

Council Meeting
Tuesday, April 20, 2021
City Council Chamber
6:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Consent Agenda
 - Minutes
 - Council Minutes – April 6, 2021
 - Telecom Commission – March 30, 2021
 - EDA Commission – April 12, 2021
 - Planning Commission – April 13, 2021
 - Library Board – April 13, 2021
 - License – Exempt Gambling Permit – Wheel House Warriors – May 22, 2021
 - Regular Bills
2. Department Heads
3. Public Hearings – Residential Tax Abatements
 - Gove Acres – Lot 1, Block 1
 - Gove Acres – Lot 2, Block 1
 - Gove Acres – Lot 9, Block 1
4. Proclamations
 - Employee Appreciation Glenn Lund
 - Drinking Water Week May 2-8, 2021
 - National Hospital Week May 9-15, 2021
5. Hospital Budget Presentation
6. River Bend Liquor Store Feasibility Study
7. Planning Commission Recommendations
 - Kwik Trip Final Plat
 - Selection of Consultant – Code Review
8. Fire Service Fees
 - Discussion & Review
 - First Reading Ordinance No. 190, 2nd Series
9. Annual Consumer Confidence Report
10. Police Department – Resolution State Of MN Department of Public Safety Joint Powers Agreements
11. City Wide Cleanup Recycling Fees
12. Mayor Appointment – Hospital Board



13. Personnel Recommendations

- River Bend Liquor Store – Sales Clerk & Stock Room Position
- Community Center – On Call Position

14. New Business

15. Old Business

16. Council Comments

17. Adjourn

**Regular Council Meeting
City Hall, Council Chamber
April 6, 2021
6:30 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, James Nelson, Jayesun Sherman

Council Absent: Jenny Quade and Jacqueline Schmidt

City Staff Present: Steve Nasby, City Administrator; Dawn Aamot, Library Director; Ryan Anderson, Water & Wastewater Superintendent; Scott Peterson, Police Chief; Drew Hage, Development Director; Spencer Winzenried, Community Center Director and Andy Spielman, Building & Zoning Official

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
 - Council Minutes – March 16, 2021
 - Park & Recreation Committee – March 17, 2021
 - Utility Commission – March 24, 2021
 - Planning Commission – March 30, 2021
- Regular Bills

Motion by Grunig second by Sherman approving the Consent Agenda. Motion carried 3 – 0.

5. Department Heads:

None.

6. Public Hearing – 1424 River Rd:

Drew Hage, Development Director, reviewed the residential tax abatement request for 1424 River Road. The request is for a single-family home to be built in the City of Windom. If granted, the real estate tax abated by the City of Windom for the five-year period is \$5,350.

Jones opened the Public Hearing at 6:35 PM.

No comments were received.

Jones closed the Public Hearing at 6:36 PM.

Council Member Grunig introduced the Resolution No. 2021-27, entitled "RESOLUTION APPROVING TAX ABATEMENT FOR CERTAIN PROPERTY PURSUANT TO MINN. STAT. §469.1813" for 1424 River Road and moved its adoption. The Resolution was seconded by Sherman and on roll call vote: Aye: Sherman, Nelson and Grunig. Nay: None. Absent: Schmidt and Quade. Abstain: None. Resolution passed 3 – 0.

7. Call for Public Hearing – Residential Tax Abatements:

Hage said applications were received for three properties in the Gove Acres Subdivision. The estimated construction cost for each lot is \$146,025 with a City abatement of \$1,070 per property, per year for five years. The Residential Tax Abatement requires a public hearing and all hearings are to be held on April 20, 2021.

Gove Acres – Lot 1, Block 1 – 1902 Bud Road:

Council Member Sherman introduced the Resolution No. 2021-28, entitled "RESOLUTION CALLING FOR PUBLIC HEARING ON PROPOSED TAX ABATEMENT FOR NEW RESIDENTIAL PROJECT" for 1902 Bud Road and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Grunig, Sherman and Nelson. Nay: None. Absent: Quade and Schmidt. Abstain: None. Resolution passed 3 – 0.

Gove Acres – Lot 2, Block 1 – 1904 Bud Road:

Council Member Nelson introduced the Resolution No. 2021-29, entitled "RESOLUTION CALLING FOR PUBLIC HEARING ON PROPOSED TAX ABATEMENT FOR NEW RESIDENTIAL PROJECT" for 1904 Bud Road and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Aye: Sherman, Nelson and Grunig. Nay: None. Absent: Schmidt and Quade. Abstain: None. Resolution passed 3 – 0.

Gove Acres – Lot 9, Block 1 – 1972 Bud Road:

Council Member Sherman introduced the Resolution No. 2021-30, entitled "RESOLUTION CALLING FOR PUBLIC HEARING ON PROPOSED TAX ABATEMENT FOR NEW RESIDENTIAL PROJECT" for 1972 Bud Road and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Aye: Nelson, Grunig and Sherman. Nay: None. Absent: Quade and Schmidt. Abstain: None. Resolution passed 3 – 0.

8. 2021 Airport Crack Seal Project:

Steve Nasby, City Administrator, said the 2021 Capital projects included crack sealing at the airport. This project will be funded 100% by Federal monies due to a recently passed stimulus plan (American Rescue Plan Act) for the FAA to use during 2021. SEH Engineering sought bids and received four quotes. The noted low bidder was ASTECH in the amount of \$24,065. Engineering and Administration cost of \$17,000 and are also covered by the ARP Act.

Motion by Nelson second by Grunig to accept the bid of \$24,065 from ASTECH for the 2021 Airport Crack Seal Project and the Engineering/Administration costs of \$17,000. Motion carried 3 – 0.

9. Proclamation National Library Week:

Sherman read the 2021 National Library Week Proclamation.

Preliminary

Dawn Aamot, Library Director, reviewed the past year for the library. She noted the 10-week closure due to COVID-19 and the modifications that were made to accommodate customers. The Library is back to regular service hours. Aamot said that April is fine free month and encouraged patrons to return items for free. She said 196 items are still listed as overdue since 2017. Other items mentioned were a bookmark contest promoting the summer reading program, online (Facebook) trivia, and battle of the book series contests. April is also Poetry month and local poems can be submitted to the library for display. Aamot encouraged readers to use the Libby App to reserve books electronically as well.

Sherman stated the renovations at the Library are very nice and inviting.

Council Member Sherman introduced the Resolution No. 2021-31, entitled "2021 NATIONAL LIBRARY WEEK PROCLAMATION" and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Grunig, Sherman and Nelson. Nay: None. Absent: Schmidt and Quade. Abstain: None. Resolution passed 3 – 0.

10. Planning and Zoning Commission Items:

Preliminary Plat – Kwik Trip – 251 First Avenue:

Andy Spielman, Building & Zoning Official, gave an overview of the preliminary plat for Kwik Trip. He said existing legal descriptions needed updating along with removal of easements that are no longer needed by request of the applicant. The Planning Commission held a public hearing and is recommending approval.

Motion by Grunig second by Sherman approving the Preliminary Plat for 251 First Avenue. Motion carried 3 – 0.

Conditional Use Permit – Car Wash (B-2 District):

Spielman said a Conditional Use Permit Application was submitted to request a new car wash at 2488 Highway 60 East. This address is currently farm/agricultural land. Frontage is on Highway 60 and access is being discussed with MNDOT. Spielman showed a brief concept plan and preliminary site plan. The Planning & Zoning Commission held a public hearing and is recommending approval with no conditions.

Grunig asked if access is an issue to approve a conditional use permit. Spielman said there is an existing access and Council is only acting on the use of the parcel.

Motion by Sherman second by Grunig approving the Conditional Use Permit for 2488 Highway 60 East. Motion carried 3 – 0.

Gove Acres Final Development Stage Plan:

Spielman explained that this is the Final Stage Plan for the Planned Unit Development (PUD) titled Gove Acres. Included information includes the Final Plat, Homeowners' Association Documents and Restrictive Covenants. Spielman explained that Section 14 – Amendments of the Restrictive Covenant Document needs additional language. The City Attorney has recommended the addition of City approval of any Amendments that include common elements (clubhouse, retention pond, etc.) of the PUD. The Planning Commission is recommending approval with the Restrictive Covenant amendment as discussed.

Council Member Sherman introduced the Resolution No. 2021-32, entitled "A RESOLUTION APPROVING THE FINAL STAGE PLAN OF "GOVE ACRES" PUD AND THE FINAL PLAT OF "GOVE ACRES SUBDIVISION" TO THE CITY OF WINDOM, MINNESOTA" with the Amendment to the Declaration of Covenants, Conditions, Restrictions and Easements as discussed and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Sherman, Nelson and Grunig. Nay: None. Absent: Quade and Schmidt. Abstain: None. Resolution passed 3 – 0.

11. Second Reading Ordinance No 189, 2nd Series – Ordinance Revising Abandoned, Unclaimed, Excess Property:

Nasby reviewed the Council recommendation to increase the negotiated sale amount of surplus property/equipment from \$1,000 to \$5,000. Any item valued at over \$5,000 will be offered to public sale to the highest bidder.

Motion by Grunig second by Sherman to approve the Second Reading of Ordinance No 189, 2nd Series – Ordinance Revising Abandoned, Unclaimed, Excess Property. Motion carried 3 – 0.

12. Mayor Appointment – Hospital Board:

Jones is recommending approval of the re-appointment of Ann Bartelt to the Hospital Board with a term expiring April 30, 2024.

Motion by Sherman second by Nelson to approve the Mayor's re-appointment of Ann Bartelt to the Hospital Board. Motion carried 3 – 0.

Jones stated there is another vacancy on this Board as Mary Holman has turned in her resignation.

13. Personnel – Hiring Recommendations:

Community Center – Maintenance Custodian:

Spencer Winzenried, Community Center Director, stated receiving four applications for the open vacancy at the Community Center. The recommendation is to hire Edward Berger at Step 6 for the Fulltime Union Maintenance Custodian Position at the rate of \$15.44 per hour.

Motion by Grunig second by Sherman to hire Edward Berger for a full-time Community Center Maintenance position at the rate of \$15.44 per hour. Motion carried 3 – 0.

Park/Street – Seasonal Positions:

Nasby explained that the Seasonal Hires are both re-hires from previous years. The Department has the positions budgeted for the 2021 Summer season.

Motion by Nelson second by Sherman to hire Noah Kloss for the Seasonal Part-time position at the rate of \$12.50 per hour and Ken Derickson for the Seasonal Part-time position at the rate of \$13.25 per hour. Motion carried 3 – 0.

14. New Business:

Jones exclaimed that the City of Windom has received a DEED Grant in the amount of \$424,905 for the Cemstone Redevelopment Area. Additional discussion on this project will be upcoming.

15. Old Business:

None.

16. Contractor Payments:

Municipal Well No. 11 #2 – Mineral Services Plus, LLC:

Ryan Anderson, Water & Wastewater Superintendent, said Well No. 11 has been drilled and tested. This well replaces City Well #5. The contractor has yet to dig in the connection line from the well to the well house. The Engineer is recommending payment.

Motion by Grunig second by Sherman to approve the Pay Request #2 for Mineral Services Plus, LLC in the amount of \$51,909.90 for the 2021 Municipal Well No. 11 Project. Motion carried 3 – 0.

2020 Jetter Truck – Flexible Pipe Tool Company:

Anderson told Council the Jetter truck has been received from the vendor. He is asking for approval of payment of \$122,097.74. This item was purchased on the State Bid contract and the City was allowed \$40,000 for trade on the old truck.

Motion by Nelson second by Grunig to approve the Pay Request for Flexible Pipe Tool Company in the amount of \$122,097.74 for the 2020 Jetter Truck. Motion carried 3 – 0.

Anderson mentioned that they are working on minor repairs at the Wastewater Treatment Plant.

17. Council Comments:

Nelson encouraged everyone to stay safe and believes COVID is on a downswing.

Grunig urged those with overdue books should take advantage of the fine free month at the Library.

Sherman said that spring is here and to take advantage of the walking paths.

Jones encouraged residents to enjoy the weather.

18. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 7:29 p.m.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

**TELECOMMUNICATIONS COMMISSION MEETING
CITY OF WINDOM COMMUNITY CENTER**

March 30th, 2021

Oath of Office – Dirk Abraham took the Oath of Office and was sworn in as a commissioner of the Telecommunications Commission.

I. Call Meeting to Order. The meeting was called to order by VP Palm at 6:10 PM

II. Roll Call:

President:	Travis Eichstadt <i>Absent</i>	City Staff:	Steve Nasby <i>Absent</i>
V President:	JD Palm	City Staff:	Jeff Dahna
Secretary:	Mike Schowalter <i>Absent</i>	Council Liaison:	Jayesun Sherman <i>Absent</i>
Commissioner:	Josh Peterson	Council Liaison:	Marv Grunig
Commissioner:	Dirk Abraham	Media:	
Media:	Rahn Larson <i>Absent</i>	Others Present:	-

III. Approval of Minutes from December 28th, 2020 meeting

Motion by Peterson, to approve minutes from the December 28th, 2020 meeting. Seconded by Abraham. Motion approves 3 to 0.

IV. Project Updates: Dahna reports - Staff continues to work on the migration of Central Office (CO) Customer Serving Area (CSA) subscribers to E7-2 system.

- During the cold temperatures, staff worked on migrating subs at Windom, Riverview, and Hillside Apts onto the G.Fast units. Worked on mapping updates, SDP/Plant records work, installing seven new racks in Network Operations Center (NOC) equipment room for colocation space (see Project Updates in packet), building maintenance, Passive Optical Network (PON) splitter cleanup/grooming prep for three more 32-way splitters in CO, telco switch audits, and working on the city council chambers video system setup for streaming.

- Outside Plant (OSP) Expansion – Co Rd 13/17 Telecom installation project. As time allows, Telecom staff will be splicing fiber optic cables in the PON Peds and handholes as weather allows.

- Placed fiber optic cabling for an extended demarc in the Hospital Hartbeg and Taber Clinic area for South Dakota Networks Transparent LAN Services circuit.

V. Manager's Report: Dahna covers- COVID-19 Impact on Telecom Dept. Telecom staff considered Phase 1c. Vaccines available in June/July

- Retransmission agreements - National Cable Television Cooperative (NCTC) has agreement with Gray Media. Gray Media did not have City of Windom on their list that they gave to NCTC when they took over FOX/COZI. KTTW sold retransmission tower to Gray Media and shut down. Sioux Falls FOX and COZI moved to KDLT station.

- Year End Report – Dahna covers the report to the commissioners.

- Ticketing system report for 2020 as reported from our billing system. Does not reflect actual counts.

<u>Service Order/Trouble Tickets 2020</u>	<u>Count</u>	<u>Service Order/Trouble Tickets 2020</u>	<u>Count</u>
Adding Features	23	Multiple Service Trouble	18
Checking Service	211	Non-pay	99
Connecting Service	320	Password Reset	13
Customer Owned Hardware Issue	4	Other	340
Data Speed Change	176	Property Sold	109
Disconnect Service	178	Remove Equip for Siding	11
Equipment Change	52	Single Service Trouble	248
Moving into Area	42	Telecom Service Change	65
Moving Out of Area	33	Upgrading Service	182
Moving to New Location	61	Vacation Rate	34

Dahna cover the Customer Counts

Customer Counts	Mar
Video customers	759
Internet customers	1623
Phone customers	904

Top	Feb
Top Subscriber	6.44 Terabyte
Top App - Google	57.48 Terabyte

VI. New Business:

- Dahna covers the Retransmission Agreements with the commission –
 - NCTC/TEGNA – KARE11 NBC, Court TV, True Crime Network, Quest, Circle
 - NCTC/FCS – Fox College Sports
 - NCTC/Sinclair
 - NCTC/Tennis Channel
 - NCTC/WCCO CBS
 - NCTC/KDLT FOX Out Of Market (OOM), COZI OOM
 - NCTC/KEYC CBS OOM, FOX OOM
 - NCTC/HUBBARD KSTP ABC, Heroes & Icons, KSTC Independent, MeTV, Antenna TV

- Federal Communications Commission (FCC) Designates '988' as 3-digit number for National Suicide Prevention Lifeline

Background - July 16, 2020 - FCC adopted rules to establish 988 as the new, nationwide, 3-digit phone number for Americans in crisis to connect with suicide prevention and mental health crisis counselors. The rules require all phone service providers to direct all 988 calls to the existing National Suicide Prevention Lifeline by July 16, 2022. During the transition to 988, Americans who need help should continue to contact the National Suicide Prevention Lifeline by calling 1-800-273-TALK(8255) and through online chats.

Since it's a toll-free call, there's no cost to the telco or to the caller so it should be straightforward. Dahna requests the commission motion to adopt the 3-digit dial 988 for the National Suicide Prevention Lifeline.

Motion by Abraham, to grant approval to add 988 as a 3-digit dialing code for the National Suicide Prevention Lifeline, seconded by Peterson. Motion approved 3 – 0.

Dahna reviews with commissioners the current Transparent LAN (Local Area Network) Services (TLS) Pricing – Need to rework current pricing to reflect changes in industry pricing and the need for adding additional bandwidth levels/rates.

VII. Old Business:

Dahna covers the changes to the KELO TV station carriage change and KSFY/KDLT TV station carriage options with the commission.

- Retransmission Agreement – Nexstar Media - WGN Chicago channel 26 on lineup. 3yr term first year \$0.12 rate increase.

- Dahna talks about STIR/SHAKEN robocalling issue by FCC. Will be installing a Session Border Controllers to meet the requirement. Windomnet is a TDM provider, so timelines are farther out than SIP trunk providers. Must submit plan to FCC in June for STIR/SHAKEN.

- Video Service – Dahna covers: Finalizing Southern FiberNet (SFN) contract and channel lineup. Corresponding with Shaun Head VP of Institutional Sales, SFN Corp.

- Looking at three channel tiers: Basic, Expanded Basic, TBD, and Premium Add on. We could have a lower level package which has various channels and local channels, the two tiers of national channels with locals in the middle, then a premium add on. We could also create a package where we include the premiums into that national packages. We would be able to separate these packages and rename them as needed.

- Sioux Fall Designated Market Area (DMA) availability on SFN to Windomnet subscribers. SFN has negotiated and has approval to add these additional DMAs to current customers.

Sioux Fall DMA stations

KDLT NBC	KDLT (KTTW) FOX	KDLT COZI
KELO CBS	KELO MyTV	
KSFY ABC	KSFY CW	KSFY MeTV

- SFN has completed Amazon Fire testing and will be another device, like Roku Ultra, for SW Stream App with SFN player.

- SMBS migrated transport ring February 24th during maintenance window and moved/installed equipment. Working with Southwest MN Broadband Services (SMBS) for video transport and local channel insertion into SFN platform. Engaging Network Engineer for video feed network design options between COWT and SMBS networks.

- Securing vendor sources for Roku Ultra streaming media player. Compiling a list of customers to assist with testing phase. Targeting subs with set top boxes will be the first phase for Stream.

Dahna reports that the quote to add the SFN API plug in to work with the Windom billing system would cost \$25,000 for installation and \$250 per month for software maintenance. Dahna felt that this is not necessary at this time, but could be revisited in the future.

-Video/Internet rates Work Group – will be meeting to set video/internet packages and pricing/speed adjustments.

Dahna discusses with commissioners the need to move to a 2-box solution for future using a fiber optic ONT and a copper fed GigaSpire that does WiFi 6.

VIII. Commissioner's concerns and questions: Commissioners and Dahna discuss Channel 3 on the new system and Eagle TV channel. Redundant video feeds, migration cutover techniques. Fixed Wireless Provider on water towers.

IX. Set Next Telecom meeting: April 26th 20210 at 6:00 PM at the Community Center.

X. Adjourn: Meeting adjourned by unanimous consent at time 8:00 PM.

JD Palm, Telecom Committee Vice President

Mike Schwalter, Telecom Committee Secretary

Attest: _____
Jeff Dahna, Telecom General Manager

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
APRIL 12, 2021

1. Call to Order: The meeting was called to order by President Clerc at 12:01 p.m.

2. Roll Call & Guest Introductions:

EDA Commissioners: Rick Clerc, Linda Sandberg, Nancy Wepplo, and James Nelson.
Absent: Marv Grunig.

Also Present: EDA Staff – Drew Hage, EDA Executive Director, and Mary Hensen, Admin. Asst.;
City Administrator Steve Nasby; Matt Ashton (New Vision Cooperative); and Rahn
Larson (Citizen).

3. Approval of Minutes: March 8, 2021:

Motion by Commissioner Nelson, seconded by Commissioner Sandberg, to approve the Minutes of the EDA Meeting held on March 8, 2021. Motion carried 4-0.

4. TIF 1-20 – New Vision First Avenue Property: TIF District 1-20 was established covering New Vision's properties in Windom. It was established as a "split" district with New Vision's property on 16th Street identified as "Parcel 1" and the elevator property on First Avenue identified as "Parcel 2".

There was an old storage bunker on Parcel 1 that New Vision demolished and replaced with new grain bins, etc. On Parcel 2 there was an annex (silos) and an elevator. New Vision demolished the annex. New Vision is receiving tax increment for the demolitions on both properties.

The elevator on Parcel 2 has not been in use for a number of years and now New Vision wants to sell Parcel 2 to a local business that wants to use the property for parking/displaying their used vehicles.

The City has a concern about the costs for demolition of the elevator in the future if it becomes unsafe. For that reason, when the City entered into a "Contract for Private Redevelopment" with New Vision, a clause prohibiting sale, transfer, lease, etc. of either parcel without written consent of the City was included in the Contract. The Board received copies of the relevant sections from the Contract for Private Redevelopment.

There was a discussion concerning the potential future for the elevator and responsibility for demolition costs. Matt Ashton, CEO from New Vision Cooperative, said that New Vision does not have any plans for future use of the elevator and they were approached by a potential buyer. He said that New Vision would not pay for the demolition of the elevator but could help clean it up if there was an issue. He said that New Vision has long-term plans for Parcel 1. However, New Vision is not concerned about the condition of the elevator at this time and feels it will stand a long time.

Dwayne Anderson from LA Motorsports joined the discussion by phone and talked about their plans for the property including fixing broken windows and painting. There was a brief discussion concerning the potential demolition costs. However, New Vision has not received a quote concerning those costs. City Administrator Nasby asked if LA Motorsports had plans for addressing demolition costs if the building becomes unsafe in the future. Mr. Anderson said that possibly they could put the funds that they receive from Verizon for the lease of the elevator in savings. After further discussion, the following action was taken.

Motion by Commissioner Nelson, seconded by Commissioner Sandberg, recommending that the City Council allow the sale of the elevator property on First Avenue by New Vision on the

contingency that the windows and doors need to be sealed properly before the sale of the property to LA Motorsports. Motion carried 4-0.

Mr. Anderson from LA Motorsports said that they will have a contractor at the site to work on it.

5. Infrastructure Loan Program

A. Application – Preferred Choice Homes, LLC: Director Hage provided a background concerning the Developer and the project. Preferred Choice Homes, LLC is the owner and developer of a new residential subdivision known as “Gove Acres”. The final stage plan for this planned unit development (PUD) and the final plat for “Gove Acres Subdivision” were approved by the Windom City Council on April 6, 2021. The street and utility easements will be dedicated to the City for future maintenance. The specs for the proposed street and utility installations have been approved by the City Departments.

A written application for gap financing for the infrastructure costs for this new subdivision has been received by the EDA. Preferred Choice Homes is requesting a loan of \$90,000 with a 1% interest rate. The request is based on allocation of \$6,000 per unit. There would be interest-only payments on the principal for the period of five (5) years. As each developed or undeveloped lot is sold, the proceeds are used to pay off the primary mortgage with Bank Midwest and the mortgage held by the EDA or HRA on the lot. Payoff of the remaining principal and interest is due at the end of the five-year period.

This application also needs to be approved by the HRA Board who approved the Infrastructure Loan Program and allocated \$50,000 to the program. The \$50,000 allocated for this program by the EDA must be loaned out before the HRA funds are loaned out.

Director Hage advised that Preferred Choice Homes meets the requirements for the Infrastructure Loan Program. The loan by the EDA would be in the amount of \$50,000 and the loan by the HRA would be in the amount of \$40,000. Director Hage provided a background as to the history of the funding options the Developer pursued. This loan program was available for 30 days and no other Developer was proposing a project that included engineered plans, etc. Director Hage advised that the property owner has applied for residential property tax abatement for three lots. There was a brief discussion concerning the potential build-out timeline. There was also a discussion concerning the interest rate for the loan.

Motion by Commissioner Sandberg, seconded by Commissioner Nelson, approving a five-year loan of \$50,000 with an interest rate of one percent (1%) per annum to Preferred Choice Homes, LLC in the EDA’s Infrastructure Loan Program to provide gap financing for the installation of infrastructure and utilities in Gove Acres Subdivision. Motion carried 4-0.

6. Façade Improvement Program

A. Application – 205 Ninth Street: Director Hage shared the application from Brent and Megan Bramstedt who are the owners of the building which houses Town and Country Appliance Inc. and the Hair Hut. They are requesting a Façade Improvement Loan for their proposed project which includes painting the exterior of the building and making small repairs and residing the storage shed on the back of the building which is visible from the highway. The estimated costs for the project total \$5,763.72. Pursuant to the loan guidelines, the forgivable loan from the EDA would be in the amount of \$2,881.86 (one-half of the estimated project costs). Director Hage confirmed that the application meets the program requirements.

Motion by Commissioner Sandberg, seconded by Commissioner Nelson, to approve the forgivable loan from the Façade Improvement Program to Brent and Megan Bramstedt in the amount of \$2,881.86. Motion carried 4-0.

7. River Bend Center – Phase II

A. Lease Renewal – Pro Shed: Director Hage related that Pro Shed would like to renew its lease for

the EDA's property south of the liquor store for another year on the same terms. The existing lease expires on April 30, 2021, and the current rental rate is \$400 per month. The lease can be terminated by giving a 60-day written notice. This would be the third renewal of the lease. There was a discussion concerning whether any potential expansion of the Liquor Store would affect this property. Access to this property is through the entrance to the Liquor Store and not through the fishing access.

Motion by Commissioner Nelson, seconded by Commissioner Sandberg, to renew the lease of the EDA's property south of the Liquor Store to Pro Shed for another year at the rental rate of \$400 per month and to notify them that rental rate for renewing the lease in May 2022 would increase to \$425 per month. Motion carried 4-0.

8. EDA SEB – COVID-19 – Small Business Operating Loans

A. Status of Loans: The EDA's SEB RLF was established utilizing funds from USDA Rural Development and the EDA. The program provides loans to small and emerging businesses. Five loans had previously been approved.

In the Spring of 2020, USDA Rural Development authorized use of some of the loan repayment funds to provide operating loans to small businesses impacted by COVID-19. Director Hage advised that the EDA Board approved the program guidelines which provided operating loans at zero percent interest for 12 months. The businesses have an option to pay off the loan or to amortize the payments of the loan over the period of one year at 3% interest. Five operating loans were awarded in April and May 2020. Three of the loans have been or will be repaid by May 2021. The other 2 property owners have requested the 12-month repayment option.

9. EDA Spec Building

A. Loan Update: Director Hage updated that the Board concerning the status of the proposed project on this property. He also advised that the EDA's loan on the Spec Building is with the Fulda Area Credit Union and the current balance is approximately \$190,258.69. The interest rate is 4.9% and the final balloon payment is due May 16, 2021. The Board has the options to renew or to pay off the loan. Director Hage briefed the Board on the potential source of funds to pay off this loan.

Motion by Commissioner Wepplo, seconded by Commissioner Nelson, to pay off the EDA's loan on the Spec Building with Fulda Area Credit Union. Motion carried 4-0.

10. DEED Redevelopment Grant: Director Hage announced that the City of Windom received notification by letter on Monday, April 5th, that DEED has awarded the sum of \$424,905 for the Cemstone Redevelopment Project. Director Hage gave a presentation on the project and the potential development of an initial phase.

A. Closed Session – Land Negotiations

1) Parcels: 25-025-0200 & 25-025-0201:

Motion by Commissioner Nelson, seconded by Commissioner Wepplo, to go into Closed Session. Motion carried 4-0.

President Clerc closed the meeting to the public at 12:40 p.m. Present for the closed session were Commissioners Sandberg, Nelson, Clerc, and Wepplo; Director Hage, City Admin. Nasby, and Admin. Asst. Hensen to discuss land negotiations on the Cemstone property. Commissioner Sandberg excused herself from the meeting at 12:48 p.m. to leave for another appointment.

Motion by Commissioner Nelson, seconded by Commissioner Wepplo, to come out of closed session and authorize the EDA President to reopen the meeting to the public. Motion carried 3-0.

President Clerc reopened the meeting to the public at 1:09 p.m.

Director Hage provided a recap of the closed session. He advised that there was a discussion concerning pricing and land negotiations. It was the consensus of the EDA Board for the existing committee to continue to communicate with Cemstone regarding the project. The existing committee is composed of Mayor Jones, City Admin. Nasby, EDA Commissioner Grunig, and Director Hage.

11. Marketing – NWIP: Director Hage reported on the marketing program through LoopNet and CoStar. The cost for the LoopNet service is \$69 per month and the CoStar service is free. He shared a report from LoopNet concerning the number of individuals visiting the site online and advised that he believes this service is worthwhile.
12. Corridor Study Update
 A. 3-Lane Concept Discussion: City Admin. Nasby and Director Hage are the two City representatives on the Committee that is working with the consultants and MnDOT on the Highway 60 Corridor Study. MnDOT is planning a full reconstruct of Highway 60 through Windom in 2031-2032. Currently there are discussions with MnDOT concerning accesses for Kwik Trip and the proposed new car wash in the East Highway 60 Development by Dollar General. He related possible options that MnDOT has proposed including re-striping to a three-lane corridor and adding a turn lane for the Dollar General/Car Wash access. There was a discussion concerning the costs of the proposed turn lane, funding available from MnDOT, and an update from the Street Committee regarding Highway 60. Additional information will be provided as it becomes available.
13. New Business & 14. Unfinished Business: None.
15. Miscellaneous Information
 A. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the January 2021 financial reports submitted by Van Binsbergen & Associates.
16. Adjourn: On consensus, President Clerc adjourned the meeting at 1:30 p.m.

Attest: _____
 Drew Hage, EDA Executive Director

 Nancy Wepplo, EDA Secretary

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
APRIL 13, 2021**

1. Call to Order: The meeting was called to order by Vice Chairman Mattson at 7:00 p.m.

2. Roll Call & Guest Introductions:

Planning Commission: Brett Mattson, Jared Baloun, Ben Byam, Lorri Cole, Carol Hartman (by Zoom), Jeremy Johnson, and Brandon Pletcher. Absent: Marilyn Wahl.

Also Present: B&Z Staff: Zoning Admin. Andy Spielman and Admin. Asst. Mary Hensen; Councilmember Marv Grunig (Liaison); Steve Gritman (Northwest Associated Consultants, Inc.); Larry Poppler, Evan Monson, and Merritt Clapp-Smith (TKDA); Travis Winter and Rose Schroder (Bolton & Menk); and Dean George (Kwik Trip).

3. Approval of Minutes: Special Meeting - March 30, 2021

Motion by Commissioner Johnson, seconded by Commissioner Hartman, to approve the Planning Commission Minutes for the Special Meeting held on March 30, 2021. Vote by roll call: Ayes: Commissioners Byam, Johnson, Baloun, Mattson, Hartman, Cole, and Pletcher; Nay: None; Absent: Commissioner Wahl. Motion carried 7-0.

4. Land Use and Subdivision Code – RFP: At the Meeting held on February 9, 2021, the Planning Commission approved the proposed Request for Proposals (RFP) seeking a land use consultant to review Chapters 151 and 152 of the City Code specifically regarding land use and subdivision regulations. Zoning Admin. Spielman recapped the process. The Building & Zoning Office received seven responses to the RFP. A committee consisting of three Planning Commissioners and three Staff members reviewed the responses. Following considerable discussion, the Committee selected three well-qualified consultant firms to present to the Planning Commission at this April 13th Meeting. A representative of each firm drew a number to determine the order of presentation.

A. Presentations: Steve Gritman of NAC gave the first presentation concerning NAC's experience, qualifications, examples of projects and communities for which they provide services, proposed services and timeline for Windom's project, personnel who would be working on the project, and responded to questions from the Planning Commission and Liaison. Zoning Admin. Spielman gave a brief summary of responses he received from the references he contacted. He inquired concerning communication with the public during the process and types of public involvement and clarified the proposed time schedule. Zoning Admin. Spielman also confirmed the proposed fee of \$23,000 covering all fees, expenses, and proposed meeting attendance. He confirmed that NAC would be available for follow-up questions after completion of the project.

Larry Poppler and Evan Monson of TKDA and Merritt Clapp-Smith (Independent Consultant for TKDA) gave the second presentation concerning TKDA's experience, qualifications, examples of projects and communities for which they provide services, proposed services and timeline for Windom's project, personnel who would be working on the project, and responded to questions from the Planning Commission and Liaison. Zoning Admin. Spielman gave a brief summary of responses he received from the references he contacted. He inquired concerning communication with the public during the process and types of public involvement and clarified the proposed time schedule. Zoning Admin. Spielman also confirmed the proposed fee of \$12,000 covering all fees, expenses, and proposed meeting attendance. He confirmed that TKDA would be available for follow-up questions after completion of the project.

Travis Winter (Fairmont Office) and Rose Schroder of Bolton & Menk gave the third presentation concerning Bolton & Menk's experience, qualifications, examples of projects and communities for which they provide services, proposed services and timeline for Windom's project, personnel who would be working on the project, and responded to questions from the Planning Commission and Liaison.

Zoning Admin. Spielman gave a brief summary of responses he received from the references he contacted. He inquired concerning communication with the public during the process and types of public involvement and clarified the proposed time schedule. Zoning Admin. Spielman also confirmed the proposed fee of \$12,444 covering all fees, expenses, and proposed meeting attendance. He confirmed that Bolton & Menk would be available for follow-up questions after completion of the project.

- B. Recommendation to City Council – Selection of Consultant: After a brief discussion, including comments concerning range in fees, whether the lowest bidder must be chosen, confirmation of what has been budgeted thus far (\$10,000), and judging all presenters on the same criteria. A decision was made to take a poll and have each Commissioner rank his/her first and second choices on the sheets provided. The result was tallied as: First Choice – Bolton & Menk – 4 and First Choice – TDKA – 3.

Motion by Commissioner Hartman, seconded by Commissioner Cole, to recommend that the City Council select TKDA as the consultant for review of the City's subdivision and land use codes. Vote by roll call: Ayes: Commissioners Cole and Hartman; Nay: Commissioners Byam, Mattson, Baloun, Johnson, and Byam; Absent: Commissioner Wahl. Motion failed 2-5.

Motion by Commissioner Baloun, seconded by Commissioner Byam, to recommend that the City Council select Bolton & Menk as the consultant for review of the City's subdivision and land use codes. Vote by roll call: Ayes: Commissioners Byam, Johnson, Baloun, Mattson, Hartman, Cole, and Pletcher; Nay: None; Absent: Commissioner Wahl. Motion carried 7-0.

This recommendation will now come before the City Council at its meeting on April 20th.

5. Kwik Trip Project

A. Review of Final Plat: Zoning Admin. Spielman stated that the Planning Commission is reviewing the final plat for Kwik Trip 1147. Kwik Trip has granted a utility and drainage easement on the North 10 feet of the property as requested by the City. The property currently exists as it has been platted. The infrastructure and utilities are on the property. The City Attorney reviewed the Final Plat and had comments pursuant to State Statutes. Kwik Trip's representatives have responded to his comments. The City Attorney has recommended approval of the plat as presented. He advised that, pursuant to State Statutes, neither he nor the City officials can sign the Final Plat until such time as Kwik Trip has completed the purchase of the property and signs the Final Plat as owner of the property.

The access/utility easement between Kwik Trip and Lance Defries is a private easement and will not be shown on the Final Plat. Dean George confirmed that Kwik Trip's representatives have provided Lance Defries with a drawing showing the location of the proposed easement and he has agreed to that location. A document will be prepared by Kwik Trip's representatives and sent to Mr. Defries for signature. In response to a question, Mr. George confirmed that this is a perpetual easement.

Motion by Commissioner Baloun, seconded by Commissioner Hartman, recommending City Council approval of the Final Plat of Kwik Trip 1147 as presented. Vote by roll call: Ayes: Commissioners Hartman, Pletcher, Cole, Byam, Johnson, Mattson, and Baloun; Nay: None; Absent: Commissioner Wahl. Motion carried 7-0.

Zoning Admin. Spielman advised that this recommendation will come before the City Council on April 20th.

6. Other Business/Reports: None.

7. Unfinished Business: Zoning Admin. Spielman reported that the Final Stage Plan and Final Plat for Gove Acres Subdivision went to the City Council on April 6th and received final approval. He advised that dirt work has begun in Gove Acres Subdivision. Preferred Choice Homes has also applied for residential property tax abatement for three lots (two lots covered by the duplex and one lot for a single-family home). Zoning Admin. Spielman commented that next week there may be some utility and infrastructure work starting in Gove Acres.

Zoning Admin. Spielman updated the Commissioners that the conditional use permit for the Powers' proposed car wash also received City Council approval on April 6th. The Applicants are still working through the access process with MnDOT.

8. New Business: None.
9. Planning Commission Comments, Concerns, Suggestions: Commissioner Hartman noted the inclusion of a flyer listing examples of public nuisances in the last City utility bills that were sent out. She thought this would be helpful and suggested maybe next year include a reminder regarding the spring cleanup. Zoning Admin. Spielman replied that he had already received some voice mails from the public concerning this flyer and whether their property was in violation.
10. Adjourn: On consensus, Vice Chairman Mattson adjourned the meeting at 9:30 p.m.

Brett Mattson, Vice Chairman

Attest: _____
Andy Spielman, Zoning Administrator

Windom Library Board Meeting
City of Windom Council Chamber

April 13, 2021

5:30 p.m.

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

Guest: Wade Pfieffer

Members Absent: Anita Winkel and Kari Scheitel

Library Staff Present: Dawn Aamot

City Council Member Present: Jaysun Sherman

3. Agenda and Minutes:

Motion by Susan Ebeling and seconded by Steve Fresk to approve the agenda and the minutes.

4. Financial Report:

Dawn reviewed the February and March financial reports. Annual fees were paid to Plum Creek Library System. These fees cover eBooks, audible books, delivery system, automation and IT support. Motion by Steve Fresk and seconded by Susan Ebeling to approve the February and March financial reports.

5. Librarian's Report:

Dawn reported the following:

The Adult Winter Reading program wrapped at the end of March. 100 people signed up, about 1500 titles were read. Two readers excelled, one reading 98 books and the other over 70 books. Dawn will submit a report to Plum Creek breaking down demographics such as # of males, female and books read.

Last week was National Library Week. The library launched Fine Free week that has been extend through April. There are currently 196 overdue items since 2017. The library staff is calling, emailing or mailing those with overdue items. There have been some results, but many have moved away. 2018-2019 experienced the highest number of overdue items, 45-50 each year.

An ad for the Summer Reading program has been submitted to the Community Ed summer book. The reading program includes kids committing to reading so many minutes per week, family Bingo and Lana the Iguana hiding at different locations around the Square. Weather permitting, story time will be held at Island Park. Page Turners will return on Facebook and the Friends of the Windom Library will cover the cost. Their programs will be weekdays through the summer months. Families need to register at the library and they will be given login information. Craft Kits will be offered and will be paid for by the Friends of the Library. Kid's will need to reserve them in advance. Grab Bags will be put together and given at the end of the summer reading program.

Recently, patrons have been coming back to almost pre-covid levels.

Dawn will submit her annual state report after our chair, John Duscher, signs it.

Librarian's Report was approved on a motion by Sue Ebeling and seconded by Kathy Hiley.

6. Old Business:

Karen Knigge representing the Friends of the Windom Library expressed the desire to complete the shelving project. The project includes purchasing eggshell shelving and shelving end caps that would replace old brown shelving and bring continuity to the adult library. The Friends would pay \$5,000 and the balance would come from past donations to the library. The total for this project with shipping will be \$8,603. The order will be placed through Dan Fossing, Indoff Business Products.

7. New Business:

April is Poetry Month. Patrons are invited to submit a poem on a leaf of the "Poet Tree".

At this time, plans are going forward for the Cottonwood County Fair to take place. Dawn will work with Kari Hanson at the Mountain Lake library on what the libraries will offer at the fair. Legacy funds are available to supplement the cost of entertainment.

8. Book Suggestions:

9. Adjourn:

Meeting adjourned at 5:50 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Wheel House Warriors

Previous Gambling Permit Number: X-94760-21-001

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 85-3308600

Mailing Address: 1978 236th Avenue NE

City: Bethel State: MN Zip: 55005 County: Anoka

Name of Chief Executive Officer (CEO): Karina Johnson

CEO Daytime Phone: 651-270-7279 CEO Email: wheelhousewarriors@gmail.com

(permit will be emailed to this email address unless otherwise indicated below)

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

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Phat Pheasant Pub

Physical Address (do not use P.O. box): 2370 Highway 60

Check one:

☒ City: Windom Zip: MN County: 56101

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): May 22nd, 2021

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

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

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Page 2 of 2

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

CITY APPROVAL for a gambling premises located within city limits

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

COUNTY APPROVAL for a gambling premises located in a township

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

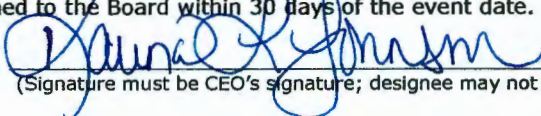
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  (Signature must be CEO's signature; designee may not sign)

Date: April 16th 2021

Print Name: Karina Johnson

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

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



Windom, MN

Expense Approval Report

By Fund

Payment Dates 4/3/2021 - 4/16/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	100-11501	175.00
US BANK	MARCH 2021	04/08/2021	4246044555766710	100-36200	-545.96
SCHRAMMEL LAW OFFICE	202103	04/06/2021	MARCH GENERAL-LEGAL FEES	100-41110-304	300.00
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	100-41110-326	24.61
US BANK	MARCH 2021	04/08/2021	4246044555766710	100-41110-326	16.02
LEAGUE OF MN CITIES INS TR	20210405	04/13/2021	40003278-2020 WORK COMP	100-41110-365	-0.09
CONVENT. & VISITOR BUREAU	AMERICINN 2-28-21	04/01/2021	LODGING TAX - AMERICINN	100-41110-491	2,273.90
CONVENT. & VISITOR BUREAU	GUARDIAN 2-28-21	04/01/2021	LODGING TAX - GUARDIAN IN	100-41110-491	239.17
CONVENT. & VISITOR BUREAU	RED CARPET 2-28-21	04/01/2021	LODGING TAX - RED CARPET	100-41110-491	211.78
A & B BUSINESS	IN823668	04/08/2021	5078316129	100-41310-217	103.13
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	100-41310-321	87.07
CMRS - TMS #256704	20210331	03/31/2021	POSTAGE #256704 - CITY OFF	100-41310-322	436.85
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	100-41310-326	306.80
CITIZEN PUBLISHING CO	3/31/2021	04/13/2021	MARCH 2021	100-41310-350	474.15
LEAGUE OF MN CITIES INS TR	20210405	04/13/2021	40003278-2020 WORK COMP	100-41310-364	322.22
CENTURY BUSINESS PRODUCT	562865	04/13/2021	SF7308-SUPPLIES	100-41910-200	53.60
SCHRAMMEL LAW OFFICE	20210402	04/06/2021	MARCH 2021 P & Z LEGAL FEE	100-41910-304	1,020.00
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	100-41910-321	65.42
CMRS - TMS #256704	20210331	03/31/2021	POSTAGE #256704 - P & Z	100-41910-322	30.32
CITIZEN PUBLISHING CO	3/31/2021	04/13/2021	MARCH 2021	100-41910-350	338.10
LEAGUE OF MN CITIES INS TR	20210405	04/13/2021	40003278-2020 WORK COMP	100-41910-364	69.05
COLE PAPERS INC.	9954331	04/06/2021	84948900 CITY HALL CLEANIN	100-41940-211	48.75
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	100-41940-381	387.58
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	100-41940-382	58.15
MN ENERGY RESOURCES	20210308-0208	04/14/2021	GAS 20210308-20210208	100-41940-383	664.83
HOMETOWN SANITATION SER	0000410231	04/06/2021	1465 CITY HALL REFUSE DISP	100-41940-384	97.99
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	100-41940-385	124.33
SANDRA HERDER	20210401	04/01/2021	CLEANING - LIB & CITY	100-41940-406	471.50
MELISSA PENAS	20210401	04/01/2021	CLEANING	100-41940-406	471.50
PLUNKETT'S PEST CONTROL	7003299	04/06/2021	2084146-CITY HALL MAINTEN	100-41940-406	191.00
WEX BANK	70980643	04/14/2021	FUEL CREDIT - POLICE	100-42120-212	-40.71
WEX BANK	70980643	04/14/2021	FUEL - POLICE	100-42120-212	1,705.19
COTTONWOOD CO AUD/TREA	2021APRIL	04/14/2021	RENT & DEPUTY ATTORNEY	100-42120-304	3,957.50
COTTONWOOD CO AUD/TREA	2021JAN	04/14/2021	RENT & DEPUTY ATTORNEY JA	100-42120-304	3,957.50
COTTONWOOD CO AUD/TREA	2021MAY	04/14/2021	RENT & DEPUTY ATTORNEY	100-42120-304	3,957.50
COTTONWOOD VET CLINIC	20210401	04/08/2021	12967 BRUNO MEDICAL FEES	100-42120-305	93.23
BARBARA & SCHNEIDER FOU	878	04/08/2021	POLICE-TRAINING & REGISTRA	100-42120-308	625.00
US BANK	MARCH 2021	04/08/2021	4246044555766710	100-42120-308	300.00
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	100-42120-321	33.28
AT & T MOBILITY	287293102788X04032021	04/07/2021	287293102788-POLICE TELEP	100-42120-321	647.51
ALPHA WIRELESS - MANKATO	11062	04/08/2021	POLICE RADIO UNITS	100-42120-323	108.00
DONNA MARCY	20210331	04/07/2021	MEALS/LODGING	100-42120-334	6.22
LEAGUE OF MN CITIES INS TR	17264	04/13/2021	00457577-WORK COMP CLAI	100-42120-364	27.46
LEAGUE OF MN CITIES INS TR	20210405	04/13/2021	40003278-2020 WORK COMP	100-42120-364	1,888.73
SCHWALBACH HARDWARE	20210325	04/08/2021	72861-MAINTENANCE	100-42120-405	56.06
COTTONWOOD CO AUD/TREA	2021APRIL	04/14/2021	RENT & DEPUTY ATTORNEY	100-42120-412	1,950.00
COTTONWOOD CO AUD/TREA	2021JAN	04/14/2021	RENT & DEPUTY ATTORNEY JA	100-42120-412	1,950.00
COTTONWOOD CO AUD/TREA	2021MAY	04/14/2021	RENT & DEPUTY ATTORNEY	100-42120-412	1,950.00
BLUE CROSS/BLUE SHIELD	210402172641	04/13/2021	MAY 2021 HEALTH INSURANC	100-42120-480	743.50
WEX BANK	70980643	04/14/2021	FUEL - FIRE	100-42220-212	285.79
AMAZON CAPITAL SERVICES, I	1QJN-DLFF-VV4P	04/06/2021	A2QOYJ8ZNZN2YT -FIRE/A	100-42220-215	100.84
RUNNINGS SUPPLY, INC	20210331	04/08/2021	71920-MAINTENANCE	100-42220-215	31.98
SCHWALBACH HARDWARE	20210325	04/08/2021	72861-MAINTENANCE	100-42220-217	15.99

Expense Approval Report

Payment Dates: 4/3/2021 - 4/16/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
A & B BUSINESS	IN823668	04/08/2021	5078316129	100-42220-217	60.17
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	100-42220-321	42.88
CMRS - TMS #256704	20210331	03/31/2021	POSTAGE #256704 - FIRE	100-42220-322	10.12
LEAGUE OF MN CITIES INS TR	20210405	04/13/2021	40003278-2020 WORK COMP	100-42220-364	44.50
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	100-42220-381	280.86
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	100-42220-382	13.31
MN ENERGY RESOURCES	20210308-0208	04/14/2021	GAS 20210308-20210208	100-42220-383	551.00
HOMETOWN SANITATION SER	0000410270	04/08/2021	20782-AMB & FIRE REFUSE DI	100-42220-384	46.19
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	100-42220-385	30.23
RUNNINGS SUPPLY, INC	20210331	04/08/2021	71920-MAINTENANCE	100-42220-404	23.28
MUNICIPAL EMERGENCY SER	IN1562806	03/31/2021	#C30603 - MAINTENANCE	100-42220-404	152.50
WINDOM FARM SERVICE	182594	04/14/2021	REPAIRS	100-42220-405	61.95
WINDOM FARM SERVICE	182633	04/14/2021	REPAIRS	100-42220-405	255.95
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	100-42500-381	31.03
COTTONWOOD VET CLINIC	20210330	04/08/2021	231776-BOARDING SERVICES	100-42700-300	238.50
WEX BANK	70980643	04/14/2021	FUEL - STREET CREDIT	100-43100-212	-63.67
WEX BANK	70980643	04/14/2021	FUEL - STREET	100-43100-212	2,083.95
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	100-43100-217	70.00
A & B BUSINESS	IN823668	04/08/2021	5078316129	100-43100-217	60.17
UNIQUE PAVING MATERIALS C	59219	04/02/2021	#591 - STREET MAINTENANCE	100-43100-224	685.93
MIDSTATES EQUIPMENT & SU	221185	03/24/2021	CITYWIND-SMALL TOOLS	100-43100-241	13,884.60
US BANK	MARCH 2021	04/08/2021	4246044555766710	100-43100-308	204.50
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	100-43100-321	46.26
CITIZEN PUBLISHING CO	3/31/2021	04/13/2021	MARCH 2021	100-43100-350	247.44
LEAGUE OF MN CITIES INS TR	20210405	04/13/2021	40003278-2020 WORK COMP	100-43100-364	2,694.07
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	100-43100-381	249.65
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	100-43100-381	934.64
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	100-43100-382	19.98
MN ENERGY RESOURCES	20210308-0208	04/14/2021	GAS 20210308-20210208	100-43100-383	652.61
COTTONWOOD CO SOLID WA	3354	04/08/2021	042-STREET- REFUSE DISPOSA	100-43100-384	170.00
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	100-43100-385	43.34
LOCATORS & SUPPLIES, INC	0290933-IN	04/02/2021	#23-55D529 - MAINTENANCE	100-43100-401	342.42
LOCATORS & SUPPLIES, INC	0290984-IN	04/02/2021	#23-55D529 - MAINTENANCE	100-43100-401	127.23
SCHWALBACH HARDWARE	20210325	04/08/2021	72861-MAINTENANCE	100-43100-401	42.05
SCHWALBACH HARDWARE	20210325	04/08/2021	72861-MAINTENANCE	100-43100-402	28.93
FORCE AMERICA DISTRIBUTIN	001-1527931	04/02/2021	#692800 - MAINTENANCE	100-43100-404	215.96
JOHNSON HARDWARE	11848	04/06/2021	STREET-MAINTENANCE - OFFI	100-43100-404	20.50
SCHWALBACH HARDWARE	20210325	04/08/2021	72861-MAINTENANCE	100-43100-404	35.99
WINDOM AUTO VALU	20210331	04/07/2021	3400540-MAINTENANCE	100-43100-404	36.86
RUNNINGS SUPPLY, INC	20210331	04/08/2021	71920-MAINTENANCE	100-43100-404	4.77
MILLER SELLNER EQUIP	341278	04/02/2021	PT# 141784 - MAINTENANCE	100-43100-404	10.50
W.W. GRAINGER, INC	9217603100C	10/09/2019	CREDIT - MAINTENANCE	100-43100-404	-281.46
W.W. GRAINGER, INC	9217603100C	10/09/2019	CREDIT - MAINTENANCE	100-43100-404	-67.42
W.W. GRAINGER, INC	9217603100C	10/09/2019	CREDIT - MAINTENANCE	100-43100-404	-37.02
TRUCK CENTER COMPANIES	X20309287601	04/07/2021	34896 MAINTENANCE - OFFIC	100-43100-404	-51.95
SMITH AUTO SUPPLY - CARQU	20210331	04/14/2021	MAINTENANCE	100-43100-405	64.42
W.W. GRAINGER, INC	9298140873	10/08/2019	MAINTENANCE	100-43100-405	112.24
SMITH AUTO SUPPLY - CARQU	20210331	04/14/2021	LATE FEE PAID	100-43100-480	1.70
BLUE CROSS/BLUE SHIELD	210402172641	04/13/2021	MAY 2021 HEALTH INSURANC	100-43100-480	743.50
A & B BUSINESS	IN823668	04/08/2021	5078316129	100-45120-217	12.89
RUNNINGS SUPPLY, INC	20210331	04/08/2021	71920-MAINTENANCE	100-45202-217	17.98
SCHWALBACH HARDWARE	20210325	04/08/2021	72861-MAINTENANCE	100-45202-241	75.98
RUNNINGS SUPPLY, INC	20210331	04/08/2021	71920-MAINTENANCE	100-45202-241	99.99
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	100-45202-326	466.67
CITIZEN PUBLISHING CO	3/31/2021	04/13/2021	MARCH 2021	100-45202-340	247.43
LEAGUE OF MN CITIES INS TR	20210405	04/13/2021	40003278-2020 WORK COMP	100-45202-364	-4.26
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	100-45202-381	420.30
SCHWALBACH HARDWARE	20210325	04/08/2021	72861-MAINTENANCE	100-45202-402	845.88
SCHWALBACH HARDWARE	20210325	04/08/2021	72861-MAINTENANCE	100-45202-402	37.47
RUNNINGS SUPPLY, INC	20210331	04/08/2021	71920-MAINTENANCE	100-45202-402	15.88

