

Council Meeting
Tuesday, March 16, 2021
City Council Chamber
6:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Consent Agenda

- Minutes
 - Council Minutes – March 2, 2021
 - HRA – February 10, 2021
 - EDA Commission – March 8, 2021
 - Community Center Commission – March 9, 2021
 - Planning Commission – March 9, 2021
 - Library Board – March 9, 2021
- License – Exempt Gambling Permit – Windom Riverfest, Inc. – June 13, 2021
- Regular Bills

2. Department Heads

3. Public Hearings

- Residential Tax Abatements
 - 1945 4th Avenue
 - 63 Sixth Street
 - 1605 17th Street
- Cottonwood County Remodeling Tax Abatement Program
 - 1955 1st Avenue

4. Call for Public Hearing – Residential Tax Abatement – 1424 River Road

5. Resolution of Support HF #430/SF #1903 – Greater MN Housing Infrastructure Grant Program

6. League of MN Cities Insurance Renewal – Josh Peterson

7. Gove Acres Amended Development Stage Plan

8. Community Center

- Lutheran Social Services Meal Site Agreement
- Roof Repair Recommendations
 - Asphalt Shingles
 - Flat Roof Coating

9. First Reading Ordinance No 189, 2nd Series – Ordinance Revising Abandoned, Unclaimed, Excess Property

10. New Business

11. Old Business

12. Contractor Payment – Airport – 2020 Runway Lighting #2 – Werner Bros. Inc. \$10,069.50

13. Council Comments



Adjourn

**Regular Council Meeting
City Hall, Council Chamber
March 2, 2021
6:30 p.m.**

1. Call to Order:

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

2. Roll Call:

Council Present: Marv Grunig, Jenny Quade, James Nelson, Jacqueline Schmidt, Jayesun Sherman

Council Absent: Mayor Dominic Jones

City Staff Present: Steve Nasby, City Administrator; Drew Hage, Development Director; Cory Hillesheim, Assistant Police Chief; Tim Hogan, Arena/Park Recreation Director; Ryan Anderson, Water/Wastewater Superintendent; Spencer Winzenried, Community Center Director; Ben Derickson, Fire Chief and Andy Spielman, Building & Zoning Official

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
 - Council Minutes – February 16, 2021
 - Utility Commission – February 24, 2021
- Regular Bills
- License – Exempt Gambling Permit – Des Moines River Ducks Unlimited – May 7, 2021

Grunig noted that Mayor Jones adjourned the February 16th meeting and the minutes should be amended.

Motion by Grunig second by Schmidt approving the Consent Agenda with the amended City Council Minutes. Motion carried 5 – 0.

5. Department Heads:

Ben Derickson, Fire Chief, informed Council of the price change to the new fire truck after attending the pre-construction meeting. The changes will reduce the cost by \$998.

6. Resolutions Accepting Donations:

Dorothy Van Norman – Library

Council Member Grunig introduced the Resolution No. 2021-13, entitled "AUTHORIZATION TO ACCEPT A DONATION FROM DOROTHY VAN NORMAN TO THE WINDOM LIBRARY FOR THE CHILDREN'S LIBRARY" and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Quade,

Schmidt, Grunig, Sherman and Nelson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

Erma Knutson Memorial – Library

Council Member Schmidt introduced the Resolution No. 2021-14, entitled "AUTHORIZATION TO ACCEPT A DONATION IN MEMORY OF ERMA H. KNUTSON TO THE WINDOM LIBRARY" and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Schmidt, Sherman, Nelson, Quade and Grunig. Nay: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

Convention & Visitors Bureau – Park & Recreation

Council Member Quade introduced the Resolution No. 2021-15, entitled "AUTHORIZATION TO ACCEPT DONATION FROM THE WINDOM AREA CHAMBER OF COMMERCE CONVENTION & VISITORS BUREAU (CVB) FOR THE CITY OF WINDOM PARK DEPARTMENT" and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Aye: Nelson, Quade, Schmidt, Grunig and Sherman. Nay: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

Tim Hogan, Arena/Park Recreation Director, said the snow shoes have been received and he is currently working on a cabinet to securely store them. If weather allows, they will be available for use after a cabinet is secured.

7. Planning Commission Recommendation – Rental Housing – Extension of Licensing Periods:

Andy Spielman, Building & Zoning Official, said the Building & Zoning Department is requesting an extension of Zone 3 Rental Licensing and inspections through 2021. Due to the COVID-19 pandemic, Governor's Emergency Executive Orders, and the City's Emergency Declaration, the City was unable to previously extend the deadlines without a City Code revision. Spielman would additionally like to extend the subsequent license Zones an additional year from the previous set dates (Zone 1 extend to March 31, 2022 and Zone 2 extend to March 31, 2023).

Motion by Grunig second by Quade to approve the Rental Housing Licensing Extensions as proposed. Motion carried 5 – 0.

8. Residential Tax Abatement – Resolutions Calling for Public Hearings:

Drew Hage, Development Director, reviewed three applications for tax abatement as part of the Cottonwood County Home Initiative Tax Abatement Programs. The home at 1945 Fourth Avenue's estimated construction cost is \$257,769 with a City abatement of \$1,855 per year for five years. The home at 63 6th Street's estimated construction cost is \$300,000 with a City abatement of \$2,140 per year for five years. The home at 1605 17th Street's estimated construction cost is \$277,000 with a City abatement of \$1,998 per year for five years. Each applicant meets the criteria for the program.

Council Member Grunig introduced the Resolution No. 2021-16, entitled "RESOLUTION CALLING FOR PUBLIC HEARING ON PROPOSED TAX ABATEMENT FOR NEW RESIDENTIAL PROJECT" for 1945 Fourth Avenue and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Aye: Grunig, Sherman, Schmidt, Quade and Nelson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

Council Member Nelson introduced the Resolution No. 2021-17, entitled "RESOLUTION CALLING FOR PUBLIC HEARING ON PROPOSED TAX ABATEMENT FOR NEW RESIDENTIAL PROJECT" for 63 6th Street and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Aye: Sherman, Nelson, Quade, Schmidt and Grunig. Nay: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

Council Member Schmidt introduced the Resolution No. 2021-18, entitled "RESOLUTION CALLING FOR PUBLIC HEARING ON PROPOSED TAX ABATEMENT FOR NEW RESIDENTIAL PROJECT" for 1605 17th Street and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Quade, Nelson, Grunig, Sherman and Schmidt. Nay: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

Hage mentioned that nine abatements have been approved through the program thus far. He noted an increase in single-family home builds. The approved abatements only delay the future collection of taxes and do not impose an additional tax burden on any other properties. Applicants are still responsible for the existing tax value of each parcel; the abated value is on the improved value of the property. Hage said that the number of vacant lots in Windom is low, but the demolition funding for blighted properties works to encourage infill redevelopment.

