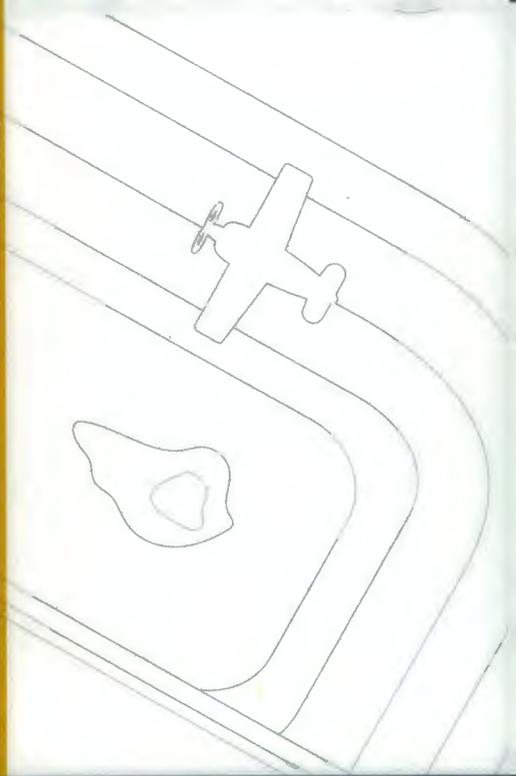
Engineering services are directly related to Airport projects, which are typically 90% federally funded and/or also eligible for another 5% State match. The impact to the City budget is slight as the City's cost is 5-10% and the engineering services are part of the Airport projects as approved by the City Council

Attachments

1. S.E.H. Engineering, Inc. Request for Proposal response.

STATEMENT OF QUALIFICATIONS

Engineering and Planning Services Windom Municipal Airport



WINDOM, MINNESOTA | AUGUST 28, 2020



Building a Better World
for All of Us®

Engineers | Architects | Planners | Scientists

August 28, 2020

Steve Nasby, City Administrator
City of Windom
444 9th Street
P.O. Box 38
Windom, MN 56101-0038



Building a Better World
for All of Us®

RE: Statement of Qualifications for Windom Municipal Airport Engineering and Planning Services

Dear Mr. Nasby:

As we said five years ago in our qualifications submittal, the Windom Municipal Airport is (still) experiencing demand for growth! It has truly been a pleasure to partner with you over the past several years, helping to support your goals to meet the demands and desires for the region. The work we've accomplished with you plays a vital role in the economic health of the area, and the team you've come to know and trust is eager to continue to provide professional services for your Airport.

Over the past several years you trusted us to be your partner, and today, we're asking you again to trust what we've consistently shown you – that we are the optimal team to continue as your partner in achieving the next set of goals for your Airport. Here's why:

Comprehensive, multidisciplinary team brings proven innovation and expertise. You're getting the same team – the team you've come to know, trust and rely on for advice, expertise and guidance. Additionally, the close collaboration between our full-service team of engineers and planners is the foundation of our approach. Planners and engineers working side by side allows for multiple perspectives and lenses through which to solve complex challenges. This results in time savings and ultimately, a better project.

Superior client service and a true advocate for your Airport. When working with us, you've come to know that we provide more than just airport planning and engineering solutions. We'll work right along side Windom as directed by the City for all grant paperwork, Capital Improvement Program development, airspace analysis or any other aviation related task assigned. Coupled with the trust we've earned with the Federal Aviation Administration and Minnesota Department of Transportation Office of Aeronautics, provides you with an invaluable combination to move your projects forward.

As we look forward. We're making the same commitment to you as we did five years ago. Our team will continue to provide you with exactly what's needed – responsiveness, locally committed, proven technical competence in engineering, planning and environmental projects and time-tested FAA and agency relationships at a cost competitive advantage.

Respectfully submitted,



Lindsay R. Reidt
LINDSAY R. REIDT, PE (MN)
MAIN POINT OF CONTACT,
QA/QC LEAD



Alec Boyce
ALEC BOYCE
CLIENT SERVICE MANAGER

**"We understand the goals and needs of your
Airport and we look forward to continuing to build
a successful working relationship with you."**



CONTENTS

COMPANY INFORMATION	1
PROJECT TEAM	6
PROJECT REFERENCES	12
APPROACH TO PROJECTS	13
AFFIRMATIVE ACTION PROGRAM	17

The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.

©2020 Short Elliott Hendrickson Inc.

The information contained in this Proposal was prepared specifically for you and contains proprietary information. We would appreciate your discretion in its reproduction and distribution. This information has been tailored to your specific project based on our understanding of your needs. Its aim is to demonstrate our ideas and approach to your project compared to our competition. We respectfully request that distribution be limited to individuals involved in your selection process.

SEH is a registered trademark of Short Elliott Hendrickson Inc.

WINDM 154736



Company Information

COMPANY OVERVIEW

BUILDING A BETTER WORLD FOR ALL OF US®

Short Elliott Hendrickson Inc. (SEH®) is a **100% employee-owned corporation** providing engineering, architectural, planning and environmental services to public and private clients throughout the country. Our more than **800 employee-owners** are simplifying the world's complex challenges by improving mobility, designing better places, engineering clean water and renewing infrastructure.

Our collective purpose and body of work is focused on **Building a Better World for All of Us®**. "Building a better world" embodies our commitment to improving quality of life through safer airports, roads, bridges, parks and trails; renewable energy and sustainable design; and cleaner air, drinking water, rivers and lakes. "For all of us" means we design customized solutions for our clients, including the residents, stakeholders and businesses in the communities we serve, employees in the companies we serve and citizens of the world.

OUR CLIENTS

Since 1927, we've helped clients overcome challenges through strategically tailored services. We understand our public clients must meet a wide array of needs often with limited resources. Our aviation team uses our experience at airports throughout the Midwest to provide effective and innovative services that are specific to your City and your Airport projects. SEH continues to grow by anticipating and meeting the needs and expectations of our client partners, including the City of Windom and the Windom Municipal Airport.

AVIATION QUALIFICATIONS

SEH provides a full range of aviation administrative, planning and environmental design and construction services. This comprehensive experience underscores our focus on building stakeholder consensus and providing a clear, efficient path through the agency processes. A brief description of our aviation services follows.

AIRPORT ENGINEERING AND CONSTRUCTION

The SEH aviation engineering and construction team works exclusively on airports, so we always include aviation safety and construction phasing considerations in our designs to ensure seamless airfield construction projects. In addition, we routinely provide design and construction services for projects that occur outside the aircraft operation areas, such as municipal road relocation and automobile parking and access areas.

DESIGN SERVICES

- Airfield/landside design and construction management
- Pavement design
- Runway and taxiway design and construction
- Pavement management and rehabilitation programs
- Access roads, parking and ramps

- Construction safety and phasing plans
- Pavement design
- Airfield signs, lighting and navigation aids (NAVAIDs)
- Mass grading drainage projects
- Land surveying
- Surface water/wastewater
- Solid waste management

CONSTRUCTION SERVICES

- Materials testing
- Contract administration
- Construction observation
- Project documentation
- Operations support

SHORT ELLIOTT HENDRICKSON INC.

Founded in **1927**

HAS GROWN TO **31** locations



EMPLOYING **800+**

engineers, architects, planners, scientists and talented professionals

WHO WORK TOGETHER TO SERVE

4 market areas: mobility, better places, clean water and renewing infrastructure



OUR AVIATION STAFF INCLUDES

25+ aviation engineers and planners that are 100% airports

ARCHITECTURAL

At SEH we see architectural design as an opportunity to improve the way we interact with one another and our environment. We see an opportunity to unite form and function, style and durability, and beauty and purpose in ways that support our clients' needs.

Our aviation experience includes design and construction of air traffic control towers, terminal buildings, arrival/departure buildings, open bay hangars, T-hangars, snow removal equipment (SRE) and aircraft rescue and firefighting (ARFF) facilities.

With our aviation experience, technical expertise and industry relationships, we have the tools to conceptualize a problem in a different way and look beyond traditional solutions.



AIRPORT PLANNING

For more than 30 years, SEH's aviation team has provided solutions to complex airport planning issues and public involvement needs. Over the past 15 years, the aviation team has completed more than 150 airport planning studies nationwide. From this experience, we have built a solid reputation for airport planning at the local, state and regional level.

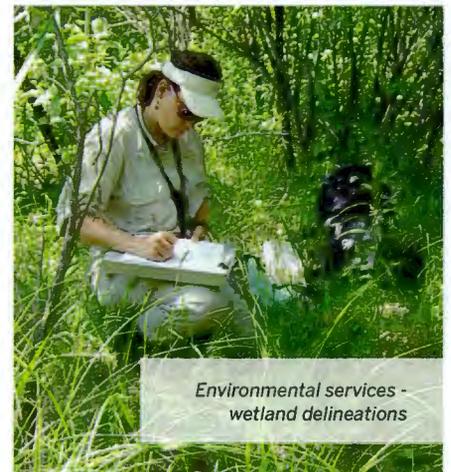
Our airport planning team can integrate airfield, airspace, terminal area and landside planning into a cohesive plan for your community. From start to finish, SEH can provide decisive guidance leading to successful adoption and realistic project implementation. We provide a broad range of specialized airport planning services, including:

- Capital Improvement Plan (CIP) updates and action plans
- Public outreach and stakeholder engagement
- Feasibility studies/site evaluations
- Aircraft/airport operations forecasting
- Rotorcraft/heliport planning
- NAVAIDs siting/installation
- Airspace analysis
- Terminal area and Fixed Base Operator (FBO) planning
- Surface transportation planning
- Financial analysis
- Marketing and business plans
- Economic impact studies
- Zoning and regulatory ordinances
- Federal Aviation Administration (FAA) and Minnesota Department of Transportation (MnDOT) grant administration

ENVIRONMENTAL

SEH provides the full range of services and experts necessary to evaluate the required impact categories and produce environmental documentation to meet regulatory requirements. Our environmental staff works closely with our aviation team on all aviation projects, from Master Plan environmental overviews and environmental assessments (EA), to delineating wetlands and

areas of protected species during construction. Our environmental staff has the aviation knowledge needed to complete all environmental reviews to FAA and MnDOT standards. Our proven knowledge and experience working on environmental projects will help you complete any environmental documentation process accurately, efficiently and on time.



SEH is qualified to evaluate all required Environmental Impact Categories, including:

- Air quality
- Biological resources
- Children's environmental health and safety risks
- Climate studies
- Coastal resources
- Construction impacts
- Cumulative effects
- Department of Transportation Act, Section 4(f)
- Farmland
- Hazardous materials, solid waste and pollution prevention
- Historical, architectural and cultural resources
- Natural resources and energy supply
- Noise and compatible land use
- Socioeconomics and environmental justice
- Visual effects (including light emissions)
- Water resources (including wetlands, flood plains, surface waters, ground water, and wild and scenic rivers)

WHEN PREPARING NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)/ ENVIRONMENTAL ASSESSMENTS, SEH:

- Initiates early input from stakeholders and agencies
- Develops and evaluates alternatives
- Identifies and assesses potential impacts, "fatal flaws" and benefits
- Develops solutions that have the least impact on the environment while still being practical
- Develops mitigation strategies and solutions that include impact avoidance, minimization and replacement
- Facilitates buy-in and successfully resolves conflicts

TECHNOLOGY INNOVATION

Our past project experience is a clear demonstration of our technical ability to complete any project that arises for your Airport. You can also expect that we'll introduce you to new ways to leverage technology to benefit your projects. Following are a few examples.

Drones: The unmanned aerial vehicle (UAV) industry is rapidly growing and continually providing new tools to aid in planning, inspection and design. SEH is leveraging this technology. Some examples include:

- Aerial imagery to be used in planning or design plan sets
- Project inspections to monitor and document construction activities and work progress
- Project videos that illustrate visual progress of projects to general public and to project partners
- Obstruction analysis or management of obstacles surrounding airport approach surfaces

Project Website: Taking ESRI Geospatial Information System (GIS) a step further, we have experience with hosting GIS data on project websites to promote project information sharing and outreach.

GIS Software: To promote project efficiencies for project managers, field staff and clients, we have begun to utilize real time data collection and data sharing utilizing ESRI GIS software platforms throughout construction. Our field staff can provide daily updates the moment they upload the data to project team members and clients. For example, we can be in a meeting and pull up a live feed video and real time field construction notes of a construction activity to better facilitate discussions.

Visualizations: Our team helps stakeholders and decision-makers get a full understanding of what a project will look like from the beginning and through the life of the project by using visualizations. Our visualizations help projects through public engagement, project development and informed communications via the project website.