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	MARCH 2021	04/08/2021	4246044555766710	100-45202-402	966.40
MTI DISTRIBUTING, INC	1289931-00	04/02/2021	#231600 - MAINTENANCE	100-45202-404	135.00
MTI DISTRIBUTING, INC	1289933-00	04/02/2021	#231600 - MAINTENANCE	100-45202-404	1,411.40
WINDOM AUTO VALU	20210331	04/07/2021	3400540-MAINTENANCE	100-45202-404	144.90
Fund 100 - GENERAL Total:					62,936.41

Fund: 211 - LIBRARY

IREAD	191291	04/06/2021	LIBRARY-SUPPLIES	211-45501-200	185.86
SCHWALBACH HARDWARE	20210325	04/08/2021	72861-MAINTENANCE	211-45501-200	12.99
PLUM CREEK LIBRARY	IV25625	04/06/2021	LIBRARY-SUPPLIES	211-45501-200	154.00
US BANK	MARCH 2021	04/08/2021	4246044555766710	211-45501-200	69.69
A & B BUSINESS	IN823668	04/08/2021	5078316129	211-45501-217	60.17
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	211-45501-321	160.54
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	211-45501-326	70.00
CITIZEN PUBLISHING CO	3/31/2021	04/13/2021	MARCH 2021	211-45501-350	229.50
LEAGUE OF MN CITIES INS TR	20210405	04/13/2021	40003278-2020 WORK COMP	211-45501-364	138.09
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	211-45501-381	151.05
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	211-45501-382	19.99
MN ENERGY RESOURCES	20210308-0208	04/14/2021	GAS 20210308-20210208	211-45501-383	429.28
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	211-45501-385	43.39
SANDRA HERDER	20210401	04/01/2021	CLEANING - LIB & CITY	211-45501-402	483.00
MELISSA PENAS	20210401	04/01/2021	CLEANING - LIB & CITY	211-45501-402	483.00
US BANK	MARCH 2021	04/08/2021	4246044555766710	211-45501-402	30.00
US BANK	MARCH 2021	04/08/2021	4246044555766710	211-45501-433	-12.00
US BANK	MARCH 2021	04/08/2021	4246044555766710	211-45501-433	39.97
US BANK	MARCH 2021	04/08/2021	4246044555766710	211-45501-433	-18.00
US BANK	MARCH 2021	04/08/2021	4246044555766710	211-45501-433	377.52
US BANK	MARCH 2021	04/08/2021	4246044555766710	211-45501-433	64.00
INGRAM INDUSTRIES	20210401	04/08/2021	2004243-BOOKS/PAMPHLETS	211-45501-435	1,803.60
US BANK	MARCH 2021	04/08/2021	4246044555766710	211-45501-435	19.96
US BANK	MARCH 2021	04/08/2021	4246044555766710	211-45501-435	-1.97
US BANK	MARCH 2021	04/08/2021	4246044555766710	211-45501-435	102.96
US BANK	MARCH 2021	04/08/2021	4246044555766710	211-45501-435	19.15
Fund 211 - LIBRARY Total:					5,115.74

Fund: 225 - AIRPORT

RED ROCK RURAL WATER	20210401	04/06/2021	106026 AIRPORT SUPPLIES	225-45127-200	29.00
SCHWALBACH HARDWARE	20210325	04/08/2021	72861-MAINTENANCE	225-45127-217	30.58
CMRS - TMS #256704	20210331	03/31/2021	POSTAGE #256704 - AIRPORT	225-45127-217	3.04
BEST OIL COMPANY	48449	04/02/2021	#208134 - RESALE	225-45127-264	7,516.80
LEAGUE OF MN CITIES INS TR	20210405	04/13/2021	40003278-2020 WORK COMP	225-45127-365	0.28
Fund 225 - AIRPORT Total:					7,579.70

Fund: 230 - POOL

ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	230-45124-217	133.33
A & B BUSINESS	IN823668	04/08/2021	5078316129	230-45124-217	12.89
LEAGUE OF MN CITIES INS TR	20210405	04/13/2021	40003278-2020 WORK COMP	230-45124-364	-223.59
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	230-45124-381	29.50
MN ENERGY RESOURCES	20210308-0208	04/14/2021	GAS 20210308-20210208	230-45124-383	48.09
Fund 230 - POOL Total:					0.22

Fund: 235 - AMBULANCE

WEX BANK	70980643	04/14/2021	FUEL CREDIT - AMBULANCE	235-42153-212	-69.58
WEX BANK	70980643	04/14/2021	FUEL - AMBULANCE	235-42153-212	3,158.42
BRITTANY ESPENSON - RIVERS	1249	04/06/2021	AMB-OPERATING SUPPLIES	235-42153-217	260.00
ZOLL MEDICAL CORPORATION	3261496	04/13/2021	114982 AMB-OPERATING SUP	235-42153-217	307.23
PRAXAIR DISTRIBUTION INC	62786959	04/13/2021	71709956-AMB-OPERATING S	235-42153-217	368.02
A & B BUSINESS	IN823668	04/08/2021	5078316129	235-42153-217	60.17
WINDOM AREA HEALTH	734-0024-03-31-0024	04/07/2021	734-0024 AMB NURSING TRA	235-42153-312	5,449.47
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	235-42153-321	28.58
AT & T MOBILITY	287304392280X04032021	04/07/2021	287304392280-AMBULANCE-	235-42153-321	228.34
CMRS - TMS #256704	20210331	03/31/2021	POSTAGE #256704 - AMBULA	235-42153-322	11.18
ALPHA WIRELESS - MANKATO	10960	04/13/2021	AMB-GPS UNITS FOR RIGS-RA	235-42153-323	3,744.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ALPHA WIRELESS - MANKATO	11121	04/07/2021	AMB-RADIO UNITS	235-42153-323	1,792.00
EXPERT T BILLING	8401	04/08/2021	AMB-DATA PROCESSING	235-42153-326	2,552.00
ROB VISKER	20210406	04/06/2021	AMBULANCE EXPENSE	235-42153-334	86.97
DAN MESNER	20210406	04/06/2021	AMBULANCE EXPENSE	235-42153-334	16.43
BUCKWHEAT JOHNSON	20210406	04/06/2021	AMBULANCE EXPENSE	235-42153-334	57.59
JIM AXFORD	20210406	04/06/2021	AMBULANCE EXPENSE	235-42153-334	115.98
MEGAN BRAMSTEDT	20210406	04/06/2021	AMBULANCE EXPENSE	235-42153-334	92.95
ROB VISKER	20210407	04/07/2021	AMB MEALS/LODGING	235-42153-334	168.94
LEAGUE OF MN CITIES INS TR	20210405	04/13/2021	40003278-2020 WORK COMP	235-42153-364	339.43
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	235-42153-381	187.24
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	235-42153-382	8.87
MN ENERGY RESOURCES	20210308-0208	04/14/2021	GAS 20210308-20210208	235-42153-383	367.33
HOMETOWN SANITATION SER	0000410270	04/08/2021	20782-AMB & FIRE REFUSE DI	235-42153-384	30.80
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	235-42153-385	20.15
ALPHA WIRELESS - MANKATO	11063	04/07/2021	AMB MAINTENANCE ON RADI	235-42153-404	1,089.00
ALPHA WIRELESS - MANKATO	11156	04/07/2021	AMB PORTABLE RADIO	235-42153-404	80.00
AMAZON CAPITAL SERVICES, I	1QJN-DLFF-YV4P	04/06/2021	A2QOYJ8ZNZN2YT -FIRE/A	235-42153-406	67.23
MN REVENUE	20210408	04/12/2021	MINNESOTA CARE TAX	235-42153-460	1,800.00
Fund 235 - AMBULANCE Total:					22,418.74
Fund: 250 - EDA GENERAL					
INDOFF, INC	3460767	04/13/2021	EDA-SUPPLIES	250-46520-200	50.90
CENTURY BUSINESS PRODUCT	562865	04/13/2021	SF7308-SUPPLIES	250-46520-200	107.20
SCHRAMEL LAW OFFICE	20210316	04/13/2021	EDA-LEGAL FEES	250-46520-304	300.00
SCHRAMEL LAW OFFICE	202104	04/06/2021	MARCH 2021 EDA LEGAL FEES	250-46520-304	1,185.00
US BANK	MARCH 2021	04/08/2021	4246044555766710	250-46520-308	10.00
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	250-46520-321	65.42
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	250-46520-321	257.48
LOOP NET	113745505-1	04/13/2021	162635601-EDA ADVERTISING	250-46520-340	69.00
CITIZEN PUBLISHING CO	3/31/2021	04/13/2021	MARCH 2021	250-46520-350	431.20
LEAGUE OF MN CITIES INS TR	20210405	04/13/2021	40003278-2020 WORK COMP	250-46520-364	69.05
FEDERATED RURAL ELECTRIC	#112954 9-30-20	10/13/2020	#112954 - SERVICE	250-46520-381	14.00
FEDERATED RURAL ELECTRIC	112954-SERVICE	04/14/2021	112954-3/31/21	250-46520-381	23.00
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	250-46520-381	110.20
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	250-46520-382	18.56
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	250-46520-385	35.18
COTTONWOOD CO RECORDER	P27658	04/13/2021	EDAW-EDA RECORDING FEE-G	250-46520-480	46.00
FULDA CREDIT UNION	20210407	04/07/2021	APRIL 2021 SPEC BLDG LOAN	250-49980-602	2,560.73
FULDA CREDIT UNION	20210407	04/07/2021	APRIL 2021 SPEC BLDG LOAN	250-49980-612	799.27
Fund 250 - EDA GENERAL Total:					6,152.19
Fund: 401 - GENERAL CAPITAL PROJECTS					
SCHRAMEL LAW OFFICE	202103	04/06/2021	MARCH GENERAL-LEGAL FEES	401-49950-506	105.00
Fund 401 - GENERAL CAPITAL PROJECTS Total:					105.00
Fund: 406 - PIR					
THOMAS BENDA	20210406	04/06/2021	REFUND SPECIAL ASSESSMEN	406-12100	1,000.00
Fund 406 - PIR Total:					1,000.00
Fund: 601 - WATER					
MINERAL SERVICE PLUS, LLC	6223-2	04/07/2021	PAYMENT #2 NEW WELL #11 I	601-16300	51,909.90
WEX BANK	70980643	04/14/2021	FUEL - WATER	601-49400-212	373.39
HAWKINS, INC	4903233	03/30/2021	110775-WA-CHEMICALS	601-49400-216	4,037.02
HAWKINS, INC	4903235	03/30/2021	110775-WA-CHEMICALS	601-49400-216	974.53
RED ROCK RURAL WATER	2021041	04/06/2021	104328 SUPPLIES	601-49400-217	44.50
A & B BUSINESS	IN823668	04/08/2021	5078316129	601-49400-217	60.17
GOPHER STATE ONE CALL	1030839	04/01/2021	#MN00774 - LOCATES	601-49400-321	10.12
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	601-49400-321	51.42
CMRS - TMS #256704	20210331	03/31/2021	POSTAGE #256704 - WATER	601-49400-322	0.51
CMRS - TMS #256704	20210331	03/31/2021	POSTAGE #256704	601-49400-322	121.24
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	601-49400-322	210.31
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	601-49400-326	70.00
INNOVATIVE SYSTEMS LLC	54180	04/01/2021	BILLING SYSTEM MAINTENAN	601-49400-326	760.50

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INNOVATIVE SYSTEMS LLC	54317	04/02/2021	BILLING SYSTEM SOFTWARE S	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	601-49400-326	167.04
CITIZEN PUBLISHING CO	3/31/2021	04/13/2021	MARCH 2021	601-49400-340	229.50
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	601-49400-350	4.60
LEAGUE OF MN CITIES INS TR	20210405	04/13/2021	40003278-2020 WORK COMP	601-49400-364	-2,322.17
FEDERATED RURAL ELECTRIC	#112843 6-30-2020	10/27/2020	CREDIT GIVEN- #112843 6-30-	601-49400-381	-201.24
FEDERATED RURAL ELECTRIC	#112843 6-30-2020R	10/27/2020	#112843 - JUNE 2020 BILLING	601-49400-381	16.24
FEDERATED RURAL ELECTRIC	#112843 8-31-20	10/27/2020	#112843 - AUG 2020 BILLING	601-49400-381	20.00
FEDERATED RURAL ELECTRIC	1124843-SERVICE	04/14/2021	112843-03/31/21	601-49400-381	36.00
FEDERATED RURAL ELECTRIC	112843	11/12/2020	#112843 - EL CHARGES	601-49400-381	24.72
FEDERATED RURAL ELECTRIC	112843 12-20-20	12/14/2020	#112843 - UTILITY	601-49400-381	27.00
FEDERATED RURAL ELECTRIC	112843 12-31-20	12/31/2020	#112843 UTILITY	601-49400-381	35.00
FEDERATED RURAL ELECTRIC	112843 2-20-21	02/09/2021	#112843 - UTILITY	601-49400-381	45.00
FEDERATED RURAL ELECTRIC	112843 3-20-21	03/10/2021	#112843 - UTILITY	601-49400-381	47.00
FEDERATED RURAL ELECTRIC	112843 CREDIT	11/12/2020	#112843 - CREDIT	601-49400-381	-133.72
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	601-49400-381	4,158.66
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	601-49400-382	18.09
MN ENERGY RESOURCES	20210308-0208	04/14/2021	GAS 20210308-20210208	601-49400-383	577.51
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	601-49400-385	37.31
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	601-49400-386	29.50
RUNNINGS SUPPLY, INC	20210331	04/08/2021	71920-MAINTENANCE	601-49400-404	17.98
US BANK	MARCH 2021	04/08/2021	4246044555766710	601-49400-404	102.44
WINDOM AUTO VALU	20210331	04/07/2021	3400540-MAINTENANCE	601-49400-408	9.99
MN DEPT OF HEALTH	202104	04/08/2021	WATER SURCHARGE Q1	601-49400-443	5,040.00
Fund 601 - WATER Total:					67,127.56

Fund: 602 - SEWER

BDO, INC. - FLEXIBLE PIPE TO	26003	04/07/2021	WATER DEPT JETTER MOTOR	602-16440	122,097.74
RUNNINGS SUPPLY, INC	20210331	04/08/2021	71920-MAINTENANCE	602-49450-212	15.98
WEX BANK	70980643	04/14/2021	FUEL - SEWER	602-49450-212	50.24
CHEMISOLV CORP	20056457	04/06/2021	WA-CHEMICALS	602-49450-216	4,051.10
BRANNON PAPLOW	0037274	04/10/2021	SAFTY BOOT REINB. FRANK SH	602-49450-217	150.00
A & B BUSINESS	IN823668	04/08/2021	5078316129	602-49450-217	60.17
MN VALLEY TESTING	1079459	03/30/2021	23162-WA-LAB TESTING	602-49450-310	88.40
MN VALLEY TESTING	1079793	03/30/2021	23162-WA-LAB TESTING	602-49450-310	123.80
MN VALLEY TESTING	1079794	03/30/2021	23162-WA-LAB TESTING	602-49450-310	126.20
MN VALLEY TESTING	1079805	03/30/2021	23162-WA-LAB TESTING	602-49450-310	148.40
MN VALLEY TESTING	1079814	03/30/2021	23162-WA-LAB TESTING	602-49450-310	239.60
MN VALLEY TESTING	1080322	04/06/2021	23162-LAB TESTING	602-49450-310	148.40
MN VALLEY TESTING	1080696	04/07/2021	23162-LAB TESTING	602-49450-310	88.40
MN VALLEY TESTING	1080836	04/07/2021	23162-LAB TESTING	602-49450-310	239.60
MN VALLEY TESTING	1081232	04/08/2021	23162-LAB TESTING	602-49450-310	148.40
MN VALLEY TESTING	1081719	04/14/2021	23162-LAB TESTING	602-49450-310	88.40
MN VALLEY TESTING	1082010	04/14/2021	23162-LAB TESTING	602-49450-310	239.60
US BANK	MARCH 2021	04/08/2021	4246044555766710	602-49450-310	669.58
GOPHER STATE ONE CALL	1030839	04/01/2021	#MN00774 - LOCATES	602-49450-321	10.13
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	602-49450-321	178.77
CMRS - TMS #256704	20210331	03/31/2021	POSTAGE #256704 - SEWER	602-49450-322	1.21
CMRS - TMS #256704	20210331	03/31/2021	POSTAGE #256704	602-49450-322	121.24
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	602-49450-322	210.31
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	602-49450-326	70.00
INNOVATIVE SYSTEMS LLC	54180	04/01/2021	BILLING SYSTEM MAINTENAN	602-49450-326	760.50
INNOVATIVE SYSTEMS LLC	54317	04/02/2021	BILLING SYSTEM SOFTWARE S	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	602-49450-326	167.04
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	602-49450-350	4.60
LEAGUE OF MN CITIES INS TR	20210405	04/13/2021	40003278-2020 WORK COMP	602-49450-364	1,702.01
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	602-49450-381	11,320.92
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	602-49450-382	138.87
MN ENERGY RESOURCES	20210308-0208	04/14/2021	GAS 20210308-20210208	602-49450-383	71.02
MN ENERGY RESOURCES	20210308-0208	04/14/2021	GAS 20210308-20210208	602-49450-383	18.00
MN ENERGY RESOURCES	20210308-0208	04/14/2021	GAS 20210308-20210208	602-49450-383	20.54

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN ENERGY RESOURCES	20210308-0208	04/14/2021	GAS 20210308-20210208	602-49450-383	2,159.45
HOMETOWN SANITATION SER	000410235	04/12/2021	1469 WATER DEPT	602-49450-384	99.99
HOLT'S CLEANING SERVICE IN	4108	04/13/2021	WASTE WATER DEPT-MAINTEN	602-49450-402	1,005.00
SCHWALBACH HARDWARE	20210325	04/08/2021	72861-MAINTENANCE	602-49450-404	59.43
RUNNINGS SUPPLY, INC	20210331	04/08/2021	71920-MAINTENANCE	602-49450-404	350.18
DICKS WELDING INC	20210401	04/12/2021	WATER DEPT-MAINTENANCE -	602-49450-404	66.88
RUNNINGS SUPPLY, INC	20210331	04/08/2021	71920-MAINTENANCE	602-49450-405	104.97
WINDOM AUTO VALU	20210331	04/07/2021	3400540-MAINTENANCE	602-49450-405	50.44
SMITH AUTO SUPPLY - CARQU	20210331	04/14/2021	MAINTENANCE	602-49450-405	17.39
RUNNINGS SUPPLY, INC	20210331	04/08/2021	71920-MAINTENANCE	602-49450-406	24.98
US BANK	MARCH 2021	04/08/2021	4246044555766710	602-49450-433	113.88
Fund 602 - SEWER Total:					148,139.26

Fund: 604 - ELECTRIC

DAKOTA SUPPLY GROUP	5100476229	10/08/2020	INVENTORY	604-14200	-158.00
UNION PACIFIC RAILROAD CO	2051980	04/06/2021	EL-TRANSMISSION PROJECT I	604-16300	755.00
UNION PACIFIC RAILROAD CO	2052015	04/06/2021	EL-TRANSMISSION PROJECT I	604-16300	755.00
WERNER ELECTRIC	5010470965.001	04/08/2021	31969-IMPROVEMENTS	604-16300	2,532.64
WEX BANK	70980643	04/14/2021	FUEL - ELECTRIC	604-49550-212	679.66
FARWEST LINE SPECIALTIES, LL	328406	04/06/2021	110581 EL OPERATING SUPPLI	604-49550-217	898.12
CONDUX INTERNATIONAL, IN	100000098588	04/08/2021	16852-OPERATING SUPPLIES	604-49550-217	827.04
A & B BUSINESS	IN823668	04/08/2021	5078316129	604-49550-217	60.17
SCHWALBACH HARDWARE	20210325	04/08/2021	72861-MAINTENANCE	604-49550-241	59.64
CMP - CENTRAL MUNICIPAL P	7038	04/12/2021	EL DEPT-TRANSMISSION/CON	604-49550-263	165,329.79
CMP - CENTRAL MUNICIPAL P	7038	04/12/2021	EL DEPT-TRANSMISSION/CON	604-49550-263	72,686.76
DEPARTMENT OF ENERGY	BFPB0008000321	04/14/2021	MARCH 2021-MERCHANDISE	604-49550-263	61,445.32
GOPHER STATE ONE CALL	1030839	04/01/2021	#MN00774 - LOCATES	604-49550-321	10.13
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	604-49550-321	78.86
CMRS - TMS #256704	20210331	03/31/2021	POSTAGE #256704 - ELECTRIC	604-49550-322	2.56
CMRS - TMS #256704	20210331	03/31/2021	POSTAGE #256704 - ELECTRIC	604-49550-322	121.24
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	604-49550-322	210.31
GOLDEN WEST TECH & INT SO	210310297	04/06/2021	990802742-EL DISPATCHING	604-49550-325	29.26
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	604-49550-326	191.37
INNOVATIVE SYSTEMS LLC	54180	04/01/2021	BILLING SYSTEM MAINTENAN	604-49550-326	1,521.00
INNOVATIVE SYSTEMS LLC	54317	04/02/2021	BILLING SYSTEM SOFTWARE S	604-49550-326	223.90
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	604-49550-326	167.04
STEVE NASBY	20210331	03/31/2021	CMPAS MEETING 3/11-3/12	604-49550-331	155.68
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	604-49550-350	4.60
LEAGUE OF MN CITIES INS TR	20210405	04/13/2021	40003278-2020 WORK COMP	604-49550-364	1,035.42
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	604-49550-381	155.15
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	604-49550-382	23.18
MN ENERGY RESOURCES	20210308-0208	04/14/2021	GAS 20210308-20210208	604-49550-383	570.22
HOMETOWN SANITATION SER	0000410236	04/06/2021	1470 EL SHOP REFUSE DISPOS	604-49550-384	99.99
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	604-49550-385	48.97
SCHWALBACH HARDWARE	20210325	04/08/2021	72861-MAINTENANCE	604-49550-402	5.99
RUNNINGS SUPPLY, INC	20210331	04/08/2021	71920-MAINTENANCE	604-49550-402	39.99
SCHWALBACH HARDWARE	20210325	04/08/2021	72861-MAINTENANCE	604-49550-404	16.99
RUNNINGS SUPPLY, INC	20210331	04/08/2021	71920-MAINTENANCE	604-49550-404	65.78
SCHWALBACH HARDWARE	20210325	04/08/2021	72861-MAINTENANCE	604-49550-405	7.98
SMITH AUTO SUPPLY - CARQU	20210331	04/14/2021	MAINTENANCE	604-49550-405	103.84
WINDOM AUTO VALU	20210331	04/07/2021	3400540-MAINTENANCE	604-49550-405	232.58
JORDAN BUSSA	032	04/08/2021	MARCH 2021 EL MONTHLY CL	604-49550-406	184.60
ELECTRIC FUND	04052021	04/06/2021	EL DISTRIBUTION	604-49550-408	3,908.00
SCHWALBACH HARDWARE	20210325	04/08/2021	72861-MAINTENANCE	604-49550-408	4.99
RUNNINGS SUPPLY, INC	20210331	04/08/2021	71920-MAINTENANCE	604-49550-408	54.27
ZIEGLER, INC.	IN000054819	04/12/2021	9696600-MAINTENANCE - GE	604-49550-410	12,329.32
US BANK	MARCH 2021	04/08/2021	4246044555766710	604-49550-410	78.50
CMP - CENTRAL MUNICIPAL P	7038	04/12/2021	EL DEPT-TRANSMISSION/CON	604-49550-450	2,970.80
WINDOM AREA DEVELOPME	20210407	04/07/2021	APRIL 2021 INDUSTRIAL DEVE	604-49550-491	1,200.00
Fund 604 - ELECTRIC Total:					331,723.65

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 609 - LIQUOR STORE					
INDOFF, INC	3458742	04/12/2021	RIVERBEND-SUPPLIES	609-49751-200	101.54
RAGE INC - CAMPUS CLEANER	38034	04/12/2021	RIVER BEND-CLEANING/SUPP	609-49751-211	70.26
AH HERMEL COMPANY	868636	04/01/2021	#40210 - MERCHANDISE	609-49751-217	76.77
A & B BUSINESS	IN823668	04/08/2021	5078316129	609-49751-217	85.94
PAUSTIS WINE COMPANY	122768	04/12/2021	LIQ STORE-MERCHANDISE	609-49751-251	137.00
JOHNSON BROS.	1766993	03/26/2021	156083-MERCHANDISE	609-49751-251	7,625.49
JOHNSON BROS.	1771972	04/06/2021	156083-MERCHANDISE	609-49751-251	2,391.42
JOHNSON BROS.	1776412	04/12/2021	156083-MERCHANDISE	609-49751-251	1,425.85
SOUTHERN GLAZER'S OF MN	2061473	03/26/2021	8704-MERCHANDISE	609-49751-251	5,424.34
SOUTHERN GLAZER'S OF MN	2061474	03/26/2021	8704-MERCHANDISE	609-49751-251	263.15
SOUTHERN GLAZER'S OF MN	2063826	04/06/2021	8704-MERCHANDISE	609-49751-251	667.54
SOUTHERN GLAZER'S OF MN	2063827	04/06/2021	8704-MERCHANDISE	609-49751-251	252.81
SOUTHERN GLAZER'S OF MN	2066293	04/12/2021	LIQ STORE-MERCHANDISE	609-49751-251	2,066.00
BREAKTHRU BEVERAGE MN	338858141	03/26/2021	0700294793-MERCHANDISE	609-49751-251	303.71
BREAKTHRU BEVERAGE MN	338928485	04/01/2021	#0700294793 - MERCHANDIS	609-49751-251	2,161.00
PHILLIPS WINE & SPIRITS	6178478	03/26/2021	156083-MERCHANDISE	609-49751-251	7,092.65
PHILLIPS WINE & SPIRITS	6182146	04/06/2021	156083-MERCHANDISE	609-49751-251	1,157.00
PHILLIPS WINE & SPIRITS	6185606	04/12/2021	156083-MERCHANDISE	609-49751-251	605.00
BEVERAGE WHOLESALERS	157885	04/01/2021	#70063 - MERCHANDISE	609-49751-252	9,783.05
BEVERAGE WHOLESALERS	158966	04/12/2021	70063-MERCHANDISE	609-49751-252	5,448.15
BREAKTHRU BEVERAGE MN	338928486	04/01/2021	#0700294793 - MERCHANDIS	609-49751-252	232.00
ARTISAN BEER COMPANY	3465080	03/26/2021	156083-MERCHANDISE	609-49751-252	202.00
ARTISAN BEER COMPANY	3466221	04/06/2021	156083-MERCHANDISE	609-49751-252	45.04
ARTISAN BEER COMPANY	3467289	04/12/2021	156083-MERCHANDISE	609-49751-252	172.30
DOLL DISTRIBUTING, LLC	508864	04/12/2021	51450-MERCHANDISE	609-49751-252	5,267.62
DOLL DISTRIBUTING, LLC	921121	04/01/2021	#51450 - MERCHANDISE	609-49751-252	15,949.90
PAUSTIS WINE COMPANY	122766	04/12/2021	LIQ STORE-MERCHANDISE	609-49751-253	1,206.00
PAUSTIS WINE COMPANY	122768	04/12/2021	LIQ STORE-MERCHANDISE	609-49751-253	104.00
JOHNSON BROS.	1766994	03/26/2021	156083-MERCHANDISE	609-49751-253	796.64
JOHNSON BROS.	1771973	04/06/2021	156083-MERCHANDISE	609-49751-253	1,292.13
JOHNSON BROS.	1776413	04/12/2021	156083-MERCHANDISE	609-49751-253	666.03
SOUTHERN GLAZER'S OF MN	2061475	03/26/2021	8704-MERCHANDISE	609-49751-253	246.00
SOUTHERN GLAZER'S OF MN	2063828	04/06/2021	8704-MERCHANDISE	609-49751-253	210.00
SOUTHERN GLAZER'S OF MN	2066294	04/12/2021	LIQ STORE-MERCHANDISE	609-49751-253	210.00
BREAKTHRU BEVERAGE MN	338858141	03/26/2021	0700294793-MERCHANDISE	609-49751-253	160.00
BREAKTHRU BEVERAGE MN	338928485	04/01/2021	#0700294793 - MERCHANDIS	609-49751-253	296.00
INDIAN ISLAND WINERY	3683	04/12/2021	LIQUOR STORE-MERCHANDIS	609-49751-253	731.52
PHILLIPS WINE & SPIRITS	6178479	03/26/2021	156083-MERCHANDISE	609-49751-253	58.00
PHILLIPS WINE & SPIRITS	6182147	04/06/2021	156083-MERCHANDISE	609-49751-253	142.00
WINE MERCHANTS	7322815	03/26/2021	156083-MERCHANDISE	609-49751-253	1,356.00
BREAKTHRU BEVERAGE MN	2080295485	12/03/2020	#4312 CREDIT-MERCHANDISE	609-49751-254	-22.00
ATLANTIC COCA-COLA	2772813	04/12/2021	LIQ STORE-MERCHANDISE	609-49751-254	176.09
BREAKTHRU BEVERAGE MN	338928485	04/01/2021	#0700294793 - MERCHANDIS	609-49751-254	126.43
PHILLIPS WINE & SPIRITS	6178479	03/26/2021	156083-MERCHANDISE	609-49751-254	156.25
AH HERMEL COMPANY	868634	03/30/2021	#40214 - MERCHANDISE	609-49751-254	100.91
AH HERMEL COMPANY	868634	03/30/2021	#40214 - MERCHANDISE	609-49751-256	189.04
AH HERMEL COMPANY	868634	03/30/2021	#40214 - MERCHANDISE	609-49751-261	75.97
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	609-49751-321	132.90
CMRS - TMS #256704	20210331	03/31/2021	POSTAGE #256704 - LIQUOR	609-49751-322	1.01
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	609-49751-326	656.06
PAUSTIS WINE COMPANY	122766	04/12/2021	LIQ STORE-MERCHANDISE	609-49751-333	15.00
PAUSTIS WINE COMPANY	122768	04/12/2021	LIQ STORE-MERCHANDISE	609-49751-333	4.50
JOHNSON BROS.	1766993	03/26/2021	156083-MERCHANDISE	609-49751-333	170.29
JOHNSON BROS.	1766994	03/26/2021	156083-MERCHANDISE	609-49751-333	31.32
JOHNSON BROS.	1771972	04/06/2021	156083-MERCHANDISE	609-49751-333	30.31
JOHNSON BROS.	1771973	04/06/2021	156083-MERCHANDISE	609-49751-333	52.20
JOHNSON BROS.	1776412	04/12/2021	156083-MERCHANDISE	609-49751-333	21.73
JOHNSON BROS.	1776413	04/12/2021	156083-MERCHANDISE	609-49751-333	27.84
SOUTHERN GLAZER'S OF MN	2061473	03/26/2021	8704-MERCHANDISE	609-49751-333	84.75

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SOUTHERN GLAZER'S OF MN	2061474	03/26/2021	8704-MERCHANDISE	609-49751-333	6.66
SOUTHERN GLAZER'S OF MN	2061475	03/26/2021	8704-MERCHANDISE	609-49751-333	12.30
SOUTHERN GLAZER'S OF MN	2063826	04/06/2021	8704-MERCHANDISE	609-49751-333	11.96
SOUTHERN GLAZER'S OF MN	2063827	04/06/2021	8704-MERCHANDISE	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2063828	04/06/2021	8704-MERCHANDISE	609-49751-333	10.25
SOUTHERN GLAZER'S OF MN	2066293	04/12/2021	LIQ STORE-MERCHANDISE	609-49751-333	49.82
SOUTHERN GLAZER'S OF MN	2066294	04/12/2021	LIQ STORE-MERCHANDISE	609-49751-333	10.25
BREAKTHRU BEVERAGE MN	2080295485	12/03/2020	#4312 CREDIT-MERCHANDISE	609-49751-333	-1.85
BREAKTHRU BEVERAGE MN	338858141	03/26/2021	0700294793-MERCHANDISE	609-49751-333	6.63
BREAKTHRU BEVERAGE MN	338928485	04/01/2021	#0700294793 - MERCHANDIS	609-49751-333	48.56
PHILLIPS WINE & SPIRITS	6178478	03/26/2021	156083-MERCHANDISE	609-49751-333	144.70
PHILLIPS WINE & SPIRITS	6178479	03/26/2021	156083-MERCHANDISE	609-49751-333	5.22
PHILLIPS WINE & SPIRITS	6182146	04/06/2021	156083-MERCHANDISE	609-49751-333	19.14
PHILLIPS WINE & SPIRITS	6182147	04/06/2021	156083-MERCHANDISE	609-49751-333	3.48
PHILLIPS WINE & SPIRITS	6185606	04/12/2021	156083-MERCHANDISE	609-49751-333	7.10
WINE MERCHANTS	7322815	03/26/2021	156083-MERCHANDISE	609-49751-333	38.28
CITIZEN PUBLISHING CO	3/31/2021	04/13/2021	MARCH 2021	609-49751-340	1,243.00
LEAGUE OF MN CITIES INS TR	20210405	04/13/2021	40003278-2020 WORK COMP	609-49751-364	776.75
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	609-49751-381	790.76
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	609-49751-382	19.79
MN ENERGY RESOURCES	20210308-0208	04/14/2021	GAS 20210308-20210208	609-49751-383	290.87
HOMETOWN SANITATION SER	0000410234	04/12/2021	LIQUOR STORE-REFUSE DISPO	609-49751-384	174.00
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	609-49751-385	38.83
Fund 609 - LIQUOR STORE Total:					82,221.00

Fund: 614 - TELECOM

UNITED TEL SUPPLY, INC	21240	04/13/2021	TELCOM-MACHINERY	614-16400	2,546.49
CALIX	254855	03/31/2021	#3437 - MACHINERY	614-16400	1,933.64
POWER & TEL	7188341-00	03/31/2021	#307494 - MACHINERY	614-16400	502.96
INTERNAL REVENUE SERVICE	20210413	04/14/2021	APRIL EXERCISE TAX POSTING	614-20201	500.00
INTERNAL REVENUE SERVICE	20210414	04/14/2021	MARCH EXCISE TAX POSTING	614-20201	391.25
SCHWALBACH HARDWARE	20210325	04/08/2021	72861-MAINTENANCE	614-49870-200	75.28
RAGE INC - CAMPUS CLEANER	37679	03/31/2021	#6153 - WINDOMNET - CLEAN	614-49870-211	21.31
WEX BANK	70980643	04/14/2021	FUEL - TELECOM	614-49870-212	119.26
SCHWALBACH HARDWARE	20210325	04/08/2021	72861-MAINTENANCE	614-49870-217	99.99
GENUINE CABLE GROUP - GC	4510704	03/31/2021	#823432 - OPERATING SUPPLI	614-49870-217	881.90
A & B BUSINESS	IN823668	04/08/2021	5078316129	614-49870-217	103.13
US BANK	MARCH 2021	04/08/2021	4246044555766710	614-49870-217	259.06
BLACKBURN MFG. CO.	0642948-IN	03/31/2021	0045494 - TELECOM - UTILITY	614-49870-227	204.22
AMAZON CAPITAL SERVICES, I	1CWP-WN6C-DT4V	03/31/2021	A2QOYJ8ZNZN2YT - TELECOM	614-49870-227	440.90
AMAZON CAPITAL SERVICES, I	1KPT-MHHW-9TXX	04/12/2021	A2QOYJ8ZNZN2YT TELECO	614-49870-227	54.10
AMAZON CAPITAL SERVICES, I	1RPY-RPTX-QMRM	04/07/2021	A2QOYJ8ZNZN2YT -UTILITY	614-49870-227	319.80
SCHWALBACH HARDWARE	20210325	04/08/2021	72861-MAINTENANCE	614-49870-227	73.53
AMAZON CAPITAL SERVICES, I	1PFJ-9NTP-3CXP	04/06/2021	A2QOYJ8ZNZN2YT	614-49870-241	189.86
RUNNINGS SUPPLY, INC	20210331	04/08/2021	71920-MAINTENANCE	614-49870-241	48.77
GOPHER STATE ONE CALL	1030839	04/01/2021	#MN00774 - LOCATES	614-49870-321	10.12
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	614-49870-321	273.06
CMRS - TMS #256704	20210331	03/31/2021	POSTAGE #256704	614-49870-322	121.24
CMRS - TMS #256704	20210331	03/31/2021	POSTAGE #256704 - TELECO	614-49870-322	10.33
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	614-49870-322	210.31
INNOVATIVE SYSTEMS LLC	54134	04/01/2021	ACS QUARTERLY 4/1/21-6/30/	614-49870-326	900.00
INNOVATIVE SYSTEMS LLC	54180	04/01/2021	BILLING SYSTEM MAINTENAN	614-49870-326	1,521.00
INNOVATIVE SYSTEMS LLC	54180	04/01/2021	BILLING SYSTEM MAINTENAN	614-49870-326	875.00
INNOVATIVE SYSTEMS LLC	54317	04/02/2021	BILLING SYSTEM SOFTWARE S	614-49870-326	1,846.10
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	614-49870-326	167.04
NEUSTAR, INC.	L-0000035363	04/12/2021	10202-DATA PROCESSING	614-49870-326	7.75
KDOM RADIO	20210331	04/13/2021	21030411-TELECOM ADVERTI	614-49870-340	100.98
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	614-49870-350	4.60
LEAGUE OF MN CITIES INS TR	20210405	04/13/2021	40003278-2020 WORK COMP	614-49870-364	1,413.26
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	614-49870-381	2,305.26
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	614-49870-382	18.97

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN ENERGY RESOURCES	20210308-0208	04/14/2021	GAS 20210308-20210208	614-49870-383	141.19
HOMETOWN SANITATION SER	0000410237	04/01/2021	1471-TELECOM REFUSE DISP	614-49870-384	87.98
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	614-49870-385	40.93
ELITE MECHANICAL SYSTEMS,	8207	04/06/2021	TELECOM-MAINTENANCE - O	614-49870-404	308.19
AZAR COMPUTER SOFTWARE	142048	04/06/2021	TELECOM-SUBSCRIBER FEES	614-49870-442	2,145.00
MLB NETWORK	20210331	04/14/2021	MARCH 2021 SUBSCRIBER FE	614-49870-442	388.08
NATIONAL CABLE TV COOP	21030797	03/31/2021	#WIN010 - MARCH 2021SUBS	614-49870-442	48,519.31
DISPLAY SYSTEMS INTERNATI	22319	04/12/2021	TELECOM-SUBSCRIBER FEES	614-49870-442	198.44
SHOWTIME NETWORKS INC	30756	04/14/2021	MARCH 2021 SUBSCRIBER FE	614-49870-442	157.30
ARVIG ENTERPRISES, INC	314082	04/06/2021	104725-SUBSCRIBER FEES	614-49870-442	392.00
NEXSTAR BROADCASTING GR	378486	04/14/2021	MARCH 2021 SUBSCRIBER FE	614-49870-442	243.25
FOX TELEVISION STATIONS, IN	380739	04/14/2021	MARCH 2021-SUBSCRIBER FE	614-49870-442	2,808.58
BTN - BIG TEN NETWORK	55401	04/14/2021	MARCH 2021 SUBSCRIBER FE	614-49870-442	1,559.25
FOX SPORTS NET NORTH	560086	04/14/2021	MARCH 2021 SUBSCRIBER FE	614-49870-442	7,373.52
UNIVERSAL SERVICE ADMIN C	UBDI0001183754	03/31/2021	499A CONTRIBUTION	614-49870-443	2,143.88
E-911 - INDEPENDENT EMERG	100-0141 4-1-21	04/13/2021	0010143-SWITCH FEES	614-49870-445	40.00
WOODSTOCK COMMUNICATI	10160416	04/01/2021	00017668-1 SWITCH FEES	614-49870-445	205.10
CONSOLIDATED CALL CENTER	18096	04/12/2021	TELECOM LICENSE FEES	614-49870-445	118.88
1623 FARNAM LLC	004449	04/08/2021	INTERNET EXPENSE	614-49870-447	200.00
ZAYO GROUP, LLC	2021040027696	04/08/2021	27696-INTERNET EXPENSE	614-49870-447	1,950.00
MANKATO NETWORKS, LLC	389211	03/31/2021	WINDOMNET - INERNET EXPE	614-49870-447	1,023.96
HURRICANE ELECTRIC LLC	98374654-IN	04/12/2021	dc0608-INTERNET EXPENSE	614-49870-447	4,100.00
US BANK	MARCH 2021	04/08/2021	4246044555766710	614-49870-447	139.00
GOLDEN WEST TECH & INT SO	210310237	04/12/2021	A3790-ON CALL SUPPORT	614-49870-448	164.83
SWWC - SOUTHWEST WEST C	66300	04/12/2021	1-1849-ON CALL SUPPORT	614-49870-448	950.00
ZAYO GROUP, LLC	2021040002376	04/13/2021	2376-CALL COMPLETION	614-49870-451	1,295.00
Fund 614 - TELECOM Total:					95,244.14

Fund: 615 - ARENA

RAGE INC - CAMPUS CLEANER	20200923	04/01/2021	#8652 - CREDIT	615-49850-211	-8.62
RAGE INC - CAMPUS CLEANER	36149	03/31/2021	#6122 - ARENA - CLEANING	615-49850-211	50.00
RAGE INC - CAMPUS CLEANER	37678	03/31/2021	#6122 - ARENA - CLEANING	615-49850-211	50.00
COUNTRY PRIDE SERVICE	20210331	04/08/2021	970744-ARENA-MOTOR FUEL	615-49850-212	155.00
WEX BANK	70980643	04/14/2021	FUEL - ARENA	615-49850-212	73.80
US BANK	MARCH 2021	04/08/2021	4246044555766710	615-49850-212	96.00
US BANK	MARCH 2021	04/08/2021	4246044555766710	615-49850-212	96.00
SCHWALBACH HARDWARE	20210325	04/08/2021	72861-MAINTENANCE	615-49850-217	29.97
ADS ON BOARDS	20210326	03/31/2021	ARENA - HOCKEY BOARD CLE	615-49850-217	550.00
RUNNINGS SUPPLY, INC	20210331	04/08/2021	71920-MAINTENANCE	615-49850-217	17.28
A & B BUSINESS	IN823668	04/08/2021	5078316129	615-49850-217	60.17
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	615-49850-321	127.24
CMRS - TMS #256704	20210331	03/31/2021	POSTAGE #256704 - ARENA	615-49850-322	0.51
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	615-49850-326	433.00
LEAGUE OF MN CITIES INS TR	20210405	04/13/2021	40003278-2020 WORK COMP	615-49850-364	94.62
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	615-49850-381	5,351.03
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	615-49850-382	195.08
MN ENERGY RESOURCES	20210308-0208	04/14/2021	GAS 20210308-20210208	615-49850-383	1,332.48
HOMETOWN SANITATION SER	0000410238	04/07/2021	1472-ARENA DISPOSAL	615-49850-384	150.99
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	615-49850-385	88.44
SMITH AUTO SUPPLY - CARQU	20210331	04/14/2021	MAINTENANCE	615-49850-404	209.00
BLUE CROSS/BLUE SHIELD	210402172641	04/13/2021	MAY 2021 HEALTH INSURANC	615-49850-480	743.50
SCHRAMMEL LAW OFFICE	202103	04/06/2021	MARCH GENERAL-LEGAL FEES	615-49950-500	450.00
Fund 615 - ARENA Total:					10,345.49

Fund: 617 - M/P CENTER

SECR REV FUND/CITY OF WD	20210406	04/07/2021	PETTY CASH FOR COMM CEN	617-10200	1,500.00
SECR REV FUND/CITY OF WD	20210414	04/14/2021	PETTY CASH-COMM CENTER	617-10200	1,500.00
CHERYL WILSON	20210409	04/09/2021	WCC-REFUND ROOM RENT	617-20202	5.50
CHERYL WILSON	20210409	04/09/2021	WCC-REFUND ROOM RENT	617-38510	80.00
RAGE INC - CAMPUS CLEANER	38422	04/13/2021	6152-WCC-OPERATING SUPPL	617-49860-217	67.50
A & B BUSINESS	IN823668	04/08/2021	5078316129	617-49860-217	60.17
RIVER BEND LIQUOR	20210228	04/14/2021	WCC FEB 2021 MERCHANDISE	617-49860-251	172.53

Expense Approval Report

Payment Dates: 4/3/2021 - 4/16/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RIVER BEND LIQUOR	20210331	04/14/2021	WCC MARCH 2021 MERCHAN	617-49860-251	338.20
RIVER BEND LIQUOR	20210228	04/14/2021	WCC FEB 2021 MERCHANDISE	617-49860-252	432.82
RIVER BEND LIQUOR	20210331	04/14/2021	WCC MARCH 2021 MERCHAN	617-49860-252	612.15
RIVER BEND LIQUOR	20210228	04/14/2021	WCC FEB 2021 MERCHANDISE	617-49860-253	27.58
RIVER BEND LIQUOR	20210228	04/14/2021	WCC FEB 2021 MERCHANDISE	617-49860-254	3.50
RIVER BEND LIQUOR	20210331	04/14/2021	WCC MARCH 2021 MERCHAN	617-49860-254	15.54
SPENCER WINZENRIED	20210409	04/13/2021	WCC REIMBURSEMENT SOFT	617-49860-254	89.58
SPENCER WINZENRIED	20210410	04/13/2021	WCC-REIMBURSEMENT-SOFT	617-49860-254	31.02
US BANK	MARCH 2021	04/08/2021	4246044555766710	617-49860-254	114.19
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	617-49860-321	59.67
CMRS - TMS #256704	20210331	03/31/2021	POSTAGE #256704 - M/P	617-49860-322	7.40
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	617-49860-326	403.33
CITIZEN PUBLISHING CO	3/31/2021	04/13/2021	MARCH 2021	617-49860-340	755.84
US BANK	MARCH 2021	04/08/2021	4246044555766710	617-49860-340	71.72
US BANK	MARCH 2021	04/08/2021	4246044555766710	617-49860-340	500.00
LEAGUE OF MN CITIES INS TR	20210405	04/13/2021	40003278-2020 WORK COMP	617-49860-364	100.63
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	617-49860-381	1,092.54
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	617-49860-382	67.41
MN ENERGY RESOURCES	20210308-0208	04/14/2021	GAS 20210308-20210208	617-49860-383	1,241.91
HOMETOWN SANITATION SER	0000410239	04/06/2021	1473-WCC REFUSE DISPOSAL	617-49860-384	74.99
ELECTRIC FUND	20210331	04/13/2021	MONTHLY UTILITY & TELECO	617-49860-385	144.89
TRUGREEN	194500	04/13/2021	178265-WCC MAINTENANCE -	617-49860-406	191.39
BLUE CROSS/BLUE SHIELD	210402172641	04/13/2021	MAY 2021 HEALTH INSURANC	617-49860-480	743.50
Fund 617 - M/P CENTER Total:					10,505.50

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0001917	04/09/2021	Federal Tax Withholding	700-21701	10,201.65
MN Department of Revenue -	INV0001918	04/09/2021	State Withholding	700-21702	5,027.51
Internal Revenue Service-Payr	INV0001917	04/09/2021	Social Security	700-21703	13,911.62
MN Pera	INV0001914	04/09/2021	PERA	700-21704	15,306.91
MN Pera	INV0001914	04/09/2021	PERA	700-21704	1,057.46
MN Pera	INV0001914	04/09/2021	PERA	700-21704	7,436.08
MN State Deferred	INV0001915	04/09/2021	Deferred Roth	700-21705	3,862.00
MN State Deferred	INV0001915	04/09/2021	Deferred Compensation	700-21705	8,245.32
BLUE CROSS/BLUE SHIELD	210402172641	04/13/2021	MAY 2021 HEALTH INSURANC	700-21706	64,413.50
LOCAL UNION #949	202104	04/07/2021	APRIL 2021 UNION DUES	700-21707	1,773.84
LAW ENFORCEMENT LABOR S	202104	04/07/2021	351 POLICE UNION DUES	700-21708	444.50
MN CHILD SUPPORT PAYMEN	INV0001916	04/09/2021	Child Support Payment	700-21709	97.83
Internal Revenue Service-Payr	INV0001917	04/09/2021	Medicare Withholding	700-21711	3,940.84
FURTHER (Select Account)	INV0001913	04/09/2021	HSA Employee Contribution	700-21723	922.35
Fund 700 - PAYROLL Total:					136,641.41
Grand Total:					987,256.01

Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
100 - GENERAL	62,936.41	63,033.42
211 - LIBRARY	5,115.74	5,115.74
225 - AIRPORT	7,579.70	7,579.70
230 - POOL	0.22	0.22
235 - AMBULANCE	22,418.74	19,866.74
250 - EDA GENERAL	6,152.19	6,007.99
401 - GENERAL CAPITAL PROJECTS	105.00	105.00
406 - PIR	1,000.00	1,000.00
601 - WATER	67,127.56	65,551.61
602 - SEWER	148,139.26	146,002.91
604 - ELECTRIC	331,723.65	26,495.09
609 - LIQUOR STORE	82,221.00	69,986.06
614 - TELECOM	95,244.14	83,177.21
615 - ARENA	10,345.49	10,345.49
617 - M/P CENTER	10,505.50	10,505.50
700 - PAYROLL	136,641.41	136,641.41
Grand Total:	987,256.01	651,414.09

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
100-11501	Accounts Receivable - Ot	175.00	0.00
100-36200	Other Income	-545.96	-545.96
100-41110-304	Legal Fees	300.00	300.00
100-41110-326	Data Processing	40.63	40.63
100-41110-365	Insurance - Misc	-0.09	-0.09
100-41110-491	Payments to Other Orga	2,724.85	2,724.85
100-41310-217	Other Operating Supplie	103.13	103.13
100-41310-321	Telephone	87.07	87.07
100-41310-322	Postage	436.85	436.85
100-41310-326	Data Processing	306.80	306.80
100-41310-350	Printing & Design	474.15	474.15
100-41310-364	Insurance - Worker's Co	322.22	322.22
100-41910-200	Office Supplies	53.60	0.00
100-41910-304	Legal Fees	1,020.00	1,020.00
100-41910-321	Telephone	65.42	65.42
100-41910-322	Postage	30.32	30.32
100-41910-350	Printing & Design	338.10	338.10
100-41910-364	Insurance - Worker's Co	69.05	69.05
100-41940-211	Cleaning Supplies	48.75	48.75
100-41940-381	Electric Utility	387.58	387.58
100-41940-382	Water Utility	58.15	58.15
100-41940-383	Gas Utility	664.83	664.83
100-41940-384	Refuse Disposal	97.99	97.99
100-41940-385	Sewer Utility	124.33	124.33
100-41940-406	Repairs & Maint - Groun	1,134.00	1,134.00
100-42120-212	Motor Fuels	1,664.48	1,664.48
100-42120-304	Legal Fees	11,872.50	11,872.50
100-42120-305	Medical & Dental Fees	93.23	93.23
100-42120-308	Training & Registrations	925.00	925.00
100-42120-321	Telephone	680.79	680.79
100-42120-323	Radio Units	108.00	108.00
100-42120-334	Meals/Lodging	6.22	6.22
100-42120-364	Insurance - Worker's Co	1,916.19	1,916.19
100-42120-405	Repairs & Maint - Vehicl	56.06	56.06
100-42120-412	Rentals - Building	5,850.00	5,850.00
100-42120-480	Other Miscellaneous	743.50	743.50
100-42220-212	Motor Fuels	285.79	285.79

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
100-42220-215	Materials & Equipment	132.82	132.82
100-42220-217	Other Operating Supplie	76.16	76.16
100-42220-321	Telephone	42.88	42.88
100-42220-322	Postage	10.12	10.12
100-42220-364	Insurance - Worker's Co	44.50	44.50
100-42220-381	Electric Utility	280.86	280.86
100-42220-382	Water Utility	13.31	13.31
100-42220-383	Gas Utility	551.00	551.00
100-42220-384	Refuse Disposal	46.19	46.19
100-42220-385	Sewer Utility	30.23	30.23
100-42220-404	Repairs & Maint - M&E	175.78	175.78
100-42220-405	Repairs & Maint - Vehicl	317.90	317.90
100-42500-381	Electric Utility	31.03	31.03
100-42700-300	Charges for Services	238.50	238.50
100-43100-212	Motor Fuels	2,020.28	2,020.28
100-43100-217	Other Operating Supplie	130.17	130.17
100-43100-224	Street Maint Materials	685.93	685.93
100-43100-241	Small Tools	13,884.60	13,884.60
100-43100-308	Training & Registrations	204.50	204.50
100-43100-321	Telephone	46.26	46.26
100-43100-350	Printing & Design	247.44	247.44
100-43100-364	Insurance - Worker's Co	2,694.07	2,694.07
100-43100-381	Electric Utility	1,184.29	1,184.29
100-43100-382	Water Utility	19.98	19.98
100-43100-383	Gas Utility	652.61	652.61
100-43100-384	Refuse Disposal	170.00	170.00
100-43100-385	Sewer Utility	43.34	43.34
100-43100-401	Repairs & Maint - Buildi	511.70	511.70
100-43100-402	Repairs & Maint - Struct	28.93	28.93
100-43100-404	Repairs & Maint - M&E	-113.27	324.58
100-43100-405	Repairs & Maint - Vehicl	176.66	64.42
100-43100-480	Other Miscellaneous	745.20	745.20
100-45120-217	Other Operating Supplie	12.89	12.89
100-45202-217	Other Operating Supplie	17.98	17.98
100-45202-241	Small Tools	175.97	175.97
100-45202-326	Data Processing	466.67	466.67
100-45202-340	Advertising & Promotion	247.43	247.43
100-45202-364	Insurance - Worker's Co	-4.26	-4.26
100-45202-381	Electric Utility	420.30	420.30
100-45202-402	Repairs & Maint - Struct	1,865.63	1,865.63
100-45202-404	Repairs & Maint - M&E	1,691.30	1,691.30
211-45501-200	Office Supplies	422.54	422.54
211-45501-217	Other Operating Supplie	60.17	60.17
211-45501-321	Telephone	160.54	160.54
211-45501-326	Data Processing	70.00	70.00
211-45501-350	Printing & Design	229.50	229.50
211-45501-364	Insurance - Worker's Co	138.09	138.09
211-45501-381	Electric Utility	151.05	151.05
211-45501-382	Water Utility	19.99	19.99
211-45501-383	Gas Utility	429.28	429.28
211-45501-385	Sewer Utility	43.39	43.39
211-45501-402	Repairs & Maint - Struct	996.00	996.00
211-45501-433	Dues & Subscriptions	451.49	451.49
211-45501-435	Books and Pamphlets	1,943.70	1,943.70
225-45127-200	Office Supplies	29.00	29.00
225-45127-217	Other Operating Supplie	33.62	33.62
225-45127-264	Merchandise For Resale	7,516.80	7,516.80
225-45127-365	Insurance - Misc	0.28	0.28