9. Cottonwood County Remodeling Tax Abatement Program:

Hage explained the Cottonwood County Remodeling Tax Abatement Program is modelled after the existing Housing Tax Abatement Program with focusing on conversion to housing. Cottonwood County requested the following verbiage be added; "Any subsequent application will only apply to other areas of an existing building(s) that were not previously remodeled into new housing units." Hage said that this would encourage additional housing units to be constructed in various phases after a required 20-year timeframe. Cottonwood County then adopted the program guidelines and Hage will present the School District with the program information at their upcoming meeting.

Council Member Grunig introduced the Resolution No. 2021-19, entitled "RESOLUTION APPROVING GUIDELINES AND PARTICIPATION IN COTTONWOOD COUNTY HOUSING INITIATIVE REMODELING PROGRAM" as Amended and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Schmidt, Quade, Nelson, Grunig and Sherman. Nay: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

Hage said 1955 1st Avenue is under new ownership and they are intending on remodeling the existing hotel/motel into market rate apartments. The estimated remodel cost is \$2 million with a total City abatement of \$30,290 (\$6,058 per year for 5 years).

Council Member Nelson introduced the Resolution No. 2021-20, entitled "RESOLUTION CALLING FOR PUBLIC HEARING ON PROPOSED TAX ABATEMENT FOR NEW RESIDENTIAL PROJECT" for 1605 17th Street and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Nelson, Grunig, Sherman, Schmidt and Quade. Nay: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

10. Disposition of Surplus Equipment:

Nasby stated the Electric Department has a Master Synchronizer and Load Control that is functionally obsolete to the Windom Electric Department. They would like to sell these items to

another municipal utility for \$3,000. Additionally, the Department has two surplus meters that can be sold for \$500 each (to be sold to a separate municipality). The Utility Commission is recommending Council approve the declaration and sale of these items. Nasby added that the Commission is requesting Council increase the threshold for items that can be sold through negotiated sale from \$1,000 to \$5,000 or to permit the Utility Commission to have full authority on declaration of surplus and sales of surplus equipment or items from Water, Wastewater and Electric Departments.

Motion by Grunig second by Schmidt to declare the Master Synchronizer, Load Control, and Meters (2) as surplus and approve the sale of items as outlined. Motion carried 5 – 0.

Council discussed raising the threshold amount for negotiated sale to \$5,000 as requested. Council consensus was to move ahead with raising the amount and directing staff to draft a Code revision.

11. Engagement Letter for GASB 67/68 Actuarial Services – Van Iwaarden Associates:

Nasby stated GASB 67/68 Actuarial Services are required to be completed every two years for the City Audit to review of the Relief Association's pension plan. The City of Windom and Windom Fire Department Relief Association has used Van Iwaarden Associates for these services in the past and recommend approval of the Letter of Engagement.

Motion by Schmidt second by Quade to approve the Engagement Letter for GASB 67/68 Actuarial Services with Van Iwaarden Associates. Motion carried 5 – 0.

12. MnDOT Corridor Study Contract Amendment:

Nasby explained that MnDOT continually is seeking public input for the Corridor Study. Due to COVID-19, many in-person meetings and events were halted. Online seminars and Zoom meetings have had very limited participation. MnDOT has agreed due to the limited input, they are recommending amending their Corridor Study contract to January 15, 2022 from March 30, 2021 to allow more public engagements.

Motion by Schmidt second by Grunig to approve extending the MnDOT Corridor Study Contract to January 15, 2022. Motion carried 5 – 0.

13. Additional 2021 Mayor Appointments & Reappointments:

Mayor Jones' memo directed the following appointments to the Applicable Boards & Commissions:

Dirk Abraham – Telecom Commission (3 years)

Nancy Wepplo – EDA (6 years)

Al Baloun – Community Center Commission (3 years)

Ron Kuecker – Parks & Recreation Commission (3 years) & Tree Commission (3 years)

Motion by Grunig second by Nelson to approve the Additional 2021 Mayor Appointments as presented. Motion carried 5 – 0.

Preliminary

14. New Business:

None.

15. Old Business:

None.

16. Contractor Payment – Mineral Service Plus, LLC – Municipal Well No. 11 – Pay Request #1 \$20,947.50:

Ryan Anderson, Water/Wastewater Superintendent, said the Well Project test hole has been drilled and the well screen and casing arrived today. The project location is at Tegel's Park and will take over for Well #5. The well depth is projected to be 110 feet.

Motion by Nelson second by Grunig to approve the Pay Request #1 for Mineral Service Plus, LLC in the amount of \$20,947.50 for the Municipal Well No. 11 Project. Motion carried 5 - 0.

17. 2021 Board of Appeal and Equalization Meeting Scheduled for May 10, 2021:

Motion by Nelson second by Schmidt to set May 10, 2021 as a Special Meeting for the 2021 Board of Appeal and Equalization Meeting. Motion carried 5 - 0.

18. Personnel – City Council Annual Evaluation:

Grunig said the Personnel Committee met to evaluate the City Administrator Performance. Multiple factors were examined in relationship to responsibilities and competencies. The survey revealed high marks in managing municipal finances and resources along with professional leadership. He received a 4+ rating on a scale of 1-5, exceeding expectations on many counts. Grunig thanked Nasby for his years of service to the City of Windom.

Nasby appreciated the effort of the Personnel Committee for the review and thanked City staff for their work and their abilities to make the whole organization successful.

19. Council Comments:

Grunig acknowledged the donations that the City accepted and thanked the donors.

Schmidt is becoming more aware of how much City work goes on to make everything run well and extended her appreciation to the City Administrator and staff.

Quade thanked the donors and is excited to see new housing and improvements being made. She noted the Dad's Belgium Waffle Feed and Lions Palm Sunday Pancake Feed and encouraged the public to support these fundraisers.

Nasby sought out ideas for the "Did You Know" column for the newspaper.

Sherman thanked Nasby for his years of service. He would like to see the Mayor's Medal of Honor Program reinstated. Sherman welcomes any public input/concerns. He noted that child care in Windom is key and expressed appreciation to the caregivers in Windom.

Preliminary

20. Adjournment:

Mayor Pro Tem Sherman adjourned the meeting by unanimous consent at 7:22 p.m.

Jayesun Sherman, Mayor Pro Tem

Attest: _____
Steve Nasby, City Administrator

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

February 10, 2021 at 4:00pm

A regular meeting of the Board of Directors was held on February 10, 2021 at the Hillside Manor Community Room. Board Members present: Margaret McDonald, Dan Molitor, Tom White and Jean Fast. Also present was Executive Director, Connie Clausen, HS-Liaison, Robert Stoesz. Absent was Linda Jaakola, Board Chairman and Jim Nelson, City Liaison.

