CITY OF WINDOM

Council Meeting
Tuesday, December 21, 2021
City Council Chamber
6:30 p.m.
AGENDA

Call to Order
Pledge of Allegiance

1. Consent Agenda
   - Minutes
     - Council Minutes – December 7, 2021
     - HRA –July - October 2021
     - EDA– December 13, 2021
     - Planning Commission – December 14, 2021
   - Regular Bills

2. Department Heads

3. 2022 City Budget and S.M.A.R.T. Goals
   - 2022 Levy Resolution
   - Approve 2022 City of Windom Budget
   - 2021 Dashboard Report
   - 2022 S.M.A.R.T GOALS

4. 2021 Budget Amendments

5. Planning Commission Recommendation – Minor Subdivision – 2420 Hwy 60

6. Resolution For Workforce Housing Development Program Forgivable Loan Funding Agreement

7. Tax Abatement Discussion – Guardian Inn Apartments

8. Personnel – Hiring Recommendation Street Park Maintenance Worker

9. New Business

10. Old Business

11. Contractor Payment – Tri-State General Contracting – Arena Re-Roof Project – Final $11,898.25

12. Council Comments

13. Adjourn

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Preliminary

Regular Council Meeting
City Hall, Council Chamber
December 7, 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, Jayesun Sherman, Jenny Quade, James Nelson and Lisa Farag
Council Absent:	None
City Staff Present:	Steve Nasby, City Administrator; Drew Hage, Development Director; Cheryl Ulferts, Finance Director; Tim Hogan, Recreation Director; Jon Ketzenberg, Acting Streets & Parks Superintendent; and Scott Peterson, Police Chief

3. Pledge of Allegiance

4. Consent Agenda:

   - Minutes
     - Council Minutes – November 16, 2021
     - Community Center Commission – November 9, 2021
     - Utility Commission – November 24, 2021
   - Licenses
     - Exempt Gaming Permits
       - Des Moines River Ducks Unlimited
     - Regular Bills

   Motion by Nelson second by Grunig approving the Consent Agenda. Motion carried 5 - 0

5. Department Heads:

   None.

6. 2022 City Budget Presentation and Public Input:

   Jones said that there would be review of the summary budget and then opportunity for public comment. The proposed budget was posted along with the Council packets.

   Nasby presented the 2022 Budget. He highlighted the following:

   - Projected Revenues of $26,542,673
   - Projected Expenses of $25,956,435 not including depreciation
   - Telecom Fund
     - Negative cash flow ($29,125) but have been preforming better on budget.
     - Video conversion rescheduled for 2022

- Water overall positive cash flow which includes a 1% service increase for 2022
- Wastewater Funds have a positive cash flow. New plant up and running so more chemical is needed for treatment, which adds to cost. Rate increase of 1.25% for 2022
    - Elimination of rate increases for Debt Service repayment
    - Cost sharing with HyLife LLC
- Electric Fund has a balanced budget
    - Use of reserve funds for transmission line replacement
    - General Fund transfer of $200,000
    - Residential meter fee is up $1 and three phase meter fee is up $0.50. Demand industrial customer's energy charge decreases, but demand charge is up $0.60.
- Liquor Fund shows a net increase of $40,081
    - General Fund transfer of $100,000

Jones asked if the $40,000 would be what is left for debt service. Nasby said that is correct, but the Liquor Fund does also have a reserve of $500,000 to $600,000.

- General Fund – Non-Enterprise
    - $2.927 million proposed budget, which is an increase from the previous year and included an additional .5 FTE police officer which is funded by the hospital.
    - Capital Improvements included three new snow plow trucks and the second half of payment for the new fire truck coming in 2022. These will be paid with new debt
    - Debt Service of $696,459
- Special Revenue Funds include the Arena, Community Center, Airport, Pool, EDA, Ambulance and Library
    - Ambulance Fund is self-supporting while the others depend on tax revenue
- Proposed Tax Levy is $2,253,394, an increase of 2.98% over 2021
- Average Tax levy Change in the past 11 years is 3.08% increase
- Council Policy is to maintain 35-60% General Fund Reserve balance, currently estimated at 51.09%
- Windom's City tax rate, Overall tax rate, net tax capacity and LGA distribution was right on the averages for 13 peer communities

Jones asked if there were any members of the public wanting to address the Council regarding the proposed 2022 budget. No responses. Jones asked again and there were no comments. Jones noted that the budget summary presentation could be posted to the website as well.

Grunig asked about Local Government Aid (LGA) for 2022 as the State has a surplus. Nasby replied that the 2022 LGA looks stable and that in the 2022 legislative session the request will be to tie LGA into inflation as currently there is no mechanism to increase the LGA other than an appropriation change. Also, there is a legislative group working on the LGA formula which is typical every 10 years after a new census is completed.

Sherman asked when some of the street project bonds are getting paid off. Nasby said that the 2005 and 2007 bonds will be paid off by 2024.

Nelson inquired about a local option sales tax and if that would bring in new revenue. Nasby replied that the process is set up to obtain legislative approval first then go to the voters at a general election. If the Council is interested in a local option sales tax the City would need to work on legislation this session and by statute it must be a project of regional significance. Last year was the first year for this requirement and there are now examples of what the legislature considers regionally significant.

Jones said that a local option sales tax could be a topic for the Council in January prior to the legislative session.

7. Street Closure Requests:

Jones said that there was a request by the Windom Area Chamber to close 9th Street, between 9th and 10th Streets on December 16th from 3 – 7 pm for Christmas by Candlelight event. Recommended for approval by the Acting Street Superintendent and Police Chief.

Jones said there was also a request from the American Lutheran Church to close Prospect Avenue from 9th to 10th Streets on December 8th from 5 – 7:30 pm for their living nativity. Recommended for approval by the Acting Street Superintendent and Police Chief.

Motion by Quade second by Nelson to approve the temporary street closures for 9th Street and Prospect Avenue as presented. Motion carried 5 – 0.

8. Scheduling Software Purchase - ActiveNet:

Tim Hogan, Recreation Director, said that the current system is being discontinued and he looked at a couple of options for replacement. This software is used for Arena, Pool, Recreation, Parks and could also be used for Community Center events. ActiveNet purchased the former software package which was outdated and is re-doing it to also work with phones and tablets. One positive factor with ActiveNet is that the user information from the old MaxGalaxy system can be transitioned into the new system so users do not have to recreate their accounts. CivicRec was another system used by cities, but those costs were the upfront purchase and $6,000 for annual maintenance plus nothing would transfer over. Hogan added that there is sufficient funds in the Recreation, Pool and Arena budgets for 2021 to cover the costs.

Nelson asked about the cost. Hogan said the cost is $10,387.50 for the first year which includes setting up the system, transitioning the users and training for staff. After that the annual maintenance fee is $4,480.

Sherman inquired as to the prior year annual maintenance costs. Hogan said it had been $3,200.

Grunig asked about the life span of MaxGalaxy. Hogan said that the system had previously been MaxSolutions and then transformed into MaxGalaxy a few years ago, but over all that system had been in place for many years.

Motion by Grunig second by Sherman to approve the contract with ActiveNet contingent upon City Attorney approval. Motion carried 5 – 0.

9. SW Initiative Foundation Grant Agreement on behalf of Windom Area Foundation – Lions Shelter:

Jones said this is a grant with SWIF for the Lions Shelter project. The City is the fiscal agent for that project so it will accept the grant. He thanked the Windom Area Foundation for the $5,000 grant.

Motion by Nelson second by Sherman to accept the SWIF grant agreement on behalf of the Windom Area Foundation for $5,000 to be used for the Lions Shelter project. Motion carried 5 – 0.

10. Wolf Lake Connection Trail Grant:

Drew Hage, Development Director, said that there is an opportunity for grant funds through the Federal Department of Transportation for paving the City's section of trail between the Windom Recreation Area and the US Fish & Wildlife Wolf Lake trail. This grant covers 80% of the cost and there is a 20% match needed along with a commitment to maintain the trail. The 20% match will be comprised of funds from US Fish & Wildlife, Windom Area Health and Remick Foundation so no City tax funds are going into the trail construction. The City would be required to do maintenance on the trail, but the proposal is for a concrete so maintenance costs are reduced. The trail would not be plowed in the winter so the upkeep is mainly mowing. Overall cost is estimated to be about $400,000.

Nelson asked about the trail length and how much of it the City is to maintain. Hage said the overall length with the US Fish & Wildlife section will be six miles round trip from the Windom Recreation Area, and that about two miles are City trail. Nelson said he is concerned about the added maintenance work, equipment and likely need for trash collection costs.

Jones, Quade and Sherman acknowledged the added costs but also the value of the trail as an amenity to the City for citizens.

Council Member Quade introduced the Resolution No. 2021-91, entitled "RESOLUTION AUTHORIZING SUBMISSION OF FEDERAL LANDS ACCESS PROGRAM (FLAP) GRANT APPLICATION" and moved its adoption. The Resolution was seconded by Sherman and on roll call vote: Aye: Farag, Quade, Nelson, Grunig and Sherman. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Nelson said that the maintenance agreement resolution does not have termination date so the City is liable for the trail well into the future and also have a liability.

Quade noted the City would be responsible for the trail, but it could be maintained in the future as a grass trail as it is now. With growth in the community and people wanting to be more active she sees increased use and desire for this type of amenity.

Council Member Sherman introduced the Resolution No. 2021-92, entitled "RESOLUTION AUTHORIZING MAINTENANCE OF FACILITIES CONSTRUCTED THROUGH THE GRANT FROM FEDERAL LANDS ACCESS PROGRAM (FLAP)" and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Aye: Nelson, Grunig, Farag, Quade and Sherman. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

11. Resolution Accepting Additional Local Fiscal Recovery Funds under ARPA

Nasby said the Council had previously accepted Federal American Rescue Plan Act (ARPA) funds and this additional allocation was made by the State of funds left over from entities such as townships which did not take the funds. The funds are distributed as 50% in 2021 and 50% in 2022. Cities have until 2024 to spend the funds and that the US Treasury Department has yet to put into effect the final rules, as such not many cities are using the funds at this time.

Council Member Nelson introduced the Resolution No. 2021-93, entitled "A RESOLUTION TO ACCEPT ADDITIONAL FUNDS FROM THE CORONAVIRUS LOCAL FISCAL RECOVERY FUND ESTABLISHED UNDER THE AMERICAL RESCUE PLAN ACT" and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Aye: Sherman, Nelson, Grunig, Farag and Quade. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

12. Personnel:

Nasby said his request is to do a temporary wage adjustment for Jon Ketzenberg as he is taking on Acting Street Superintendent duties as Brian Cooley has been out on medical leave since October 4th. He had met with Mr. Ketzenberg, IBEW union steward and come to the agreement presented.

Motion by Grunig second by Sherman to approve a temporary wage adjustment of $28/hour for Jon Ketzenberg as Acting Street Superintendent from October 4, 2021 until Mr. Cooley's return. Motion carried 5 – 0.

Cheryl Ulferts, Finance Director, said that Lisa Sprague in the City Office had resigned to take on more hours at another position. She is recommending that the City Council hire Porsha Porath as a PT Administrative Assistant as Ms. Porth was an intern in the office this summer so she has the needed training. Also, Ms. Porth will be finishing out her college courses on-line so the PT position works out well. The starting date is flexible depending on her college commitments, but will be by January 3rd.

Motion by Sherman second by Farag to approve the hiring of Porsha Porath as a PT Administrative Assistant at Step 2 with a 6 month advancement to Step 3. Motion carried 5 – 0.

13. New Business:

None.

14. Old Business:

None.

15. Council Comments:

Farag noted the Ho Ho Ho Holiday Show at the Community Center on December 11th.

Quade said she did the MILO firearms simulator and it was a good experience to see what police officers face and that it was open to the public to participate. BARC had a holiday fair last week and the Lions celebrated their 50th anniversary. There is the holiday lighting contest going on through the Chamber and Christmas by Candlelight on December 16th downtown.

Sherman thanked the Fire Department and participated in their annual recognition event.

Jones noted the 80th anniversary of Pearl Harbor and thanked all veterans. He too did the MILO range and thanked Windom Police for the jobs they do. He congratulated the Lions on their 50th anniversary.

Nasby noted the Fireman of the Year and Chief's Award winners. He also thanked the Chief and Assistant Chiefs for all their work

16. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 8:09 p.m.

____
Dominic Jones, Mayor

Attest: ______________________________
Steve Nasby, City Administrator

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

July 14, 2021 at 4:00pm

A regular meeting of the Board of Directors was held on July 14, 2021 at the Riverview Apartments Community Room. Board Members present: Linda Jaakola, Tom White and Jean Fast and Jim Nelson, City Liaison. Also present was Executive Director, Connie Clausen. Absent were Board Members, Margaret McDonald, Dan Molitor and Bob Stoesz, HS Liaison.
The Regular Board Meeting was called to order at 4:02 pm with the consent agenda approved (Fast/White) which included minutes from the previous meeting, the agenda, balance report and bills report.

Scheduled Guests: None.

Old Business consisted of:

1. The Executive Director presented an update on the monthly turnaround rate. The 2021 Fee Accountant Reports for May 2021 were also reviewed.
2. An update was given on the Management Agreement for maintenance staff with the Jackson HRA. This agreement has ended effective June 30, 2021.
3. The Executive Director gave a status update on the maintenance projects. Maintenance staff will be completing the last floor, 5th floor, with installation of the new vinyl flooring. The ceiling tile replacement project will be put back on the agenda as well.
4. An update was given on the RV Balcony Project by the Executive Director. Two tenant meetings are scheduled for Wednesday, July 28th. Notices will also be going out to all tenants about the details of the project which is scheduled to start August 23, 2021. She will be meeting with those tenants who may need to be relocated during the last portion of the project due to mobility issues as well.
5. An invoice has been received in the amount of $10,334.00 from Marquis Erickson for A&E services in connection with the RV Balcony Repair Project. This is scheduled to be paid for with CFP2020 funds. A motion was made to approve the draw request in the amount of $10,334.00 for Marquis Erickson for A&E services (White/Fast).
6. The Executive Director presented an invoice in the amount of $581.00 to SWMN Housing Partnership in connection with the EDA/SCDP grant. A motion was made to approve payment of invoice in the amount of $581.00 to SWMN Housing Partnership from the Special Projects account (Fast/White).
7. The Executive Director presented two bids received for the HS Air Conditioner Replacement Project. After reviewing both bids, a motion was made to accept the bid from Schwalbach's in the amount of $6,847.00 (White/Fast). This project will be funded using CFP2021 funds.

New Business consisted of:

1. The Executive Director requested a budget to replace the current maintenance truck that has a rusted frame and is becoming unsafe. After discussion, a motion was made to approve a budget up to $20,000.00 for the purchase of a used full-size truck for the maintenance department using operating funds (Fast/White).
2. The Executive Director presented a request to upgrade the current administrative office computer due to age and performance of the computer with the new security camera system. After a discussion, a motion was made to approve a budget of $1,500 towards a new office computer.

3. The Executive Director presented an update to the personnel policy due to the recent approval of a new federal holiday for Juneteenth. After some discussion, the personnel policy was approved to include the added holiday for employees for Juneteenth (June 19th).
4. The Executive Director reported that she gave her resignation notice to the board chairman on June 28, 2021 with the plans to vacate the position effective July 30, 2021. The board scheduled a special meeting for Monday, July 19, 2021 at 5pm at Riverview Apartments regarding the upcoming vacancy.
5. The meeting was closed at 4:50pm to discuss an update to a personnel issue. The meeting was reopened at 4:55pm.
6. The Executive Director reports the following HUD and other reports and trainings worked on this past month. They include: Unaudited REAC Submission; 2022 CFP Certification, FYE 03/31/2021 Annual Audit.
7. Upcoming board meetings will be August 11th (HS) and September 8th (RV).

With no further business, the meeting was adjourned at 5:03 pm (Fast/White).

Linda Jaakola, Chairman

Connie Clausen, Executive Director

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

August 11, 2021 at 4:00pm

A regular meeting of the Board of Directors was held on August 11, 2021 at the Hillside Manor Community Room. Board Members present: Linda Jaakola, Margaret McDonald, Tom White, Jean Fast and Dan Molitor. Also present was Interim Executive Director, Linda Loewen. Absent were Bob Stoesz, HS Liaison and Jim Nelson, City Liaison.

The Regular Board Meeting was called to order at 4:05 pm with the consent agenda approved (McDonald/Fast) which included minutes from the previous meeting, the agenda, balance report and bills report.

Scheduled Guests: None.

Old Business consisted of:

1. The Interim Executive Director presented an update on the monthly turnaround rate. There was no Fee Accountant Report to review.
2. The Interim Executive Director gave an update on the RV Balcony Project. The project start date has been moved to August 30, 2021. The Interim Executive Director will be meeting with the Contractor to discuss details, next week.
3. The Interim Executive Director reported that she plans to be at the Windom HRA on Tuesday and Thursday each week other than the week of board. She will be available if needed outside of that schedule.
4. The Interim Executive Director reported that the new maintenance truck is in need of new tires. Steve is working on gathering quotes and the Interim Executive Director will bring them to the September meeting.

New Business consisted of:

1. The Interim Executive Director discussed disposal of the old maintenance truck. After some discussion, it was suggested that the Interim Executive Director check with Denise at the City of Windom regarding the city auction site.
2. The Interim Executive Director discussed disposal of the old lawn mower. After some discussion, it was suggested that the Interim Executive Director check with Denise at the City of Windom regarding the city auction site.
3. The Interim Executive Director discussed changing the on-call maintenance phone from a pre-pay plan to a monthly contract. After some discussion a motion was made for the Interim Executive Director to make the change. (Fast/Molitor)
4. The Interim Executive Director discussed flooring for the HS apartments. The past Executive Director had been buying the flooring with her personal Sam's Club account and driving to Mankato to pick it up. With her no longer working for the HRA, that option is no longer available. After some discussion, the Interim Executive Director will have Steve get quotes from Menard's, Hammer's Furniture and Leach Decorating.
5. The Interim Executive Director discussed seal coating of the small parking lot at RV. Steve feels that it is needed as it's been a while. After some discussion, it was agreed that Steve should get bids.
6. The Interim Executive Director discussed the elevator door monitoring upgrade. After some discussion, it was agreed to revisit this at a later time as there is a 5-year window to get it completed.
7. The Interim Executive Director presented information that maintenance staff, Brenda Harder has been receiving too many PTO hours. Unfortunately, the time frame is uncertain as there is no information in the computer but

was discovered on a form given to BH upon the past ED's departure. After some discussion, a motion was made to correct it going forward. (White/Molitor)

8. The Interim Executive Director presented a request from Cutler Financial in regard to who the Trustee on the account should be going forward. After some discussion, a motion was made to have Linda Loewen, Interim ED as the Trustee. (Fast/McDonald)
9. The Interim Executive Director discussed the bank accounts for the Windom HRA. After some discussion a motion was made to remove Connie Clausen from all accounts (Bank Midwest, Fulda Credit Union and United Prairie) and add Linda Loewen. (White/Molitor)
10. The Interim Executive Director reported that she was contacted in regard to auto insurance on the maintenance truck. Bank Midwest in unable to add Brenda Harder as an insured driver. After some discussion a motion was made to pay Brenda for all miles driven in her own vehicle, for work and the current mileage rate of $.56 per mile. (Fast/White)
11. The Interim Executive Director reported that postage is going up to $.58 effective August 29, 2021.
12. The Interim Executive Director presented information on LED lighting for the HS halls. Steve found the exact lighting that is currently installed, in an LED, from Menard's for $39.97 each with an 11% rebate bringing the lights to $35.57 each. After some discussion, a motion was made to replace all lights for the HS halls. (McDonald/White)
13. The Interim Executive Director presented a pay request in the amount of $419.00 from the SWMHP for the EDA SCDP Grant. A motion was made to pay the request as presented. (White/Molitor)
14. The Interim Executive Director reported the HS Air Conditioner Project will be started on August 19, 2021.
15. The Executive Director reports the following HUD and other reports and trainings worked on this past month. They include: 2022 CFP Certification, FYE 03/31/2021 Annual Audit.
16. After some discussion a motion was made to hold a closed board meeting weekly on Thursday to answer any questions the Interim Executive Director may have. If the meeting is not necessary, she will send an email to the board letting them know. (Fast/Molitor)
17. Upcoming board meetings will be September 8th (RV) and October 13th (HS).

With no further business, the meeting was adjourned at 5:20 pm (McDonald/White).

Linda Jaakola, Chairman

Linda Loewen, Interim Executive Director

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

September 8, 2021 at 4:00pm

A regular meeting of the Board of Directors was held on September 8, 2021 at the Riverview Apartments Community Room. Board Members present: Linda Jaakola, Margaret McDonald, Tom White, Jean Fast and Dan Molitor. Also present was Interim Executive Director, Linda Loewen. Absent were Bob Stoesz, HS Liaison and Jim Nelson, City Liaison.

The Regular Board Meeting was called to order at 4:08 pm with the consent agenda approved (White/Molitor) which included minutes from the previous meeting, the agenda, balance report and bills report.

Scheduled Guests: None.

Old Business consisted of:

1. The Interim Executive Director presented an update on the monthly turnaround rate. The June Fee Accountant Report was reviewed.
2. The Interim Executive Director gave an update on the RV Balcony Project. The project is ahead of schedule and they will be starting the final phase this week.
3. The Interim Executive Director gave an update on the vacant Executive Director position. After much discussion, a motion was made to make an offer to DH, applicant. The Interim Executive Director will type up an offer letter and forward it to the board prior to making the offer. (Molitor/McDonald)
4. The Interim Executive Director reported on tires for the new maintenance truck. Steve has learned that we will get a better deal if we wait a month as there are typically tire sales in the fall. The Interim Executive Director will bring quotes to the October board meeting.
5. The Interim Executive Director has reached out to the City of Windom in regard to the upcoming auction for the old maintenance truck and mower and will follow-up as she has not heard back. The auction is scheduled for September 18, 2021.
6. The Interim Executive Director reported that she changed the on-call phone to a monthly plan.
7. The Interim Executive Director reported that Maintenance has gotten flooring from Menard's for the HS apartments and it's about half the cost of buying locally plus there is an 11% discount that can be used for future purchases.
8. The Interim Executive Director reported that she has changed the Trustee for Cutler Financial to herself as discussed previously.
9. The Interim Executive Director reported that she has changed all bank account as discussed previously.

New Business consisted of:

1. The Interim Executive Director placed a conference call with Abby from Abdo, Eick and Meyers to review the recent audit. Abby reported that the Windom HRA is in great standing.
2. The Interim Executive Director reported that the Hy-Vee charge account has been closed and she wrote a check to a tenant as reimbursement for the Labor Day cookout at RV.
3. The Interim Executive Director reported that the HUD request has been submitted for changes to Secure Systems.
4. The Interim Executive Director reported that Brenda will be on vacation from 9/9-9/14.

5. The Interim Executive Director reported she will be gone on 9/28.
6. Upcoming board meetings will be October 13th (HS) and November 10th (RV).

With no further business, the meeting was adjourned at 5:04 pm (Molitor/McDonald).

Linda Jaakola, Chairman

Linda Loewen, Interim Executive Director

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

October 13, 2021 at 4:00pm

A regular meeting of the Board of Directors was held on October 13, 2021 at the Hillside Manor Community Room. Board Members present: Linda Jaakola, Margaret McDonald, Tom White, Jean Fast and Dan Molitor. Also present was Interim Executive Director, Linda Loewen and Executive Director, Doreen Harrold. Absent was Jim Nelson, City Liaison.