EXPERIENCE WITH STATE AND FEDERAL GRANT PROGRAMS

FUNDING

With ever-tightening federal, state, city and county budgets, funding has become more critical in the successful development of an airport. SEH can help guide the Airport through the project planning, programming and grant application process. SEH immediately notified Windom of the amounts and opportunities of funding made available by the CARES Act. This positioned Windom to use the monies for the highest and best use. Typical airport projects use funding references from four sources:

- 1 Federal Airport Improvement Program (AIP).** These funds are available to the Airport on an approximate 90% AIP/10% local split. **The important factor is identifying not readily apparent project-specific items to ensure AIP eligibility. That is, keeping the design within FAA parameters. Although these funds are “available,” eligibility requirements and design parameters must be met to receive the funds.** SEH has experience with this federal process which is vitally important to the success of a project. SEH is not just a consultant, but a partner with the Airport to ensure the best use of local resources.
- 2 Federal Discretionary Funding.** Projects that rehabilitate critical pavement areas or improve airfield safety are high priority projects. The FAA supports these types of projects by providing multi-million dollar grants to supplement your AIP entitlement funding. When MWM requires this type of a project, SEH will meet with the FAA and help keep the Commission on track to meet the required obligations and timeline to receive this money to enhance your community's aviation infrastructure.
- 3 State of Minnesota.** The State of Minnesota has several funding programs available to aid local government for both AIP and non-AIP eligible improvements. SEH is very familiar with the funding program options, State participation and requirements to put the Airport in the best position to secure additional funding when necessary.

- 4 Local Share.** Simply put, this is what the Airport will need to have available as a local match to receive both federal and state funding. For AIP projects, the state (through 2020 at this time) is contributing 5% to the local share thereby reducing the local share to 5%. The SEH team has expertise in business development, local project financing and grant writing. **We can assist the Airport in CIP budgeting to help manage the costs of future infrastructure improvements.**

SEH experience includes not only FAA and MnDOT funding sources, but we also bring a wealth of experience accessing a wide range of federal, state and local grant sources. We understand the key agencies involved in these approvals and we have a track record of success securing project funding. **SEH has grant writers and lobbyists on staff who understand your project's needs and details to secure additional eligible funding. Our formula works!**

GRANT ADMINISTRATION

Receiving funding from any source comes with obligations. We have to ensure that we meet those obligations, both in the application phase, during the life of the grant and grant closeout. From an aviation standpoint, SEH helps administer dozens of FAA and MnDOT grants on a yearly basis.

In the ever-changing world of FAA grant requirements, we are fully educated and aware of new FAA grant application materials and deadlines.

Throughout a grant, FAA continues to require documentation regarding grant status in the form of quarterly reports and status updates. We work with our specialized grant administration staff to ensure that the City of Windom stays in compliance with these grant requirements. And finally, the financial closure of a grant requires an FAA closeout report. SEH has a dedicated individual that completes closeout reports and has been doing so for Minnesota airports for more than 10 years. This experience ensures that all eligible expenses are reimbursed to the City.

ABILITY TO MEET SCHEDULES AND BUDGETS

Establishing and adhering to a strict project schedule and budget will be important for the success of your upcoming projects. The planning, design and construction projects presented below are directly related to the types of projects proposed at Windom Municipal Airport for the upcoming Airport CIP. These recent projects demonstrate our ability to develop and meet project deadlines, schedules and budgets.

ABILITY TO MEET SCHEDULE AND BUDGET – COMPLETED PROJECTS				
AIRPORT	DESCRIPTION	COST	TIME INVOLVED	ON SCHEDULE/ ON BUDGET
Baudette International	Taxiway Reconstruction and Extension	\$1,200,000	8 weeks	✓
Baudette International	Environmental Assessment	\$59,400	1 year	✓
Cambridge Municipal	Land Acquisition	\$450,000	6 months	✓
Cheyenne Regional	Environmental Assessment	\$243,500	2 years	✓
Duluth International	Runway 9/27 Reconstruction, Phase 3	\$10,850,000	3 months	✓
Duluth International	Runway 9/27 Obstruction Removal	\$417,950	30 days	✓
Duluth International	Categorical Exclusion and Wetland Delineation	\$10,000	3 months	✓
Duluth Sky Harbor	Environmental Assessment (Phases 1, 2 and 3) and ALP	\$900,000	7 years	✓
Falls International	Runway 13/31 Reconstruction, Phase 1	\$3,707,000	2 months	✓
Fergus Falls Municipal	Runway 17/35 and Taxiway B Reconstruction	\$700,000	45 days	✓
Flying Cloud	Phase II ESA	\$12,200	6 months	✓
Glencoe Municipal	Runway Reconstruction and Lighting Replacement	\$1,200,000	60 days	✓
Glencoe Municipal	Environmental Assessment	\$118,900	1 year	✓
Grand Rapids/Itasca County	Runway and Taxiway Crack Repair	\$128,500	10 days	✓
Huntington Tri-State	Airport Wildlife Hazard Assessment	\$93,900	1 year	✓
Highmore Municipal	Environmental Assessment	\$59,400	1 year	✓
Highmore Municipal	Parallel Taxiway Construction	\$735,290	45 days	✓
Hot Springs Municipal	Taxiway Construction	\$1,100,000	6 months	✓
Longville Municipal	Apron Reconstruction	\$275,000	30 days	✓
Mora Municipal	Crosswind Construction	\$1,100,000	4 months	✓
Mora Municipal	Environmental Assessment	\$50,000	6 months	✓
Red Wing Regional	Apron Reconstruction	\$300,000	45 days	✓
Red Wing Regional	Runway and Taxiway Crack Repair	\$29,700	4 days	✓
Rush City Regional	Runway Reconstruction	\$900,000	60 days	✓
St. Paul Downtown	Joint and Crack Repairs	\$99,000	1 week	✓
St. Paul Downtown	Taxiway Reconstruction and Lighting Replacement	\$1,300,000	75 days	✓
Staples Municipal	Environmental Assessment	\$95,000	1 year	✓
Tower Municipal & Seaplane Base	Runway Reconstruction	\$800,000	60 days	✓
Wadena Municipal	Crosswind Construction	\$27,600	9 months	✓
Wadena Municipal	Airfield Perimeter Fence	\$600,000	60 days	✓



Project Team

THE SEH TEAM

Selecting our team means you have direct access to full-service aviation experts with experience and knowledge to complete all of your aviation projects outlined in the Request for Qualifications (RFQ) and more.

We have identified core project team members here, but this team has immediate access to an extensive depth of resources from our 800+ professionals. We also recognize the need to involve select subconsultants as they provide efficient project execution and bring extensive knowledge of unique project types such as Airport GIS (AGIS) surveys. We will utilize subconsultants to provide additional, very specific expertise to meet your expectations and needs in a cost-efficient manner.

CITY OF WINDOM AND WINDOM MUNICIPAL AIRPORT



Lindsay Reidt
Main Point of Contact, QA/QC Lead



Alec Boyce
Client Service Manager



Jacqueline Zirbes
Airport Planning Project Manager



Adinda Van Espen
Airport Engineering Project Manager

SEH MULTIDISCIPLINED SPECIALISTS

Jack Hawksford

Airport Engineer

Jack Steibler

Airport Engineer

Brian Murphy

Airport Planner, ALP Specialist

Brian Bergstrom

Architect

Natalie White

Airport NEPA Specialist

SUBCONSULTANTS

Braun Intertech

Materials Testing

Martinez Geospatial

Geospatial *DBE*

Barr Engineering

Electrical Engineering

The specific licenses and credentials of the team members are described in the resume section of this document.

LINDSAY REIDT PE

MAIN POINT OF CONTACT AND QA/QC LEAD

Lindsay is a professional engineer with experience in airport design and construction. Her responsibilities include project cost estimating, pavement design, construction plans and specifications, bidding documents and construction administration. **Lindsay will be your main point of contact, responsible for managing the SEH team and providing QA/QC for all project deliverables.**

EXPERIENCE

- Runway 17/35 Electrical, Windom Municipal Airport – Windom, MN
- Hangar Expansion, Windom Municipal Airport – Windom, MN
- ALP and Master Plan, Windom Municipal Airport – Windom, MN
- Crosswind Runway, Mora Municipal Airport – Mora, MN
- Runway 10L/28R Modifications, Flying Cloud Airport – Eden Prairie, MN
- LED Taxiway Edge Lighting, Airlake Airport – Lakeville, MN
- Airport Perimeter Road Rehabilitation, St. Paul Downtown Airport – South St. Paul, MN
- Taxiway and Taxilane Reconstruction, Lake Elmo Airport – Lake Elmo, MN
- Taxiway, Obstruction Removal and Gates, Cambridge Municipal Airport – Cambridge, MN



13
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Civil Engineering
Iowa State University-Ames



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in Minnesota

JACQUELINE ZIRBES

AIRPORT PLANNING MANAGER

Jacque is a planner with a great deal of experience in the aviation industry. Jacque is experienced in all phases of airport environmental documentation and planning including master plans, ALPs, NEPA requirements, site selection studies, noise modeling, activity forecasts, airport zoning and land use planning, and public involvement processes. Jacque also has excellent client service and interpersonal skills, is an experienced public speaker and is skilled at preparing and delivering presentations to diverse audience types. **Jacque will provide high-level planning coordination for all engineering projects, and will be the project manager for the anticipated environmental and zoning projects.**

EXPERIENCE

- Hangar Expansion/Taxilane, Windom Municipal Airport – Windom, MN
- ALP and Master Plan, Windom Municipal Airport – Windom, MN
- Crosswind Runway Environmental, Redesign and Construction Administration, Mora Municipal Airport – Mora, MN
- ALP and Master Plan, Mora Municipal Airport – Mora, MN
- ALP and Master Plan, Cambridge Municipal Airport – Cambridge, MN
- Runway Reconstruction, Rush City Regional Airport – Rush City, MN
- Runway Rehabilitation and Airfield Lighting, Glencoe Municipal Airport – Glencoe, MN



13
YEARS OF
EXPERIENCE



EDUCATION

Master of Business Administration
Aviation
Embry-Riddle Aeronautical University -
Daytona Beach, FL

Bachelor of Science
Airport Management
Metropolitan State College -
Denver, CO



REGISTRATIONS/CERTIFICATIONS

LEED Green Associate, U.S. Green
Building Council

Private Pilot Certification, FAA

ALEC BOYCE

CLIENT SERVICE MANAGER

Alec is a senior client service advisor with wide-ranging experience working with state and local governments in Minnesota, South Dakota and Iowa. Alec has worked with local and state branches of government to make things happen for communities in the areas of community planning and development, housing, transportation and infrastructure projects, including airports. He is highly knowledgeable of the funding programs and processes that assist local governments in making visions become reality. Alec also works along the legislative and executive side of state governments to assist clients in attaining success in whatever they choose to make happen.

Alec makes it a practice to be familiar with the issues facing the community and how best to address them. **As client service advisor, he will see to it firsthand that Windom receives superior client service in accordance with the negotiated scope of work.**



43
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Geography/Environmental Studies
Minnesota State University-Mankato

ADINDA VAN ESPEN PE

AIRPORT ENGINEERING MANAGER

Adinda is a professional engineer with experience in the renewable energy construction industry as well as the airport engineering industry. She has worked on airport improvement projects with the most recent being the taxiway repairs and relocations as well as the relocation of the refueling apron at the Sparta/Fort McCoy Airport. Adinda has been part of the design process, cost estimating and the creation of the plans and specifications. She also has a wide variety of experience in construction supervision. **Adinda will manage engineering and construction projects and support Lindsay on all design engineering and construction matters.**

EXPERIENCE

- o Taxiway Extension and Pavement Rehabilitation, Glencoe Municipal Airport – Glencoe, MN
- o Airport Taxiway Repairs, Sparta Fort McCoy Airport – Fort McCoy, WI
- o T-Hangar Construction, Montevideo-Chippewa County Airport – Montevideo, MN
- o Beacon/Runway End Identifier Light (REIL) Replacement, Walker Municipal Airport – Walker, MN



6
YEARS OF
EXPERIENCE



EDUCATION

Master of Applied Science
Civil Engineering
University of British Columbia-
Vancouver

Bachelor of Applied Science
Honour in Civil Engineering
University of Windsor - Windsor, ON



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in Minnesota,
Alabama, California, Florida, Idaho,
New York, Ohio, Oregon, Texas,
Wyoming and Ontario, Canada

JACK HAWKSFORD

AIRPORT ENGINEER

Jack is a staff engineer experienced in designing construction projects such as runways, taxiways, taxilanes and airfield lighting projects for major airports. Jack is proficient in Civil 3D, AutoCAD, Bluebeam Revu and Microsoft programs. **Jack will assist Adinda in all airport engineering and construction projects.**

EXPERIENCE

- Taxiway Relocation, Cambridge Municipal Airport – Cambridge, MN
- Runway and Taxiway Modifications, Crystal Airport – Crystal, MN
- Airport Perimeter Roads, St. Paul Downtown Airport – South St. Paul, MN
- Taxilane Reconstruction, Anoka County-Blaine Airport – Blaine, MN
- Taxiway Reconstruction, Flying Cloud Airport – Eden Prairie, MN
- Runway Lighting Upgrades, Fergus Falls Municipal Airport – Fergus Falls, MN