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
230-45124-217	Other Operating Supplie	146.22	146.22
230-45124-364	Insurance - Worker's Co	-223.59	-223.59
230-45124-381	Electric Utility	29.50	29.50
230-45124-383	Gas Utility	48.09	48.09
235-42153-212	Motor Fuels	3,088.84	3,088.84
235-42153-217	Other Operating Supplie	995.42	995.42
235-42153-312	Nursing	5,449.47	5,449.47
235-42153-321	Telephone	256.92	256.92
235-42153-322	Postage	11.18	11.18
235-42153-323	Radio Units	5,536.00	5,536.00
235-42153-326	Data Processing	2,552.00	0.00
235-42153-334	Meals/Lodging	538.86	538.86
235-42153-364	Insurance - Worker's Co	339.43	339.43
235-42153-381	Electric Utility	187.24	187.24
235-42153-382	Water Utility	8.87	8.87
235-42153-383	Gas Utility	367.33	367.33
235-42153-384	Refuse Disposal	30.80	30.80
235-42153-385	Sewer Utility	20.15	20.15
235-42153-404	Repairs & Maint - M&E	1,169.00	1,169.00
235-42153-406	Repairs & Maint - Groun	67.23	67.23
235-42153-460	Miscellaneous Taxes	1,800.00	1,800.00
250-46520-200	Office Supplies	158.10	50.90
250-46520-304	Legal Fees	1,485.00	1,485.00
250-46520-308	Training & Registrations	10.00	10.00
250-46520-321	Telephone	322.90	322.90
250-46520-340	Advertising & Promotion	69.00	69.00
250-46520-350	Printing & Design	431.20	431.20
250-46520-364	Insurance - Worker's Co	69.05	69.05
250-46520-381	Electric Utility	147.20	110.20
250-46520-382	Water Utility	18.56	18.56
250-46520-385	Sewer Utility	35.18	35.18
250-46520-480	Other Miscellaneous	46.00	46.00
250-49980-602	Other Long-Term Obliga	2,560.73	2,560.73
250-49980-612	Other Interest	799.27	799.27
401-49950-506	Capital Outlay - Building	105.00	105.00
406-12100	Special Assessment Rece	1,000.00	1,000.00
601-16300	Improvements Other Th	51,909.90	51,909.90
601-49400-212	Motor Fuels	373.39	373.39
601-49400-216	Chemicals and Chemical	5,011.55	5,011.55
601-49400-217	Other Operating Supplie	104.67	104.67
601-49400-321	Telephone	61.54	61.54
601-49400-322	Postage	332.06	121.75
601-49400-326	Data Processing	1,515.04	70.00
601-49400-340	Advertising & Promotion	229.50	229.50
601-49400-350	Printing & Design	4.60	0.00
601-49400-364	Insurance - Worker's Co	-2,322.17	-2,322.17
601-49400-381	Electric Utility	4,074.66	4,158.66
601-49400-382	Water Utility	18.09	18.09
601-49400-383	Gas Utility	577.51	577.51
601-49400-385	Sewer Utility	37.31	37.31
601-49400-386	Landfill	29.50	29.50
601-49400-404	Repairs & Maint - M&E	120.42	120.42
601-49400-408	Repairs & Maint - Distrib	9.99	9.99
601-49400-443	Intergovernmental Fees	5,040.00	5,040.00
602-16440	Motor Vehicles	122,097.74	122,097.74
602-49450-212	Motor Fuels	66.22	66.22
602-49450-216	Chemicals and Chemical	4,051.10	4,051.10
602-49450-217	Other Operating Supplie	210.17	210.17

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
602-49450-310	Lab Testing	2,348.78	1,872.38
602-49450-321	Telephone	188.90	188.90
602-49450-322	Postage	332.76	122.45
602-49450-326	Data Processing	1,515.04	70.00
602-49450-350	Printing & Design	4.60	0.00
602-49450-364	Insurance - Worker's Co	1,702.01	1,702.01
602-49450-381	Electric Utility	11,320.92	11,320.92
602-49450-382	Water Utility	138.87	138.87
602-49450-383	Gas Utility	2,269.01	2,269.01
602-49450-384	Refuse Disposal	99.99	99.99
602-49450-402	Repairs & Maint - Struct	1,005.00	1,005.00
602-49450-404	Repairs & Maint - M&E	476.49	476.49
602-49450-405	Repairs & Maint - Vehicl	172.80	172.80
602-49450-406	Repairs & Maint - Groun	24.98	24.98
602-49450-433	Dues & Subscriptions	113.88	113.88
604-14200	Inventory	-158.00	0.00
604-16300	Improvements Other Th	4,042.64	4,042.64
604-49550-212	Motor Fuels	679.66	679.66
604-49550-217	Other Operating Supplie	1,785.33	958.29
604-49550-241	Small Tools	59.64	59.64
604-49550-263	Merchandise for Resale -	299,461.87	0.00
604-49550-321	Telephone	88.99	88.99
604-49550-322	Postage	334.11	123.80
604-49550-325	Dispatching	29.26	29.26
604-49550-326	Data Processing	2,103.31	191.37
604-49550-331	Travel Expense	155.68	155.68
604-49550-350	Printing & Design	4.60	0.00
604-49550-364	Insurance - Worker's Co	1,035.42	1,035.42
604-49550-381	Electric Utility	155.15	155.15
604-49550-382	Water Utility	23.18	23.18
604-49550-383	Gas Utility	570.22	570.22
604-49550-384	Refuse Disposal	99.99	99.99
604-49550-385	Sewer Utility	48.97	48.97
604-49550-402	Repairs & Maint - Struct	45.98	45.98
604-49550-404	Repairs & Maint - M&E	82.77	82.77
604-49550-405	Repairs & Maint - Vehicl	344.40	344.40
604-49550-406	Repairs & Maint - Groun	184.60	184.60
604-49550-408	Repairs & Maint - Distrib	3,967.26	3,967.26
604-49550-410	Repairs & Maint - Gener	12,407.82	12,407.82
604-49550-450	Conservation	2,970.80	0.00
604-49550-491	Payments to Other Orga	1,200.00	1,200.00
609-49751-200	Office Supplies	101.54	101.54
609-49751-211	Cleaning Supplies	70.26	70.26
609-49751-217	Other Operating Supplie	162.71	85.94
609-49751-251	Liquor	31,572.96	23,790.69
609-49751-252	Beer	37,100.06	36,927.76
609-49751-253	Wine	7,474.32	3,854.16
609-49751-254	Soft Drinks & Mix	537.68	458.77
609-49751-256	Tobacco Products	189.04	0.00
609-49751-261	Other Merchandise	75.97	0.00
609-49751-321	Telephone	132.90	132.90
609-49751-322	Postage	1.01	1.01
609-49751-326	Data Processing	656.06	656.06
609-49751-333	Freight and Express	812.49	572.97
609-49751-340	Advertising & Promotion	1,243.00	1,243.00
609-49751-364	Insurance - Worker's Co	776.75	776.75
609-49751-381	Electric Utility	790.76	790.76
609-49751-382	Water Utility	19.79	19.79

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
609-49751-383	Gas Utility	290.87	290.87
609-49751-384	Refuse Disposal	174.00	174.00
609-49751-385	Sewer Utility	38.83	38.83
614-16400	Machinery & Equipment	4,983.09	4,983.09
614-20201	Excise Tax Payable	891.25	891.25
614-49870-200	Office Supplies	75.28	75.28
614-49870-211	Cleaning Supplies	21.31	21.31
614-49870-212	Motor Fuels	119.26	119.26
614-49870-217	Other Operating Supplie	1,344.08	1,344.08
614-49870-227	Utility System Maint Sup	1,092.55	1,092.55
614-49870-241	Small Tools	238.63	238.63
614-49870-321	Telephone	283.18	283.18
614-49870-322	Postage	341.88	131.57
614-49870-326	Data Processing	5,316.89	7.75
614-49870-340	Advertising & Promotion	100.98	100.98
614-49870-350	Printing & Design	4.60	0.00
614-49870-364	Insurance - Worker's Co	1,413.26	1,413.26
614-49870-381	Electric Utility	2,305.26	2,305.26
614-49870-382	Water Utility	18.97	18.97
614-49870-383	Gas Utility	141.19	141.19
614-49870-384	Refuse Disposal	87.98	87.98
614-49870-385	Sewer Utility	40.93	40.93
614-49870-404	Repairs & Maint - M&E	308.19	308.19
614-49870-442	Subscriber Fees	63,784.73	61,436.85
614-49870-443	Intergovernmental Fees	2,143.88	2,143.88
614-49870-445	Switch Fees	363.98	363.98
614-49870-447	Internet Expense	7,412.96	5,462.96
614-49870-448	On-Call Support	1,114.83	164.83
614-49870-451	Call Completion	1,295.00	0.00
615-49850-211	Cleaning Supplies	91.38	91.38
615-49850-212	Motor Fuels	420.80	420.80
615-49850-217	Other Operating Supplie	657.42	657.42
615-49850-321	Telephone	127.24	127.24
615-49850-322	Postage	0.51	0.51
615-49850-326	Data Processing	433.00	433.00
615-49850-364	Insurance - Worker's Co	94.62	94.62
615-49850-381	Electric Utility	5,351.03	5,351.03
615-49850-382	Water Utility	195.08	195.08
615-49850-383	Gas Utility	1,332.48	1,332.48
615-49850-384	Refuse Disposal	150.99	150.99
615-49850-385	Sewer Utility	88.44	88.44
615-49850-404	Repairs & Maint - M&E	209.00	209.00
615-49850-480	Other Miscellaneous	743.50	743.50
615-49950-500	Capital Outlay	450.00	450.00
617-10200	Petty Cash	3,000.00	3,000.00
617-20202	Sales Tax Payable	5.50	5.50
617-38510	M/P Room Rent	80.00	80.00
617-49860-217	Other Operating Supplie	127.67	127.67
617-49860-251	Liquor	510.73	510.73
617-49860-252	Beer	1,044.97	1,044.97
617-49860-253	Wine	27.58	27.58
617-49860-254	Soft Drinks & Mix	253.83	253.83
617-49860-321	Telephone	59.67	59.67
617-49860-322	Postage	7.40	7.40
617-49860-326	Data Processing	403.33	403.33
617-49860-340	Advertising & Promotion	1,327.56	1,327.56
617-49860-364	Insurance - Worker's Co	100.63	100.63
617-49860-381	Electric Utility	1,092.54	1,092.54

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
617-49860-382	Water Utility	67.41	67.41
617-49860-383	Gas Utility	1,241.91	1,241.91
617-49860-384	Refuse Disposal	74.99	74.99
617-49860-385	Sewer Utility	144.89	144.89
617-49860-406	Repairs & Maint - Groun	191.39	191.39
617-49860-480	Other Miscellaneous	743.50	743.50
700-21701	Federal Withholding	10,201.65	10,201.65
700-21702	State Withholding	5,027.51	5,027.51
700-21703	FICA Tax Withholding	13,911.62	13,911.62
700-21704	PERA Contributions	23,800.45	23,800.45
700-21705	Retirement	12,107.32	12,107.32
700-21706	Medical Insurance	64,413.50	64,413.50
700-21707	Union Dues	1,773.84	1,773.84
700-21708	PD Union Dues	444.50	444.50
700-21709	Wage Levy	97.83	97.83
700-21711	Medicare Tax Withholdi	3,940.84	3,940.84
700-21723	HSA Employee Contribu	922.35	922.35
	Grand Total:	987,256.01	651,414.09

Project Account Summary

Project Account Key	Expense Amount	Payment Amount
None	987,256.01	651,414.09
Grand Total:	987,256.01	651,414.09

LV
6-16-21

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: APRIL 20, 2021
RE: Public Hearing – Residential Tax Abatement – 1902 Bud Road
DEPT: Development Department
CONTACT: Drew Hage, Development Director, at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

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

1. Hold Public Hearing on the proposed residential tax abatement.
 2. Adopt attached RESOLUTION approving the tax abatement for one-half of a new duplex to be constructed at 1902 Bud Road, Windom, MN 56101.
-

Issue Summary/Background

On April 6, 2021, the Windom City Council adopted a resolution calling for a Public Hearing to be held on April 20, 2021, to discuss the Cottonwood County Home Initiative Application for one half of a new duplex to be constructed at 1902 Bud Road, Windom, MN 56101. (The other half will be constructed on adjoining lot.)

The Applicants have met all statutory requirements outlined in Minnesota Statutes §469.1813 and the County's Home Initiative Guidelines necessary for approval of the tax abatement request.

Background: Minnesota Statutes give authority to Cities to grant an abatement of taxes imposed by the City if certain criteria are met.

In 2019, Cottonwood County renewed its "home initiative program" which provides guidelines and a program through which the County, City, and School can grant abatement of real estate taxes for new residential housing. The purpose of this initiative is to provide incentives to encourage construction of new owner-occupied and rental residential housing units including single-family homes, duplexes, and multi-family complexes.

On December 3, 2019, the City of Windom adopted a resolution approving the revised Cottonwood County Home Initiative Guidelines and renewing its participation in the Cottonwood County Home Initiative Program.

The program provides for a five-year abatement of real estate taxes on the increased market value of the property generated by the new home, duplex, or multi-family building. The abatement commences on the first year of taxes payable on the full increased assessed value of the property. The abatement does not include the real estate taxes on the land or any special assessments on the property.

Fiscal Impact

If the tax abatement is granted following the public hearing, the estimated abatement of real estate taxes by the City for the five-year period is \$5,350.

Attachments

1. Resolution Approving Tax Abatement for Certain Property Pursuant to Minn. Stat. §469.1813.
2. Public Hearing Notice
3. Cottonwood County Home Initiative Application Packet – 1902 Bud Road, Windom, MN.

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

CITY OF WINDOM

**RESOLUTION APPROVING TAX ABATEMENT FOR
CERTAIN PROPERTY PURSUANT TO MINN. STAT. §469.1813**

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

WHEREAS, in addition to the statutory requirements, the City of Windom has adopted the revised Cottonwood County Home Initiative Guidelines which must be met before an abatement of taxes will be granted for residential development; and

WHEREAS, Preferred Choice Homes, LLC (“Preferred Choice”) is the owner of the following described real estate within Cottonwood County, Minnesota:

Parcel #s: 25-320-0100

Address of Property: 1902 Bud Road, Windom, MN 56101

Legal Description of Property: Lot 1, Block 1 of Gove Acres Subdivision to the City of Windom, Cottonwood County, Minnesota, (new subdivision platted from Lots 10, 11, and 12 of Billing’s Subdivision No. 2 and a tract in SW¼ SW¼ of 24-105-36); and

WHEREAS, Preferred Choice proposes to construct one-half of a new duplex on this property. The other half of the duplex will be constructed on Lot 2, Block 1; and

WHEREAS, Preferred Choice has made application to the City of Windom (the “City”) for the abatement of taxes as to the above-described parcel; and

WHEREAS, Preferred Choice has met the statutory requirements outlined under Minnesota Statutes §469.1813 Subdivision 1(1) and Subdivision 1(2)(i) as well as the Cottonwood County Home Initiative Guidelines for tax abatement; and

WHEREAS, the City of Windom expects the benefits to the City of the proposed abatement agreement to at least equal the costs to the City of the proposed agreement and finds that the proposed abatement is in the public interest because it will increase or preserve the tax base.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF

WINDOM, MINNESOTA:

1. The City of Windom does hereby grant an abatement to **PREFERRED CHOICE HOMES, LLC, a Minnesota limited liability company**, of the City of Windom's share of property taxes upon the above-described parcel based on the proposed construction of one-half of a new duplex on said parcel.
2. The tax abatement will be for no more than five (5) years commencing on the first year of taxes payable for the full assessed value related to the capital improvement (new home) as outlined in Cottonwood County Home Initiative Guidelines.
3. The City shall provide the awarded abatement payment following payment by the property owners of the property taxes due annually. One single payment of the City's share of the abatement shall be made to the property owner(s) of record by December 30th of that calendar year.
4. The tax abatement shall be for the residential capital improvements only. Land values and the current base value are not eligible and will not be abated.
5. The abatement shall be null and void if construction of the new duplex is not commenced within six (6) months of the approval of this resolution or if property taxes are not paid on or before the respective annual payment deadlines.

Adopted by the City Council this 20th day of April, 2021.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

PUBLIC HEARING NOTICE

CITY OF WINDOM, MINNESOTA

RESIDENTIAL PROPERTY TAX ABATEMENT

A Public Hearing will be held by the Windom City Council on Tuesday, April 20, 2021, at the City Council Meeting which begins at 6:30 P.M. in the City Council Chambers at the City Hall, 444 Ninth Street, Windom, Minnesota, to consider granting a residential property tax abatement pursuant to Minnesota Statutes §469.1813.

Request submitted by Preferred Choice Homes, LLC. Abatement period – 5 years commencing on first year of taxes payable for the full assessed value related to the new home. Based on 2021 TNT rates, **estimated** total abatement could be approximately \$5,350.

Property Address: 1902 Bud Road, Windom, MN 56101

Legal Description of Property: Lot 1, Block 1 of Gove Acres Subdivision to the City of Windom, Cottonwood County, Minnesota, (new subdivision platted from Lots 10, 11, and 12 of Billing's Subdivision No. 2 and a tract in SW $\frac{1}{4}$ SW $\frac{1}{4}$ of 24-105-36);

Parcel No.: 25-320-0100

All parties interested in commenting on this proposed abatement may attend the public hearing or submit written comments to the address below prior to the hearing.

BY ORDER OF THE WINDOM CITY COUNCIL

Steven Nasby, City Administrator
444 Ninth Street
P. O. Box 38
Windom, MN 56101
Phone: 507-831-6129

Published: April 7, 2021
(COTTONWOOD COUNTY CITIZEN)

March 25, 2021

To: Cottonwood County Home Initiative Administrator
c/o Drew Hage, Executive Director
Economic Development Authority of Windom
444 Ninth Street
P. O. Box 38
Windom, MN 56101

Re: Request for Residential Tax Abatement

Dear Drew:

We plan to construct a new single-family home on property at Gove Acres Lot 1 Block 1 in Windom. We are requesting residential tax abatement for the new home pursuant to the Cottonwood County Home Initiative. Our plans are to begin construction of the new home this year.

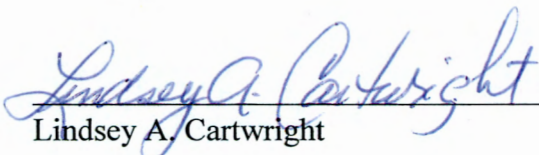
Our application includes:

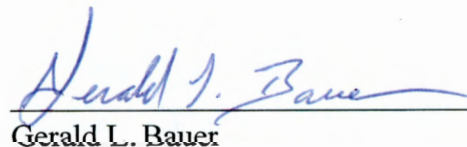
1. This letter requesting abatement;
2. Legal description, address, and Parcel ID No. of the property;
3. Aerial or plat map showing the lot lines of the property;
4. A site plan showing the proposed location and dimensions of the new home on the property;
5. Floor plans for the new home;
6. Estimated market value of the new home.

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

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

Sincerely,


Lindsey A. Cartwright


Gerald L. Bauer

Applicants: Preferred Choice Homes
Home Address: 237 Buckwheat Ave, Windom, MN 56101
Contact Phone No(s): 507-830-1305 507-822-3700

ATTACHMENT
to
COTTONWOOD COUNTY HOME INITIATIVE APPLICATION

Applicant: Preferred Choice Homes, LLC

Parcel ID No.: 25.320.0100

Address of the Property: 1902 Bud Road, Windom, Minnesota 56101

Legal Description of the Property: Lot 1, Block 1 of Gove Acres Subdivision to the City of Windom, Cottonwood County, Minnesota.

Original Description (prior to platting of subdivision):

Exhibit A

Subject Property

Lots 10, 11, and 12, Billing's Subdivision No. 2, City of Windom, Cottonwood County, Minnesota

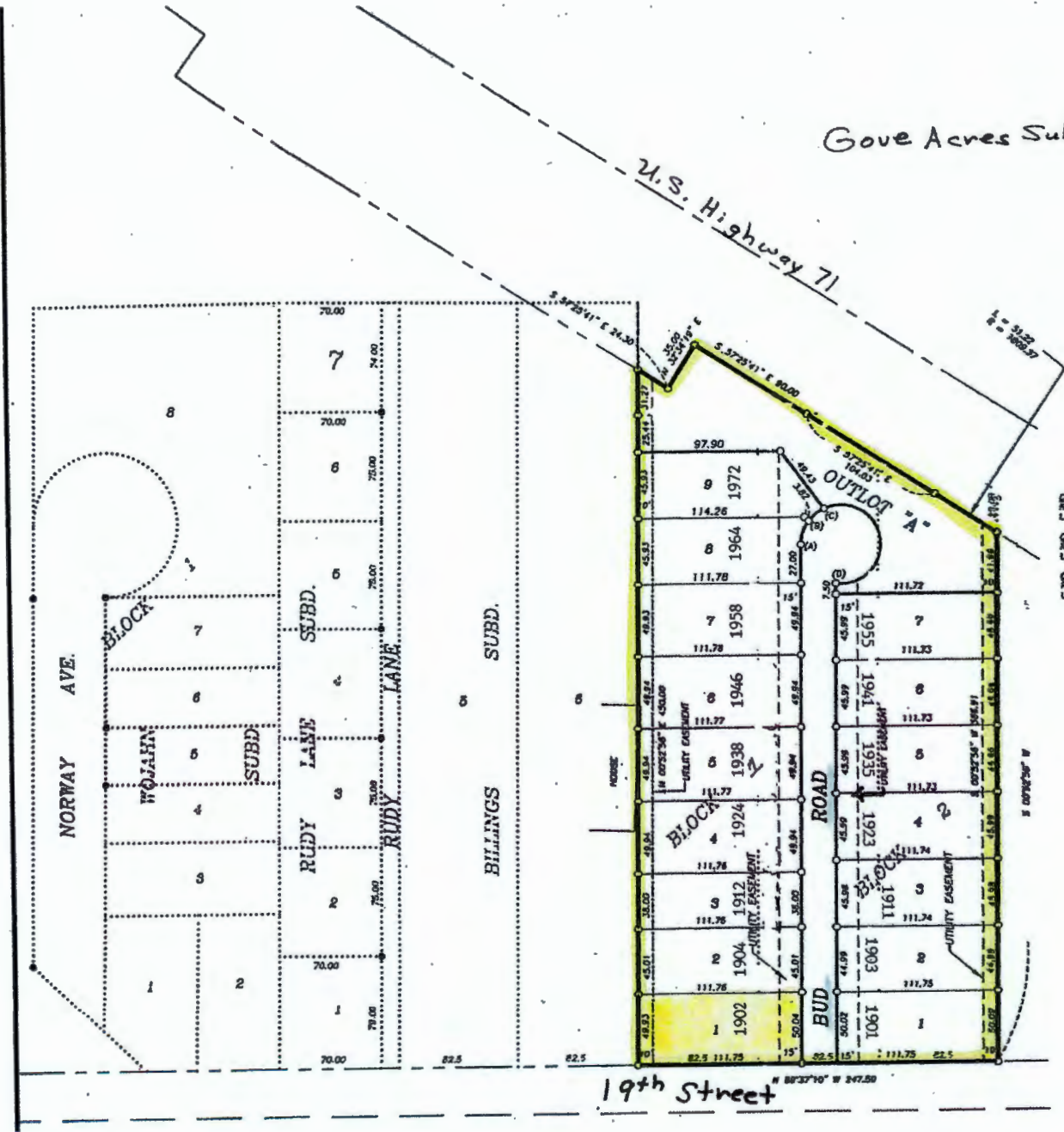
AND

Part of the SW1/4 SW1/4 of Section 24, Township 105, Range 36, Cottonwood County, Minnesota, described as follows: Beginning at the Northwest corner of Lot 10 of Billing's Subdivision No. 2 as recorded in the office of the Cottonwood County Recorder's Office; thence North 00 degrees 52 minutes 56 seconds East, bearing based on Cottonwood County coordinate system, along the East line of Lot 6 of Billing's Subdivision, a distance of 31.27 feet, to the Southwesterly right of way line of United States Highway Number 71, as exists; thence South 57 degrees 25 minutes 41 seconds East, along said right of way line, a distance of 24.30 feet; thence North 32 degrees 34 minutes 19 seconds East, along said right of way line, a distance of 35.00 feet; thence South 57 degrees 25 minutes 41 seconds East, along said right of way line, a distance of 90.00 feet, to the North line of Lot 11 of said Billing's Subdivision No. 2; thence North 89 degrees 37 minutes 10 seconds West, along the North line of Lots 10 and 11 of Billing's Subdivision No. 2, a distance of 115.65 feet, to the point of beginning

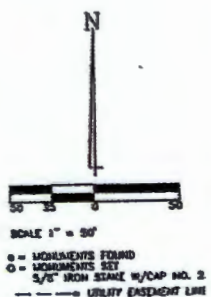
Estimated Market Value of the New Home: \$146,025

Grove Acres Subdivision

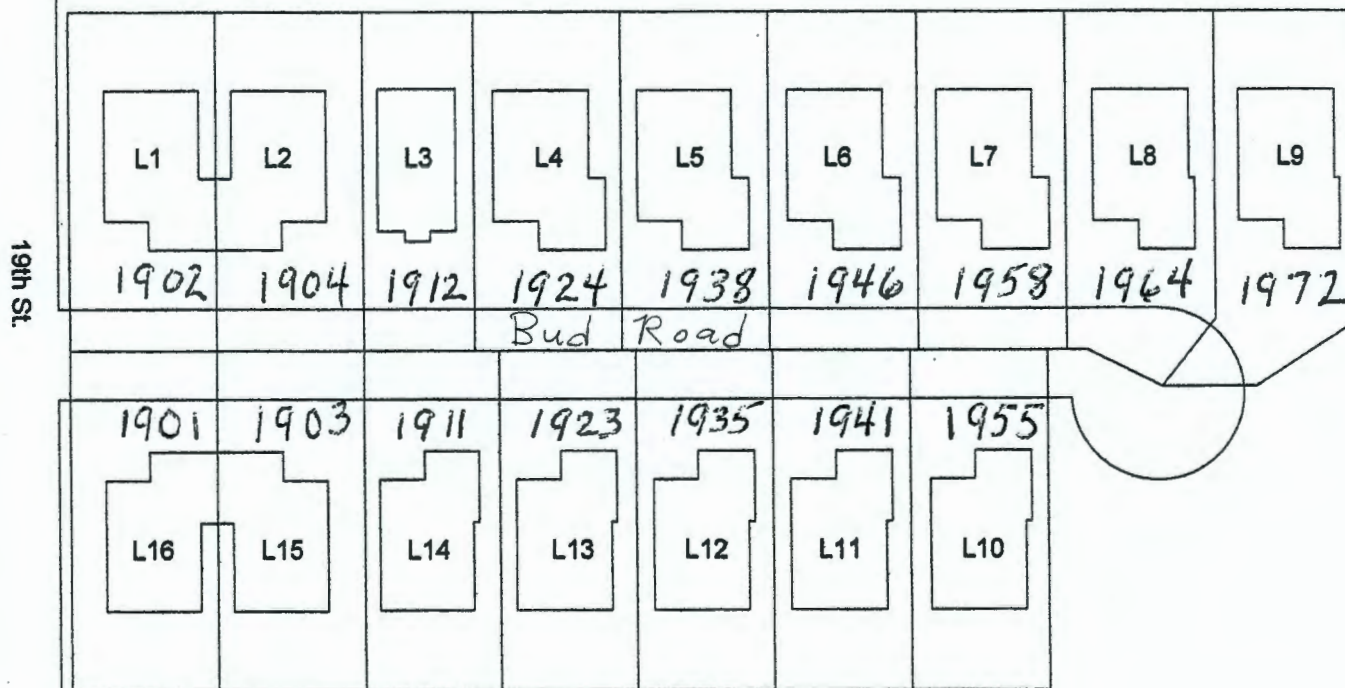
U.S. Highway 71



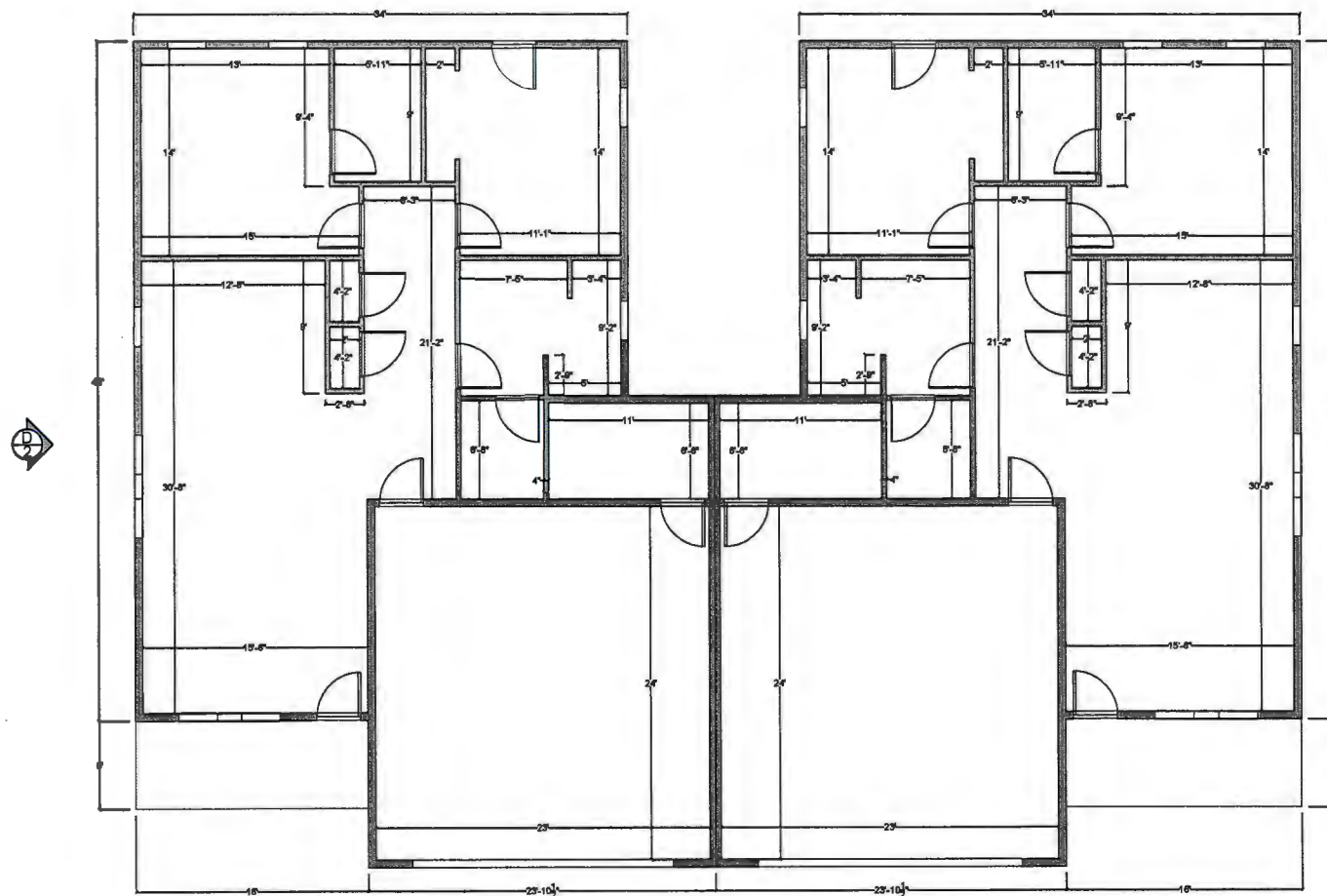
CURVE (a)-(b)
R = 27.53
L = 17.46
CURVE (b)-(c)
R = 27.53
L = 13.68
CURVE (c)-(d)
R = 27.53
L = 102.20



Addresses Gove Acres



Approved By:	Issue Date: 10-28-2020	Project: Senior Cottage PUD
	Contact: Lindsey Cartwright Phone: 507-830-1305	Plan: Lot Layout
	Contact: Jerry Bauer Phone: 507-622-5700	Set: Approval Set 2
	Scale: 1/32" = 1'-0"	Sheet:
	Drawn By: MC	LOT
	Page: --	



PLAN
SCALE: 1/8" = 1'-0"



Approved By:



Issue Date:

9-29-2020

Contact: Lindsey Cartwright
Phone: 507-830-1305

Contact: Jerry Bauer
Phone: 507-822-3700

Project: Senior Cottage PUD

Plan: Duplex

Set: Preliminary 1

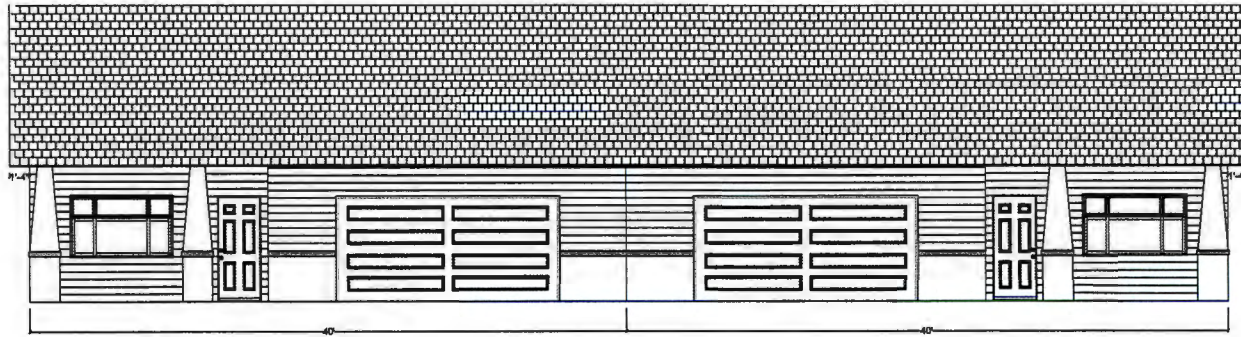
Scale: 1/8" = 1'-0"

Drawn By: MC

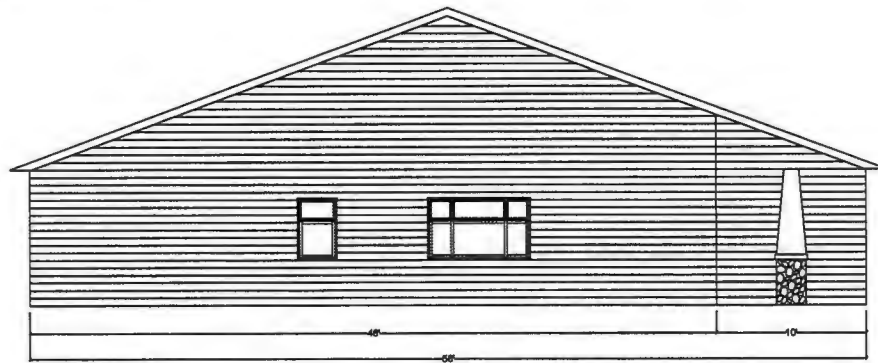
Page: 3 of 6

Sheet:

C



① ELEVATION
SCALE: 1/8" = 1'-0"



② ELEVATION
SCALE: 1/8" = 1'-0"

Approved By:	Issue Date: 9-29-2020	Project: Senior Cottage PUD	
		Plan: Duplex	
	Contact: Lindsey Cartwright Phone: 507-830-1305	Set: Preliminary 1	
		Scale: 1/8" = 1'-0"	Sheet: D
	Contact: Jerry Bauer Phone: 507-822-3700	Drawn By: MC	
		Page: 4 of 6	

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: APRIL 20, 2021
RE: Public Hearing – Residential Tax Abatement – 1904 Bud Road
DEPT: Development Department
CONTACT: Drew Hage, Development Director, at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

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

1. Hold Public Hearing on the proposed residential tax abatement.
 2. Adopt attached RESOLUTION approving the tax abatement for one-half of a new duplex to be constructed at 1904 Bud Road, Windom, MN 56101.
-

Issue Summary/Background

On April 6, 2021, the Windom City Council adopted a resolution calling for a Public Hearing to be held on April 20, 2021, to discuss the Cottonwood County Home Initiative Application for one half of a new duplex to be constructed at 1904 Bud Road, Windom, MN 56101. (The other half will be constructed on adjoining lot.)

The Applicants have met all statutory requirements outlined in Minnesota Statutes §469.1813 and the County's Home Initiative Guidelines necessary for approval of the tax abatement request.

Background: Minnesota Statutes give authority to Cities to grant an abatement of taxes imposed by the City if certain criteria are met.

In 2019, Cottonwood County renewed its "home initiative program" which provides guidelines and a program through which the County, City, and School can grant abatement of real estate taxes for new residential housing. The purpose of this initiative is to provide incentives to encourage construction of new owner-occupied and rental residential housing units including single-family homes, duplexes, and multi-family complexes.

On December 3, 2019, the City of Windom adopted a resolution approving the revised Cottonwood County Home Initiative Guidelines and renewing its participation in the Cottonwood County Home Initiative Program.

The program provides for a five-year abatement of real estate taxes on the increased market value of the property generated by the new home, duplex, or multi-family building. The abatement commences on the first year of taxes payable on the full increased assessed value of the property. The abatement does not include the real estate taxes on the land or any special assessments on the property.

Fiscal Impact

If the tax abatement is granted following the public hearing, the estimated abatement of real estate taxes by the City for the five-year period is \$5,350.

Attachments

1. Resolution Approving Tax Abatement for Certain Property Pursuant to Minn. Stat. §469.1813.
2. Public Hearing Notice
3. Cottonwood County Home Initiative Application Packet – 1904 Bud Road, Windom, MN.

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

CITY OF WINDOM

**RESOLUTION APPROVING TAX ABATEMENT FOR
CERTAIN PROPERTY PURSUANT TO MINN. STAT. §469.1813**

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

WHEREAS, in addition to the statutory requirements, the City of Windom has adopted the revised Cottonwood County Home Initiative Guidelines which must be met before an abatement of taxes will be granted for residential development; and

WHEREAS, Preferred Choice Homes, LLC ("Preferred Choice") is the owner of the following described real estate within Cottonwood County, Minnesota:

Parcel #s: 25-320-0200

Address of Property: 1904 Bud Road, Windom, MN 56101

Legal Description of Property: Lot 2, Block 1 of Gove Acres Subdivision to the City of Windom, Cottonwood County, Minnesota, (new subdivision platted from Lots 10, 11, and 12 of Billing's Subdivision No. 2 and a tract in SW¼ SW¼ of 24-105-36); and

WHEREAS, Preferred Choice proposes to construct one-half of a new duplex on this property. The other half of the duplex will be constructed on Lot 1, Block 1; and

WHEREAS, Preferred Choice has made application to the City of Windom (the "City") for the abatement of taxes as to the above-described parcel; and

WHEREAS, Preferred Choice has met the statutory requirements outlined under Minnesota Statutes §469.1813 Subdivision 1(1) and Subdivision 1(2)(i) as well as the Cottonwood County Home Initiative Guidelines for tax abatement; and

WHEREAS, the City of Windom expects the benefits to the City of the proposed abatement agreement to at least equal the costs to the City of the proposed agreement and finds that the proposed abatement is in the public interest because it will increase or preserve the tax base.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF

WINDOM, MINNESOTA:

1. The City of Windom does hereby grant an abatement to **PREFERRED CHOICE HOMES, LLC, a Minnesota limited liability company**, of the City of Windom's share of property taxes upon the above-described parcel based on the proposed construction of one-half of a new duplex on said parcel.
2. The tax abatement will be for no more than five (5) years commencing on the first year of taxes payable for the full assessed value related to the capital improvement (new home) as outlined in Cottonwood County Home Initiative Guidelines.
3. The City shall provide the awarded abatement payment following payment by the property owners of the property taxes due annually. One single payment of the City's share of the abatement shall be made to the property owner(s) of record by December 30th of that calendar year.
4. The tax abatement shall be for the residential capital improvements only. Land values and the current base value are not eligible and will not be abated.
5. The abatement shall be null and void if construction of the new duplex is not commenced within six (6) months of the approval of this resolution or if property taxes are not paid on or before the respective annual payment deadlines.

Adopted by the City Council this 20th day of April, 2021.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

PUBLIC HEARING NOTICE

CITY OF WINDOM, MINNESOTA

RESIDENTIAL PROPERTY TAX ABATEMENT

A Public Hearing will be held by the Windom City Council on Tuesday, April 20, 2021, at the City Council Meeting which begins at 6:30 P.M. in the City Council Chambers at the City Hall, 444 Ninth Street, Windom, Minnesota, to consider granting a residential property tax abatement pursuant to Minnesota Statutes §469.1813.

Request submitted by Preferred Choice Homes, LLC. Abatement period – 5 years commencing on first year of taxes payable for the full assessed value related to the new home. Based on 2021 TNT rates, **estimated** total abatement could be approximately \$5,350.

Property Address: 1904 Bud Road, Windom, MN 56101

Legal Description of Property: Lot 2, Block 1 of Gove Acres Subdivision to the City of Windom, Cottonwood County, Minnesota, (new subdivision platted from Lots 10, 11, and 12 of Billing's Subdivision No. 2 and a tract in SW¼ SW¼ of 24-105-36);

Parcel No.: 25-320-0200

All parties interested in commenting on this proposed abatement may attend the public hearing or submit written comments to the address below prior to the hearing.

BY ORDER OF THE WINDOM CITY COUNCIL

Steven Nasby, City Administrator
444 Ninth Street
P. O. Box 38
Windom, MN 56101
Phone: 507-831-6129

Published: April 7, 2021
(COTTONWOOD COUNTY CITIZEN)

March 25, 2021

To: Cottonwood County Home Initiative Administrator

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

Re: Request for Residential Tax Abatement

Dear Drew:

We plan to construct a new single-family home on property at Gove Acres Lot 2 Block 1 in Windom. We are requesting residential tax abatement for the new home pursuant to the Cottonwood County Home Initiative. Our plans are to begin construction of the new home this year.

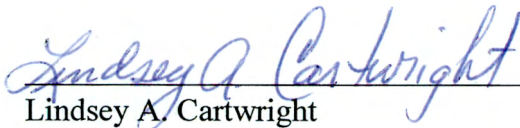
Our application includes:

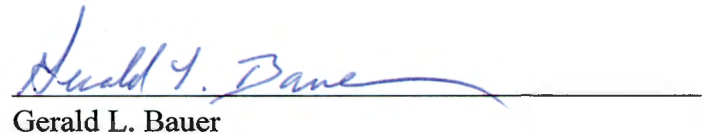
1. This letter requesting abatement;
2. Legal description, address, and Parcel ID No. of the property;
3. Aerial or plat map showing the lot lines of the property;
4. A site plan showing the proposed location and dimensions of the new home on the property;
5. Floor plans for the new home;
6. Estimated market value of the new home.

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

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

Sincerely,


Lindsey A. Cartwright


Gerald L. Bauer

Applicants: Preferred Choice Homes

Home Address: 237 Buckwheat Ave, Windom, MN 56101

Contact Phone No(s): 507-830-1305 507-822-3700

ATTACHMENT
to
COTTONWOOD COUNTY HOME INITIATIVE APPLICATION

Applicant: Preferred Choice Homes, LLC

Parcel ID Nos.: 25.320.0200

Address of the Property: 1904 Bud Road, Windom, Minnesota 56101

Legal Description of the Property: Lot 2, Block 1 of Gove Acres Subdivision to the City of Windom, Cottonwood County, Minnesota.

Original Description (prior to platting of subdivision):

Exhibit A

Subject Property

Lots 10, 11, and 12, Billing's Subdivision No. 2, City of Windom, Cottonwood County, Minnesota

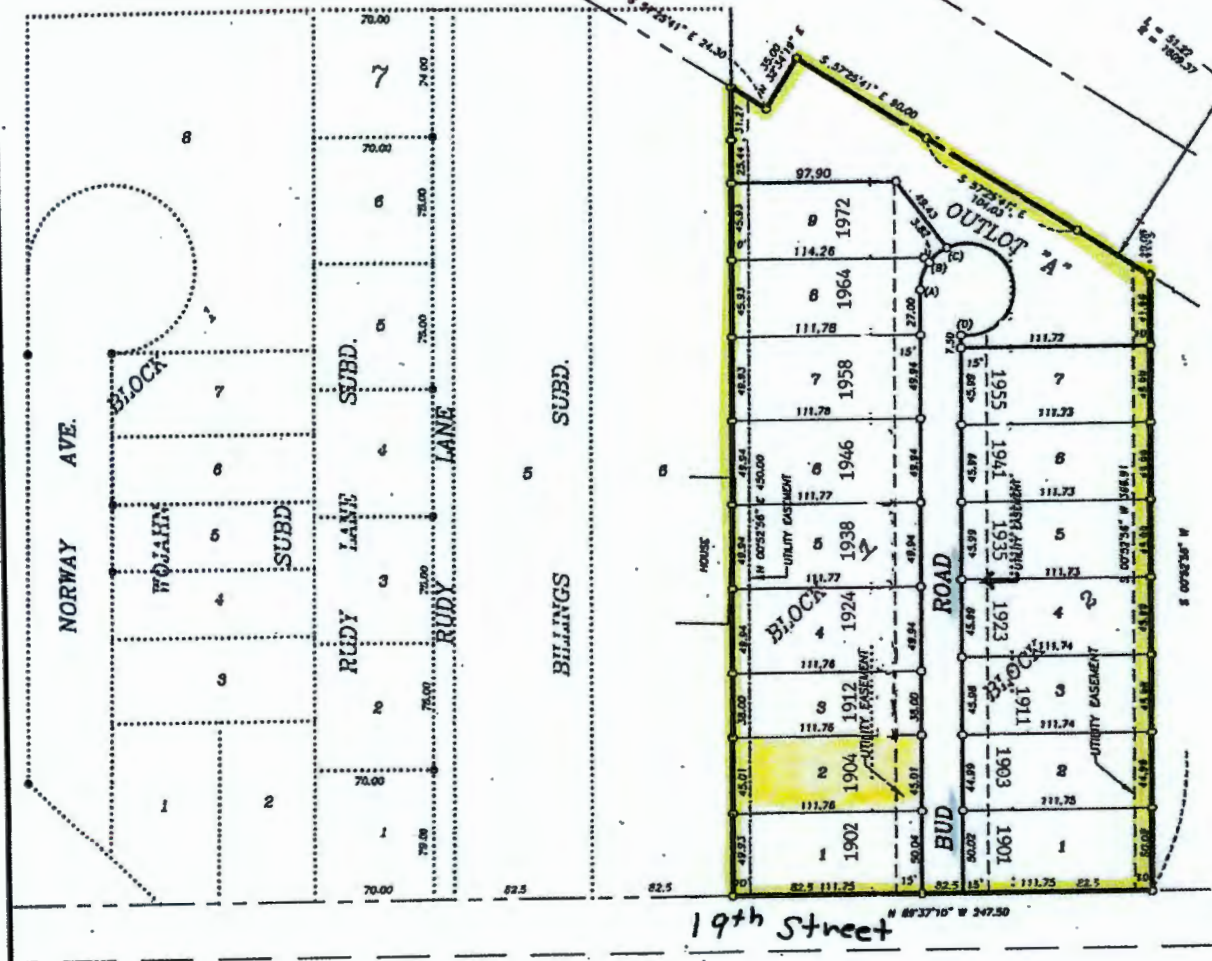
AND

Part of the SW1/4 SW1/4 of Section 24, Township 105, Range 36, Cottonwood County, Minnesota, described as follows: Beginning at the Northwest corner of Lot 10 of Billing's Subdivision No. 2 as recorded in the office of the Cottonwood County Recorder's Office; thence North 00 degrees 52 minutes 56 seconds East, bearing based on Cottonwood County coordinate system, along the East line of Lot 6 of Billing's Subdivision, a distance of 31.27 feet, to the Southwesterly right of way line of United States Highway Number 71, as exists; thence South 57 degrees 25 minutes 41 seconds East, along said right of way line, a distance of 24.30 feet; thence North 32 degrees 34 minutes 19 seconds East, along said right of way line, a distance of 35.00 feet; thence South 57 degrees 25 minutes 41 seconds East, along said right of way line, a distance of 90.00 feet, to the North line of Lot 11 of said Billing's Subdivision No. 2; thence North 89 degrees 37 minutes 10 seconds West, along the North line of Lots 10 and 11 of Billing's Subdivision No. 2, a distance of 115.65 feet, to the point of beginning

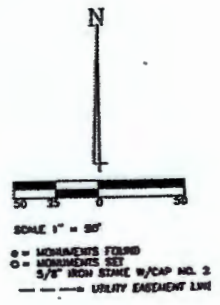
Estimated Market Value of the New Home: \$146,025

Grove Acres Subdivision

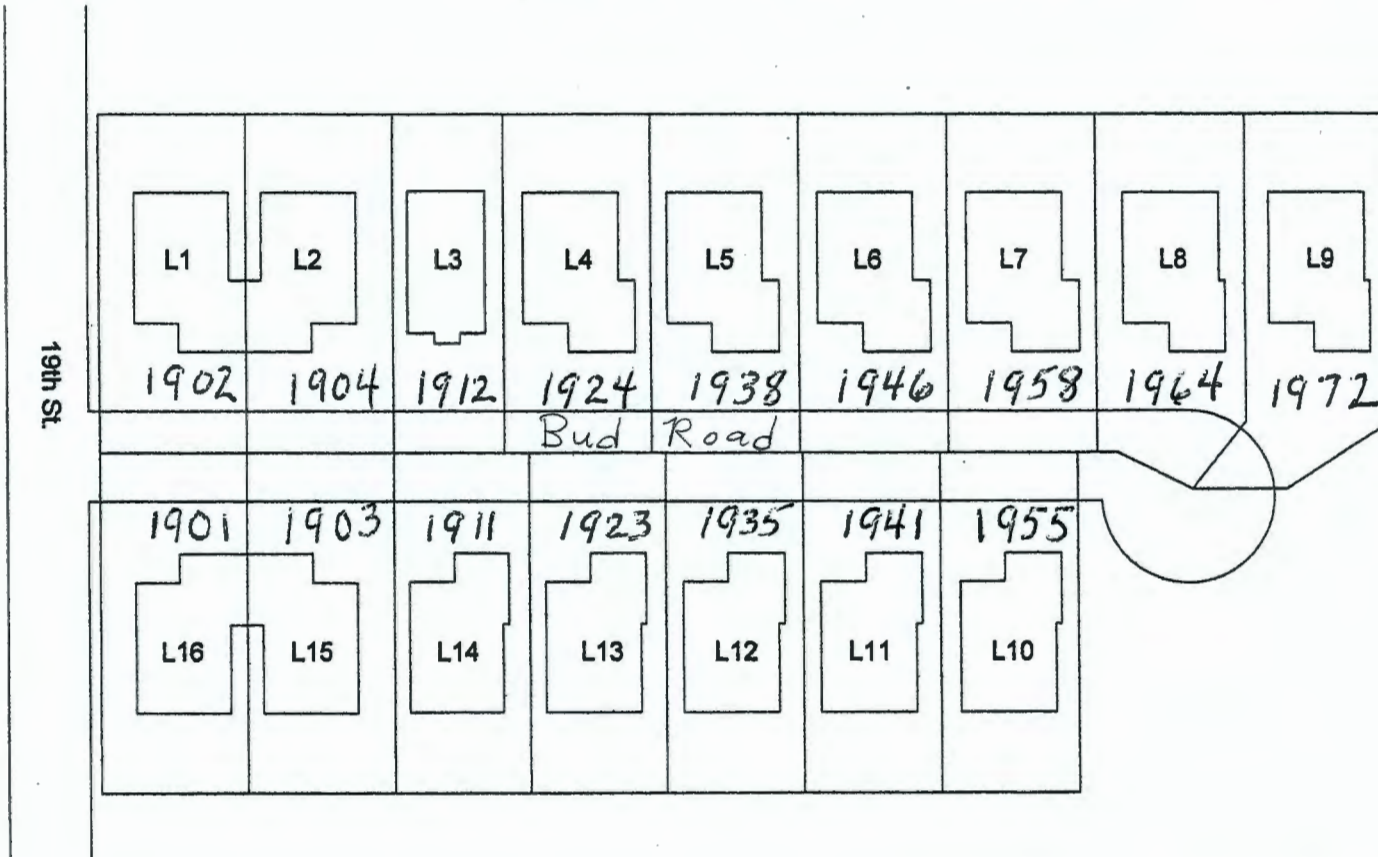
U.S. Highway 71

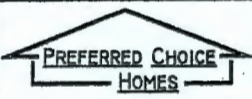


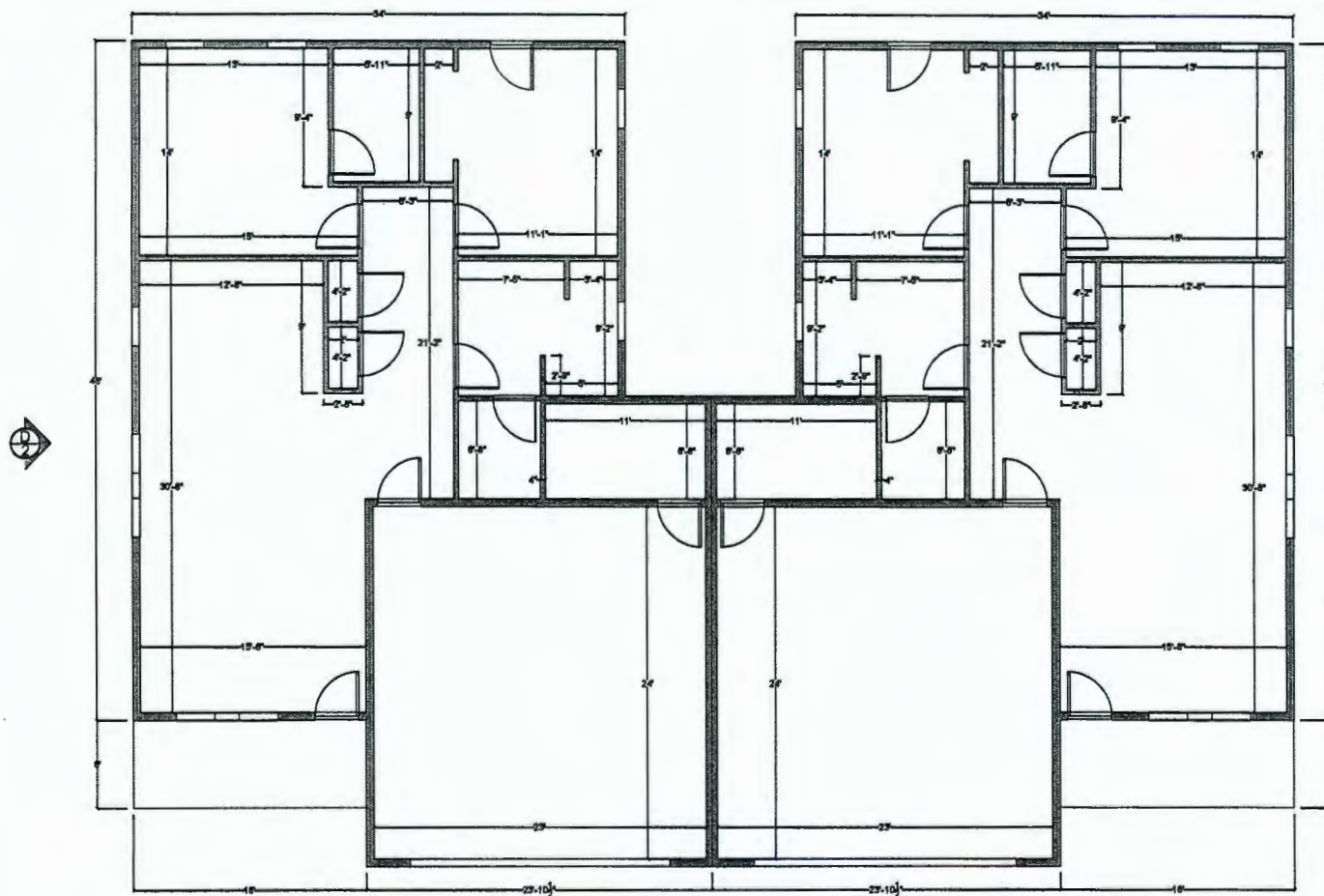
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L = 17.46
CURVE (B)-(C)
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L = 13.68
CURVE (C)-(D)
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L = 102.29



Addresses Gove Acres



Approved By:	Issue Date: 10-28-2020	Project: Senior Cottage PUD	
	Contact: Lindsey Cartwright Phone: 507-830-1305	Plan: Lot Layout	
	Contact: Jerry Bauer Phone: 507-822-3700	Set: Approval Set 2	Sheet:
		Scale: 1/32" = 1'-0"	LOT
		Drawn By: MC	
		Page: ---	



PLAN
SCALE: 1/8" = 1'-0"



Approved By:

Issue Date:

9-29-2020

Project: Senior Cottage PUD

Plan: Duplex

Contact: Lindsey Cartwright
Phone: 507-830-1305

Set: Preliminary 1

Scale: 1/8" = 1'-0"

Contact: Jerry Bauer
Phone: 507-822-3700

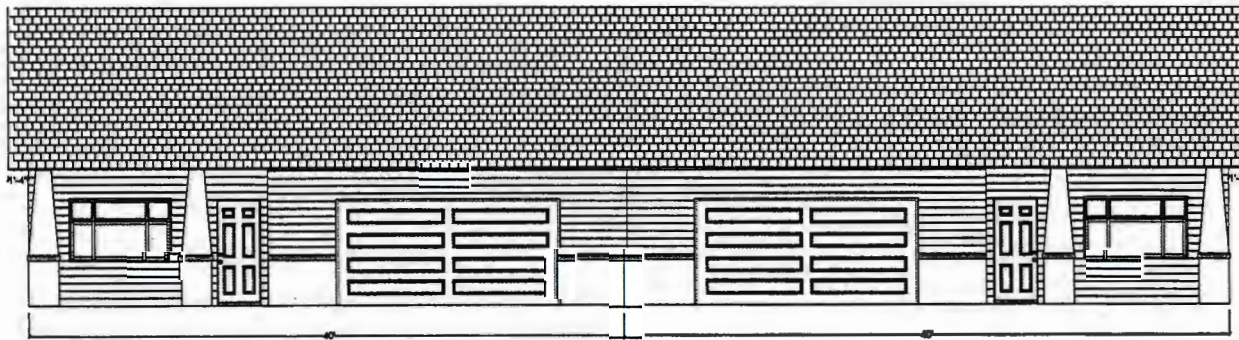
Drawn By: MC

Page: 3 of 6

Sheet:

C

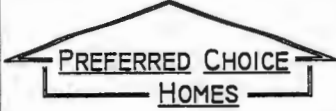




⊕ ELEVATION
SCALE: 1/8" = 1'-0"



⊕ ELEVATION
SCALE: 1/8" = 1'-0"

Approved By:	Issue Date: 9-29-2020	Project: Senior Cottage PUD Plan: Duplex
	Contact: Lindsey Cartwright Phone: 507-830-1305	Set: Preliminary 1 Scale: 1/8" = 1'-0"
	Contact: Jerry Bauer Phone: 507-822-3700	Drawn By: MC Page: 4 of 6
	Sheet: D	

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: APRIL 20, 2021
RE: Public Hearing – Residential Tax Abatement – 1972 Bud Road
DEPT: Development Department
CONTACT: Drew Hage, Development Director, at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

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

1. Hold Public Hearing on the proposed residential tax abatement.
 2. Adopt attached RESOLUTION approving the tax abatement for a new home to be constructed at 1972 Bud Road, Windom, MN 56101.
-

Issue Summary/Background

On April 6, 2021, the Windom City Council adopted a resolution calling for a Public Hearing to be held on April 20, 2021, to discuss the Cottonwood County Home Initiative Application for a new single-family home to be constructed at 1972 Bud Road, Windom, MN 56101.