The Regular Board Meeting was called to order at 4:02 pm with the consent agenda approved (McDonald/Fast) which included minutes from the previous meeting, the agenda, balance report and bills report, noting a correction to the bills and balance reports.

Scheduled Guests: None.

Old Business consisted of:

1. The Interim Executive Director presented an update on the monthly turnaround rate. The July Fee Accountant Report was reviewed.
2. The Interim Executive Director gave an update on the RV Balcony Project and presented a pay request in the amount of $33,066.00 which will be paid from CFP21. A motion was made to approve the pay request. (Fast/Molitor)
3. The Interim Executive Director reported that the old maintenance truck sold for $4,000.00 and the old lawn tractor sold for $200.00 on the city auction. The proceeds have been deposited into the main checking account.
4. The Interim Executive Director reported the change in Secure Systems for her access has been accepted and we are waiting for the approval to add her.
5. The Interim Executive Director reported that nobody has stepped up from Hillside Manor in regard to the vacant Tenant Liaison Position. She will make some calls to tenants prior to the November board meeting.

New Business consisted of:

1. The Interim Executive Director presented tire quotes for the new maintenance truck from Grunewald Frame & Glass, Windom Towing and Higley Ford. After some discussion a motion was made to approve the quote from Grunewald Frame & Glass in the amount of $1,042.40. (Fast/McDonald)
2. The Interim Executive Director reported that Joe's Lawn Care and Snow Removal addressed some tree issues and the Hillside Manor.
3. The Interim Executive Director reported that Schwalbach Hardware out of Worthington has completed the AC Project at Hillside and payment in the amount of $6,847.00 has been submitted. One the Interim Executive Director has Secure Systems access, the funds will be pulled from CFP21.
4. The Interim Executive Director presented quotes to re-seal the west Riverview parking lot from both Nielsen Blacktopping and Bargen Inc. After some discussion, a motion was made to approve the quote from Bargen Inc. in the amount of $4,312.00. (White/McDonald) The Interim Executive Director will follow up with Steve in regard to getting this scheduled for next spring.
5. The Interim Executive Director reported that a new PTAC unit was ordered for Apt. 603 at Riverview as it has quit working. The cost of the new unit was $1,250.00

6. The Interim Executive Director reported that she had received a call from SW Mental Health in regard to renting the community room at Hillside. After some discussion, a motion was made to not honor the request and keep in a private room for Hillside tenants. (White/Molitor)
7. The Interim Executive Director discussed upcoming holiday plans with the board, which included having a catered meal delivered to all tenants, at their apartment, at both the Riverview Apartments and the Hillside Manor, if they choose. A motion was made to hold the December board meeting at the normal time of 4:00 pm but at a different location to include a meal for all staff and spouses and/or significant others to be paid from the Laundry accout. (Fast/White) The Interim Executive Director will make calls for a location and report back at the November meeting.
8. The Interim Executive Director is working on training with the new Executive Director.
9. Upcoming board meetings will be November 10th (RV) and December 8th (Jack Slade's) at 4:30 pm.

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

Linda Jaakola, Chairman

Linda Loewen, Interim Executive Director

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
DECEMBER 13, 2021

1. Call to Order: The meeting was called to order by President Clerc at 12:02 p.m.

2. Roll Call & Guest Introductions:

   EDA Commissioners: Rick Clerc, Ryan McNamara, 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; Cottonwood County Liaison Kevin Stevens; Tom Siegfried (HyLife); and Rahn Larson (Citizen).

3. Approval of Minutes: November 8, 2021:

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

4. EDA Spec Building – Apartment Project

   A. Updated Rental Vacancy Rate: Director Hage reported that Viewpoint Consulting completed an update of Windom's rental vacancy rate as of November 30th. At that time, the overall vacancy rate in Windom was 0%, as no units in Windom were identified as being vacant. This update included a survey of 164 market rate units, 12 affordable units, and 201 subsidized units. The survey included Lakeside Apartments, which opened in 2020 with 45 units, and Guardian Inn, which opened in 2020 with 38 units. Director Hage updated the Board regarding his contacts with realtors for Heron Lake, Lakefield, Jackson, and Westbrook. They have indicated that there are not many rental units available in those areas either.

   B. Public Hearing on Proposed Sale: Director Hage advised that the EDA has received an Option Agreement from HyLife Foods Windom, LLC for the potential purchase of a portion of the EDA Spec Building property at 1925 North Redding Avenue. He stated that the purchase price for the property is $250,000 and the sale is contingent upon HyLife constructing a minimum of 50 rental housing units on the property. He provided a brief recap of the history of the building and expenses incurred by the EDA in connection with the building. Director Hage indicated that the purchase price is less than market rate because of the potential purchaser's obligation to construct the rental housing units and increase the tax base on the parcel. He said that HyLife's current plan is to construct six 2-story buildings with eight 4-bedroom units per building. HyLife also plans to use the spec building for accessory uses. Notice of the public hearing on this potential sale was published in the December 1st edition of the Citizen newspaper.

   President Clerc opened the public hearing at 12:09 p.m. and asked for comments from the public on the proposed sale of a portion of the EDA's property located at 1925 North Redding Avenue. No comments were received from anyone present at the meeting. President Clerc closed the public hearing at 12:11 p.m. Director Hage advised that he had not received any comments from the public regarding the option agreement or potential sale of the property.

   Tom Siegfried with HyLife said that they will be conducting their due diligence concerning the property. They hope to begin construction next spring with anticipated completion of the apartment units by the end of 2022.

City Administrator Nasby advised that at this time the Commissioners are considering the Option Agreement for the potential sale of the property to HyLife for the sales price of $250,000 and contingent on a minimum construction of 50 rental units. Director Hage advised that if HyLife exercises its option to purchase the property, then a purchase agreement and development agreement will be prepared. The development agreement will cover specifics concerning the new rental housing units and TIF.

Commissioner Nelson expressed concern regarding the residents along Cottonwood Lake Drive and asked if the property would be fenced between the apartment buildings and the adjoining neighborhood. Director Hage stated that elements such as these would be included in the development agreement between the City and HyLife and a that buffer will be part of the project.

C. Closed Session – Land Negotiations – Parcel No. 25-839-0075: The Board did not go into closed session.

D. Option Agreement – HyLife Foods: _Director Hage provided a brief overview of the terms of the Option Agreement. HyLife has the period of time until midnight on March 1, 2022, to exercise its option to purchase the property. The option consideration is $25,000 which will be applied to the purchase price if HyLife exercises its option to purchase the property. HyLife is currently renting the Spec Building for warehousing. If HyLife exercises its option to purchase the Spec Building, the rent payments, commencing with the December 2021 payment, will be applied towards the purchase price of the property. The tentative closing date on the property would be March 1, 2022. The clay fill located on the property is included in the sale. HyLife will be working on a site plan. A proposed Resolution approving the Option Agreement was also provided to the EDA Board. After further discussion, the following action was taken.

Resolution introduced and motion by Commissioner McNamara, seconded by Commissioner Nelson, to adopt EDA Resolution No. 2021-03, entitled "Resolution Approving Option Agreement for Sale of Property Described as a Tract of Land in Lot 6, Block 2 of Windom Industrial Park Subdivision in the City of Windom, Cottonwood County, Minnesota".

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

5. Cemstone Property – South Cottonwood Lake

A. Request for Proposals: Director Hage reported that a response to the RFP for the Subdivision was received from Voss Plumbing and Heating of Paynesville. Lakeside Apartment Group and Apollo Development submitted responses to the RFP for construction of the market-rate apartment building. The developers are preparing site plans and additional submissions for their proposed projects.

B. TIF Spending Plan: Director Hage advised that the financing plan for the Cemstone Redevelopment Project / South Cottonwood Lake Subdivision will utilize grant funds and TIF Funds. To utilize TIF Funds, a Spending Plan will need to be approved by Resolution by the EDA Board and the City Council. Currently the proposed Purchase Agreement is in draft format. The TIF Spending Plan would be approved when the Purchase Agreement is approved.

C. Closed Session – Land Negotiations

(1) Parcels: 25-556-0060 & 25-556-0130

(2) Parcels: 25-025-0200 & 25-025-0201

The EDA Board did not go into closed session.

6. North Windom Industrial Park & Cemstone Property – South Cottonwood Lake
A. Purchase Agreement: Director Hage updated the Board that the Purchase Agreement is in draft format. Cemstone's attorney has requested that a drainage easement be established adjacent to the EDA's water retention pond. The design of the drainage system needs to be finalized with DGR Engineering.

7. River Bend Center
A. Option Agreement: Director Hage reported that the EDA has received a signed Option Agreement from MILLERBROS PROPERTIES, LLC concerning their potential purchase of the middle and south tracts of land located in River Bend Center Phase II. This property is located south of the River Bend Liquor Store. The public hearing on this potential sale was held on November 8, 2021. Director Hage reviewed the Option Agreement with the Board. The purchase price for the property is $75,000. The Developer will be completing soil borings on the property. If the Developer exercises its option, a survey will be completed, a purchase agreement will be prepared, and appropriate easements will be prepared. A proposed Resolution approving the Option Agreement was also provided to the EDA Board. After further discussion, the following action was taken.

Resolution introduced and motion by Commissioner McNamara, seconded by Commissioner Nelson, to adopt EDA Resolution No. 2021-04, entitled "Resolution Approving Option Agreement for Sale of Property Described as Middle and South Tracts of Property Located in Lots 5, 6 and 13 of State Subdivision 36-105-36 in the City of Windom, Cottonwood County, Minnesota".

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

8. S.M.A.R.T. Goals: Director Hage advised that the goals were the same as those reviewed at the November Meeting. He asked if there were any additional goals that the Commissioners would like to add. Director Hage will e-mail the goals to the Commissioners to rank their priorities. After further discussion, the following action was taken.

Motion by Commissioner Wepplo, seconded by Commissioner McNamara, to approve the EDA's 2022 S.M.A.R.T. Goals as presented. Motion carried 4-0.

9. New Business: Director Hage advised that he had received a letter from Marty Walgenbach of T&M Development LLC (owner of the Guardian Inn Apartments) requesting that the tax abatement for the remodeling project be extended from 5 years to 7 years. This request will need to be presented to the City Council, County Commissioners, and School Board. It was the consensus of the Board that the letter should be presented to the various taxing entities.

10. Unfinished Business: Director Hage updated the Board concerning the Wolf Lake Connection Trail. The City Council adopted a resolution in support of a grant application for the paving of the trail. The City Council also adopted a resolution accepting the City's responsibility for the future maintenance of the trail if the grant is awarded. Director Hage drafted a letter of support from the EDA to be included in the grant application based on livability benefits including increasing tourism, assisting with employee attraction and retention, etc. By consensus, the Board approved the EDA's letter of support for this grant application.

11. Miscellaneous Information

A. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the October 2021 financial reports submitted by Van Binsbergen & Associates.

12. Adjourn: On consensus, President Clerc adjourned the meeting at 1:12 p.m.

Attest: ______________________________ ______________________________

Drew Hage, EDA Executive Director Nancy Wepplo, EDA Secretary

CITY OF WINDOM
PLANNING COMMISSION
MINUTES
DECEMBER 14, 2021

1. Call to Order: The meeting was called to order by Chairperson Wahl at 7:02 p.m.

2. Roll Call & Guest Introductions:

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

Also Present: B&Z Staff: Zoning Admin. Andy Spielman and Admin. Asst. Mary Hensen; and Drew Hage, EDA Development Director.

3. Approval of Minutes: August 24, 2021 & November 9, 2021

Motion by Commissioner Hartman, seconded by Commissioner Pletcher, to approve the Planning Commission Minutes for the Meetings held on August 24, 2021, and November 9, 2021. Motion carried 5-0.

4. Zoning Application – Minor Subdivision – 2420 Highway 60 (J R & R Partnership – Knutsons): Zoning Admin. Spielman advised that this is a portion of the undeveloped Runnings' property which is owned by J R & R Partnership. The property is located northeast of the store and parking lot area. The Partnership is selling the north half of the undeveloped land to Jed and Cynthia Knutson (owners of Windom Towing). A Zoning Application had been submitted by Jed and Cynthia Knutson and J R & R Partnership requesting a minor subdivision (lot split) of this property to allow the sale. Zoning Admin. Spielman displayed a copy of the survey prepared for the property to be sold which includes the legal description for the new parcel. He also displayed an aerial showing the location of the property. The surveyor has placed corner pins for the proposed new parcel.

Zoning Admin. Spielman advised that this property is northwest of Maple Avenue which is a platted street in Adele Plaza Subdivision. There are marked pins set for Maple Avenue. There are utility lines that run through the Maple Avenue right-of-way. Because of the utility installations, there are no plans to vacate Maple Avenue. There are also no current plans to open and develop Maple Avenue. The lot split would not affect the City's ability to open Maple Avenue if there was a need in the future. He displayed the utility map showing the location of existing utilities in that area. Zoning Admin. Spielman reported that he had talked with the other City Department Heads and there were no concerns about obtaining any other easements for this new parcel.

In response to questions, Zoning Admin. Spielman advised that the City has reserved sufficient space between Dollar General and the new car wash to construct a new street and cul-de-sac in that area. Depending on the final location of the cul-de-sac, this new parcel could be accessed from that new street. Director Hage advised that the timeframe for completion of that project is either 2022 or 2023. He also provided information concerning MnDOT's tentative plans regarding that area. Until that time, Knutsons intend to access the new parcel from their existing property which lies southeast of the new parcel. Knutsons have indicated that their current plans are to use the new parcel for overflow parking for their existing business and not construct a building on the property. Zoning Admin. Spielman stated that the City would not be able to issue a building permit until such time as there was access to the new parcel for fire and emergency vehicles. There was a brief discussion as to whether a fence could be constructed on the new parcel.

Motion by Commissioner Hartman, seconded by Commission Byam, to recommend that the City Council approve the application for a minor subdivision (lot split) submitted by Jed and Cynthia Knutson and J R & R Partnership as presented. The property is an undeveloped tract included in property addressed as 2420 Highway 60, Windom, Minnesota, and is briefly described as the Northeasterly Half of Lot 4, Block 1 of Adele Plaza Subdivision. Motion carried 5-0. (Property is legally described on the survey dated December 6, 2021, and currently identified as part of Parcel No. 25-103-0010.)

5. Land Use Code Review

A. Review of Consultant's Submittals – Zoning Districts: Zoning Admin. Spielman reported that the land use consultants from Bolton & Menk had provided a redlined version of proposed revisions to date and are continuing to draft new language regarding mixed uses, etc. The Planning Commission was provided with copies of the sections covering the Zoning Districts A-O, R-1, R-2, R-3, B-1, B-2, B-3, I-1, and I-2 for review of the proposed revisions and particularly regarding permitted and conditional uses in each district. Zoning Admin. Spielman explained how the proposed additions, deletions and questions were highlighted in the redlined copy. He reviewed the proposed revisions in each of these zoning districts.

The following requests and questions were presented by the Planning Commission:

A. That definitions should be prepared for "water recreation and storage" and "neighborhood commercial" and decisions could then be made as to which districts these uses would be appropriate as conditional uses.

B. Section No. 152.083 (R-3 Chart): The parking space requirement should be deleted and referred to the off-street parking section of the Code.

C. Section No. 152.085: The usable open space should be contained within the property. Commissioners felt that all multi-family facilities should include usable open space. The square feet required per unit could possibly be reduced somewhat for "care facilities" such as nursing homes, assisted living, memory care, facilities for disabled individuals, etc. They requested that the phrase "elderly senior housing" be replaced with "care facilities". They also requested that B&Z Staff check with the consultants regarding comparables from other cities concerning the amount of open space provided for residents of care facilities.

D. Section No. 152.113: The front yard setback for accessory structures should be changed to 25 feet.

E. Section No. 152.135(A): Needs some re-wording for clarification.

F. Section No. 152.153 (I-1 District Chart) and Section No. 152.173 (I-2 District Chart): Minimum lot area (sq. ft.) should remain as 20,000; minimum lot width at front yard setback (ft.) should remain as 100; and minimum lot depth (sq. ft.) should be revised to 100.

G. The "wind energy conversion systems" should not be listed as a use in any of the residential or business districts, but could remain as a conditional use in the A-0, I-1, and I-2 Districts.

Typically side yard setback is calculation as a total of twenty percent (20%) of the lot width at the front yard setback divided evenly on each side of the structure. Rose from Bolton & Menk has indicated that other cities also use percentages of the lot width at the front yard setback to calculate side yard setbacks in their zoning districts. There was some discussion concerning the side yard setback for larger lots with greater frontages.

6. Other Business/Reports: None.

7. Unfinished Business: None.

8. New Business: Chairperson Marilyn Wahl announced that she is retiring from the Planning Commission as of December 31, 2021.

Zoning Admin. Spielman advised that he will be attending a seminar on February 8, 2022, which would be the regular date for the Planning Commission's Meeting. There was some discussion concerning an alternate date, possibly Thursday, February 10th. A date for the meeting will be set at the Planning Commission's January Meeting.

9. Planning Commission Comments, Concerns, Suggestions: Chairperson Wahl wished everyone a Merry Christmas and a Happy New Year.

10. Adjourn: The meeting was adjourned by unanimous consent at 9:10 p.m.

____
Marilyn Wahl, Chairperson

Attest:______________________________
Andy Spielman, Zoning Administrator

Windom, MN

Expense Approval Report
By Fund

Payment Dates 12/3/2021 - 12/17/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
Activity: 41110 - Mayor & Council					
US BANK	11-22-2021	12/09/2021	4246044555766710	100-41110-308	16.02
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	100-41110-326	24.22
US BANK	11-22-2021	12/09/2021	4246044555766710	100-41110-334	106.44
CITIZEN PUBLISHING CO	11-30-21	12/13/2021	ADVERTISING/PRINTING	100-41110-350	664.00
CITIZEN PUBLISHING CO	11-30-21	12/13/2021	ADVERTISING/PRINTING	100-41110-350	142.10
CITIZEN PUBLISHING CO	11-30-21	12/13/2021	ADVERTISING/PRINTING	100-41110-350	280.80
LEAGUE OF MN CITIES	347794	12/08/2021	LMC MEMBERSHIP/WINDOM	100-41110-433	5,468.00
			Activity 41110 - Mayor & Council Total:		**6,701.58**
Activity: 41310 - Administration					
INDOFF, INC	3522819	11/26/2021	CITY OFFICE-SUPPLIES	100-41310-200	2.39
INDOFF, INC	3523446	12/02/2021	CITY OFFICE/SUPPLIES	100-41310-200	91.44
J. P. COOKE CO	701356	11/19/2021	CITY OFFICE-SUPPLIES	100-41310-200	70.75
QUADIENT LEASING USA, INC	N9153021	12/02/2021	LEASE PAYMENT - 09-27-21 -1	100-41310-200	23.99
A & B BUSINESS	12-05-21 - 1-04-22	12/07/2021	OPERATING SUPPLIES	100-41310-217	105.85
CHELSIE CARLSON	100	12/10/2021	CITY/CONSULTING & AUDITIN	100-41310-301	481.25
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	100-41310-321	83.91
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	100-41310-326	292.24
			Activity 41310 - Administration Total:		**1,151.82**
Activity: 41910 - Building & Zoning					
INDOFF, INC	3523450	12/07/2021	B & Z/EDA/SUPPLIES	100-41910-200	50.73
QUADIENT LEASING USA, INC	N9153021	12/02/2021	LEASE PAYMENT - 09-27-21 -1	100-41910-200	23.99
WEX BANK	76413083	12/09/2021	MOTOR FUELS	100-41910-212	89.81
SCHRAMEL LAW OFFICE	12-3-21	12/08/2021	LEGAL FEES	100-41910-304	255.00
VERIZON WIRELESS	9893567390	12/03/2021	P&Z-TELEPHONE	100-41910-321	41.49
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	100-41910-321	63.88
			Activity 41910 - Building & Zoning Total:		**524.90**
Activity: 41940 - City Hall					
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	100-41940-381	389.79
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	100-41940-382	81.76
HOMETOWN SANITATION SER	0000441756	12/02/2021	CITY HALL/REFUSE DISPOSAL	100-41940-384	97.99
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	100-41940-385	164.08
SCHWALBACH HARDWARE	72861 NOV 2021	12/07/2021	MAINTENCE	100-41940-406	1,529.64
			Activity 41940 - City Hall Total:		**2,263.26**
Activity: 42120 - Crime Control					
INDOFF, INC	3525451	12/14/2021	POLICE/SUPPLIES	100-42120-200	41.99
INDOFF, INC	3526511	12/14/2021	POLICE/SUPPLIES	100-42120-200	49.50
QUADIENT LEASING USA, INC	N9153021	12/02/2021	LEASE PAYMENT - 09-27-21 -1	100-42120-200	23.99
WEX BANK	76413083	12/09/2021	MOTOR FUELS	100-42120-212	1,925.76
SCOTT E. PETERSON	11-23-21	12/09/2021	POLICE/UNIFORMS	100-42120-218	348.59
US BANK	11-22-2021	12/09/2021	4246044555766710	100-42120-308	150.00
AT & T MOBILITY	287293102788X12032021	12/14/2021	POLICE/TELEPHONE	100-42120-321	709.20
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	100-42120-321	37.01
ALPHA WIRELESS - MANKATO	14083	12/14/2021	POLICE/RADIO UNITS	100-42120-323	108.00
ISAAK PAULSON	11-08-21	12/07/2021	POLICE/MEALS/LODGING	100-42120-334	131.05
COTTONWOOD VET CLINIC	241819	12/07/2021	POLICE-BRUNO/MEALS/LODG	100-42120-334	742.56
US BANK	11-22-2021	12/09/2021	4246044555766710	100-42120-405	208.41
CRYSTAL WINDSHIELD REPAIR	2759	11/24/2021	POLICE-VEHICLE MAINT	100-42120-405	65.00
FORD MOTOR CREDIT CO LLC	1768571	11/29/2021	2019 FORD POLICE INTERCEPT	100-42120-419	663.95
ENTERPRISE FM TRUST	FBN4356318	12/07/2021	VEHICLE LEASE	100-42120-419	274.09
US BANK	11-22-2021	12/09/2021	4246044555766710	100-42120-433	449.12