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

Scheduled Guests: Drew Hage, Windom EDA Executive Director

Old Business consisted of:

1. The Executive Director presented an update on the monthly turnaround rate. The average turn-around days since April 1, 2020 are 10.12 days on 18 turn-arounds. The Fee Accountant report for December 2020 was also reviewed.
2. An update on current maintenance projects was given by the Executive Director. Maintenance is currently installing new vinyl plank flooring on the ground floor common areas at Riverview Apartments. This portion will be completed this week with the elevator landings on floors 2 through 6 yet to complete. We are also having lock issues on the front door at Riverview Apartments but expect to resolve this quickly. Maintenance staff recently completed testing of the Nurse Call System at Hillside Manor with 6 units being replaced. Brother's Fire will be on site at both Riverview Apartments and Hillside Manor on Wednesday, February 24th to complete the annual inspections of the sprinkler and fire alarm systems.
3. The Executive Director presented an updated version of the Residential Rehab Loan Program adding in wording regarding the extension of the loan should any projects extend past the six-month period of the Commitment to File a Mortgage claim. Mary with the Windom EDA has been a tremendous support in the paperwork and mortgage filing process for this program coming up with the revision regarding the extension. The revised Residential Loan Program revised document was accepted and approved as presented (White/Fast).
4. The Executive Director gave an update on the RV Balcony Repair Project. The bid documents have been received from Marquis Erickson, Architect and reviewed. A pre-bid meeting is scheduled for February 18, 2021 with bid opening on February 25, 2021 all at Riverview Apartments.

New Business consisted of:

1. Drew Hage, Executive Director with the Windom EDA presented information regarding the possibility of the Windom HRA and the Windom EDA creating a revolving loan account for new housing in support of infrastructure. After discussion, the HRA board agreed to look into the next step of such a loan program.
2. A list of potential bad debts was presented by the Executive Director. There are currently 5 accounts totaling \$3,857.23 that are considered potentially uncollectable from the period of 2/01/2020 – 2/01/2021. There is also one check #26085 dated 12/24/2019 for \$205.36 that remains uncleared from the main checking account. A motion was approved to move the 5 accounts totaling \$3,857.23 to bad debts as well as remove the uncleared check #26085 dated 12/24/2019 for \$205.36 (Fast/White).

3. The Executive Director presented updated information regarding the employee health insurance program. The health insurance deductible increased by \$50.00 to \$3,800 effective January 1, 2021. The monthly health insurance premiums decreased by 1.06% or \$23.19 per month as a group. The board discussed the current amount approved for each employee's H.S.A. (Health Savings Account) given the reported changes. After some discussion, the board decided to leave the current H.S.A. amount at the current \$200 per month for each eligible employee.
4. The Executive Director reports completing the Annual Owner Certification for the PORT reporting and compliance review. The annual report was reviewed by MHFA and reported to be in compliance for fiscal year 2020.
5. The FYE2022 Proposed Budget was presented to the board for review and discussion. There are a few items that will be researched and clarified by the Executive Director at next month's board meeting.
6. The Executive Director presented revised plans for the CFP2018 5yr and Annual Plan, the CFP2019 5yr and Annual Plan, the CFP2020 5yr and Annual Plan as well as the Annual Plan for 2021. The Executive Director also presented a listing of items to be updated or replaced using operating funds. These items included upgrading smoke detectors in units to a 10 year battery model, upgrading hallway lighting at Hillside Manor to LED models, replacing ceiling fans in common areas at Hillside Manor, upgrading the current 2002 Ford Ranger maintenance truck and upgrading the current lawn mower/snow removal equipment for a total estimated cost of \$36,898.00. All plans were approved as presented (White/Fast).
7. The Executive Director requested that her annual review be scheduled. The board decided that Linda Jaakola, Board Chairman and Tom White, Commissioner will complete the annual review.
8. The Executive Director reports the following HUD and other reports worked on this past month. They include: FYE 2022 Annual Budget, Public Hearing and Year-end Documents; Annual Employee Reviews; HUD 4750 Maintenance Wage Determination Report; MHFA Annual Port Report & Compliance Review; Bad Debt Write-Off; CFP2018, CFP2019, CFP2020 Plan Revisions and CFP2021 Annual Plan.
9. The meeting was closed at 5:50 pm to give an update on a personnel situation. The closed meeting was re-opened at 5:55 pm.
10. Upcoming board meetings will be March 10th (RV) and April 14th (HS).

With no further business, the meeting was adjourned at 5:55 pm (White/Molitor).



Margaret McDonald, Chairman



Connie Clausen, Executive Director

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
MARCH 8, 2021

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

2. Roll Call & Guest Introductions:

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

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

3. Addition of New Agenda Item: President Clerc advised that a new agenda item needed to be added (after Approval of Minutes) as a representative from New Vision is present to provide information concerning the proposed sale of a parcel of their property. (This property is located in TIF District 1-20.)

Motion by Commissioner Sandberg, seconded by Commissioner Grunig, to amend the Agenda to add a new item for New Vision Cooperative – Proposed Sale of Property. Motion carried 3-0 (Commissioners Clerc, Sandberg & Grunig voted).

4. Welcome New EDA Board Member – Nancy Wepplo: President Clerc welcomed Nancy Wepplo as the new EDA Commissioner.

5. Oath of Office – Nancy Wepplo: Nancy Wepplo took the Oath of Office.

6. Election of Officers

A. Secretary-Treasurer – 1-Year Term: President Clerc called for nominations for the office of EDA Secretary-Treasurer.

Motion by President Clerc, seconded by Commissioner Grunig, nominating Nancy Wepplo for EDA Secretary-Treasurer. Following two more calls for nominations from the floor, a voice vote was taken. Motion carried 4-0.

B. Vice President – 1-Year Term: President Clerc called for nominations for the office of EDA Vice President.

Motion by President Clerc, seconded by Commissioner Grunig, nominating Linda Sandberg for EDA Vice President. Following two more calls for nominations from the floor, a voice vote was taken. Motion carried 4-0.

C. President – 1-Year Term: President Clerc called for nominations for the office of EDA President.

Motion by Vice President Sandberg, seconded by Commissioner Grunig, nominating Rick Clerc for EDA President. Following two more calls for nominations from the floor, a voice vote was taken. Motion carried 4-0.

7. Approval of Minutes: February 8, 2021:

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

8. New Vision Cooperative – Proposed Sale of Property: Matt Ashton, CEO of New Vision Cooperative, advised that New Vision owns Plant A, feed mill, and elevator in Windom. He said that New Vision has been approached by a local business owner concerning purchase of Plant A (the elevator on First

Avenue). Mr. Ashton reported that New Vision is not using this elevator today and has no future plans for its use. New Vision has a strategic asset on 16th Street and there are long-term plans for that property.

In response to a question by a Commissioner, City Administrator Nasby advised that New Vision had removed a bunker on the 16th Street property and a TIF District was created to include both the 16th Street property and the First Avenue property (elevator and 8-pack silos) to provide an incentive for demolition of the 8-pack and the elevator. The 8-pack silos were demolished. There was a deadline of December 31, 2020, for the demolition of the elevator. However, the elevator remains on the property at First Avenue. The EDA was involved because of the TIF District. There is a clause in the Contract for Private Redevelopment between the City and New Vision Cooperative that provides that New Vision cannot sell either piece of property while the TIF District is active without the prior written approval of the City. The City wants to understand the plan for the elevator, since the elevator could be a liability in the future. The City wants to make sure there is security in place so we know how the property owners will provide for payment of the costs to demolish the elevator on First Avenue if that becomes necessary in the future.