1
YEAR OF
EXPERIENCE



EDUCATION

Bachelor of Civil Engineering
University of Minnesota-Twin Cities

JAKE STIEBLER EIT

AIRPORT ENGINEER

Jake is a recent civil engineering graduate with experience in airport design and wastewater and water resources analysis and design. Jacob is fluent in a number of industry-specific software applications including AutoCAD, MatLab and Microsoft Office Suite. **Jake will assist Adinda in all airport engineering and construction projects.**

EXPERIENCE

- Runway 17/35 Electrical, Windom Municipal Airport – Windom, MN
- ALP and Master Plan, Windom Municipal Airport – Windom, MN
- Runway and Taxiway Modification, Crystal Airport – Crystal, MN
- Taxilanes and Service Road Rehabilitation, Anoka County-Blaine Airport – Blaine, MN
- South Building Area Development, Airlake Airport – Lakeville, MN
- Hangar Construction, Staples Municipal Airport – Staples, MN
- Taxiway Relocation, Fergus Falls Municipal Airport – Fergus Falls, MN



2
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Civil Engineering
(Environmental Engineering Option)
University of Wisconsin-Madison



REGISTRATIONS/CERTIFICATIONS

Engineer in Training in Minnesota

BRIAN MURPHY

AIRPORT PLANNER, ALP SPECIALIST

Brian is a planner with experience with various surveying techniques. He has worked on software including AutoDesk Inventor, MatLab, Arc GIS mapping, the Ibak system, Panoramo Scanner and WinCan. **Brian will assist in any ALP Sheet update as well as environmental planning needs.**

EXPERIENCE

- ALP and Master Plan, Windom Municipal Airport – Windom, MN
- Runway 16/34 Reconstruction, Grand Rapids/Itasca County Airport – Grand Rapids, MN
- ALP and Master Plan, Cambridge Municipal Airport – Cambridge, MN
- Taxiway, Obstruction Removal and Gates, Cambridge Municipal Airport – Cambridge, MN
- Apron and Taxilane Construction, Rush City Municipal Airport – Rush City, MN
- Crosswind Runway Environmental, Construction Administration, Mora Municipal Airport – Mora, MN



5
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Urban Studies (Minors: Construction
Management and Geography)
University of Minnesota-Twin Cities

BRIAN BERGSTROM

AIA, CDT, NCARB
ARCHITECT

Brian is a senior architect with extensive experience in architectural-related work. His responsibilities include managing, designing, drafting and providing code analysis, environmental review and construction administration on municipal, recreational, educational facilities and housing and redevelopment authority (HRA) projects. Brian has worked on projects ranging from small-scale building renovations, to mid-sized multi-faceted public works facilities, to large-scale performing arts theaters. These projects are often designed and constructed with environmentally sustainable objectives in mind. **Brian will provide architectural services as it relates to additional hangar and building development or facility assessments at the Airport.**

EXPERIENCE

- Hangar Construction, Windom Municipal Airport – Windom, MN
- Hangar Expansion, Windom Municipal Airport – Windom, MN
- Airport Terminal Renovation, Montevideo-Chippewa County Airport – Montevideo, MN
- Airport Arrival and Departure Building, Forest Lake Airport – Forest Lake, MN
- Snow Removal Equipment Building, Staples Municipal Airport – Staples, MN
- Hangar Roof Rehabilitation, Austin Airport – Austin, MN
- Hangar Design, Canby Municipal Airport – Canby, MN



22
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Architecture
University of Minnesota-Minneapolis

Associate of Science
Architectural Drafting
Northwest Technical Institute -
Eagan, MN



REGISTRATIONS/CERTIFICATIONS

Architect in Wisconsin, Iowa
and Oklahoma

Certified Construction Document
Technologist (CDT), Construction
Specifications Institute

NATALIE WHITE PWS, CMWP

AIRPORT NEPA SPECIALIST

Natalie is a professional wetland scientist with extensive experience in wetland plant ecology, delineation and review; monitoring and maintenance of vegetation in wetland restoration and mitigation projects; threatened and endangered species surveys; and the development of conservation management plans. Natalie routinely works with the local FAA Environmental Protection specialist to coordinate FAA NEPA review of SEH projects. **Natalie will lead all environmental reviews for the airport.**

EXPERIENCE

- Environmental Assessment, Wadena Municipal Airport – Wadena, MN
- Categorical Exclusion Hangar Expansion/Taxilane, Windom Municipal Airport – Windom, MN
- Environmental Assessment, Cambridge Municipal Airport – Cambridge, MN
- Environmental Assessment, Glencoe Municipal Airport – Glencoe, MN
- Categorical Exclusion T-Hangar Construction, Richard B. Helgeson Airport – Two Harbors, MN
- Environmental Assessment, Mora Municipal Airport – Mora, MN



12
YEARS OF
EXPERIENCE



EDUCATION

Master of Science
Biology
University of Minnesota-Duluth

Bachelor of Science
Biology
Iowa State University-Ames



REGISTRATIONS/CERTIFICATIONS

Professional Wetland Scientist (PWS)

Certified Minnesota Wetland
Professional (CMWP)



Project References

MORA MUNICIPAL AIRPORT

Ask the City of Mora about our management of airport projects including the environmental review, design and construction of the crosswind runway.

Joe Kolgraph, Airport Manager

City of Mora

☎ 320.225.4807

✉ joe.kolgraph@cityofmora.com



Mora Municipal Airport

CAMBRIDGE MUNICIPAL AIRPORT

Ask the City about the master plan process and how SEH has been a long-standing trusted advisor to their airport and City.

Luke Milz, Assistant Public Works Director

City of Cambridge

☎ 763.552.3279

✉ lmilz@ci.cambridge.mn.us



Cambridge Municipal Airport

RUSH CITY REGIONAL AIRPORT

Ask the City about our customer service and how we are a go-to resource for all things airport related.

Amy Mell, City Administrator

City of Rush City

☎ 320.358.4743

✉ amell@ci.rush-city.mn.us



Rush City Regional Airport

GLENCOE MUNICIPAL AIRPORT

Ask the City of Glencoe about our collaborative efforts with FAA and MnDOT.

Mark Larson, City Administrator

City of Glencoe

☎ 320.864.5586

✉ mlarson@ci.glencoe.mn.us



Glencoe Municipal Airport



Approach to Projects

We are familiar with your CIP and the goals for your Airport. The following is our approach to the projects as outlined in your RFQ, as well as your upcoming projects as identified in your CIP.

CLIENT SERVICE

SEH has strived to provide the City with the best client service. We hope we've exceeded your needs. Over the next five years, SEH will continue to be your source for accurate and useful information concerning your Airport, funding opportunities and your relationship with the FAA and MnDOT. Federal mandates continue to increase and we will be there to ensure MWM adapts as needed and support your staff to keep your Airport operational. We will attend the MnDOT and FAA outreach meetings and meet with the agencies at their offices or other locations as needed. Our staff will work with the MnDOT to ensure your Airport meets their compliance requirements and quickly assist in resolving any issues. We are solely an airport planning and design group and can meet all of your aviation related planning, zoning and advisory expectations. We are always one phone call away from to help you navigate complex challenges and solve critical problems, or simply to provide advice grounded in experience and technical knowledge.

We are a full service team and specialize in airport planning and design and can meet and exceed all of your Airport planning, design, construction and development expectations.



Hangar demand is still high. We'll work with you to complete site preparation to accommodate this need.

CLIENT SERVICE AT NO CHARGE

- ✓ Federal and State Grant applications
- ✓ MnDOT/FAA outreach meetings
- ✓ Instrument approach procedure coordination
- ✓ 5010 inspection compliance resolution support
- ✓ Miscellaneous MnDOT/FAA forms and questions
- ✓ Phone calls
- ✓ Airspace analysis and questions
- ✓ Airport management questions
- ✓ Airport zoning interpretation

HANGAR – DESIGN AND CONSTRUCTION

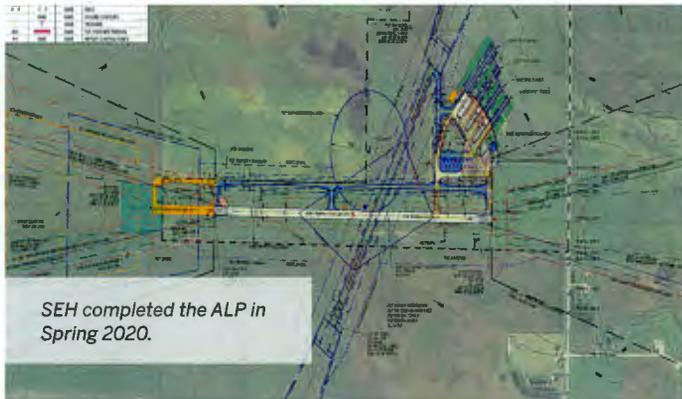
We understand that the Airport has a large demand for additional hangar space, and has been approached by private developers to construct hangars at the Airport. SEH recently successfully completed hangar expansion to two existing hangar buildings, allowing for additional capacity. Our team seamlessly expanded two existing buildings to maximize new hangar space. One hangar was specifically designed to accommodate the needs of a tenant with larger aircraft, which would not fit in the existing hangar space.

To accommodate future hangar demand, we will work with the City to complete site preparation as well as a taxiway extension for future hangar site(s) in order to meet this need as identified by the recently completed Master Plan and ALP. The new hangar site will continue the drainage characteristics of the existing building area and prepare for construction of new hangar(s). Additionally, SEH will work with potential developers to build and plan structures at the Airport, providing layout figures, utility information and other coordination. If a builder decides to proceed, SEH will assist the builder and Airport with submitting the required FAA Form 7460 for airspace analysis as a customer service, free of charge. SEH can also share information gained from our vast airport experience such as land lease agreements, current lease rates, and other data to help land more tenants at MWM.

MASTER PLAN AND AIRPORT LAYOUT PLAN UPDATES AS NEEDED

SEH completed the Master Plan and ALP study this spring. Updates to your planning documents are normal and expected, and will be required as conditions on the airfield change and as priorities of the City transform. SEH can deliver specialized planning on all phases of a project with the complete background of your Airport in mind with our extensive knowledge gained from completing the Master Plan project.

The FAA requires all federally eligible projects to be shown on your ALP. SEH can assist with ALP sheet updates as conditions or details of your plan change. Instead of completing a full Master Plan study with new ALP drawings, SEH can work with the FAA to revise only portions of a sheet, ultimately saving money and time and allowing projects to move forward on schedule.



ENVIRONMENTAL STUDIES

The future development at the Windom Municipal Airport will require compliance with the NEPA. Depending on the scope of the projects, NEPA review can include anything from Categorical Exclusion checklist (CatEx), to an EA or the most cumbersome, an environmental impact statement (EIS). Most projects projected to be completed at MWM, including hangar site preparation and taxilane, as well as pavement maintenance fall into the CatEx range, requiring basic investigation utilizing a simplified FAA checklist and documentation process. We complete and coordinate multiple CatEx documents with the FAA Dakota-Minnesota Airport District office each year for our 30+ clients and are familiar with their requirements as well as their preferences. SEH's natural resource group works directly with the FAA Environmental Specialist to streamline approvals by providing the necessary information in the initial submittal.

Completion of the crosswind Runway 12/30, Runway 17/35 extension and other more potentially environmentally invasive projects may require an EA. SEH's approach to completing successful EA's is routed in our planning approach. Proper planning documents the project purpose and need, alternatives and impacts. Our concise and transparent collaboration through this process, regardless of how complex the project is, reduces delays and allows for efficient environmental review process. We frequently include an appropriate level of preliminary engineering in the EA process, allowing for verification of impacts, constructability and accurate cost estimation.

The environmental analysis is federally eligible and will be included in your state and federal grant request.

CROSSWIND RUNWAY – DESIGN AND CONSTRUCTION

A crosswind runway is needed to provide adequate wind coverage for users operating at the Airport, as the existing single runway, Runway 17/35, provides less than the FAA recommended 95% wind coverage. Before the crosswind runway can be constructed an EA will need to be completed and approximately 22 acres of land will need to be acquired. SEH is familiar with building turf crosswind runways. We recently completed design and construction of the new turf crosswind runway at the Mora Municipal Airport. Earlier this year we designed a new turf crosswind runway for the Wadena Municipal Airport with construction to be completed yet this fall. We also help with turf runway maintenance at the Two Harbors and Backus Airports, to name a few.

Runway design will begin with topographic data collection and soil borings. This information will be used to determine the appropriate grading plan and design of the runway surface. Grading plans will account for the runway surface and surrounding safety area. Design will also include layout of edge markers and/or lighting. Construction plans will be developed to minimize airport impacts during grading and establishment of the new runway.

New runways also require very specific documentation with the FAA. As part of the design process, SEH will coordinate the FAA form 7480 in order to make sure the runway is available and usable once constructed.

RUNWAY EXTENSION – DESIGN AND CONSTRUCTION

We understand an extension to Runway 17/35 is a goal of the Airport. While the recently completed Master Plan indicated that an extension to Runway 17/35 is not anticipated for the near-term based on the current users, if there was a change in a new business using the Airport or an existing user upgrades their aircraft, a runway extension will be reevaluated.