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SCHWALBACH HARDWARE	72861 NOV 2021	12/07/2021	MAINTENANCE	100-42120-480	40.57
				Activity 42120 - Crime Control Total:	**5,968.79**
Activity: 42220 - Fire Fighting					
US BANK	11-22-2021	12/09/2021	4246044555766710	100-42220-211	190.21
RUNNINGS SUPPLY, INC	#71920 11-30-21	12/03/2021	FIRE-MOTOR FUELS	100-42220-212	31.96
WEX BANK	76413083	12/09/2021	MOTOR FUELS	100-42220-212	234.39
US BANK	11-22-2021	12/09/2021	4246044555766710	100-42220-215	77.60
INDOFF, INC	3526044	12/14/2021	FIRE/MATERIALS	100-42220-215	130.83
A & B BUSINESS	12-05-21 - 1-04-22	12/07/2021	OPERATING SUPPLIES	100-42220-217	61.75
SANFORD LABORATORIES	312994299	12/09/2021	FIRE/LAB TESTING	100-42220-310	331.00
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	100-42220-321	42.42
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	100-42220-381	280.86
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	100-42220-382	20.12
HOMETOWN SANITATION SER	0000441794	12/07/2021	FIRE/REFUSE DISPOSAL	100-42220-384	46.19
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	100-42220-385	41.71
SCHWALBACH HARDWARE	72861 NOV 2021	12/07/2021	MAINTENANCE	100-42220-404	24.98
RUNNINGS SUPPLY, INC	#71920 11-30-21	12/03/2021	FIRE-VEHICLE MAINT	100-42220-405	20.97
				Activity 42220 - Fire Fighting Total:	**1,534.99**
Activity: 42500 - Civil Defense					
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	100-42500-381	30.77
				Activity 42500 - Civil Defense Total:	**30.77**
Activity: 42700 - Animal Control					
COTTONWOOD VET CLINIC	#328 11-30-21	12/03/2021	CITY POUND-SERVICES	100-42700-300	186.30
				Activity 42700 - Animal Control Total:	**186.30**
Activity: 43100 - Streets					
QUADIENT LEASING USA, INC	N9153021	12/02/2021	LEASE PAYMENT - 09-27-21 -1	100-43100-200	23.99
WEX BANK	76413083	12/09/2021	MOTOR FUELS	100-43100-212	719.28
A & B BUSINESS	12-05-21 - 1-04-22	12/07/2021	OPERATING SUPPLIES	100-43100-217	61.75
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	100-43100-217	70.00
NEWMAN SIGNS, INC	TRFINV035955	12/02/2021	STREET/OPERATING SUPPLIES	100-43100-217	84.48
RUNNINGS SUPPLY, INC	#71920 11-30-21	12/03/2021	STREETS-UNIFORMS	100-43100-218	47.97
RUNNINGS SUPPLY, INC	#71920 11-30-21	12/03/2021	STREETS-LANDSCAPING	100-43100-225	10.36
VERIZON WIRELESS	9893567390	12/03/2021	CITY OFFICE-TELEPHONE	100-43100-321	42.37
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	100-43100-321	45.88
CITIZEN PUBLISHING CO	11-30-21	12/13/2021	ADVERTISING/PRINTING	100-43100-350	145.60
CITIZEN PUBLISHING CO	11-30-21	12/13/2021	ADVERTISING/PRINTING	100-43100-350	591.46
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	100-43100-381	204.01
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	100-43100-381	1,711.35
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	100-43100-382	18.64
HOMETOWN SANITATION SER	0000441757	12/02/2021	STREET/REFUSE DISPOSAL	100-43100-384	97.99
COTTONWOOD CO SOLID WA	3861 12-01-2021	12/07/2021	REFUSE DISPOSAL	100-43100-384	81.57
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	100-43100-385	39.06
SCHWALBACH HARDWARE	72861 NOV 2021	12/07/2021	MAINTENANCE	100-43100-402	11.98
WINDOM AUTO VALU	NOV 2021	12/07/2021	MAINTENANCE	100-43100-404	402.53
WINDOM AUTO VALU	NOV 2021	12/07/2021	MAINTENANCE	100-43100-405	160.99
				Activity 43100 - Streets Total:	**4,571.26**
Activity: 45120 - Recreation					
QUADIENT LEASING USA, INC	N9153021	12/02/2021	LEASE PAYMENT - 09-27-21 -1	100-45120-200	23.99
A & B BUSINESS	12-05-21 - 1-04-22	12/07/2021	OPERATING SUPPLIES	100-45120-217	13.23
				Activity 45120 - Recreation Total:	**37.22**
Activity: 45202 - Park Areas					
QUADIENT LEASING USA, INC	N9153021	12/02/2021	LEASE PAYMENT - 09-27-21 -1	100-45202-200	23.99
WEX BANK	76413083	12/09/2021	MOTOR FUELS	100-45202-212	337.48
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	100-45202-326	466.67
NEWMAN SIGNS, INC	TRFINV036269	12/14/2021	STREET/ADVERTISING	100-45202-340	86.88
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	100-45202-381	376.85
HOMETOWN SANITATION SER	0000441758	12/02/2021	STREET/REFUSE DISPOSAL	100-45202-384	55.98
HOMETOWN SANITATION SER	0000441800	12/02/2021	STREET/REFUSE DISPOSAL	100-45202-384	20.99

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COTTONWOOD CO SOLID WA	3861 12-01-2021	12/07/2021	REFUSE DISPOSAL	100-45202-384	10.00
SCHWALBACH HARDWARE	72861 NOV 2021	12/07/2021	MAINTENANCE	100-45202-402	33.86
WINDOM AUTO VALU	NOV 2021	12/07/2021	MAINTENANCE	100-45202-405	19.98
MTI DISTRIBUTING, INC	1330360-00	12/03/2021	PARKS-GROUNDS MAINT	100-45202-406	29.56
ST CROIX RECREATION FUN PL	21083	12/08/2021	TOM WHITE PURCHASE/SPECI	100-45202-439	20,054.90
GDF ENTERPRISES, INC	A21133	12/08/2021	TOM WHITE DONATION/SPEC	100-45202-439	140.00
BROWN-NICOLLET COMMUNI	3061 12-31-2022	12/02/2021	PARKS/LICENSE FEES	100-45202-444	190.00
				Activity 45202 - Park Areas Total:	**21,847.14**
				Fund 100 - GENERAL Total:	**44,818.03**
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
US BANK	11-22-2021	12/09/2021	4246044555766710	211-45501-200	45.95
A & B BUSINESS	12-05-21 - 1-04-22	12/07/2021	OPERATING SUPPLIES	211-45501-217	61.75
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	211-45501-321	161.14
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	211-45501-326	70.00
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	211-45501-381	167.88
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	211-45501-382	19.20
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	211-45501-385	40.86
RAGE INC - CAMPUS CLEANER	48198	12/08/2021	LIBRARY/MAINTENANCE - STR	211-45501-402	34.00
RAGE INC - CAMPUS CLEANER	82	12/09/2021	LIBRARY/MAINTENANCE - STR	211-45501-402	34.00
US BANK	11-22-2021	12/09/2021	4246044555766710	211-45501-433	24.00
US BANK	11-22-2021	12/09/2021	4246044555766710	211-45501-433	20.00
US BANK	11-22-2021	12/09/2021	4246044555766710	211-45501-433	15.00
US BANK	11-22-2021	12/09/2021	4246044555766710	211-45501-433	22.98
US BANK	11-22-2021	12/09/2021	4246044555766710	211-45501-433	30.00
US BANK	11-22-2021	12/09/2021	4246044555766710	211-45501-433	29.97
US BANK	11-22-2021	12/09/2021	4246044555766710	211-45501-435	351.21
INGRAM INDUSTRIES	2004243 12-01-21	12/07/2021	LIBRARY/BOOKS/PAMPHLETS	211-45501-435	1,413.78
MICROMARKETING, LLC	870725	12/07/2021	LIBRARY/BOOKS/PAMPHLETS	211-45501-435	25.49
				Activity 45501 - Library Total:	**2,567.21**
				Fund 211 - LIBRARY Total:	**2,567.21**
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
RED ROCK RURAL WATER	#106026 12-01-21	12/03/2021	WATER-AIRPORT-SUPPLIES	225-45127-200	30.50
RED ROCK RURAL WATER	#106026 12-01-21	12/03/2021	AIRPORT-SUPPLIES	225-45127-200	2.00
SCHWALBACH HARDWARE	72861 NOV 2021	12/07/2021	MAINTENANCE	225-45127-217	24.99
GDF ENTERPRISES, INC	A21160	12/10/2021	AIRPORT/MOWING/MAINTEN	225-45127-406	196.14
GDF ENTERPRISES, INC	A21168	12/13/2021	AIRPORT/MAINTENANCE-GRO	225-45127-406	545.00
				Activity 45127 - Airport Total:	**798.63**
				Fund 225 - AIRPORT Total:	**798.63**
Fund: 230 - POOL					
Activity: 45124 - Pool					
A & B BUSINESS	12-05-21 - 1-04-22	12/07/2021	OPERATING SUPPLIES	230-45124-217	13.23
BROWN-NICOLLET COMMUNI	3058 12-31-2022 POOL	12/08/2021	POOL/OPERATING SUPPLIES	230-45124-217	431.00
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	230-45124-217	133.33
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	230-45124-381	33.92
				Activity 45124 - Pool Total:	**611.48**
				Fund 230 - POOL Total:	**611.48**
Fund: 235 - AMBULANCE					
Activity: 42153 - Ambulance					
QUADIENT LEASING USA, INC	N9153021	12/02/2021	LEASE PAYMENT - 09-27-21 -1	235-42153-200	23.99
WEX BANK	76413083	12/09/2021	MOTOR FUELS	235-42153-212	3,425.84
LEWIS FAMILY DRUG, LLC	105865-3	12/10/2021	AMB/OPERATING SUPPLIES	235-42153-217	404.14
LEWIS FAMILY DRUG, LLC	105865-3	12/10/2021	AMB/OPERATING SUPPLIES	235-42153-217	22.69
LEWIS FAMILY DRUG, LLC	105865-3	12/10/2021	AMB/OPERATING SUPPLIES	235-42153-217	10.78
LEWIS FAMILY DRUG, LLC	105865-3	12/10/2021	AMB/OPERATING SUPPLIES	235-42153-217	613.44
US BANK	11-22-2021	12/09/2021	4246044555766710	235-42153-217	603.30
US BANK	11-22-2021	12/09/2021	4246044555766710	235-42153-217	217.47

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	11-22-2021	12/09/2021	4246044555766710	235-42153-217	100.14
A & B BUSINESS	12-05-21 - 1-04-22	12/07/2021	OPERATING SUPPLIES	235-42153-217	61.75
BRITTANY ESPENSON - RIVERS	1321	12/03/2021	AMBU-OPERATING SUPPLIES	235-42153-217	260.00
WINDOM FARM SERVICE	185612	12/07/2021	AMBULANCE/OPERATING SUP	235-42153-217	459.74
SCHWALBACH HARDWARE	72861 NOV 2021	12/07/2021	MAINTENANCE	235-42153-217	175.16
BOUND TREE MEDICAL, LLC	84300087	12/10/2021	AMB/OPERATING SUPPLIES	235-42153-217	225.32
BOUND TREE MEDICAL, LLC	84305258	12/09/2021	AMBULANCE/MOTOR FUELS	235-42153-217	27.96
BOUND TREE MEDICAL, LLC	84310959	12/10/2021	AMB/OPERATING SUPPLIES	235-42153-217	559.98
BOUND TREE MEDICAL, LLC	84316557	12/14/2021	AMB/OPERATING SUPPLIES	235-42153-217	492.56
BOUND TREE MEDICAL, LLC	84318524	12/14/2021	AMB/OPERATING SUPPLIES	235-42153-217	27.99
US BANK	11-22-2021	12/09/2021	4246044555766710	235-42153-308	98.39
WINDOM AREA HEALTH	734-0024-11-2021-0024	12/10/2021	AMB/NURSING	235-42153-312	4,988.91
AT & T MOBILITY	287304392280X12032021	12/14/2021	AMB/TELEPHONE	235-42153-321	309.59
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	235-42153-321	28.28
EXPERT BILLING LLC	9312	11/18/2021	AMBU-DATA PROCESSING	235-42153-326	2,291.00
MEGAN BRAMSTEDT	12-13-21	12/13/2021	AMB/MEALS/LODGING	235-42153-334	20.30
DAN MESNER	12-13-21	12/13/2021	AMB/MEALS LODGING	235-42153-334	12.54
JUSTIN HARRINGTON	12-13-21	12/14/2021	AMB/MEALS/LODGING	235-42153-334	92.91
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	235-42153-381	187.24
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	235-42153-382	13.41
HOMETOWN SANITATION SER	0000441794	12/07/2021	AMBULANCE/REFUSE DISPOS	235-42153-384	30.80
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	235-42153-385	27.81
US BANK	11-22-2021	12/09/2021	4246044555766710	235-42153-405	29.83
LIGHTNING TOWING	11-30-21	12/10/2021	AMB/MAINTENANCE-VEHICLE	235-42153-405	202.10
WINDOM FARM SERVICE	185595	12/07/2021	AMB/UNIT #27/MAINTENANC	235-42153-405	90.30
P.M. REPAIR & DETAILING	23002	12/03/2021	AMBU-VEHICLE MAINT	235-42153-405	412.01
SIRIUS XM RADIO INC	X7-1100925589	12/05/2021	AMB/MAINTENANCE-VEHICLE	235-42153-405	31.97
				Activity 42153 - Ambulance Total:	**16,579.64**
				Fund 235 - AMBULANCE Total:	**16,579.64**
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
US BANK	11-22-2021	12/09/2021	4246044555766710	250-46520-200	16.02
INDOFF, INC	3523450	12/07/2021	B & Z/EDA/SUPPLIES	250-46520-200	50.72
QUADIENT LEASING USA, INC	N9153021	12/02/2021	LEASE PAYMENT - 09-27-21 -1	250-46520-200	23.99
SCHRAMEL LAW OFFICE	12-3-21 EDA	12/08/2021	EDA/LEGAL FEES	250-46520-304	405.00
US BANK	11-22-2021	12/09/2021	4246044555766710	250-46520-308	-43.50
VERIZON WIRELESS	9893567390	12/03/2021	EDA-TELEPHONE	250-46520-321	29.12
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	250-46520-321	256.70
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	250-46520-321	63.88
LOOP NET	115221520-1	12/13/2021	EDA/ADVERTISING	250-46520-340	69.00
CITIZEN PUBLISHING CO	11-30-21	12/13/2021	ADVERTISING/PRINTING	250-46520-350	115.00
FEDERATED RURAL ELECTRIC	112954 11-30-21	12/10/2021	EDA/ELECTRIC UTILITY	250-46520-381	23.00
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	250-46520-381	50.76
EDAM	2022-11328	12/09/2021	EDA/DUES	250-46520-433	295.00
				Activity 46520 - EDA Total:	**1,354.69**
				Fund 250 - EDA GENERAL Total:	**1,354.69**
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
APPAREL 2000	49917	12/08/2021	POLICE/FORFEITS	401-49950-501	299.75
BOLTON & MENK, INC.	0279912	11/29/2021	P&Z- PROJECT 0F1.124636	401-49950-506	1,484.00
				Activity 49950 - Capital Outlay Total:	**1,783.75**
				Fund 401 - GENERAL CAPITAL PROJECTS Total:	**1,783.75**
Fund: 601 - WATER					
Activity: 49400 - Water					
QUADIENT LEASING USA, INC	N9153021	12/02/2021	LEASE PAYMENT - 09-27-21 -1	601-49400-200	23.99
WEX BANK	76413083	12/09/2021	MOTOR FUELS	601-49400-212	265.99
RED ROCK RURAL WATER	#104328 12-01-21	12/03/2021	WATER-104328 JOHNSON AU	601-49400-217	30.50
A & B BUSINESS	12-05-21 - 1-04-22	12/07/2021	OPERATING SUPPLIES	601-49400-217	61.75

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GOPHER STATE ONE CALL	1110839	12/03/2021	WATER-TELEPHONE	601-49400-321	10.46
VERIZON WIRELESS	9893567390	12/03/2021	WATER-TELEPHONE	601-49400-321	99.68
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	601-49400-321	50.66
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	601-49400-326	70.00
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	601-49400-381	6,297.10
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	601-49400-382	17.86
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	601-49400-385	36.58
THEIN WELL CO.	7763	12/09/2021	WATER/LANDFILL	601-49400-386	4,240.33
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	601-49400-386	384.04
MILBANK WINWATER WORKS	174376 01	12/03/2021	WATER-EQUIP/REPAIRS	601-49400-404	3,326.01
US BANK	11-22-2021	12/09/2021	4246044555766710	601-49400-408	475.30
				Activity 49400 - Water Total:	**15,390.25**
				Fund 601 - WATER Total:	**15,390.25**
Fund: 602 - SEWER					
Activity: 49450 - Sewer					
QUADIENT LEASING USA, INC	N9153021	12/02/2021	LEASE PAYMENT - 09-27-21 -1	602-49450-200	23.99
WEX BANK	76413083	12/09/2021	MOTOR FUELS	602-49450-212	59.13
EOSI - Environmental Operati	40828	12/15/2021	SEWER/CHEMICALS	602-49450-216	13,844.52
EOSI - Environmental Operati	40943	12/09/2021	SEWER/CHEMICALS	602-49450-216	13,536.72
RUNNINGS SUPPLY, INC	#71920 11-30-21	12/03/2021	SEWER-OPERATING SUPPLIES	602-49450-217	40.98
A & B BUSINESS	12-05-21 - 1-04-22	12/07/2021	OPERATING SUPPLIES	602-49450-217	61.75
US BANK	11-22-2021	12/09/2021	4246044555766710	602-49450-227	678.77
MN VALLEY TESTING	1118325	11/24/2021	SEWER-LAB TESTING	602-49450-310	239.60
MN VALLEY TESTING	1118672	11/30/2021	SEWER/LAB TESTING	602-49450-310	144.60
MN VALLEY TESTING	1118975	11/30/2021	SEWER/LAB TESTING	602-49450-310	148.40
MN VALLEY TESTING	1119089	11/30/2021	SEWER/LAB TESTING	602-49450-310	88.40
MN VALLEY TESTING	1119338	12/03/2021	SEWER-LAB TESTING	602-49450-310	239.60
MN VALLEY TESTING	1119402	12/03/2021	SEWER-LAB TESTING	602-49450-310	148.40
MN VALLEY TESTING	1119901	12/09/2021	SEWER/LAB TESTING	602-49450-310	88.40
US BANK	11-22-2021	12/09/2021	4246044555766710	602-49450-310	441.60
GOPHER STATE ONE CALL	1110839	12/03/2021	SEWER-TELEPHONE	602-49450-321	10.46
VERIZON WIRELESS	9893567390	12/03/2021	SEWER-TELEPHONE	602-49450-321	121.51
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	602-49450-321	174.39
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	602-49450-326	70.00
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	602-49450-381	9,581.49
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	602-49450-382	311.97
HOMETOWN SANITATION SER	441760	12/03/2021	SEWER-REFUSE DISPOSAL	602-49450-384	99.99
RUNNINGS SUPPLY, INC	#71920 11-30-21	12/03/2021	SEWER-EQUIP/REPAIRS	602-49450-404	7.99
WINDOM AUTO VALU	NOV 2021	12/07/2021	MAINTENANCE	602-49450-405	110.95
SCHWALBACH HARDWARE	72861 NOV 2021	12/07/2021	MAINTENANCE	602-49450-408	5.99
				Activity 49450 - Sewer Total:	**40,279.60**
				Fund 602 - SEWER Total:	**40,279.60**
Fund: 604 - ELECTRIC					
KEITH & PAULINE BURESCH	12-06-21	12/06/2021	EL/IMPROVEMENTS/TRANSM	604-16300	385.00
					385.00
Activity: 49550 - Electric					
SCHWALBACH HARDWARE	72861 NOV 2021	12/07/2021	MAINTENANCE	604-49550-200	45.97
QUADIENT LEASING USA, INC	N9153021	12/02/2021	LEASE PAYMENT - 09-27-21 -1	604-49550-200	23.99
WEX BANK	76413083	12/09/2021	MOTOR FUELS	604-49550-212	583.86
A & B BUSINESS	12-05-21 - 1-04-22	12/07/2021	OPERATING SUPPLIES	604-49550-217	61.75
RAILROAD MANAGEMENT CO	447154	11/16/2021	EL/OPERATING SUPPLIES	604-49550-217	10,814.86
US BANK	11-22-2021	12/09/2021	4246044555766710	604-49550-241	333.12
ELK RIVER WINLECTRIC	345009 02	11/12/2021	ELECTRIC-SMALL TOOLS	604-49550-241	297.50
GOPHER STATE ONE CALL	1110839	12/03/2021	ELECTRIC-TELEPHONE	604-49550-321	10.47
VERIZON WIRELESS	9893567390	12/03/2021	ELECTRIC-TELEPHONE	604-49550-321	80.02
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	604-49550-321	78.08
GOLDEN WEST TECH & INT SO	211110273	12/03/2021	ELECTRIC-DISPATCHING	604-49550-325	30.68
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	604-49550-326	191.37
LEAGUE OF MN CITIES INS TR	18287	12/13/2021	ARENA/INSURANCE-WORKER'	604-49550-364	85.81

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	604-49550-381	123.72
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	604-49550-382	22.95
COTTONWOOD CO SOLID WA	3861 12-01-2021	12/07/2021	REFUSE DISPOSAL	604-49550-384	38.77
COTTONWOOD CO SOLID WA	3861 12-01-2021	12/07/2021	REFUSE DISPOSAL	604-49550-384	33.92
HOMETOWN SANITATION SER	441761	12/03/2021	ELECTRIC-REFUSE DISPOSAL	604-49550-384	99.99
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	604-49550-385	48.29
RUNNINGS SUPPLY, INC	#71920 11-30-21	12/03/2021	ELECTRIC-STRUCTURE MAINT	604-49550-402	88.66
SCHWALBACH HARDWARE	72861 NOV 2021	12/07/2021	MAINTENANCE	604-49550-402	143.70
ELITE MECHANICAL SYSTEMS,	9751	12/14/2021	EL/GURGLING TOILET - STRUC	604-49550-402	427.22
SCHWALBACH HARDWARE	72861 NOV 2021	12/07/2021	MAINTENANCE	604-49550-404	17.99
SMITH AUTOMOTIVE CO	NOV 2021	12/07/2021	MAINTENANCE	604-49550-404	51.62
JORDAN BUSSA	040	12/07/2021	ELECTRIC/MAINTENANCE - GR	604-49550-406	184.60
RUNNINGS SUPPLY, INC	#71920 11-30-21	12/03/2021	ELECTRIC-DISTRIBUTION	604-49550-408	32.28
SCHWALBACH HARDWARE	72861 NOV 2021	12/07/2021	MAINTENANCE	604-49550-408	1.59
BRADY WORLDWIDE, INC.	9348411046	11/24/2021	ELECTRIC-DISTRIBUTION MAI	604-49550-408	239.86
				Activity 49550 - Electric Total:	**14,192.64**
				Fund 604 - ELECTRIC Total:	**14,577.64**