The Applicants have met all statutory requirements outlined in Minnesota Statutes §469.1813 and the County's Home Initiative Guidelines necessary for approval of the tax abatement request.

Background: Minnesota Statutes give authority to Cities to grant an abatement of taxes imposed by the City if certain criteria are met.

In 2019, Cottonwood County renewed its “home initiative program” which provides guidelines and a program through which the County, City, and School can grant abatement of real estate taxes for new residential housing. The purpose of this initiative is to provide incentives to encourage construction of new owner-occupied and rental residential housing units including single-family homes, duplexes, and multi-family complexes.

On December 3, 2019, the City of Windom adopted a resolution approving the revised Cottonwood County Home Initiative Guidelines and renewing its participation in the Cottonwood County Home Initiative Program.

The program provides for a five-year abatement of real estate taxes on the increased market value of the property generated by the new home, duplex, or multi-family building. The abatement commences on the first year of taxes payable on the full increased assessed value of the property. The abatement does not include the real estate taxes on the land or any special assessments on the property.

Fiscal Impact

If the tax abatement is granted following the public hearing, the estimated abatement of real estate taxes by the City for the five-year period is \$5,350.

Attachments

1. Resolution Approving Tax Abatement for Certain Property Pursuant to Minn. Stat. §469.1813.
2. Public Hearing Notice
3. Cottonwood County Home Initiative Application Packet – 1972 Bud Road, Windom, MN.

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

CITY OF WINDOM

**RESOLUTION APPROVING TAX ABATEMENT FOR
CERTAIN PROPERTY PURSUANT TO MINN. STAT. §469.1813**

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

WHEREAS, in addition to the statutory requirements, the City of Windom has adopted the revised Cottonwood County Home Initiative Guidelines which must be met before an abatement of taxes will be granted for residential development; and

WHEREAS, Preferred Choice Homes, LLC ("Preferred Choice") is the owner of the following described real estate within Cottonwood County, Minnesota:

Parcel #s: 25-320-0900

Address of Property: 1972 Bud Road, Windom, MN 56101

Legal Description of Property: Lot 9, Block 1 of Gove Acres Subdivision to the City of Windom, Cottonwood County, Minnesota, (new subdivision platted from Lots 10, 11, and 12 of Billing's Subdivision No. 2 and a tract in SW¼ SW¼ of 24-105-36); and

WHEREAS, Preferred Choice proposes to construct a new home on this property; and

WHEREAS, Preferred Choice has made application to the City of Windom (the "City") for the abatement of taxes as to the above-described parcel; and

WHEREAS, Preferred Choice has met the statutory requirements outlined under Minnesota Statutes §469.1813 Subdivision 1(1) and Subdivision 1(2)(i) as well as the Cottonwood County Home Initiative Guidelines for tax abatement; and

WHEREAS, the City of Windom expects the benefits to the City of the proposed abatement agreement to at least equal the costs to the City of the proposed agreement and finds that the proposed abatement is in the public interest because it will increase or preserve the tax base.

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

1. The City of Windom does hereby grant an abatement to **PREFERRED CHOICE HOMES, LLC, a Minnesota limited liability company**, of the City of Windom's share of property taxes upon the above-described parcel based on the proposed construction of a new single-family home on said parcel.
2. The tax abatement will be for no more than five (5) years commencing on the first year of taxes payable for the full assessed value related to the capital improvement (new home) as outlined in Cottonwood County Home Initiative Guidelines.
3. The City shall provide the awarded abatement payment following payment by the property owners of the property taxes due annually. One single payment of the City's share of the abatement shall be made to the property owner(s) of record by December 30th of that calendar year.
4. The tax abatement shall be for the residential capital improvements only. Land values and the current base value are not eligible and will not be abated.
5. The abatement shall be null and void if construction of the new duplex is not commenced within six (6) months of the approval of this resolution or if property taxes are not paid on or before the respective annual payment deadlines.

Adopted by the City Council this 20th day of April, 2021.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

PUBLIC HEARING NOTICE

CITY OF WINDOM, MINNESOTA

RESIDENTIAL PROPERTY TAX ABATEMENT

A Public Hearing will be held by the Windom City Council on Tuesday, April 20, 2021, at the City Council Meeting which begins at 6:30 P.M. in the City Council Chambers at the City Hall, 444 Ninth Street, Windom, Minnesota, to consider granting a residential property tax abatement pursuant to Minnesota Statutes §469.1813.

Request submitted by Preferred Choice Homes, LLC. Abatement period – 5 years commencing on first year of taxes payable for the full assessed value related to the new home. Based on 2021 TNT rates, **estimated** total abatement could be approximately \$5,350.

Property Address: 1972 Bud Road, Windom, MN 56101

Legal Description of Property: Lot 9, Block 1 of Gove Acres Subdivision to the City of Windom, Cottonwood County, Minnesota, (new subdivision platted from Lots 10, 11, and 12 of Billing's Subdivision No. 2 and a tract in SW¼ SW¼ of 24-105-36);

Parcel No.: 25-320-0900

All parties interested in commenting on this proposed abatement may attend the public hearing or submit written comments to the address below prior to the hearing.

BY ORDER OF THE WINDOM CITY COUNCIL

Steven Nasby, City Administrator
444 Ninth Street
P. O. Box 38
Windom, MN 56101
Phone: 507-831-6129

Published: April 7, 2021
(COTTONWOOD COUNTY CITIZEN)

March 25, 2021

To: Cottonwood County Home Initiative Administrator

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

Re: Request for Residential Tax Abatement

Dear Drew:

We plan to construct a new single-family home on property at Gove Acres Lot 9 Block 1 in Windom. We are requesting residential tax abatement for the new home pursuant to the Cottonwood County Home Initiative. Our plans are to begin construction of the new home this year.

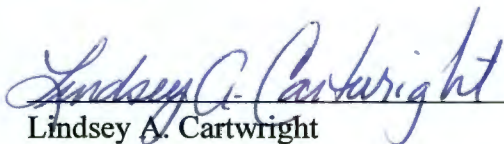
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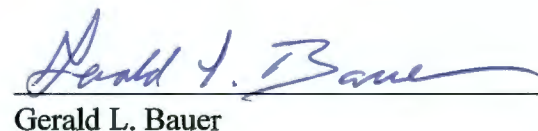
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3. Aerial or plat map showing the lot lines of the property;
4. A site plan showing the proposed location and dimensions of the new home on the property;
5. Floor plans for the new home;
6. Estimated market value of the new home.

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

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

Sincerely,


Lindsey A. Cartwright


Gerald L. Bauer

Applicants: Preferred Choice Homes

Home Address: 237 Buckwheat Ave, Windom, MN 56101

Contact Phone No(s): 507-830-1305 507-822-3700

ATTACHMENT
to
COTTONWOOD COUNTY HOME INITIATIVE APPLICATION

Applicant: Preferred Choice Homes, LLC

Parcel ID Nos.: 25.320.0900

Address of the Property: 1972 Bud Road, Windom, Minnesota 56101

Legal Description of the Property: Lot 9, Block 1 of Gove Acres Subdivision to the City of Windom, Cottonwood County, Minnesota.

Original Description (prior to platting of subdivision):

Exhibit A

Subject Property

Lots 10, 11, and 12, Billing's Subdivision No. 2, City of Windom, Cottonwood County, Minnesota

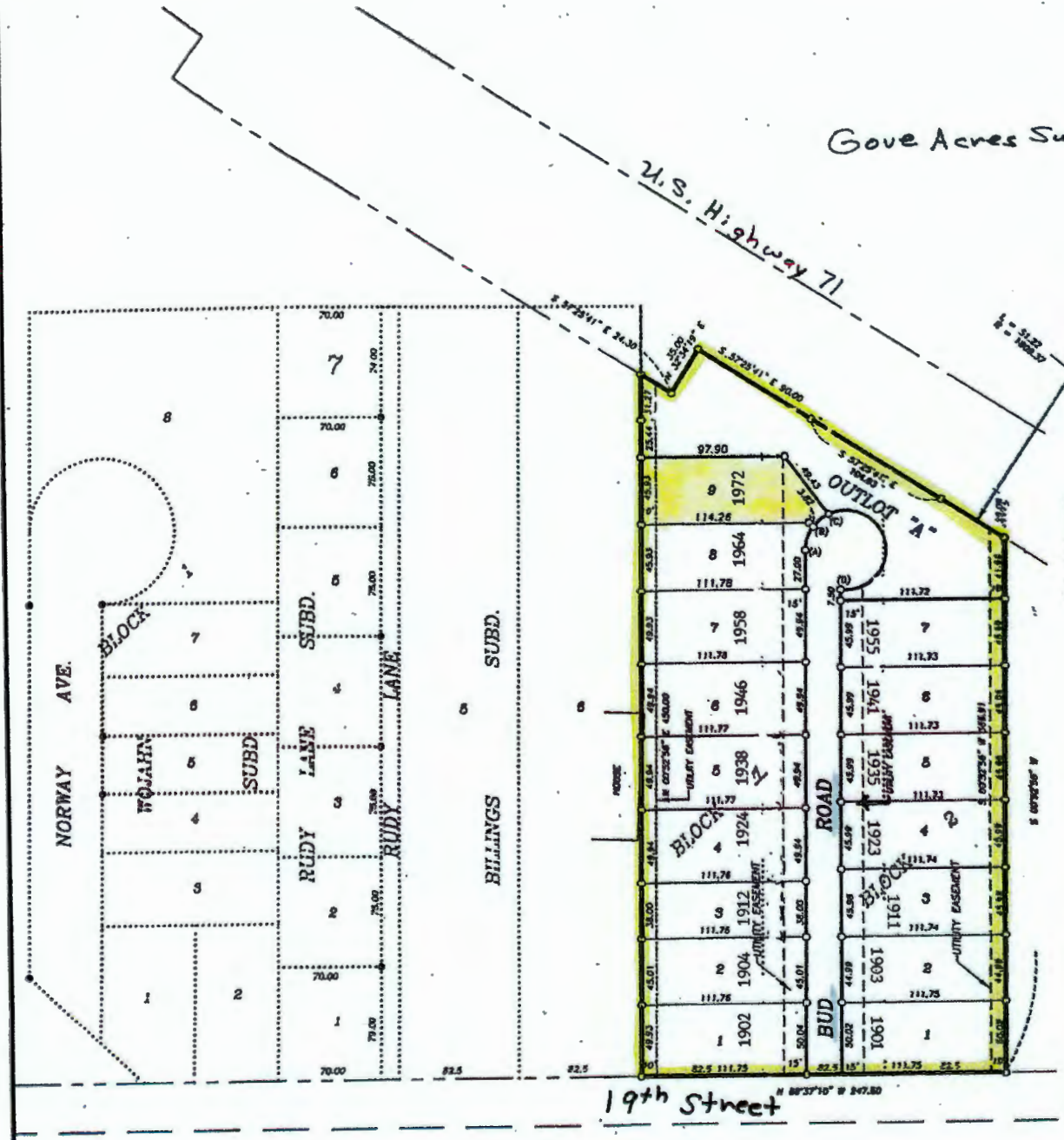
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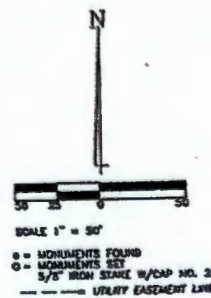
Estimated Market Value of the New Home: \$146,025

Grove Acres Subdivision

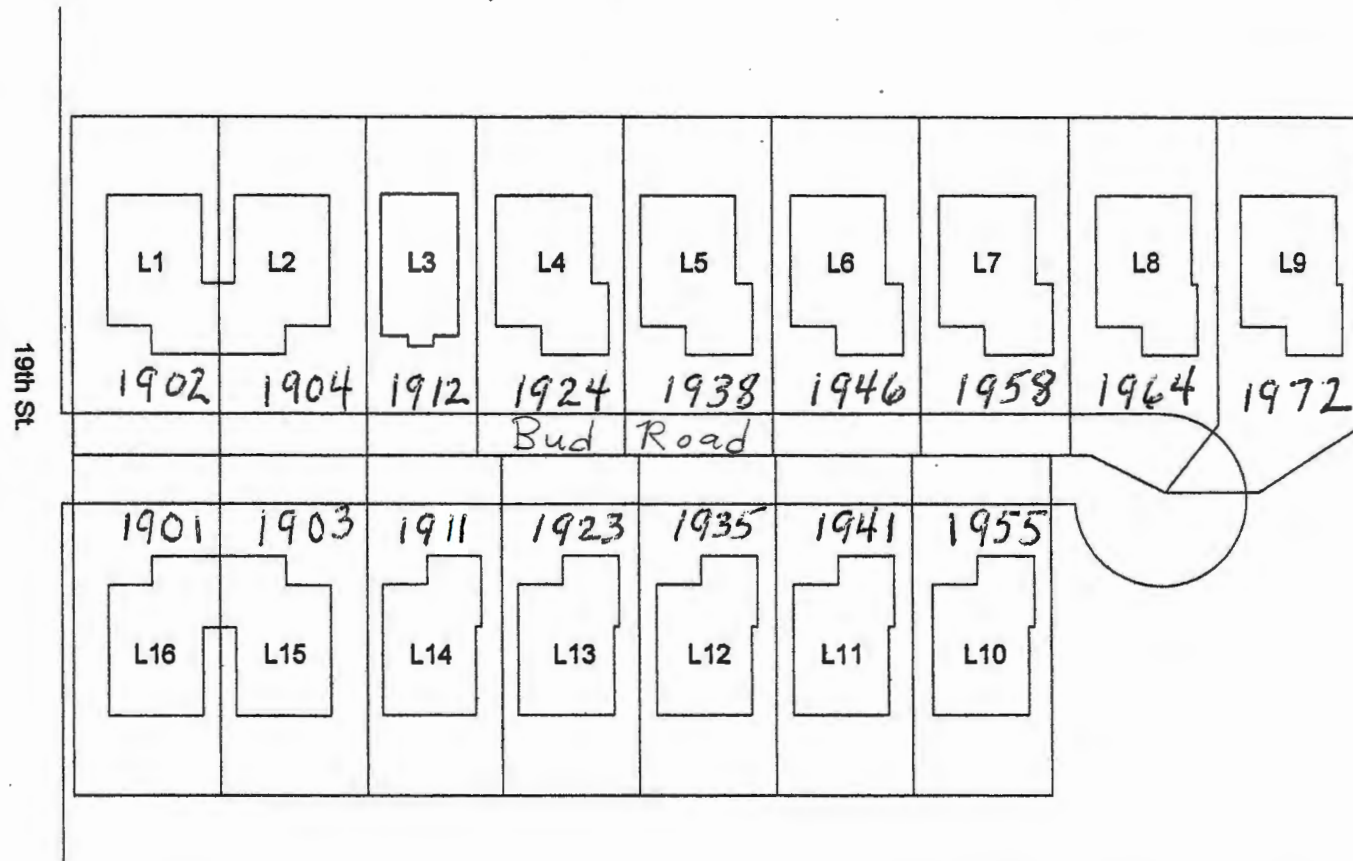
U.S. Highway 71



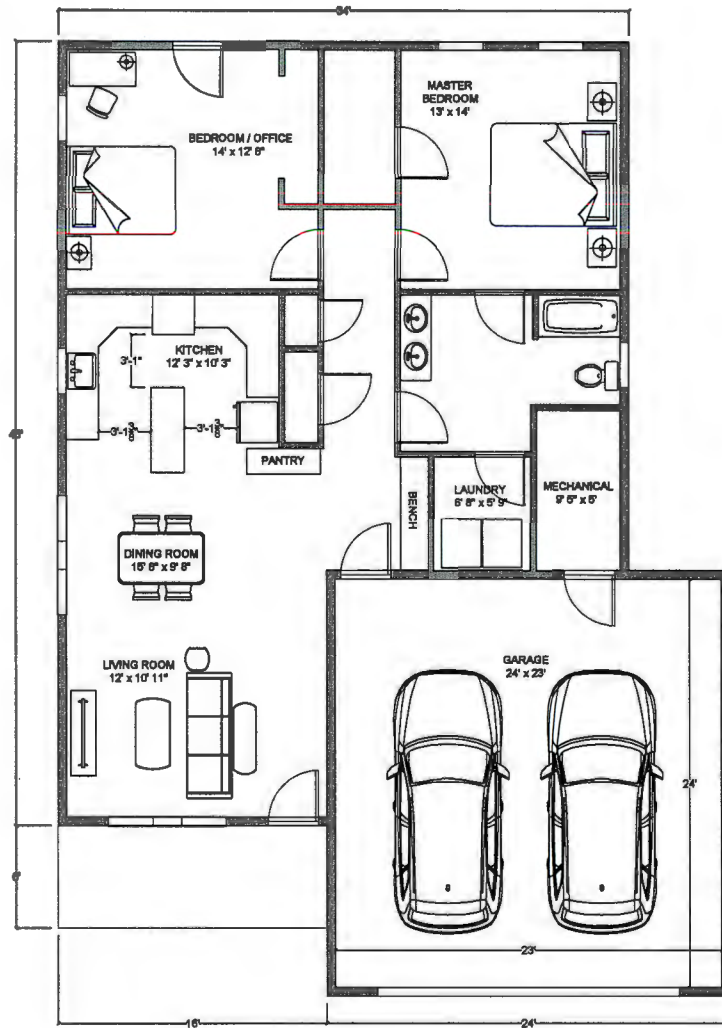
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CURVE (B)-(C)
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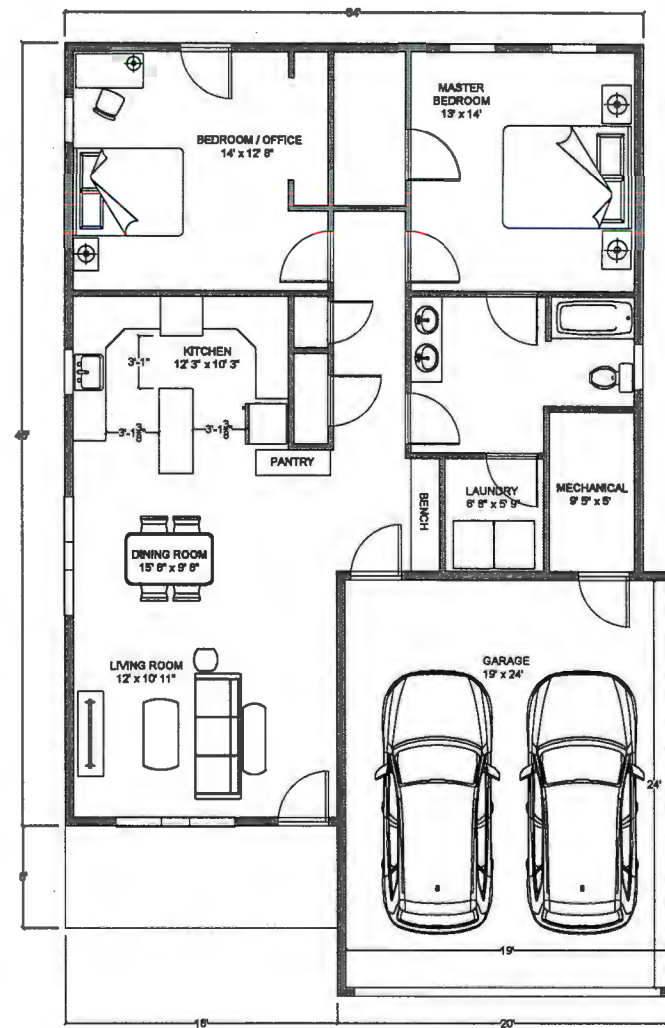
Addresses Gove Acres



Approved By:	Issue Date: 10-28-2020	Project: Senior Cottage PUD	
	Contact: Lindsey Cartwright Phone: 507-630-1305	Plan: Lot Layout	
	Contact: Jerry Bauer Phone: 507-622-3700	Set Approval Set 2	Sheet:
		Scale: 1/32" = 1'-0"	Drawn By: MC
		Page: —	LOT



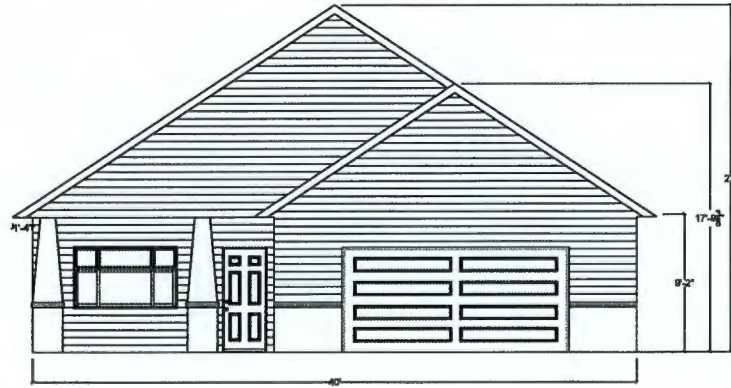
FURNITURE PLANS
 SCALE: 3/16" = 1'-0"



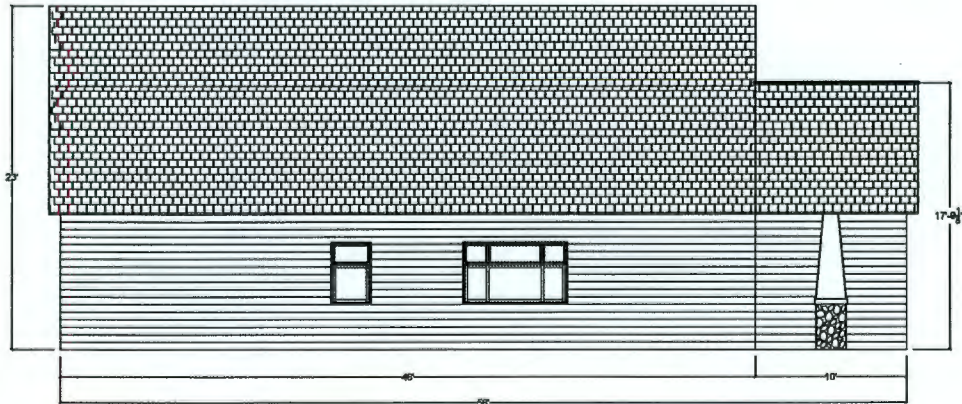
Approved By:	Issue Date: 10-28-2020	Project: Senior Cottage PUD
	Contact: Lindsey Cartwright Phone: 507-630-1305	Plan: Furniture Plan
	Contact: Jerry Bauer Phone: 507-822-3700	Set: Approval Set 2
		Scale: 3/16" = 1'-0"
		Drawn By: MC
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ⓑ ELEVATION
1 SCALE: 1/8" = 1'-0"



ⓑ ELEVATION
2 SCALE: 1/8" = 1'-0"

Approved By:	Issue Date: 9-29-2020	Project: Senior Cottage PUD Plan: Cottage Plan	
	Contact: Lindsey Cartwright Phone: 507-830-1305 Contact: Jerry Bauer Phone: 507-822-3700	Set: Preliminary 1	Sheet: B
		Scale: 3/16" = 1'-0"	
		Drawn By: MC Page: 2 of 6	

RESOLUTION #2021-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

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

WHEREAS, the City of Windom wishes to express grateful recognition and appreciation to **GLENN LUND** for his untiring and valuable service faithfully rendered to the City of Windom commencing on December 2, 1996, through April 30, 2021.

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

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

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

Adopted this 20th day of April, 2021.

Dominic Jones, Mayor

Attest: _____

Steven Nasby, City Administrator

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

2021 DRINKING WATER WEEK PROCLAMATION

WHEREAS, water is our most valuable natural resource; and

WHEREAS, healthy communities and a vibrant economy rely on safe and reliable drinking water; and

WHEREAS, only tap water delivers public health protection, fire protection, support for our economy and the quality of life we enjoy; and

WHEREAS, any measure of a successful society – low mortality rates, economic growth and diversity, productivity, and public safety – are in some way related to access to safe water; and

WHEREAS, dedicated City Water Operators work every day to operate, maintain, and manage the City of Windom's water system and deserve our gratitude for their tireless efforts to keep our water safe and flowing; and

WHEREAS, we are all stewards of the water infrastructure upon which future generations depend; and

WHEREAS, public awareness of the importance of safe tap water is critical to supporting and sustaining this resource; and

WHEREAS, each citizen of our city is called upon to help protect our source waters from pollution, to practice water conservation, and to get involved in local water issues by getting to know their water sources.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the week of May 2-8, 2021, is proclaimed as "There When You Need It" Drinking Water Week. All residents are encouraged to help protect our source waters, practice water conservation, and to thank your local Water Operators for ensuring "There When You Need It" clean safe drinking water for our community.

Adopted by the Council this 20th day of April, 2021.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

2021 NATIONAL HOSPITAL WEEK PROCLAMATION

WHEREAS, National Hospital Week is May 9-15, 2021, "Inspiring Hope Through Healing" #MyHospital stands with the more than 5,000 other U.S. hospitals in providing quality patient care to all Americans #HospitalWeek; and

WHEREAS, individuals all across the country will be celebrating this event; and

WHEREAS, the hard working people who compose our hospitals deserve universal regard and appreciation for keeping our community healthy.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that in recognition of this event, the City Council does hereby proclaim the week of May 9-15, 2021, as

NATIONAL HOSPITAL WEEK.

The Mayor and City Council encourage the community members to express their appreciation with a sincere "Thank You" to all the dedicated people who provide the skill, facilities and technologies that make trustworthy, reliable, quality patient health care possible in our community.

Adopted by the Council this 20th day of April, 2021.

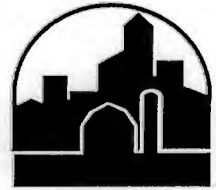
Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

**WINDOM AREA HEALTH
INCOME STATEMENT
FY 2022 BUDGET**

	4/30/2020	Projected 4/30/2021	2022 Budget
REVENUES			
Total Patient Revenue	35,264,679	39,425,000	41,500,000
Deduction From Revenue	(14,967,083)	(17,300,000)	(18,325,000)
Other Income	674,931	1,025,000	225,000
Net Revenue from Operations	20,972,527	23,150,000	23,400,000
EXPENSE			
Employee Salaries	7,502,952	7,725,000	8,375,000
Employee Benefits	2,571,541	2,425,000	2,750,000
Pharmaceuticals	785,589	800,000	850,000
Supplies	1,360,383	1,675,000	1,800,000
Rents/Utilities	300,173	305,000	320,000
Purchased Services	4,437,133	4,350,000	4,800,000
Other Direct Expenses	1,306,111	1,325,000	1,400,000
Provision for Bad Debt	422,279	575,000	545,000
Depreciation	1,472,603	1,435,000	1,615,000
Interest Expense	171,635	170,000	165,000
Total Expense	20,330,399	20,785,000	22,620,000
Net from Operations	642,128	2,365,000	780,000
Non-Operating Income	191,866	200,000	217,500
Net Income (Loss)	833,994	2,565,000	997,500

AGENDA 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: April 12, 2021
RE: Presentation of Feasibility Study completed by TSP, Inc.
DEPT: Liquor Store
CONTACT: John Nelson Email: John.Nelson@windommn.com Phone: (507) 831-6132

Recommendations/Options/Action Requested

No recommended actions are to be taken at this time. This item is an informational presentation to the City Council on the results of the feasibility study completed by TSP, Inc.

Issue Summary/Background

On July 7, 2020, the Windom City Council approved advertising a Request for Proposal (RFP) to begin exploring options for expanding the current liquor store or construction of a new liquor store. On September 1, 2020, the City Council approved the hiring of TSP, Inc to complete the feasibility study. Since then members appointed by Mayor Jones worked with Tim Jensen, Principal-in-Charge, and Greg Schoer, Project Manager & Project Architect in compiling information to be presented in the feasibility study.

As of April 9, 2021, the Feasibility Study was completed and sent to the City of Windom. This feasibility study contains information about the conceptual designs presented to the City of Windom. These designed concepts are not final and can be modified during Phase 2, which would be the Design & Construction Services done by TSP, Inc.

Tim Jensen and Greg Schoer, TSP, Inc. will be present to review the information regarding the site options and conceptual designs for River Bend Liquor. John Nelson, Liquor Store Manager, and Steve Nasby, City Administrator, will discuss the financial information contained in the report.

The next step in this process, if directed by the City Council, is to contract with TSP, Inc for Phase 2.

Fiscal Impact

If choosing to continue with Phase 2. There would be a lump sum fee of 10%-12% of total estimated construction costs as laid out in section 7.0 of the feasibility study.

Attachments

1. TSP, Inc. – River Bend Liquor Feasibility Study



Architecture
Engineering
Planning

RIVER BEND LIQUOR STORE FEASIBILITY STUDY

City of Windom

TSP Project #: 03201413

APRIL 1, 2021

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- 1.0 INTRODUCTION**
- 2.0 ARCHITECTURAL ASSESSMENT**
- 3.0 SITE ASSESSMENTS**
 - 3.1 Site 1, Existing Building
 - Site Plan, 3D Site Diagram
 - 3.2 Site 1, Building 01 – Existing Building Addition/Renovation on Existing Site #1
 - Site Plan
 - 3.3 Site 1, Building 02 – New Building on Existing Site #1
 - Site Plan
 - 3.4 Site 2, Building 03 – Interior Build-out, within former Skopko Building
 - Site Plan
 - 3.5 Site 2, Building 04 – New Building on New Site #2
- 4.0 BUILDING CONCEPTS**
 - 4.1 Building 01 – Existing Building Addition/Renovation on Existing Site #1
 - Floor Plan, Floor Plan – 3D
 - Renderings and Materials
 - Key Points to Consider for Building 01
 - 4.2 Building 02 – New Building on Existing Site #1
 - Floor Plan, Floor Plan – 3D
 - Renderings and Materials
 - Key Points to Consider for Building 02
 - 4.3 Building 03 – Interior Build-out
 - Floor Plan, Floor Plan – 3D
 - Key Points to Consider for Building 03
 - 4.4 Building 04 – New Building on New Site #2
- 5.0 SPACE PROGRAM**
- 6.0 SHELVING**
 - 6.1 Building 01 – Existing Building Addition/Renovation Shelving Layout
 - 6.2 Building 02 – New Building Shelving Layout
 - 6.3 Building 03 – Interior Build-out Shelving Layout
 - 6.4 Vendor Feedback – Plan-o-grams
- 7.0 BUILDING/SITE COST ESTIMATES**
- 8.0 RIVER BEND LIQUOR PROJECTIONS**
 - 8.1 General Information
 - 8.2 Market Analysis
 - 8.3 Effects of New or Renovated Facilities on Sales
 - 8.4 Future Sales Projections
 - 8.5 Financial Resources and Feasibility

1.0 INTRODUCTION

The City of Windom selected TSP Inc. in September of 2020 to perform a feasibility study of upgrading the River Bend Liquor store in Windom, MN. This scope of this study was to identify and evaluate conceptual options for consideration and comparison. Each option in this study is represented as a potential concept that explores spaces, adjacencies, layout, and material palettes. **Please note that these options are only conceptual in nature and no design decisions have been firmly made.** Future design phases, if desired, will dive deeper into the details of each option. The conceptual options in this study simply capture some of the ideas and preferences we heard in our meetings with committee members and allow for comparison discussions, including potential construction related costs. The goal of this study is to provide enough information to help the Windom City Council make an informed decision on the future of River Bend Liquor.

2.0 ARCHITECTURAL ASSESSMENT

As part of the assessment process TSP architects conducted a visual review of the existing liquor store building and the general conditions of the existing site.

EXISTING BUILDING HISTORY

The existing building was built in the 1970s. In the 1990s there was an exterior remodel with additional upgrades in 2001 and 2002. The existing building's square foot is approx. 4,500 sf.

Liquor Store Address:

River Bend Liquor
575 2nd Ave N,
Windom, MN 56101

EXISTING SITE

The existing liquor store building is located along the Hwy 60/71 corridor near the intersection with Hwy 62/6th Street, in the central part of town. This building has great visibility from the two main highways through town. The parking lot is easily accessed from both Hwy 60/71 and 6th Street. The City owns the front parking lot (approximately 20') to the north and the driveway area (approximately 30'). The adjacent lot to the north is private property. The City owns east of the building (approximately 40') and the gravel lot behind the building (approx. 50') to the south. This existing site is approximately .61 acres.

GENERAL BUILDING CONDITIONS

The following information on the construction, materials, and layout of the existing building was obtained from *site observations* and staff correspondence. TSP did not perform an in-depth study of the building envelope (walls, roof, floor, and ceiling), structural, mechanical, or electrical systems.

BUILDING EXTERIOR ENVELOPE

Floor Structure:

The floor is concrete slab-on-grade.

Roof Structure:

Low-slope metal hip roof built on top an existing pre-cast roof structure. Roof slopes in all four directions.

Exterior Walls:

The existing building is constructed of exterior walls of concrete masonry units.

Windows:

Windows are aluminum storefront in a medium or dark bronze color.

INTERIOR, FINISHES AND MATERIALS***Floor Finishes:***

The retail floor space is a combination of carpet and vinyl tile. The warehouse floor is sealed concrete.

Walls (Interior Partitions) and Finishes:

Walls are comprised of CMU with wallpaper over gypsum board.

Upper walls and soffits are painted gypsum board.

Doors:

Solid-core and decorative wood doors on hollow-metal frames within the retail floor area.

Painted dark brown. Hollow-metal doors on hollow-metal frames within the warehouse area.

Ceilings:

Ceilings are suspended grid acoustic tiles, 2x2 size.

Vertical Circulation: Stairs

A small run of stairs up to office area which sit about 4'-0" above the retail floor.

Vertical Circulation: Lift (Elevator)

No lift or elevator is present.

CASEWORK, EQUIPMENT, AND SHELVING UNITS***Casework: Point-of-Sales Stations:***

Sales counter has wood on it's vertical face with plastic laminate for the countertop surface.

Retail Display: Shelving Units:

Majority of perimeter and floor shelving is metal shelving units.

Equipment: Reach-in Coolers

13 cooler doors.

ADA COMPLIANCY

The American Disabilities Act (ADA) was enacted into law in 1990 by the Federal Government to provide civil rights protections and nondiscrimination on the basis of disability. This law guides space layout and design of buildings new and renovated buildings.

ADA Checklist:

The majority of the spaces and access into the store appear to be ADA compliant. The one inaccessible room is the store manager's office which is only accessible via a 4'-0" run of stairs.

EXISTING BUILDING CONSTRAINTS / PHYSICAL NEEDS

Some of the building and layout constraints observed include:

1. Narrow aisles for customer shopping. ADA accessibility is difficult with stacked product on the floor.
2. Product is stacked above 5'-0" which becomes hard for customers to reach.
3. Poor visibility from front Point of Sales station because of stacked product, tall floor coolers, structural columns, and general layout of store.
4. Natural light is minimal. Daylight enters from two windows at the NW corner and also from the Main Entry vestibule.
5. Shortage of bulk storage and cooler space.

EXISTING BUILDING PHOTOGRAPHY

Reference attached Exhibits for photographs of existing facility:

1. Exhibit 2.0A - Exterior photos
2. Exhibit 2.0B - Interior photos

Existing Building Photography (Exterior)

Exhibit 2.0A



NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION



EAST ELEVATION



EXTERIOR DETAILS

Existing Building Photography (Interior)

Exhibit 2.0B



VESTIBULE



VESTIBULE



RETAIL FLOOR



RETAIL FLOOR



RETAIL FLOOR



RETAIL FLOOR



COOLER



4-DOOR REACH-IN



9-DOOR REACH-IN



RETAIL FLOOR



RESTROOM



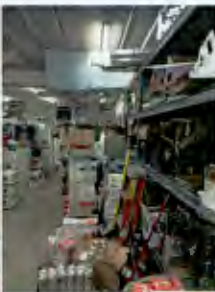
BACK HALLWAY



COOLER



WAREHOUSE



MECHANICAL SYSTEM



MECHANICAL ROOM

3.0 SITE ASSESSMENTS

Reference attached drawings.

3.1 Site 1, Existing Building

Site Plan, 3D Site Diagram

3.2 Site 1, Building 01 – Existing Building Addition/Renovation on Existing Site #1

Site Plan

3.3 Site 1, Building 02 – New Building on Existing Site #1

Site Plan

3.4 Site 2, Building 03 – Interior Build-out, within former Skopko Building on New Site #2

Site Plan

3.5 Site 2, Building 04 – New Building on New Site #2

3.0 SITE ASSESSMENTS

Two site locations within Windom, MN were reviewed per the Client's request. The following site options listed below were explored as potential locations at which a liquor store could either be renovated, expanded, or built new. The City shared information about potential DOT concerns with each site and possible collaboration with the Windom Economic Development Authority (EDA). At each site, site visibility, site access, traffic flow and parking were all considered.

3.1 Site 1, Existing Building

The existing River Bend Liquor building is located at the southeast corner of the intersection of Hwy 60/Hwy 71 and Hwy 62/6th Street, on the main traffic corridors near the central part of town. This building has great visibility from the highways. The parking lot is easily accessed from both Hwy 60/71 and 6th Street. Although the north parking lot is privately owned, it is used by both the adjacent strip mall clients and used after-hours as overflow parking for the liquor store customers. The liquor store has a large monument sign on a post located south of the building. There is also an existing electrical transformer box located south of the building, which serves the current liquor store. Reference Exhibits 3.1A and 3.1B.

3.2 Site 1, Building 01 – Existing Building Addition/Renovation on Existing Site #1

This option explored leaving the existing building and north parking in place but increasing the size of the building by adding additional building space to the east and south sides. Parking would be located on two sides of the building (north and east). This option allows the liquor store to stay contained in its own parcel of land with no need to purchase additional land. The existing sign could stay, but the existing electrical transformer would likely move. Reference Exhibit 3.2.

3.3 Site 1, Building 02 – New Building on Existing Site #1

This option explored demolition of the existing liquor store building and building an entirely new building on the same site, but further east to allow a drive-thru lane on the west side of the building. Land south of the liquor store's parcel of land would need to be purchased from the EDA to accommodate the building's new length and deliveries. Parking would be located on two sides of the building (north and east). The existing sign and existing transformer would need to be relocated.

This option explored adding one potential tenant space directly attached to the new liquor store building. Several options for the location of a drive-thru lane were explored, but in every scenario, stacking of cars or traffic flow for the benefit of the drive-thru tenant was at the expense of all other businesses. The final design shows that a tenant space would be attached to the south side of the new liquor store building. The new building would be located to accommodate a drive-through approach lane between the highway and west side of the building. A truck delivery area would be shared by both the Liquor Store and Tenant space, but each space would have their own separate entries. Both the Tenant Space and the new liquor store would have great visibility from the highway. Reference Exhibit 3.3.

In addition to the new liquor store building, this site layout still allows for a future strip mall development to the south. This future strip mall could potentially be designed with additional drive-thru lanes.

Note that for the purpose of this study, the opinions of probable construction costs do not include land purchases and building costs associated with tenant spaces or potential future strip malls. These costs would likely be the responsibility of the developer and tenants.

3.4 Site 2, Building 03 – Interior Build-out, within former Skopko Building on New Site #2

The second new site explored sits along a frontage road (1st Ave N) adjacent to Hwy 60 on the north edge of town. The site currently contains a vacant building, formally occupied by Shopko. This existing building was explored as an opportunity to take advantage of adjacencies and shared customers. If part of the existing Shopko building potentially turns into a grocery store, then locating the liquor store adjacent to the grocery store could provide benefit for both businesses with cross-traffic and exposure to potential customers. The existing parking lot would be shared by the grocery store, liquor store, and other future tenant spaces. The existing loading dock could be shared by both the grocery store and liquor store. This option would require an interior build-out of a portion of the existing building. Since the building shell is in place and the parking already exists, there is very little site development associated with this interior buildout. Reference Exhibit 3.4.

3.5 Site 2, Building 04 – New Building on New Site #2

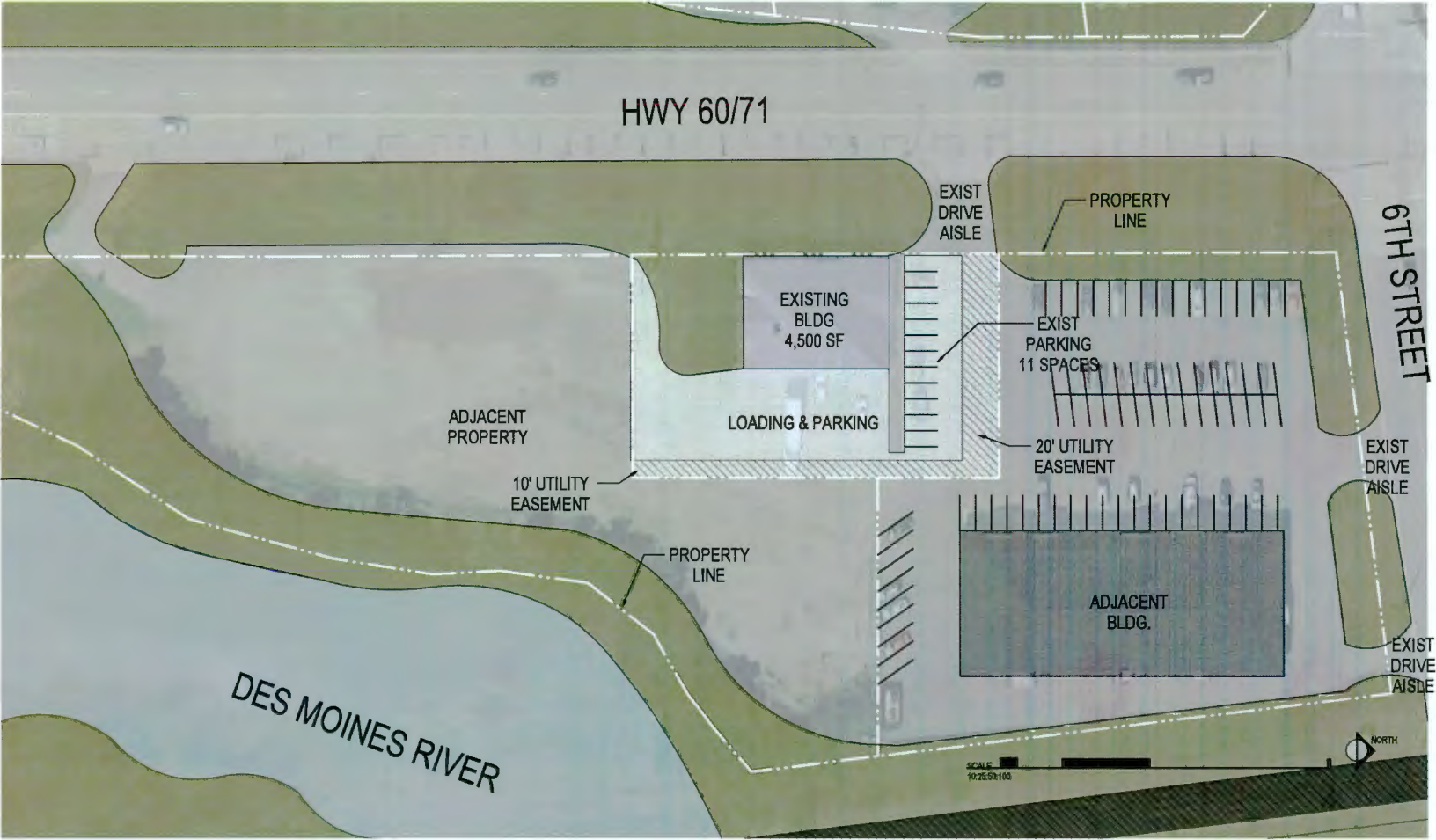
The Windom EDA owns an odd-shaped portion of land between the land with the vacant Shopko building on it and the Guardian Inn property. A new building could potentially be located between the vacant Shopko building and the Guardian Inn. A large portion of this open land is wetland, so the shape of useable land is really limited. The land that remains buildable is L-shaped along the frontage road and adjacent Shopko parking lot. This plot of land was explored as a location which would be advantageous only if the former Shopko building attracts a high-traffic grocery store. The existing parking lot could potentially be shared, or a new parking area designated for liquor store customers could be built adjacent to the existing one.

A number of site challenges were identified and discussed. Dimensions of the buildable land on this site creates challenges for how a 10,000 SF building could be located here with appropriate parking and delivery area. The majority of the site is wetlands, which likely creates footing and foundation design concerns. There were also concerns with the location of an existing drainage culvert which daylights onto the lot, as well as other MN-DOT concerns. There would also be additional costs for the adjacent land that would most likely need to be purchased. There are many unknowns and likely site preparation costs associated with construction of a new building at this location.

During this feasibility study, this site was eliminated from further development by the Client, as this land was being considered for sale. Therefore, conceptual site layout drawings for this option are not included in this study.