Mr. Ashton explained that Verizon has towers on the elevator. New Vision has had discussions in the past with Verizon more than once about moving these towers to the 16th Street site. However, at this time, Verizon is not interested in moving the towers. Mr. Ashton believes that the elevator structure is sound and could last another 50 to 75 years. He said that New Vision does not want to provide a bond. New Vision is selling the property “as is” to the new buyer and the new buyer will assume the lease on all phone towers located on the elevator. Mr. Ashton said that New Vision is not committing to monetary set aside or a bond to ensure payment of demolition costs for the elevator. If the tower falls, New Vision might help clean it up, but he made no commitment.

Director Hage said that there have been some discussions with the CVB regarding painting a promotional picture on the elevator. The prospective buyer has talked about potential plans to paint the elevator. Director Hage indicated that the Building Official had said that if the elevator is painted and the windows are either boarded up or replaced to seal the elevator, it could probably be maintained for a longer period of time. At the present time, the City hasn’t inspected the elevator.

In response to a question, Mr. Ashton said that they had not had any comments from anyone about any rodent problem at the elevator site. He said that New Vision uses the same measures for rodent control at the elevator site as they do at their other structures.

President Clerc advised that the matter will be tabled for further research. City Administrator Nasby verified with Mr. Ashton the timeline for the proposed sale of the property. Mr. Ashton advised that the potential buyer and New Vision want to move forward. However they are okay waiting until April for the EDA’s recommendation and City’s decision on this proposed sale.

9. Potential Infrastructure Loan Program: Director Hage recapped that at the previous EDA Meeting, the Board discussed a new Infrastructure Loan Program and there was consensus to review draft program parameters for this potential new loan program. Director Hage advised that he also discussed this proposed program with the HRA Board and the HRA Board members also expressed consensus to review draft program parameters for this potential new loan program.

Director Hage reviewed previous discussions concerning options to fund infrastructure for multiple potential residential projects including the Cemstone Redevelopment Area, Kruse Property (18th Avenue), etc. The Hoffman LaCanne Subdivision project was paired with a street project, but that may not be an option for some projects. Infrastructure for other projects has been financed with bonds that were supported by TIF. This is one of the more common methods to fund infrastructure improvements, but this may not be an option if a TIF District cannot be established for a particular

property. Other options for revolving funds for infrastructure should be explored. The top priority would be to revolve these funds, so the EDA has funds available in the future for additional projects.

The potential plan for the Infrastructure Loan Program is for the EDA Board and HRA Board to allocate \$50,000 each for the loan program. The HRA Board has requested that the EDA's funds be loaned out prior to accessing HRA funds. Loans would need to be approved by the EDA Board and HRA Board. As security for the EDA and HRA loans, the borrowers would be executing a second mortgage (behind the primary lender's mortgage) and also personal guarantees. Director Hage reviewed the proposed program parameters with the Board. The application period would be open as long as there are funds available. Director Hage suggested promoting the program for one month for initial applications and then the EDA Board would review the applications. There was a discussion concerning the minimum interest rate for the loan, the length of the loan term, and allocation of loan amount per lot.

In response to a question, Director Hage replied that he had not seen comparable programs in other cities. Lakefield has advanced funds for infrastructure, Slayton bonded for infrastructure expenses, and Worthington is using funds from their Electric Department. TIF is another funding source. However, TIF is not an option for every project. Director Hage advised that there is also a new program proposed on the state level for funding of infrastructure in new residential projects.

Motion by Commissioner Grunig, seconded by Commissioner Sandberg, to approve the program parameters and guidelines for the "EDA/HRA Infrastructure Assistance Program for New Residential Subdivisions/Residential PUDS" as presented and set the range of the interest rate for loans in this program from one percent (1%) to three percent (3%) per annum. Motion carried 4-0.

10. EDA Property – 1900 Block of First Avenue

A. Project Update: Director Hage provided a project update including information on the clay stockpile on the side of the EDA's property adjoining Township Road, the location of the MnDOT tile adjacent to First Avenue, information concerning the wetland and allowable fill, etc. Director Hage advised that the EDA continues to work with the Soil & Water Conservation District concerning excavation and fill to create a buildable lot adjacent to First Avenue northeast of T&M's property.

B. Additional Greenspace – Purchase Agreement & Resolution: T&M Development, LLC is the new owner of the Guardian Inn property. Director Hage reviewed the status of the space requirements for T&M Development, LLC ("T&M") concerning the EDA's property located east and northeast of the "Guardian Inn" property. The location of the proposed new garages on the site has been moved from the east side of the property and the Developer no longer needs 15' of the EDA's property on the east site of their property.

T&M does need additional greenspace for a private park on their property. T&M has submitted a Purchase Agreement for the purchase of a 100' X 100' tract of land (approximately .23 acre) from the EDA which is located just east of the Southeast corner of T&M's property. This tract would be combined with the current Guardian Inn parcel. The Board received a copy of the Purchase Agreement. On January 11, 2021, the EDA held a public hearing to sell a portion of the EDA's adjacent parcel. In response to a question, Director Hage reported that there were no comments by the public at the time of the public hearing and no opposition to the sale expressed at that time. Director Hage confirmed with the City Attorney that the EDA could now sell this tract. The proposed sales price is \$1.00. T&M is responsible for payment of the recording fee for the deed. If T&M needs a survey of the property or needs an abstract prepared, these expenses would be T&M's responsibility. There is an existing utility easement across the southerly edge of this tract. A proposed Resolution

approving the sale was also provided to the EDA Board. After further discussion, the following action was taken.

Resolution introduced and motion by Commissioner Grunig, seconded by Commissioner Sandberg, to adopt EDA Resolution No. 2021-02, entitled “Resolution Approving Sale of Property Described as a Tract in Lot 2, Block 1 of Pamida Subdivision in the City of Windom, Cottonwood County, Minnesota”.

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

11. Cottonwood County Tax Abatement Programs

- A. Home Initiative – New Construction
- B. Home Initiative – Remodel Program
- C. Commercial & Industrial Tax Abatement Program

Director Hage reported that the Cottonwood County Board of Commissioners, City Council, and School Board approved the guidelines for the new tax abatement program for remodels of existing properties that create new housing units. Eligible remodeling projects include, but are not limited to, remodeling of commercial properties, former school buildings, former hospitals, etc. into new housing unit(s) as permitted by zoning.

During this discussion with the County Board, they also adopted a new Commercial and Industrial Tax Abatement Program. This is a potential new tool to incentivize new projects in Cottonwood County.

The EDA Board received a copy of a flyer highlighting the three tax abatement programs. Director Hage provided a brief overview of the three programs and advised that Kevin Stevens, Co. Comm. Liaison, helped support the programs.