A runway extension would include design of the extended runway surface and associated grading areas required to meet all surface criteria for the runway safety area, runway protection zones and approach and departure surfaces. Runway lighting and NAVAIDs would be replaced to meet the layout requirements associated with the new runway dimensions and spacing. New pavement markings would be installed on the entire runway surface. Taxiway improvements could be included as well, depending on the taxiway configuration at the time of the extension.

SEH would also assist the Airport in developing new instrument approach procedures to the new runway end. The process takes approximately 18 months. SEH will provide preliminary data to the FAA flight procedure specialists to make certain the procedure is available when the runway is extended.

AIRPORT PAVEMENT MAINTENANCE

Maintaining serviceable airfield pavement is essential to safe aircraft operations. SEH will continuously monitor your pavements on an annual basis and recommend pavement maintenance activities as necessary. Crack seals, mill/overlays and other pavement rehabilitation techniques can help prolong the life of your pavements, maximizing your investment and saving money over the life of your investment.



The most recent pavement condition inventory, completed in 2018, accomplished by MnDOT Aeronautics, showed that Runway 17/35 and taxiways were in "excellent" condition while the apron and hangar area taxilane in "fair" condition. While the runway and taxiways pavement are in "excellent" condition, maintenance practices must not be ignored to extend the life of the pavement to its design life.

Within the next five years it is anticipated all airfield pavements will require periodic maintenance. For bituminous pavements (apron, taxilanes and hangar access road), this maintenance will include routing and sealing new cracks in the pavement and re-sealing previously sealed joints and cracks. For concrete pavements (Runway 17/35 and taxiways), the maintenance will include repairing and resealing the previously sealed concrete joints, and prepping and sealing new cracks in the concrete pavement. Replacement and patching of concrete panels is also expected to be part of the concrete pavement maintenance.

SEH will work with MnDOT and the FAA to identify federal eligibility for all pavement maintenance projects, including the taxilanes, with a goal of maximizing FAA financial support.

ADDITIONAL CIP ANTICIPATED PROJECTS

SEH is ready to assist MWM with Federal, State and local projects that will be developed over the next five years and beyond. We understand there may be years when the City will need to repay communities for borrowing FAA entitlement dollars. If the City chooses, during these years SEH will work with MnDOT and other funding sources to meet the infrastructure improvement needs and keep the Airport safely operating.

IMPROVE TELECOMMUNICATIONS

The City desires fiber optic communication at the Airport to improve quality and reliability of the telecommunications serving the Airport facilities. Currently the Airport only has a single copper communication line for the telecommunications. SEH will work with Windom and manage coordination with the communication company and contractor to ensure proper installation of new, more reliable telecommunications.

AIRPORT ZONING ORDINANCE UPDATE

MWM's existing Airport Zoning Ordinance does not match your proposed future and layout airfield layout. Minnesota Administrative Rules requires all publicly-owned licensed airports to have height and safety zoning that reflects the future/ultimate runway development. SEH can assist the City through the zoning process and provide technical expertise to the Airport, City, County and public.

SNOWBLOWER ACQUISITION

We understand the City is in need of a new snowblower attachment and carrier vehicle to assist in snow removal operations. SEH has worked with cities and airport commissions to assist in the acquisition of SRE. We will provide as much support as needed to allow the City to acquire the appropriate piece of equipment. We will complete the preapplication forms, work with the City and the FAA on eligibility, manage the federal grant and its closeout, and provide the necessary information to leverage FAA funding for your investment. It is essential to plan early with the FAA to make certain the procurement meets the required Buy American provisions and purchasing requirements. SEH has this experience and can provide sound advice when deciding which piece of equipment is right for the Airport.



Snow removal equipment at Fergus Falls Municipal Airport – Fergus Falls, Minnesota.

INSTALL MEDIUM INTENSITY TAXIWAY LIGHTING ON TAXIWAYS AND RETROREFLECTORS IN APRON AREA

Currently, the apron area and all taxiways do not have any retroreflector markers or lighting. The Airport Master Plan identified that airports like MWM require Medium Intensity Taxiway Lights (MITLs) on all taxiways, and retroreflector markers in the apron area. Energy efficient LED taxiway edge lighting will be designed to provide safer nighttime taxiing operations.



AUTOMATED WEATHER OBSERVING SYSTEM RELOCATION

The existing automated weather observing system (AWOS) equipment is located adjacent to the apron and hangar areas. For additional hangar to be constructed within this area, the AWOS will need to be relocated to remove hangar obstructions from its 500 foot critical area. We will coordinate this project with Mike Hartell, the Navigational Aids Director at MnDOT. MnDOT's policy on relocating MnDOT's AWOS equipment has recently changed. MnDOT will pay for the equipment and its associated installation, but the Airport will need to provide site preparation, utilities and contractor procurement for the work. The process starts with an airspace evaluation, and SEH can help submit the FAA Form 7460 to help with coordination. Moreover, SEH has had discussions with MnDOT about the possibility of raising MnDOT wind sensor from 33 ft. above ground lighting (AGL) to 40 ft. AGL, instead of relocating it. We will work with MnDOT and the City to find the best and most economical solution to removing the hangar obstructions off the MnDOT critical area.

FINANCIAL PLANNING AND GRANT ADMINISTRATION

The hallmark of our services to you is our ability to develop creative funding solutions to facilitate delivery of your CIP. We will apply our expertise and creativity to the benefit of the City and surrounding community in executing the updated CIP and Master Plan.

The most effective way to secure funding from grants and other sources is to maximize the amount of funding the City receives from the FAA and MnDOT. We have well established relationships with both agencies and we understand the programs, policies and funding requirements for each agency and have earned their trust. We know how to package and present the funding requests for your upcoming projects in a way to best position you for maximum funding from state and federal grants.

SEH experience includes not only FAA and MnDOT funding sources, but a wide range of federal, state and local grant resources. We understand the key agencies involved in these approvals and have a track record of success securing project funding. This experience has allowed us to lay the groundwork for successful funding strategies.

The hallmark of our services to you is our ability to develop creative funding solutions to facilitate delivery of your CIP.



Affirmative Action Program



WORKFORCE CERTIFICATE OF COMPLIANCE

The Commissioner of the Minnesota Department of Human Rights by the signature below attests that **SHORT ELLIOTT AND HENDRICKSON, INC. (SEH, INC.)** is hereby certified as a contractor under the Minnesota Human Rights Act, §363A.

Certificate start date: **10/3/2017**
Certificate expiration date: **10/2/2021**

Minnesota Department of Human Rights

FOR THE DEPARTMENT BY:

Kevin M. Lindsey, Commissioner

AN EQUAL OPPORTUNITY EMPLOYER

Freeman Building • 625 Robert Street North • Saint Paul, MN 55155 • Tel 651.539.1100
MN Relay 711 or 1.800.627.3529 • Toll Free 1.800.657.3704 • Fax 651.296.9042 • mn.gov/mdhr

Building a Better World for All of Us[®]

Sustainable buildings, sound infrastructure, safe transportation systems, clean water, renewable energy and a balanced environment. Building a Better World for All of Us communicates a company-wide commitment to act in the best interests of our clients and the world around us.

We're confident in our ability to balance these requirements.

JOIN OUR SOCIAL COMMUNITIES



RESOLUTION #2020-

INTRODUCED:

SECONDED:

VOTED:

Aye:

Nay:

Absent:

RESOLUTION DECLARING THE COSTS TO BE ASSESSED, ORDERING THE CITY ADMINISTRATOR TO PREPARE AN ASSESSMENT ROLL, AND CALLING FOR A PUBLIC HEARING FOR THE "2020 MISCELLANEOUS SPECIAL ASSESSMENTS"

WHEREAS, there are invoices for city services, such as fire calls, mowing, snow removal, or rubbish removal by the City to correct nuisance violations, that have not been paid by the property owners; and

WHEREAS, it is necessary to assess the benefited property for all of the costs of these services pursuant to Minnesota Statutes, Chapter 429.

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

1. The costs of such services to be specially assessed are hereby declared to be a maximum of \$8,892.38.
2. The City Administrator shall calculate the proper amounts to be assessed per parcel for such services and shall file a copy of such proposed assessments at City Hall for public inspection.
3. Such assessments shall be payable with real estate taxes in equal annual installments extending over a period of one (1) year at an interest rate of five percent (5%) per annum from the date of certification.
4. A public hearing shall be held before the City Council at the City Hall in Windom, Minnesota, on the 17th day of November, 2020, during the regular City Council Meeting commencing at 6:30 p.m., to consider and vote upon such proposed assessments. At such time and place, all persons owning property affected by such services will be given an opportunity to be heard with reference to such assessments.
5. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessments to be published once in the official newspaper at least two weeks prior to the hearing. The notice shall state the total cost of the services.
6. The City Administrator shall also cause notice of said hearing to be mailed to the owner(s) of each parcel, described in the assessment roll, not less than two (2) weeks prior to the hearing. The notice mailed to the owner(s) of each parcel shall specify the amount of the proposed assessment for that particular parcel.

Adopted by the Council this 6th day of October, 2020.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

2020 Misc. Assessment List

9/1/2020

1 year 5%

Property ID	Description	Owner	Address	Amount	Service
25-752-0020	ALL VAC ARLINGTON AVE BTW BLK 1 & 3; ALL BLK 1;	Windstream Inns LLC	2270 Hwy 60 E	1,000.00	Fire Call 10-10-2019
	LOTS 1,2,3 BLK 3 EX DOT PAR 207E;		Windom, MN 56101	1,000.00	Fire Call 2-28-2020
	ALL BLK 5; VAC ALLEY BTW BLK 3 & 5; W1/2 VAC ASH ST				TOTAL \$ 2,000.00
25-164-0390	Lot 10/ Block NA CNTY AUD SUBD 4	Justin Augustin	25 Upton Ave S	200.00	Mow Grass July 2020
		John Krumheuer	Minneapolis 55405 1760 4th Ave		TOTAL \$ 200.00
25-352-0050	Lot 7/Block 2 HUTTON & COLLIN SUBD	State Of MN	70 11th St		
		John E. Weber	Des Moines Valley HHS	200.00	Mow Grass - July 2019
		Deceased To Des Moines Valley HHS	P O Box 9 Windom MN 56101		TOTAL \$ 200.00
25-820-1880	Lot 9/Block 20 WINDOM-ORIG TWNSITE	Bruce Earlewine	846 3rd Ave Apt 202	200.00	Mow Grass June 2020
			Excelsior MN 55331 437 8th St		TOTAL \$ 200.00
19-170-0071	Lot 10/ Block NA CNTY AUD SUBD 8	Allen Glidden	682 2nd Ave Bingham Lake 56118	1,000.00	Fire Call-Rescue of 4-10-2020 TOTAL \$ 1,000.00
25-160-0650	Lot 7/Block 9 CLARK'S ADDITION	Richard Graft Sr	1533 Third Ave Windom MN 56101 872 12th St	1,800.00	Abatement of Nuisance 10-1-2019 TOTAL \$ 1,800.00
25-822-1030	Lot 5/Block 50 WINDOM SECOND ADDITION	Thany Sounthala	1331 2nd Ave Windom MN 56101	1,000.00	Fire Call-Vehicle Rescue TOTAL \$ 1,000.00
25-160-0400	Lot 7/Block 6 CLARK'S ADDITION	Robert Stahl	6689 Falstaff Rd Woodbury MN 55125 1125 8th Ave	200.00	Mow Grass 6-15-2020 TOTAL \$ 200.00
24-200-0570	Lots 13 & 14; Blk 4 ORIGINAL TOWN-LAKEFIELD	Welp Construction	305 N 2nd Ave	1,000.00	Fiber Install 2275 7th Ave
			Lakefield MN 56150 2275 7TH Ave	92.38	Materials Sold-2275 7th Ave TOTAL \$ 1,092.38
25-352-1140	Lot 14/Block 9 HUTTON & COLLIN SUBD	Gerald & Rosanna Nye	P O Box 474 Minneapolis IA 52637-0474 1165 Prospect Ave	200.00	Mow Grass 6-15-2020 TOTAL \$ 200.00
25-821-0680	Lot 6/Block 32 WINDOM EAST ADDITION	Melissa Ponce	657 Miller Ave Windom, MN 56101	1,000.00	Fire call 1-10-2020 TOTAL \$ 1,000.00
					\$ 8,892.38

RESOLUTION #2020-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

A RESOLUTION APPOINTING ADDITIONAL ELECTION JUDGES FOR THE FORTHCOMING ELECTIONS IN 2020

WHEREAS, pursuant to Minnesota Statutes, a Presidential Election will be held on November 3, 2020; and

WHEREAS, it is necessary that additional election judges be appointed.

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

1. The following additional election judges are hereby appointed to serve at the above-mentioned election.

Daphne Easler	708 8 th St, Bingham Lake, MN 56118
Caroline Witt	36676 520 th Ave, Bingham Lake, MN 56118
Brenda Lehmann	620 Armstrong Blvd North, St James, MN 56081
Pam Hogan	902 5 th Ave, Windom, MN 56101
Diane Vellema	1224 Collins Ave, Windom, MN 56101
Steve White	1535 17 th St, Windom, MN 56101
Dennis Johnson	1890 Red Leaf Ct, Windom, MN 56101

Adopted this 6th day of October, 2020.