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	11-22-2021	12/09/2021	4246044555766710	609-49751-200	28.59
QUADIENT LEASING USA, INC	N9153021	12/02/2021	LEASE PAYMENT - 09-27-21 -1	609-49751-200	23.99
US BANK	11-22-2021	12/09/2021	4246044555766710	609-49751-211	245.77
SCHWALBACH HARDWARE	72861 NOV 2021	12/07/2021	MAINTENANCE	609-49751-211	16.98
RAGE INC - CAMPUS CLEANER	80	12/03/2021	LIQUOR-CLEANING/SUPPLIES	609-49751-211	38.20
A & B BUSINESS	12-05-21 - 1-04-22	12/07/2021	OPERATING SUPPLIES	609-49751-217	88.21
AH HERMEL COMPANY	903934	11/26/2021	LIQUOR-OPERATING SUPPLIES	609-49751-217	91.47
AH HERMEL COMPANY	C79166/C79166	12/07/2021	OPERATING SUPPLIES	609-49751-217	-209.25
BELLBOY CORP	0092339500	11/18/2021	LIQUOR S./MERCHANDISE	609-49751-251	402.30
BELLBOY CORP	0092413300	11/19/2021	LIQUOR-LIQUOR	609-49751-251	-30.00
VINOCOPIA, INC	0292089	11/26/2021	LIQUOR-LIQUOR	609-49751-251	545.83
JOHNSON BROS.	1938739	11/26/2021	LIQUOR-WINE	609-49751-251	405.00
JOHNSON BROS.	1938740	11/26/2021	LIQUOR-LIQUOR	609-49751-251	1,287.54
JOHNSON BROS.	1943236	12/03/2021	LIQUOR-LIQUOR	609-49751-251	6,305.61
SOUTHERN GLAZER'S OF MN	2151460	11/26/2021	LIQUOR-LIQUOR	609-49751-251	3,604.90
BREAKTHRU BEVERAGE MN	342058907	12/03/2021	LIQUOR-LIQUOR	609-49751-251	875.54
BREAKTHRU BEVERAGE MN	342147821	12/14/2021	LIQUOR S./MERCHANDISE	609-49751-251	2,457.96
PHILLIPS WINE & SPIRITS	6309186	11/26/2021	LIQUOR-LIQUOR	609-49751-251	1,437.15
PHILLIPS WINE & SPIRITS	6309188	11/26/2021	LIQUOR-LIQUOR	609-49751-251	1,680.00
PHILLIPS WINE & SPIRITS	6312422	12/03/2021	LIQUOR-LIQUOR	609-49751-251	4,987.33
DOLL DISTRIBUTING, LLC	656270	11/26/2021	LIQUOR-LIQUOR	609-49751-251	117.00
BEVERAGE WHOLESALERS	196252	12/03/2021	LIQUOR-BEER	609-49751-252	6,285.15
ARTISAN BEER COMPANY	3509465	12/03/2021	LIQUOR-BEER	609-49751-252	64.20
ARTISAN BEER COMPANY	3510668	12/14/2021	LIQUOR S./BEER	609-49751-252	89.40
DOLL DISTRIBUTING, LLC	656270	11/26/2021	LIQUOR-BEER	609-49751-252	12,723.30
DOLL DISTRIBUTING, LLC	660542	12/03/2021	LIQUOR-BEER	609-49751-252	16,085.85
DOLL DISTRIBUTING, LLC	660543	12/03/2021	LIQUOR-BEER	609-49751-252	84.30
DOLL DISTRIBUTING, LLC	660544	12/03/2021	LIQUOR-BEER	609-49751-252	80.25
BELLBOY CORP	0092339500	11/18/2021	LIQUOR S./MERCHANDISE	609-49751-253	188.00
VINOCOPIA, INC	0292089	11/26/2021	LIQUOR-WINE	609-49751-253	623.00
PAUSTIS WINE COMPANY	147850	12/03/2021	LIQUOR-WINE	609-49751-253	1,103.00
JOHNSON BROS.	175710	12/03/2021	LIQUOR-WINE	609-49751-253	-25.83
JOHNSON BROS.	1938741	11/26/2021	LIQUOR	609-49751-253	1,686.69
JOHNSON BROS.	1943237	12/03/2021	LIQUOR-WINE	609-49751-253	906.58
SOUTHERN GLAZER'S OF MN	2151461	11/26/2021	LIQUOR-WINE	609-49751-253	80.00
ROUND LAKE VINEYARDS & W	3153	11/26/2021	LIQUOR-WINE	609-49751-253	528.00
BREAKTHRU BEVERAGE MN	342058907	12/03/2021	LIQUOR-WINE	609-49751-253	184.00
BREAKTHRU BEVERAGE MN	342147821	12/14/2021	LIQUOR S./MERCHANDISE	609-49751-253	288.00
INDIAN ISLAND WINERY	4122	12/14/2021	LIQUOR S./WINE	609-49751-253	258.24
MORGAN CREEK VINEYARDS	6249	11/19/2021	LIQUOR-WINE	609-49751-253	186.00
PHILLIPS WINE & SPIRITS	6309187	11/26/2021	LIQUOR-WINE	609-49751-253	207.14

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PHILLIPS WINE & SPIRITS	6312423	12/03/2021	LIQUOR-WINE	609-49751-253	541.75
WINE MERCHANTS	7357239	11/26/2021	LIQUOR-WINE	609-49751-253	120.00
BELLBOY CORP	0104262000	11/18/2021	LIQUOR S./MERCHANDISE	609-49751-254	42.00
VINOCOPIA, INC	0292089	11/26/2021	LIQUOR-SOFT DRINKS/MIX	609-49751-254	56.00
JOHNSON BROS.	1938741	11/26/2021	LIQUOR-SOFT DRINKS AND MI	609-49751-254	37.00
PBC - PEPSI BEVERAGES COM	19462655	11/26/2021	LIQUOR-SOFT DRINKS/MIX	609-49751-254	254.73
BREAKTHRU BEVERAGE MN	342147821	12/14/2021	LIQUOR S./MERCHANDISE	609-49751-254	26.09
PHILLIPS WINE & SPIRITS	6309187	11/26/2021	LIQUOR-SOFT DRINKS MIX	609-49751-254	48.00
PHILLIPS WINE & SPIRITS	649786	12/03/2021	LIQUOR-SOFT DRINKS/MIX	609-49751-254	-22.50
AH HERMEL COMPANY	903933	11/26/2021	LIQUOR-SOFT DRINKS/MIX	609-49751-254	77.08
AH HERMEL COMPANY	903933	11/26/2021	LIQUOR-TOBACCO	609-49751-256	288.03
ARCTIC GLACIER U.S.A. INC	3461133507	12/03/2021	LIQUOR-ICE	609-49751-257	366.80
BELLBOY CORP	0104262000	11/18/2021	LIQUOR S./MERCHANDISE	609-49751-261	49.80
AH HERMEL COMPANY	903933	11/26/2021	LIQUOR-OTHER MERCH	609-49751-261	17.22
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	609-49751-321	131.34
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	609-49751-326	709.93
BELLBOY CORP	0092339500	11/18/2021	LIQUOR S./MERCHANDISE	609-49751-333	15.00
BELLBOY CORP	0104262000	11/18/2021	LIQUOR S./MERCHANDISE	609-49751-333	6.45
VINOCOPIA, INC	0292089	11/26/2021	LIQUOR-FREIGHT	609-49751-333	21.00
PAUSTIS WINE COMPANY	147850	12/03/2021	LIQUOR-FREIGHT	609-49751-333	13.75
JOHNSON BROS.	1938739	11/26/2021	LIQUOR-FREIGHT	609-49751-333	3.48
JOHNSON BROS.	1938740	11/26/2021	LIQUOR-FREIGHT	609-49751-333	23.43
JOHNSON BROS.	1938741	11/26/2021	LIQUOR-FREIGHT	609-49751-333	69.53
JOHNSON BROS.	1943236	12/03/2021	LIQUOR-FREIGHT	609-49751-333	144.39
JOHNSON BROS.	1943237	12/03/2021	LIQUOR-FREIGHT	609-49751-333	35.79
SOUTHERN GLAZER'S OF MN	2151460	11/26/2021	LIQUOR-FREIGHT	609-49751-333	61.50
SOUTHERN GLAZER'S OF MN	2151461	11/26/2021	LIQUOR-FREIGHT	609-49751-333	2.05
BREAKTHRU BEVERAGE MN	342058907	12/03/2021	LIQUOR-FREIGHT	609-49751-333	15.11
BREAKTHRU BEVERAGE MN	342147821	12/14/2021	LIQUOR S./MERCHANDISE	609-49751-333	54.57
ARCTIC GLACIER U.S.A. INC	3461133507	12/03/2021	LIQUOR-FREIGHT	609-49751-333	7.50
PHILLIPS WINE & SPIRITS	6309186	11/26/2021	LIQUOR-FREIGHT	609-49751-333	24.74
PHILLIPS WINE & SPIRITS	6309187	11/26/2021	LIQUOR-FREIGHT	609-49751-333	8.69
PHILLIPS WINE & SPIRITS	6309188	11/26/2021	LIQUOR-FREIGHT	609-49751-333	43.50
PHILLIPS WINE & SPIRITS	6312422	12/03/2021	LIQUOR-FREIGHT	609-49751-333	64.60
PHILLIPS WINE & SPIRITS	6312423	12/03/2021	LIQUOR-FREIGHT	609-49751-333	20.88
WINE MERCHANTS	7357239	11/26/2021	LIQUOR-FREIGHT	609-49751-333	3.48
AH HERMEL COMPANY	903933	11/26/2021	LIQUOR-FREIGHT	609-49751-333	7.95
KDOM RADIO	#0229 11-30-21	12/03/2021	LIQUOR-ADVERTISING	609-49751-340	1,425.76
US BANK	11-22-2021	12/09/2021	4246044555766710	609-49751-340	61.79
CITIZEN PUBLISHING CO	11-30-21	12/13/2021	ADVERTISING/PRINTING	609-49751-340	1,368.10
KKOJ - KUXX	21110617	12/14/2021	LIQUOR S./ADVERTISING	609-49751-340	355.00
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	609-49751-381	724.72
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	609-49751-382	20.01
HOMETOWN SANITATION SER	441759	12/03/2021	LIQUOR-REFUSE DISPOSAL	609-49751-384	174.00
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	609-49751-385	39.51
US BANK	11-22-2021	12/09/2021	4246044555766710	609-49751-480	133.54
SCHWALBACH HARDWARE	72861 NOV 2021	12/07/2021	MAINTENANCE	609-49751-480	280.74
				Activity 49751 - Liquor Store Total:	73,999.22
				Fund 609 - LIQUOR STORE Total:	73,999.22

Fund: 614 - TELECOM

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CALIX	278015	11/30/2021	TELECOM/MACHINERY	614-16400	4,070.09
CALIX	4028111	11/30/2021	TELECOM/MACHINERY	614-16400	200.16
INTERNAL REVENUE SERVICE	12-10-21	12/07/2021	EXCISE TAX	614-20201	500.00
INTERNAL REVENUE SERVICE	NOV. FINAL	12/07/2021	EXCISE TAX POSTING	614-20201	364.42
MN 9-1-1 PROGRAM	NOV. 2021	12/07/2021	NOV. 911 SERVICES	614-20206	1,016.07
					6,150.74

Activity: 49870 - Telecom

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
QUADIENT LEASING USA, INC	N9153021	12/02/2021	LEASE PAYMENT - 09-27-21 -1	614-49870-200	23.99
RAGE INC - CAMPUS CLEANER	47810	12/07/2021	TELECOM/CLEANING/SUPPLIE	614-49870-211	21.31

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RAGE INC - CAMPUS CLEANER	48S81	12/07/2021	TELECOM/CLEANING/SUPPLIE	614-49870-211	21.31
WEX BANK	76413083	12/09/2021	MOTOR FUELS	614-49870-212	135.88
A & B BUSINESS	12-0S-21 - 1-04-22	12/07/2021	OPERATING SUPPLIES	614-49870-217	105.85
BORDER STATES	92299SS84	12/15/2021	TELECOM/HARD HAT/UNIFOR	614-49870-218	70.48
US BANK	11-22-2021	12/09/2021	4246044555766710	614-49870-227	227.95
TRI-STATE POWER SOLUTIONS	1912999028320	12/03/2021	TELECOM-UTILITY SYSTEM	614-49870-227	569.46
SCHWALBACH HARDWARE	72861 NOV 2021	12/07/2021	MAINTENANCE	614-49870-227	14.77
POWER & TEL	7338261-01 11-30-21	12/02/2021	TELECOM/SUBSCRIBER FEES	614-49870-227	171.75
AMAZON CAPITAL SERVICES, I	1RRQ-N69L-N346	11/22/2021	TELECOM-SMALL TOOLS	614-49870-241	S87.70
MN DEPT OF COMMERCE	1000047029	12/13/2021	OFFICE/LEGAL FEES/3RD QUA	614-49870-304	790.26
GOPHER STATE ONE CALL	1110839	12/03/2021	TELECOM-TELEPHONE	614-49870-321	10.46
VERIZON WIRELESS	9893567390	12/03/2021	TELECOM-TELEPHONE	614-49870-321	274.69
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	614-49870-321	258.64
NEUSTAR, INC.	L-0000037740	12/13/2021	TELECOM/DATA PROCESSING	614-49870-326	7.50
KDOM RADIO	0073 11-30-21	12/09/2021	TELECOM/ADVERTISING	614-49870-340	100.98
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	614-49870-381	2,419.27
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	614-49870-382	19.42
HOMETOWN SANITATION SER	0000441762	12/02/2021	TELECOM/REFUSE DISPOSAL	614-49870-384	87.98
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	614-49870-385	37.71
SCHWALBACH HARDWARE	72861 NOV 2021	12/07/2021	MAINTENANCE	614-49870-401	92.98
US BANK	11-22-2021	12/09/2021	4246044555766710	614-49870-402	30.00
OVERHEAD DOOR COMPANY	61731	12/07/2021	TELECOM/MAINTENANCE - ST	614-49870-402	967.48
SCHWALBACH HARDWARE	72861 NOV 2021	12/07/2021	MAINTENANCE	614-49870-404	235.15
O'REILLY AUTOMOTIVE, INC	4425-327302	12/09/2021	TELECOM/MAINTENANCE - V	614-49870-405	39.99
SCHWALBACH HARDWARE	72861 NOV 2021	12/07/2021	MAINTENANCE	614-49870-405	7.99
AZAR COMPUTER SOFTWARE	142167	12/08/2021	TELECOM/SUBSCRIBER FEES	614-49870-442	2,145.00
DISPLAY SYSTEMS INTERNATI	23706	12/02/2021	TELECOM/SUBSCRIBER FEES	614-49870-442	198.44
ARVIG ENTERPRISES, INC	321745	11/22/2021	TELECOM-SUBSCRIBER FEES	614-49870-442	377.25
CONSOLIDATED COMMUNICA	507-151-0204/0 12-1-21	12/09/2021	TELECOM/SUBSCRIBER FEES	614-49870-442	1,443.00
ADARA TECHNOLOGIES INC	AP100223CW-48	12/09/2021	TELECOM/SUBSCRIBER FEES	614-49870-442	10,500.00
E-911 - INDEPENDENT EMERG	0010143 100-0141 11-01-21	12/07/2021	TELECOM/SWITCH FEES	614-49870-445	40.00
E-911 - INDEPENDENT EMERG	0010143 100-0141 12-01-21	12/07/2021	TELECOM/SWITCH FEES	614-49870-445	40.00
WOODSTOCK COMMUNICATI	10184348	12/02/2021	SPECIAL ACCESS CIRCUITS	614-49870-445	205.10
1623 FARNAM LLC	005182	12/13/2021	TELECOM/INTERNET EXPENSE	614-49870-447	200.00
1623 FARNAM LLC	005584	12/02/2021	TELECOM/INTERNET EXPENSE	614-49870-447	200.00
US BANK	11-22-2021	12/09/2021	4246044555766710	614-49870-447	139.00
ZAYO GROUP, LLC	2021120027696	12/09/2021	TELECOM/INTERNET EXPENSE	614-49870-447	1,950.00
MANKATO NETWORKS, LLC	389422	12/14/2021	TELECOM/INTERNET EXPENSE	614-49870-447	1,023.96
HURRICANE ELECTRIC LLC	98400605-IN	12/02/2021		614-49870-447	4,100.00
GOLDEN WEST TECH & INT SO	211110214	12/02/2021	TELECOM/ON CALL SUPPORT	614-49870-448	137.98
ONVOY, LLC dba INTELIQUENT	197791	12/09/2021	TELECOM/CALL COMPLETION	614-49870-451	3,690.42
ONVOY, LLC dba INTELIQUENT	199050	12/09/2021	TELECOM/CALL COMPLETION	614-49870-451	184.75
ZAYO GROUP, LLC	2021120002376	12/09/2021	TELECOM/CALL COMPLETION	614-49870-451	1,254.10
				Activity 49870 - Telecom Total:	**35,159.95**
				Fund 614 - TELECOM Total:	**41,310.69**

Fund: 615 - ARENA

Activity: 49850 - Arena

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
QUADIENT LEASING USA, INC	N9153021	12/02/2021	LEASE PAYMENT - 09-27-21 -1	615-49850-200	23.99
RAGE INC - CAMPUS CLEANER	47809	12/14/2021	ARENA/CLEANING/SUPPLIES	615-49850-211	50.00
RAGE INC - CAMPUS CLEANER	48580	12/07/2021	ARENA/CLEANING/SUPPLIES	615-49850-211	50.00
RAGE INC - CAMPUS CLEANER	49313	12/07/2021	ARENA/CLEANING/SUPPLIES	615-49850-211	50.00
RAGE INC - CAMPUS CLEANER	50056	12/07/2021	ARENA/CLEANING/SUPPLIES	615-49850-211	50.00
RAGE INC - CAMPUS CLEANER	50786	12/07/2021	ARENA/CLEANING/SUPPLIES	615-49850-211	50.00
SCHWALBACH HARDWARE	72861 NOV 2021	12/07/2021	MAINTENANCE	615-49850-211	27.95
WINDOM AUTO VALU	NOV 2021	12/07/2021	MAINTENANCE	615-49850-211	79.42
WEX BANK	76413083	12/09/2021	MOTOR FUELS	615-49850-212	107.77
A & B BUSINESS	12-05-21 - 1-04-22	12/07/2021	OPERATING SUPPLIES	615-49850-217	61.75
MASTERS STONE & LANDSCA	5-20-21 ARENA	12/08/2021	ARENA/OPERATING SUPPLIES	615-49850-217	165.00
SCHWALBACH HARDWARE	72861 NOV 2021	12/07/2021	MAINTENANCE	615-49850-217	6.99
SMITH AUTOMOTIVE CO	NOV 2021	12/07/2021	MAINTENANCE	615-49850-217	8.80

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON WIRELESS	9893567390	12/03/2021	ARENA-TELEPHONE	615-49850-321	59.92
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	615-49850-321	125.72
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	615-49850-326	433.00
LEAGUE OF MN CITIES INS TR	18287	12/13/2021	ARENA/INSURANCE-WORKER'	615-49850-364	138.46
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	615-49850-381	6,247.40
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	615-49850-382	215.11
HOMETOWN SANITATION SER	0000441763	12/07/2021	ARENA/REFUSE DISPOSAL	615-49850-384	150.99
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	615-49850-385	104.53
CARLSON & STEWART REFRIG	38928	12/14/2021	ARENA/MAINTENANCE-STRU	615-49850-402	3,486.25
SCHWALBACH HARDWARE	72861 NOV 2021	12/07/2021	MAINTENANCE	615-49850-402	12.99
SMITH AUTOMOTIVE CO	NOV 2021	12/07/2021	MAINTENANCE	615-49850-404	3.14
				Activity 49850 - Arena Total:	**11,709.18**
				Fund 615 - ARENA Total:	**11,709.18**
Fund: 617 - M/P CENTER					
SECR REV FUND/CITY OF WD	EVENT 12-18-21	12/14/2021	WCC/PETTY CASH	617-10200	1,500.00
					1,500.00
Activity: 49860 - M/P Center					
US BANK	11-22-2021	12/09/2021	4246044555766710	617-49860-200	39.85
QUADIENT LEASING USA, INC	N9153021	12/02/2021	LEASE PAYMENT - 09-27-21 -1	617-49860-200	23.99
BROWN-NICOLLET COMMUNI	01-01-22 - 12-31-22	12/07/2021	WCC/LICENSE FEES	617-49860-217	183.00
US BANK	11-22-2021	12/09/2021	4246044555766710	617-49860-217	361.44
A & B BUSINESS	12-05-21 - 1-04-22	12/07/2021	OPERATING SUPPLIES	617-49860-217	61.75
SCHWALBACH HARDWARE	72861 NOV 2021	12/07/2021	MAINTENANCE	617-49860-217	77.86
RIVER BEND LIQUOR	8316149-11-30-21	12/14/2021	LIQUOR/BEER/WINE	617-49860-251	835.31
RIVER BEND LIQUOR	8316149-11-30-21	12/14/2021	LIQUOR/BEER/WINE	617-49860-252	1,160.76
RIVER BEND LIQUOR	8316149-11-30-21	12/14/2021	LIQUOR/BEER/WINE	617-49860-253	10.50
US BANK	11-22-2021	12/09/2021	4246044555766710	617-49860-254	91.80
US BANK	11-22-2021	12/09/2021	4246044555766710	617-49860-254	102.97
US BANK	11-22-2021	12/09/2021	4246044555766710	617-49860-254	29.10
US BANK	11-22-2021	12/09/2021	4246044555766710	617-49860-254	17.25
US BANK	11-22-2021	12/09/2021	4246044555766710	617-49860-254	7.10
US BANK	11-22-2021	12/09/2021	4246044555766710	617-49860-254	103.48
US BANK	11-22-2021	12/09/2021	4246044555766710	617-49860-254	1.77
DOLL DISTRIBUTING, LLC	656270	11/26/2021	LIQUOR-SOFT DRINKS AND MI	617-49860-254	14.00
VERIZON WIRELESS	9893567390	12/03/2021	WCC-TELEPHONE	617-49860-321	41.49
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	617-49860-321	59.79
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	617-49860-326	473.33
US BANK	11-22-2021	12/09/2021	4246044555766710	617-49860-340	152.00
US BANK	11-22-2021	12/09/2021	4246044555766710	617-49860-340	500.00
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	617-49860-381	994.11
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	617-49860-382	68.04
HOMETOWN SANITATION SER	0000441764	12/07/2021	WCC/REFUSE DISPOSAL	617-49860-384	74.99
ELECTRIC FUND	DEC 2021	12/10/2021	MONTHLY UTILITY & TELECO	617-49860-385	148.94
RON'S ELECTRIC INC	145575	12/07/2021	WCC/MAINTENANCE - STRUC	617-49860-402	59.50
RON'S ELECTRIC INC	145819	12/07/2021	WCC/MAINTENANCE - STRUC	617-49860-402	558.55
TRUGREEN	178265 11-11-21	12/07/2021	WCC/MAINTENANCE - GROU	617-49860-406	592.83
INDOFF, INC	3522820	12/07/2021	WCC/MAINTENANCE - GROU	617-49860-406	179.40
RON'S ELECTRIC INC	146127	12/13/2021	WCC/MAINTENANCE UTILITIE	617-49860-409	62.00
JOSE JIMENEZ	8675309	12/14/2021	WCC/ENTERTAINMENT	617-49860-492	599.00
				Activity 49860 - M/P Center Total:	**7,685.90**
				Fund 617 - M/P CENTER Total:	**9,185.90**
Fund: 651 - RIVERLBUFF TOWNHOMES					
Activity: 46520 - EDA					
VAN BINSBERGEN	12-14-21	12/14/2021	AUDIT SERVICES 2020	651-46520-480	-860.00
VAN BINSBERGEN	12-14-21	12/14/2021	LMC INSURANCE DIVIDEND	651-46520-480	1,775.00
				Activity 46520 - EDA Total:	**915.00**
				Fund 651 - RIVERLBUFF TOWNHOMES Total:	**915.00**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0002034	12/04/2021	Federal Tax Withholding	700-21701	11,004.68
Internal Revenue Service-Payr	INV0002040	12/17/2021	Federal Tax Withholding	700-21701	11,078.09
MN Department of Revenue -	INV0002035	12/04/2021	State Withholding	700-21702	5,169.61
MN Department of Revenue -	INV0002041	12/17/2021	State Withholding	700-21702	5,383.00
Internal Revenue Service-Payr	INV0002034	12/04/2021	Social Security	700-21703	12,074.96
Internal Revenue Service-Payr	INV0002040	12/17/2021	Social Security	700-21703	14,710.14
MN Pera	INV0002031	12/04/2021	PERA	700-21704	905.48
MN Pera	INV0002031	12/04/2021	PERA	700-21704	13,298.92
MN Pera	INV0002031	12/04/2021	PERA	700-21704	8,723.25
MN Pera	INV0002037	12/17/2021	PERA	700-21704	1,246.22
MN Pera	INV0002037	12/17/2021	PERA	700-21704	13,966.84
MN Pera	INV0002037	12/17/2021	PERA	700-21704	7,569.65
MN Pera	INV0002037	12/17/2021	PERA	700-21704	476.10
MN State Deferred	INV0002032	12/04/2021	Deferred Roth	700-21705	362.00
MN State Deferred	INV0002032	12/04/2021	Deferred Compensation	700-21705	3,968.32
MN State Deferred	INV0002038	12/17/2021	Deferred Roth	700-21705	362.00
MN State Deferred	INV0002038	12/17/2021	Deferred Compensation	700-21705	3,968.32
LOCAL UNION #949	12-03-21	12/03/2021	2021 PAY RATES/UNION DUES	700-21707	1,635.34
LAW ENFORCEMENT LABOR S	12-03-21	12/03/2021	POLICE-UNION DUES	700-21708	508.00
MN CHILD SUPPORT PAYMEN	INV0002033	12/04/2021	Child Support Payment	700-21709	97.83
Internal Revenue Service-Payr	INV0002034	12/04/2021	Medicare Withholding	700-21711	3,730.72
Internal Revenue Service-Payr	INV0002040	12/17/2021	Medicare Withholding	700-21711	4,167.74
FURTHER (Select Account)	40046921	12/07/2021	FLEX SPENDING	700-21712	824.37
FURTHER (Select Account)	40053280	12/14/2021	FLEX SPENDING	700-21712	1,553.50
FURTHER (Select Account)	INV0002030	12/04/2021	HSA Employee Contribution	700-21723	395.43
FURTHER (Select Account)	INV0002036	12/17/2021	HSA Employee Contribution	700-21723	362.03
					127,542.54
				Fund 700 - PAYROLL Total:	**127,542.54**
				Grand Total:	**403,423.45**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	44,818.03
211 - LIBRARY	2,567.21
225 - AIRPORT	798.63
230 - POOL	611.48
235 - AMBULANCE	16,579.64
250 - EDA GENERAL	1,354.69
401 - GENERAL CAPITAL PROJECTS	1,783.75
601 - WATER	15,390.25
602 - SEWER	40,279.60
604 - ELECTRIC	14,577.64
609 - LIQUOR STORE	73,999.22
614 - TELECOM	41,310.69
615 - ARENA	11,709.18
617 - M/P CENTER	9,185.90
651 - RIVERLBUFF TOWNHOMES	915.00
700 - PAYROLL	127,542.54
Grand Total:	**403,423.45**