- 12. Contract – Veenker East 40 Acres – NWIP Phase II: Director Hage provided an update concerning the payment schedule on this contract. There is a lump sum payment due on April 1, 2021. Semi-annual payments on the contract are scheduled through November 2026.
- 13. Façade Improvement Program: Director Hage reported that the EDA has received its first application in the new Small Business Façade Improvement Program. The application was submitted by Shannon LaCanne and Joel LaCanne, owners of “First Floral”, who recently purchased the adjacent clothing store (“Classy and Sassy”). Mrs. LaCanne plans to open a new clothing boutique in that building which will be known as “Shannon Lynn’s Boutique”. In their Application, they advised that the estimated project costs for exterior paint, a new sign for Shannon Lynn’s Boutique, and repair of the “First Floral” sign total \$6,716.53. LaCannes are requesting \$3,000 in the form of a forgivable loan from the EDA. LaCannes will be providing the matching funds of \$3,716.53 for the project. A copy of a rendering of the proposed new sign was presented. Director Hage advised that these are eligible expenses pursuant to the program guidelines.

Motion by Commissioner Sandberg, seconded by Commissioner Grunig, to approve the application submitted by Shannon and Joel LaCanne for a forgivable loan from the EDA’s Small Business Façade Improvement Program in the amount of \$3,000 for the proposed exterior painting and sign improvements to the commercial buildings at 314, 326 and 328 Tenth Street. Motion carried 4-0.

14. EDA Board Contact Information: Director Hage advised that the City is requesting contact information (e-mail address or city-assigned e-mail address or phone number) from all board and commission members which will be added to the City's website.
15. New Business: City Admin. Nasby updated the Board concerning proposed legislation to extend the 5-year rule and the length of the district for TIF District 1-22 (Cemstone Redevelopment District) due to COVID, etc. Rep. Hamilton will introduce the bill in the House at the Property Tax Committee Meeting on Wednesday. Senator Weber will introduce the bill in the Senate. City Admin. Nasby is going to testify on the bill's behalf.

Director Hage advised that the Greater Minnesota Partnership (GMP) is promoting a potential new grant program for cities and counties providing funds for infrastructure for new residential subdivisions of up to \$16,000 per single-family lot and \$50,000 for multi-family lot with a cap of up to \$500,000 per city or county. Both City Admin. Nasby and Director Hage will be testifying before the Minnesota Legislature in support of this proposal. A proposed resolution of support for the program will be presented to the City Council for approval on March 16th and will then be forwarded to the appropriate Minnesota Senators and Representatives and the lobbyist from GMP.

16. Unfinished Business: Director Hage updated the Board concerning the status of the project on the Spec Building property. The Developer continues to work on closing the financing gap.

Director Hage updated the Board concerning the status of the River Bluff lot that was sold to Javier Portillo.

17. Adjourn: On consensus, President Clerc adjourned the meeting at 1:05 p.m.

Attest:

Drew Hage, EDA Executive Director

Nancy Wepplo, EDA Secretary

Community Center Commission Minutes
Tuesday March 9, 2021

1. Call to Order: The meeting was called to order by President Mitch Voehl at 5:33p.m.

2. Roll Call:

President:	Mitch Voehl
CC Director:	Spencer Winzenried
Commission Members:	Linda Stuckenbroker
	Al Baloun
	Lenny Thiner
	Virgil Meier
Commission Liaisons:	James Nelson-Absent
	Jacqueline Schmidt-Absent
City Administrator:	Steve Nasby-Absent
Public:	Tyann Marcy

3. Election of New Officers:

Oath of Office and Welcome to New Member Al Baloun

Election of Officers-Motion by Virgil Meier, seconded by Al Baloun to nominate Mitch Voehl for President. Virgil Meier moved, seconded by Al Baloun to cast a unanimous ballot. Motion carried 5-0. Motion by Virgil Meier, seconded by Al Baloun to nominate Lenny Thiner for Vice President. Virgil Meier moved, seconded by Al Baloun to cast unanimous ballot. Motion carried 5-0. Motion by Virgil Meier, seconded by Al Baloun to nominate Linda Stuckenbroker for Secretary. Virgil Meier moved, seconded by Al Baloun to cast a unanimous ballot. Motion carried 5-0.

President- Mitch Voehl
Vice-President- Lenny Thiner
Secretary- Linda Stuckenbroker

4. Approval of Minutes:

Motion by Linda Stuckenbroker, seconded by Virgil Meier to approve the December 8, 2020 Community Center Commission Minutes. Motion carried 5-0.

5. Additions to the agenda:

Tyann Marcy Windom Chamber- Tyann presented a proposal to pair with the Community Center to host Community Events during June, July and August.

6. President's Report:

Nothing to Report

7. Director's Report:

- a. Covid Vaccinations- 4 rounds of vaccine completed
- b. Custodial Position-advertising, thoughts of different work schedules and combo contract workers
- c. New Board Members-recognition of past members

8. Resource Management:

Schedule of Events: Events are being added
Income & Expense: Reviewed

9. Miscellaneous:

10. Open Forum:

Nothing to Report

11. Next Meeting:

Tuesday April 15, 2021 @ 5:30 pm

Adjourn:

Motion by Al Baloun, seconded by Lenny Thiner, to adjourn the meeting at 6:55 pm. Motion carried 5-0.

Mitch Voehl, WCC President

Linda Stuckenbroker, WCC Secretary

Attest: _____
WCC Director, Spencer Winzenried

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
MARCH 9, 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, Jared Baloun, Ben Byam, Lorri Cole (by phone), Carol Hartman (by Zoom), and Brandon Pletcher (by Zoom). Absent: Brett Mattson and Jeremy Johnson.

Also Present: B&Z Staff: Zoning Admin. Andy Spielman and Admin. Asst. Mary Hensen; and Lindsey Cartwright and Jerry Bauer (Preferred Choice Homes).

3. Approval of Minutes: February 9, 2021

Motion by Commissioner Hartman, seconded by Commissioner Wahl, to approve the Planning Commission Minutes for the Meeting held on February 9, 2021. Vote by roll call: Ayes: Commissioners Baloun, Byam, Cole, Hartman, Pletcher, and Wahl; Nay: None; Absent: Johnson and Mattson. Motion carried 6-0.

4. Gove Acres PUD

A. Review Amended Development Stage Plan: The Commissioners received links to the plans and specs in their packet. The Development Stage Plan was previously approved by the City Council. Several changes have now been made in the Plan. Zoning Admin. Spielman summarized those changes. Originally the street and the utility infrastructure were to be privately-owned. The owners have now decided to dedicate the street, water and sewer mains, and storm sewer system to the City. The City will be responsible for maintenance of this infrastructure including snow removal from Bud Road. Because the infrastructure will be dedicated to the City, the project specs need to meet the City's specs for infrastructure. The City Department Heads and City Engineer have now reviewed the plans and specs for the project. The street will remain at 22 feet in width. However, it will be designed as a 6-ton road with 12 inches of aggregate base and 4 inches of asphalt. Upon the City's request, the sewer will be running to 19th Street instead of Highway 71 because the sewer does not need to be as deep if it is run to 19th Street. The sewer main will be approximately 6½ to 7 feet deep as opposed to areas where it could have been approximately 20+ feet deep which will be more manageable for future repairs. There will be a thicker curb between Bud Road and 19th Street. The project will include excavation in 19th Street to rebuild the sewer in that area, connect the sewer from the subdivision with the mains in 19th Street, and to adjust the grade of the sewer line. The sidewalk around the cul-de-sac will be 5 inches thick and designed to carry vehicle weight. The combination of the cul-de-sac and the sidewalk around the cul-de-sac will provide a little more than a 60-foot diameter for turning of snow plows and fire trucks in that area. The type of water line and type of hydrant were changed and some material specs were changed to match City requirements. The storm sewer pipe under the street has been changed to a Class II concrete pipe and upsized from 12 inches to 15 inches.