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

TO: City Council
FROM: City Administrator
DATE: September 30, 2020
RE: Water\Wastewater Superintendent – Hiring Recommendation
DEPT: Water\Wastewater
CONTACT: Steve Nasby: Steve.Nasby@windommn.com and Glenn Lund: Glenn.Lund@windommn.com

Recommendations/Options/Action Requested

The Water\Wastewater Superintendent interview team and Windom Utility Commission recommends that the City Council take the following action:

1. Hire Ryan Anderson for the position of Water\Wastewater Superintendent.

Issue Summary/Background

Glenn Lund, Water\Wastewater Superintendent, has expressed his desire to retire from the City in the first or second quarter of 2021. Due to this impending departure and the milestone stage of initializing operations at the new Wastewater Treatment Plant it is important to have someone on-board and participating in the training\start-up of the plant. Additionally, due to the increased regulatory requirements the Wastewater Treatment Plant is becoming a Class A plant, which is up from the prior Class B designation. As such, a Class A operator is needed for operations and to sign off on State reports.

Advertisement for the position yielded five applications and three of those applicants had a Class A Wastewater Operators license or the ability to obtain one in a short timeframe. Those three applicants were interviewed by Tom Riordan (Utilities Commission), Marv Grunig (City Council and Utility Commission liaison) along with staffing by the City Administrator and Water\Wastewater Superintendent. Following the interviews Mr. Anderson was the recommended candidate. This recommendation was forwarded to the Windom Utility Commission. On September 23rd the Windom Utility Commission approved the recommendation of Mr. Anderson.

Fiscal Impact

At present there is an incumbent in the Water\Wastewater Superintendent position and Mr. Anderson would be in-training until the retirement of Mr. Lund within the next six months. The department is currently down one position so the budgeted impact to the Water and Wastewater fund is estimated to be an increased cost of \$20,000 per fund. The majority of this cost will be mitigated upon the planned retirement.

Attachments

1. Employment terms.

MEMORANDUM



CITY OF WINDOM
444 9th Street
P. O. Box 38

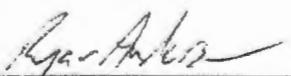
Windom, MN 56101
Phone: 507-831-6129
Fax: 507-831-

6127

TO: Ryan Anderson
FROM: Steve Nasby, City Administrator
DATE: September 28, 2020
RE: Water\Wastewater Superintendent – Terms of Employment

Welcome (back) to the City of Windom. The interview team and Windom Utility Commission are looking forward to your employment as Water\Wastewater Superintendent, pending the retirement of Glenn Lund. This offer of employment is subject to final approval by the City Council on October 6, 2020.

Starting Date	On or before November 2, 2020.
Salary	\$79,934.40, Step 12 on the 2020 Supervisory pay scale.
License Stipend	Wastewater A, Water B and Bio-solids of \$10,065.60.
Federal Status	This is an exempt position. Flexible hours depending on work schedule.
Vacation Accrual	Vacation accrual according to City Policy starting on Year 7 (120 hours) then advancement to 128 hours in Year 8 (re-start date anniversary).
Holidays	Eleven paid holidays (City Policy)
Sick Leave	One day per month (City Policy)
Retirement	State of Minnesota – Public Employee Retirement Account (PERA).
Deferred Compensation	State of Minnesota (employee's option – no City matching)
Health Insurance	City Health Plan with any applicable VEBA and/or HSA contributions.
Medical\Dependent Care Flex Acct	Available pre-tax deductions (employee's option – no City contribution)
Life Insurance	\$50,000 decreasing term life policy (100% premium paid by City)
Probation Period	6 months (terms according to City Policy). Upon successful completion of probation period the Windom Utilities Commission agrees to review Class A Wastewater – Superintendent wages.



Ryan Anderson

City of Windom

ACTION ITEM



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

TO: City Council
FROM: Spencer Winzenried, Community Center Director
DATE: 9/29/20
RE: Community Center Bar Attendant
DEPT: Community Center
CONTACT: Spencer Winzenried Spencer.Winzenried@windommn.com

Recommendations/Options/Action Requested

The Community Center Director recommends the hiring of Pamela Hogan. The base pay for this position is \$10.00. She has great experience in the field and will be an asset to our team.

Issue Summary/Background

We have a Bar Attendant position that we are hoping to fill. Where these are p/t positions, they are not always able to help with specific events. This would give us a little more of a cushion when our more regular attendants can't make it.

Fiscal Impact

This position is budgeted for annually.

Attachments

1. None



Application for Payment
(Unit Price Contract)
No. 5

Eng. Project No.: WINDM 145757

Location: Windom Municipal Airport - Windom, MN

Contractor APX Construction Group LLCContract Date April 2, 20191820 Willow Street**Pay This Amount \$ 18,046.28**Mankato, MN 56001Contract Amount \$ 445,566.96Contract for 2019 Hangar ConstructionApplication Date 8.20.20For Period Ending 7.31.20

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
2021.501	Mobilization	LS	1	1	\$86,147.00	\$86,147.00
2051.501	Maintenance & Restoration of Haul	LS	1	1	5,500.00	\$5,500.00
2231.501	Bituminous Patch - Special	LS	1	1	14,625.00	\$14,625.00
2301.501	Hangar Foundation/Floor Design &	LS	1	1	76,637.00	\$76,637.00
2301.502	Hangar Foundation/Floor Design &	LS	1	1	54,538.00	\$54,538.00
13133.501	Pre-Engineered Building System	LS	1	1	101,151.86	\$101,151.86
13133.502	Pre-Engineered Building System	LS	1	1	63,723.19	\$63,723.19
13133.503	Bi-Fold Door Hangar 1 - See plan	LS	1	1	14,933.64	\$14,933.64
13133.504	Bi-Fold Door Hangar 2 - See plan	LS	1	1	13,544.27	\$13,544.27
P-156-5.1	Silt Fence Type Preassembled (Incl.	LF	300	300	4.00	\$1,200.00
P-156-5.2	Inlet Protection	EA	2	2	500.00	\$1,000.00
T-901-5.1	Turf Establishment	LS	1	0	2,000.00	\$0.00
	Change Order 1	LS	1	1	7,590.00	\$7,590.00
Alternate 1 - Floor Insulation						
13133.505	Floor Insulation	LS	1	1	10,567.00	\$10,567.00
Total Contract Amount						\$451,156.96

Application for Payment (continued)

Total Contract Amount	\$ <u>445,566.96</u>	Total Amount Earned	\$ <u>451,156.96</u>
Contract Change Order No. _____		Material Suitably Stored on Site, Not Incorporated into Work	_____
Contract Change Order No. _____		Percent Complete _____	_____
Contract Change Order No. _____		Percent Complete _____	_____
Less Previous Applications:		GROSS AMOUNT DUE	\$ <u>451,156.96</u>
AFP No. 1: <u>95,218.63</u>	AFP No. 6: _____	LESS 1 % RETAINAGE	\$ <u>4,511.57</u>
AFP No. 2: <u>150,051.65</u>	AFP No. 7: _____	AMOUNT DUE TO DATE	\$ <u>446,645.39</u>
AFP No. 3: <u>172,970.01</u>	AFP No. 8: _____	LESS PREVIOUS APPLICATIONS	\$ <u>428,599.11</u>
AFP No. 4: <u>10,358.82</u>	AFP No. 9: _____	AMOUNT DUE THIS APPLICATION	\$ <u>18,046.28</u>
AFP No. 5: _____			

CONTRACTOR'S AFFIDAVIT

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

Date August 26, 2020 APX Construction Group LLC
(Contractor)

COUNTY OF Blue Earth)
STATE OF Minnesota) SS By Mitch Rohlfing V.P.
(Name and Title)

Before me on this 26th day of August, 2020 personally appeared Mitch Rohlfing known to be, who being duly sworn did depose and say that he is the Vice President (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein

My Commission expires 1-31-2025
DAWN MARIE QUAM (Notary Public)
Notary Public-Minnesota
My Commission Expires Jan 31, 2025

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

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

Short Elliott Hendrickson Inc.

By Lindsay Reitt
Date 9/21/2020

City of Windom

By _____
Date _____



**BOLTON
& MENK**

Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

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

September 29, 2020

Via Email

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

RE: Payment Request No. 23
Wastewater Treatment Facility Improvements
Windom, Minnesota
Project No. T22.113672

Attn: Steve Nasby, City Administrator

Dear Mayor and Council Members:

Please find attached Application for Payment No. 23 from Gridor Constr., Inc. for the work completed to date for the construction of the Wastewater Treatment Facility Improvements. We reviewed this application and find it acceptable for payment. We recommend making a payment of \$128,442.00 to Gridor Constr., Inc. Please sign the first page of the application, forward copy along with the payment to Gridor Constr., Inc., a copy to Chelsea Alger, Bolton & Menk, and keep one copy for your records.

Sincerely,

Bolton & Menk, Inc.

R. Kelly Yahnke
Project Manager

RKY

Enclosure

Item No.	B Description of Work	C Scheduled Value	D Work Completed		E Material Presently Stored (Not in D or E)	F Total Completed and Stored To Date (D+E+F)	G Percent Completed (G/C)	H Balance To Finish (C-G)	
			From Previous Application	This Period					
				Percent					Amount
1.001	Mobilization Insurance and Bonds	\$450,000	\$450,000			\$450,000	100.0%	\$0	
1.001	Allowances	\$421,000	\$189,177	10%	\$42,100	\$231,277	54.9%	\$189,723	
Subtotal for	Division 1	\$871,000	\$639,177		\$42,100	\$681,277	78.2%	\$189,723	
			\$639,177			check \$681,277			

2.001	Erosion Control / Silt Fence	\$30,000	\$25,500			\$25,500	85.0%	\$4,500	
2.002	Clear and Grub Site	\$35,000	\$35,000			\$35,000	100.0%	\$0	
2.003	Fine Grade and Restore Site	\$300,000	\$135,000	5.00%	\$15,000	\$150,000	50.0%	\$150,000	
2.004	Demo Labor and Material	\$420,000	\$420,000			\$420,000	100.0%	\$0	
2.005	General Excavation	\$400,000	\$400,000			\$400,000	100.0%	\$0	
2.006	General Backfill Materials	\$250,000	\$250,000			\$250,000	100.0%	\$0	
2.007	Pipe Lining - Alt #1	\$1,270,000	\$1,244,600			\$1,244,600	98.0%	\$25,400	
2.008	Pipe Lining - Alt #2	\$330,000	\$323,400			\$323,400	98.0%	\$6,600	
2.009	Fencing	\$20,000	\$3,000			\$3,000	15.0%	\$17,000	
2.010	Landscaping and Seedings	\$25,000				\$0	0.0%	\$25,000	
2.011	Roads, Walks and Curbs	\$175,000	\$8,750	5.00%	\$8,750	\$17,500	10.0%	\$157,500	
2.012	Site Utilities - Labor & Equipment	\$315,000	\$311,850			\$311,850	99.0%	\$3,150	
2.013	Site Utilities - Material	\$425,000	\$425,000			\$425,000	100.0%	\$0	
2.014	Manholes - Labor/ Equipment & Material	\$40,000	\$40,000			\$40,000	100.0%	\$0	
Subtotal for	Division 2	\$4,035,000	\$3,622,100.00		\$23,750	\$0	\$3,645,850	90.36%	\$389,150
			check \$3,622,100			Check \$3,645,850			

3.001	F/P/I Concrete 4000 cy @ 450 cy	\$1,800,000	\$1,800,000			\$1,800,000	100.0%	\$0	
3.002	Rebar Materials	\$530,000	\$530,000			\$530,000	100.0%	\$0	
3.003	Rebar Install	\$230,000	\$230,000			\$230,000	100.0%	\$0	
3.004	Precast Concrete / Hollowcore	\$60,000	\$60,000			\$60,000	100.0%	\$0	
Subtotal for	Division 3	\$2,620,000	\$2,620,000.00		\$0	\$0	\$2,620,000	100.00%	\$0
			check \$2,620,000			Check \$2,620,000			