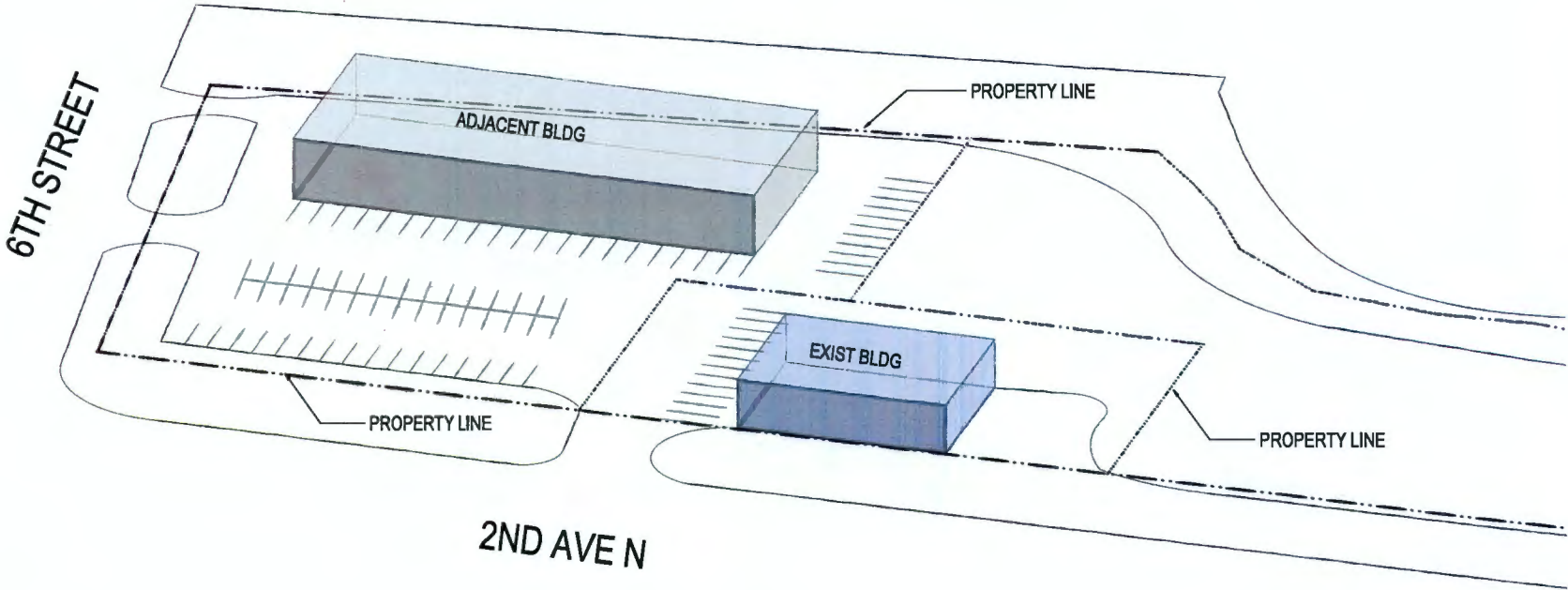
SITE PLAN - EXIST

Exhibit 3.1A



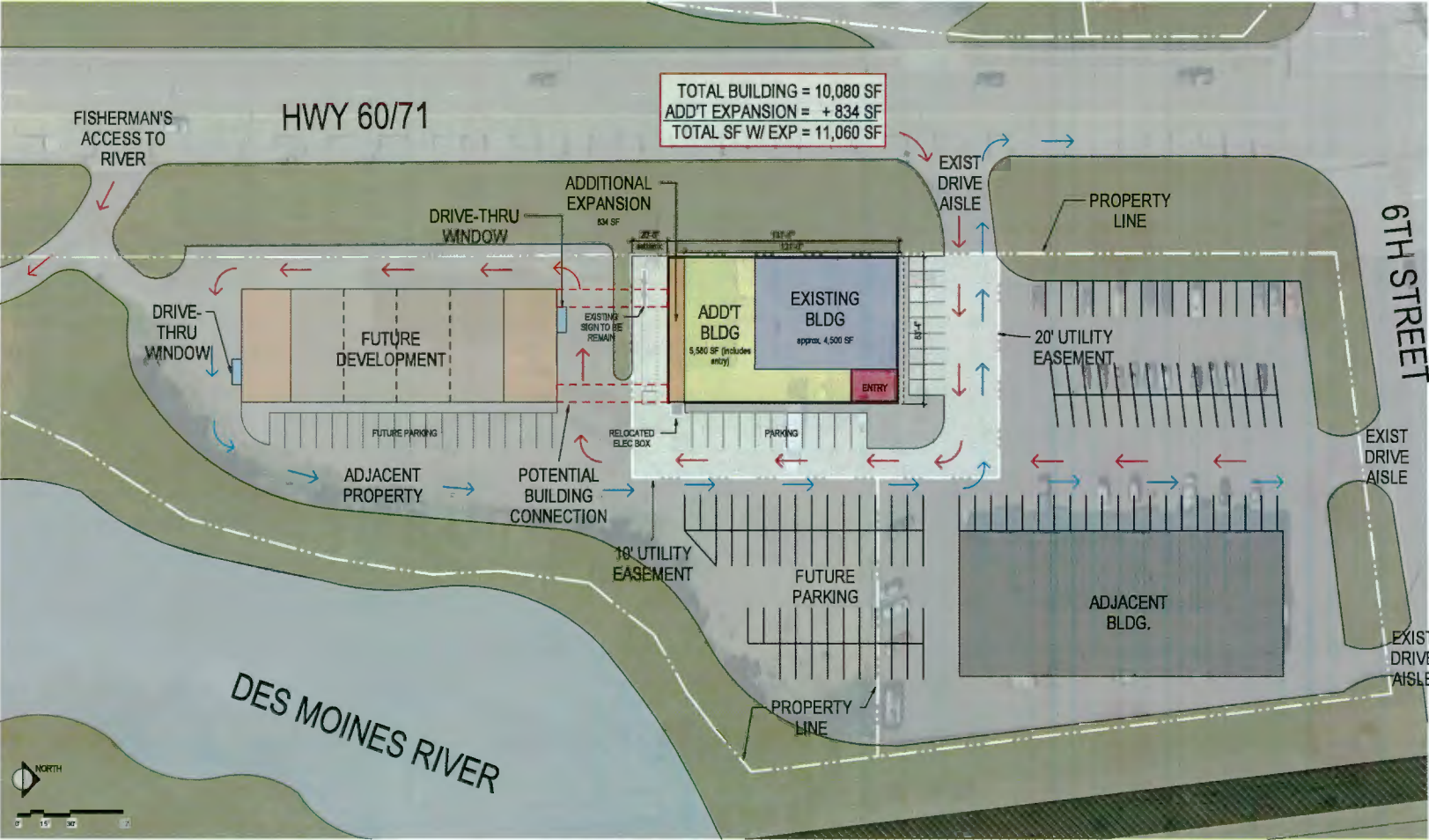
3D SITE 1 - EXIST

Exhibit 3.1B



SITE 01 - BUILDING 01 - SITE PLAN (EXISTING BLDG/ADDITION + NEW STRIP MALL BLDG)

Exhibit 3.2



(NEW BLDG + NEW STRIP MALL BLDG)

Exhibit 3.3



SITE 02 - BUILDING 03 - SITE PLAN (NEW ADDITION ON SHOPKO SITE)

Exhibit 3.4



4.0 BUILDING CONCEPTS

Reference attached drawings.

4.1 Building 01 – Existing Building Addition/Renovation on Existing Site #1

Floor Plan

Floor Plan – 3D

Renderings

Key Points to Consider for Building 01

4.2 Building 02 – New Building on Existing Site #1

Floor Plan

Floor Plan – 3D

Renderings

Key Points to Consider for Building 02

4.3 Building 03 – Interior Build-out on New Site #2

Floor Plan

Floor Plan – 3D

Key Points to Consider for Building 03

4.4 Building 04 – New Building on New Site #2

4.0 Building Concepts

A variety of building layout options were explored during this study. The following four layouts represent the preferred concept for each of the options explored. Each layout represents a building which is approximately 10,000 sf in overall size. With each floorplan layout, customer visibility and security, store access, customer flow, location of products, natural daylight, and customer's experience were all considered. Each conceptual option attempts to maximize both the perimeter wall shelving and the gondola floor shelving.

4.1 Building 01 – Existing Building Addition/Renovation on Existing Site #1

This option explored the addition and renovation to the existing River Bend Liquor building. The building remains at its current location near the intersection of the Hwy 60/71 and Hwy 62/6th Street, which are the two main traffic corridors through town. A new building addition is proposed along the east and south sides. An optional 1,000 sf of Warehouse space could also be added to the south end of the base 10,000 sf building to allow for more storage capacity for bulk purchases.

The new addition provides an opportunity to bring in an abundance of natural daylight into the store. Daylight enters the store through the glassy new entry vestibule at the NE corner, as well as along the east wall through large clerestory windows located above and between the lower perimeter shelving units. Reference Exhibits 4.1A and 4.1B.

The exterior material palette proposed for this option is illustrated in Exhibits 4.1C & 4.1D and includes:

Black, standing seam metal wall panels, various widths; a gabion filled with multi-colored river rock; warm and inviting natural wood accents, stained deep red and installed vertically; 2'-wide, narrow windows with vision glazing; Kalwall (translucent wall panels) above the gabion walls/natural wood walls; and white, translucent (frosted) glazing at the entry vestibule area with a neon sign in front.

4.2 Building 02 – New Building on Existing Site #1

This option explored a new building built on the existing liquor store site, but with the building shifted east to allow a drive-thru lane on the west side of the building, and with a potential tenant space attached on the south end of the new liquor store building.

The new building provides even more opportunity for bringing in an abundance of natural daylight into the store from more than one direction. In this layout, daylight enters the store through the glassy new entry vestibule at the NE corner, all along the east wall through large clerestory windows located above and below the lower perimeter shelving units, along the north wall, and potentially from a portion of the west wall directly into the Retail floor area. In addition to this, the design proposes a large clerestory window from the west. This window brings natural daylight into the center of the store and it also functions as a lantern at night which shines out to the travelers on the highway letting them know that this store is clearly open for business. Reference Exhibits 4.2A and 4.2B.

The exterior material palette proposed for this option is illustrated in Exhibits 4.2C & 4.2D and includes:

Black, standing seam metal wall panels, various widths; a gabion filled with multi-colored river rock; partial-height, galvanized trellis system; full-height, warm and inviting natural wood accents, stained deep red and installed vertically; 2'-wide, narrow windows with vision glazing; white, translucent (frosted) glazing above the gabion walls and vision glazing at the entry vestibule area with a neon sign in front.

4.3 Building 03 – Interior Build-out on New Site #2

This option explored an interior build-out within the existing vacant Shopko building. A 10,000 sf portion of the building would be renovated into a new liquor store space. The floorplan layout is long and narrow due to the depth of the existing building. There is little opportunity for new daylight through the walls, but daylight could potentially come from skylights. The interior materials would be similar to those proposed for the other options. Reference Exhibit 4.3.

An interior build-out cost estimate was created to compare against the other building options, but exterior façade concepts were not required, per the Client.

4.4 Building 04 – New Building on New Site #2

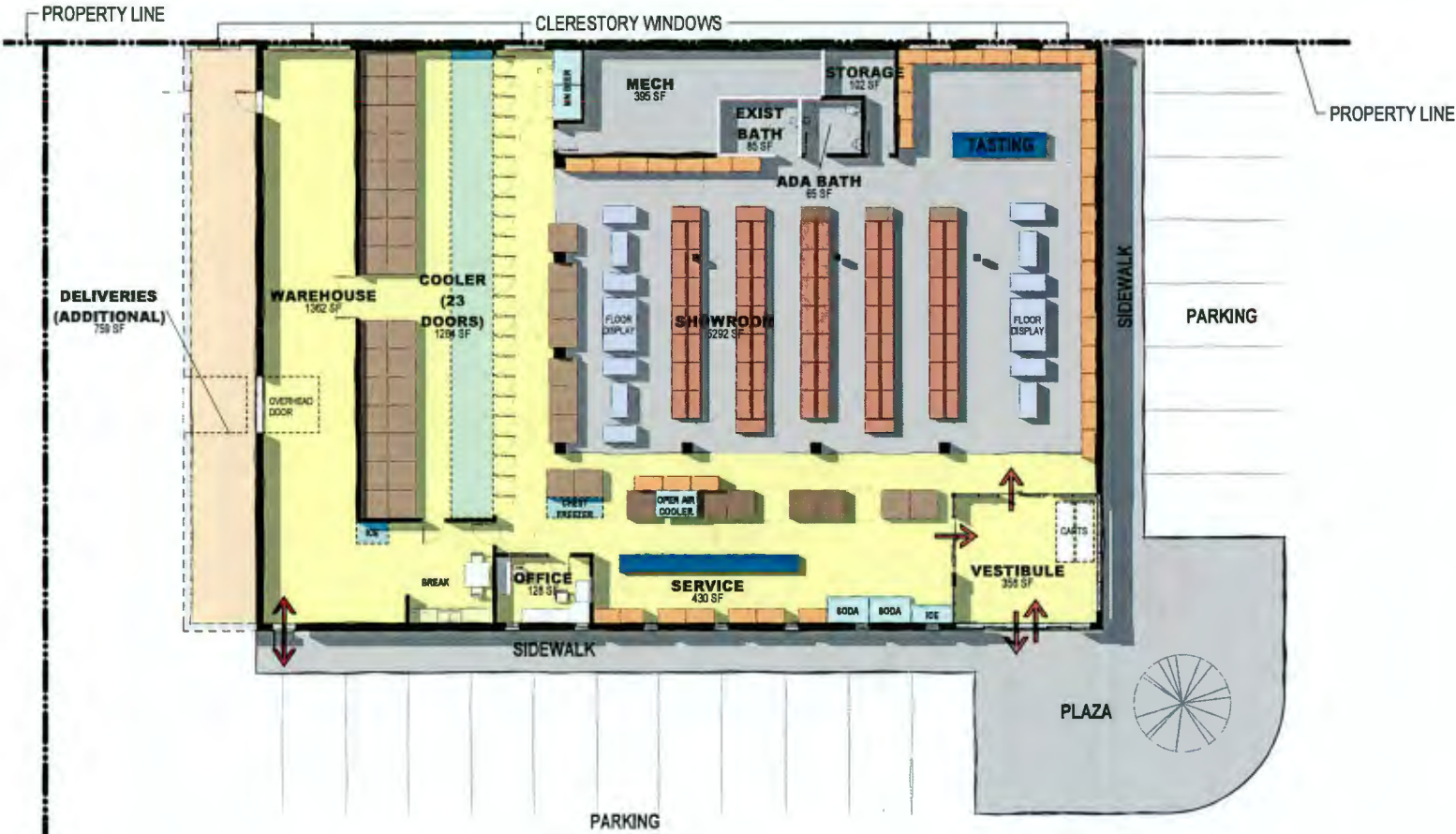
This option explored a new building built on a newly developed site located just west of the existing Shopko parking lot.

Similar to Building 02, the new building provides opportunities for introducing an abundance of natural daylight to enter the retail floor space from a number of directions. Daylight could enter the store through a glassy entry vestibule, from large floor-to-ceiling windows in the east wall looking out to the parking lot, and from large floor-to-ceiling windows looking out towards the south and west directions toward the wetlands. An increased amount of glazing would natural elements such as trees, shrubs, and views of the wetlands to enter the store. The exterior material palette which would be proposed for this option would be very similar to the materials selected for Building 01 and Building 02.

During this feasibility study, this Building 04 option was eliminated from further development by the Client, as this site was being considered for sale. Therefore, conceptual building drawings for this option are not included in this study. However, it would be very similar in size and materials to Building 02, but with a modified layout to fit Site #2.

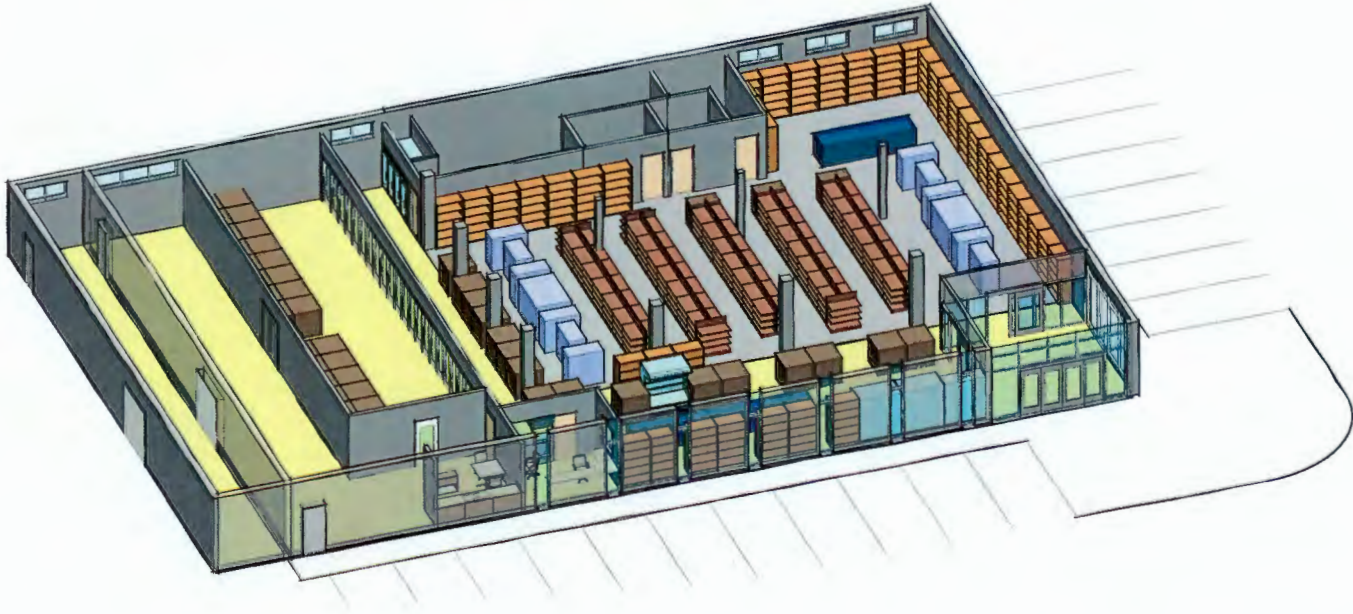
SITE 01 - BUILDING 01 - FLOOR PLAN

Exhibit 4.1A



SITE 01 - BUILDING 01 - 3D PERSPECTIVE

Exhibit 4.1B



River Bend Exterior Design - Building 01

Exhibit 4.1C



River Bend Exterior Design - Building 01

Exhibit 4.1D

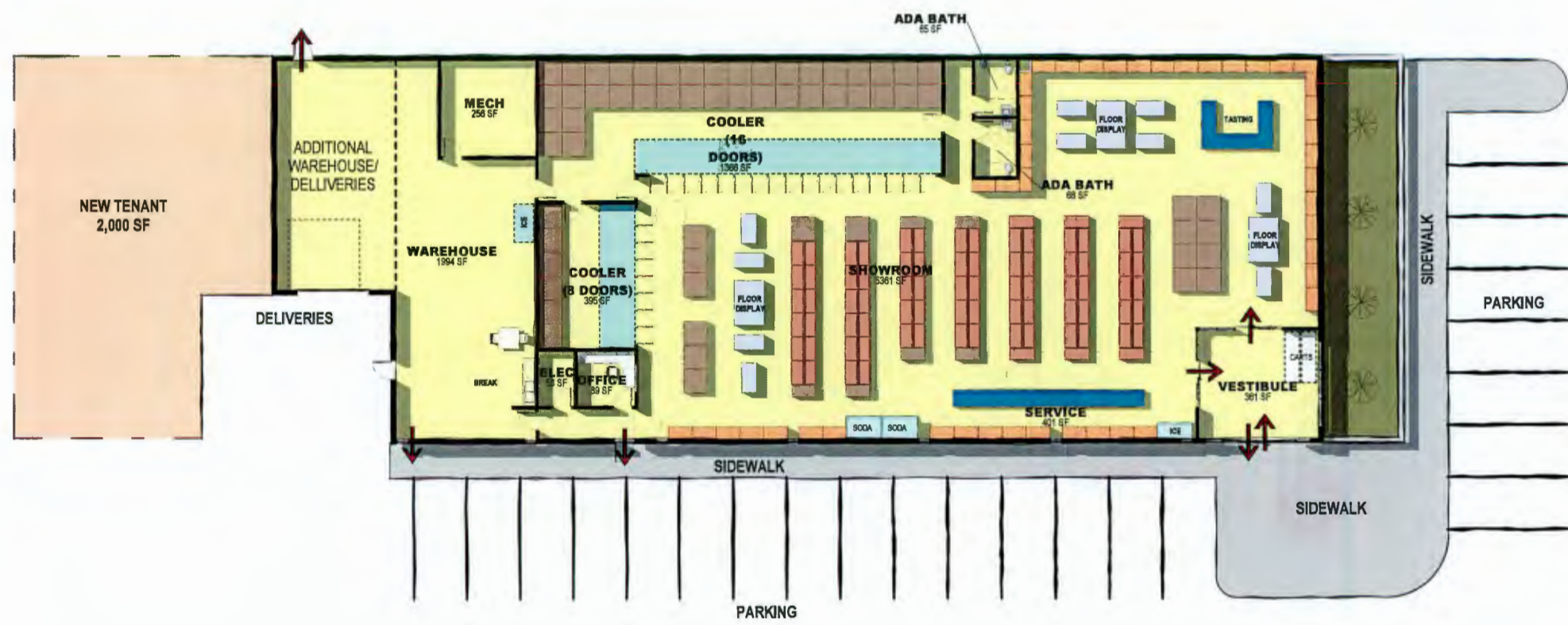


4.1E Key Points to Consider for Building 01 – Existing Building Addition/Renovation on Existing Site #1

- Allows for use of existing structure, less new construction
- Additional land purchase not required as building stays within liquor store parcel
- Less site rework required
- Great location for visibility and access from both Highway 60/71 and Hwy 62/6th Street – familiar and known location to customers
- Allows cooler space to grow by doubling in size
- Building expansion is limited by property line set back on the south side and therefore the storage warehouse is smaller and narrower
- Less natural light can be introduced within the existing structure
- Ceiling height cannot be raised throughout the existing part of the retail floor area
- Will have existing pillars located on the showroom floor
- Difficult to maintain business during construction; may need temporary relocation during at least part of construction schedule

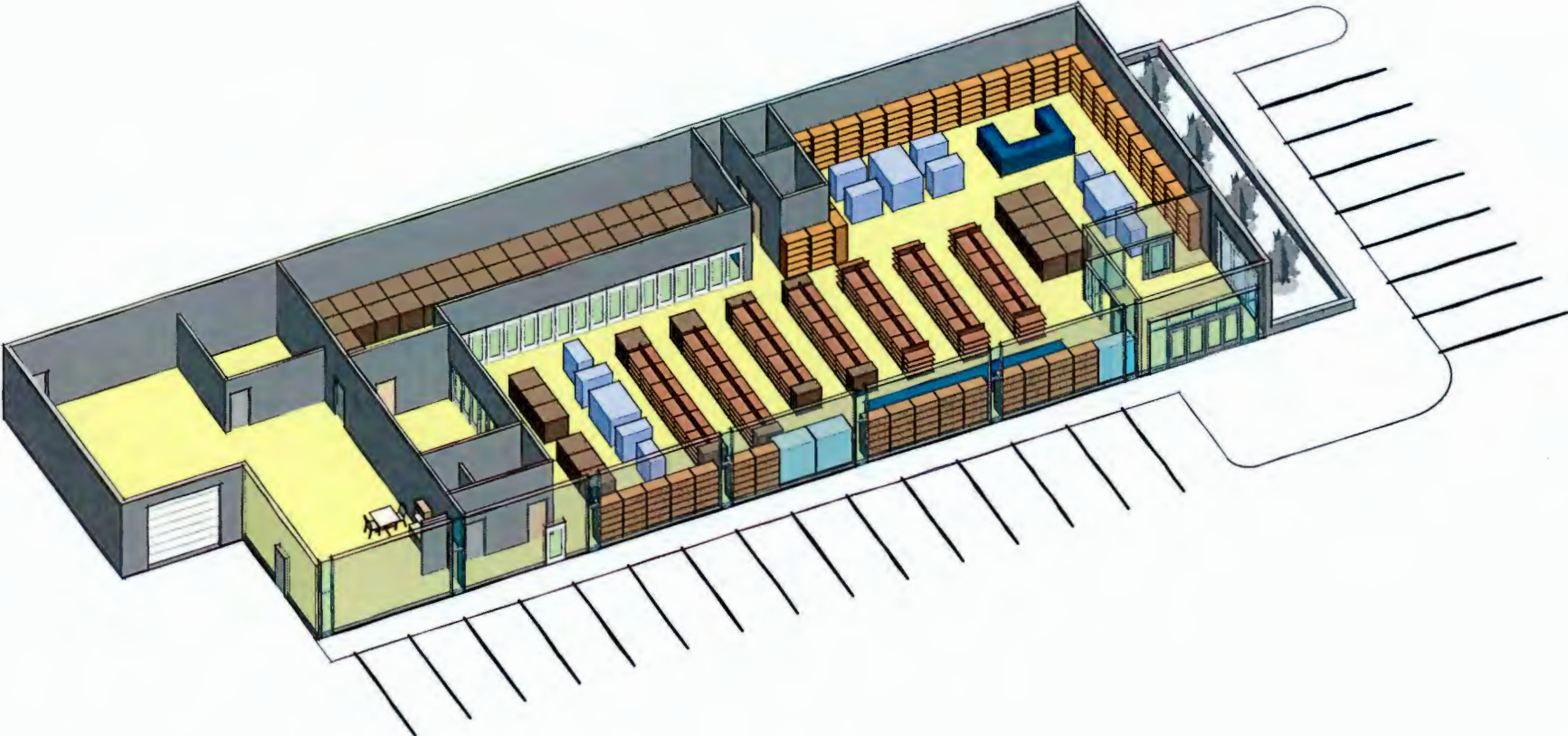
SITE 01 - BUILDING 02 - FLOOR PLAN

Exhibit 4.2A



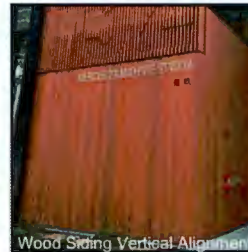
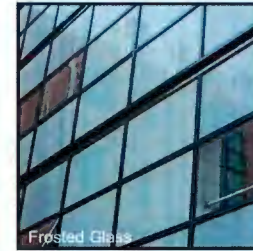
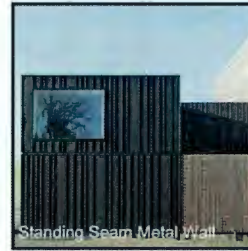
SITE 01 - BUILDING 02 - 3D PERSPECTIVE

Exhibit 4.2B



River Bend Exterior Design - Building 02

Exhibit 4.2C



River Bend Exterior Design - Building 02

Exhibit 4.2D

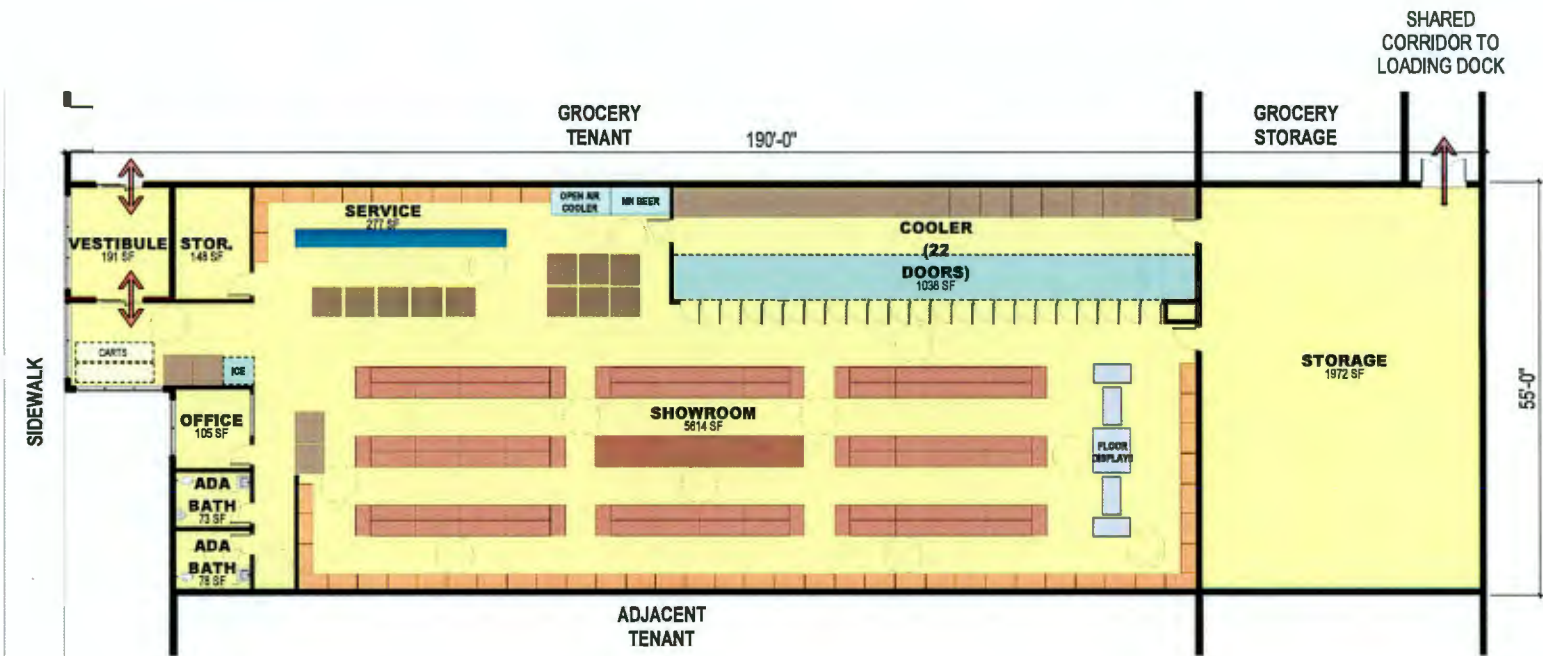


4.2E Key Points to Consider for Building 02 – New Building on Existing Site #1

- Great location for visibility and access from both Hwy 60/71 and Hwy 62/6th Street - familiar and known location to customers
- New building allows potential tenant space to the south with drive-through access between the highway and the building's west façade. Potential cross-traffic customers with adjacent tenants.
- Allows for additional building frontage parking
- Larger storage warehouse than Option 1 which will allow additional bulk purchases
- Larger cooler allowing for additional beer/pallet storage. Vendors would bring product directly into the cooler/store so that staff does not need to do this. "Cold is sold." Potential for a mini-beer cave.
- A new building allows for more windows to be located around the retail floor space. Natural light enters from the East wall's clerestory "Kalwall" windows, the North wall's low windows, and the skylights facing West towards the highway.
- Perimeter wall space maximizes shelving units
- Starting from "scratch" allows for preferred layouts and features without constraints of existing building
- Most expensive plan due to all new construction
- Would require "purchase" or investment in additional land to the south, as floorplan extends past current parcel limits.
- Requires demolition of existing liquor store building – which would require temporary relocation of the liquor store during the entirety of construction.

SITE 02 - BUILDING 03 - FLOOR PLAN

Exhibit 4.3A



4.3B Key Points to Consider for Building 03 – Interior Build-out on New Site #2

- Lowest cost due to existing building shell – limiting construction cost to fit-up
- Very little site work costs; share existing parking lot
- Larger parking lot, shared with other tenants
- No building frontage parking.
- Warehouse space is a more useable shape and would connect to the adjacent store(s).
- Potential cross-traffic customers with adjacent tenants on each side
- Long and narrow layout, which creates challenging sight lines
- Less opportunities for natural light in this existing building, since majority of walls are not exterior walls
- Loading dock is located on north end of building, not directly connected to store
- Smaller and shared vestibule with adjacent tenant
- Building is visible from Highway 60. Location is not visible to pass-through traffic traveling on Highway 71.
- Store will be setback from the main road and smaller storefront reduces opportunity to “catch the eye” of drive-by traffic

5.0 SPACE PROGRAM

Reference Exhibit 5.0 for Space Program comparison of the existing building, Building 01, Building 02, and Building 03.

Exhibit 5.0



City of Windom
River Bend Liquor Store
 Windom, Minnesota
 TSP Project No. 03201413

Function	Existing Building Existing Area (Sq. Ft.)	Building #1 Proposed Area (Sq. Ft.)	Building #2 Proposed Area (Sq. Ft.)	Building #3 Proposed Area (Sq. Ft.)
Cooler	457 s.f.	1264 s.f.	1366 s.f. 395 s.f. 1761 s.f.	1038 s.f.
Warehouse	1387 s.f.	1362 s.f.	1994 s.f.	1972 s.f.
Potential Additional Warehouse	105 s.f.	759 s.f.		
	1492 s.f.	2121 s.f.		
Vestibule	77 s.f.	356 s.f.	361 s.f.	191 s.f.
Service Counter	117 s.f.	427 s.f.	401 s.f.	277 s.f.
Retail Display	2291 s.f.	5289 s.f.	5367 s.f.	5614 s.f.
Tasting Room/Demonstrations	None	Tasting Table	Tasting Table	None
Break Room	None	Yes	Yes	Yes
Manager Office	140 s.f.	126 s.f.	89 s.f.	105 s.f.
Women Restroom	100 s.f.	85 s.f.	58 s.f.	78 s.f.
Men Restroom		65 s.f.	58 s.f.	73 s.f.
Custodial Closet/Utility Closet		101 s.f.	56 s.f.	148 s.f.
Electrical / IT / Mechanical Room	105 s.f.	395 s.f.	256 s.f.	
Parking Spaces				
Regular	10	17	21	Shared Parking Lot
Handicapped	1	2	2	
Program Spaces - Subtotal	4,779 s.f.	10,229 s.f.	10,401 s.f.	9,496 s.f.
Non-Program Area	-279 s.f.	831 s.f.	389 s.f.	504 s.f.
Total Projected Gross Building Area	4,500 s.f.	11,060 s.f.	10,790 s.f.	10,000 s.f.

6.0 SHELVING

Reference Exhibits 6.1, 6.2 and 6.3 for proposed shelving layout proposed for Buildings 01, 02 and 03.

6.1 Building 01 – Existing Building Addition/Renovation Shelving Layout

6.2 Building 02 – New Building Shelving Layout

6.3 Building 03 – Interior Build-out Shelving Layout

6.4 VENDOR FEEDBACK

River Bend Liquor always had a good working relationship with our product Vendors. Vendors can help with the many ever-changing industry trends such as helping the store to carrying the right products and helping to market those products effectively. We have included in this feasibility study general product Plan-O-Grams from our vendor to help show the amount of products these new store options can display. Shelving has been set based upon similar stores in our range of operating revenues. These Plan-O-Grams show an increase in displayed product either by adding new products or adding new unboxed display areas to help display more facings of products on shelves and less in boxes and shelves in backroom storage.

Reference Plan-O-Grams provided by Vendors for the City of Windom. Product is displayed from far left door to the far right door.

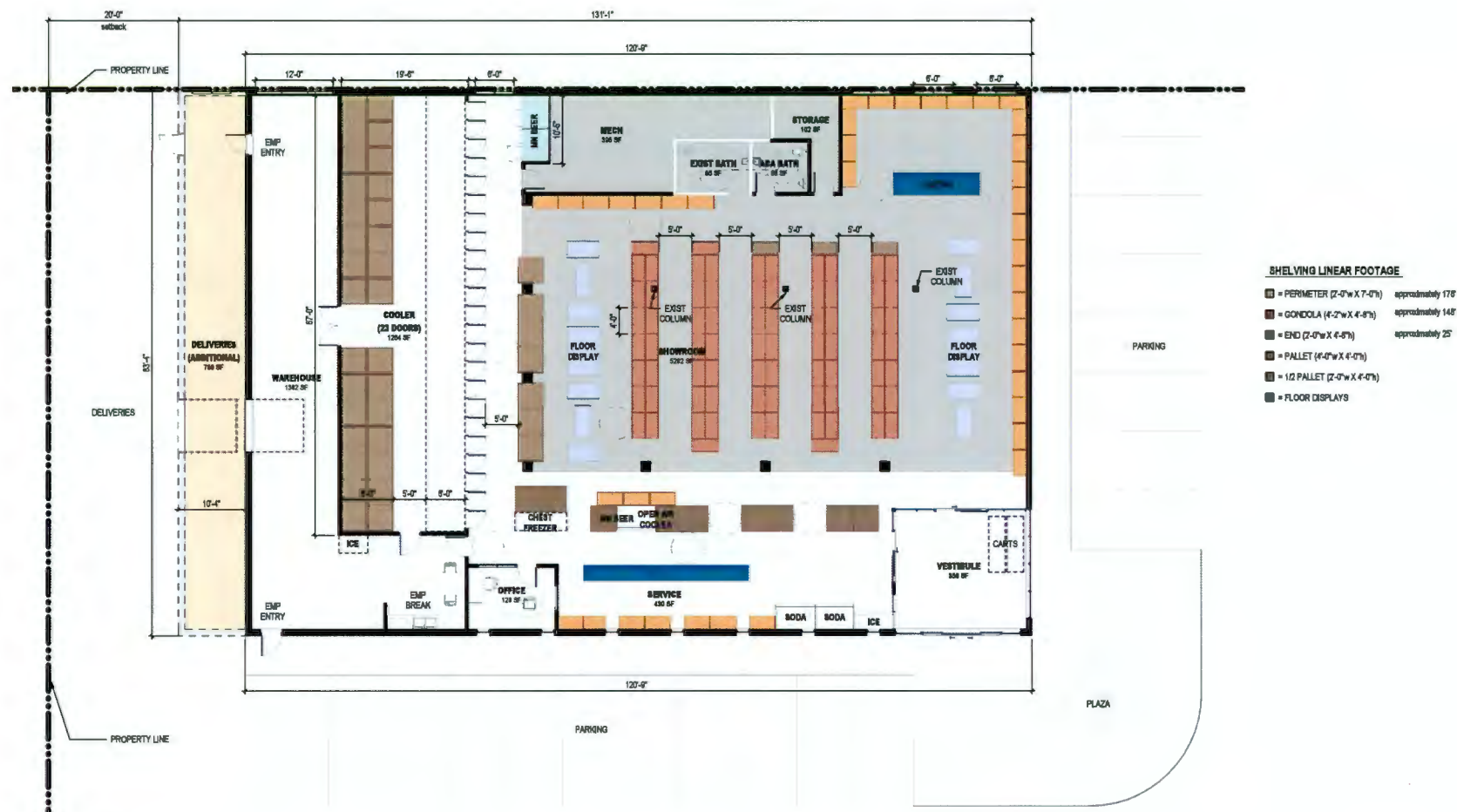
- Exhibits 6.4A – 6.4D – Represent Cooler Plan-O-Grams for Building 01. Including an additional 4-door reach-in cooler built into the wall.
- Exhibits 6.4E – 6.4H – Represent Cooler Plan-O-Grams for Building 02.

Reference Liquor Store Shelving Layout Documents provided by Vendors for the City of Windom.

- Exhibit 6.4I – Represents potential shelving layout for Building 01.
- Exhibit 6.4J – Represents potential shelving layout for Building 02.
- Exhibits 6.4K - 6.4O – Represents potential shelving layouts with common industry products.

SITE 01 - BUILDING 01 - SHELVING LAYOUT

Exhibit 6.1



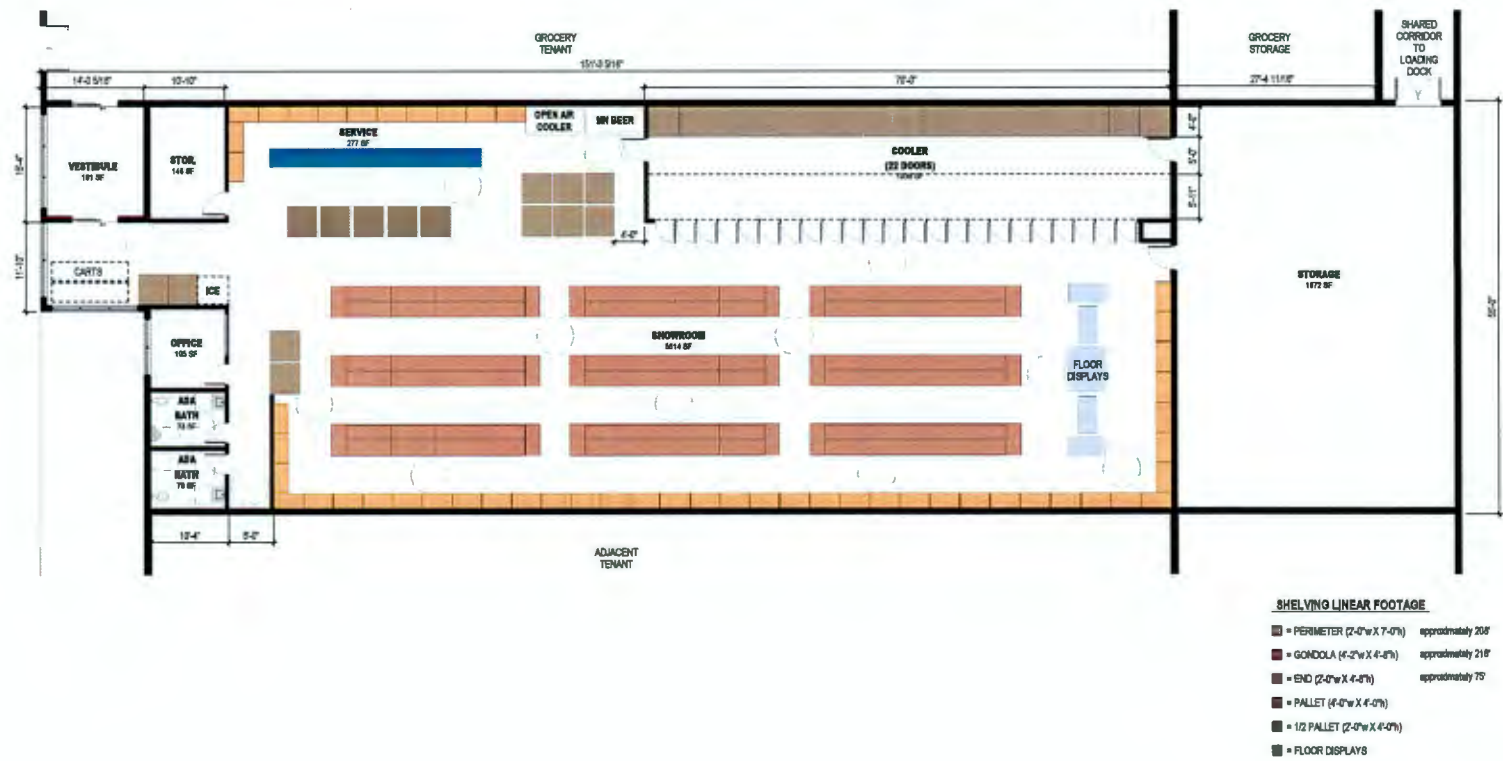
SITE 01 - BUILDING 02 - SHELVING LAYOUT

Exhibit 6.2



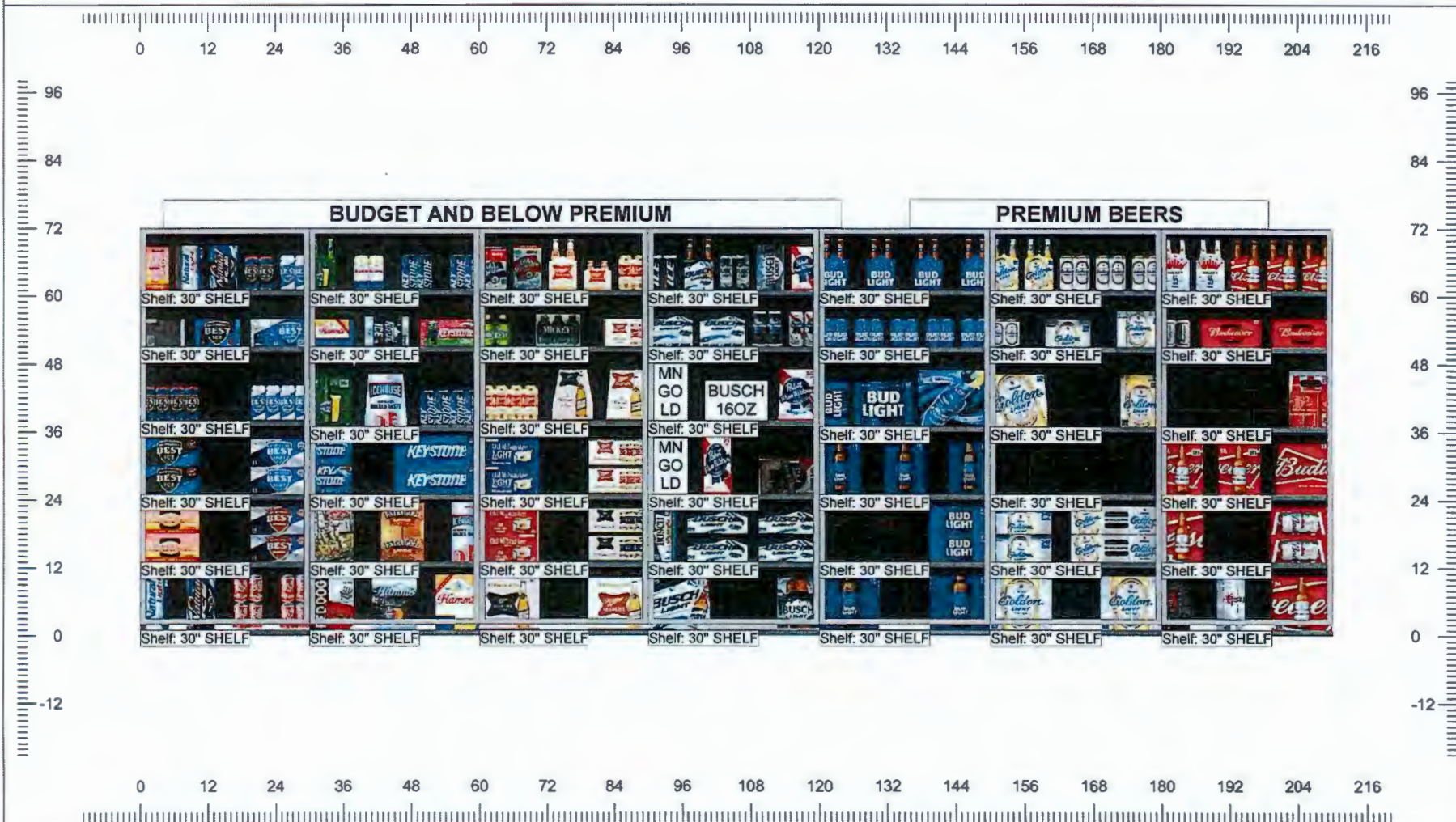
SITE 02 - BUILDING 03 - SHELVING LAYOUT

Exhibit 6.3



Planogram: River Bend Building #1

Project: River Bend Liquor Building #1



Planogram: 6 door/30" shelf - 1

Project: River Bend Liquor Building #1



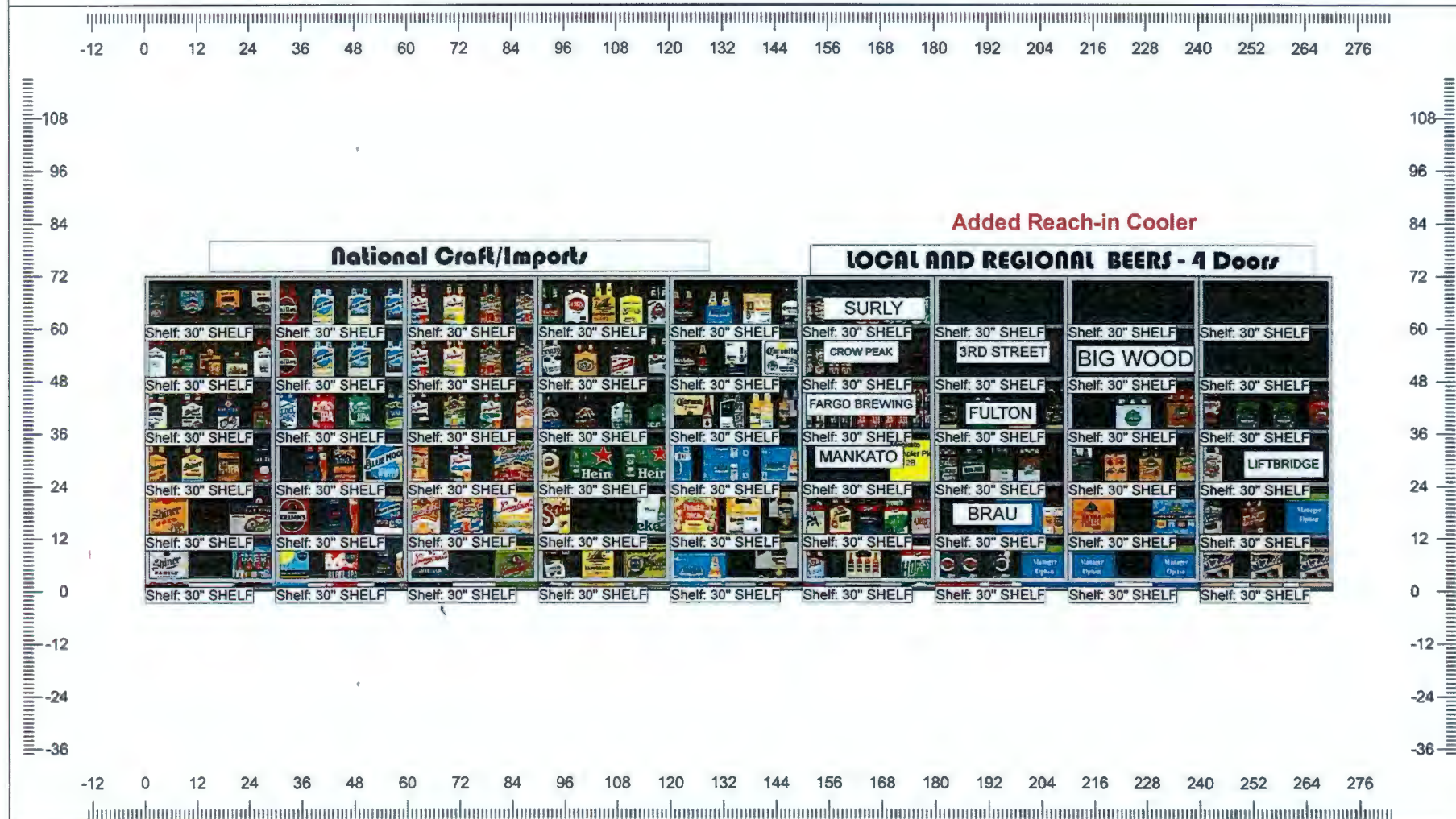
Planogram: 6 door/30" shelf - 2

Project: River Bend Liquor Building #1



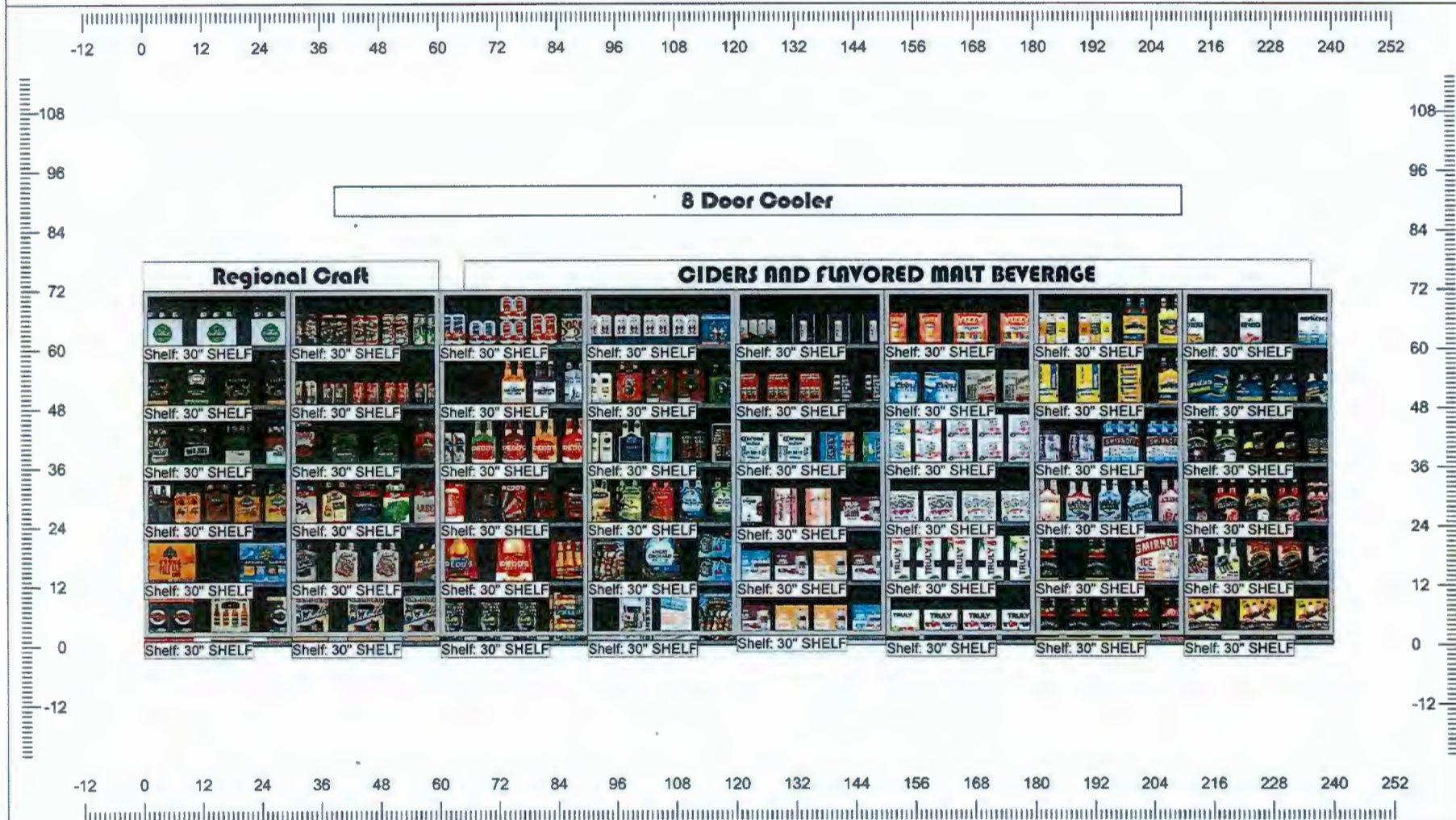
Planogram: 6 door/30" shelf - 3

Project: River Bend Liquor Building #1



Planogram: 6 door/30" shelf - 2

Project: River Bend Liquor Building #2



Planogram: 6 door/30" shelf - 3

Project: River Bend Liquor Building #2

16 Door Cooler - Doors 1 - 5

National Craft/Imports



Planogram: 6 door/30" shelf - 1

Project: River Bend Liquor Building #2

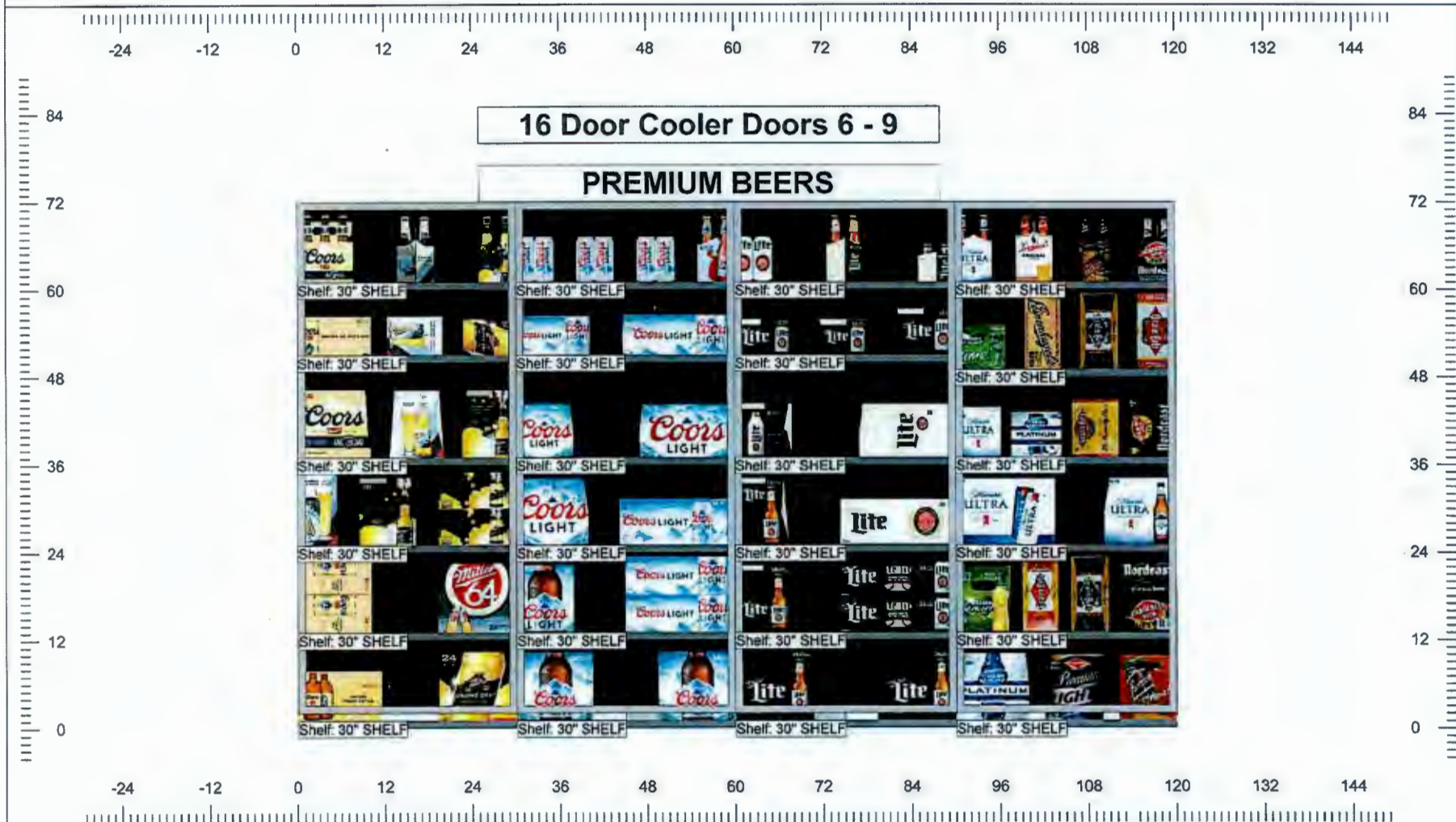
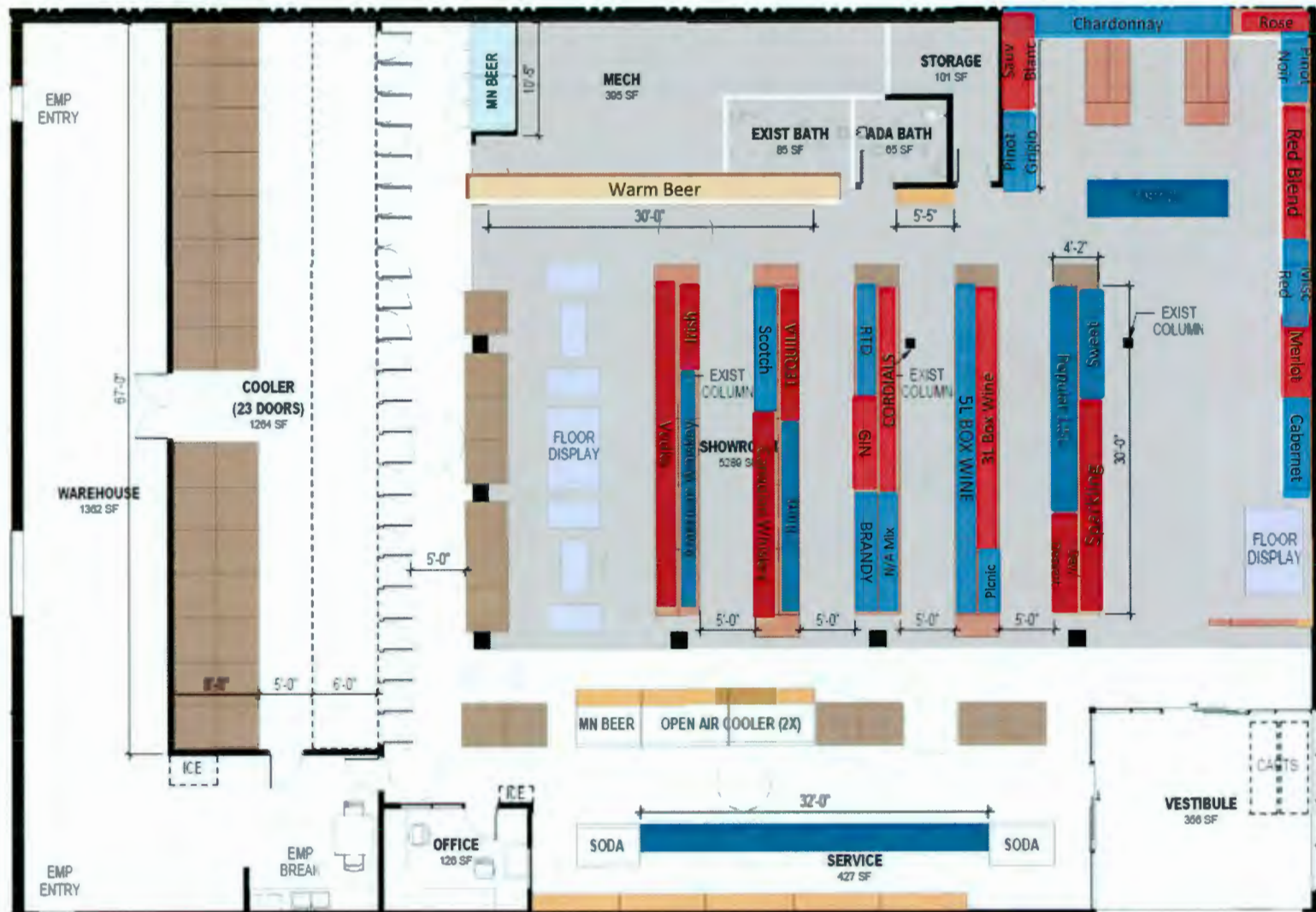