Account Summary

Account Number	Account Name	Payment Amount
100-41110-308	Training & Registrations	16.02
100-41110-326	Data Processing	24.22
100-41110-334	Meals/Lodging	106.44
100-41110-350	Printing & Design	1,086.90
100-41110-433	Dues & Subscriptions	5,468.00
100-41310-200	Office Supplies	188.57
100-41310-217	Other Operating Supplie	105.85
100-41310-301	Auditing & Consulting Se	481.25
100-41310-321	Telephone	83.91
100-41310-326	Data Processing	292.24
100-41910-200	Office Supplies	74.72
100-41910-212	Motor Fuels	89.81
100-41910-304	Legal Fees	255.00
100-41910-321	Telephone	105.37
100-41940-381	Electric Utility	389.79
100-41940-382	Water Utility	81.76
100-41940-384	Refuse Disposal	97.99
100-41940-385	Sewer Utility	164.08
100-41940-406	Repairs & Maint - Groun	1,529.64
100-42120-200	Office Supplies	115.48
100-42120-212	Motor Fuels	1,925.76
100-42120-218	Uniforms	348.59
100-42120-308	Training & Registrations	150.00
100-42120-321	Telephone	746.21
100-42120-323	Radio Units	108.00
100-42120-334	Meals/Lodging	873.61
100-42120-405	Repairs & Maint - Vehicl	273.41
100-42120-419	Vehicle Lease	938.04
100-42120-433	Dues & Subscriptions	449.12
100-42120-480	Other Miscellaneous	40.57
100-42220-211	Cleaning Supplies	190.21
100-42220-212	Motor Fuels	266.35
100-42220-215	Materials & Equipment	208.43
100-42220-217	Other Operating Supplie	61.75
100-42220-310	Lab Testing	331.00
100-42220-321	Telephone	42.42
100-42220-381	Electric Utility	280.86

Account Summary

Account Number	Account Name	Payment Amount
100-42220-382	Water Utility	20.12
100-42220-384	Refuse Disposal	46.19
100-42220-385	Sewer Utility	41.71
100-42220-404	Repairs & Maint - M&E	24.98
100-42220-405	Repairs & Maint - Vehicl	20.97
100-42500-381	Electric Utility	30.77
100-42700-300	Charges for Services	186.30
100-43100-200	Office Supplies	23.99
100-43100-212	Motor Fuels	719.28
100-43100-217	Other Operating Supplie	216.23
100-43100-218	Uniforms	47.97
100-43100-225	Landscaping Materials	10.36
100-43100-321	Telephone	88.25
100-43100-350	Printing & Design	737.06
100-43100-381	Electric Utility	1,915.36
100-43100-382	Water Utility	18.64
100-43100-384	Refuse Disposal	179.56
100-43100-385	Sewer Utility	39.06
100-43100-402	Repairs & Maint - Struct	11.98
100-43100-404	Repairs & Maint - M&E	402.53
100-43100-405	Repairs & Maint - Vehicl	160.99
100-45120-200	Office Supplies	23.99
100-45120-217	Other Operating Supplie	13.23
100-45202-200	Office Supplies	23.99
100-45202-212	Motor Fuels	337.48
100-45202-326	Data Processing	466.67
100-45202-340	Advertising & Promotion	86.88
100-45202-381	Electric Utility	376.85
100-45202-384	Refuse Disposal	86.97
100-45202-402	Repairs & Maint - Struct	33.86
100-45202-405	Repairs & Maint - Vehicl	19.98
100-45202-406	Repairs & Maint - Groun	29.56
100-45202-439	Special Projects	20,194.90
100-45202-444	License Fees	190.00
211-45501-200	Office Supplies	45.95
211-45501-217	Other Operating Supplie	61.75
211-45501-321	Telephone	161.14
211-45501-326	Data Processing	70.00
211-45501-381	Electric Utility	167.88
211-45501-382	Water Utility	19.20
211-45501-385	Sewer Utility	40.86
211-45501-402	Repairs & Maint - Struct	68.00
211-45501-433	Dues & Subscriptions	141.95
211-45501-435	Books and Pamphlets	1,790.48
225-45127-200	Office Supplies	32.50
225-45127-217	Other Operating Supplie	24.99
225-45127-406	Repairs & Maint - Groun	741.14
230-45124-217	Other Operating Supplie	577.56
230-45124-381	Electric Utility	33.92
235-42153-200	Office Supplies	23.99
235-42153-212	Motor Fuels	3,425.84
235-42153-217	Other Operating Supplie	4,262.42
235-42153-308	Training & Registrations	98.39
235-42153-312	Nursing	4,988.91
235-42153-321	Telephone	337.87
235-42153-326	Data Processing	2,291.00
235-42153-334	Meals/Lodging	125.75
235-42153-381	Electric Utility	187.24

Account Summary

Account Number	Account Name	Payment Amount
235-42153-382	Water Utility	13.41
235-42153-384	Refuse Disposal	30.80
235-42153-385	Sewer Utility	27.81
235-42153-405	Repairs & Maint - Vehicl	766.21
250-46520-200	Office Supplies	90.73
250-46520-304	Legal Fees	405.00
250-46520-308	Training & Registrations	-43.50
250-46520-321	Telephone	349.70
250-46520-340	Advertising & Promotion	69.00
250-46520-350	Printing & Design	115.00
250-46520-381	Electric Utility	73.76
250-46520-433	Dues & Subscriptions	295.00
401-49950-501	Capital Outlay - Police	299.75
401-49950-506	Capital Outlay - Building	1,484.00
601-49400-200	Office Supplies	23.99
601-49400-212	Motor Fuels	265.99
601-49400-217	Other Operating Supplie	92.25
601-49400-321	Telephone	160.80
601-49400-326	Data Processing	70.00
601-49400-381	Electric Utility	6,297.10
601-49400-382	Water Utility	17.86
601-49400-385	Sewer Utility	36.58
601-49400-386	Landfill	4,624.37
601-49400-404	Repairs & Maint - M&E	3,326.01
601-49400-408	Repairs & Maint - Distrib	475.30
602-49450-200	Office Supplies	23.99
602-49450-212	Motor Fuels	59.13
602-49450-216	Chemicals and Chemical	27,381.24
602-49450-217	Other Operating Supplie	102.73
602-49450-227	Utility System Maint Sup	678.77
602-49450-310	Lab Testing	1,539.00
602-49450-321	Telephone	306.36
602-49450-326	Data Processing	70.00
602-49450-381	Electric Utility	9,581.49
602-49450-382	Water Utility	311.97
602-49450-384	Refuse Disposal	99.99
602-49450-404	Repairs & Maint - M&E	7.99
602-49450-405	Repairs & Maint - Vehicl	110.95
602-49450-408	Repairs & Maint - Distrib	5.99
604-16300	Improvements Other Th	385.00
604-49550-200	Office Supplies	69.96
604-49550-212	Motor Fuels	583.86
604-49550-217	Other Operating Supplie	10,876.61
604-49550-241	Small Tools	630.62
604-49550-321	Telephone	168.57
604-49550-325	Dispatching	30.68
604-49550-326	Data Processing	191.37
604-49550-364	Insurance - Worker's Co	85.81
604-49550-381	Electric Utility	123.72
604-49550-382	Water Utility	22.95
604-49550-384	Refuse Disposal	172.68
604-49550-385	Sewer Utility	48.29
604-49550-402	Repairs & Maint - Struct	659.58
604-49550-404	Repairs & Maint - M&E	69.61
604-49550-406	Repairs & Maint - Groun	184.60
604-49550-408	Repairs & Maint - Distrib	273.73
609-49751-200	Office Supplies	52.58
609-49751-211	Cleaning Supplies	300.95

Account Summary

Account Number	Account Name	Payment Amount
609-49751-217	Other Operating Supplie	-29.57
609-49751-251	Liquor	24,076.16
609-49751-252	Beer	35,412.45
609-49751-253	Wine	6,874.57
609-49751-254	Soft Drinks & Mix	518.40
609-49751-256	Tobacco Products	288.03
609-49751-257	Ice	366.80
609-49751-261	Other Merchandise	67.02
609-49751-321	Telephone	131.34
609-49751-326	Data Processing	709.93
609-49751-333	Freight and Express	647.39
609-49751-340	Advertising & Promotion	3,210.65
609-49751-381	Electric Utility	724.72
609-49751-382	Water Utility	20.01
609-49751-384	Refuse Disposal	174.00
609-49751-385	Sewer Utility	39.51
609-49751-480	Other Miscellaneous	414.28
614-16400	Machinery & Equipment	4,270.25
614-20201	Excise Tax Payable	864.42
614-20206	911 TAP & TACIP Fees Cl	1,016.07
614-49870-200	Office Supplies	23.99
614-49870-211	Cleaning Supplies	42.62
614-49870-212	Motor Fuels	135.88
614-49870-217	Other Operating Supplie	105.85
614-49870-218	Uniforms	70.48
614-49870-227	Utility System Maint Sup	983.93
614-49870-241	Small Tools	587.70
614-49870-304	Legal Fees	790.26
614-49870-321	Telephone	543.79
614-49870-326	Data Processing	7.50
614-49870-340	Advertising & Promotion	100.98
614-49870-381	Electric Utility	2,419.27
614-49870-382	Water Utility	19.42
614-49870-384	Refuse Disposal	87.98
614-49870-385	Sewer Utility	37.71
614-49870-401	Repairs & Maint - Buildi	92.98
614-49870-402	Repairs & Maint - Struct	997.48
614-49870-404	Repairs & Maint - M&E	235.15
614-49870-405	Repairs & Maint - Vehicl	47.98
614-49870-442	Subscriber Fees	14,663.69
614-49870-445	Switch Fees	285.10
614-49870-447	Internet Expense	7,612.96
614-49870-448	On-Call Support	137.98
614-49870-451	Call Completion	5,129.27
615-49850-200	Office Supplies	23.99
615-49850-211	Cleaning Supplies	357.37
615-49850-212	Motor Fuels	107.77
615-49850-217	Other Operating Supplie	242.54
615-49850-321	Telephone	185.64
615-49850-326	Data Processing	433.00
615-49850-364	Insurance - Worker's Co	138.46
615-49850-381	Electric Utility	6,247.40
615-49850-382	Water Utility	215.11
615-49850-384	Refuse Disposal	150.99
615-49850-385	Sewer Utility	104.53
615-49850-402	Repairs & Maint - Struct	3,499.24
615-49850-404	Repairs & Maint - M&E	3.14
617-10200	Petty Cash	1,500.00

Account Summary

Account Number	Account Name	Payment Amount
617-49860-200	Office Supplies	63.84
617-49860-217	Other Operating Supplie	684.05
617-49860-251	Liquor	835.31
617-49860-252	Beer	1,160.76
617-49860-253	Wine	10.50
617-49860-254	Soft Drinks & Mix	367.47
617-49860-321	Telephone	101.28
617-49860-326	Data Processing	473.33
617-49860-340	Advertising & Promotion	652.00
617-49860-381	Electric Utility	994.11
617-49860-382	Water Utility	68.04
617-49860-384	Refuse Disposal	74.99
617-49860-385	Sewer Utility	148.94
617-49860-402	Repairs & Maint - Struct	618.05
617-49860-406	Repairs & Maint - Groun	772.23
617-49860-409	Repairs & Maint - Utilitie	62.00
617-49860-492	Entertainment Event Fee	599.00
651-46520-480	Other Miscellaneous	915.00
700-21701	Federal Withholding	22,082.77
700-21702	State Withholding	10,552.61
700-21703	FICA Tax Withholding	26,785.10
700-21704	PERA Contributions	46,186.46
700-21705	Retirement	8,660.64
700-21707	Union Dues	1,635.34
700-21708	PD Union Dues	508.00
700-21709	Wage Levy	97.83
700-21711	Medicare Tax Withholdi	7,898.46
700-21712	Flex Account	2,377.87
700-21723	HSA Employee Contribu	757.46
	Grand Total:	**403,423.45**

Project Account Summary

Project Account Key		Payment Amount
None		403,423.45
	Grand Total:	**403,423.45**

Cfw
12/16/2021

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

A RESOLUTION APPROVING 2021 TAX LEVY, COLLECTABLE IN 2022

BE IT RESOLVED, by the Council of the City of Windom, County of Cottonwood, Minnesota, that the following sums of money be levied for the current year, collectable in 2022, upon the taxable property in the City of Windom for the following purposes:

Total Levy $2,253,394

The City Administrator is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Cottonwood County, Minnesota.

Adopted this 21st day of December, 2021.

____
Dominic Jones, Mayor

Attest:____________________________
Steve Nasby, City Administrator

2021 SMART Goals	Completed	About 75%	About 50%	25% or Less	Eliminated	Comments
Administration - City Facilities Tour				■		Discussed, but put on hold due to Council member vacancy and uptick in COVID. Re-schedule for Spring 2022.
Administration - Enhance Public Data Retention	■					Archive Social platform used to capture social media.
Airport - AWOS Tower				■		Moved to 2022 CIP. Project scope change to possibily a new tower and LED lighting.
Airport - Credit Card System Upgrade				■		Moved to 2022 CIP. Possible 100% federal funding.
Airport - Pavement Maintenance	■					Taxiway work completed, as much as could be done with budgeted funds.
Building\Zoning - Update Website & Offices Forms & Info	■					Will continue to update, but forms on-site.
Building\Zoning - Community Mapping & GIS				■		Winter project.
Building\Zoning - Code Review & Revision			■			Working with consultants. Adoption of revisions in 2022.
Building\Zoning - Demolition of Blighted Homes		■				Current funding available through 2022.
Building\Zoning - Research Areas for Housing & Subdivisions			■			Gove Acres under construction. Cemstone re-development progressing forward.
Community Center - Increase Revenue	■					
Community Center - Expand Marketing & Outreach	■					
EDA - Maintain Commercial & Industrial Property Inventory		■				This is a continuous project to maintain a list of available commercial properties on LOIS and th EDA's website.
EDA - Infill Development		■				As demand for housing increases, more infill projects ar moving forward. Promoting infill utilized existing infrastructure.
EDA - Assist in Securing Tenant for Former Shopko Bldg		■				Connections have been made with the existing property owners, possible developers and other interested parties.
EDA - East Highway 60 Development		■				A plan is developed for a new City street between Dollar General and the new car wash.
EDA - New Residential Subdivision		■				A new subdivision is part of the Cemstone Redevelopment Plan. Gove Acres subdivsion is also under construction.
EDA - Downtown Façade Program	■					Funds are available through a new program for Façade improvements to commercial properties.
EDA - Attract or Expand Grocery Store Offerings (1-5 Yrs)			■			The EDA continues to follow-up with grocery store chains and developers.
EDA - Data Center Project (1-5 Yrs)			■			Developers are aware of the "Certified Shovel Ready Data Center" site in the NWIP. We will continue to market it.
EDA - Increase Supply of Day Care (1-5 Yrs)		■				A child care center has been interested in Windom, but a timeline has not been developed yet.
EDA - Targeted Industry - Plastics\Hemp\Biodegradable (1-5 Yrs)			■			Connections have been made with companies.
Electric - Staff Training			■			Underway with apprentices.
Electric - Trace Tool in GIS Mapping			■			Crew will re-start this as a winter project.
Electric - Improve System Reliability - Transmission				■		Working on obtaining last easements. Plan to bid in Jan - March 2022.
Electric - Meter Audit	■					
Electric - Implement and Electronic ID System				■		Crew will re-start this as a winter project.
Library - Expand Outreach		■				Virtual offerings available.
Library - Improve Language Service for Non-English Learners			■			
Library - Communicate Value of the Library			■			
Liquor - Tasting Events		■				Five of eight planned in-store events completed. 2021 Holiday Wine Tasting event set up for November 12
Liquor - Enhance Inventory Management			■			Work in progress. Many items categorized and counted.
Liquor - New or Expanded Store			■			Feasibility study completed. Awaiting next step\discussion.
Liquor - Beverage and Alcohol Sever Training	■					All staff completed on October 24th.
Office\Finance - Acclimate & Transition New Staff		■				New staff tranining and learning systems.
Office\Finance - Assist with Billing & Service to Streaming				■		Transition to streaming video not yet available.
Office\Finance - Transition to Eleation+ Software						
Parks - Dog Park	■					Open to the public (Spring 2021).
Police - ALICE Training	■					Public training held on October 19th
Police - MILO Public Interaction		■				Scheduled for December 2021
Recreation - Outdoor Activities Expansion						
Streets - Manhole Maintenance	■					Identified sites repaired with available budget. Still more to do around town.
Streets - Pothole Patching and Crack-filling	■					Identified sites repaired with available budget. Still more to do around town.
Telecom - Employee Training & Continuing Education	■					
Telecom - Increase Energy Efficency in NOC	■					
Telecom - Website Update	■					
Telecom - Improve Building & Grounds Maintenance				■		Scheduled for November - contractor delay.
Wastewater - Full Staff with Training			■			
Water - Maintain Raw Water Availability	■					New well #11 was completed.

As of November 4, 2021

2022 S.M.A.R.T. Goal Planning Form

EDA – SHORT-TERM GOAL
Maintain Commercial & Industrial Property Inventory

Specific:

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

Methods/Plan/Steps:

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

Attainable/Resources Available:

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

Result(s) Expected/Measurement:

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

Timeframe:

Continuous

Goal approved by EDA Board of Commissioners on December 13, 2021.

EDA – SHORT-TERM GOAL
Infill Development

Specific:

Encourage infill development within the City.

Methods/Plan/Steps:

Identify vacant or underutilized properties and work with property owners to develop these properties. Infrastructure is extremely expensive. Infill will help to grow the tax base without large expenditures on infrastructure.

Attainable/Resources Available:

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

Result(s) Expected/Measurement:

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

Timeframe:

Continuous

Goal approved by EDA Board of Commissioners on December 13, 2021.

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

Specific:

Encourage new development in the former Shopko Building.

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

Methods/Plan/Steps:

Actively market the property with Kamin Realty.

Attainable/Resources Available:

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

Result(s) Expected/Measurement:

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

Timeframe:

Continuous until the building is occupied.

Goal approved by EDA Board of Commissioners on December 13, 2021.

EDA – SHORT-TERM GOAL
East Highway 60 Development - Marketing

Specific:

Market the available property along Highway 60 in Windom between Running's and Windom Wash. A new cul-de-sac street between Dollar General and Crystal Clean Car Wash is planned for 2022.

Background: There are multiple possible options for land use in a highway business zoning district. A highway business zoning district is typically a mixture of commercial uses such as Dollar General and Runnings and light industrial uses that need some visibility (Windom Wash), and housing that is walkable to work and to businesses that provide goods, and services. EDA Staff has been investigating possible mixed uses for housing to provide an opportunity for individuals to live within walking distance of major employers and businesses that provide goods and services.

Methods/Plan/Steps:

Work with property owners to market the project and develop possible projects.

Attainable/Resources Available:

The EDA will work with property owners to market lots. The City will research and consider infrastructure grants like TED (DEED), TEDI (MnDOT), and BDPI (DEED) for potential projects. TIF is also an option for larger projects.

Result(s) Expected/Measurement:

New tax base in the East Highway 60 Development.

Timeframe:

2022 - 2023

Goal approved by EDA Board of Commissioners on December 13, 2021.

EDA – SHORT-TERM GOAL
New Residential Subdivision – Affordable Starter Homes

Specific:

Partner with a private developer(s) to help develop a new affordable starter home development in Windom.

Background: HyLife Foods Windom, previously Comfrey Farm Prime Pork, has created 1,000 new jobs since they opened in 2017. HyLife Foods Windom is still hiring and their goal is 1,500 employees. Toro and numerous small businesses are also hiring.

A mixture of housing options should be pursued with private developers. The proposed South Cottonwood Lake Subdivision fills a gap for higher-priced homes. There is also a shortage of affordable starter homes.

Methods/Plan/Steps:

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

Attainable/Resources Available:

Infrastructure is expensive, so it is difficult to cash flow a single-family subdivision. To keep development costs down, narrow lots are an option. Developers have been interested in concept along with a Community Land Trust.

Under a Community Land Trust, people would own their own home, but the property would be owned by everyone in the subdivision. This joint ownership would provide an option for grants for purchasing the property. A Redevelopment TIF District is another option for properties that qualify.

Result(s) Expected/Measurement:

To present to the EDA Board a proposal concerning a new affordable starter home development in Windom.

Timeframe:

2022 – 2024

Goal approved by EDA Board of Commissioners on December 13, 2021.

EDA – LONG-TERM (1-5 Years) GOAL
Grocery Store Project

Specific:

Attract a second grocery store to Windom.

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

Methods/Plan/Steps:

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

Attainable/Resources Available:

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

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

Result(s) Expected/Measurement:

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

Timeframe:

To bring potential projects to the EDA Board by the end of 2022 with anticipated construction of a new grocery store within the next 5 years.

Goal approved by EDA Board of Commissioners on December 13, 2021.