Item No.	B Description of Work	C Scheduled Value	D Work Completed		E Material Presently Stored (Not in D or E)	F Total Completed and Stored To Date (D+E+F)	G Percent Completed (G/C)	H Balance To Finish (C-G)	
			From Previous Application	This Period					
				Percent					Amount
4.001	Masonry	\$360,000	\$360,000			\$360,000	100.0%	\$0	
Subtotal for	Division 4	\$360,000	\$360,000.00		\$0	\$360,000	100.00%	\$0	
	check		\$360,000		Check	\$360,000			
5.001	Misc Metals - Materials	\$240,000	\$240,000			\$240,000	100.0%	\$0	
5.002	Misc Metals - Labor	\$60,000	\$58,200	1.50%	\$900	\$59,100	98.5%	\$900	
5.003	Hatches	\$20,000	\$20,000			\$20,000	100.0%	\$0	
Subtotal for	Division 5	\$320,000	\$318,200.00		\$900	\$319,100	99.72%	\$900	
	check		\$318,200		Check	\$319,100			
6.001	Carpentry	\$10,000	\$10,000			\$10,000	100.0%	\$0	
Subtotal for	Division 6	\$10,000	\$10,000.00		\$0	\$10,000	100.00%	\$0	
	check		\$10,000		Check	\$10,000			
7.001	Dampproofing	\$30,000	\$30,000			\$30,000	100.0%	\$0	
7.002	Insulation / Vapor Barriers	\$35,000	\$35,000			\$35,000	100.0%	\$0	
7.003	Roof System	\$70,000	\$70,000			\$70,000	100.0%	\$0	
7.004	Caulking	\$15,000	\$15,000			\$15,000	100.0%	\$0	
Subtotal for	Division 7	\$150,000	\$150,000.00		\$0	\$150,000	100.00%	\$0	
	check		\$150,000		Check	\$150,000			
8.001	Hollow Metal Doors Frames and Hardware	\$35,000	\$34,300			\$34,300	98.0%	\$700	
8.002	Overhead Doors	\$15,000	\$15,000			\$15,000	100.0%	\$0	
Subtotal for	Division 8	\$50,000	\$49,300.00		\$0	\$49,300	98.60%	\$700	
	check		\$49,300		Check	\$49,300			

Item No.	B Description of Work	C Scheduled Value	D Work Completed		E Material Presently Stored (Not in D or E)	F Total Completed and Stored To Date (D+E+F)	G Percent Completed (G/C)	H Balance To Finish (C-G)	
			From Previous Application	This Period					
				Percent					Amount
9.001	Painting - Headworks	\$100,000	\$99,500			\$99,500	99.5%	\$500	
9.002	Painting - Anerobix / Anoxic Basins	\$70,000	\$52,500	24.00%	\$16,800	\$69,300	99.0%	\$700	
9.003	Painting - Rapid Mix Tank	\$35,000	\$35,000			\$35,000	100.0%	\$0	
9.004	Painting - Aeration Tanks 1-3	\$110,000	\$110,000			\$110,000	100.0%	\$0	
9.005	Painting - Clarifiers 1 & 2	\$35,000	\$35,000			\$35,000	100.0%	\$0	
9.006	Painting - Control Building	\$40,000	\$22,000			\$22,000	55.0%	\$18,000	
9.007	Painting - Filter Building	\$25,000	\$24,250			\$24,250	97.0%	\$750	
9.008	Painting - Chlorine / Post Aeratoin	\$50,000	\$50,000			\$50,000	100.0%	\$0	
9.009	Painting - Sludge Building / Biosolids	\$65,000	\$61,750			\$61,750	95.0%	\$3,250	
Subtotal for	Division 9	\$530,000	\$490,000.00		\$16,800	\$0	\$506,800	95.62%	\$23,200
		check	\$490,000			Check	\$506,800		
10.001	Specialties	\$5,000	\$3,750			\$3,750	75.0%	\$1,250	
Subtotal for	Division 10	\$5,000	\$3,750.00		\$0	\$0	\$3,750	75.00%	\$1,250
		check	\$3,750			Check	\$3,750		
11.001	Horizontal End Suction Pumps	\$80,000	\$80,000			\$80,000	100.0%	\$0	
11.002	Chemical Feed Equipment	\$230,000	\$227,700			\$227,700	99.0%	\$2,300	
11.003	Hydraulic Gates	\$55,000	\$55,000			\$55,000	100.0%	\$0	
11.004	Submersible Pumps	\$50,000	\$10,000	77.00%	\$36,500	\$48,500	97.0%	\$1,500	
11.005	Recess Vortex Pumps	\$110,000	\$110,000			\$110,000	100.0%	\$0	
11.006	Rotary Lobe Pumps	\$75,000	\$75,000			\$75,000	100.0%	\$0	
11.007	Grit Removal Equipment	\$160,000	\$160,000			\$160,000	100.0%	\$0	
11.008	Fine Screen	\$275,000	\$275,000			\$275,000	100.0%	\$0	
11.009	Clarifier Equipment	\$250,000	\$250,000			\$250,000	100.0%	\$0	
11.010	Blowers	\$375,000	\$375,000			\$375,000	100.0%	\$0	
11.011	Fine Bubble Aeration	\$100,000	\$40,000	55.00%	\$55,000	\$95,000	95.0%	\$5,000	
11.012	Sludge Heat Exchanger	\$40,000	\$40,000			\$40,000	100.0%	\$0	
11.013	Course Bubble Aeration	\$40,000	\$40,000			\$40,000	100.0%	\$0	
11.014	Rapid Mixers	\$40,000	\$39,600			\$39,600	99.0%	\$400	
11.015	Submersible Mixers	\$50,000		98.00%	\$49,000	\$49,000	98.0%	\$1,000	
11.016	Biosolids Tank Mixers	\$75,000	\$75,000			\$75,000	100.0%	\$0	
11.017	Lab Equipment	\$10,000	\$10,000			\$10,000	100.0%	\$0	
11.018	Samplers	\$20,000	\$20,000			\$20,000	100.0%	\$0	
Subtotal for	Division 11	\$2,035,000	\$1,882,300.00		\$142,500	\$0	\$2,024,800	99.50%	\$10,200
		check	\$1,882,300						

Item No.	B Description of Work	C Scheduled Value	D Work Completed		E Material Presently Stored (Not in D or E)	F Total Completed and Stored To Date (D+E+F)	G Percent Completed (G/C)	H Balance To Finish (C-G)	
			From Previous Application	This Period					
				Percent					Amount
12.001	Furnishings	\$3,200	\$3,200			\$3,200	100.0%	\$0	
Subtotal for	Division 12	\$3,200	\$3,200.00		\$0	\$3,200	100.00%	\$0	
	check		\$3,200		Check	\$3,200			
13.001	Disc Filters	\$730,000	\$730,000			\$730,000	100.0%	\$0	
13.002	FRP Wiers and Baffles	\$30,000	\$30,000			\$30,000	100.0%	\$0	
Subtotal for	Division 13	\$760,000	\$760,000.00		\$0	\$760,000	100.00%	\$0	
	check		\$760,000		Check	\$760,000			
14.001	David Hoists	\$7,000	\$5,250			\$5,250	75.0%	\$1,750	
Subtotal for	Division 14	\$7,000	\$5,250.00		\$0	\$5,250	75.00%	\$1,750	
	check		\$5,250		Check	\$5,250			
15.001	Int. DIP & FTGS - Material	\$850,000	\$850,000			\$850,000	100.0%	\$0	
15.002	Int. DIP & FTGS - Labor	\$150,000	\$148,500			\$148,500	99.0%	\$1,500	
15.003	Valves	\$500,000	\$500,000			\$500,000	100.0%	\$0	
15.004	Misc Process Pipe - Material	\$50,000	\$47,500			\$47,500	95.0%	\$2,500	
15.005	Misc Process Pipe - Labor	\$30,000	\$28,500			\$28,500	95.0%	\$1,500	
15.006	Mechanical Insulation	\$32,000	\$30,400	5.00%	\$1,600	\$32,000	100.0%	\$0	
15.007	Pre-treatment Plumbing / HVAC	\$250,000	\$247,500			\$247,500	99.0%	\$2,500	
15.008	Sludge Building Plumbing /HVAC	\$50,000	\$50,000			\$50,000	100.0%	\$0	
15.009	Filter Building Plumbing / HVAC	\$50,000	\$50,000			\$50,000	100.0%	\$0	
15.010	Control Building Plumbing / HVAC	\$50,000	\$50,000			\$50,000	100.0%	\$0	
15.011	Insulation	\$50,000	\$49,500			\$49,500	99.0%	\$500	
15.012	Temp Controls	\$80,000	\$79,200			\$79,200	99.0%	\$800	
Subtotal for	Division 15	\$2,142,000	\$2,131,100.00		\$1,600	\$2,132,700	99.57%	\$9,300	
	check		\$2,131,100		Check	\$2,132,700			

Item No.	B Description of Work	C Scheduled Value	D Work Completed		E Material Presently Stored (Not in D or E)	F Total Completed and Stored To Date (D+E+F)	G Percent Completed (G/C)	H Balance To Finish (C-G)	
			From Previous Application	This Period					
				Percent					Amount
16.001	Electrical GC's	\$30,000	\$29,100	1.00%	\$300	\$29,400	98.0%	\$600	
16.002	Basic Materials	\$100,000	\$96,000	1.00%	\$1,000	\$97,000	97.0%	\$3,000	
16.003	Conduit and Fittings	\$250,000	\$242,500	1.00%	\$2,500	\$245,000	98.0%	\$5,000	
16.004	Wire and Cable	\$210,000	\$205,800	1.00%	\$2,100	\$207,900	99.0%	\$2,100	
16.005	Outlet Boxes	\$10,000	\$9,800	1.00%	\$100	\$9,900	99.0%	\$100	
16.006	Pull and Junction Boxes	\$15,000	\$14,700	1.00%	\$150	\$14,850	99.0%	\$150	
16.007	Wiring Devices	\$10,000	\$9,300	2.00%	\$200	\$9,500	95.0%	\$500	
16.008	Electrical Motors	\$15,000	\$13,950	1.00%	\$150	\$14,100	94.0%	\$900	
16.009	Disconnects	\$60,000	\$55,800	1.00%	\$600	\$56,400	94.0%	\$3,600	
16.010	Grounding	\$10,000	\$9,500	2.00%	\$200	\$9,700	97.0%	\$300	
16.011	Transformers	\$20,000	\$20,000			\$20,000	100.0%	\$0	
16.012	Panelboards	\$25,000	\$24,500	1.00%	\$250	\$24,750	99.0%	\$250	
16.013	MCC's	\$410,000	\$410,000			\$410,000	100.0%	\$0	
16.014	Transfer Switches	\$50,000	\$50,000			\$50,000	100.0%	\$0	
16.015	Lighting	\$100,000	\$98,000	1.00%	\$1,000	\$99,000	99.0%	\$1,000	
16.016	Generator	\$160,000	\$160,000			\$160,000	100.0%	\$0	
16.017	Electrical Resistance Heating	\$25,000	\$22,250	1.00%	\$250	\$22,500	90.0%	\$2,500	
16.018	Software	\$135,000	\$124,200			\$124,200	92.0%	\$10,800	
16.019	Control Panels	\$670,000	\$663,300			\$663,300	99.0%	\$6,700	
16.020	Fiber Optics	\$20,000	\$20,000			\$20,000	100.0%	\$0	
16.021	DO Analyzers	\$50,000	\$35,000	10.00%	\$5,000	\$40,000	80.0%	\$10,000	
16.022	Nitrate Analyzers	\$60,000	\$42,000	10.00%	\$6,000	\$48,000	80.0%	\$12,000	
16.023	Ammonia Analyzers	\$35,000	\$17,500	10.00%	\$3,500	\$21,000	60.0%	\$14,000	
16.024	Phosphorus Analyzers	\$35,000	\$17,500	10.00%	\$3,500	\$21,000	60.0%	\$14,000	
16.025	LEL Gas Monitoring	\$15,000	\$15,000			\$15,000	100.0%	\$0	
16.026	Cable Junction Boxes	\$35,000	\$28,000	10.00%	\$3,500	\$31,500	90.0%	\$3,500	
16.027	Control Stations	\$15,000	\$14,100	1.00%	\$150	\$14,250	95.0%	\$750	
16.028	Instrumentation	\$115,000	\$100,050	3.00%	\$3,450	\$103,500	90.0%	\$11,500	
16.029	Coordination Study	\$15,000				\$0	0.0%	\$15,000	
Subtotal for	Division 16	\$2,700,100	\$2,547,850.00		\$33,900	\$0	\$2,581,750	95.62%	\$118,250
		check	\$2,547,850		Check	\$2,581,750			
Grand Total		\$16,598,200	\$15,592,227		\$261,550	\$0	15,853,777	95.52%	\$744,423
							15,853,777		

Windom, MN WWTF

Stored Materials & Equipment Summary

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



Pay Req. No. 23
Period Ending: 9/30/2020

Grand Totals		\$16,598,200							
1.001	Mobilization Insurance and Bonds	\$450,000							
1.001	Allowances	\$421,000							
Subtotal for	Division 1	\$871,000							

2.001	Erosion Control / Silt Fence	\$30,000							
2.002	Clear and Grub Site	\$35,000							
2.003	Fine Grade and Restore Site	\$300,000							
2.004	Demo Labor and Material	\$420,000							
2.005	General Excavation	\$400,000							
2.006	General Backfill Materials	\$250,000							
2.007	Pipe Lining - Alt #1	\$1,270,000							
2.008	Pipe Lining - Alt #2	\$330,000							
2.009	Fencing	\$20,000							
2.010	Landscaping and Seedings	\$25,000							
2.011	Roads, Walks and Curbs	\$175,000							
2.012	Site Utilities - Labor & Equipment	\$315,000							
2.013	Site Utilities - Material	\$425,000	\$366,370		\$366,370	\$325,000	\$41,370	\$366,370	
2.014	Manholes - Labor/ Equipment & Material	\$40,000	\$29,007		\$29,007	\$29,007		\$29,007	
Subtotal for	Division 2	\$4,035,000	\$395,377	\$0	\$395,377	\$354,007	\$41,370	\$395,377	\$0