Exhibit 6.4I



Site 01 – Building 02

Exhibit 6.4J

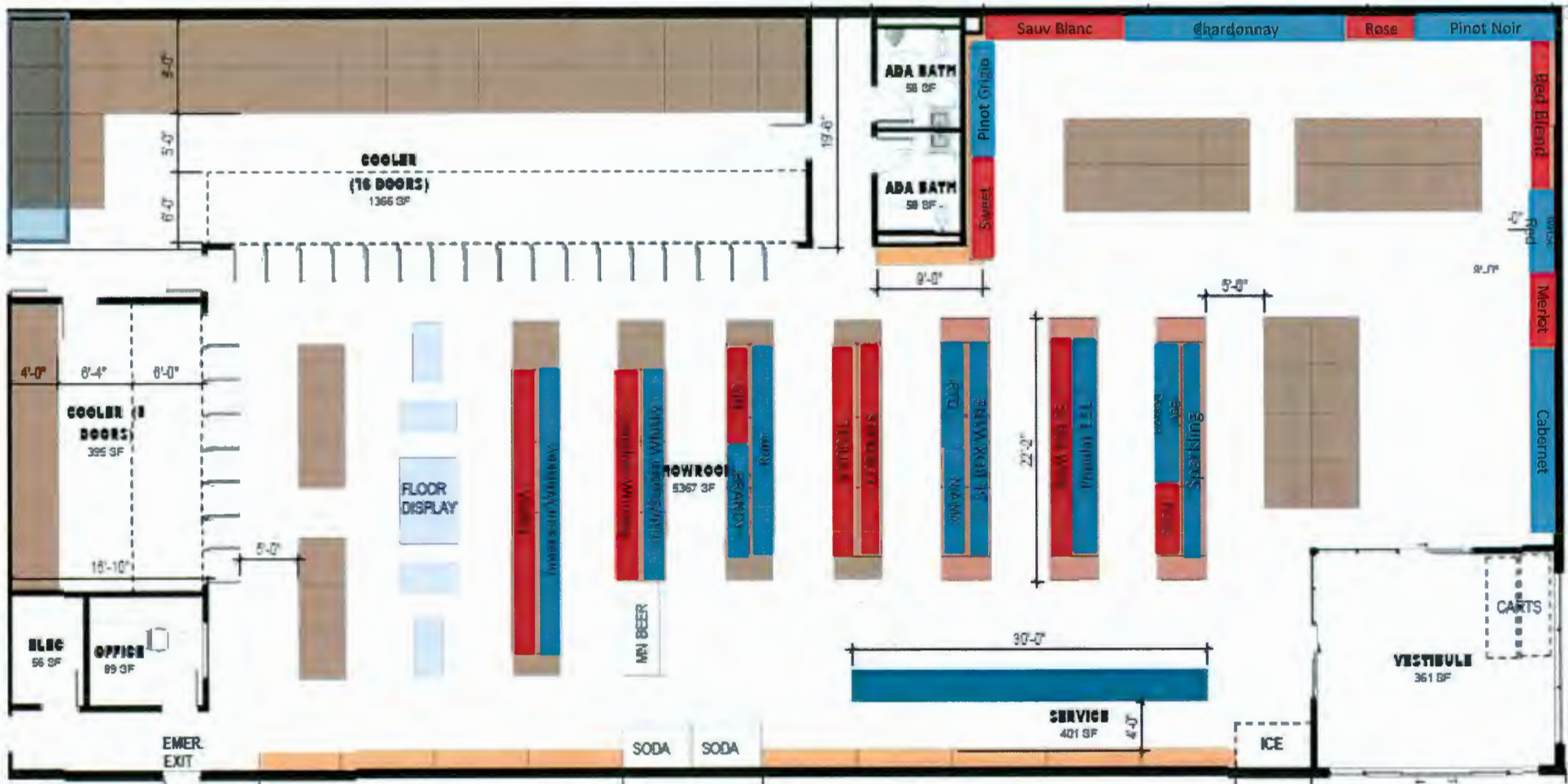


Exhibit 6.4K



Exhibit 6.4L



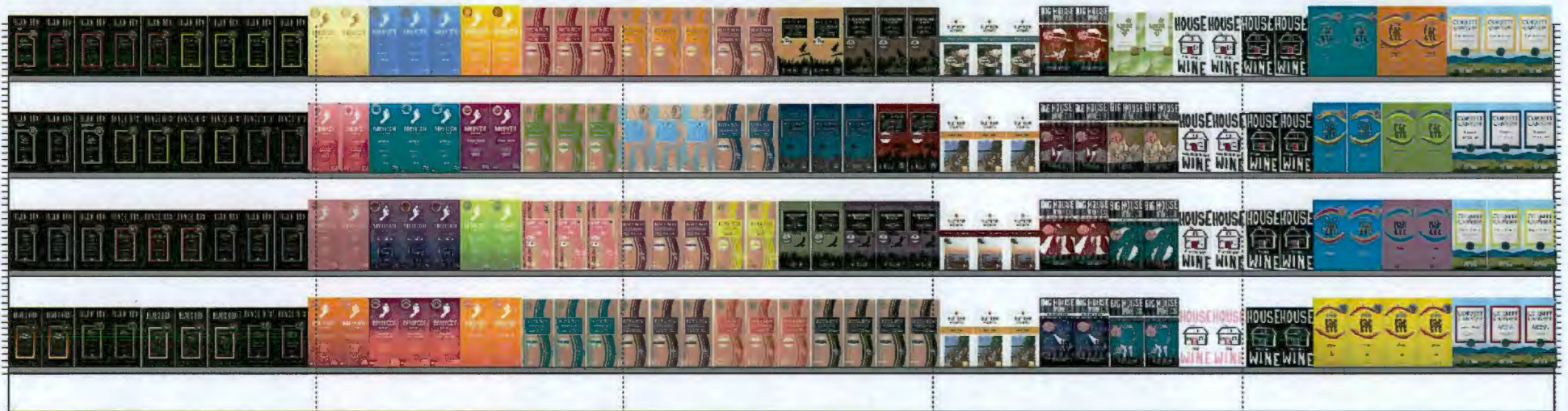




Exhibit 6.40



7.0 BUILDING/SITE COST ESTIMATES

Reference Exhibit 7.0 for a summary of conceptual project budget estimates for Buildings 01, 02, and 03.



1112 N. West Ave. phone (605) 336-1160
Sioux Falls, SD 57104-1333 www.teamtsp.com

Conceptual Project Budget Exhibit 7.0

Project Name: River Bend Liquor Store
Project Address: Windom, MN
Project Budget: Conceptual

Date: Mar. 29, 2021

Note: the estimated costs in these budgets are based on preliminary concepts only and today's costs. They do not include all design decisions and details, considerations for potential increased material costs due to increased shipping costs, COVID related delays, labor and material shortages in other parts of the country and/or any inflationary costs for work to be done in future years. Anticipate an average annual inflation of 3-4%/year.

DESCRIPTION	BLDG 01 Addition/Rem 11,060 SFT	BLDG 02 New Same Site 10,790 SFT	BLDG 03 Shopko Fitup 10,000 SFT
CONSTRUCTION			
01 GENERAL REQUIREMENTS	\$ 29,443	\$ 30,322	\$ 22,865
02 EXISTING CONDITIONS (selective demolition)	\$ 64,519	\$ -	\$ 22,162
03 CONCRETE	\$ 84,031	\$ 172,284	\$ 5,620
04 MASONRY	\$ 19,160	\$ -	\$ 12,774
05 METALS	\$ 14,945	\$ -	\$ 1,022
06 WOOD, PLASTICS AND COMPOSITES	\$ 38,321	\$ 38,321	\$ 33,211
07 THERMAL AND MOISTURE PROTECTION	\$ 18,020	\$ 27,565	\$ 9,836
08 DOORS AND WINDOWS	\$ 163,847	\$ 177,797	\$ 65,209
09 FINISHES (Includes steel studs and gypsum board)	\$ 228,471	\$ 275,654	\$ 220,685
10 SPECIALTIES	\$ 2,044	\$ 4,982	\$ 2,682
11 EQUIPMENT	\$ -	\$ -	\$ -
12 FURNISHINGS (window treatments)	\$ 15,328	\$ 16,606	\$ -
13 SPECIAL CONSTRUCTION	\$ 411,428	\$ 409,346	\$ -
21 FIRE SUPPRESSION	\$ -	\$ -	\$ 10,858
22 PLUMBING	\$ 19,160	\$ 44,708	\$ 30,657
23 HVAC	\$ 217,789	\$ 206,740	\$ 197,990
26 ELECTRICAL	\$ 247,488	\$ 247,552	\$ 157,115
31 EARTHWORK (building demo, site clearing, earthwork)	\$ 57,226	\$ 208,209	\$ -
32 EXTERIOR IMPROVEMENTS (Paving, sidewalks, landscape)	\$ 103,758	\$ 153,283	\$ -
33 UTILITIES	\$ 6,387	\$ 19,160	\$ -
Subtotal Construction	\$ 1,741,366 \$157 /SFT	\$ 2,032,527 \$188 /SFT	\$ 792,686 \$79 /SFT
Construction Contingency (3 %)	\$ 52,241	\$ 60,976	\$ 23,781
Total Proposed Conceptual Construction Budget	\$ 1,793,607	\$ 2,093,503	\$ 816,466
SITE COSTS			
Purchase Land (5,300 sft or .122 acres at \$143k/acre)		\$ 17,500	
Purchase Building/Lease			\$ 300,000
Sale of Existing Land (Credit)			\$ (300,000)
Relocate Sign		\$ 8,000	
Relocate Electrical	\$ 8,000	\$ 8,000	
Subtotal Site Costs	\$ 8,000	\$ 33,500	\$ -
Total Conceptual Site and Construction Budget	\$ 1,801,607	\$ 2,127,003	\$ 816,466
MISCELLANEOUS COSTS			
Builders Risk Insurance	\$ 1,500	\$ 1,500	\$ 1,500
Site Survey	\$ 1,500	\$ 1,500	
Soil Investigation & Report	\$ 2,000	\$ 2,000	
Estimated Design Fees (10 to 12% of construction cost)	\$ 208,964 (12%)	\$ 203,253 (10%)	\$ 87,195 (11%)
Subtotal Conceptual Owner Miscellaneous Costs	\$ 213,964	\$ 208,253	\$ 88,695
FIXTURES, FURNISHINGS & EQUIPMENT (FF&E)			
Furniture/Furnishings/Equipment/Shelving	\$ 35,000	\$ 35,000	\$ 35,000
Technology/Telephones	\$ 10,000	\$ 10,000	\$ 10,000
Security - doors and surveillance	\$ 18,000	\$ 18,000	\$ 18,000
Large Coolers (includes gravity feed shelving)	\$ 148,200	\$ 200,800	\$ 127,200
Subtotal Conceptual FF&E	\$ 211,200	\$ 263,800	\$ 190,200
TOTALS (w/ Deliveries Additions for Bldgs 01 and 02)	\$ 2,226,771	\$ 2,599,056	\$ 1,095,362
Eliminate Deliveries Addition	\$ (80,534)	\$ (100,013)	
TOTALS	\$ 2,146,236	\$ 2,499,042	

* Final Design Scope & Fee to be negotiated with Owner

8.0 RIVER BEND LIQUOR PROJECTIONS

8.1 General Information

8.2 Market Analysis

8.3 Effects of New or Renovated Facilities on Sales

8.4 Future Sales Projections

8.5 Financial Resources and Feasibility

8.1 General Information:

Over many years, the City has built a reserve account for future liquor store projects. Over the last eight months, Liquor Store Manager John Nelson, Liquor Commission Members Jenny Quade & JoAnn Ray, and City Administrator Steve Nasby, along with Mayor Dominic Jones and EDA Director Drew Hage have worked with TSP, Inc. to investigate potential options for the future of River Bend Liquor.

The current Liquor Store building was built in 1974 and is around 4,800 square feet. The scope of this study focused on the needs at the current facility, and possible options. The options we have researched all propose a liquor store of approximately 10,000 square feet, to allow for fair comparisons of the different options.

Store Manager John Nelson has researched and compiled the information found in this section. He has received input from his product vendors, state audit reports, and from liquor store managers in nearby communities who have experienced how a new or remodeled store in recent years can positively affect sales and revenue. Finally, he has provided historical financial information from the Windom River Bend Liquor store and projects potential increases in sales, revenue and profits in future years.

8.2 Market Analysis:

In 2017, The City of Windom and the EDA worked with the University of Minnesota Extension Office to do a consumer and business survey as part of "Windom Market Area Profile". Exhibit 8.2A shows a page from this document which indicates frequency of shopping for specific categories of goods and services inside and outside of Windom. It indicates that for purchases of alcoholic beverages, survey respondents reported that nearly 70% of their household spending for this category was done in Windom. So, in general, Windom residents who participated in the survey appear to prefer purchasing alcoholic beverages in Windom instead of someplace else.

You will also find two reports from the 2019 MN Municipal Liquor Stores Audit Report released by the State of MN to show comparisons to other stores in both the same population range and geographical area as Windom:

- Exhibit 8.2B – 2019 Municipal Liquor Store Audit Report focuses on municipal liquor stores in Minnesota communities of approximately the same size as Windom.
- Exhibit 8.2C – 2019 Minnesota Municipal Liquor Store Audit Report for towns in Southwest and Southcentral Minnesota. This table provides general information for municipal liquor stores in our region of the state for comparisons.

In general, Exhibits 8.2B and 8.2C provide comparable sales, profit and operating expense information for other municipal liquor stores across our region. These tables allow us to see how the River Bend Liquor store compares to others. Windom River Bend Liquor store financial benchmarks compare favorably to other municipal liquor stores in the state.

If the City of Windom would like more detailed research in this area, the following two options for an independent Market Analysis are available outside the scope of this study:

- Dakota Worldwide: Dakota Worldwide is a business that other municipal liquor stores have used to help complete an in-depth Market Analysis of their operations to help choose location benefits and sales projections.
- The University of Minnesota Extension office may again provide an updated consumer and business survey, possibly with more focus and emphasis on liquor sales.

8.3 Effects of New or Renovated Facilities on Sales:

Exhibit 8.3 contains separate summaries for liquor stores in nearby communities who invested in substantial renovation and expansion of existing stores or construction of entirely new stores. In all cases shown, sales increased after the new store or renovation/expansion opened. Note that 2020 Gross Sales are NOT included in the calculation of average annual % Increase over Prior Year (Gross Sales) due to the potentially “exaggerated” increase of gross sales uniquely tied to the 2020 COVID-19 pandemic. In general, all stores experienced increases in sales after their construction projects. Annual average “% Increase in Sales Over Prior Years” ranged from 4.4546% to 8.8886%, with an average of 7.3793% across all six stores.

In brief summary:

- Blue Earth, MN
 - Blue Earth built a new store in a new location and opened to the public in November of 2005. From 2005 to 2008, Blue Earth had an average annual increase in gross sales of 7.65%. With 2006 and 2007, both being above 10.5%. Blue Earth had an average Gross Profit Percentage of 24.68% and a Net Income Margin of 7.21% from 2004 to 2008.
- Fairmont, MN
 - Fairmont built a new store in a new location and opened to the public in fall of 2009. From 2009 to 2012, Fairmont had an average annual increase in gross sales of 4.45%. With 2010 having a 10% increase. Fairmont had an average Gross Profit Percentage of 26.4% and a Net Income Margin of 12.72% from 2008 to 2012.
- Marshall, MN
 - Marshall built a new store in a new location and opened to the public in November of 2015. From 2015 to 2019, Marshall had an average annual increase in gross sales of 7.18%. With 2016 having a 12.9% increase. Marshall had an average Gross Profit Percentage of 24.54% and a Net Income Margin of 9.23% from 2014 to 2020.
- Madelia, MN
 - Madelia built a new store in a new location and opened to the public in August of 2017. From 2017 to 2019, Madelia had an average annual increase in gross sales of 8.89%. With 2018 having a 14.9% increase. Madelia had an average Gross Profit Percentage of 25.84% and a Net Income Margin of 5.52% from 2016 to 2020.
- Worthington, MN
 - Worthington built a new store in a new location and opened to the public in July of 2018. From 2018 to 2019, Worthington had an average annual increase in gross sales of

8.02%. With 2018 having a 9.58% increase. Worthington had an average Gross Profit Percentage of 25.52% and a Net Income Margin of 10.09% from 2017 to 2020.

- Jackson, MN
 - Jackson built a new store in a new location and opened to the public in March of 2019, so the amount of data for this location is limited. As with the analysis of the other locations, the 2020 data is not used. In 2019, Jackson saw a 8.08% increase in Gross Sales, so that number is what is used for the “average” at the bottom of the table. For this example, since data is limited, we included a few years prior to the new store build, and found it interesting that sales actually saw a decrease in 2017 and only a slight annual increase in 2018. Jackson had an average Gross Profit Percentage of 28.24% and a Net Income Margin of 8.25% from 2016 to 2020.

In addition, John Nelson engaged in recent conversations with two local liquor store managers who have recently built new stores. Here are some of their observations as they look back on their design decisions:

- Jackson: Looking back, they wish they would have included more storage in their design. They lack the ability to store product off the floor and back stock for the cooler. They also have a need for additional cooler doors. They recommend making the investment now in storage space and enough cooler doors.
- Worthington: Worthington has made some changes since the initial building of their store. Their store had a “dead” area where a lot of shopping opportunities were missed for product on display. This area was located to the east of the registers and was not in the “customer flow path”. 2020 has been a year of uncertainties, especially in product availabilities. The store has the capabilities of extra storage that help maintain product availability during product shortages. Worthington stresses that cooler space is really what needs to be maximized in a new store, along with maximizing the perimeter shelving. Also, there is need for good natural light in retail stores to enhance the shopping experience.

8.4 Future Sales Projections:

Exhibit 8.4 is a collection of tables summarizing sales and income information for River Bend Liquor. Historical information over the past decade has helped educate and inform future projections. This document can be divided up into three areas of information:

- The top table shows historical financial data for the City of Windom River Bend Liquor store from 2010 to 2020. Items to note:
 - River Bend Liquor saw an average annual increase in Gross Sales Percentage of 3.732% based on sales only from 2010 to 2019. Note that 2020 sales are NOT included in this calculation due to the potentially “exaggerated” increase of sales uniquely tied to the 2020 COVID-19 pandemic.
 - An average annual Gross Profit Percentage (%) was conservatively calculated using data from years 2016-2020, which corresponds with management decisions to reduce

product prices and become more competitive in our market area. Over that time period, the average annual Gross Profit Percentage is 26.66%. This conservative number is used in all future projections.

- Likewise, data from years 2016-2020 was used to calculate average annual Net Income Margin at 6.917%. Again, this value is conservative when compared to years prior to 2016, which is why it is used for future projections.
- The second table labeled “Future Projections” makes projections assuming that no physical change is made to the River Bend Liquor Store facilities – everything stays as-is in the current building. The table shows yearly projections based upon the 3.73% average annual increase in Gross Sales, a 26.66% average annual Gross Profit Percentage, and a 6.917% average annual Net Income Margin, as calculated from historical data in the first table.
 - Again, note that the projections for 2021 do not build upon the “anomaly” of the pandemic year of 2020, but instead project a decrease in Gross Sales from the previous year. The 2021 projection is conservatively based upon a two-year average (3.73%) growth from 2019-2020 instead of using the 2020 gross sales numbers.
- The last three tables titled “Future Projections (With Expanded/New Store at X%)” begin with projections starting in 2023, assuming construction of an expanded or new store is completed in 2022 or by midyear 2023. Research shows that in the first two-to-three years following major facilities improvements, gross sales increase another 3-6% above and beyond the average annual increase in gross sales. Therefore, the three tables calculate projections based upon low, mid, and high expectations for this additional boost to gross sales.
 - Note that the two stars (**) for years 2023 and 2024 in each of these three tables indicate that the projected Gross Sales increase is estimated as the average annual increase amount of 3.73% plus the additional percentage increase indicated for each specific table (i.e. 3%, 4.5%, or 6%).
 - For all years following the first two years in each table, the Gross Sales projections are again calculated per the historical average annual increase of 3.73%. These years are marked with a single star (*).
 - In all future projection tables, average annual Gross Profit Percentage remains set at 26.66% and average Net Income Margin remains at a constant 6.917%.
 - Note that the annual transfer amount back to the City also remains at \$100,000 per year in all projections.

8.5 Financial Resources and Feasibility:

River Bend Liquor financial information, as of December 31, 2020 (Unaudited Financial Statement):

- Cash - **\$355,441.27**
- Investments – Current - **\$249,036.99**
- Total: **\$601,478.26**

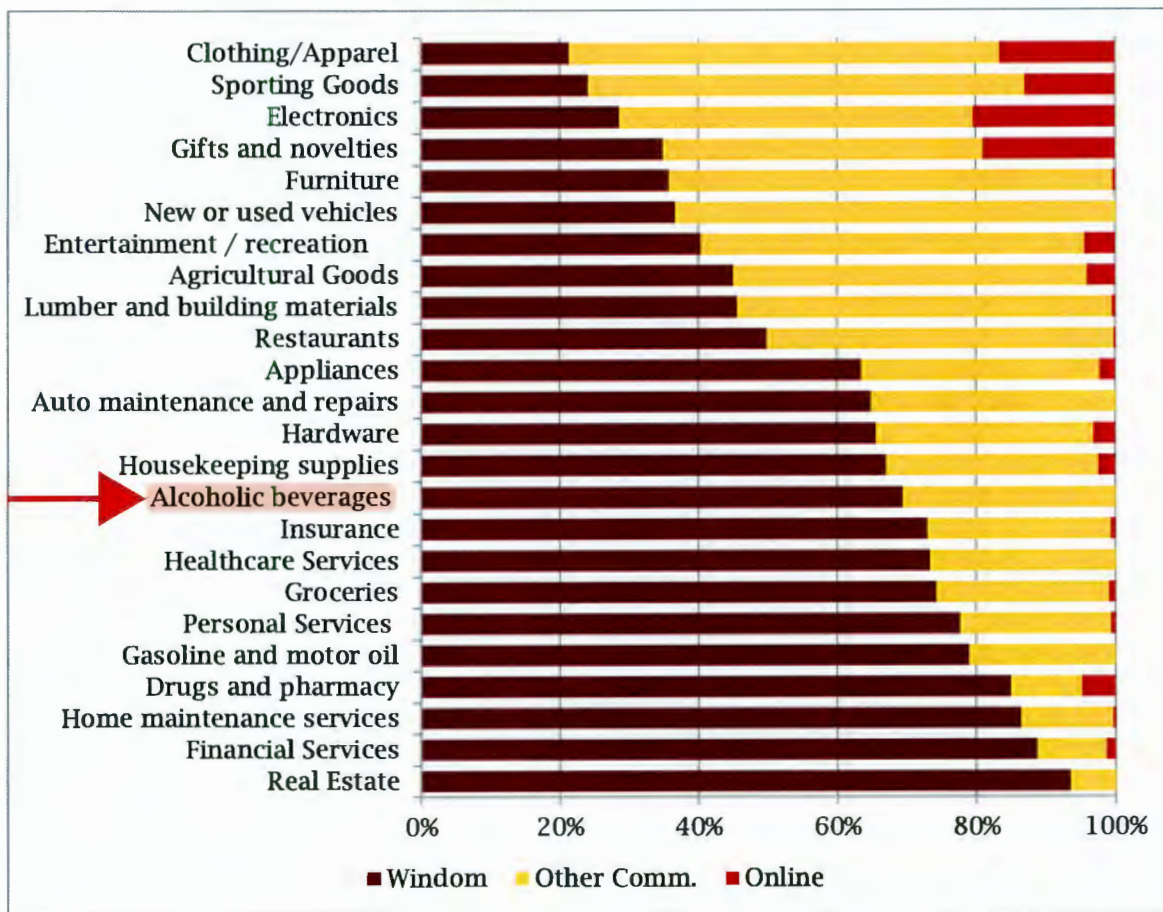
Bonding Options:

Illustration of potential financing costs associated with Revenue Bonds at different bond totals:

Bond Total:	Term (in years)	Interest Rate	Semi-Annual Payment	Yearly Cost	Total Cost	Total Interest
\$1,000,000	20	3%	\$33,427.10	\$66,854.20	\$1,337,084.07	\$337,084.07
\$1,500,000	20	3%	\$50,140.65	\$100,281.30	\$2,005,626.10	\$505,626.10
\$2,000,000	20	3%	\$66,854.20	\$133,708.40	\$2,674,168.14	\$674,168.14

Based upon the projections shown in Exhibit 8.4, the “Net After Transfer” dollars shown in the last column of all tables may be a resource available for financing costs of a construction project. In addition, River Bend Liquor has accumulated approximately \$600,000 in cash and investments, and some portion of this may also be available to combine with bond financing options or used to support future debt service.

Percentage of household spending by category and location (n=79)



The resident survey asked about frequency of shopping in other communities and which stores they patronize in those communities. This provides insights into local demand for goods and services which are not being met in Windom.

Respondents reported that they shop most frequently in Mankato, 7.4 times a year on average, followed by Sioux Falls and the Twin Cities Metro. When asked to share other communities in which they shop, nearly 15% of respondents report shopping in Worthington rather frequently, ten times per year on average. Four respondents reported shopping in Spirit Lake.

Frequency of shopping in other communities by number of respondents

Community	Average times per year	No. of respondents
Sioux Falls	5.1	66
Mankato	7.4	66
TC Metro	3.2	62

2019 Minnesota Municipal Liquor Store Audit Report

<u>Entity Name</u>	<u>County</u>	<u>Population</u>	<u>Operating Revenue</u>	<u>Cost of Sales</u>	<u>Gross Profit</u>	<u>Operating Expenses</u>	<u>Operating Income</u>	<u>Nonoperating Revenue</u>	<u>Nonoperating Expenses</u>	<u>Net Income(Loss)</u>	<u>Transfer Out</u>
Park Rapids	Hubbard	4,145	\$3,030,358.00	\$2,263,799.00	\$766,559.00	\$536,745.00	\$229,814.00	\$1,433.00	\$0.00	\$231,247.00	
Pipestone	Pipestone	4,162	\$1,638,152.00	\$1,179,850.00	\$458,302.00	\$252,554.00	\$205,748.00	\$13,323.00	\$0.00	\$219,071.00	\$122,039.00
Wadena	Wadena	4,200	\$2,195,834.00	\$1,658,551.00	\$537,283.00	\$396,984.00	\$140,299.00	\$10,316.00	\$0.00	\$150,615.00	\$217,700.00
Lonsdale	Rice	4,270	\$1,641,479.00	\$1,267,923.00	\$373,556.00	\$311,056.00	\$62,500.00	\$2,130.00	\$0.00	\$64,630.00	\$2,500.00
Windom	Cottonwood	4,514	\$2,054,756.00	\$1,508,025.00	\$546,731.00	\$420,039.00	\$126,692.00	\$6,716.00	\$0.00	\$133,408.00	\$100,000.00
Saint James	Watonwan	4,551	\$928,340.00	\$623,338.00	\$305,002.00	\$213,157.00	\$91,845.00	\$14,081.00	\$0.00	\$105,926.00	\$115,424.00
Luverne	Rock	4,746	\$1,435,676.00	\$1,055,863.00	\$379,813.00	\$301,815.00	\$77,998.00	\$18,213.00	\$0.00	\$96,211.00	\$45,000.00
Princeton	Mille Lacs	4,772	\$4,365,392.00	\$3,318,572.00	\$1,046,820.00	\$616,524.00	\$430,296.00	\$77,577.00	\$0.00	\$507,873.00	\$162,270.00
Redwood Falls	Redwood	5,236	\$2,209,310.00	\$1,652,339.00	\$556,971.00	\$486,508.00	\$70,463.00	\$16,827.00	\$8,187.00	\$79,103.00	\$120,000.00
Montevideo	Chippewa	5,246	\$2,236,332.00	\$1,657,279.00	\$579,053.00	\$391,397.00	\$187,656.00	\$4,464.00	\$0.00	\$192,120.00	\$100,000.00
Morris	Stevens	5,498	\$2,142,523.00	\$1,655,473.00	\$487,050.00	\$335,897.00	\$151,153.00	\$18,573.00	\$0.00	\$169,726.00	\$132,300.00

2019 Minnesota Municipal Liquor Store Audit Report

<u>Entity Name</u>	<u>County</u>	<u>Geographical</u>	<u>Population</u>	<u>Operating Revenue</u>	<u>Cost of Sales</u>	<u>Gross Profit</u>	<u>Operating Expenses</u>	<u>Operating Income</u>	<u>Nonoperating Revenue</u>	<u>Nonoperating Expenses</u>	<u>Net Income(Loss)</u>	<u>Transfer Out</u>
Marshall	Lyon	Southwest	13,835	\$5,548,364.00	\$4,104,584.00	\$1,443,780.00	\$821,280.00	\$622,500.00	\$36,221.00	\$70,494.00	\$588,227.00	\$225,000.00
Worthington	Nobles	Southwest	13,522	\$4,403,405.00	\$3,278,462.00	\$1,124,943.00	\$746,127.00	\$378,816.00	\$9,950.00	\$83,662.00	\$305,104.00	\$275,000.00
Fairmont	Martin	South Central	10,299	\$3,858,216.00	\$2,685,515.00	\$1,172,701.00	\$595,170.00	\$577,531.00	\$57,861.00	\$0.00	\$635,392.00	\$513,000.00
Redwood Falls	Redwood	Southwest	5,236	\$2,209,310.00	\$1,652,339.00	\$556,971.00	\$486,508.00	\$70,463.00	\$16,827.00	\$8,187.00	\$79,103.00	\$120,000.00
Windom	Cottonwood	Southwest	4,514	\$2,054,756.00	\$1,508,025.00	\$546,731.00	\$420,039.00	\$126,692.00	\$6,716.00	\$0.00	\$133,408.00	\$100,000.00
Blue Earth	Faribault	South Central	3,180	\$1,655,345.00	\$1,237,855.00	\$417,490.00	\$349,592.00	\$67,898.00	\$22,599.00	\$0.00	\$90,497.00	\$100,000.00
Pipestone	Pipestone	Southwest	4,162	\$1,638,152.00	\$1,179,850.00	\$458,302.00	\$252,554.00	\$205,748.00	\$13,323.00	\$0.00	\$219,071.00	\$122,039.00
Luverne	Rock	Southwest	4,746	\$1,435,676.00	\$1,055,863.00	\$379,813.00	\$301,815.00	\$77,998.00	\$18,213.00	\$0.00	\$96,211.00	\$45,000.00
Jackson	Jackson	Southwest	3,386	\$1,246,525.00	\$902,944.00	\$343,581.00	\$265,565.00	\$78,016.00	\$3,039.00	\$20,879.00	\$60,176.00	\$41,000.00
Saint James	Watonwan	South Central	4,551	\$928,340.00	\$623,338.00	\$305,002.00	\$213,157.00	\$91,845.00	\$14,081.00	\$0.00	\$105,926.00	\$115,424.00
Wells	Faribault	South Central	2,228	\$825,435.00	\$629,178.00	\$196,257.00	\$217,089.00	(\$20,832.00)	\$11,471.00	\$26,067.00	(\$35,428.00)	
Tracy	Lyon	Southwest	2,116	\$676,111.00	\$458,739.00	\$217,372.00	\$185,142.00	\$32,230.00	\$153.00	\$0.00	\$32,383.00	
Madelia	Watonwan	South Central	2,296	\$609,322.00	\$452,802.00	\$156,520.00	\$144,800.00	\$11,720.00	\$3,067.00	\$0.00	\$14,787.00	
Lakefield	Jackson	Southwest	1,697	\$549,469.00	\$402,846.00	\$146,623.00	\$135,555.00	\$11,068.00	\$11,696.00	\$0.00	\$22,764.00	\$6,000.00
Butterfield	Watonwan	South Central	566	\$198,739.00	\$146,088.00	\$52,651.00	\$79,204.00	(\$26,553.00)	\$2,846.00	\$0.00	(\$23,707.00)	
Kiester	Faribault	South Central	469	\$175,921.00	\$128,939.00	\$46,982.00	\$60,359.00	(\$13,377.00)	\$3,387.00	\$500.00	(\$10,490.00)	
Elmore	Faribault	South Central	580	\$122,042.00	\$91,405.00	\$30,637.00	\$47,880.00	(\$17,243.00)	\$0.00	\$167.00	(\$17,410.00)	

Blue Earth - New Building Opened Nov 2005

Year	% Increase over Prior Year	Gross Sales	Cost of Goods Sold	Gross Profit (\$)	Gross Profit (%)	Net Profit /Loss	Percent of Sales	Transfer
2004		\$968,870	\$732,719	\$236,151	24.37%	\$89,080	9.19%	\$20,495
2005	3.7848%	\$1,005,540	\$758,463	\$247,077	24.57%	\$96,166	9.56%	\$1,051
2006	10.5824%	\$1,111,950	\$837,874	\$274,076	24.65%	\$61,281	5.51%	\$12,197
2007	11.3335%	\$1,237,973	\$931,234	\$306,739	24.78%	\$80,203	6.48%	\$10,000
2008	4.9253%	\$1,298,947	\$973,999	\$324,948	25.02%	\$68,681	5.29%	\$0
Average:	7.6565%				24.68%		7.21%	

Fairmont - New Building Opened Fall 2009

Year	% Increase over Prior Year	Gross Sales	Cost of Goods Sold	Gross Profit (\$)	Gross Profit (%)	Net Profit /Loss	Percent of Sales	Transfer
2008		\$2,771,049	\$2,048,014	\$723,035	26.09%	\$360,832	13.02%	\$65,000
2009	3.2648%	\$2,861,517	\$2,116,285	\$745,232	26.04%	\$395,653	13.83%	\$45,000
2010	9.9680%	\$3,146,752	\$2,241,764	\$904,988	28.76%	\$482,316	15.33%	\$65,000
2011	0.7527%	\$3,170,439	\$2,326,099	\$844,340	26.63%	\$327,113	10.32%	\$146,500
2012	3.8328%	\$3,291,955	\$2,486,326	\$805,629	24.47%	\$365,146	11.09%	\$200,500
Average:	4.4546%				26.40%		12.72%	

Marshall - New Building Opened November 2015

Year	% Increase over Prior Year	Gross Sales	Cost of Goods Sold	Gross Profit (\$)	Gross Profit (%)	Net Profit /Loss	Percent of Sales	Transfer
2014		\$3,934,677	\$2,919,504	\$1,015,173	25.80%	\$568,030	14.44%	\$375,000
2015	2.3570%	\$4,027,419	\$3,119,194	\$908,225	22.55%	\$133,686	3.32%	\$324,996
2016	12.9414%	\$4,548,623	\$3,398,451	\$1,150,172	25.29%	\$423,393	9.31%	\$274,992
2017	4.4949%	\$4,753,077	\$3,600,673	\$1,152,404	24.25%	\$413,806	8.71%	\$225,000
2018	7.3939%	\$5,104,513	\$3,913,265	\$1,191,248	23.34%	\$458,938	8.99%	\$300,000
2019	8.6953%	\$5,548,364	\$4,104,584	\$1,443,780	26.02%	\$588,227	10.60%	\$225,000
2020	23.6396%	\$6,859,973	\$4,903,054	\$1,956,919	28.53%	\$1,102,974	16.08%	\$300,000
Average*:	7.1765%				24.54%		9.23%	

Worthington - New Building Opened July 2018

Year	% Increase over Prior Year	Gross Sales	Cost of Goods Sold	Gross Profit (\$)	Gross Profit (%)	Net Profit /Loss	Percent of Sales	Transfer
2017		\$3,774,433	\$2,832,916	\$941,517	24.94%	\$482,521	12.78%	\$225,000
2018	9.5786%	\$4,135,970	\$3,087,930	\$1,048,040	25.34%	\$253,153	6.12%	\$225,000
2019	6.4661%	\$4,403,405	\$3,246,581	\$1,156,824	26.27%	\$500,801	11.37%	\$275,000
2020	14.3582%	\$5,035,655	\$3,718,364	\$1,317,291	26.16%	\$601,721	11.95%	\$275,000
Average*:	8.0223%				25.52%		10.09%	

Madelia - New Building Opened August 2017

Year	% Increase over Prior Year	Gross Sales	Cost of Goods Sold	Gross Profit (\$)	Gross Profit (%)	Net Profit /Loss	Percent of Sales	Transfer
2016		\$474,042	\$347,917	\$126,125	26.61%	\$52,037	10.98%	\$30,000
2017	10.7933%	\$525,207	\$394,991	\$130,216	24.79%	\$22,974	4.37%	\$35,000
2018	14.9134%	\$603,533	\$445,036	\$158,497	26.26%	\$25,955	4.30%	\$14,517
2019	0.9592%	\$609,322	\$452,802	\$156,520	25.69%	\$14,787	2.43%	\$0
2020	26.3632%	\$769,959	\$555,605	\$214,354	27.84%	\$85,438	11.10%	\$0
Average*:	8.8886%				25.84%		5.52%	

Jackson - New Building Opened March 2019

Year	% Increase over Prior Year	Gross Sales	Cost of Goods Sold	Gross Profit (\$)	Gross Profit (%)	Net Profit /Loss	Percent of Sales	Transfer
2016		\$1,184,120	\$846,257	\$337,863	28.53%	\$121,900	10.29%	\$41,000
2017	-3.5511%	\$1,142,071	\$818,675	\$323,396	28.32%	\$109,457	9.58%	\$41,000
2018	0.9888%	\$1,153,364	\$824,228	\$329,136	28.54%	\$95,616	8.29%	\$41,000
2019	8.0773%	\$1,246,525	\$902,944	\$343,581	27.56%	\$60,176	4.83%	\$41,000
2020	29.8861%	\$1,619,063	\$1,077,076	\$541,987	33.48%	\$404,362	24.98%	\$56,000
Average*:	8.0773%				28.24%		8.25%	

Note that "% Increase" for Jackson does not include years prior to new build (2016-2018)

*Average does not include numbers from the year 2020, due to the effects from the COVID-19 Pandemic

River Bend Liquor City of Windom										
Year	% Increase over pr. Yr.	Gross Sales	Cost of Goods Sold	Gross Profit \$	Gross Profit %	Other Expenses	Net Income	Net Income Margin	Transfer	Net After Transfer
2010		\$1,481,587.00	(\$1,044,680.00)	\$436,907.00	29.49%	(\$317,503.00)	\$119,404.00	8.06%	(\$70,000.00)	\$49,404.00
2011	1.216%	\$1,499,600.00	(\$1,052,441.00)	\$447,159.00	29.82%	(\$313,731.00)	\$133,428.00	8.90%	(\$70,937.00)	\$62,491.00
2012	7.782%	\$1,616,297.00	(\$1,103,146.00)	\$513,151.00	31.75%	(\$288,218.00)	\$224,933.00	13.92%	(\$70,000.00)	\$154,933.00
2013	2.650%	\$1,659,134.00	(\$1,145,844.00)	\$513,290.00	30.94%	(\$273,642.00)	\$239,648.00	14.44%	(\$70,000.00)	\$169,648.00
2014	1.672%	\$1,686,879.00	(\$1,177,103.00)	\$509,776.00	30.22%	(\$282,886.00)	\$226,890.00	13.45%	(\$70,000.00)	\$156,890.00
2015	7.327%	\$1,810,485.00	(\$1,290,241.00)	\$520,244.00	28.74%	(\$321,611.00)	\$198,633.00	10.97%	(\$70,000.00)	\$128,633.00
2016	1.384%	\$1,835,544.00	(\$1,333,627.00)	\$501,917.00	27.34%	(\$371,216.00)	\$130,701.00	7.12%	(\$581,212.00)	(\$450,511.00)
2017	3.893%	\$1,906,997.93	(\$1,392,407.00)	\$514,590.93	26.98%	(\$383,486.97)	\$131,103.96	6.87%	(\$70,000.00)	\$61,103.96
2018	8.005%	\$2,059,652.55	(\$1,530,617.62)	\$529,034.93	25.69%	(\$391,150.61)	\$137,884.77	6.69%	(\$100,000.00)	\$37,884.77
2019	-0.339%	\$2,052,671.93	(\$1,508,024.82)	\$544,647.11	26.53%	(\$412,924.63)	\$131,722.48	6.42%	(\$100,000.00)	\$31,722.48
2020	13.771%	\$2,335,338.94	(\$1,710,696.02)	\$624,642.92	26.75%	(\$450,059.29)	\$174,583.63	7.48%	(\$100,000.00)	\$74,583.63
Average:	3.732%				26.66%			6.917%		
Future Projections										
2021*	3.73%	\$2,208,657.12	(\$1,619,829.13)	\$588,827.99	26.66%	(\$436,055.17)	\$152,772.81	6.917%	(\$100,000.00)	\$52,772.81
2022*	3.73%	\$2,291,040.03	(\$1,680,248.76)	\$610,791.27	26.66%	(\$452,320.03)	\$158,471.24	6.917%	(\$100,000.00)	\$58,471.24
2023*	3.73%	\$2,376,495.82	(\$1,742,922.04)	\$633,573.79	26.66%	(\$469,191.57)	\$164,382.22	6.917%	(\$100,000.00)	\$64,382.22
2024*	3.73%	\$2,465,139.12	(\$1,807,933.03)	\$657,206.09	26.66%	(\$486,692.42)	\$170,513.67	6.917%	(\$100,000.00)	\$70,513.67
2025*	3.73%	\$2,557,088.80	(\$1,875,368.93)	\$681,719.88	26.66%	(\$504,846.04)	\$176,873.83	6.917%	(\$100,000.00)	\$76,873.83
2026*	3.73%	\$2,652,468.22	(\$1,945,320.19)	\$707,148.03	26.66%	(\$523,676.80)	\$183,471.23	6.917%	(\$100,000.00)	\$83,471.23
Future Projections (With Expanded/New Store at 3%**)										
2023**	6.73%	\$2,445,227.02	(\$1,793,329.50)	\$651,897.52	26.66%	(\$482,761.17)	\$169,136.35	6.917%	(\$100,000.00)	\$69,136.35
2024**	6.73%	\$2,609,790.80	(\$1,914,020.57)	\$695,770.23	26.66%	(\$515,251.00)	\$180,519.23	6.917%	(\$100,000.00)	\$80,519.23
2025*	3.73%	\$2,707,136.00	(\$1,985,413.54)	\$721,722.46	26.66%	(\$534,469.86)	\$187,252.60	6.917%	(\$100,000.00)	\$87,252.60
2026*	3.73%	\$2,808,112.17	(\$2,059,469.47)	\$748,642.70	26.66%	(\$554,405.59)	\$194,237.12	6.917%	(\$100,000.00)	\$94,237.12
2027*	3.73%	\$2,912,854.75	(\$2,136,287.68)	\$776,567.08	26.66%	(\$575,084.91)	\$201,482.16	6.917%	(\$100,000.00)	\$101,482.16
2028*	3.73%	\$3,021,504.24	(\$2,215,971.21)	\$805,533.03	26.66%	(\$596,535.58)	\$208,997.45	6.917%	(\$100,000.00)	\$108,997.45
2029*	3.73%	\$3,134,206.34	(\$2,298,626.93)	\$835,579.41	26.66%	(\$618,786.36)	\$216,793.05	6.917%	(\$100,000.00)	\$116,793.05
2030*	3.73%	\$3,251,112.24	(\$2,384,365.72)	\$866,746.52	26.66%	(\$641,867.09)	\$224,879.43	6.917%	(\$100,000.00)	\$124,879.43
Future Projections (With Expanded/New Store at 4.5%**)										

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: Building & Zoning Office
DATE: April 20, 2021 (City Council Meeting Date)
RE: Planning Commission Recommendation – Approve Final Plat of Kwik Trip 1147
DEPT: Building & Zoning
CONTACT: Andrew Spielman, Building & Zoning Official, at 832-8660 or
andrew.spielman@windommn.com

Recommendations/Options/Action Requested

Review the Final Plat for “Kwik Trip 1147” and adopt the Resolution Approving this Final Plat.

Issue Summary/Background

At the Meeting held on April 6, 2021, the City Council approved the Preliminary Plat for “Kwik Trip 1147”.

The City Departments had requested that a ten-foot (10') utility easement be dedicated along the North side of the property. That utility and drainage easement has been incorporated into the Final Plat.

The Planning Commission reviewed and recommended approval of the Final Plat for Kwik Trip 1147 as presented at its meeting on April 13th. See copy of Minutes included in this packet.

The City Attorney reviewed the Final Plat in relation to Minnesota Statutes. He has recommended approval of the Final Plat as submitted. However, he has advised that, pursuant to Minnesota Statutes, City Officials will not be able to sign the Final Plat until such time as Kwik Trip has acquired ownership of the property and signs the Final Plat as owner. They are anticipating a closing on this sale in May barring anything unforeseen. I plan to be present at the April 20th City Council Meeting to answer any questions that the City Council may have at that time concerning this recommendation.

Fiscal Impact

There is no fiscal impact for the City if the City Council approves the Final Plat of “Kwik Trip 1147”.

Attachments

1. Final Plat of “Kwik Trip 1147”,
2. Resolution Approving Final Plat of “Kwik Trip 1147”.

AWS:mah

OFFICIAL PLAT COPY

KWIK TRIP 1147

INSTRUMENT OF DEDICATION

Know all persons by these presents: That Kwik Trip, Inc., a Wisconsin corporation, the owner of the following described property situated in the County of Cottonwood, State of Minnesota:

All that part of the Southeast Quarter of the Northwest Quarter (SE 1/4 NW 1/4) and the Northeast Quarter of the Southwest Quarter (NE 1/4 of SW 1/4) of Section Thirty-six (36), Township One Hundred Five (105), Range Thirty-six (36) which is described as follows: To-wit: Beginning at the Southwest corner of the Northwest Quarter of said Section Thirty-six (36); thence East along the South line of said Northwest Quarter 1453.3 feet to a point on the East line of Minnesota trunk highway No. 71; thence North at right angles 399.3 feet to the point of beginning; thence East along the West line of the Railroad right of way; thence South along the West line of said Railroad right of way to the point of intersection with the Northeast boundary of said trunk highway No. 71; thence in a Westerly and Northerly direction along the Eastern boundary line of said trunk highway No. 71 to a point on the North line of this parcel heretofore described extended Westerly to the said East boundary of said trunk highway No. 71; thence East on said North line as extended to the point of beginning; said North line being in all 423.2 feet, more or less, Cottonwood County, Minnesota.

EXCEPT

That part of the N 1/2 SW 1/4 and the SE 1/4 NW 1/4, both in Section 36, Township 105 North, Range 36 West, shown as Parcel 302 on Minnesota Department of Transportation Right of Way Plat Numbered 17-25 as the same is on file and of record in the office of the County Recorder in and for Cottonwood County, Minnesota.

ALSO, EXCEPT

Part of the Southeast Quarter of the Northwest Quarter (SE 1/4 NW 1/4) of Section Thirty-six (36), Township One Hundred Five (105), Range Thirty-six (36) West in the City of Windom, Cottonwood County, Minnesota, described as follows: Commencing at the Southwest corner of the Northwest Quarter of said Section 36, thence South 85 degrees 47 minutes 11 seconds East, along the South line of said Northwest Quarter, a distance of 1471.34 feet; thence North 00 degrees 12 minutes 49 seconds East at right angles to last described line, a distance of 381.07 feet, to the point of beginning; thence North 04 degrees 28 minutes 41 seconds East a distance of 173.74 feet; thence South 85 degrees 30 minutes 59 seconds East a distance of 117.22 feet, to the West right-of-way line of the Union Pacific Railroad; thence Southerly, along said Union Pacific Railroad West right of way line, along a non-tangential curve concave to the West, having a central angle of 02 degrees 09 minutes 36 seconds, a radius of 4608.27 feet, an arc distance of 173.76 feet; thence North 85 degrees 30 minutes 59 seconds West a distance of 119.43 feet, to the point of beginning.