EDA – LONG-TERM (1-5 Years) GOAL
Data Center Project

Specific:

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

Methods/Plan/Steps:

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

Attainable/Resources Available:

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

Result(s) Expected/Measurement:

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

Timeframe:

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

Goal approved by EDA Board of Commissioners on December 13, 2021.

EDA – LONG-TERM (1-5 Years) GOAL
Increase the Supply of Child Care in Windom

Specific:

Increase the supply of child care to meet the needs of families and employers in the Windom Area.

Background from Child Care Gap Analysis: Within the 25-mile market area for Windom, there is a need for an additional 269 child care slots. There are approximately 1,959 people who commute to Windom for work (this is higher because of hiring at HyLife and Toro; it is now closer to 2,200). As our workforce grows, our child care supply also needs to grow. The child care market in Windom is tight and is growing tighter as businesses hire more employees, existing child care providers retire, and existing child care providers leave the profession for other employment opportunities (fewer people are making child care a career).

Methods/Plan/Steps:

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

Attainable/Resources Available:

There is a second round of grant funds for child care that will be available in July 2022. Interested parties may request up to $300,000 in state funds. There is a 50/50 match requirement.

Child care is a workforce issue that requires partnerships. These partnerships will be a critical component in developing a project.

Result(s) Expected/Measurement:

Market available spaces in Windom for child care to help attract new community members to the child care field.

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

Timeframe:

2022 - 2027

Goal approved by EDA Board of Commissioners on December 13, 2021.

EDA – LONG-TERM (1-5 Years) GOAL
Targeted Industry – Plastics, Hemp Processing & Biodegradable Products

Specific:

Target a plastics company for the North Windom Industrial Park.

Methods/Plan/Steps:

Creating a plan to market Windom and Southwest Minnesota for the hemp processing, biodegradable products, large plastics companies, etc.

Attainable/Resources Available:

More restaurants and consumers are moving towards biodegradable silverware, glasses, bottles, etc. This is perfect for Southwest Minnesota. Formerly there were hemp process facilities in Fairmont, Jackson, Windom, Worthington, and Luverne. The I-90/Hwy60 Corridor could lead this.

Partner with Southwest Initiative Foundation and other entities to help fund the targeted industry marketing.

Result(s) Expected/Measurement:

Attract a plastics company to the North Windom Industrial Park. [Large plastics companies have a branch in biodegradable materials (hemp, corn, etc.). This ag sector is perfect for our region.]

Timeframe:

2022 - 2027

Goal approved by EDA Board of Commissioners on December 13, 2021.

SMART Goals 2022 – Public Library

Goal 1: Space improvement

The library will maximize library resources to use our space efficiently, effectively, and asthetically.

We will research a space plan that accounts for current and future use of our building that could include the design of a pick-up window, updated collection space layouts, and enhanced meeting, programming, and reading spaces.

To achieve this goal, we will research layout, designs and resources that other libraries have used. We will research monies available through grants and our Friends organization.

This goal recognizes the continuing changing atmosphere and services that can be offered by the library to the community it serves.

The goal can be attainable, if financing is available within the 2022 calendar year.

SMART Goals 2022 – Public Library

Goal 2: Review & update Library Policies

The library director and library board members will review, update and implement policies within the framework of the Library Bill of Rights and its interpretations and be based upon the library's mission and objectives.

Policies benefit the library by providing consistency and direction in day to day operation of the library and the community it serves. Policies also protect the rights and assure fair treatment of all patrons and staff members.

The library director will research policies from other libraries in the Plum Creek System, as well as the American Library Association and Minnesota State Library Services, and will adapt them to the needs of the Windom library. The library board will discuss and review policies that will benefit the library and its patrons.

This goal can be achieved during the 2022 calendar year.

SMART Goals 2022 – Public Library

Goal 3: Increase the number of Library Programs and Services in 2022

The Public library can offer programs to all ages and free of charge. Programs can offer something fun, entertaining and informational for the community. These programs and services encourage meaningful and innovative community engagement.

The library staff will research and implement a new program or service each month. This could include book bundles, Storytime kits, craft kits, a Book buddy program, a Story Walk, speakers, musical groups, author visits and virtual programming. Another example is the library may offer a workforce information and CareerForce Corner that will be offered through the State Library Services and the Minnesota CareerForce.

The library will utilize the Friends of the Library to supplement funding and to host programs and also seek grants for speaker fees and program supplies. Planning and marketing the programs will be important in achieving this goal.

This goal can be achieved during the 2022 calendar year.

SMART Goal Planning Form – Police Dept. – Red Dot Optic Goal

Specific – The Windom Police Department intends to transition to red dot optical sights on our duty pistols in 2022. Red dot optics on pistols provides the user with a clearer sight picture by focusing on the red dot with both eyes, rather than using one eye. This optic also provides better accuracy than traditional iron sights and also allows for officers to see their surroundings better.

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

Attainable/Achieve – We have used budget resources from our 2021 budget, as well as donation money from High Life to make this project possible.

Relevant – This is an upgrade in technology for our officers in our quest to give them the tactical edge, should a violent situation arise.

Timed – We will be hosting an instructor training course that several of our officers will participate in, along with officers from neighboring agencies. Because we are the host agency, our officers will attend at no cost. This will take place in Spring 2022. We hope to have qualification for staff in Summer 2022.

SMART Goal Planning Form – Police Dept. – Policy Book Update

Specific – The Windom Police Department intends to update its policy book in 2022. There have been many changes in Minnesota Law Enforcement during the past year. Currently, the MN Use of Force Statute is being challenged in the courts. There is a strong possibility that the current statute will be overturned. A new policy that mirrors the new statute will be needed. There have been other policy changes made by the Minnesota Peace Officers Standards and Training Board. Our book will need to be updated to reflect those changes, as well.

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

Attainable/Achieve – There is no financial impact in completing this project

Relevant – We intend to have all new policies included in our policy manual. These policies are not only P.O.S.T. mandates but are also statutory law. It is imperative that our policy book reflect Minnesota law.

Timed – We hope to update this book after a resolution to the Minnesota Use of Force law is finalized.

SMART Goal Planning Form – Administration
City Facilities Tour

Specific – The City Administrator and Department Heads provide an opportunity for the City Council (plus possibility County Board of Supervisors and School Board members) to walk through City buildings and view public infrastructure. Local media would also be invited.

Measurement/Assessment – Completion of a tour.

Attainable/Achieve – Time commitment by City Council and staff.

Relevant – The expected result is a better understanding of the conditions of public buildings and infrastructure. This knowledge will be used by the Council to help set and establish goals, priorities and budgets.

Timed – Goal will be to have the tour completed by June 2021 so information can be used in 2021 budget discussions.

SMART Goal Planning Form – Electric Department

Specific – WHO? WHAT?

Distribution pole replacement to maintain system reliability.

Measurement/Assessment – HOW?

Hire a testing to company to test all distribution poles that are not scheduled to be replaced in 2022. A plan then would be put together to replace the bad poles.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

The testing would be contracted out. The Electric department crew would replace the poles.

Relevant – EXPECTED RESULT?

All pole that are structurally unsound would be replaced. Distribution system reliability would be improved.

Timed – WHEN?

Testing would be completed in 2022 along with some of the worst poles. All poles would be replaced or converted to underground by December 31 2023.

SMART Goal Planning Form – <u>Electric Department</u>
<u>City Council Goal-setting</u>

Specific – Improve Safety and Response Times

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

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

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

Timed – The Windom electric system currently has 7 distribution Circuits. Goal is to complete one circuit a year through 2026. targeted for completion by the end of December 2021 Circuit 5 is

SMART Goal Planning Form – Electric Department - Training

Specific – The Electric Department staff will identify trainings for employees to attend. The trainings will keep staff engaged and up to date with industry standards and safety.

Measurement/Assessment – Staff will attend trainings in pairs. They will share what they learned with the entire staff.

Attainable/Achieve – MMUA offers an abundance of training related to the power line field. Funds are available in the department budget.

Relevant – Staff will have the knowledge to work safely and efficiently, while using the newest industry practices.

Timed – Each employee will attend one training before December 31, 2021.

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

Specific – Improve Transmission System Reliability

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

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

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

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

Timed – Preliminary transmission assessment completed in 2019.
Anticipated project approval from MISO December 16th 2020.
Bid project early in 2021.
Project completion 2022.

SMART Goal Planning Form – Administration-Customer Service

Specific – WHO? WHAT?
Assist all customers more efficiently by learning Elation Plus which has built in efficiencies to handle customers quickly.

Measurement/Assessment – HOW?
We plan to have only half of the representatives learn at a time so they can help each other as they develop a better understanding. We also have the capability to switch back to regular Elation if something is not working the way we expect it to.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?
Elation will assist in training.

Relevant – EXPECTED RESULT?
Once all customer service representatives have learned Elation Plus we will be able to serve our customers more efficiently.

Timed – WHEN?
All customer service representatives will learn Elation Plus by the end of 2022.

SMART Goal Planning Form – Administration-Customer Service

Specific – WHO? WHAT?
Assist all customers more effectively by having forms in both English and Spanish.

Measurement/Assessment – HOW?
Have customer service forms translated from English to Spanish.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?
Utilize connections to Hy-Life Foods who have bilingual employees to translate the forms.

Relevant – EXPECTED RESULT?
Having available the forms in both languages will help our customers feel more comfortable providing us with the information requested and understand the need for the information.

Timed – WHEN?
Have all customer service forms translated by October 1st, 2022

SMART Goal Planning Form – Liquor – Inventory Management

Specific – WHO? WHAT?

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

Measurement/Assessment – HOW?

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

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

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

Relevant – EXPECTED RESULT?

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

Timed – WHEN?

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

SMART Goal Planning Form – New or Updated Liquor Store

Specific – WHO? WHAT?

To continue to look into ways of expanding our current liquor store or by building a new store somewhere directly off MN State Hwy 60 and US Highway 71.

Measurement/Assessment – HOW?

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

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

By the end of 2020 or early 2021, the Liquor Store Feasibility Study done by TSP, Inc will be completed which will help in gathering potential costs for different building concept designs. City Council will help decide the direction they want to see the store go

Relevant – EXPECTED RESULT?

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

Timed – WHEN?

Current plan is to review the completed Feasibility Study with the Windom City Council at the January 19, 2021 Council Meeting. From there the council will deceied what direction they would like to see the Liquor Store go.

SMART Goal Planning Form – LIQUOR STORE

Specific – WHO? WHAT?

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

Measurement/Assessment – HOW?

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

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

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

Relevant – EXPECTED RESULT?

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

Timed – WHEN?

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

SMART Goal Planning Form – Liquor

Specific – WHO? WHAT?

The Liquor store will provide another Beverage Alcohol Server training to staff and other city departments that serve alcohol.

Measurement/Assessment – HOW?

Using our membership benefits, we have access to a few different forms of server either training with options of in person or online. The Minnesota Municipal Beverage Association does this training.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

The cost of this training is less than $150-$250, depending on if we invite other cities for the training. In turn that money should show as a savings on our Dram Shop Insurance Policy.

In the past we have worked with St. James and other local municipals to complete this training, discussion has been on going to continue doing it together yearly swapping locations where the training will be held.

Relevant – EXPECTED RESULT?

In the past, we have had great luck with these trainings as we have had 100% attendance by Liquor Store staff at this training. Staff both old and new have learn eye-opening experiences that help with day-to-day sales.

Timed – WHEN?

This training will occur on a day in which all available staff is able to attend most likely in the fall.

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

Specific – MN DOT and FAA inspections recommend updating the AWOS tower as the construction of new hangers has encroached on the line of site.

Measurement/Assessment – FAA and\or MN DOT approval of AWOS tower rehab.

Attainable/Achieve – Access Federal\State and airport funding to extend the AWOS tower as required by the FAA.

Relevant – Improving the AWOS will keep the facility within required operating thresholds.

Timed – The State and Federal grants will be made to the Windom Airport for 2021 so the project will be timed for using these funds.

SMART Goal Planning Form – Airport Beacon Replacement

Specific – Replace the lighting beacon at the airport and repair\maintain the tower.

Measurement/Assessment – Completion of the beacon with a new LED head and have the tower repaired as needed with re-painting.

Attainable/Achieve – Federal and State funds will cover 100% of the project cost.

Relevant – The beacon is part of the safety equipment at the airport and is vital to operations. The old beacon has been experiencing maintenance issues due to age and unavailability of parts. The new LED beacon will be more efficient and require less maintenance.

Timed – Project is anticipated to be completed by December 31, 2022.

AIRPORT – Maintain and Upgrade Public Infrastructure and City Facilities
Pursuant to a Defined and Prioritized Plan – Credit Card System Upgrade

<u>S</u>pecific – Regulations on security for credit card use have been expanded to require new software updates for the fuel system credit card payment system.

<u>M</u>easurement/Assessment – Upgrade to credit card system to meet federal\state requirements.

<u>A</u>ttainable/Achieve – State and airport funding to cover the costs of the software upgrade have been budgeted and grant application submitted.

<u>R</u>elevant – Upgrading the credit card system will enable the fuel sales system to be compliant and continue to bring in revenue to the Windom Airport.

<u>T</u>imed – The State grant will be made to the Windom Airport for 2021 so the project will be timed for using these funds.

For 2022

BUILDING & ZONING - SHORT-TERM GOAL (1-2 Years) - NO. 1
Code Review & Revision as Needed

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

Specific:

Continue review of Title XV: Land Usage, specifically Chapter 152 of the City Code, for possible amendments or revisions.

[Background: Current land use ordinances were last revised in 2003. In April 2021, the Planning Commission reviewed presentations by firms that submitted responses to the RFP for assistance with this review. Also in April 2021, the City Council (based on the Planning Commission's recommendation) retained Bolton & Menk as the consultant to assist the City with review of our existing Land Use Code and proposed updates to the Code.]

Methods/Plan/Steps:

B&Z Staff have been in communications with Rose Schroder and Wyatt Archer of Bolton & Menk regarding proposed revisions including formatting and revising code language to comply with state statutes. B&Z Staff are submitting specific questions regarding more substantial revisions to the Planning Commission for review and recommendations. The plan is to continue this process through the remainder of the review by the Consultants, present proposed changes in final form to the Planning Commission for final review, and subsequently present these recommendations to the City Council for review and possible adoption of an Ordinance incorporating these proposed revisions.

Attainable/Resources Available:

Bolton & Menk employs Staff who are experienced in land use code review.

Result(s) Expected/Measurement:

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

Timeframe:

Anticipated: 1-2 years.

Goal updated, resubmitted, and approved by the Planning Commission on November 9, 2021.

For 2022

BUILDING & ZONING - LONG-TERM GOAL (1-5 Years) - NO. 1
Community Mapping and GIS Using "Empower" Software

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

Specific:

Continue creating electronic files and visual maps layers such as Rental Housing, Public Nuisance, Blighted Properties, non-conforming uses, etc. on City's Empower mapping software.

(Background: The City purchased Empower mapping software in 2020. This software will be utilized by many departments to consolidate our infrastructure and utility maps. The software will create electronic files and visual maps that are easier to share and will assist staff in tracking progress and creating reports.)

Methods/Plan/Steps:

As rental properties are licensed and inspected, nuisance complaints are received, or blighted or non-conforming properties are identified, the information will be entered into the mapping software creating map layers and electronic files. City Zoning Map, Future Land Use Map and Floodplain Map will be uploaded as map layers.

Attainable/Resources Available:

Training videos from Empower are available to view at any time. Additional trainings can be scheduled in the future. Other City Departments have already started using the software and can help create the initial forms and layers.

Result(s) Expected/Measurement:

All licensed rental properties, properties that have active or pending nuisance complaints, and all blighted or non-conforming properties will be mapped on Empower. Zoning, Future Land Use and Floodplain maps will be uploaded.

Timeframe:

Anticipated: 1-5 years. This work will occur continuously over the next few years as Rental Inspections, Nuisance Complaints, Blighted Properties, etc. are processed.

Goal updated, resubmitted, and approved by the Planning Commission on November 9, 2021.

For 2022

BUILDING & ZONING - LONG-TERM GOAL (1-5 Years) - NO. 2
Research Areas for Housing & New Residential Subdivisions

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

Specific:

Research and review additional areas within and outside of City limits for potential locations for new housing infill projects, redevelopment of blighted residential areas, and new residential subdivisions.

(Background: A housing study outlined the need for additional residential housing. Through the last two years, the City has been experiencing an increased need for residential housing of all types. This new long-term goal was suggested by a Planning Commissioner at the Meeting on November 16, 2020.)

Methods/Plan/Steps:

Program Steps: Review the current and future land use maps to determine potential areas for new housing including infill locations, blighted residential areas for redevelopment, and areas for new residential subdivisions both within and outside of the City of Windom. Analyze specific areas concerning proximity to utility and transportation infrastructure. Recommend areas deemed to be the most desirable for infill housing, redevelopment, and new residential subdivisions.

Attainable/Resources Available:

The City's existing land use map and future land use map have been previously approved and prior research has been done in some of the potential areas.

Result(s) Expected/Measurement:

Identification of potential locations for new housing in Windom.

Timeframe:

It is hoped that locations for redevelopment, infill housing, and new residential subdivisions can be identified within the next 2 to 3 years.

Goal resubmitted and approved by the Planning Commission on November 9, 2021.

For 2022

BUILDING & ZONING - LONG-TERM GOAL (1-5 Years) - NO. 3
Demolition of Blighted Homes

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

Specific:

Continuation of the demolition programs for blighted homes in the City of Windom.

(Background: The City Council previously approved two demolition programs for blighted homes in Windom. This is an ongoing goal as the plan is to request funds each year from the City Council for the continuation of this program.)

Methods/Plan/Steps:

Program Steps: Utilize the criteria and processes previously established by the City for both existing demolition programs. The initial program provides that a property owner convey his/her property to the City of Windom, the City makes arrangements for the demolition of the structures on the property, and re-sells the available lot to re-coup demolition expenses. The second program is the "Blighted Homes Incentive Program" which encourages developers (or adjacent landowners) to purchase properties, demolish the existing structures, and construct a new structure.

Attainable/Resources Available:

The Development Department has compiled a list of blighted properties. The sum of $20,000 was budgeted by the City Council for 2021 for the demolition of blighted properties. There is a balance remaining of over $17,000 in this account. Additional funding will be requested as part of the budgeting process in future years.

Result(s) Expected/Measurement:

Demolition and site remediation of one or two blighted residential properties in 2022.

Timeframe:

It is anticipated that two blighted properties can be addressed every year.

Reintroduced and approved by the Planning Commission on November 9, 2021.

Wastewater Department- Compliance with MPCA requirements for industrial users for WWTP optimum operations and meeting clean water standards.

Specific – State and Federal regulations require us to identify users who have the potential to cause problems within our treatment system. These users need to become part of our SIU (Significant Industrial User) Agreement program. Under a SIU, a user will be given limits on pollutants and their discharges will be monitored.

Measurement/Assessment – Toro has been identified as a potential risk due to the chemicals used in their treatment processes.

Attainable/Achieve – We will work with Toro and the MPCA to set up a SIU contract.

Relevant – Having a SIU agreement gives us authority with MPCA backing to require compliance and levy fines as necessary to ensure compliance.

Timed – Toro has already been identified as needing a SIU agreement, we will work with their representatives and Jaramie Logelin from the MPCA to get an agreement drawn up, hopefully during the first half of 2022.

Water Department- Enhance system reliability for customer satisfaction and emergency services.

Specific – High service pump inspections.

The three high service pumps are original to the water plant (1997), they need to be assessed electrically and mechanically to help avoid breakdowns. These pumps push water out of the treatment plant into the distribution system. Without these pumps, there is no way to fill the water towers and the city would have no water pressure.

Measurement/Assessment – If pumps need repair they are also costing extra money to operate in lost efficiency as decreased pumping capacity results in increased runtime. Needed repairs could be scheduled and done rather than waiting for an untimely breakdown.

Attainable/Achieve – Pumps can be taken out of service one at a time for repairs while leaving two others for use.

Relevant – Keeping the pumps in good running condition will help ensure uninterrupted service with the highest possible efficiency.

Timed – Ideally repairs will be scheduled away from peak usage seasons. Due to the increased lead time in parts lately, it may be necessary to do the assessments in the winter/spring and needed repairs after summer usage slows.

SMART Goal Planning Form – Community Center

Specific – WHO? WHAT? Maintain 2021 levels for generated income.

Measurement/Assessment – HOW? This year we are on track to hit $160,000. This was the goal that was established for me when I interviewed for the position back in the end of 2018. Having achieved it, my goal is now to maintain that position.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE? While this was a very busy year, I think these numbers are very viable. This number not only shows revenue but it also shows facility use. Having doubled the revenue, I have doubled the use of the facility itself.

Relevant – EXPECTED RESULT? Reduction on Tax levy.

Timed – WHEN? By the end of 2022.

SMARTGoal Planning Form – Community Center

Specific – WHO? WHAT?

Generate better lines of communication with patrons.

Measurement/Assessment – HOW?

I want to create a form where it prompts our staff to ask certain questions and has room to fill in the answers to questions. I want to also create a form where it shows exactly what they are getting with what they paid for. We do a fine job of handing out the "house rules." I want to also do better at discussing what they get with the money that they spent.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Creating these forms and using said forms will take some getting used to. Once they are created and followed, everyone will know the expectations.

Relevant – EXPECTED RESULT?

Clarity with patrons and staff.

Timed – WHEN?

Have forms in a month and be using them in 2 months.

SMART Goal Planning Form – Recreation Department, Arena & Pool

Specific –

Recreation Department would like to see more active community involvement with activities in our facilities. I would like to look at adding more recreation activities and target new amenities that currently do not have any or low activity. I would like to put out a poll to our community to see what activities the community would like to see and what activities we can improve on. After the poll has been completed then gather the information and create a list of areas to address. With our new Active Net software program I am hoping to incorporate this into my goals for 2022.

New tennis courts were built and I would like to see a youth and adult league in place. (2022)

Have rental equipment for water activities at Cottonwood Lake. Kayaks, paddle boats, etc. (Project Completed)

Snow Shoes at Dynamite Park. (Project Completed)

Measurement/Assessment –
By putting out a poll it will help us gather information from our community to address areas that we need and can improve on. Looking at Active Net software to gather information from Community.

Attainable/Achieve –
Communicate with the current user groups that already participate in our community activities and see where we can improve with what we have and see if there are other activities we do not offer that may be an option. I would also network with other communities to see what they offer to their community and see what options would fit our community as well.

Relevant –

I would like to gather the numbers from the past five years and see what that average looks like and build from there. Continue tracking registration numbers to determine activities with low participation and determine what we need to do to increase participation or if we look at eliminating the activity and bring in something new.

Timed –
I would look at continuing this in the year 2022 and keep active with tracking on a yearly basis.

SMART Goal Planning Form – Street Dept

Specific – WHO? WHAT?

Public Facilities - Maintain and upgrade public infrastructure.

Continue work to adjust and replace manholes as needed so they do not damage City snow removal equipment

Measurement/Assessment – HOW?

Street department crew will identify problem areas during the 2021-22 snow plowing season. In Spring\Summer 2022 a contractor will be engaged to do the work.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Floorcoat Midwest LLC has done the same work for the City previously. Funds budgeted within the maintenance line item will be utilized.

Relevant – EXPECTED RESULT?

Reduce damage to City snow removal equipment and provides a smoother travel surface for traffic.

Timed – WHEN?

Completion of identified work by November 1, 2022.

SMART Goal Planning Form – Street Dept

Specific – WHO? WHAT?

Public Facilities - Maintain and upgrade public infrastructure.