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

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

5.001	Misc Metals - Materials	\$240,000	\$160,804		\$160,804	\$145,000	\$15,804	\$160,804	
5.002	Misc Metals - Labor	\$60,000							
5.003	Hatches	\$20,000	\$14,716		\$14,716	\$14,716		\$14,716	
Subtotal for	Division 5	\$320,000	\$175,520	\$0	\$175,520	\$159,716	\$15,804	\$175,520	\$0

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

Windom, MN WWTF

Stored Materials & Equipment Summary

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



Pay Req. No. 23
Period Ending: 9/30/2020

7.001	Dampproofing	\$30,000								
7.002	Insulation / Vapor Barriers	\$35,000								
7.003	Roof System	\$70,000								
7.004	Caulking	\$15,000								
Subtotal for	Division 7	\$150,000	\$0							

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

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

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

11.001	Horizontal End Suction Pumps	\$80,000	\$63,343			\$63,343	\$63,343		\$63,343	
11.002	Chemical Feed Equipment	\$230,000	\$150,000			\$150,000	\$150,000		\$150,000	
11.003	Hydraulic Gates	\$55,000	\$21,514			\$21,514	\$21,514		\$21,514	
11.004	Submersible Pumps	\$50,000	\$33,024			\$33,024		\$33,024	\$33,024	
11.005	Recess Vortex Pumps	\$110,000	\$100,000			\$100,000	\$100,000		\$100,000	
11.006	Rotary Lobe Pumps	\$75,000	\$62,986			\$62,986	\$62,986		\$62,986	
11.007	Grit Removal Equipment	\$160,000	\$151,416			\$151,416	\$151,416		\$151,416	
11.008	Fine Screen	\$275,000	\$245,813			\$245,813	\$245,813		\$245,813	
11.009	Clarifier Equipment	\$250,000	\$197,603			\$197,603	\$197,603		\$197,603	
11.010	Blowers	\$375,000	\$327,311			\$327,311	\$327,311		\$327,311	
11.011	Fine Bubble Aeration	\$100,000	\$85,000			\$85,000	\$30,000	\$55,000	\$85,000	
11.012	Sludge Heat Exchanger	\$40,000	\$35,000			\$35,000	\$35,000		\$35,000	
11.013	Course Bubble Aeration	\$40,000	\$35,000			\$35,000	\$35,000		\$35,000	
11.014	Rapid Mixers	\$40,000	\$31,849			\$31,849	\$31,849		\$31,849	
11.015	Submersible Mixers	\$50,000	\$45,084			\$45,084		\$45,084	\$45,084	
11.016	Biosolids Tank Mixers	\$75,000	\$64,700			\$64,700	\$64,700		\$64,700	
11.017	Lab Equipment	\$10,000								
11.018	Samplers	\$20,000								
Subtotal for	Division 11	\$2,035,000	\$1,649,643	\$0	\$0	\$1,649,643	\$1,516,535	\$133,108	\$1,649,643	\$0

Windom, MN WWTF

Stored Materials & Equipment Summary

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



Pay Req. No. 23
Period Ending: 9/30/2020

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

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

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

15.001	Int. DIP & FTGS - Material	\$850,000	\$308,614		\$308,614	\$300,000	\$8,614	\$308,614		
15.002	Int. DIP & FTGS - Labor	\$150,000								
15.003	Valves	\$500,000	\$466,654		\$466,654	\$466,654		\$466,654		
15.004	Misc Process Pipe - Material	\$50,000								
15.005	Misc Process Pipe - Labor	\$30,000								
15.006	Mechanical Insulation	\$32,000								
15.007	Pre-treatment Plumbing / HVAC	\$250,000								
15.008	Sludge Building Plumbing / HVAC	\$50,000								
15.009	Filter Building Plumbing / HVAC	\$50,000								
15.010	Control Building Plumbing / HVAC	\$50,000								
15.011	Insulation	\$50,000								
15.012	Temp Controls	\$80,000								
Subtotal for	Division 15	\$2,142,000	\$775,268	\$0	\$775,268	\$766,654	\$8,614	\$775,268	\$0	\$0

16.001	Electrical GC's	\$30,000								
16.002	Basic Materials	\$100,000								
16.003	Conduit and Fittings	\$250,000	\$20,000		\$20,000	\$20,000		\$20,000		
16.004	Wire and Cable	\$210,000	\$110,103		\$110,103	\$110,103		\$110,103		
16.005	Outlet Boxes	\$10,000								
16.006	Pull and Junction Boxes	\$15,000								
16.007	Wiring Devices	\$10,000								
16.008	Electrical Motors	\$15,000								
16.009	Disconnects	\$60,000	\$2,500		\$2,500	\$2,500		\$2,500		
16.010	Grounding	\$10,000								
16.011	Transformers	\$20,000	\$12,300		\$12,300	\$12,300		\$12,300		
16.012	Panelboards	\$25,000	\$14,000		\$14,000	\$14,000		\$14,000		
16.013	MCC's	\$410,000	\$150,000		\$150,000	\$150,000		\$150,000		
16.014	Transfer Switches	\$50,000								
16.015	Lighting	\$100,000								
16.016	Generator	\$160,000								
16.017	Electrical Resistance Heating	\$25,000								
16.018	Softwear	\$135,000	\$100,000		\$100,000	\$100,000		\$100,000		

Windom, MN WWTF

Stored Materials & Equipment Summary

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



Pay Req. No. 23
Period Ending: 9/30/2020

16.019	Control Panels	\$670,000	\$206,549			\$206,549	\$206,549		\$206,549	
16.020	Fiber Optics	\$20,000								
16.021	DO Analyzers	\$50,000								
16.022	Nitrate Analyzers	\$60,000								
16.023	Ammonia Analyzers	\$35,000								
16.024	Phosphorus Analyzers	\$35,000								
16.025	LEL Gas Monitoring	\$15,000								
16.026	Cable Junction Boxes	\$35,000								
16.027	Control Stations	\$15,000	\$9,152			\$9,152	\$9,152		\$9,152	
16.028	Instrumentation	\$115,000	\$40,291			\$40,291	\$40,291		\$40,291	
16.029	Coordination Study	\$15,000								
Subtotal for	Division 16	\$2,700,000	\$664,895	\$0		\$664,895	\$355,992	\$0	\$664,895	\$0

Grand Totals **\$16,598,200** **\$3,971,320** **\$0** **\$3,971,320** **\$3,463,521** **\$198,896** **\$3,971,320** **\$0**



**BOLTON
& MENK**

Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

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

September 29, 2020

Via Email

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

RE: Payment Request No. 2 – FINAL
Control Building Basement Floor Removal and Replacement
Wastewater Treatment Facility Improvements
Windom, Minnesota
Project No. T22.113672

Attn: Steve Nasby, City Administrator

Dear Mayor and Council Members:

Please find attached Application for Payment No. 2 - FINAL from Gridor Constr., Inc. for the work completed to date for the Control Building basement floor removal and replacement at the Wastewater Treatment Facility. We reviewed this application and find it acceptable for payment. We recommend making a payment of \$3,100.00 to Gridor Constr., Inc. Please sign the first page of the application, forward copy along with the payment to Gridor Constr., Inc., a copy to me and keep one copy for your records.

Sincerely,

Bolton & Menk, Inc.

R. Kelly Yahnke
Project Manager

RKY

Enclosure

CERTIFICATE FOR PAYMENT NO. 6

Empire Building Construction, LLC
1709 N Industrial Ave
Sioux Falls, SD 57104

Project: Legion Park Tennis Courts
Windom, MN

DGR Project No. 369017

Owner: City of Windom, MN

For Period From: September 10, 2020 to September 30, 2020

Line No.	Estimated		Unit Price	Contract Price	This Application		Completed to Date	
	Units	Description			Units	Value	Units	Value
1	1,630 S.Y.	12" Subgrade Preparation, 2112.604	\$5.00	\$8,150.00		\$0.00	1,630.00	\$8,150.00
2	300 C.Y.	Excavation and embankment, 2105.501	6.00	1,800.00		0.00	300.00	1,800.00
3	1,515 S.Y.	5" PCC pavement, 2531.604	39.00	59,085.00		0.00	1,515.00	59,085.00
4	1,515 S.Y.	PCC reinforcement (1' x 1')	14.00	21,210.00		0.00	1,515.00	21,210.00
5	1,630 S.Y.	Class 5 base, 2211.508	5.00	8,150.00		0.00	1,630.00	8,150.00
6	464 L.F.	10' chain link fencing	41.49	19,251.38		0.00	464.00	19,251.38
7	3 Ea.	Chain link gate	1,065.00	3,195.00		0.00	3.00	3,195.00
8	486 L.F.	HDPE subdrain, 2502.541	15.00	7,290.00		0.00	486.00	7,290.00
9	1 Ea.	CMP subdrain outlet	500.00	500.00		0.00	1.00	500.00
10	2 Ea.	Tennis court net assembly	2,600.00	5,200.00		0.00	1.00	2,600.00
11	1,630 S.Y.	Court surfacing and marking	11.45	18,663.50		0.00	1,630.00	18,663.50
12	200 L.F.	Silt fence, 2564.603	3.00	600.00		0.00	100.00	300.00
13	400 C.Y.	Topsoil spreading & finish grading	3.00	1,200.00	250.00	750.00	400.00	1,200.00
14	0.5 Acre	Seeding, fertilizing and mulching	5,000.00	2,500.00	0.50	2,500.00	0.50	2,500.00
15	JOB	Stabilized construction entrance	L.S.	1,400.00		0.00	100%	1,400.00
16	JOB	Traffic Control, 2563.601	L.S.	1,000.00		0.00	100%	1,000.00
17	JOB	Mobilization, 2021.501	L.S.	<u>15,000.00</u>	25%	<u>3,750.00</u>	100%	<u>15,000.00</u>
TOTAL BID					\$174,194.86		\$7,000.00	\$171,294.86
Total Work Completed								\$171,294.86
Stored Materials								
Less Retainage								<u>5</u> % <u>8,564.74</u>
								\$182,730.12
Less Previous Payments								141,457.62
TOTAL AMOUNT DUE THIS PAY REQUEST								<u>\$21,272.50</u>

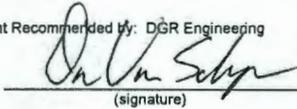
Payment Requested by:

Empire Building Construction, LLC
(Contractor)


(signature)

Date 9/30/2020

Payment Recommended by: DGR Engineering


(signature)

Date 9/30/2020

Payment Approved by: City of Windom, MN

(signature)