AND

That part of the Southeast Quarter of the Northwest Quarter of Section 36, Township 105 North, Range 36 West of the Fifth Principal Meridian in the City of Windom, Cottonwood County, Minnesota, described as follows: Commencing at the Southwest corner of the Northwest Quarter of said Section 36, thence East, assumed bearing, along the South line of the North half of said Section 36, a distance of 1,642.56 feet; thence North, at right angles, to said South line, a distance of 399.02 feet to the point of beginning of the tract to be described; thence North 03 degrees, 16 Minutes, 00 Seconds East a distance of 170.00 feet; thence East, along a line parallel with said South line, a distance of 149.84 feet, to the West right-of-way line of the Chicago and Northwestern Transportation Company Railroad; thence Southerly, along said West right-of-way, a distance of 170.00 feet, along a non-tangential curve, concave to the Northwest, having a radius of 4,559.27 feet, a central angle of 02 degrees, 03 Minutes, 11 Seconds, and a Chord that bears South 03 degrees, 14 Minutes, 11 Seconds West; thence West along a line parallel with said South line, a distance of 150.00 feet, to the point of beginning.

AND

Part of the Southeast Quarter of the Northwest Quarter of Section 36, Township 105 North, Range 36 West of the Fifth Principal Meridian, in the City of Windom, Cottonwood County, Minnesota, described as follows: Commencing at the Southwest corner of the Northwest Quarter of said Section 36, thence East, assumed bearing, along the South line of the North half of said Section 36, a distance of 1,642.56 feet; thence North at right angles to said South line, a distance of 399.02 feet, to an existing iron stake with Survey Cap RLS 8700; to the point of beginning of the tract to be described; thence North 03 degrees 16 Minutes 00 Seconds East, a distance of 170.00 feet, to an existing iron stake with Survey Cap RLS 8700; thence West, a distance of 236.18 feet to the Eastern right-of-way line of Minnesota Trunk Highway No. 60 and 71, to an iron stake placed with Survey Cap RLS 8700; thence South 06 degrees 38 minutes 01 seconds West, along said right-of-way line, a distance of 170.87 feet, to an existing 5/8" iron stake; thence East, a distance of 266.29 feet, to the point of beginning.

has caused the same to be surveyed and plotted as KWIK TRIP 1147 and do hereby donate and dedicate to the public for the public use forever the Public Way, and also dedicate the easements as shown on this plat for drainage and utility purposes only. And also dedicating to the State of Minnesota the right to limit all access to Minnesota State Trunk Highway No. 60 as shown on this plat.

In witness whereof, said Kwik Trip, Inc., a Wisconsin corporation, has caused these presents to be signed by its proper officer this ____ day of _____, 2021.

NOTARY CERTIFICATE

State of _____

County of _____

The foregoing instrument was acknowledged before me, this ____ day of _____, 2021 by _____ of Kwik Trip, Inc., a Wisconsin corporation on behalf of the corporation.

_____, Notary Public,

State of _____

My Commission Expires _____

SURVEYOR'S CERTIFICATE

I, Janette Fowells, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 5, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 2021.

Janette Fowells, Land Surveyor
Minnesota License Number 26748

NOTARY'S CERTIFICATE

State of Minnesota

County of Blue Earth

The foregoing instrument was acknowledged before me, this ____ day of _____, 2021 by Janette Fowells, Land Surveyor, Minnesota License Number 26748.

Robert Paul Smith, Notary Public
State of Minnesota
My Commission Expires 1-31-2023

APPROVALS

Be it known that at a meeting held on this ____ day of _____, 2021, the Planning Commission of the City of Windom, Minnesota, did hereby approve this plat of KWIK TRIP 1147.

Planning Commission, City of Windom, Minnesota

Chairman

Zoning Administrator

This plat of KWIK TRIP 1147 was approved and accepted by the City Council of Windom, Minnesota, at a regular meeting thereof held this ____ day of _____, 2021, and said plat is in compliance with the provisions of Minnesota Statutes, Section 305.03, Subd. 1, and City Ordinances and that this plat has been submitted to and written comments have been received from the Commissioner of Transportation.

City Council, City of Windom

Mayor

City Administrator

This plat of KWIK TRIP 1147 was reviewed and approved by the City Attorney for the City of Windom, Minnesota, this ____ day of _____, 2021.

Windom City Attorney

COUNTY AUDITOR AND TREASURER

I hereby certify that the current and delinquent taxes on the lands described within are paid and the transfer is entered this ____ day of _____, 2021.

Cottonwood County Auditor Cottonwood County Treasurer

Deputy

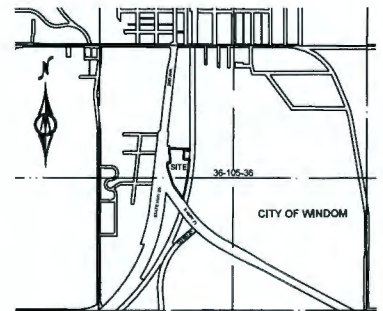
COUNTY RECORDER

I hereby certify that this plat was filed in this office this ____ day of _____, 2021, ____ O'Clock ____ A.M. as Document Number _____.

Cottonwood County Recorder

SURVEYOR'S NOTES

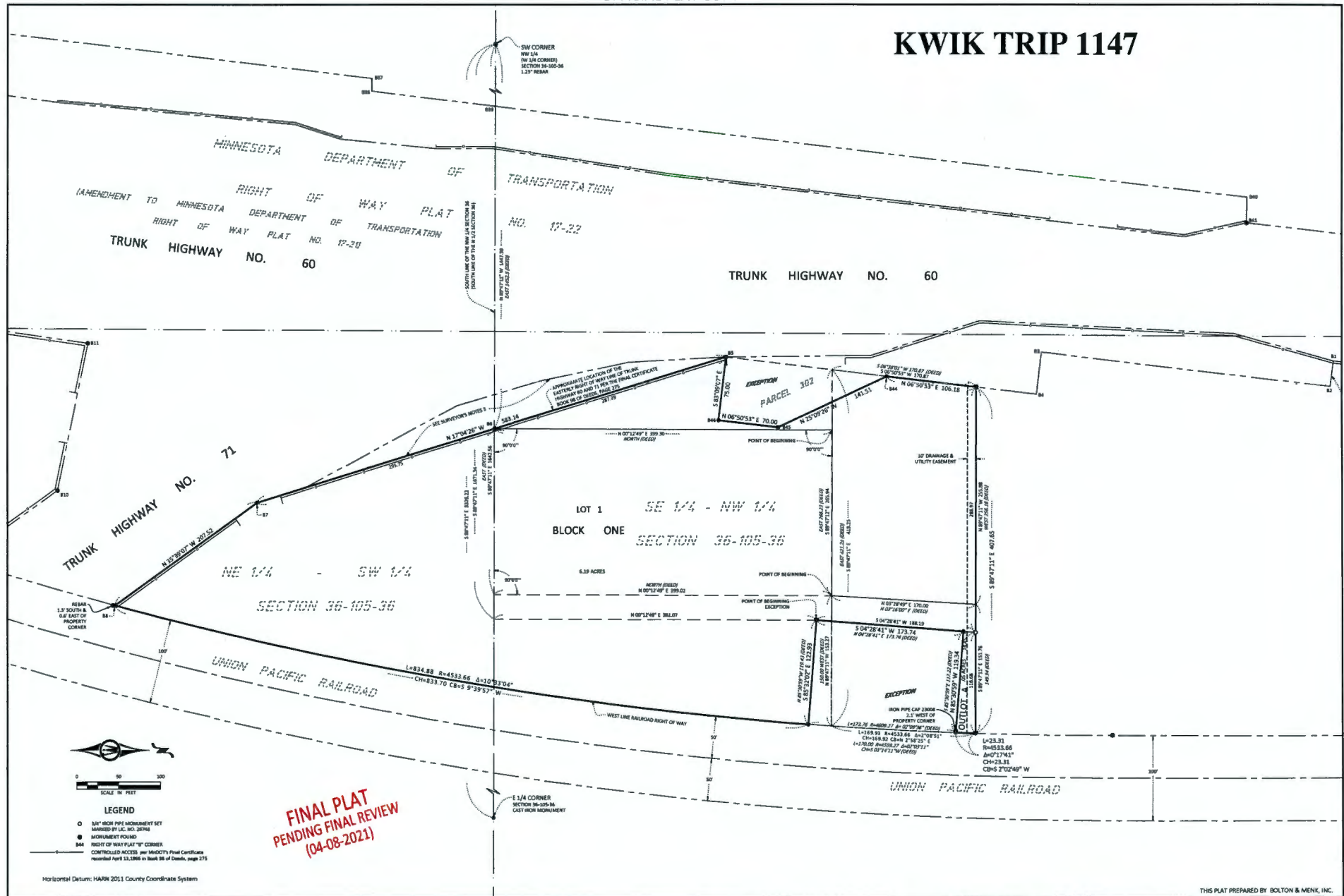
- The legal description provided references "to a point on the East line of Minnesota trunk highway No. 71", references the "boundary of said trunk highway No. 71", and references "thence in a Westerly and Northerly direction along the Eastern boundary line of said trunk highway No. 71". These calls are all ambiguous. The surveyor has assumed the references to these lines in the legal description provided are in reference to the lines established in McDOT's final certificate filed in 1960 Book 98 Dwnth, page 275. It appears the final certificate took Parcel 302 as an easement for the highway right of way adjacent to subject property from Anne S. Gramann, et al. The position of the right of way lines shown on survey map was based on the information contained within a Micro Station dgn file provided by McDOT District 7 survey staff (T1 Thin, LS) in March 2020. The position of the right of way per the dgn provided fits within 2 feet east-west with the information contained within McDOT's Final Certificate (Book 98 Dwnth page 275) filed in 1960. The position of the right of way defined within the final certificate using the call angle and distance would push the right of way approximately 2 feet east of the right of way shown on the survey map. McDOT's 2020 provided location corresponds with the information shown on recorded Minnesota Department of Transportation Right of Way Plat No. 17-22 filed document number 208912. The Trunk Highway 60 and Trunk Highway 71 right of way lines have been changed by McDOT since 1960.
- The legal description provided references "right angles East to the West line of the Railroad right of way; thence South along the West line of said Railroad right of way" and "West right of way line of the Union Pacific Railroad". All of these calls are ambiguous. The surveyor wasn't provided a legal document that mathematically defines the physical location of these lines tied to Section lines. The survey map displays these right of way lines based on holding a 30 foot offset from a calculated best fit alignment based in part by information contained on Railroad Valuation Map 1463AC52, the physical centerline of the rails through the curve and two tangents. Based on all the ambiguity involved with this line the surveyor estimates subject property's east boundary line could range 2 feet westerly and/or 1 foot easterly.
- Document 231152 dated November 4, 1994, and recorded November 8, 1994 conveyed the State of Minnesota's easement rights to the Windom Cooperative Association. It did not transfer fee ownership. The survey has this land identified on the survey map. It appears the final certificate took Parcel 302 as an easement for the highway right of way adjacent to subject property from Anne S. Gramann, et al. therefore Anne S. Gramann would be the fee owner of this land.
- There are internal overlaps of the legal descriptions of the subject property.
- The last two legal descriptions call out East and West directions with the reference to "East, assumed bearing, along the South line of the North half". It is assumed the direction of Travel is parallel to said South line of the North half.



VICINITY MAP
NOT TO SCALE

FINAL PLAT
PENDING FINAL REVIEW
(04-08-2021)

KWIK TRIP 1147



RESOLUTION # 2021-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

CITY OF WINDOM

RESOLUTION APPROVING THE FINAL PLAT OF “KWIK TRIP 1147” IN THE CITY OF WINDOM, MINNESOTA

WHEREAS, the Windom Planning Commission held a public hearing on March 30, 2021, concerning the Preliminary Plat for “Kwik Trip 1147”; and

WHEREAS, the Windom Planning Commission recommended to the City Council that the Preliminary Plat be approved; and

WHEREAS, the City Council reviewed the Preliminary Plat on April 6, 2021, and approved the Preliminary Plat for “Kwik Trip 1147” pursuant to the Planning Commission’s recommendation; and

WHEREAS, the Windom Planning Commission reviewed the Final Plat for “Kwik Trip 1147” at its meeting on April 13, 2021, and recommended to the City Council that the Final Plat be approved; and

WHEREAS, the City Council has reviewed the Final Plat of “Kwik Trip 1147” and finds that the Final Plat is in compliance with the City Code requirements.

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

1. The Final Plat of “KWIK TRIP 1147” is hereby approved and the Mayor and City Administrator are authorized to sign said Final Plat after signature by the property owner.

Adopted this 20th day of April, 2021.

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: Building & Zoning Office
DATE: April 20, 2021 (City Council Meeting Date)
RE: Planning Commission Recommendation – Selection of Land Use Consultant
DEPT: Building & Zoning
CONTACT: Andrew Spielman, Building & Zoning Official, at 832-8660 or
andrew.spielman@windommn.com

Recommendations/Options/Action Requested

1. Approve the selection of Bolton & Menk to review Chapters 151 and 152 (Subdivisions and Zoning/Land Use) of the Windom City Code.
-

Issue Summary/Background

At the meeting held on February 9, 2021, the Planning Commission approved the proposed Request for Proposals (RFP) seeking a land use consultant to review Chapters 151 and 152 of the City Code specifically regarding land use and subdivision regulations. Seven responses were received. A committee consisting of three Planning Commissioners and three staff members reviewed the responses. Following considerable discussion, the Committee selected three well-qualified consultant firms to present to the Planning Commission at the April 13th Meeting. Presentations were given by Northwest Associated Consultants, TKDA and Bolton & Menk. Following the presentations, a poll was taken on preferences. Following a formal motion, the Planning Commission unanimously recommended that Bolton & Menk be selected as the Consultant to review the City's Subdivision and Land Use Codes.

Please review the Planning Commission Minutes for additional information. I also plan to be present at the April 20th Meeting to answer any questions the Council may have at that time concerning this recommendation.

Fiscal Impact

For 2020, the City Council budgeted \$5,000 for this project. For 2021, the City Council budgeted \$5,000 for this project. The requested fee for services by Bolton & Menk is \$12,444.

If the City Council approves this Code Review, the balance of the funds would need to come from the General Fund reserve or be forward-funded from the 2022 budget.

Attachments

1. Request for Proposals,
2. Response by Bolton & Menk to Request for Proposals.

AWS:mah



RFP for Review of Land Use & Zoning Code

Purpose

The City of Windom seeks proposals from firms with expertise in the area of municipal land use ordinances who are interested in performing a review of the City's Land Use Codes: Chapters 151 "Subdivisions" and 152 "Zoning". A copy of the City's current codes is on our website at <https://windom-mn.com/wp-content/uploads/2020/04/Windom15.pdf>.

General Overview

Located in southwestern Minnesota with a population of 4,646, Windom is one hour southwest of Mankato and one-half hour northwest of Worthington. Windom is located on U.S. Highway 71 and Minnesota State Highway 60. Windom is a home rule charter city.

Scope of Services

The City is interested in a contract agreement with a third-party consultant to review and make recommendations on updating the City's Subdivision and Zoning Codes. Recent residential, commercial and industrial construction projects and proposed developments have required review and consideration of conditional uses and variances for some properties. The codes have been routinely updated and amended since 2003 when the current code and zoning map were adopted. However, a holistic and comprehensive review is needed to ensure the codes are consistent and meet the current development and construction industry's standards while maintaining orderly development and compatible land uses for the benefit of the citizens of Windom. It is not the intent of this review to develop new zoning districts or a new zoning map. Emphasis will be on the permitted and conditional uses listed in each zoning district.

The completed work product is expected to include proposed revisions/amendments that will be incorporated into Chapters 151 and 152 of the City Code. Review of these proposed revisions and amendments will be processed through the Planning Commission and City Council by City of Windom Staff and subject to review and approval by the City Attorney. After City Council approval of proposed revisions/amendments to Chapters 151 and 152, the City will retain other services to codify the revisions.

The Consultant selected for the code review will be expected to attend the following meetings: Initial meeting with the Planning Commission to establish the plan and process for the code review, a meeting with the Planning Commission for review of the final draft of proposed revisions to the Code which may include a public hearing, and a presentation of the final draft to the City Council.

Planning Commission's Expectations: The Planning Commission expects that the selected Consultant will work closely with the Building & Zoning Office in its review of Chapters 151 and 152 of the Windom City Code. The Planning Commission expects that the Consultant will present its recommendations to the Planning Commission in manageable increments (the length of which shall be determined by the Building Official and the Consultant). The Planning Commission proposes to review the Consultant's periodic recommendations at its meetings which are held the second Tuesday of each month.

Submittal Guidelines

The following guidelines describe the City's expectations for the format and manner in which proposals are to be submitted by prospective firms. The failure by a prospective firm to follow these guidelines will not necessarily exclude that firm from consideration, but close adherence will be viewed more favorably as the City evaluates proposals. Thus, the submittal guidelines are as follows:

1. A Proposal of Service which shall include qualified personnel with experience in land use planning, zoning administration, and City Ordinances. Please include credentials for firm staff who would actually perform the requested services.
2. Compensation method and fee chart as applicable;
3. Estimated fee;
4. Approximate timeline for the project;
5. List at least three client references, including the reference's telephone number and address, to provide the City with an opportunity to contact each reference.
6. Proposals should be limited to no more than fifteen pages (8½" X 11" in size). The Respondent shall submit three (3) hard copies and one (1) electronic copy of the Proposal to the City.

Submit all Questions and the Proposals to:

*City of Windom
Attn: Andrew Spielman, Building Official
444 9th Street, P.O. Box 38
Windom, MN 56101*

*Phone: 507-832-8660
E-mail: andrew.spielman@windommn.com*

Responses are due by 5:00 p.m. on Friday, March 19, 2021.

Selection Process

Responses will be reviewed and evaluated by a designated Committee within two weeks of the response deadline. No attendance by prospective firms is requested for this meeting. The Committee will determine which firms to invite to make presentations and the date(s) and times for presentations. It is anticipated that the presentations will be scheduled for the April 13th Planning Commission Meeting. The Building & Zoning Office will contact those firms selected for presentations/interviews to confirm the date and time for their presentations. Firms not selected will also be notified.

Based on the written responses and presentations, the Committee and the Planning Commission will make a recommendation regarding which firm should be selected by the City Council to perform the Code review. If all of the presentations can be made at the April 13th Meeting, the Planning Commission will forward a recommendation to the City Council for selection of the Consultant at the City Council's April 20th Meeting. The City Council will have final approval authority on a contract with the selected firm. The goal is for the Consultant to begin working with the Building & Zoning Office and Planning Commission in May 2021.

The City reserves the right to reject any or all of the proposals submitted.

Independent Contractor Status and Insurance Requirements for Selected Consultant

The Consultant shall be acting as an independent contractor and shall not be considered an employee of the City. The Consultant shall be responsible for its own workers' compensation insurance and a minimum of \$1 Million of liability insurance coverage. The Consultant must carry errors and omissions insurance of \$1 Million per occurrence and \$2 Million aggregate. The insurance coverages shall be in amounts and through companies approved by the City. The Consultant shall provide the City with copies of the Declaration pages evidencing this insurance prior to commencement of work.

March 19, 2021



The City of

Windom

Proposal for
**Review of Land Use
& Zoning Code**

Contact:

Rose Schroder, AICP

515-380-4396

Rose.Schroder@bolton-menk.com

1501 South State Street | Suite 100 | Fairmont, MN 56031-4467

Ph: (507) 238-4738 | Fax: (507) 238-4732 | Bolton-Menk.com



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**BOLTON
& MENK**

Real People. Real Solutions.

March 19, 2021

1501 South State Street
Suite 100
Fairmont, MN 56031-4467

Ph: (507) 238-4738
Fax: (507) 238-4732
Bolton-Menk.com

Andrew Spielman
Building Official
City of Windom
444 9th Street, P.O. Box 38
Windom, MN 56101

RE: Proposal for Review of Land Use & Zoning Code

Dear Mr. Spielman:

The City of Windom needs assistance in bringing its land use and zoning code up to date with current development and construction industry standards. Bolton & Menk, Inc. takes great pride in developing planning documents that are understandable and implementable. Our approach to planning services makes Windom's priorities our priorities. We understand what needs to be accomplished to successfully review and make recommendations on updating the city's land use and zoning code.

We Know Minnesota Communities – Bolton & Menk works for communities large and small. We have completed numerous zoning ordinance and comprehensive plan updates for midwestern communities with similar planning needs and concerns to the City of Windom, including the Cities of Worthington, Luverne, Plainview, and Wabasha. Our understanding and experience will help us identify your project priorities and hit the ground running.

We're Committed to Your Budget – We understand how important it is to stay within the budget. We will work with you to ensure the Review of Land Use & Zoning Code project scope meets your needs and is completed efficiently. We will leverage our experience updating zoning and subdivision codes for other communities to work efficiently for the City of Windom, giving you the highest value for your money.

We Are Ordinance Experts – Our team understands the statutory requirements of zoning and land use codes and the need for it to be both legally defensible and user-friendly. Because of our solid understanding of this process and our in-house ordinance experts, we can ensure the zoning and subdivision code updates are not only grounded on modern legal principles but are written in a way that can be easily administered.

In continued service to the City of Windom, we are excited at the opportunity to complete the Review of Land Use & Zoning Code project. Rose Schroder will serve as your project manager. Please contact her at 515-380-4396 or Rose.Schroder@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

Travis L. Winter, P.E., LEED AP
Principal Engineer



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FIRM OVERVIEW

We believe all people should live in safe, sustainable, and beautiful communities and we take pride in our ability to make that happen. It's why we get out of bed every morning. Our commitment to communities began in 1949 with two hard working Midwesterners—John Bolton and Martin Menk. They saw people in their surrounding communities who had dreams of a bright future, a desire to grow, and a common challenge of aging infrastructure. John and Martin's goal was to help communities make progress by listening to what people want, finding the best solutions for their needs, and treating them right. Their legacy lives on. Today, Bolton & Menk, Inc. has more than 550 employees including a professional staff of more than 300 engineers, planners, landscape architects, and surveyors.

For more than 10 years, our planning and urban design group has helped clients plan their future. Using robust public engagement, we facilitate consensus for buildable, sustainable solutions. Our team expertise helps solve multi-faceted problems with technical, regulatory, funding, and community issues. We deliver plans and designs you can live with.

We promise every client two things: we'll work hard for you and we'll do a good job. At the end of the day, we're *Real People* offering *Real Solutions*.

SOLUTIONS PROVIDED:

- Civil/Municipal Planning & Engineering
- Water & Wastewater Engineering
- Transportation Planning & Engineering
- Structural Services
- Aviation Services
- Planning & Urban Design
- Water Resources Engineering
- Environmental Planning & Permitting
- Construction Administration & Inspection
- Land Surveying
- Geographic Information Systems
- Project Funding Support
- Project Communication
- Creative Studio Services

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& MENK**

Real People. Real Solutions.

Bolton & Menk, Inc.
1960 Premier Drive
Mankato, MN 56001

P: 507-625-4171 | F: 507-625-4177



STAFF CREDENTIALS

Bolton & Menk has put together an experienced team to ensure the City of Windom receives a land use and zoning code review that will support the needed ordinance updates.

You have our commitment that staff highlighted in this proposal will be performing and overseeing the work they have been identified to lead. The organizational chart below illustrates key personnel associated with individual tasks. Project team member résumés are included in the following pages of this section.



Rose Schroder, AICP

Project Manager

Rose will lead the project and overall quality control. She will provide expertise in current case law, state and federal statutes, and identify ordinance provisions that should be modernized in a comprehensive way. Rose spent many years as a practicing public-sector planning manager and understands the need for clear, concise, and legally defensible standards and clearly identified development review procedures.



**Travis Winter, P.E.,
LEED AP**

*Principal-in-Charge,
Client Service
Manager*

Travis will serve as a liaison for our team to the City of Windom as needed. His knowledge of the community will be an asset to the team.



Harry Davis IV, AICP
Planner

Harry will assist Rose in evaluating the current zoning ordinance and provide technical assistance for the review. His planning experience provides him insight toward necessary modifications.



Rose E. Schroder, AICP
Senior Urban Planner



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Education

Bachelor of Science - Community and Regional Planning,
Iowa State University

Certifications

Certified Planner - American Institute of Certified
Planners (AICP)

Organizations

American Institute of Certified Planners

American Planning Association

- Co-Chair of Advocacy & Outreach, Iowa Chapter
- Conference Planning Committee, Iowa Chapter

Awards

Outstanding Service - American Planning Association,
Iowa Chapter, 2011

Summary

Rose is a senior urban planner who began her career in 2000. She has experience working at the county and city levels where she was responsible for land use and community development, including managing the master planning of corridors and redevelopment areas as well as development project review. Her primary areas of expertise include municipal planning, comprehensive plan development, corridor planning, and land use analysis and impacts.

Rose has direct experience developing comprehensive plans and daily administering the policies and goals included in the long-range planning effort. She understands the need for a community's regulations and ordinances to be consistent with their comprehensive plan and function as tools to achieve the overall vision.

Rose pursued the planning field because she believes quality of life is directly related to the quality of place; the built environment, as well as the services and opportunities available to all residents, businesses, and visitors impact the vitality of a place. It is only when all the pieces come together is a place truly viable.

Experience

Zoning Regulations, City of Van Meter, IA

The city wanted a downtown zoning district to accommodate modern development standards and practices. Rose completed the zoning code text work to allow for modern types of development in the downtown corridor and surrounding area. The city will adopt a new set of standards through zoning amendments to allow for a more modern development standard in downtown.

Highway 44 Corridor Study, City of Grimes, IA

The City of Grimes needed a long term-plan for the traffic control, roadway configuration, and land use patterns for the Highway 44 corridor through the community. Rose served as the project manager and was responsible for the land use components of the corridor study. The city will have a long-term plan for how to anticipate changing land use and traffic dynamics within the corridor that take into consideration many other studies that were previously completed.

Land Use Study, Council Bluffs, IA

The city and the county want a future land use strategy for the next 20 years in the 2-mile jurisdictional area beyond the corporate boundary. Rose is the project manager and leads all planning efforts on the study including recommendations for the development priorities. The city and county will reach a modern agreement about service and growth areas in the 2-mile limit area.

Rose E. Schroder, AICP, Senior Urban Planner**Robins Road Study, City of Hiawatha, IA**

The city identified the corridor as a place that could be developed into an identifiable city center. The corridor needed to be re-imagined for land uses, development typologies, walkability, and infrastructure needs. Rose worked to determine a reasonable land use and redevelopment phasing plan for the entire planning area taking into account the type, density, and form or uses to be introduced into the area. The city has an achievable, phase-able plan for transforming the Robins Road corridor.

Overlay District Development, City of Hiawatha, IA

The city wanted a set of zoning regulations that would enable the type of development envisioned and supported by the Robins Road Study. Rose drafted the associated text and proposed map amendments in order for the city to allow the type of development planned in the Robins Road study. The overlay district and associated map amendments are complete allowing for a mixed use, more urban development framework.

Highway 14 Zoning, City of Marshalltown, IA

The city wanted a zoning district that would enable the development concepts identified in the adopted Highway 14 Corridor Plan. Rose facilitated multiple plan and zone commission work sessions to develop a mixed use district zoning text and associated map changes. The city is able to allow the type of development that was envisioned and supported by the community in the Highway 14 Corridor Study.



Travis L. Winter, P.E.
Principal Engineer



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Education

Bachelor of Science - Civil Engineering
North Dakota State University

Registration

Professional Engineer, Minnesota, South Dakota, Iowa

Certifications

Leadership in Energy and Environmental Design Accredited
Professional (LEED AP)

Organizations

American Society of Civil Engineers

Minnesota Society of Professional Engineers

National Society of Professional Engineers

U.S. Green Building Council

Summary

Travis began his career in civil engineering in 2004 and currently serves as a principal engineer. He enjoys working with clients to learn about their infrastructure needs and help them find solutions and funding. His range of experience includes planning, design, bidding, and construction administration of municipal projects—from street improvements to water system supply and wastewater collection and treatment to site grading and erosion control to park, trail, and recreation facilities.

Experience

City of Windom, Minnesota

- Sanitary Sewer Rehabilitation
- Emergency Services Building

City of Luverne, Minnesota

- Comprehensive Plan Update

City of Pipestone, Minnesota

- TH 30 Street & Utility Improvements (SP 5903-24)
- Robson Building Demolition
- Airport Runway Mill & Overlay
- 5th Avenue SW Street & Utility Improvements
- Water Treatment Plant

City of Wells, Minnesota

- Business Park Development, TED Project (SP 2205-11)
- Safe Routes to School Infrastructure (SP 022-591-001)
- Street Improvements (multiple years)
- 2nd Avenue NE Sewer and Water Improvements
- CSAH 62 Improvements (SAP 022-662-004)
- Airport Apron Resurfacing
- 5-Year Capital Improvement Plan
- South Industrial Park Improvements

City of Blue Earth, Minnesota

- Highland Drive, 11th, and 12th Street Improvements
- Gorman and 12th Street Improvements

City of Laurens, Iowa

- East Street and Veterans Road Improvements

City of Winnebago, Minnesota

- Northwest Area Street & Utility Improvements
- 1st Avenue SE Street & Utility Improvements

Travis L. Winter, P.E., Principal Engineer**City of Granada, Minnesota**

- 50,000 Gallon Elevated Water Storage Tank

City of Hanska, Minnesota

- Broadway Avenue and 2nd Street Watermain Replacement
- 1st Street, Sunset Avenue, and Blessum Street Improvements

City of Heron Lake, Minnesota

- 2016 Wastewater Pond Rehab and Lift Station Replacement

City of Rushmore, Minnesota

- Storm Sewer Improvements

City of Worthington, Minnesota

- North Industrial Park Improvements

City of Welcome, Minnesota

- 150,000 Gallon Elevated Water Storage Tank



Harry L. Davis IV, AICP
Planner



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Education

Master of Arts - Urban Design
Cardiff University

Bachelor of Urban Planning and Development -
Urban Planning and Development
Ball State University

Certifications

Certified Planner - American Institute of Certified
Planners (AICP)

Summary

Harry is a planner at Bolton & Menk who started his career in 2015. Serving communities and their people inspired his passion for urban planning as a life-long career. He has always been fascinated with how cities are made up of many people from diverse backgrounds and loves accomplishing a city or neighborhood's goal for physical transformation and improvement. His areas of expertise include comprehensive planning, municipal master planning and urban design, and multicultural planning.

Experience

Planning and Zoning Administration, City of Wabasha, Minnesota

Bolton & Menk serves as the consulting planner for the City of Wabasha, providing a variety of planning and zoning administration, including assisting residents and business owners with zoning and land use questions, development review, preparation of staff reports, and attendance at planning commission meetings. Harry provides planning expertise and QA/QC for the city on an ongoing basis.

Planning Services, City of Plainview, Minnesota

Bolton & Menk serves as the consulting planner for the City of Plainview, providing development review assistance for complex or involved projects. This includes report writing, review of new construction and subdivisions, and presenting staff findings to both planning commission and city council. Harry is the city's planning expert and he provides QA/QC for development review.

ADA Transition Plan, City of Willmar, Minnesota

The City of Willmar needed an ADA Transition Plan to take advantage of federal funding for infrastructure projects. Bolton & Menk collected and categorized pedestrian infrastructure data, engaged with stakeholders and the public, analyzed and reviewed existing city policies related to pedestrians, and produced a transition plan to guide ADA-compliant infrastructure improvements for the next 30 years. Harry served as a planner leading public engagement efforts and drafting the document.

Comprehensive Plan Update, City of Chisago City, Minnesota

The City of Chisago City wanted an update to their existing comprehensive plan that captures changes in city growth, economic opportunities, natural environment, and many other topics. Bolton & Menk helped a community-based task force draft a comprehensive plan to guide the city's growth and develop the vision, goals, and future community needs. Harry served as a planner in drafting the plan.

PROJECT UNDERSTANDING

The City of Windom is seeking to update its current subdivision and zoning codes. The codes and associated map were enacted in 2003 and have been amended many times. We understand that the intent is not to draft a completely new set of regulations, but that it is intended to modernize the existing Chapters 151 and 152 of the city code. We further understand that the codification process will occur by separate contract outside of this review project. The most recent amendments of the 2018 Comprehensive Plan, changes to Minnesota statutes, and most recent federal court cases make this an ideal time to review and update the current zoning code. This is an opportunity to address specific issues and to incorporate any amendments into the ordinance. In addition to ensuring the current code is up to date and modernized as it relates to planning best practices, the updates will result in a simplified, enforceable code.

The Bolton & Menk team is ready and able to complete this land use and zoning code review. We can build on our knowledge of similar communities to complete this project in a timely manner.



Why Bolton & Menk?



We are ordinance experts.

Our team understands the statutory requirements of a zoning ordinance and the need for a zoning ordinance to be both legally defensible as well as user-friendly. A successful zoning and land use code is easy to understand for the public and developers, is easy to administer for city officials, and is a tool for implementing the community goals identified in the 2018 Comprehensive Plan update.



We know your community.

Bolton & Menk works with cities of all sizes. While each community has its own unique set of issues and concerns, there are many shared traits. We know that a zoning ordinance is not a one-size-fits-all document; rather, it should address the specific needs of the community. However, we will draw on our experience in a wide variety of communities to find and craft solutions to unique problems.



We can help improve your process.

Our experience administering zoning and development regulations in communities throughout Minnesota means we can ensure the update will have a current, modern legal basis and is written to allow efficient administration.

The City of Windom can be assured the Bolton & Menk team will provide outstanding technical deliverables, exceptional leadership in stakeholder involvement as needed, and superior project management in a timely and cost-effective manner. The work plan on the following page is outlined by tasks addressing all elements of the request for proposals. **Please see page 9 for our detailed schedule.**

WORK PLAN

Task 1: Project Management

Bolton & Menk will manage staff, resources, and budget to successfully meet the project objectives. Rose Schroder will serve as project manager, working closely with the team to ensure clear and consistent communication. A kickoff meeting will be held to gain a full understanding of the update needs.

Task 2: Review Current Codes/Issue Identification

The Bolton & Menk team will hold a kickoff meeting with city officials to identify and prioritize issues specific to the city. One of the critical objectives of this meeting is to gain an understanding from the staff perspective of what is working well and what is not working effectively. This is necessary to identify specific code sections that may require additional definition and/or clarity. It will also determine if there are unclear procedural issues that need to be addressed in the update.

Our team will review current Chapters 151 and 152 of the City Code to determine updates necessary for compliance with state statutes and current case law. The review will also identify updates and/or changes necessary for consistency with the 2018 Comprehensive Plan Update.

Task 3: Consult with Stakeholders

We will work closely with city officials, including the building and zoning office, the planning commission, the city council, and the city attorney during the project to receive input on revisions and to ensure all current, local issues have been addressed. **The updated codes will fit the community's needs and be useful to those who work with the document on a regular basis.**

Task 4: Draft Ordinance Amendments

Our team will draft the update based on our research of Minnesota statutes and previous amendments. The update will include best practices and alternatives to meet the needs of existing and future users. We will provide an initial draft of the amendments, and at least one set of revisions based on discussions with city officials.

As discussed in Task 1, it is important to address issues that are routinely problematic or challenging for the staff, commission, and/or the public. Some areas for review will include signage standards to ensure content neutrality consistent with current case law, home occupation standards, off-street parking regulations, and subdivision design standards. An important step in modernizing any development code is ensuring that definitions of land use and identified special and/or conditional uses are working for the community.

- Is the process overly complicated?
- Could the related administrative processes benefit from the use of performance standards and/or allowances as administrative approvals?
- Is the planned unit development (PUD) process functioning as intended, or has it become a means to circumvent other bulk/density requirements?

Task 5: Attend Required Public Meetings, Including Public Hearing(s)

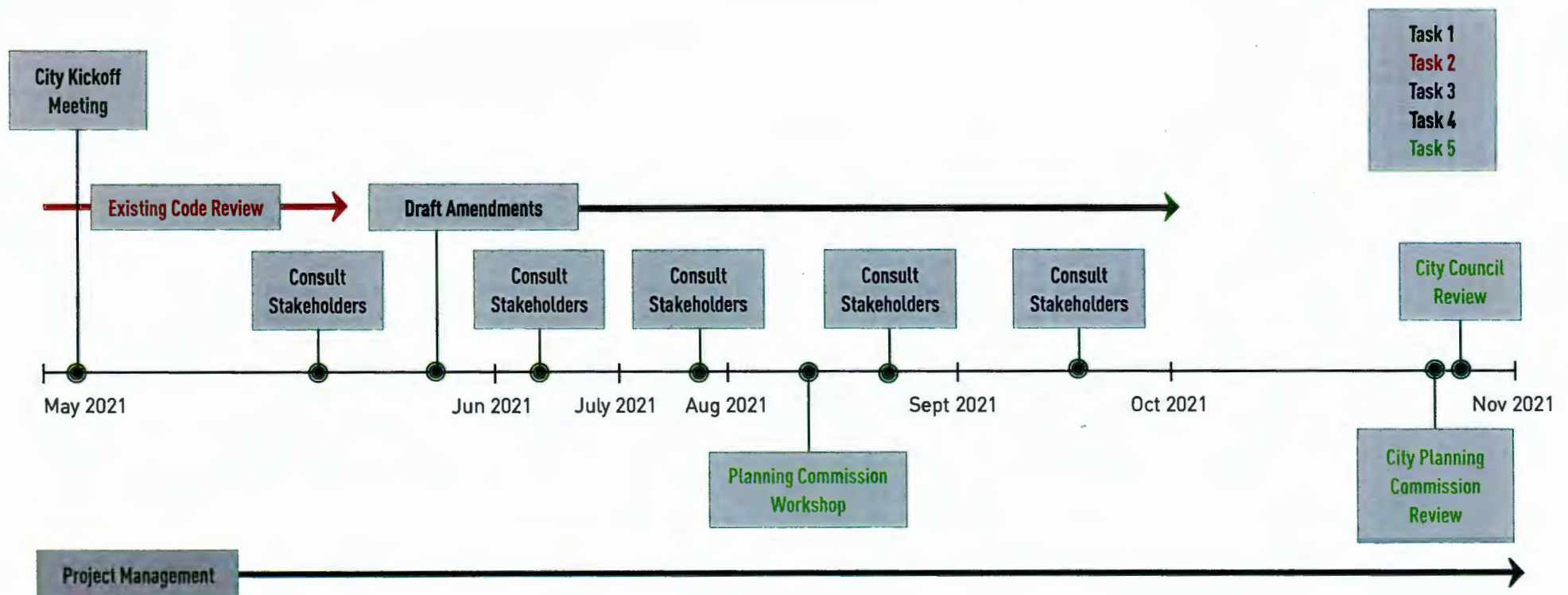
Our team will work closely with the city planning commission on the code updates. We will conduct one planning commission workshop to discuss the proposed updates. We will also attend the planning commission public hearing and the subsequent city council meeting for the adoption of the update.

*We ask a lot of questions
to make sure we get it right.*



PROJECT SCHEDULE

This schedule details the anticipated work tasks and completion dates. It is based on our review of the project background, description, and scope of services included in the Request for Proposals and our experience on other similar projects. Upon selection, Bolton & Menk will work with city officials to revise and update this schedule as needed to ensure successful delivery of this project.



PROJECT EXPERIENCE AND REFERENCES

Bolton & Menk has assembled an experienced team of professionals with a proven track record of delivering similar projects. We have highlighted several projects our team has delivered using a similar approach and/or with similar elements. We will draw upon this experience to benefit the City of Windom. Additional project experience and references are available upon request.



Planning Services, City of Wabasha, Minnesota

Bolton & Menk, Inc. has provided planning services for the City of Wabasha since 2014. Our regular duties include providing support and overview to city staff, including researching and updating city code, flood plain management, development review, and preparation and presentation of reports to the planning commission and city council. As Wabasha's planning consultant, Bolton & Menk also prepared an update to the city comprehensive plan. This work included a wide-ranging analysis of

population, economic, and socio-economic trends, and a robust public engagement process, interacting with a variety of stakeholders including residents, students, and key constituents. The final plan outlines community goals and aspirations and recommended policy for land use, transportation, parks, trails, open space, natural resources, utilities, and growth management.

Reference

Wendy Busch, City Clerk
City of Wabasha
900 Hiawatha Drive East
Wabasha, MN 55981
clerk@wabasha.org
651-565-4568



"I was happy with how you [Bolton & Menk, Inc.] engaged the Planning Commission and other City groups and departments during the development of the Plan. The community input and material was thoroughly reviewed. I know that a lot of work went into the Plan that was not seen by the public."

--Chad Springer, Former City Administrator, City of Wabasha



Robins Road Study, Hiawatha, Iowa

Redefining the Robins Road corridor has been a goal for the City of Hiawatha, its community partners, and constituents for some time. The city wanted a vision for this corridor that would boost the city's image, raise resident awareness, and intrigue developers.

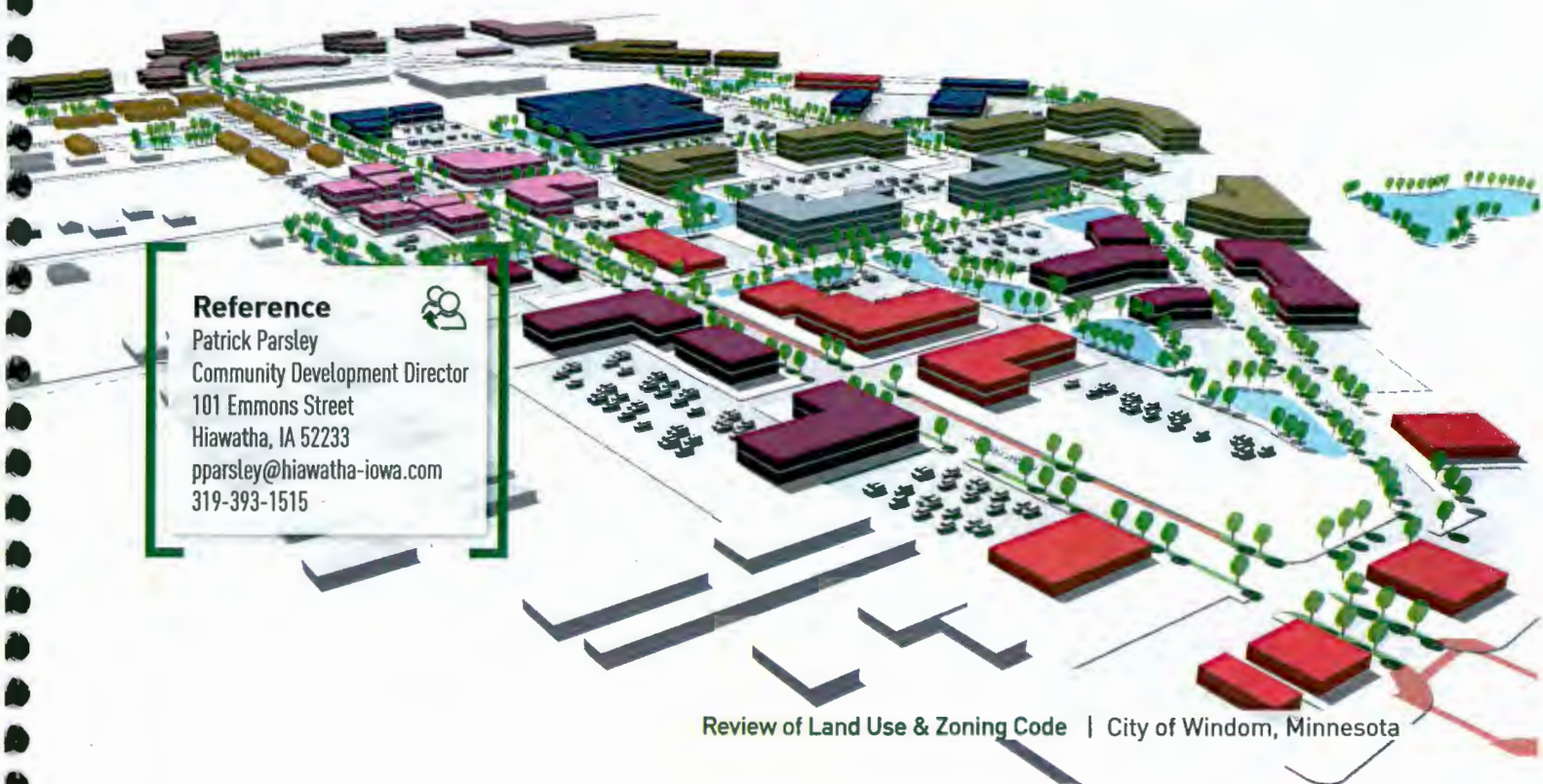
Bolton & Menk has developed a roadway and future land use plan that will leverage both public and private investment and explore additional opportunities for growth and development for the corridor. We used a series of steering committee meetings and public preferencing to create a plan that includes beautification and streetscaping, pedestrian and bicycle

accommodations, land use, and redevelopment concepts. The implementation strategy identifies projects at a level of high, medium, and lowest priority and created an estimate of construction costs.

Bolton & Menk has also worked on implementation. The city contracted with us to develop a zoning overlay district for the corridor to ensure quality private development that will be compatible with the public investment of the roadway and infrastructure. The overlay text and standards have been adopted and the zoning map amended to apply the new overlay.

Reference

Patrick Parsley
Community Development Director
101 Emmons Street
Hiawatha, IA 52233
pparsley@hiawatha-iowa.com
319-393-1515



Highway 14 Corridor Study, City of Marshalltown, Iowa

As a transportation backbone bisecting the community, the Highway 14 corridor is crucial to the success of many local businesses and to the people who depend on it for daily travel. Over time, the quality and functionality of the corridor has declined. The Highway 14 Corridor Study is the pivotal first step for the City of Marshalltown to improve public safety, enhance community pride, and better the economic and social vitality of the corridor.

Study areas were identified following extensive outreach and community discussions with more than 800 participants. Areas included properties forecasted to turn over or become vacant and sites that presented the greatest safety concerns, blight, or incompatible land uses. Illustrations of various redevelopment scenarios demonstrated potential land use changes, incorporation of a more active streetscape, and opportunities made possible by a four- to three-lane road diet. Study outcomes

tapped the potential for reinvigorating impoverished neighborhoods; improving vehicular and pedestrian safety; and creating a beautified and user-friendly corridor streetscape.

Immediately following adoption of the Highway 14 Corridor Study, the city began the implementation process and is currently working with interested developers and the Iowa DOT. The corridor was recently impacted by a devastating tornado, making the recommendations increasingly relevant and will prove instrumental in a viable future for this area of Marshalltown.

This plan has progressed into implementation phase. Bolton & Menk is currently under contract with the city to develop a new mixed-use zoning district for use throughout the corridor, as well as propose the appropriate zoning map amendments.

Reference

Jessica Kinser
City Administrator
24 North Center Street
Marshalltown, IA 50158
jkinser@marshalltown-ia.gov
641-754-5701



BUDGET

The following table summarizes the hours and cost breakdown for each major work task item. The estimated fee includes labor, general business, and other normal and customary expenses associated with operating a professional business. **Unless otherwise noted, the fees include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials.** Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. The scope of work will not exceed the \$15,000 specified budget for this project.

Detailed Cost Estimate

Client: City of Windom

Project: Review of Land Use & Zoning Code

Task No.	Work Task Description	Total Hours	Total Cost
1.0	Project Management	10	\$1,406
2.0	Review Current Codes/Issue Identification	18	\$2,148
3.0	Consult with Stakeholders	17	\$2,073
4.0	Draft Ordinance Amendments	44	\$5,232
5.0	Attend Required Public Meetings, Including Public Hearing(s)	12	\$1,585
Total Hours		101	
Average Hourly Rate			
Subtotal			
Total Fee			\$12,444

MEMORANDUM



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

TO: City Council
FROM: Fire Chief and City Administrator 
DATE: April 5, 2021
RE: Reconfiguration of Fire Call Fees

All residents pay for fire protection via their property taxes, but in addition there is a user-based fee for the additional expenses occurring due to a fire or other emergency call. The City has charged this user-based fire call\service fee since the early 2000's. In 2007 the fee was formalized through Ordinance #128 at a flat rate of \$500 per call and subsequently raised to \$1,000 per call in 2017.

Late last year during the discussions and negotiations with the Windom Fire District (townships, Bingham Lake and Wilder) the subject of fire fees was raised as something to review, including both the various levels of service provided and the fee amount.

To address these questions a review of the last three years fire calls was completed by the Fire Chief. This data showed that a division of fire calls could be separated into four categories, which are false alarms, fires, vehicle accidents and cancelled calls. The present system of fire fees charges a flat \$1,000 fee for any type of call other than cancelled calls, which are not billed. In the most recent year (2019-20) there were 18 fires, 10 vehicle accidents, 10 false alarms and 11 non-billed cancellations.

A proposed restructuring of fire fees was developed for review and consideration. The purpose would be to more equitably distribute the costs for services and retain a revenue stream to assist the department in replacing aging equipment. Preliminary research into fire insurance coverages in Minnesota showed that typical fire insurance policies cover fire department charges of at least \$2,000.

For City Council consideration is the following fire fee proposal:

\$0	Fire calls cancelled prior to any firefighters or equipment arriving at the scene.
\$500	False Fire\Carbon Monoxide Alarms
\$1,000	Vehicle Accidents\Assists without Fire
\$2,000	Any call with Fire

Prior to this fire fee proposal being completed and sent to the City Council it was also shared with the Windom Fire District (attached is the letter and the Windom Fire District's response). As is current practice, the fire fees would continue to apply equally to calls inside and outside City limits.

At this time staff is requesting City Council direction on preparation of an ordinance to amend the fire call\service fees. Should the rates be changed it will require an update of the ordinance.

WINDOM FIRE DEPARTMENT

444 9th St
WINDOM MN.56101

FIRE FEE REVIEW

NO CHARGE CALLS

- **CANCELLED ENROUTE PRIOR TO ARRIVING ON SCENE**
- **CALL BACK FOR REKINDLE OF THE SAME INCIDENT**

\$500.00 FIRE CALL CHARGE

- **FALSE ALARM CALL**
- **CARBON MONOXIDE DETECTOR CALL**
- **MEDICAL ASSIST CALL**
- **PD/SO ASSIST CALL**
- **TRAFFIC CONTROL ASSIST CALL**
- **PERSONNEL ELEVATOR EMERGENCY**

\$1000.00 FIRE CALL CHARGE

- **ACCIDENT**
- **VEHICLE ACCIDENT**
- **GAS/PROPANE LEAK**
- **CHEMICAL LEAK**
- **RESCUE CALL**

\$2000.00 FIRE CALL CHARGE

- **ANY CALL WITH FIRE**
- **ANY TYPE OF EXPLOSION**



DATE: February 26, 2021
TO: Windom Fire District Representatives
FROM: Fire Chief and City Administrator
RE: Service Fees for Fire Calls

During the Fire District contract negotiations at the end of 2020 and at the 2021 Annual Meeting a change in the fire service fees was discussed to assist with the replacement costs of aging equipment.

At present, there is a flat rate fire service fee for any type of call if firefighters arrive on the scene. This ordinance was first established in 2007 at \$500 per call (Ordinance #128) and increased to \$1,000 in 2017 (Ordinance #164).

The Fire Chief assembled data from the last three years of each fire call, which included type of call and billed amount. In 2020 there were 49 calls for service and 38 were billed out at the \$1,000 flat rate where the non-billed calls were cancelled prior to the Department arriving at the scene. The calls ranged from larger structure fires to false alarms.

To be more equitable on the level of service provided a new rate structure was contemplated. The proposal is to re-structure fire service call fees as follows:

Non-billed calls	Call cancelled prior to the Department arriving on scene
\$500	False Alarms and Carbon monoxide detector alarms
\$1,000	Accidents and Vehicle Assists (without fire)
\$2,000	Any call involving fire

Additional items will be billed if used or irreparably damaged during calls. These items include, but are not limited to the following:

- Use of foam or other firefighting chemicals
- Equipment damage
- Gear or clothing damage

These rate changes are intended to be presented to the Windom City Council in April 2021. Please let us know if you have any suggestions or revisions. As discussed, this is a work in progress and we appreciate your input.

Thank you.

Ben
Ben Derickson, Fire Chief

Steve
Steve Nasby, City Administrator

City of Windom
Attn: Steve Nasby
444 9th Street, PO Box 38
Windom MN 56101-0038

March 2021

Dear Steve,

This letter is in response to the proposed Windom Fire Department fees being raised to \$2000 per fire call, as presented to the Windom Area Fire District at our joint meeting this year. This proposal was discussed at the recent Windom Area Fire District meeting on March 22, 2021.

There was some objection to raising the fee to \$2000, but, as was pointed out at both the contract meetings and our joint meeting earlier this year, this is the decision of the Windom Fire Department and the City of Windom. The Fire District feels that this is not part of the Fire District's responsibility.

If the Fire Department and the City of Windom choose to change the fire call rates for individuals, it should then be their responsibility to notify the public of the proposed rate changes.

Sincerely,

The Windom Area Fire District representatives

ORDINANCE NO. 190, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, AMENDING CITY CODE CHAPTER 34 “EMERGENCIES; MANAGEMENT AND SERVICES”.

THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, DOES ORDAIN:
TO REVISE CHAPTER 34: “EMERGENCIES; MANAGEMENT AND SERVICES” BY
REVISING CERTAIN DEFINITIONS AND EXISTING SECTIONS 34.16-34.19 WITH THE
FOLLOWING:

FIRE SERVICE FEES

1. Adding the word “CALL” to the following definitions.

§ 34.16 DEFINITIONS.