Pothole filling and crack-filling work to improve the quality and lifespan of City streets. Seal-coating program to preserve surfaces and extend lifespans.

Measurement/Assessment – HOW?

Street department crew will identify work areas in Spring\Summer and report on number of blocks repaired and\or seal-coated.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

City crew will use mastic machine and other equipment for repairs and will partner with the County for seal-coating. Funds for annual maintenance budgeted and use of one-time State funds for streets.

Relevant – EXPECTED RESULT?

Provide a smoother travel surface for traffic and extend life of streets.

Timed – WHEN?

Completion of identified work by October 15, 2022.

SMART Goal Planning Form – Parks

Specific – WHO? WHAT?

Public Facilities - Maintain and upgrade public infrastructure.

Installation of new equipment at Tegel's park.

Measurement/Assessment – HOW?

Visual, completion of the installation of new equipment.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

A donation from Tom White for equipment. City crew will do installation.

Relevant – EXPECTED RESULT?

Increase of options available for citizens (including adults) at a public park.

Timed – WHEN?

Equipment arrived in December 2021. Completion of installation work by July 1, 2022.

SMART Goal Planning Form – Telecommunications Department 2022
Maintain Building and Grounds

<u>S</u>pecific – The Telecommunications Manager has identified the importance of maintaining the Network Operations Center building and the appearance of the building as an important asset to the City of Windom.

<u>M</u>easurement/Assessment – Landscape around the building to address drainage issues, painting of walk in doors, place plantings around building. Placement of a building address sign.

<u>A</u>ttainable/Achieve - Utilize buildings budget for landscaping. Telecom staff/contractor will work on the project and building address sign can be made by a contractor.

<u>R</u>elevant – The overall appearance of the building will be improved and drainage issues resolved.

<u>T</u>imed – By June 2022.

SMART Goal Planning Form – Telecommunications Department 2022
Improve Voice Services

Specific – To improve the voice services offered by Windomnet by combating SPAM Calls, Next Generation 911 service enhancements and improve efficiencies.

Measurement/Assessment – The Telecommunications Staff will install related equipment and provisioning necessary in the Telecommunications Department Network Operations Center Building.

Attainable/Achieve – Staff will install a session border controller into the voice network during winter months or when applicable.

Relevant – There will be cost reductions by moving away from the TDM voice connections to VOIP connections for long distance traffic.

Timed – The goal would be to have Telecommunications Department Network Operations Center's session border controller provisioned and in operation by September 2022.

SMART Goal Planning Form – Telecommunications Department –
Employee Training/Continuing Education 2022

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

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

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

<u>R</u>elevant – This goal if reached would produce a well-informed team willing to accept change when needed and work together effectively.

<u>T</u>imed – The goal would be to have each employee have attend one training event or class every other year.

SMART Goal Planning Form – Telecommunications Department –

Website 2022

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

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

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

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

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

MEMORANDUM

TO: City Council Members & Steve Nasby, City Administrator

FROM: Cheryl Ulferts, Finance Director/Controller

SUBJECT: 2021 Budget Adjustments

Stewardship and Accountability is reviewed by our auditors as part of the City of Windom annual financial statement audit. The audit includes a note to report on excess of expenditures over budget by each fund. As such, our auditors recommend completing budget adjustments for significant known transactions impacting the originally installed budget.

The proposed 2021 Budget Adjustment register includes increases and decreases in both revenues and expenditures for the year. In some instances the change in revenue and expense will offset resulting in a minimal net effect to the overall budget. Reasons for adjustments to revenue could include changes to funding sources, timing of reimbursements, and/or unplanned differences in user charges. Expenditures could be adjusted due to unexpected changes in operational costs and/or fluctuations in timing of capital projects.

Please approve the attached 2021 Budget Adjustments for incorporation into the Amended 2021 Budget.

Thanks
Cheryl Ulferts

CITY OF WINDOM

Windom, MN

Budget Adjustment Register
Adjustment Detail
Packet: GLPKT22324 - 2021 Budget Adjustment

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000096	Budget 2021	PERA Rate Aid for City & Hospital Terminated	12/17/2021

Summary Description:

Account Number		Account Name		Adjustment Description		Before	Adjustment	After
100-33430		Other State Grants and Aids		PERA Rate Aid for City & Hospital Terminated		-22,000.00	22,000.00	0.00
January:	1,833.33	April:	1,833.33	July:	1,833.33	October:	1,833.33	
February:	1,833.33	May:	1,833.33	August:	1,833.33	November:	1,833.33	
March:	1,833.33	June:	1,833.33	September:	1,833.33	December:	1,833.37	
100-41110-480		Other Miscellaneous		PERA Rate Aid for City & Hospital Terminated		15,000.00	-15,000.00	0.00
January:	-1,250.00	April:	-1,250.00	July:	-1,250.00	October:	-1,250.00	
February:	-1,250.00	May:	-1,250.00	August:	-1,250.00	November:	-1,250.00	
March:	-1,250.00	June:	-1,250.00	September:	-1,250.00	December:	-1,250.00	

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000097	Budget 2021	Lodging tax increase at AmericInn	12/17/2021

Summary Description:

Account Number		Account Name		Adjustment Description		Before	Adjustment	After
100-31410		Hotel/Motel Tax		Lodging tax increase at AmericInn		-30,000.00	-20,000.00	-50,000.00
January:	-1,666.67	April:	-1,666.67	July:	-1,666.67	October:	-1,666.67	
February:	-1,666.67	May:	-1,666.67	August:	-1,666.67	November:	-1,666.67	
March:	-1,666.67	June:	-1,666.67	September:	-1,666.67	December:	-1,666.63	
100-41110-491		Payments to Other Organizatio		Lodging tax increase at AmericInn		27,000.00	20,500.00	47,500.00
January:	1,708.33	April:	1,708.33	July:	1,708.33	October:	1,708.33	
February:	1,708.33	May:	1,708.33	August:	1,708.33	November:	1,708.33	
March:	1,708.33	June:	1,708.33	September:	1,708.33	December:	1,708.37	

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000098	Budget 2021	Increase reimbursement for WAH & schools	12/17/2021

Summary Description:

Account Number		Account Name		Adjustment Description		Before	Adjustment	After
100-33436		Reimbursements		Increase Reimbursements WAH & School		-50,000.00	-45,000.00	-95,000.00
January:	-3,750.00	April:	-3,750.00	July:	-3,750.00	October:	-3,750.00	
February:	-3,750.00	May:	-3,750.00	August:	-3,750.00	November:	-3,750.00	
March:	-3,750.00	June:	-3,750.00	September:	-3,750.00	December:	-3,750.00	

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000099	Budget 2021	Budgeted reduced amount for LGA	12/17/2021

Summary Description:

Account Number		Account Name		Adjustment Description		Before	Adjustment	After
100-33401		Local Government Aid		Budgeted reduced amount for LGA		-1,452,654.00	-115,854.00	-1,568,508.00
January:	-9,654.50	April:	-9,654.50	July:	-9,654.50	October:	-9,654.50	
February:	-9,654.50	May:	-9,654.50	August:	-9,654.50	November:	-9,654.50	
March:	-9,654.50	June:	-9,654.50	September:	-9,654.50	December:	-9,654.50	

Adjustment Number	Budget Code	Description	Adjustment Date

BA0000100	Budget 2021	Increase for Auction proceeds & Ins Dividend	12/17/2021

Summary Description:

Account Number		Account Name		Adjustment Description		Before	Adjustment	After
100-36200		Other Income		Increase for Auction proceeds & Ins Dividend		0.00	-20,000.00	-20,000.00
January:	-1,666.67	April:	-1,666.67	July:	-1,666.67	October:	-1,666.67	
February:	-1,666.67	May:	-1,666.67	August:	-1,666.67	November:	-1,666.67	
March:	-1,666.67	June:	-1,666.67	September:	-1,666.67	December:	-1,666.63	
100-49960-720		Transfers		Auction street proceeds to CIP for trailer		0.00	10,000.00	10,000.00
January:	833.33	April:	833.33	July:	833.33	October:	833.33	
February:	833.33	May:	833.33	August:	833.33	November:	833.33	
March:	833.33	June:	833.33	September:	833.33	December:	833.37	

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000101	Budget 2021	To close 2003 Street bond negative cash	12/17/2021

Summary Description:

Account Number		Account Name		Adjustment Description		Before	Adjustment	After
100-49980-720		Transfers for Debt Service		To close 2003 Street bond negative cash		27,247.50	220,940.15	248,187.65
January:	18,411.68	April:	18,411.68	July:	18,411.68	October:	18,411.68	
February:	18,411.68	May:	18,411.68	August:	18,411.68	November:	18,411.68	
March:	18,411.68	June:	18,411.68	September:	18,411.68	December:	18,411.67	
301-39200		Interfund Transfer		To close 2003 Street bond negative cash		0.00	-220,940.15	-220,940.15
January:	-18,411.68	April:	-18,411.68	July:	-18,411.68	October:	-18,411.68	
February:	-18,411.68	May:	-18,411.68	August:	-18,411.68	November:	-18,411.68	
March:	-18,411.68	June:	-18,411.68	September:	-18,411.68	December:	-18,411.67	

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000102	Budget 2021	High Park sprinkler usage for ball fields	12/17/2021

Summary Description:

Account Number		Account Name		Adjustment Description		Before	Adjustment	After
100-45202-382		Water Utility		High Park sprinkler usage for ball fields		6,000.00	18,000.00	24,000.00
January:	1,500.00	April:	1,500.00	July:	1,500.00	October:	1,500.00	
February:	1,500.00	May:	1,500.00	August:	1,500.00	November:	1,500.00	
March:	1,500.00	June:	1,500.00	September:	1,500.00	December:	1,500.00	

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000103	Budget 2021	Library needed air conditioning unit	12/17/2021

Summary Description:

Account Number		Account Name		Adjustment Description		Before	Adjustment	After
211-36230		Contributions and Donations -		Library needed air conditioning Friends donat		-500.00	-5,000.00	-5,500.00
January:	-416.67	April:	-416.67	July:	-416.67	October:	-416.67	
February:	-416.67	May:	-416.67	August:	-416.67	November:	-416.67	
March:	-416.67	June:	-416.67	September:	-416.67	December:	-416.63	
211-49950-500		Capital Outlay		Library needed air conditioning unit		0.00	11,563.36	11,563.36
January:	963.61	April:	963.61	July:	963.61	October:	963.61	
February:	963.61	May:	963.61	August:	963.61	November:	963.61	
March:	963.61	June:	963.61	September:	963.61	December:	963.65	

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000104	Budget 2021	Increase Ambulance service revenue	12/17/2021

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
235-34205	Ambulance Revenues - User Ch	Increase Ambulance service revenue	-725,000.00	127,000.00	-598,000.00

January:	10,583.33	April:	10,583.33	July:	10,583.33	October:	10,583.33
February:	10,583.33	May:	10,583.33	August:	10,583.33	November:	10,583.33
March:	10,583.33	June:	10,583.33	September:	10,583.33	December:	10,583.37

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000105	Budget 2021	Small Cities Dev Grant pass through	12/17/2021

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
252-33433	Development Grant	Small Cities Dev Grant pass through	0.00	-50,000.00	-50,000.00

January:	-4,166.67	April:	-4,166.67	July:	-4,166.67	October:	-4,166.67
February:	-4,166.67	May:	-4,166.67	August:	-4,166.67	November:	-4,166.67
March:	-4,166.67	June:	-4,166.67	September:	-4,166.67	December:	-4,166.63

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
252-46520-491	Payments to Other Organizatio	Small Cities Dev Grant pass through	0.00	50,000.00	50,000.00

January:	4,166.67	April:	4,166.67	July:	4,166.67	October:	4,166.67
February:	4,166.67	May:	4,166.67	August:	4,166.67	November:	4,166.67
March:	4,166.67	June:	4,166.67	September:	4,166.67	December:	4,166.63

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000106	Budget 2021	EDA transfer for Spec Bldg Loan payoff	12/17/2021

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
250-39200	Interfund Transfers	EDA transfer for Spec Bldg Loan payoff	0.00	-189,902.61	-189,902.61

January:	-15,825.22	April:	-15,825.22	July:	-15,825.22	October:	-15,825.22
February:	-15,825.22	May:	-15,825.22	August:	-15,825.22	November:	-15,825.22
March:	-15,825.22	June:	-15,825.22	September:	-15,825.22	December:	-15,825.19

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
250-49980-602	Other Long-Term Obligation Pri	EDA Spec Bldg Loan payoff Fulda Credit Union	0.00	199,752.44	199,752.44

January:	16,646.04	April:	16,646.04	July:	16,646.04	October:	16,646.04
February:	16,646.04	May:	16,646.04	August:	16,646.04	November:	16,646.04
March:	16,646.04	June:	16,646.04	September:	16,646.04	December:	16,646.00

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
250-49980-612	Other Interest	EDA Spec Bldg Loan payoff interest	0.00	3,590.17	3,590.17

January:	299.18	April:	299.18	July:	299.18	October:	299.18
February:	299.18	May:	299.18	August:	299.18	November:	299.18
March:	299.18	June:	299.18	September:	299.18	December:	299.19

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
254-49960-720	Transfers	EDA transfer for Spec Bldg Loan payoff	0.00	189,902.61	189,902.61

January:	15,825.22	April:	15,825.22	July:	15,825.22	October:	15,825.22
February:	15,825.22	May:	15,825.22	August:	15,825.22	November:	15,825.22
March:	15,825.22	June:	15,825.22	September:	15,825.22	December:	15,825.19

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000107	Budget 2021	Refinanced Bond payment	12/17/2021

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
306-49980-601	Bond Principal	Refinanced Bond payment	145,000.00	1,655,000.00	1,800,000.00

January:	137,916.67	April:	137,916.67	July:	137,916.67	October:	137,916.67
February:	137,916.67	May:	137,916.67	August:	137,916.67	November:	137,916.67
March:	137,916.67	June:	137,916.67	September:	137,916.67	December:	137,916.63

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
402-49980-602	Other Long-Term Obligation Pri	Refinanced Bond payment	84,000.00	1,717,000.00	1,801,000.00

January:	143,083.33	April:	143,083.33	July:	143,083.33	October:	143,083.33
February:	143,083.33	May:	143,083.33	August:	143,083.33	November:	143,083.33
March:	143,083.33	June:	143,083.33	September:	143,083.33	December:	143,083.37

Adjustment Number	Budget Code	Description	Adjustment Date

BA0000108	Budget 2021	ARPA funds received	12/17/2021

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
401-33170	Federal Grant - Other	ARPA funds received	0.00	-239,655.95	-239,655.95

January:	-19,971.33	April:	-19,971.33	July:	-19,971.33	October:	-19,971.33
February:	-19,971.33	May:	-19,971.33	August:	-19,971.33	November:	-19,971.33
March:	-19,971.33	June:	-19,971.33	September:	-19,971.33	December:	-19,971.32

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000109	Budget 2021	LGA Small Cities Aid received	12/17/2021

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
401-33401	Local Government Aid/Small Ci	LGA Small Cities Aid received	0.00	-77,244.00	-77,244.00

January:	-6,437.00	April:	-6,437.00	July:	-6,437.00	October:	-6,437.00
February:	-6,437.00	May:	-6,437.00	August:	-6,437.00	November:	-6,437.00
March:	-6,437.00	June:	-6,437.00	September:	-6,437.00	December:	-6,437.00

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000110	Budget 2021	Power Purchased lower than expected	12/17/2021

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
604-49550-263	Merchandise for Resale - Powe	Power Purchased lower than expected	4,639,392.00	-800,000.00	3,839,392.00

January:	-66,666.67	April:	-66,666.67	July:	-66,666.67	October:	-66,666.67
February:	-66,666.67	May:	-66,666.67	August:	-66,666.67	November:	-66,666.67
March:	-66,666.67	June:	-66,666.67	September:	-66,666.67	December:	-66,666.63

Budget Code Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2021	Budget 2021	100-31410	Hotel/Motel Tax	-30,000.00	-20,000.00	-50,000.00
		100-33401	Local Government Aid	-1,452,654.00	-115,854.00	-1,568,508.00
		100-33430	Other State Grants and Aids	-22,000.00	22,000.00	0.00
		100-33436	Reimbursements	-50,000.00	-45,000.00	-95,000.00
		100-36200	Other Income	0.00	-20,000.00	-20,000.00
		100-41110-480	Other Miscellaneous	15,000.00	-15,000.00	0.00
		100-41110-491	Payments to Other Organizations-	27,000.00	20,500.00	47,500.00
		100-45202-382	Water Utility	6,000.00	18,000.00	24,000.00
		100-49960-720	Transfers	0.00	10,000.00	10,000.00
		100-49980-720	Transfers for Debt Service	27,247.50	220,940.15	248,187.65
		211-36230	Contributions and Donations - Priv	-500.00	-5,000.00	-5,500.00
		211-49950-500	Capital Outlay	0.00	11,563.36	11,563.36
		235-34205	Ambulance Revenues - User Charg	-725,000.00	127,000.00	-598,000.00
		250-39200	Interfund Transfers	0.00	-189,902.61	-189,902.61
		250-49980-602	Other Long-Term Obligation Princi	0.00	199,752.44	199,752.44
		250-49980-612	Other Interest	0.00	3,590.17	3,590.17
		252-33433	Development Grant	0.00	-50,000.00	-50,000.00
		252-46520-491	Payments to Other Organizations	0.00	50,000.00	50,000.00
		254-49960-720	Transfers	0.00	189,902.61	189,902.61
		301-39200	Interfund Transfer	0.00	-220,940.15	-220,940.15
		306-49980-601	Bond Principal	145,000.00	1,655,000.00	1,800,000.00
		401-33170	Federal Grant - Other	0.00	-239,655.95	-239,655.95
		401-33401	Local Government Aid/Small City	0.00	-77,244.00	-77,244.00
		402-49980-602	Other Long-Term Obligation Princi	84,000.00	1,717,000.00	1,801,000.00
		604-49550-263	Merchandise for Resale - Power	4,639,392.00	-800,000.00	3,839,392.00
			2021 Total:	**2,663,485.50**	**2,446,652.02**	**5,110,137.52**
			Grand Total:	**2,663,485.50**	**2,446,652.02**	**5,110,137.52**

Fund Summary

Fund		Before	Adjustment	After
Budget Code:2021 - Budget 2021 Fiscal: 2021				
100		-1,479,406.50	75,586.15	-1,403,820.35
211		-500.00	6,563.36	6,063.36
235		-725,000.00	127,000.00	-598,000.00
250		0.00	13,440.00	13,440.00
252		0.00	0.00	0.00
254		0.00	189,902.61	189,902.61
301		0.00	-220,940.15	-220,940.15
306		145,000.00	1,655,000.00	1,800,000.00
401		0.00	-316,899.95	-316,899.95
402		84,000.00	1,717,000.00	1,801,000.00
604		4,639,392.00	-800,000.00	3,839,392.00
	Budget Code 2021 Total:	**2,663,485.50**	**2,446,652.02**	**5,110,137.52**
	Grand Total:	**2,663,485.50**	**2,446,652.02**	**5,110,137.52**

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:	December 21, 2021 (City Council Meeting Date)
RE:	Planning Commission Recommendation – Approve Minor Subdivision – J R & R Property
DEPT:	Building & Zoning
CONTACT:	Andrew Spielman, Building & Zoning Official, at 832-8660 or andrew.spielman@windommn.com

Recommendations/Options/Action Requested

Review and approve the proposed minor subdivision of Parcel No. No. 25-103-0010 to allow the sale of the Northeasterly half of the undeveloped portion of the parcel.

Issue Summary/Background

J R & R Partnership (the "Partnership") is the owner of the Runnings' property located at 2420 Highway 60. In addition to the store and the parking lot, there is an undeveloped area of the parcel northeast of the store property. Jed and Cynthia Knutson (owners of Windom Towing) are purchasing the north half of the undeveloped area. Both parties have submitted an Application requesting approval of this minor subdivision. Attached is an aerial showing the location of the Partnership's parcel. Also attached is a survey prepared by Zieske Land Surveying outlining the area to be sold and providing the new legal description.

Pursuant to City Code, this would be considered a minor subdivision (lot split). The property is situated in the B-2 Highway Business District and the new parcel would comply with the requirements of that zoning district. Knutsons will be able to access this new parcel from their existing property on Highway 60. At the present time, Knutsons plan to use the new parcel for overflow parking for their existing business.

The new parcel is situated NW of Maple Avenue which is a platted, but unopened street. There are currently City utilities running in the street right-of-way for Maple Avenue. The proposed sale of this portion of the Partnership's property would not affect Maple Avenue. The proposal was reviewed by the City Department Heads and no concerns were raised regarding the need for any additional easements.

On December 14, 2021, the Planning Commission reviewed the Application and the survey. The Commission approved a motion recommending City Council approval of this minor subdivision. (*See PC Minutes.*)

I plan to be present at the December 21st City Council Meeting to answer any questions the Council may have concerning this application.

Fiscal Impact

There should be no fiscal impact for the City if the City Council approves the proposed minor subdivision of this property.

Attachments

1. Zoning Application,
2. Aerial of the property,
3. Survey of proposed new lot,
4. City Code Section 151.09.

CITY OF WINDOM, MINNESOTA
444 9th Street
Windom, MN 56101
507-831-6125

APPLICATION FOR CONSIDERATION OF ZONING/SUBDIVISION REQUEST

Applicant(s): Name(s) Jed & Cynthia Knutson

Address 51273 County Road 44

City Bingham Lake State MN Zip 56118 (Phone: 307-399-6675)

Owner(s): (If other than Applicant)

Name(s) JR & R Partnership

Address 901 Highway 59 N

City Marshall State MN Zip 56258 (Phone: 507-828-4677)

Property Address: 2420 Highway 60, Windom, MN 56101

Legal Description of Property: Lot(s) 4 Block(s) 1 Addition Adele Plaza Subdivision

Parcel No. 25-103-0010

(If metes and bounds, attach description.)

Existing Use of Property: Vacant parcel Present Zoning: B-2

Action Requested: Conditional Use Permit ______ Variance ______

Subdivision (Sketch Plat) ______ Preliminary Plat ______ Final Plat ______

Planned Unit Development (PUD) ______

Amendment (Text, Rezoning, Comprehensive Plan) – SPECIFY: ______

Other (Specify): Minor Subdivision

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

Subdivide Lot 4, Block 1 of Adele Plaza Subdivision to create one additional lot. New lot will be the Northeasterly half, 262.5' X 282', of Lot 4. Survey and legal description attached.

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

X [signature] Date: 12-6-21 X [signature] Date: 12-6-21

[SIGNATURES OF APPLICANT(S)]

Dan Herrmann | [signature] | CFO | 12-7-21

Owner Print Name | Owner Signature | Title | Date

Upon receipt of the Application, all required supporting documents, and the filing fee, this APPLICATION IS ACCEPTED FOR FILING on this 7 day of December, 2021.