Lindsey Cartwright explained that Preferred Choice Homes, LLC granted the City a 15-foot easement on the front of the lots and a 10-foot easement on the rear yard of the lots for utilities. The sewer line will be installed in the front easement on one side of Bud Road and the water line will be installed in the front easement on the other side of Bud Road. The gas line will also be installed in the front easement on one side of Bud Road and will be shallower than the water main. The rear yard easement will be used for installation of electric and telecom service lines.

After brief discussion, the following action was taken.

Motion by Commissioner Baloun, seconded by Commissioner Byam, to approve the Amended Development Stage Plan for Gove Acres as presented and recommend approval by the City Council. Vote by roll call: Ayes: Commissioners Wahl, Pletcher, Hartman, Cole, Byam, and Baloun; Nay: None; Absent: Johnson and Mattson. Motion carried 6-0.

B. Review of Final Plat – Gove Acres Subdivision: Zoning Admin. Spielman advised that the Final Plat of Gove Acres Subdivision has been prepared by a licensed land surveyor (Zieske Land Surveying) as required by City Code. The Planning Commission will be recommending approval of the Final Plat as part of the Final Stage Plan which will also include review of restrictive covenants and homeowners' association documents at a future meeting. These documents are currently being reviewed by City Staff and the City Attorney. In response to a question, the lighted dotted lines on the plat (in the area of the new subdivision) represent the underlying Lots 10, 11, and 12 of Billings Subd. No. 2. The dashed lines on the front and rear of the lots represent the easement areas, and the thick solid black line encompasses the area of the new Gove Acres Subdivision. Commissioner Baloun asked if it would be possible for the surveyor to include an entry in the key on the plat indicating that the dotted lines are to show the boundaries of the underlying subdivision.

In response to a question concerning the purpose of Outlot A, Lindsey Cartwright advised that Outlot A is for drainage. There will be two ponds in that area and then the storm water will overflow from the ponds into the drainage ditch.

Zoning Admin. Spielman advised that the final plat and other final stage documents will be coming to the Planning Commission at the April 13th Meeting.

5. Kwik Trip Project

A. Review of Preliminary Plat & Call for Public Hearing: Zoning Admin. Spielman recapped that the City Council previously approved the conditional use permit to allow construction of a new gas/service station and car wash on the property which is located in the B-2 Highway Business District. Representatives for Kwik Trip have now submitted a preliminary plat and a draft of a final plat prepared by Bolton & Menk. Platting in this instance is not required pursuant to the Code. However, because there are multiple metes and bounds descriptions and railroad and City and highway right-of-ways, the legal description is very complex; and Kwik Trip chose to have a plat prepared to clean up and simplify the description. Now, the City needs to proceed with the platting procedures set forth in the City Code and begin by calling for a public hearing on the preliminary plat. Zoning Admin. Spielman advised that if the Commissioners had any questions or comments from their basic review of the preliminary plat, that he would forward those to the surveyors. The approval of the final plat will then come before the Planning Commission at a subsequent meeting.

The Planning Commission discussed the scheduling of a Special Meeting for March 30th for purposes of holding a public hearing on this preliminary plat and also for a conditional use permit application which is expected this week. Zoning Admin. Spielman related the items that are pending for the April 13th Planning Commission Meeting. If a special meeting is not scheduled, the April 13th Meeting could be very long. By consensus, the Commissioners agreed to hold a Special Meeting on Tuesday, March 30th, at 7:00 p.m.

Motion by Commissioner Baloun, seconded by Commissioner Byam, to call for a Public Hearing on the Preliminary Plat submitted by Kwik Trip, Inc. covering the property at 251 First Avenue to be held on Tuesday, March 30th, at the meeting which begins at 7:00 p.m. Vote by roll call: Ayes: Commissioners Baloun, Byam, Cole, Hartman, Pletcher, and Wahl; Nay: None; Absent: Johnson and Mattson. Motion carried 6-0.

6. Other Business/Reports: None.

7. Unfinished Business: In response to a question, Zoning Admin. Spielman advised that the responses to the RFP concerning review of the City's land use code are due by 5:00 p.m. on March 19th. He will be contacting the Committee the week of March 29th to schedule a time for review of these responses and a decision as to which firms to invite to give presentations to the Planning Commission at the April 13th Meeting.

8. New Business: Earlier in the meeting, the Commissioners agreed to the scheduling of a Special Meeting for Tuesday, March 30th, at 7:00 p.m.

9. Planning Commission Comments, Concerns, Suggestions: None.
10. Adjourn: On consensus, Chairperson Wahl adjourned the meeting at 7:35 p.m.

Marilyn Wahl, Chairperson

Attest: _____
Andy Spielman, Zoning Administrator

Windom Library Board Meeting
City of Windom Council Chamber

March 9, 2021

5:30 p.m.

1. Call to order: The meeting was called to order by John Duscher.

2. Roll Call: Members Present: Susan Ebeling, Anita Winkel, John Duscher, Kari Scheitel and
Kathy Hiley

Members Absent: Steve Fresk

Library Staff Present: Dawn Aamot

City Council Member Present: Jaysun Sherman

3. Agenda and Minutes:

Corrections were made to the minutes under the Financial Report regarding the 2021 budget and approved on a motion by Susan Ebeling and seconded by Anita Winkel. Motion by Susan Ebeling and seconded by Kari Scheitel to approve the agenda and the amended minutes.

4. Financial Report:

The Financial Report was unavailable. The board will approve it at the April meeting.

5. Librarian's Report:

Dawn reported the following:

The Adult Winter Reading program is in full swing. Currently there are 98 participants and some have completed their book logs. Participants have until the end of March to complete their logs,

The library has received some nice donations from the following: \$500 from Dorothy Van Norman for the children's library and programing & \$100 in memory of Irma Knudson.

The Windom Library will be featured this week on the Citizen's "Did you Know " section.

Winners were announced and prizes awarded for the Winter Snow Scene contest. A good selection of snow scenes were submitted and many patrons voted either in person or on Facebook.

In February, paper hearts and crayons were made available for patrons to decorate the library for "I Love to Read" month.

Ten adults participated in the Blind Date mystery book promotion. Participants selected a wrapped book and after reading reviewed the book by answering a series of "dating" questions. Five participants considered their blind dates "successful"!

In March, library patrons are being challenged to find 5 hidden paper "Cat in the Hats" and one bonus Cat in the Hat.

Take and Make kits will return in April.