Date _____

CERTIFICATE FOR PAYMENT NO. 6

Hjerpe Contracting, Inc.
 PO Box 517
 Hutchinson, MN 55350

Project: 2020 Street Improvements
 Schedules 1 and 2
 Windom, MN

DGR Project No. 369018

Owner: City of Windom, MN

For Period From: August 29, 2020 to October 1, 2020

Line No.	Estimated Units	Description	Unit Price	Contract Price	This Application		Completed to Date	
					Units	Value	Units	Value
Schedule 1 - (Des Moines Dr., Highland Rd., Verona Dr., Fairview Dr.)								
1	JOB	Mobilization	L.S.	\$5,000.00	50%	\$2,500.00	100%	\$5,000.00
2	JOB	Maint & Restoration of Access	L.S.	950.00	50%	475.00	100%	950.00
3	18,102 S.Y.	Remove Pavement	3.60	65,167.20		0.00	18,102.00	65,167.20
4	17 L.F.	Remove Reinforced PCC Retaining Wall	150.00	2,550.00		0.00	17.00	2,550.00
5	28 S.Y.	Salvage Brick	15.00	420.00		0.00	30.00	450.00
6	9 Ea.	Remove Salvage and Reinstall Sign	250.00	2,250.00	5.00	1,250.00	5.00	1,250.00
7	14,120 C.Y.	Common Excavation (P)	12.50	176,500.00	3,920.00	49,000.00	14,120.00	176,500.00
8	400 S.Y.	Geotextile Fabric Type IV	2.00	800.00	82.00	164.00	82.00	164.00
10	18,430 S.Y.	12" Subgrade Preparation	1.75	32,252.50	4,180.00	7,315.00	18,430.00	32,252.50
11	18,430 S.Y.	12" Aggregate Base Class 5	10.75	198,122.50	4,180.00	44,935.00	18,430.00	198,122.50
12	3,420 Ton	Bituminous Pavement	90.00	307,800.00	2,804.09	252,368.10	3,285.14	295,662.60
15	2 Ea.	Adjust Frame & Ring Casting	915.00	1,830.00	2.00	1,830.00	2.00	1,830.00
17	12.7 S.Y.	6" Concrete Walk	207.05	2,629.54	12.70	2,629.54	12.70	2,629.54
19	9,200 L.F.	Concrete Curb and Gutter Design B624	19.20	176,640.00	2,338.00	44,889.60	9,200.00	176,640.00
22	2,312 S.Y.	6" Concrete Driveway Pavement	83.50	193,052.00	397.52	33,192.92	1,994.27	166,521.55
23	160 S.Y.	Valley Gutter	111.15	17,784.00	80.00	8,892.00	160.00	17,784.00
24	8 S.F.	Truncated Domes	38.75	310.00	12.00	465.00	12.00	465.00
27	9,162 L.F.	4" Perforated Drain Pipe	12.50	114,525.00	2,177.00	27,212.50	9,162.00	114,525.00
28	32 Ea.	Subdrain Outlet	500.00	16,000.00	11.00	5,500.00	45.00	22,500.00
29	25 L.F.	12" PVC Pipe Sewer, SDR-26	80.00	2,000.00		0.00	27.00	2,160.00
31	1,869 L.F.	15" RC Pipe Sewer, Class III	66.00	123,354.00		0.00	1,870.00	123,420.00
32	829 L.F.	18" RC Pipe Sewer, Class III	68.00	56,372.00		0.00	820.00	55,760.00
33	30 L.F.	24" RC Pipe Sewer, Class III	150.00	4,500.00	30.00	4,500.00	30.00	4,500.00
34	328 L.F.	30" RC Pipe Sewer, Class III	107.00	35,096.00	328.00	35,096.00	328.00	35,096.00
38	4 Ea.	Connect to Existing Storm Sewer	1,300.00	5,200.00	1.00	1,300.00	5.00	6,500.00
41	24 Ea.	Single Grate Intake	1,920.00	46,080.00		0.00	24.00	46,080.00
42	1 Ea.	Double Grate Intake	5,930.00	5,930.00	1.00	5,930.00	1.00	5,930.00
43	5 Ea.	Single Grate Intake - Special	3,940.00	19,700.00	2.00	7,880.00	5.00	19,700.00
45	1,390 L.F.	4" PVC Sanitary Service Pipe	30.00	41,700.00	247.00	7,410.00	2,001.00	60,030.00
46	59 Ea.	Prefomed Service Wye	885.00	52,215.00	8.00	7,080.00	75.00	66,375.00
47	3,214 L.F.	8" PVC Pipe Sewer SDR-26	55.00	176,770.00	362.00	19,910.00	3,389.00	186,395.00
48	6 Ea.	Connect to Existing Sanitary Sewer	1,270.00	7,820.00		0.00	7.00	8,890.00
49	14 Ea.	Sanitary Sewer Manhole	5,720.00	80,080.00		0.00	14.00	80,080.00

Line No.	Estimated		Unit Price	Contract Price	This Application		Completed to Date	
	Units	Description			Units	Value	Units	Value
50	1 Ea.	4" Sanitary Sewer Cleanout	980.00	980.00		0.00		0.00
51	6 Ea.	Connect to Existing Water Main	1,450.00	8,700.00		0.00	6.00	8,700.00
52	78 Ea.	1" Curb Stop	925.00	72,150.00	9.00	8,325.00	77.00	71,225.00
53	78 Ea.	1" Corp Stop	660.00	51,480.00	9.00	5,940.00	77.00	50,820.00
54	2,620 L.F.	1" Municipex Water Service	18.00	47,160.00	236.00	4,248.00	2,718.00	48,924.00
55	19 Ea.	6" Gate Valve & Box	2,060.00	39,140.00		0.00	21.00	43,260.00
57	9 Ea.	Fire Hydrant	5,590.00	50,310.00		0.00	9.00	50,310.00
59	13 Ea.	6" Tee	900.00	11,700.00		0.00	13.00	11,700.00
61	1 Ea.	10" x 6" Tee	1,200.00	1,200.00		0.00	1.00	1,200.00
63	9 Ea.	6" Bend	750.00	6,750.00		0.00	4.00	3,000.00
64	4,752 L.F.	6" PVC Water Main	40.00	190,080.00		0.00	4,775.00	191,000.00
65	JOB	Temporary Water Service	L.S.	18,000.00	50%	9,000.00	100%	18,000.00
66	16,445 S.Y.	Terrace Grading	2.80	46,046.00	13,990.00	39,172.00	16,490.00	46,172.00
67	JOB	Dewatering	L.S.	2,500.00	50%	1,250.00	100%	2,500.00
68	525 Ton	Special Rock Bedding	0.01	5.25		0.00	525.00	5.25
69	59 Ea.	Remove and Reinstall Mailbox	100.00	5,900.00	29.00	2,900.00	59.00	5,900.00
70	JOB	Temporary Mail Service	L.S.	2,800.00	50%	1,400.00	100%	2,800.00
71	JOB	Traffic Control	L.S.	8,000.00	50%	4,000.00	100%	8,000.00
73	JOB	SWPPP Management	L.S.	2,500.00	50%	1,250.00	100%	2,500.00
74	800 L.F.	Silt Fence/Bio Wattles/Filter Sock	3.00	2,400.00	41.00	123.00	41.00	123.00
75	29 Ea.	Storm Drain Inlet Protection	130.00	3,770.00	14.00	1,820.00	29.00	3,770.00
76	3.4 Acre	Seeding, Fertilizing and Hydro Mulching	4,000.00	13,600.00	3.40	13,600.00	3.40	13,800.00
77	90 S.Y.	Erosion Control Blankets Category 4	2.50	225.00	200.00	500.00	200.00	500.00
TOTAL SCHEDULE 1					\$2,556,595.99		\$665,252.66	\$2,566,889.13

Line No.	Estimated Units	Description	Unit Price	Contract Price	This Application		Completed to Date	
					Units	Value	Units	Value
Schedule 2 - (14th Street)								
1	JOB	Mobilization	L.S.	\$5,000.00	50%	\$2,500.00	100%	\$5,000.00
2	JOB	Maint & Restoration of Access	L.S.	950.00	25%	237.50	100%	950.00
3	9,665 S.Y.	Remove Pavement	2.25	21,746.25		0.00	9,860.00	22,185.00
6	5 Ea.	Remove Salvage and Reinstall Sign	250.00	1,250.00		0.00	5.00	1,250.00
7	2,000 C.Y.	Common Excavation	12.50	25,000.00		0.00	2,000.00	25,000.00
10	9,700 S.Y.	12" Subgrade Preparation	1.75	16,975.00		0.00	9,818.00	17,181.50
11	9,700 S.Y.	12" Aggregate Base Class 5	10.75	104,275.00		0.00	9,818.00	105,543.50
12	2,315 Ton	Bituminous Pavement	90.00	208,350.00		0.00	2,281.12	205,300.80
15	7 Ea.	Adjust Frame & Ring Casting	915.00	6,405.00	5.00	4,575.00	5.00	4,575.00
16	1 Ea.	Install Frame & Ring Casting	915.00	915.00	1.00	915.00	1.00	915.00
17	100 S.Y.	6" Concrete Walk	217.25	21,725.00		0.00	134.00	29,111.50
18	370 L.F.	Concrete Curb and Gutter Design B618	32.15	11,895.50		0.00	354.00	11,381.10
20	1,010 L.F.	Concrete Curb and Gutter Match	32.15	32,471.50		0.00	1,124.00	36,136.60
22	100 S.Y.	6" Concrete Driveway Pavement	83.50	8,350.00		0.00	114.10	9,527.35
23	132 S.Y.	Valley Gutter	111.15	14,671.80		0.00	139.10	15,460.97
24	160 S.F.	Truncated Domes	38.75	6,200.00		0.00	160.00	6,200.00
27	2,770 L.F.	4" Perforated Drain Pipe	12.50	34,625.00		0.00	2,770.00	34,825.00
28	8 Ea.	Subdrain Outlet	500.00	4,000.00		0.00	8.00	4,000.00
30	409 L.F.	12" RC Pipe Sewer, Class III	60.00	24,540.00		0.00	414.00	24,840.00
32	370 L.F.	18" RC Pipe Sewer, Class III	67.00	24,790.00		0.00	370.00	24,790.00
37	2 Ea.	Pipe Bend	400.00	800.00		0.00	2.00	800.00
38	6 Ea.	Connect to Existing Storm Sewer	1,300.00	7,800.00		0.00	6.00	7,800.00
39	1 Ea.	Storm Manhole 4 x 4 Minimum	4,870.00	4,870.00		0.00	1.00	4,870.00
41	5 Ea.	Single Grate Intake	2,250.00	11,250.00		0.00	5.00	11,250.00
45	266 L.F.	4" PVC Sanitary Service Pipe	30.00	7,980.00		0.00	261.00	7,830.00
46	8 Ea.	Preformed Service Wye	935.00	7,480.00		0.00	7.00	6,545.00
47	720 L.F.	8" PVC Pipe Sewer SDR-26	79.00	56,880.00		0.00	711.00	56,169.00
48	5 Ea.	Connect to Existing Sanitary Sewer	4,500.00	22,500.00		0.00	5.00	22,500.00
49	1 Ea.	Sanitary Sewer Manhole	6,470.00	6,470.00		0.00	1.00	6,470.00
51	7 Ea.	Connect to Existing Water Main	1,450.00	10,150.00		0.00	7.00	10,150.00
52	5 Ea.	1" Curb Stop	950.00	4,750.00		0.00	6.00	5,700.00
53	5 Ea.	1" Corp Stop	650.00	3,250.00		0.00	6.00	3,900.00
54	104 L.F.	1" Muncipex Water Service	18.00	1,872.00		0.00	171.00	3,078.00
55	9 Ea.	6" Gate Valve & Box	2,030.00	18,270.00		0.00	9.00	18,270.00
57	2 Ea.	Fire Hydrant	5,580.00	11,160.00		0.00	2.00	11,160.00
59	3 Ea.	8" Tee	950.00	2,850.00		0.00	2.00	1,900.00
60	1 Ea.	6" Cross	1,310.00	1,310.00		0.00	1.00	1,310.00
62	6 Ea.	6" x 4" Reducer	585.00	3,510.00		0.00	6.00	3,510.00
63	1 Ea.	6" Bend	780.00	780.00		0.00	3.00	2,340.00
64	880 L.F.	6" PVC Water Main	46.00	40,480.00		0.00	819.00	37,674.00

Line No.	Estimated Units	Description	Unit Price	Contract Price	This Application		Completed to Date	
					Units	Value	Units	Value
65	JOB	Temporary Water Service	L.S.	2,500.00		0.00	100%	2,500.00
66	780 S.Y.	Terrace Grading	2.55	1,989.00		0.00	780.00	1,989.00
67	JOB	Dewatering	L.S.	45,500.00		0.00	100%	45,500.00
68	125 Ton	Special Rock Bedding	0.01	1.25		0.00	125.00	1.25
69	1 Ea.	Remove and Reinstall Mailbox	100.00	100.00		0.00		0.00
70	JOB	Temporary Mail Service	L.S.	100.00		0.00	50%	50.00
71	JOB	Traffic Control	L.S.	2,800.00	25%	700.00	100%	2,800.00
72	3 Ea.	Install Handicap Sign	300.00	900.00		0.00		0.00
73	JOB	SWPPP Management	L.S.	1,000.00	25%	250.00	100%	1,000.00
74	80 L.F.	Silt Fence/Bio Wattles/Filter Sock	3.00	240.00		0.00		0.00
75	10 Ea.	Storm Drain Inlet Protection	130.00	1,300.00		0.00	10.00	1,300.00
76	0.16 Acre	Seeding, Fertilizing and Hydro Mulching	4,000.00	640.00	0.08	320.00	0.16	640.00
78	3 Ea.	Pavement Marking - Symbol	80.00	240.00		0.00		0.00
80	1,345 L.F.	Pavement Marking - 4" Parking Stalls	0.80	<u>1,078.00</u>	1,381.00	<u>1,104.80</u>	1,381.00	<u>1,104.80</u>
TOTAL SCHEDULE 2				\$856,933.30		\$10,602.30		\$864,084.37
TOTAL BID				\$3,413,529.29		\$875,854.96		3,429,973.50
				Total Work Completed				\$3,429,973.50
				Stored Materials				
				Less Retainage	<u>5</u>	%		<u>171,488.67</u>
								\$3,258,474.82
				Less Previous Payments				2,616,412.61
				TOTAL AMOUNT DUE THIS PAY REQUEST				<u>\$642,062.21</u>

Payment Requested by:

Hjerpe Contracting, Inc.

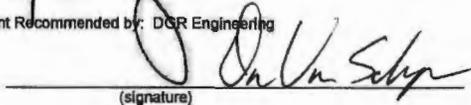
(Contractor)



(signature)

Date 10/1/2020

Payment Recommended by: DGR Engineering



(signature)

Date 10/1/2020

Payment Approved by: City of Windom, MN

(signature)

Date _____