WINDOM BUILDING & ZONING OFFICIAL: [signature]

Fee: $ 50.00 Paid: Check #: 5210 Date: 12/6/21 Received By: AWS

Beacon™ Cottonwood County, MN

Parcel ID	251030010	**Alternate ID**	n/a	**Owner Address**	RUNNINGS
Sec/Twp/Rng	0-0-0	**Class**	COMM LAND/BLD		901 HWY 59 N
Property Address	2420 HWY 60 56101	**Acreage**	n/a		MARSHALL MN 56258

District n/a

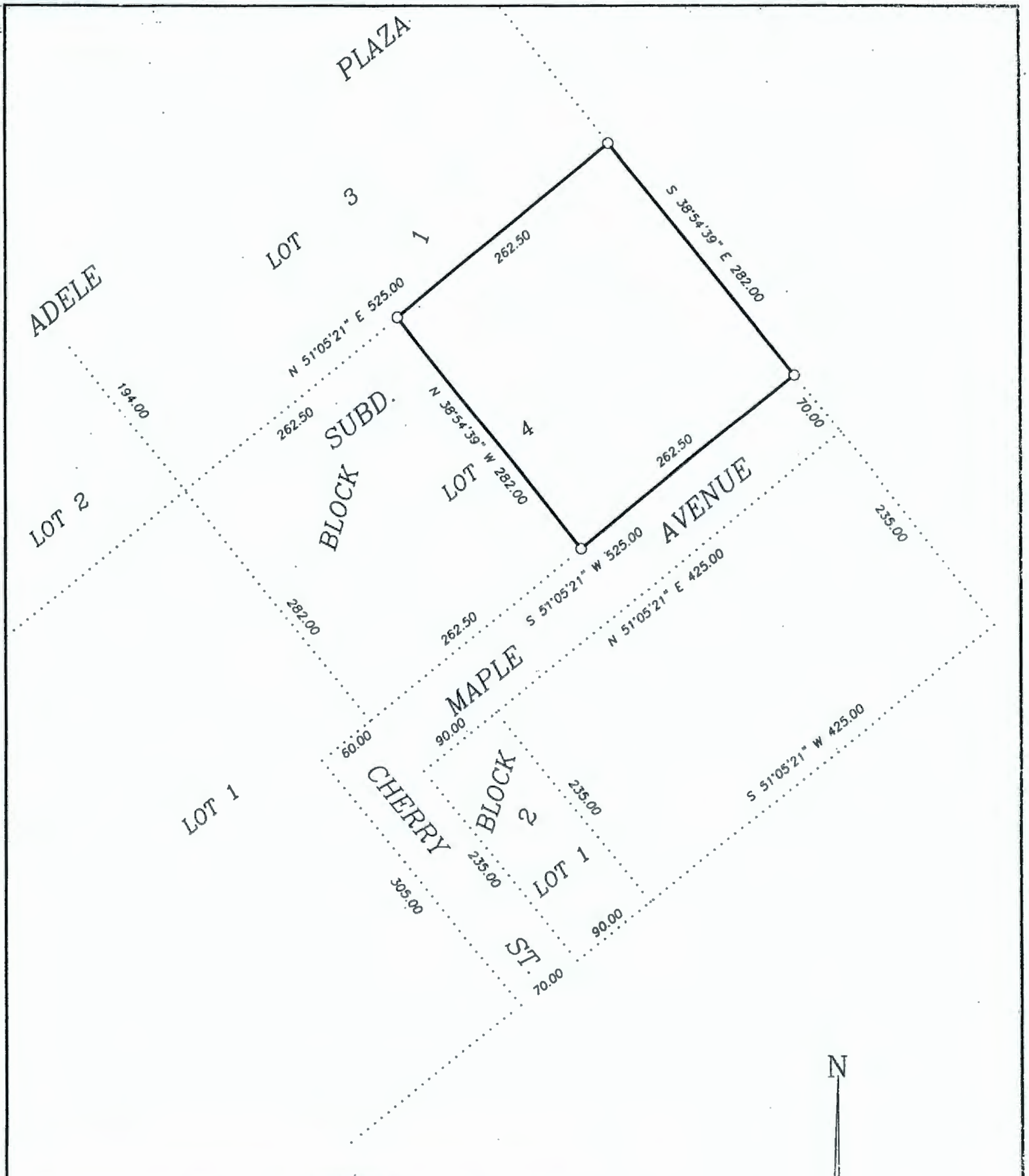
Brief Tax Description LOTS 1,2,4 BLK 1

(Note: Not to be used on legal documents)

Date created: 12/16/2021

Last Data Uploaded: 12/15/2021 7:52:29 PM

Developed by Schneider GEOSPATIAL



DESCRIPTION

THE NORTHEASTERLY ONE HALF OF LOT 4, BLOCK 1 OF ADELE PLAZA SUBDIVISION TO THE CITY OF WINDOM, COTTONWOOD COUNTY, MINNESOTA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE MOST NORTHERLY CORNER OF SAID LOT 4; THENCE SOUTH 38 DEGREES 54 MINUTES 39 SECONDS EAST, ALONG THE NORTHEASTERLY LINE OF SAID LOT 4, A DISTANCE OF 282.00 FEET, TO THE MOST EASTERLY CORNER OF SAID LOT 4; THENCE SOUTH 51 DEGREES 05 MINUTES 21 SECONDS WEST, ALONG THE SOUTHEASTERLY LINE OF SAID LOT 4, A DISTANCE OF 262.50 FEET; THENCE NORTH 38 DEGREES 54 MINUTES 39 SECONDS WEST, PARALLEL WITH THE NORTHEASTERLY LINE OF SAID LOT 4, A DISTANCE OF 282.00 FEET, TO THE NORTHWESTERLY LINE OF SAID LOT 4; THENCE NORTH 51 DEGREES 05 MINUTES 21 SECONDS EAST, ALONG SAID NORTHWESTERLY LINE, A DISTANCE OF 262.50 FEET, TO THE POINT OF BEGINNING.

100 50 0 100

SCALE 1" = 100'

● = MONUMENTS FOUND
O = MONUMENTS SET
5/8" IRON STAKE W/CAP NO. 43803

DENNIS RAY ESPLAN LICENSED LAND SURVEYOR 43803 STATE OF MINNESOTA

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Signature Dennis Ray Esplan
Dennis Ray Esplan

Date 12-6-2021 *Certificate # 43803*

ZIESKE LAND SURVEYING, INC.

Dennis Ray Esplan P.L.S.

840 4th Avenue, Box 94
Windom, MN 56101
Phone: (507) 831-0100

SURVEY FOR: WINDOM TOWING
PROJECT NUMBER: C 2143 S
DATE: DECEMBER 6, 2021

(C) *Consideration to be given.*

(1) In making the finding, the Council shall consider the nature of the proposed use of land and the existing use of land in the vicinity, the number of persons to reside or work in the proposed subdivision, and the probable effect of the proposed subdivision upon traffic conditions in the vicinity.

(2) In granting a variance as herein provided, the Council shall prescribe only conditions that it deems desirable or necessary to the public interest.
(Ord. 126, 2nd Series, passed 8-16-2005)

§ 151.09 MINOR SUBDIVISIONS.

(A) (1) In the case of a subdivision resulting in three parcels or less situated in a locality where conditions are well defined, the Council may exempt the subdivider from complying with some of the requirements of these regulations.

(2) In the case of a request to subdivide a lot which is a part of the recorded lot, or where the subdivision is to permit the adding of a parcel of land to an abutting lot or to create not more than three new lots, and the newly created property lines will not cause any resulting lot to be in violation of these regulations or the zoning chapter, the division may be approved by the Council, after submission of a survey by a registered land surveyor showing the original lot and the proposed subdivision.

(B) In the case of a request to divide a lot which is a part of a recorded plat where the division is to permit the adding of a parcel of land to an abutting lot or to create two lots and the newly created property line will not cause the other remaining portion of the lot to be in violation with these regulations or the zoning chapter, the division may be approved by the Council, after submission of a survey by a registered land surveyor showing the original lot and the proposed subdivision.
(Ord. 126, 2nd Series, passed 8-16-2005)

§ 151.10 EXEMPTIONS.

The Council may exempt from compliance with all or any part of the requirements for the preparation of a preliminary plat if:

(A) A proposed subdivision is situated in a locality where conditions are well defined;

(B) The number of current improved lots fronting on the proposed street substantially limit change in the existing public improvements or future land layout;

(C) The subdivision does not involve a new street or the extension of municipal utilities; and

ACTION ITEM

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

TO:	CITY COUNCIL
FROM:	DREW HAGE, DEVELOPMENT DIRECTOR
CC MEETING DATE:	DECEMBER 21, 2021
RE:	LOCAL GOVERNMENT RESOLUTION – WORKFORCE HOUSING DEVELOPMENT PROGRAM
DEPT:	Development Department
CONTACT:	Drew Hage, Development Director, at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

Discuss Minnesota Housing's Workforce Housing Development Program.

Approve the Resolution for the Workforce Housing Development Program Forgivable Loan Funding Agreement.

Issue Summary/Background

Housing has been and is a top priority to support existing businesses, grow our tax base, and help increase demand for goods and services. An Option Agreement from HyLife Foods Windom for the EDA Spec Building Property was approved by the EDA. The Option Agreement outlines the proposal for construction of a minimum of 50 market-rate apartment units and a maximum of 100 units. The apartment project will need to comply with the R-3 Multi-family Zoning requirements and Building Code requirements.

Minnesota Housing's Workforce Housing Development Program includes a forgivable loan program for small to medium-sized cities, communities or areas in Greater Minnesota with rental workforce housing needs. Funding is available to construct market-rate residential rental properties in communities with proven job growth and demand for workforce rental housing. Communities are required to secure funds that match one dollar for every two dollars in funding offered through this program.

HyLife Foods Windom is proposing an apartment project that includes two-story apartment buildings on the EDA Spec Building Property. The current plan is for the each apartment building to include eight units. The current layout outlines six apartment buildings.

Fiscal Impact

The forgivable loan request for the apartment project with HyLife Foods Windom is $499,000. The City's match requirement will be TIF towards the project. The Option Agreement outlines TIF to be similar as past projects. This estimated TIF for the proposed apartment project is greater than the requirement match and will be part of the Development Agreement with HyLife Foods Windom. The new tax revenue from the apartment project is estimated to be greater than $100,000 a year.

Attachments

1. Resolution: Workforce Housing Development Program Forgivable Loan Funding Agreement.

RESOLUTION #2021-

INTRODUCED:

SECONDED:

VOTED: Aye:
Nay:
Absent:

RESOLUTION FOR
WORKFORCE HOUSING DEVELOPMENT PROGRAM
FORGIVABLE LOAN FUNDING AGREEMENT

WHEREAS, the City of Windom (Recipient) will be submitting an application (the "Application") for a project (the "HyLife Foods Workforce Housing Project") pursuant to the Workforce Housing Development Program ("Program") in order to obtain funding from the Minnesota Housing Finance Agency ("Minnesota Housing"); and

WHEREAS, the Windom City Council has been presented a proposal for the Project, and upon selection by Minnesota Housing, the Recipient needs to enter into a Forgivable Loan Funding Agreement pursuant to the Program in order to obtain funding from Minnesota Housing; and

WHEREAS, the Recipient is authorized to enter into a Forgivable Loan Funding Agreement, substantially in the form as attached to these Resolutions as **Exhibit A**, pursuant to the Program in order to obtain funding from Minnesota Housing in an amount not to exceed $499,000.

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

1. The Recipient is authorized to enter into a Forgivable Loan Funding Agreement, substantially in the form as attached to these Resolutions as **Exhibit A**, pursuant to the Program in order to obtain funding from Minnesota Housing in an amount not to exceed $499,000.

2. The Recipient is in an Eligible Project Area, as defined in Minnesota Statute Section 462A.39, subdivision 2; has the legal authority to apply for financial assistance; and has the institutional, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the Project for its design life.

3. The Forgivable Loan will be matched by $499,000 (local unit of government, business, or nonprofit organization) with at least $1 for every $2 provided.

4. The Recipient certifies that the average vacancy rate for rental housing located in the City of Windom (eligible project area), and in any other city located within 15 miles or less of the boundaries of the area, has been 5 percent or less for at least the prior two-year period.

5. The Forgivable Loan will not exceed 25 percent of the Project costs.

6. The Mayor and the City Administrator or their successors in office, are hereby authorized to execute the Forgivable Loan Funding Agreement and such other agreements, and amendments thereto, as are necessary to implement the Project on behalf of Recipient.

7. Minnesota Housing is authorized to rely on the continuing force and effect of this Resolution until receipt by the Commissioner of Minnesota Housing at its principal office of notice in writing from Recipient of any amendment or alteration of such Resolutions.

Adopted this 21st day of December, 2021.

____
Dominic Jones, Mayor

ATTEST:____________________________________
Steven Nasby, City Administrator

STATE OF MINNESOTA :
SS
COUNTY OF COTTONWOOD:

The undersigned, being the duly qualified and acting City Administrator of the City of Windom, Cottonwood County, Minnesota, hereby certifies that I have carefully reviewed the foregoing Resolution with the original thereof on file and of record in my office, and find the same to be a full, true and complete transcript of the Resolution adopted by the Windom City Council at its meeting on December 21, 2021.

DATED this 21st day of December, 2021.

____
Steven Nasby, City Administrator

Subscribed and sworn to before me this 21st day of December, 2021, by the said Steven Nasby.

____
Notary Public in and for the State of Minnesota

ACTION ITEM

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

TO:	CITY COUNCIL
FROM:	DREW HAGE, DEVELOPMENT DIRECTOR
CC MEETING DATE:	DECEMBER 21, 2021
RE:	TAX ABATEMENT DISCUSSION – GUARDIAN INN APARTMENTS
DEPT:	Development Department
CONTACT:	Drew Hage, Development Director, at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

Discuss the e-mail from the owner of the Guardian Inn Apartment Project regarding the 2022 Property Taxes for Parcel No. 25-622-0010.

Issue Summary/Background

In March 2021, the County, City, and School approved a tax abatement through the Cottonwood County Housing Initiative Remodeling Program for the Guardian Inn to be remodeled into an apartment complex. The tax abatement was for five years. The two wings of the Guardian Inn have been remodeled into apartment units and the center building is currently under construction.

The owners of the Guardian Inn Apartment Project (T&M Development LLC) have requested that the County Board, City Council, and School Board consider an extension of the approved 5-year tax abatement to a 7-year tax abatement. The basis for the extension is outlined in the letter included in the Council packet. The $20,000 funding gap, identified in the letter, represents the difference in property taxes between the commercial tax classification and the residential tax classification. Each year the classification of property for tax purposes is made based on the use of the property as of January 1st. The classification change for the property will not occur until January 1, 2022, and will determine the calculation of taxes payable in 2023.

Fiscal Impact

The estimated annual tax abatement for the City is $6,058.

Attachments

1. Letter from Marty Walgenbach - Re: 2022 Property Taxes for Parcel ID No. 25-622-0010,
2. Cottonwood County Housing Initiative Remodeling Program.

From: Marty Walgenbach <marty@gesmankato.com>
Sent: Thursday, November 18, 2021 9:57 AM
To: Drew Hage <Drew.Hage@windommn.com>
Cc: Troy Schrom <troymschrom@gmail.com>
Subject: 2022 Property Taxes for ID 25-622-0010

Dear Cottonwood County Elected Officials,

My name is Marty Walgenbach, I am one of the two owners of the Guardian Inn Apartment. We have completed the remodel of the two wings and are planning to finish the remodel of the center building this year. The remodel is going well, but we have a budgeting issue that was not planned for.

The budgeting issue is regarding the classification change from commercial to an apartment. This change of use will lower the taxes by approximately $20,000 and will help us cash flow the project. We did budget for one year of higher taxes at this commercial rate, but we did not budget for two years.

Timing of the classification of the property is the reasoning for our request for two additional years on the existing tax abatement. A five year tax abatement was approved for the remodel on the improved value. Two additional years will fill our $20,000 gap. Please consider the information below when discussing this.

In 2020, a Conditional Use was approved by the City of Windom for the PUD to convert the Guardian Inn Motel into a 37-unit apartment. The application was a joint application with the previous owner. Discussions with the City regarding the change of use started in August of 2020.

It is our understanding that the use of a property for tax purposed is the use as of January 1st of that year. The Conditional Use for the apartment was approved in 2020. We did not close on the property until February 26, 2021, and the tax abatement was approved in March, 2021. The remodel started after the tax abatement was approved.

Based on information that was shared by the Windom EDA, it is our understanding that there is no flexibility on the use classification for tax purposes. This apartment project is a large housing project in Windom. We have discussed other potential housing projects with the Windom EDA. Flexibility is needed to get housing projects done.

Would you consider two additional years on the tax abatement for the Guardian Inn Apartment Project? I am available to answer any questions you have.

Estimate Annual Tax Abatement	
County	$3,268
City	$6,058
School	$2,408
Total	$11,734

I appreciate you discussing this,

MARTY WALGENBACH
OWNER

OFFICE: 507.388.9305
CELL: 507.380.5490

53936 208th Lane | Mankato, MN 56001

GUARANTEED ELECTRIC SERVICE, INC.

Where Service *IS* GUARANTEED!

(2/16/2021)

Cottonwood County Housing Initiative Remodeling Program

GUIDELINES

(February 16, 2021 – December 31, 2022)

Intent

The purpose of the "Cottonwood County Housing Initiative Remodeling Program" is to provide incentives in Cottonwood County to encourage remodeling of existing buildings into new housing units and increase future tax revenues in Cottonwood County.

Tax Abatement Availability

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

Eligible Participants

Any person who remodels an existing building into new housing units (if allowed by local zoning regulations), and who files application material and seeks formal approval from appropriate local jurisdictions between February 16, 2021, and December 31, 2022, may be eligible to receive 100% tax abatement of the County's share of increased real estate taxes, and shares of School District's and City's taxes (if applicable), generated by the remodeling of an existing building into new housing units, for a period of five (5) years provided all of the following requirements are met:

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

Eligible remodeling projects include, <u>but are not limited to</u>, remodeling of commercial properties, former school buildings, former hospitals, etc. into new housing units as permitted by zoning. The tax abatement will only cover the portion of the structure that is remodeled into new housing units. Remodeling of existing or former housing unit(s) would not be eligible projects for this program.

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

Depending upon whether this program is extended beyond its initial term, applications for remodeling of an existing building(s) into new housing units may only be submitted for the existing building(s) on a specific parcel once every twenty (20) years. Subsequent remodeling of existing housing units which were created under an application previously approved in this program, will not be eligible projects.

Abatement Program

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

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

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

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

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

Application

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

A complete Application for Abatement shall consist of:

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

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

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

Preliminary and Final Walk-Throughs and Certificate of Occupancy

Prior to approval of the tax abatement, a walk-through of the property shall be conducted by official(s) from the Cottonwood County Assessor's Office.

After completion of the approved remodeling project, a walk-through of the property shall be conducted by official(s) from the Cottonwood County Assessor's Office. If the project is located within the city limits of a community that has adopted the Minnesota State Building Code, a certificate of occupancy shall have been issued for the building(s) that were remodeled into new housing units prior to the walk-through.

Abatement Payments

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

The County and each participating entity (such as City and/or School District) shall provide the awarded abatement payments following full payment by the property owner(s) of the real estate taxes due annually.

One payment of each entity's share of the abatement shall be made to the property owner(s) of record by December 30th of each calendar year during the five-year period.

Application Information

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

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: Jon Ketzenberg, Acting Streets & Parks Superintendent
DATE: December 16, 2021
RE: Hiring Recommendation Pending for Streets & Parks Maintenance Worker

The Department has been operating with a vacant position for several months upon the resignation of Justin Crowell and fulfillment of the Street Foreman position. In October 2021 I was promoted to Street Foreman, which left an opening in the Streets & Parks Maintenance position.

Advertising for a Streets & Maintenance Worker closed on December 13th. Interviewing is set up for December 17th. Staff will have a hiring recommendation completed for the December 21st City Council meeting. If you have any questions please contact me at 822-0783.

SEH

Building a Better World for All of Us®

TRANSMITTAL

To: Steve Nasby
City of Windom
444 9th Street
Windom, MN 56101

Date: December 9, 2021

SEH File No.: WINDM 155238

Client No.:

Re: Arena Re-Roofing Project

We are:

☒ Enclosing ☐ Sending under separate cover ☐ Sending as requested

- One copy of Application for Payment No.3-Final for the above referenced project. It is our recommendation to make a payment in the amount of $11,898.25 to Tri-State General Contracting, Inc. for the Arena Re-Roofing Project. Please note this is the final payment and will release all retainage on the project.

For your:

☐ Information/Records ☐ Review and comment ☐ Approval
☐ Action ☐ Distribution ☐ Revision and resubmittal

Remarks:

By: Brian Bergstrom, AIA

c:

APPLICATION AND CERTIFICATE FOR PAYMENT

2 PAGES

TO OWNER:
City of Windom
444 9th St
Windom, MN 56101

FROM CONTRACTOR:
Tri-State General Contracting
131 Torgerson Ln
Jackson, MN 56143

PROJECT:
Windom Arena Re-Roof
Project #: WINDM 155238

VIA ARCHITECT:
Short Elliott Hendrickson Inc
3535 Vadnais Center Dr
St Paul, MN 55110

APPLICATION #: 1
PERIOD TO: 10/31/21
PROJECT NOS:

CONTRACT DATE: 03/08/21

Distribution to:
- [ ] Owner
- [ ] Const. Mgr
- [X] Architect
- [ ] Contractor
- [ ]

CONTRACT FOR: Windom Arena Re-Roof

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM	$ 237,965.00
2. Net change by Change Orders	$
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	$ 237,965.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on Continuation Sheet)	$ 237,965.00
5. RETAINAGE:	
a. ______ of Completed Work (Columns D+E on Continuation Sheet)	$
b. ______ of Stored Material (Column F on Continuation Sheet)	$
Total Retainage (Line 5a + 5b or Total in Column 1 of Continuation Sheet	$
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	$ 237,965.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	$ 226,066.75
8. CURRENT PAYMENT DUE	$ 11,898.25
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	$

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown therein is now due.

CONTRACTOR:

By: ______________ Date: 10/31/21

State of: Minnesota
County of: Jackson
Subscribed and sworn to before me this 31 day of October 2021

Notary Public: Debra L. Gettler
My Commission expires: Jan 31, 2027

DEBRA L GETTLER
Notary Public
State of Minnesota
My Commission Expires 01/31/2027

CERTIFICATE FOR PAYMENT

In accordance with Contract Documents, based on on-site observations and the data comprising application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED $ 11,898.25

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: Brian Boyton Date: 12.9.2021

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract.

Schedule of Values

ATTACHMENT TO PAY APPLICATION

APPLICATION NUMBER: 1
APPLICATION DATE: 10/31/21
PERIOD TO: 31-Oct-21
ARCHITECT'S PROJECT NO:

Windom Arena Re-Roof
Project #: WINDM 155238

A	B	C	D	E	F	G		H	I
Item No.	Description of Work	Scheduled Value	Work Completed From Previous Application (D + E)	Work Completed This Period	Materials Presently Stored (Not In D or E)	Total Completed And Stored To Date (D + E + F)	% (G/C)	Balance To Finish (C - G)	Retainage
1	**Div 1 General Conditions**								
2	**01.10 Bond**	4,617.01	4,617.01			4,617.01	100%		
3	**01.20 Price & Payment Procedures**	1,472.56	1,472.56			1,472.56	100%		
4	**01.30 Administrative Requirements**	7,238.93	7,238.93			7,238.93	100%		
5	**01.40 Quality Requirements**	2,399.69	2,399.69			2,399.69	100%		
6	**01.70 Execution & Closout**	2,992.32	2,992.32			2,992.32	100%		
7	**Requirements**								
8									
9	**Div 13 Special Construction**								
10	**13.30 Special Structures**	219,244.49	219,244.49			219,244.49	100%		
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	SUBTOTALS PAGE 2	237,965.00	237,965.00			237,965.00	100%		