Nancy is working on the summer reading program. Participants will record minutes of summer reading. A colorful object, yet to be determined, will be hidden around the square. Virtual story times and weekly lunch bunch club. Looking at possibly holding some events in Windom parks. Page Turners Inc will return to Facebook for 8 weeks this summer. Since this is the second year subscribing, the library will receive an added 4 weeks of programming for the winter of 2021/2022 for free. Dawn will ask the Friends of the Windom Library to fund this and if this request is denied then she will use donated funds.

Librarian's Report was approved on a motion by Anita Winkel and seconded by Kari Scheitel.

6. Old Business:

Dawn will be visiting with Kari Hanson, director of the Mountain Lake Library, about Library Day at the County Fair in August.

The Plum Creek Library delivery service has been inconsistent, but Dawn hopes that regular twice per week deliveries will return soon. They have had problems with new, substitute and injured drivers.

The library is now completely opened, including the bathrooms.

7. New Business:

Dawn reported that Terri Jones has resigned from the library board. We are sad to see her leave and we thank her for her years of service. Dawn shared a few names of possible replacement and asked the board to submit names. At next months meeting we will review the names and she will submit our suggestions to the mayor.

8. Book Suggestions:

9. Adjourn:

Meeting adjourned at 5:56 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: WINDOM RIVERFEST, INC.

Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 41-3299522

Mailing Address: PO BOX 161

City: WINDOM State: MN Zip: 56101 County: COTTONWOOD

Name of Chief Executive Officer (CEO): CLARK LINGBEEK

CEO Daytime Phone: _____ CEO Email: _____
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): barc.ed@windomnet.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal

☐ Religious

☐ Veterans

☒ Other Nonprofit Organization

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

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

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

Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

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

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

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

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

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

GAMBLING PREMISES INFORMATION

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

Physical Address (do not use P.O. box): 1755 Cottonwood Lake Drive Windom MN 56101

Check one:

☒ City: Windom Zip: 56101 County: Cottonwood

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): June 13, 2021

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

☒ Bingo

☐ Paddlewheels

☐ Pull-Tabs

☐ Tipboards

☒ Raffle

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

LG220 Application for Exempt Permit

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Page 2 of 2

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

CITY APPROVAL for a gambling premises located within city limits

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

COUNTY APPROVAL for a gambling premises located in a township

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

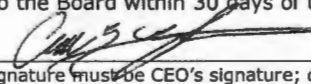
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 3-10-2021

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

Print Name: Clark Lingbeek

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

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

An equal opportunity employer



Windom, MN

Expense Approval Report

By Fund

Payment Dates 2/27/2021 - 3/12/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
Activity: 41110 - Mayor & Council					
INDOFF, INC	3447761	02/23/2021	#218055 - CITY - SUPPLIES	100-41110-200	227.95
SCHRAMMEL LAW OFFICE	20210303	03/10/2021	FEBRUARY 2021	100-41110-304	75.00
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	100-41110-326	161.91
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	100-41110-326	16.02
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	100-41110-326	869.59
COALITION OF GREATER MN C	20210302	03/05/2021	WINDOM - 2021 CGMC ASSES	100-41110-433	7,718.00
Activity 41110 - Mayor & Council Total:					9,068.47
Activity: 41310 - Administration					
NCPERS MINNESOTA	844600032021	02/26/2021	INSURANCE #844600 - MARC	100-41310-133	64.00
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	100-41310-200	14.98
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	100-41310-200	25.00
AMAZON CAPITAL SERVICES, I	1P1N-6YF1-3QVF	03/01/2021	#A2Q0YJ8ZNZN2YT - SUPPLIES	100-41310-200	41.78
INDOFF, INC	3447801	02/23/2021	#218055 - CITY - SUPPLIES	100-41310-200	17.81
INDOFF, INC	3448807	03/01/2021	#218055 - CITY - SUPPLIES	100-41310-200	40.37
J. P. COOKE CO	664139	02/26/2021	JOB# 1148899 - SUPPLIES	100-41310-200	67.45
QUADIENT LEASING USA, INC	N8743878	03/01/2021	#00859595 - LEASE 12/27/20-	100-41310-200	23.99
ELECTRIC FUND	20210301	03/03/2021	CITY - OPERATING SUPPLIES	100-41310-217	68.78
A & B BUSINESS	IN813686	03/10/2021	#5078316129 - MAINT CONTR	100-41310-217	103.14
SECR REV FUND/CITY OF WD	20210226	02/26/2021	PETTY CASH	100-41310-322	6.95
SECR REV FUND/CITY OF WD	20210226	02/26/2021	PETTY CASH	100-41310-322	0.15
SECR REV FUND/CITY OF WD	20210226	02/26/2021	PETTY CASH	100-41310-322	0.62
SECR REV FUND/CITY OF WD	20210226	02/26/2021	PETTY CASH	100-41310-322	0.63
SECR REV FUND/CITY OF WD	20210226	02/26/2021	PETTY CASH	100-41310-322	1.24
SECR REV FUND/CITY OF WD	20210226	02/26/2021	PETTY CASH	100-41310-322	1.86
SECR REV FUND/CITY OF WD	20210226	02/26/2021	PETTY CASH	100-41310-322	1.20
SECR REV FUND/CITY OF WD	20210226	02/26/2021	PETTY CASH	100-41310-322	3.72
SECR REV FUND/CITY OF WD	20210226	02/26/2021	PETTY CASH	100-41310-322	3.78
SECR REV FUND/CITY OF WD	20210226	02/26/2021	PETTY CASH	100-41310-322	3.72
Activity 41310 - Administration Total:					491.17
Activity: 41910 - Building & Zoning					
NCPERS MINNESOTA	844600032021	02/26/2021	INSURANCE #844600 - MARC	100-41910-133	24.00
QUADIENT LEASING USA, INC	N8743878	03/01/2021	#00859595 - LEASE 12/27/20-	100-41910-200	23.99
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	100-41910-308	25.00
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	100-41910-308	25.00
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	100-41910-308	25.00
VERIZON WIRELESS	9873779361	03/01/2021	PHONE SERVICE #48657723	100-41910-321	41.50
Activity 41910 - Building & Zoning Total:					164.49
Activity: 41940 - City Hall					
SANDRA HERDER	20210228	03/01/2021	CITY & LIBRARY - CLEANING	100-41940-406	391.00
MELISSA PENAS	20210228	03/01/2021	CITY & LIBRARY - CLEANING	100-41940-406	391.00
Activity 41940 - City Hall Total:					782.00
Activity: 42120 - Crime Control					
NCPERS MINNESOTA	844600032021	02/26/2021	INSURANCE #844600 - MARC	100-42120-133	160.00
INDOFF, INC	3443751	02/26/2021	#218055 - POLICE - SUPPLIES	100-42120-200	447.00
INDOFF, INC	3447766	02/23/2021	#218055 - POLICE - SUPPLIES	100-42120-200	58.17
QUADIENT LEASING USA, INC	N8743878	03/01/2021	#00859595 - LEASE 12/27/20-	100-42120-200	23.99
WEX BANK	20210228	03/10/2021	FUEL - POLICE	100-42120-212	1,348.24
JACK'S UNIFORMS & EQUIPM	93310A	02/26/2021	#2300 - UNIFORMS	100-42120-218	408.01
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	100-42120-308	160.00
AMAZON CAPITAL SERVICES, I	14JG-RFVD-YCFW	03/09/2021	#A2Q0YJ8ZNZN2YT - CREDIT	100-42120-321	-200.30
AMAZON CAPITAL SERVICES, I	1LJM-6KGG-1C6M	03/09/2021	#A2Q0YJ8ZNZN2YT - CREDIT	100-42120-321	-127.03