FIRE SERVICE/CALL. Any deployment of firefighting personnel and/or equipment to extinguish a fire or perform any preventative measure in an effort to protect equipment, life or property. It also includes the deployment of firefighting personnel and/or equipment to provide fire suppression, rescue, extrication and any other services related to fire and rescue as may occasionally occur.

FIRE SERVICE/CALL CHARGE. The charge imposed by the city for anyone receiving fire service.

2. Replacing Section 34.17 PARTIES AFFECTED with the following.

§ 34.17 PARTIES AFFECTED.

Parties affected are hereby designated to include:

(A) Owners of property within the city who receive fire service;

(B) Anyone who receives fire service as a result of a motor vehicle accident or fire where the City of Windom responded except as limited by mutual aid agreements; and

(C) Owners of property in towns (townships) or cities to which the city provides fire service pursuant to a fire protection agreement.
(Ord. 128, 2nd Series, passed 5-15-2007)

3. Replacing Section 34.18 RATES with the following.

§ 34.18 RATES.

(A) Fire calls within the city limits will be billed at \$500 for a false alarm or other alarm (e.g. carbon monoxide); \$1,000 for a vehicle accident or other call involving a vehicle without a fire; and \$2,000 for any call involving a fire.

(B) Equipment, clothing or tools that are damaged/destroyed will be billed for replacement cost. Firefighting chemicals such as foam or hazardous materials containment will also be billed for actual cost.

(C) Fire calls outside of the city limits will be billed pursuant to the city or town (township) fire protection agreements.

4. **Revise Section 34.19 BILLING AND COLLECTION by adding the words “dispatched” and “service/call” to Subsection (A) and removing Subsection (E).**

§ 34.19 BILLING AND COLLECTION.

(A) Parties requesting and receiving fire services may be billed directly by the city. Additionally, if the party receiving **dispatched** fire services did not request services, but a fire or other situation exists which, at the discretion of the Fire Department personnel in charge requires fire service, the party will be charged and billed. All parties will be billed whether or not the fire service is covered by insurance. Any billable amount of the fire **service/call** charge not covered by a party's insurance remains a debt of the party receiving the fire service.

~~(E) False alarms will be billed as a fire call, if the trucks have left the fire hall.~~

**ALL OTHER PROVISIONS OF CHAPTER 34: “EMERGENCIES;
MANAGEMENT AND SERVICES” SHALL REMAIN IN FULL FORCE AND
EFFECT.**

EFFECTIVE DATE OF ORDINANCE. This ordinance becomes effective from and after its passage and publication.

Adopted by the City Council of the City of Windom, Minnesota, this 4th day of May, 2021.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

1st Reading: April 20, 2021
2nd Reading: May 4, 2021
Adoption: May 4, 2021
Published: May 12, 2021

Windom 2020 Drinking Water Report

Making Safe Drinking Water

Your drinking water comes from a groundwater source: eight wells ranging from 87 to 142 feet deep, that draw water from the Quaternary Buried Unconfined, Quaternary Buried Artesian and Quaternary Water Table aquifers.

Windom works hard to provide you with safe and reliable drinking water that meets federal and state water quality requirements. The purpose of this report is to provide you with information on your drinking water and how to protect our precious water resources.

Contact Ryan Anderson, Water/Wastewater Superintendent, at 507-831-6138 or ryan.anderson@windommn.com if you have questions about Windom's drinking water. You can also ask for information about how you can take part in decisions that may affect water quality.

The U.S. Environmental Protection Agency sets safe drinking water standards. These standards limit the amounts of specific contaminants allowed in drinking water. This ensures that tap water is safe to drink for most people. The U.S. Food and Drug Administration regulates the amount of certain contaminants in bottled water. Bottled water must provide the same public health protection as public tap water.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

Windom Monitoring Results

This report contains our monitoring results from January 1 to December 31, 2020.

We work with the Minnesota Department of Health to test drinking water for more than 100 contaminants. It is not unusual to detect contaminants in small amounts. No water supply is ever completely free of contaminants. Drinking water standards protect Minnesotans from substances that may be harmful to their health.

Learn more by visiting the Minnesota Department of Health's webpage [Basics of Monitoring and testing of Drinking Water in Minnesota](https://www.health.state.mn.us/communities/environment/water/factsheet/sampling.html) (<https://www.health.state.mn.us/communities/environment/water/factsheet/sampling.html>).

How to Read the Water Quality Data Tables

The tables below show the contaminants we found last year or the most recent time we sampled for that contaminant. They also show the levels of those contaminants and the Environmental Protection Agency's limits. Substances that we tested for but did not find are not included in the tables.

We sample for some contaminants less than once a year because their levels in water are not expected to change from year to year. If we found any of these contaminants the last time we sampled for them, we included them in the tables below with the detection date.

We may have done additional monitoring for contaminants that are not included in the Safe Drinking Water Act. To request a copy of these results, call the Minnesota Department of Health at 651-201-4700 or 1-800-818-9318 between 8:00 a.m. and 4:30 p.m., Monday through Friday.

Some contaminants are monitored regularly throughout the year, and rolling (or moving) annual averages are used to manage compliance. Because of this averaging, there are times where the Range of Detected Test Results for the calendar year is lower than the Highest Average or Highest Single Test Result, because it occurred in the previous calendar year.

Definitions

- **AL (Action Level):** The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.
- **EPA:** Environmental Protection Agency
- **MCL (Maximum contaminant level):** The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
- **MCLG (Maximum contaminant level goal):** The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
- **MRDL (Maximum residual disinfectant level):** The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
- **MRDLG (Maximum residual disinfectant level goal):** The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
- **N/A (Not applicable):** Does not apply.
- **ppb (parts per billion):** One part per billion in water is like one drop in one billion drops of water, or about one drop in a swimming pool. ppb is the same as micrograms per liter ($\mu\text{g/l}$).
- **ppm (parts per million):** One part per million is like one drop in one million drops of water, or about one cup in a swimming pool. ppm is the same as milligrams per liter (mg/l).
- **PWSID:** Public water system identification.

Monitoring Results – Regulated Substances

LEAD AND COPPER – Tested at customer taps.

Lead	0 ppb	90% of homes less than 15 ppb	2.1 ppb	0 out of 20	NO	Corrosion of household plumbing.
Copper	0 ppm	90% of homes less than 1.3 ppm	1.09 ppm	1 out of 20	NO	Corrosion of household plumbing.

INORGANIC & ORGANIC CONTAMINANTS – Tested in drinking water.

Nitrate	10 ppm	10.4 ppm	0.48 ppm	N/A	NO	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits.
Barium (01/10/19)	2 ppm	2 ppm	0.21 ppm	N/A	NO	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposit.

CONTAMINANTS RELATED TO DISINFECTION – Tested in drinking water.

Total Trihalomethanes (TTHMs)	N/A	80 ppb	45.2 ppb	N/A	NO	By-product of drinking water disinfection.
Total Haloacetic Acids (HAA)	N/A	60 ppb	28 ppb	N/A	NO	By-product of drinking water disinfection.
Total Chlorine	4.0 ppm	4.0 ppm	1.32 ppm	0.55 - 1.88 ppm	NO	Water additive used to control microbes.

Total HAA refers to HAA5

OTHER SUBSTANCES – Tested in drinking water.

Fluoride	4.0 ppm	4.0 ppm	0.76 ppm	0.73 - 0.78 ppm	NO	Erosion of natural deposits; Water additive to promote strong teeth.
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Potential Health Effects and Corrective Actions (If Applicable)

Fluoride: Fluoride is nature's cavity fighter, with small amounts present naturally in many drinking water sources. There is an overwhelming weight of credible, peer-reviewed, scientific evidence that fluoridation reduces tooth decay and cavities in children and adults, even when there is availability of fluoride from other sources, such as fluoride toothpaste and mouth rinses. Since studies show that optimal fluoride levels in drinking water benefit public health, municipal community water systems adjust the level of fluoride in the water to an optimal concentration between 0.5 to 0.9 parts per million (ppm) to protect your teeth. Fluoride levels below 2.0 ppm are not expected to increase the risk of a cosmetic condition known as enamel fluorosis.

Some People Are More Vulnerable to Contaminants in Drinking Water

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. The developing fetus and therefore pregnant women may also be more vulnerable to contaminants in drinking water. These people or their caregivers should seek advice about drinking water from their health care providers. EPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline at 1-800-426-4791.

Learn More about Your Drinking Water

Drinking Water Sources

Minnesota's primary drinking water sources are groundwater and surface water. Groundwater is the water found in aquifers beneath the surface of the land. Groundwater supplies 75 percent of Minnesota's drinking water. Surface water is the water in lakes, rivers, and streams above the surface of the land. Surface water supplies 25 percent of Minnesota's drinking water.

Contaminants can get in drinking water sources from the natural environment and from people's daily activities. There are five main types of contaminants in drinking water sources.

- **Microbial contaminants**, such as viruses, bacteria, and parasites. Sources include sewage treatment plants, septic systems, agricultural livestock operations, pets, and wildlife.
- **Inorganic contaminants** include salts and metals from natural sources (e.g. rock and soil), oil and gas production, mining and farming operations, urban stormwater runoff, and wastewater discharges.
- **Pesticides and herbicides** are chemicals used to reduce or kill unwanted plants and pests. Sources include agriculture, urban stormwater runoff, and commercial and residential properties.
- **Organic chemical contaminants** include synthetic and volatile organic compounds. Sources include industrial processes and petroleum production, gas stations, urban stormwater runoff, and septic systems.
- **Radioactive contaminants** such as radium, thorium, and uranium isotopes come from natural sources (e.g. radon gas from soils and rock), mining operations, and oil and gas production.

The Minnesota Department of Health provides information about your drinking water source(s) in a source water assessment, including:

- How Windom is protecting your drinking water source(s);
- Nearby threats to your drinking water sources;
- How easily water and pollution can move from the surface of the land into drinking water sources, based on natural geology and the way wells are constructed.

Find your source water assessment at [Source Water Assessments](https://www.health.state.mn.us/communities/environment/water/swp/swa) (<https://www.health.state.mn.us/communities/environment/water/swp/swa>) or call 651-201-4700 or 1-800-818-9318 between 8:00 a.m. and 4:30 p.m., Monday through Friday.

Lead in Drinking Water

You may be in contact with lead through paint, water, dust, soil, food, hobbies, or your job. Coming in contact with lead can cause serious health problems for everyone. There is no safe level of lead. Babies, children under six years, and pregnant women are at the highest risk.

Lead is rarely in a drinking water source, but it can get in your drinking water as it passes through lead service lines and your household plumbing system. Windom is responsible for providing high quality drinking water, but it cannot control the plumbing materials used in private buildings.

Read below to learn how you can protect yourself from lead in drinking water.

1. **Let the water run** for 30-60 seconds before using it for drinking or cooking if the water has not been turned on in over six hours. If you have a lead service line, you may need to let the water run longer. A service line is the underground pipe that brings water from the main water pipe under the street to your home.
 - You can find out if you have a lead service line by contacting your public water system, or you can check by following the steps at: <https://www.mprnews.org/story/2016/06/24/npr-find-lead-pipes-in-your-home>
 - The only way to know if lead has been reduced by letting it run is to check with a test. If letting the water run does not reduce lead, consider other options to reduce your exposure.
2. **Use cold water** for drinking, making food, and making baby formula. Hot water releases more lead from pipes than cold water.
3. **Test your water.** In most cases, letting the water run and using cold water for drinking and cooking should keep lead levels low in your drinking water. If you are still concerned about lead, arrange with a laboratory to test your tap water. Testing your water is important if young children or pregnant women drink your tap water.
 - Contact a Minnesota Department of Health accredited laboratory to get a sample container and instructions on how to submit a sample:
[Environmental Laboratory Accreditation Program](https://eldo.web.health.state.mn.us/public/accreditedlabs/labsearch.seam)
<https://eldo.web.health.state.mn.us/public/accreditedlabs/labsearch.seam>
 The Minnesota Department of Health can help you understand your test results.
4. **Treat your water** if a test shows your water has high levels of lead after you let the water run.
 - Read about water treatment units:
[Point-of-Use Water Treatment Units for Lead Reduction](https://www.health.state.mn.us/communities/environment/water/factsheet/poulead.html)
<https://www.health.state.mn.us/communities/environment/water/factsheet/poulead.html>

Learn more:

- Visit [Lead in Drinking Water](https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html) (<https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html>)

CONSUMER CONFIDENCE REPORT

- Visit Basic Information about Lead in Drinking Water (<http://www.epa.gov/safewater/lead>)
- Call the EPA Safe Drinking Water Hotline at 1-800-426-4791. To learn about how to reduce your contact with lead from sources other than your drinking water, visit Lead Poisoning Prevention: Common Sources (<https://www.health.state.mn.us/communities/environment/lead/sources.html>).

RESOLUTION #2021-

INTRODUCED:

SECONDED:

VOTED: **Aye:**

Nay:

Abstained:

Absent:

CITY OF WINDOM

**RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS
WITH THE CITY OF WINDOM ON BEHALF OF ITS CITY ATTORNEY AND POLICE
DEPARTMENT**

WHEREAS, the City of Windom on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

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

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Windom on behalf of its Prosecuting Attorney and Police Department, are hereby approved. Copies of the two Joint Powers Agreements are attached to this Resolution and made a part of it.
2. That the Windom Chief of Police-, Scott Peterson, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
3. That the Windom City Attorney-, Ronald Schramel, or his or her successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
4. That Dominic Jones, the Mayor for the City of Windom, and Steve Nasby, the City Administrator, are authorized to sign the State of Minnesota Joint Powers Agreements.

Adopted this this 20th day of April, 2021.

Dominic Jones, Mayor

ATTEST:

Steven Nasby, City Administrator



State of Minnesota Joint Powers Agreement

This Agreement is between the State of Minnesota, acting through its Department of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the City of Windom on behalf of its Police Department ("Governmental Unit"). The BCA and the Governmental Unit may be referred to jointly as "Parties."

Recitals

Under Minn. Stat. § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46, the BCA must provide a criminal justice data communications network to benefit political subdivisions as defined under Minn. Stat. § 299C.46, subd. 2 and subd. 2(a). The Governmental Unit is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this Agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized political subdivisions in performing their duties. The Governmental Unit wants to access data in support of its official duties.

The purpose of this Agreement is to create a method by which the Governmental Unit has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

- 1.1 Effective Date.** This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.
- 1.2 Expiration Date.** This Agreement expires five years from the date it is effective.

2 Agreement Between the Parties

- 2.1 General Access.** BCA agrees to provide Governmental Unit with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Governmental Unit is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.
- 2.2 Methods of Access.**

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

- A. **Direct access** occurs when individual users at the Governmental Unit use the Governmental Unit's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.
- B. **Indirect Access** occurs when individual users at the Governmental Unit go to another Governmental Unit to obtain data and information from BCA's systems and tools. This method of access generally results in the Governmental Unit with indirect access obtaining the needed data and information in a physical format like a paper report.
- C. **Computer-to-Computer System Interface** occurs when the Governmental Unit's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Governmental Unit employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Governmental Unit will select a

method of access and can change the methodology following the process in Clause 2.10.

- 2.3 Federal Systems Access.** In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Governmental Unit with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.
- 2.4 Governmental Unit Policies.** Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Governmental Unit has created its own policies to ensure that Governmental Unit's employees and contractors comply with all applicable requirements. Governmental Unit ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://bcanextest.x.state.mn.us/launchpad/>.
- 2.5 Governmental Unit Resources.** To assist Governmental Unit in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at <https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx>. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at <https://bcanextest.x.state.mn.us/launchpad/cjisdocs/docs.cgi?cmd=FS&ID=795&TYPE=DOCS>.
- 2.6 Access Granted.**
- A. Governmental Unit is granted permission to use all current and future BCA systems and tools for which Governmental Unit is eligible. Eligibility is dependent on Governmental Unit (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Governmental Unit's written request for use of a specific system or tool.
 - B. To facilitate changes in systems and tools, Governmental Unit grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Governmental Unit needs to meet its criminal justice obligations and for which Governmental Unit is eligible.
- 2.7 Future Access.** On written request from the Governmental Unit, BCA also may provide Governmental Unit with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Governmental Unit agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.
- 2.8 Limitations on Access.** BCA agrees that it will comply with applicable state and federal laws when making information accessible. Governmental Unit agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.
- 2.9 Supersedes Prior Agreements.** This Agreement supersedes any and all prior agreements between the BCA and the Governmental Unit regarding access to and use of systems and tools provided by BCA.
- 2.10 Requirement to Update Information.** The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving the Governmental Unit as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

- 2.11 Transaction Record.** The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Governmental Unit conducted a

particular transaction.

If Governmental Unit uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Governmental Unit's method of access is a computer-to-computer interface as described in Clause 2.2C, the Governmental Unit must keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If a Governmental Unit accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Governmental Unit must have a transaction record of all subsequent access to the data that are kept by the Governmental Unit. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

2.12 Court Information Access. Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Governmental Unit if the Governmental Unit completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by the Governmental Unit under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Governmental Unit's access to and/or submission of the Court Records delivered through the BCA systems and tools.

2.13 Vendor Personnel Screening. The BCA will conduct all vendor personnel screening on behalf of Governmental Unit as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Governmental Unit.

3 Payment

The Governmental Unit currently accesses the criminal justice data communications network described in Minn. Stat. §299C.46. The bills are sent quarterly for the amount of One Hundred Fifty Dollars (\$150.00) or a total annual cost of Six Hundred Dollars (\$600.00).

The Governmental Unit will identify its contact person for billing purposes, and will provide updated information to BCA's Authorized Representative within ten business days when this information changes.

If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is the person below, or her successor:

Name:	Dana Gotz, Deputy Superintendent
Address:	Minnesota Department of Public Safety; Bureau of Criminal Apprehension 1430 Maryland Avenue Saint Paul, MN 55106

Telephone: 651.793.2007
Email Address: Dana.Gotz@state.mn.us

The Governmental Unit's Authorized Representative is the person below, or his/her successor:

Name: Scott Peterson, Chief
Address: 444 9th St
PO Box 38
Windom, MN 56101
Telephone: 507.831.6134
Email Address: speterson@windom-mn.com

5 Assignment, Amendments, Waiver, and Agreement Complete

- 5.1 Assignment.** Neither party may assign nor transfer any rights or obligations under this Agreement.
- 5.2 Amendments.** Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.
- 5.3 Waiver.** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.
- 5.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466 and other applicable laws, governs the Governmental Unit's liability.

7 Audits

- 7.1** Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

- 7.2** Under applicable state and federal law, the Governmental Unit's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.
- 7.3** If the Governmental Unit accesses federal databases, the Governmental Unit's records are subject to examination by the FBI and BCA; the Governmental Unit will cooperate with FBI and BCA auditors and make any requested data available for review and audit.
- 7.4** If the Governmental Unit accesses state databases, the Governmental Unit's records are subject to examination by the BCA; the Governmental Unit will cooperate with the BCA auditors and make any requested data available for review and audit.

- 7.5 To facilitate the audits required by state and federal law, Governmental Unit is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

- 8.1 **BCA and Governmental Unit.** The Governmental Unit and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.
- 8.2 **Court Records.** If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Governmental Unit comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of Alleged Violations; Sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Governmental Unit.

- 9.1 **Investigation.** The Governmental Unit and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Governmental Unit and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Governmental Unit of the suspected violation, subject to any restrictions in applicable law. When Governmental Unit becomes aware that a violation has occurred, Governmental Unit will inform BCA subject to any restrictions in applicable law.
- 9.2 **Sanctions Involving Only BCA Systems and Tools.**
The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment. None of these provisions alter the Governmental Unit internal discipline processes, including those governed by a collective bargaining agreement.
- 9.2.1 For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Governmental Unit must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Governmental Unit must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Governmental Unit and BCA's determination controls.
- 9.2.2 If BCA determines that Governmental Unit has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Governmental Unit's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

9.3 Sanctions Involving Only Court Data Services

The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Governmental Unit. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Governmental Unit. The agreement further provides that only the Court has the authority to reinstate access and use.

9.3.1 Governmental Unit understands that if it has signed the Court Data Services Subscriber Amendment and if Governmental Unit's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Governmental Unit also understands that reinstatement is only at the direction of the Court.

9.3.2 Governmental Unit further agrees that if Governmental Unit believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

11.1 Termination. The BCA or the Governmental Unit may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Governmental Unit is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: Liability; Audits; Government Data Practices; 9. Investigation of Alleged Violations; Sanctions; and Venue.

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The Parties indicate their agreement and authority to execute this Agreement by signing below.

1. GOVERNMENTAL UNIT

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION

As delegated to the Office of State Procurement

By: _____

Date: _____

COURT DATA SERVICES SUBSCRIBER AMENDMENT TO CJDN SUBSCRIBER AGREEMENT

This Court Data Services Subscriber Amendment ("Subscriber Amendment") is entered into by the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension, ("BCA") and the City of Windom on behalf of its Police Department ("Agency"), and by and for the benefit of the State of Minnesota acting through its State Court Administrator's Office ("Court") who shall be entitled to enforce any provisions hereof through any legal action against any party.

Recitals

This Subscriber Amendment modifies and supplements the Agreement between the BCA and Agency, SWIFT Contract number 190462, of even or prior date, for Agency use of BCA systems and tools (referred to herein as "the CJDN Subscriber Agreement"). Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes this Subscriber Amendment. The Agency desires to use one or more BCA systems and tools to access and/or submit Court Records to assist the Agency in the efficient performance of its duties as required or authorized by law or court rule. Court desires to permit such access and/or submission. This Subscriber Amendment is intended to add Court as a party to the CJDN Subscriber Agreement and to create obligations by the Agency to the Court that can be enforced by the Court. It is also understood that, pursuant to the Master Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers ("Master Authorization Agreement") between the Court and the BCA, the BCA is authorized to sign this Subscriber Amendment on behalf of Court. Upon execution the Subscriber Amendment will be incorporated into the CJDN Subscriber Agreement by reference. The BCA, the Agency and the Court desire to amend the CJDN Subscriber Agreement as stated below.

The CJDN Subscriber Agreement is amended by the addition of the following provisions:

1. **TERM; TERMINATION; ONGOING OBLIGATIONS.** This Subscriber Amendment shall be effective on the date finally executed by all parties and shall remain in effect until expiration or termination of the CJDN Subscriber Agreement unless terminated earlier as provided in this Subscriber Amendment. Any party may terminate this Subscriber Amendment with or without cause by giving written notice to all other parties. The effective date of the termination shall be thirty days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. The provisions of sections 5 through 9, 12.b., 12.c., and 15 through 24 shall survive any termination of this Subscriber Amendment as shall any other provisions which by their nature are intended or expected to survive such termination. Upon termination, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

2. **Definitions.** Unless otherwise specifically defined, each term used herein shall have the meaning assigned to such term in the CJDN Subscriber Agreement.

a. **"Authorized Court Data Services"** means Court Data Services that have been authorized for delivery to CJDN Subscribers via BCA systems and tools pursuant to an Authorization Amendment to the Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers ("Master Authorization Agreement") between the Court and the BCA.

b. **"Court Data Services"** means one or more of the services set forth on the Justice Agency Resource webpage of the Minnesota Judicial Branch website (for which the current address is www.courts.state.mn.us) or other location designated by the Court, as the same may be amended from time to time by the Court.

c. **"Court Records"** means all information in any form made available by the Court to Subscriber through the BCA for the purposes of carrying out this Subscriber Amendment, including:

- i. **"Court Case Information"** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information, as defined herein.
- ii. **"Court Confidential Case Information"** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.
- iii. **"Court Confidential Security and Activation Information"** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.
- iv. **"Court Confidential Information"** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

d. **"DCA"** shall mean the district courts of the state of Minnesota and their respective staff.

e. **"Policies & Notices"** means the policies and notices published by the Court in connection with each of its Court Data Services, on a website or other location designated by the Court, as the same may be amended from time to time by the Court. Policies & Notices for each Authorized Court Data Service identified in an approved request form under section 3, below, are hereby made part of this Subscriber Amendment by this reference and provide additional terms and conditions that govern Subscriber's use of Court Records accessed through such services, including but not limited to provisions on access and use limitations.

f. **"Rules of Public Access"** means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court entitled *Limits on Public Access to Case Records* or *Limits on Public Access to Administrative Records*, all of which by this reference are made a part of this Subscriber Amendment. It is the obligation of Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. It is contemplated that such rules, lists, and tables will be posted on the Minnesota Judicial Branch website, for which the current address is www.courts.state.mn.us.

g. **"Court"** shall mean the State of Minnesota, State Court Administrator's Office.

h. **"Subscriber"** shall mean the Agency.

i. **"Subscriber Records"** means any information in any form made available by the Subscriber to the Court for the purposes of carrying out this Subscriber Amendment.

3. **REQUESTS FOR AUTHORIZED COURT DATA SERVICES.** Following execution of this Subscriber Amendment by all parties, Subscriber may submit to the BCA one or more separate requests for Authorized Court Data Services. The BCA is authorized in the Master Authorization Agreement to process, credential and approve such requests on behalf of Court and all such requests approved by the BCA are adopted and incorporated herein by this reference the same as if set forth verbatim herein.

a. **Activation.** Activation of the requested Authorized Court Data Service(s) shall occur promptly following approval.

b. **Rejection.** Requests may be rejected for any reason, at the discretion of the BCA and/or the Court.

c. **Requests for Termination of One or More Authorized Court Data Services.** The Subscriber may request the termination of an Authorized Court Data Services previously requested by submitting a notice to Court with a copy to the BCA. Promptly upon receipt of a request for termination of an Authorized Court Data Service, the BCA will deactivate the service requested. The termination of one or more Authorized Court Data Services does not terminate this Subscriber Amendment. Provisions for termination of this Subscriber Amendment are set forth in section 1. Upon termination of Authorized Court Data Services, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

4. **SCOPE OF ACCESS TO COURT RECORDS LIMITED.** Subscriber's access to and/or submission of the Court Records shall be limited to Authorized Court Data Services identified in an approved request form under section 3, above, and other Court Records necessary for Subscriber to use Authorized Court Data Services. Authorized Court Data Services shall only be used according to the instructions provided in corresponding Policies & Notices or other materials and only as necessary to assist Subscriber in the efficient performance of Subscriber's duties

required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body. Subscriber's access to the Court Records for personal or non-official use is prohibited. Subscriber will not use or attempt to use Authorized Court Data Services in any manner not set forth in this Subscriber Amendment, Policies & Notices, or other Authorized Court Data Services documentation, and upon any such unauthorized use or attempted use the Court may immediately terminate this Subscriber Amendment without prior notice to Subscriber.

5. GUARANTEES OF CONFIDENTIALITY. Subscriber agrees:

a. To not disclose Court Confidential Information to any third party except where necessary to carry out the Subscriber's duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body.

b. To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Subscriber's obligations under this Subscriber Amendment.

c. To limit the use of and access to Court Confidential Information to Subscriber's bona fide personnel whose use or access is necessary to effect the purposes of this Subscriber Amendment, and to advise each individual who is permitted use of and/or access to any Court Confidential Information of the restrictions upon disclosure and use contained in this Subscriber Amendment, requiring each individual who is permitted use of and/or access to Court Confidential Information to acknowledge in writing that the individual has read and understands such restrictions. Subscriber shall keep such acknowledgements on file for one year following termination of the Subscriber Amendment and/or CJDN Subscriber Agreement, whichever is longer, and shall provide the Court with access to, and copies of, such acknowledgements upon request. For purposes of this Subscriber Amendment, Subscriber's bona fide personnel shall mean individuals who are employees of Subscriber or provide services to Subscriber either on a voluntary basis or as independent contractors with Subscriber.

d. That, without limiting section 1 of this Subscriber Amendment, the obligations of Subscriber and its bona fide personnel with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Subscriber Amendment and the CJDN Subscriber Agreement and the termination of their relationship with Subscriber.

e. That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Subscriber and Subscriber's bona fide personnel under this Subscriber Amendment, such obligations of Subscriber and Subscriber's bona fide personnel are founded independently on the provisions of this Subscriber Amendment.

6. APPLICABILITY TO PREVIOUSLY DISCLOSED COURT RECORDS.

Subscriber acknowledges and agrees that all Authorized Court Data Services and related Court Records disclosed to Subscriber prior to the effective date of this Subscriber Amendment shall be subject to the provisions of this Subscriber Amendment.

7. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS. During the term of this Subscriber Amendment, subject to the terms and conditions hereof, the Court hereby grants to Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive the Authorized Court Data Services identified in an approved request form under section 3, above, and related Court Records. Court reserves the right to make modifications to the Authorized Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Subscriber. These modifications shall be treated in all respects as their previous counterparts.

a. Court Data Services Programs. Court is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of Court and its licensors.

b. Court Data Services Databases. Court is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of Court and its licensors.

c. Marks. Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Authorized Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

d. Restrictions on Duplication, Disclosure, and Use. Trade secret information of Court and its licensors will be treated by Subscriber in the same manner as Court Confidential Information. In addition, Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of Court or its licensors, in any way or for any purpose not specifically and expressly authorized by this Subscriber Amendment. As used herein, "trade secret information of Court and its licensors" means any information possessed by Court which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of Court and its licensors" does not, however, include information which was known to Subscriber prior to Subscriber's receipt thereof, either directly or indirectly, from Court or its licensors, information which is independently developed by Subscriber without reference to or use of information received from Court or its licensors, or information which would not qualify as a trade secret under Minnesota law. It will not be a violation of this section 7, sub-section d, for Subscriber to make up to one copy of training materials and configuration documentation, if any, for each individual authorized to access, use, or configure Authorized Court Data Services, solely for its own use in connection with this Subscriber Amendment. Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of Court and its licensors and Subscriber will advise its bona fide personnel who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of Court and its licensors, of the restrictions upon duplication, disclosure and use contained in this Subscriber Amendment.

e. Proprietary Notices. Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of Court and its licensors, or any part thereof, made available by Court directly or through the BCA, if any, and Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of Court and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Subscriber by Court directly or through the BCA, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

f. Title; Return. The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, if any, made available by the Court to Subscriber directly or through the BCA and all copies, including partial copies, thereof are and remain the property of the respective licensor. Except as expressly provided in section 12.b., within ten days of the effective date of termination of this Subscriber Amendment or the CJDN Subscriber Agreement or within ten days of a request for termination of Authorized Court Data Service as described in section 4, Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration materials, if any, and logon account information, if any; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

8. INJUNCTIVE RELIEF. Subscriber acknowledges that the Court, Court's licensors, and DCA will be irreparably harmed if Subscriber's obligations under this Subscriber Amendment are not specifically enforced and that the Court, Court's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Subscriber of its obligations. Therefore, Subscriber agrees that the Court, Court's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Subscriber or its bona fide personnel without the necessity of the Court, Court's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Subscriber shall be liable to the Court, Court's licensors, and DCA for reasonable attorneys fees incurred by the Court, Court's licensors, and DCA in obtaining any relief pursuant to this Subscriber Amendment.

9. LIABILITY. Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law. Subscriber and Court further acknowledge that the liability, if any, of the BCA is governed by a separate agreement between the Court and the BCA dated December 13, 2010 with DPS-M -0958.

10. AVAILABILITY. Specific terms of availability shall be established by the Court and communicated to Subscriber by the Court and/or the BCA. The Court reserves the right to terminate this Subscriber Amendment immediately and/or temporarily suspend Subscriber's Authorized Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system.

11. [reserved]

12. ADDITIONAL USER OBLIGATIONS. The obligations of the Subscriber set forth in this section are in addition to the other obligations of the Subscriber set forth elsewhere in this Subscriber Amendment.

a. Judicial Policy Statement. Subscriber agrees to comply with all policies identified in Policies & Notices applicable to Court Records accessed by Subscriber using Authorized Court Data Services. Upon failure of the Subscriber to comply with such policies, the Court shall have the option of immediately suspending the Subscriber's Authorized Court Data Services on a temporary basis and/or immediately terminating this Subscriber Amendment.

b. Access and Use; Log. Subscriber shall be responsible for all access to and use of Authorized Court Data Services and Court Records by Subscriber's bona fide personnel or by means of Subscriber's equipment or passwords, whether or not Subscriber has knowledge of or authorizes such access and use. Subscriber shall also maintain a log identifying all persons to whom Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Subscriber shall maintain such logs for a minimum period of six years from the date of disclosure, and shall provide the Court with access to, and copies of, such logs upon request. The Court may conduct audits of Subscriber's logs and use of Authorized Court Data Services and Court Records from time to time. Upon Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Subscriber Amendment without prior notice to Subscriber.

c. Personnel. Subscriber agrees to investigate, at the request of the Court and/or the BCA, allegations of misconduct pertaining to Subscriber's bona fide personnel having access to or use of Authorized Court Data Services, Court Confidential Information, or trade secret information of the Court and its licensors where such persons are alleged to have violated the provisions of this Subscriber Amendment, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records.

d. Minnesota Data Practices Act Applicability. If Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided via the

BCA systems and tools under this Subscriber Amendment; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

13. FEES; INVOICES. Unless the Subscriber is an office, officer, department, division, agency, or bureau of the state of Minnesota, Subscriber shall pay the fees, if any, set forth in applicable Policies & Notices, together with applicable sales, use or other taxes. Applicable monthly fees commence ten (10) days after notice of approval of the request pursuant to section 3 of this Subscriber Amendment or upon the initial Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the Court shall invoice Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within 30 days of the date of the invoice, the Court may immediately cancel this Subscriber Amendment without notice to Subscriber and pursue all available legal remedies. Subscriber certifies that funds have been appropriated for the payment of charges under this Subscriber Amendment for the current fiscal year, if applicable.

14. MODIFICATION OF FEES. Court may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty days from the publication of the Policies & Notices. Subscriber shall have the option of accepting such changes or terminating this Subscriber Amendment as provided in section 1 hereof.

15. WARRANTY DISCLAIMERS.

a. WARRANTY EXCLUSIONS. EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, COURT'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

b. ACCURACY AND COMPLETENESS OF INFORMATION. WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, COURT'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS.

16. RELATIONSHIP OF THE PARTIES. Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, Court's licensors, or DCA. Neither Subscriber nor the Court, Court's licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

17. NOTICE. Except as provided in section 2 regarding notices of or modifications to Authorized Court Data Services and Policies & Notices, any notice to Court or Subscriber

hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

18. NON-WAIVER. The failure by any party at any time to enforce any of the provisions of this Subscriber Amendment or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Subscriber Amendment. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

19. FORCE MAJEURE. Neither Subscriber nor Court shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

20. SEVERABILITY. Every provision of this Subscriber Amendment shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Subscriber Amendment so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Subscriber Amendment, and all other provisions shall remain in full force and effect.

21. ASSIGNMENT AND BINDING EFFECT. Except as otherwise expressly permitted herein, neither Subscriber nor Court may assign, delegate and/or otherwise transfer this Subscriber Amendment or any of its rights or obligations hereunder without the prior written consent of the other. This Subscriber Amendment shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any other legal entity into, by or with which Subscriber may be merged, acquired or consolidated.

22. GOVERNING LAW. This Subscriber Amendment shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

23. VENUE AND JURISDICTION. Any action arising out of or relating to this Subscriber Amendment, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

24. INTEGRATION. This Subscriber Amendment contains all negotiations and agreements between the parties. No other understanding regarding this Subscriber Amendment, whether written or oral, may be used to bind either party, provided that all terms and conditions of the CJDN Subscriber Agreement and all previous amendments remain in full force and effect except as supplemented or modified by this Subscriber Amendment.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Subscriber Amendment in duplicate, intending to be bound thereby.

1. SUBSCRIBER (AGENCY)

Subscriber must attach written verification of authority to sign on behalf of and bind the entity, such as an opinion of counsel or resolution.

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION delegated to Materials Management Division

By: _____

Date: _____

4. COURTS

Authority granted to Bureau of Criminal Apprehension

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with authorized authority)

Date: _____

CJDN Fee Structure

Effective July 2018

Statements:

All agencies receiving data from the BCA or through the BCA will be charged at least \$50 per-month. (Regardless if they are connected directly to us or not)

Current paying agencies will continue to pay their current monthly fee regardless of the method of connection. (Exception: See VPN agency charges below)

New agencies will pay \$50 per-month.

Agencies that are currently not paying any fees will be charged \$50 per-month.

VPN agencies will pay \$50 per-month plus \$15.00 per-fob p/m (for CJA & Private Law Firm) or \$35 per-fob p/m (for NCJA).

\$100 one-time charge plus \$100.00 fob replacement charge (fobs have a 4-5 year renewal cycle).

* BCA Master Agreement with Agency will have language added to reflect Agency/PLF arrangement. Agreement will also allow PLF to support multiple agencies with single connection.

Connection types:

- 1. VPN – Site-Site Connection directly to BCA**
- 2. Direct (CJDN connection)**
(Additional MN-IT billing is direct to agency upon BCA approving MN-IT CJDN WAN Agreement
Agency shall have an appropriate agreement (Management Control Agreement with MN.IT))
- 3. Shared – Agency shares connection with another BCA connected agency**
(Agencies are advised to put in place an interagency Agreement (sometimes referred to as downstream agency or agency sitting behind another agency agreement).)
- 4. Extended – Extending a network connection from a BCA connected agency to an existing agency.**
(Agencies are advised to put in place an interagency Agreement (sometimes referred to as downstream agency or agency sitting behind another agency agreement).)

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: Denise Nichols
DATE: April 12, 2021
RE: City Wide Cleanup Event
DEPT: Administration
CONTACT: Denise Nichols 832-8652

Recommendations/Options/Action Requested

Staff requests that the City Council determine if they will offer reduced rates for recycling TV's or mattresses. If reduced rates are offered, staff recommends limiting the number of reduced rate tags each household can purchase.

Issue Summary/Background

Hometown Sanitation will conduct the cleanup event for the entire city on Saturday, May 15th.

As in years past, the Cottonwood County Commissioners have approved offering half-price tipping fees for the cleanup event.

The County will charge a fee of \$11/per mattress or box spring that is recycled. The County will provide curbside mattress and box spring pickup on May 13th & 14th for an additional \$2/per piece for a total cost of \$13.00 per mattress or box spring.

Last year residents were required to purchase an \$8.00 tag for County mattress or box spring recycling pickup and the City provided a subsidy of \$5.00 per mattress or box spring. The cost that the City was charged to recycle each mattress or box spring was \$13.00.

Mattresses picked up	2017 – 130
	2018 – 167
	2019 – 150
	2020 – 112

Last year the Council also approved a reduced rate for TV's of \$15.00 per TV and the City provided a subsidy of \$15.00 per TV. The cost that the City was charged to recycle each TV was \$30.00.

TV's picked up	2017 – 87
	2018 – 262
	2019 – 197
	2020 – 117

L & S Recycling will provide recycling services for the cleanup. **Their 2021 rates are as follows for curbside recycling of electronics and appliances:**

\$10.00 - Water Softeners and all appliances with Freon: Refrigerators, Freezers, Air Conditioners, Dehumidifiers.

\$10.00 –Electronics– includes: Printers, Copiers, Scanners.

\$25.00 – TVs and monitors CRT (tube) and Flat Screens

Free this year – Washer, Dryer, Dishwasher, Stoves/Ranges/Ovens, Microwaves, Metal Water Heaters, Humidifiers, Lap Tops, Computer Tower & CPU (no monitors), Hard Drives, Keyboards & Mice, Speakers, VCR's, DVD Players, CD Players, Cell Phones & Phones, Stereos, Blue Ray Players, Cameras.

Fiscal Impact

The City collects a monthly fee of \$1.00 per household for the cleanup event and recycling tag fees cover costs for recycling unless the Council offers reduced recycling rates/subsidies. The costs for this program have been covered by the monthly fee. However if there is an on-going subsidy for mattress and TV collection, there may be additional costs to the General Fund.

Attachments

City Wide Cleanup Report.

CITY OF WINDOM

CITY WIDE CLEAN-UP

	2008	2007	2006	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Citizen/KDOM	\$540.00	\$1,992.60	\$2,581.00	\$2,380.05	\$2,013.95	\$1,863.20	\$1,635.13	\$1,960.86	\$2,302.24	\$2,209.25	\$1,766.80	\$1,820.00	\$2,399.58	\$981.20	\$2,927.90
Sanitation Vendor	\$1,417.29	\$8,109.64	\$12,097.00	\$12,662.85	\$11,153.64	\$11,776.85	\$6,315.93	\$7,629.82	\$6,989.96	\$8,409.28	\$8,564.69	\$11,142.92	\$16,235.65	\$18,129.16	\$17,496.13
Cottonwood County Landfill (Mattress fee \$11+\$2 pickup fee)	\$2,576.56	\$3,785.70	\$4,667.00	\$5,008.44	\$4,286.70	\$4,490.94	\$4,444.62	\$3,761.52	\$3,086.53	\$3,682.60	\$3,704.17	\$2,958.05	\$4,163.52	\$4,476.75	\$4,312.79
										\$2,167.00	\$4,037.00	\$1,690.00	\$2,171.00	\$1,950.00	\$1,467.00
Total Cost	\$4,533.85	\$13,887.94	\$19,345.00	\$20,051.34	\$17,454.29	\$18,130.99	\$12,395.68	\$13,352.20	\$12,378.73	\$16,468.13	\$18,072.66	\$17,610.97	\$24,969.75	\$25,537.11	\$26,203.82
Spring Clean-up fees collected				\$23,324.12	\$25,444.23	\$25,382.39	\$27,264.72	\$25,415.00	\$25,415.00	\$25,516.40	\$25,237.00	\$25,761.20	\$24,137.00	\$25,098.59	\$25,971.09
Tons	95.31	90.76	110.08	118.23	101.76	107.12	104.81	88	80.62	96.99	99.94	78.1	109.93	117.99	113.87
Landfill Cost per Ton	\$27.04	\$41.71	\$42.40	\$42.36	\$42.13	\$41.92	\$42.41	\$42.74	\$38.28	\$37.97	\$37.06	\$37.88	\$37.87	\$37.94	\$37.88
Total Cost per Ton	\$47.57	\$153.02	\$175.74	\$169.60	\$171.52	\$169.26	\$118.27	\$151.73	\$153.54	\$147.45	\$140.44	\$203.85	\$207.39	\$199.91	\$217.24
Cost per Household	\$2.33	\$7.09	\$9.87	\$10.23	\$8.25	\$8.56	\$5.84	\$6.33	\$5.67	\$7.82	\$8.63	\$8.43	\$11.96	\$12.20	\$12.24
Number of Households	1953	1958	1959	1961	* 2116	* 2119	* 2123	* 2110	* 2109	*2105	*2094	*2088	*2087	*2094	2141
* Based on December monthly billing															
Recycling Costs															
Recycling fees - TV/Electronics/Appliances												\$3,215.00	\$8,080.00	\$6,965.00	\$3,505.00
(Mattress fee \$11+\$2 pickup fee)												\$1,690.00	\$2,171.00	\$1,950.00	\$1,467.00
Tag Fees Collected															
TV/Electronics/Appliances												\$3,215.00	\$5,410.00	\$4,053.00	\$3,270.00
Mattress												\$665.00	\$835.00	\$1,041.00	\$896.00
Subsidy for mattress & TV recycling												\$1,025.00	\$4,006.00	\$3,821.00	\$1,730.00

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: Mayor Dominic Jones
DATE: April 14, 2021
RE: Mayor Appointment to the Hospital Board
DEPT: Mayor/Council
CONTACT: Mayor Dominic Jones

Recommendations/Options/Action Requested

Recommendation from the Mayor to the City Council for approval of the following appointment to the Hospital Board.

Issue Summary/Background

Hospital Board	Term Expires
Candace Riordan	4/30/24

Fiscal Impact

None.

Attachments

None.

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: April 12, 2021
RE: Advertising for Sales Clerk & Stock Room Person Position
DEPT: Liquor Store
CONTACT: John Nelson John.Nelson@windommn.com

Recommendations/Options/Action Requested

1. It is recommended that the City Council approve the attached job description titled: Sales Clerk & Stock Room; and
2. It is recommended that the City Council approve the posting of the job.

Issue Summary/Background

River Bend Liquor has found a need for an added Part-Time Union position. With the need for more help, this position will allow a person to work up to 29.5 hours a week, rather than >14 hours per week our Non-Union Part-Time employees are hired for. This position will help with reviewing the accuracy of our inventory levels of products within the store, allowing the store to maintain adequate periodic inventory counts to ensure its accuracy.

This position was reviewed by the Personnel Committee on April 6, 2021 and approved. From there the newly revised job description was shared with the IBEW union business agent. Agreement between the City and IBEW that the position be classified the same as a Liquor Clerk I position with a wage ranging from \$15.28-\$19.60/hour along with pro-rated vacation. This position would not receive any health insurance benefits.

It is recommended by the Liquor Commission to approve the job description and approve the posting.

Fiscal Impact

The fiscal impact of this position is an estimated \$23,000, which has been accounted for in the 2021 budget.

Attachments

- Sales Clerk & Stock Room Job Description
- Appendix D of the IBEW Union Contract (2021 Wage Schedule)

CITY OF WINDOM, MN
CLASS SPECIFICATION

CLASS SPECIFICATION TITLE: SALES CLERK & STOCK ROOM PERSON

CLASS SUMMARY:

This position is responsible for assisting customers with product selection and purchasing, stocking products, and maintaining store appearance, assisting with liquor deliveries, monitoring computerized inventory management and assisting with periodical inventory counts. Responsibilities include cashiering, general inventory monitoring, organizing of stock room and restocking cooler and shelves.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Provides customer service to walk-in customers and over the telephone; receives payments via check and cash; makes change; directs customers and/or callers to appropriate internal individuals; answers routine questions and provides customers with requested forms, information and/or paperwork.
2. Places inventory items and supplies in correct locations in the store. Updates labels to current applications. Monitors and adjusts part number changes in database and on self labels.
3. Monitors applicable supplies; stocks and restocks supplies.
4. Cleans, sweeps, etc. and ensures the safety of the store.
5. Opens store periodically including balancing and reconciling the point of sale system and preparing a daily deposit as directed by Liquor Store Manager
6. Assist with Product Delivery including checking in of products, putting product away in proper storage areas.
7. Uses cash register for sales and to verify inventory levels, update the inventory management system with accurate inventory levels. Assist the liquor store staff in completing periodic inventory counts to ensure accurate inventory levels.
8. Performs other duties of a similar nature or level.

Training and Experience (positions in this class typically require):
High school diploma or GED equivalent.

CITY OF WINDOM, MN
CLASS SPECIFICATION

CLASS SPECIFICATION TITLE: SALES CLERK & STOCK ROOM PERSON

Knowledge (position requirements at entry):

Knowledge of:

- Inventory control practices and procedures;
- Procurement practices;
- Applicable Federal, State, and Local laws, rules, and regulations;
- Mathematical concepts.
- Modern office procedures;
- Cash handling techniques;
- Basic mathematical principles;
- Filing methods;
- Customer service principles.

Skills (position requirements at entry):

Skill in:

- Providing customer service;
- Balancing and reconciling cash funds;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Date: (10/26/2020)

APPENDIX D
WAGE SCHEDULES

JOB CLASSIFICATIONS	2021 STEPS					(2.25% General Wage Adjustment)						
	1	2	3	4	5	6	7	8	9	10	11	12
Line Crew Foreman	\$28.84	\$29.42	\$30.00	\$30.61	\$31.26	\$31.90	\$32.53	\$33.21	\$33.91	\$34.59	\$35.32	\$36.07
NOC Tech	\$25.71	\$26.30	\$26.88	\$27.49	\$28.13	\$28.76	\$29.39	\$30.09	\$30.79	\$31.46	\$32.19	\$32.95
Lineman	\$27.37	\$27.91	\$28.49	\$29.05	\$29.63	\$30.23	\$30.84	\$31.45	\$32.13	\$32.76	\$33.43	\$34.12
Outside Plant Tech	\$24.24	\$24.78	\$25.36	\$25.92	\$26.50	\$27.09	\$27.70	\$28.31	\$29.01	\$29.64	\$30.30	\$30.99
Finance & Information Analyst	\$23.42	\$23.97	\$24.55	\$25.10	\$25.68	\$26.28	\$26.89	\$27.50	\$28.19	\$28.82	\$29.48	\$30.18
IT Analyst/ Billing/Payroll Clerk	\$21.21	\$21.69	\$22.18	\$22.70	\$23.24	\$23.76	\$24.30	\$24.92	\$25.47	\$26.06	\$26.64	\$27.45
FT Mechanic	\$20.66	\$21.14	\$21.62	\$22.12	\$22.64	\$23.16	\$23.69	\$24.23	\$24.80	\$25.36	\$25.94	\$26.55
Cable Tech	\$20.51	\$20.99	\$21.47	\$21.94	\$22.42	\$22.92	\$23.42	\$23.95	\$24.50	\$25.04	\$25.62	\$26.18
Assistant Liquor Store Manager	\$18.98	\$19.40	\$19.86	\$20.32	\$20.79	\$21.27	\$21.78	\$22.28	\$22.77	\$23.31	\$23.84	\$24.41
Water/Wastewater Foreman	\$20.24	\$20.66	\$21.12	\$21.58	\$22.05	\$22.53	\$23.03	\$23.53	\$24.03	\$24.56	\$25.10	\$25.66
Mechanic (80%)	\$19.61	\$20.03	\$20.49	\$20.95	\$21.42	\$21.90	\$22.40	\$22.91	\$23.40	\$23.93	\$24.47	\$25.04
Street Foreman	\$19.77	\$20.19	\$20.65	\$21.11	\$21.58	\$22.06	\$22.56	\$23.06	\$23.56	\$24.09	\$24.63	\$25.19
Water/Wastewater Operator	\$19.01	\$19.44	\$19.85	\$20.32	\$20.76	\$21.20	\$21.67	\$22.16	\$22.67	\$23.20	\$23.71	\$24.44
Arena Coordinator	\$18.22	\$18.65	\$19.07	\$19.54	\$19.98	\$20.42	\$20.89	\$21.38	\$21.88	\$22.42	\$22.92	\$23.66
Legal Secretary	\$18.22	\$18.65	\$19.07	\$19.54	\$19.98	\$20.42	\$20.89	\$21.38	\$21.88	\$22.42	\$22.92	\$23.66
Inventory Clerk	\$18.22	\$18.65	\$19.07	\$19.54	\$19.98	\$20.42	\$20.89	\$21.38	\$21.88	\$22.42	\$22.92	\$23.66
TeleComm Worker/Installer	\$18.67	\$18.72	\$19.11	\$19.54	\$19.95	\$20.42	\$20.88	\$21.34	\$21.81	\$22.30	\$22.79	\$23.28
Liquor Store Clerk II	\$17.86	\$17.90	\$18.29	\$18.72	\$19.13	\$19.60	\$20.05	\$20.51	\$20.98	\$21.48	\$21.98	\$22.47
Librarian Assistant	\$17.86	\$17.90	\$18.29	\$18.72	\$19.13	\$19.60	\$20.05	\$20.51	\$20.98	\$21.48	\$21.98	\$22.47
Street/Park Maintenance Worker	\$18.33	\$18.37	\$18.76	\$19.19	\$19.60	\$20.07	\$20.52	\$20.98	\$21.46	\$21.95	\$22.45	\$22.94
Custodian Supervisor	\$16.78	\$17.14	\$17.55	\$17.93	\$18.37	\$18.76	\$19.20	\$19.64	\$20.10	\$20.58	\$21.04	\$21.52
Sr. Administrative Assistant	\$16.64	\$16.99	\$17.41	\$17.77	\$18.18	\$18.56	\$19.00	\$19.39	\$19.82	\$20.26	\$20.76	\$21.21
Community Center Worker II	\$15.28	\$15.64	\$15.98	\$16.58	\$16.74	\$17.11	\$17.47	\$17.90	\$18.29	\$18.70	\$19.13	\$19.60
Administrative Assistant II	\$15.28	\$15.64	\$15.98	\$16.58	\$16.74	\$17.11	\$17.47	\$17.90	\$18.29	\$18.70	\$19.13	\$19.60
Liquor Clerk I	\$15.28	\$15.64	\$15.98	\$16.58	\$16.74	\$17.11	\$17.47	\$17.90	\$18.29	\$18.70	\$19.13	\$19.60
Receptionist/Administrative Asst I	\$14.54	\$14.85	\$15.18	\$15.55	\$15.91	\$16.27	\$16.63	\$17.01	\$17.40	\$17.81	\$18.18	\$18.62
Arena & Comm Ctr Maintenance	\$13.77	\$14.10	\$14.44	\$14.76	\$15.09	\$15.44	\$15.76	\$16.16	\$16.51	\$16.88	\$17.27	\$18.08
Library Clerk	\$13.77	\$14.10	\$14.44	\$14.76	\$15.09	\$15.44	\$15.76	\$16.16	\$16.51	\$16.88	\$17.27	\$18.08
Custodian	\$13.77	\$14.10	\$14.44	\$14.76	\$15.09	\$15.44	\$15.76	\$16.16	\$16.51	\$16.88	\$17.27	\$18.08
Assistant Liquor Store Clerk	\$13.77	\$14.10	\$14.44	\$14.76	\$15.09	\$15.44	\$15.76	\$16.16	\$16.51	\$16.88	\$17.27	\$18.08

ACTION ITEM



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

TO: City Council
FROM: Spencer Winzenried, Community Center Director
DATE: April 14, 2021
RE: Community Center On-Call Help
DEPT: Community Center
CONTACT: Spencer Winzenried Spencer.Winzenried@windommn.com

Recommendations/Options/Action Requested

The Community Center Director recommends the hiring of James Nelson for temporary, on-call help at a rate of \$12.50/hour.

Issue Summary/Background

With the upcoming schedule, this would give us a little more of a cushion and the ability to rotate some of the weekend work around.

Fiscal Impact

This position will be paid for through the personnel budget or contracted services expense line item.

Attachments

1. None