Expense Approval Report

Payment Dates: 2/27/2021 - 3/12/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AMAZON CAPITAL SERVICES, I	1VHY-HM6X-DJV3	03/09/2021	#A2Q0YJ8ZNZN2YT - TELEPHO	100-42120-321	403.33
SECR REV FUND/CITY OF WD	20210226	02/26/2021	PETTY CASH	100-42120-322	4.80
SECR REV FUND/CITY OF WD	20210226	02/26/2021	PETTY CASH	100-42120-322	4.80
SECR REV FUND/CITY OF WD	20210226	02/26/2021	PETTY CASH	100-42120-322	4.60
SECR REV FUND/CITY OF WD	20210226	02/26/2021	PETTY CASH	100-42120-322	4.60
SECR REV FUND/CITY OF WD	20210226	02/26/2021	PETTY CASH	100-42120-322	4.80
SECR REV FUND/CITY OF WD	20210226	02/26/2021	PETTY CASH	100-42120-322	4.80
SECR REV FUND/CITY OF WD	20210226	02/26/2021	PETTY CASH	100-42120-322	4.80
ALPHA WIRELESS - MANKATO	10758	03/05/2021	#WINDOMCITY - RADIO UNIT	100-42120-323	108.00
SHI INTERNATIONAL CORP	B13021295	03/01/2021	#1040191 - DATA PROCESSIN	100-42120-326	1,320.00
REBECCA MCPEAK	20210226	03/10/2021	POLICE EXPENSE	100-42120-334	535.16
REBECCA MCPEAK	20210307	03/10/2021	POLICE EXPENSE	100-42120-334	326.87
HIGLEY FORD	20210301	03/10/2021	#CITY44 - MAINTENANCE	100-42120-405	26.16
FORD MOTOR CREDIT CO LLC	1764680	03/03/2021	#9482800 - VEHICLE LEASE	100-42120-419	663.95
SCB PUBLIC FINANCE	40049-01/5-60 3-14	03/03/2021	#40049-01/5-60 LEASE PAYME	100-42120-419	1,054.07
ALEX SCHMIESING	20210303	03/05/2021	35 ANNIVERSARY WOOD SIGN	100-42120-480	200.00
BLUE CROSS/BLUE SHIELD	210302411634	03/10/2021	BLUE CROSS BLUE SHIELD INS-	100-42120-480	743.50
Activity 42120 - Crime Control Total:					7,692.32

Activity: 42220 - Fire Fighting

US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	100-42220-200	147.62
ARAMARK	2801259890	03/01/2021	#280001722 - CLEANING & M	100-42220-211	42.00
WEX BANK	20210228	03/10/2021	FUEL - FIRE	100-42220-212	490.63
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	100-42220-215	113.85
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	100-42220-215	34.20
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	100-42220-217	82.03
A & B BUSINESS	IN813686	03/10/2021	#5078316129 - MAINT CONTR	100-42220-217	60.17
COTTONWOOD CO SOLID WA	2134868	03/09/2021	FIRE - REFUSE DISPOSAL	100-42220-308	18.65
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	100-42220-325	416.00
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	100-42220-404	64.39
WINDOM FIRE & SAFETY, LLC	0007519	03/01/2021	FIRE - UNIT 26 - MAINTENANC	100-42220-405	46.90
WINDOM AUTO VALU	20210225	03/10/2021	#3400540 - MAINTENANCE	100-42220-405	350.27
P.M. REPAIR & DETAILING	20704	02/26/2021	FIRE - MAINTENANCE	100-42220-405	313.89
COTTONWOOD CO SOLID WA	2134774	03/10/2021	FIRE - REFUSE DISPOSAL	100-42220-405	8.00
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	100-42220-433	280.00
MN STATE FIRE DEPT ASSOC	20210301	03/01/2021	WINDOM FIRE DEPT	100-42220-433	224.00
Activity 42220 - Fire Fighting Total:					2,692.60

Activity: 43100 - Streets

NCPERS MINNESOTA	844600032021	02/26/2021	INSURANCE #844600 - MARC	100-43100-133	80.00
QUADIENT LEASING USA, INC	N8743878	03/01/2021	#00859595 - LEASE 12/27/20-	100-43100-200	23.99
WEX BANK	20210228	03/10/2021	FUEL - STREET	100-43100-212	1,829.68
A & B BUSINESS	IN813686	03/10/2021	#5078316129 - MAINT CONTR	100-43100-217	60.17
MAC TOOLS	D 25071	03/10/2021	WINDOM - TOOLS	100-43100-241	174.50
VERIZON WIRELESS	9873779361	03/01/2021	PHONE SERVICE #48657723	100-43100-321	42.32
WERNER ELECTRIC	S010445075.001	03/10/2021	#31969 - STREET - MAINTENA	100-43100-401	98.30
WERNER ELECTRIC	S010445075.002	03/10/2021	#31969 - STREET - MAINTENA	100-43100-401	43.29
WERNER ELECTRIC	S010449563.001	03/10/2021	#31969 - STREET - MAINTENA	100-43100-401	98.21
WINDOM FIRE & SAFETY, LLC	0007607	03/10/2021	STREET - MAINTENANCE	100-43100-402	39.95
MILLER SELLNER EQUIP	20210225	03/05/2021	#01436 - MAINTENANCE	100-43100-404	38.50
MILLER SELLNER EQUIP	20210225	03/05/2021	#01436 - MAINTENANCE	100-43100-404	144.25
WINDOM AUTO VALU	20210225	03/10/2021	#3400540 - MAINTENANCE	100-43100-404	142.70
HOFFMAN FILTER SERVICE LLC	84818	03/03/2021	WINDOM STREET - MAINTEN	100-43100-404	60.00
GDF ENTERPRISES, INC	A19400	03/03/2021	#CITYOFWINDOM - MAINTEN	100-43100-404	223.94
GENERAL TRAFFIC CONTROLS,	20899	03/09/2021	PO# 7070 - MAINTENANCE	100-43100-406	1,175.00
BLUE CROSS/BLUE SHIELD	210302411634	03/10/2021	BLUE CROSS BLUE SHIELD INS-	100-43100-480	743.50
Activity 43100 - Streets Total:					5,018.30

Activity: 45120 - Recreation

QUADIENT LEASING USA, INC	N8743878	03/01/2021	#00859595 - LEASE 12/27/20-	100-45120-200	23.99
A & B BUSINESS	IN813686	03/10/2021	#5078316129 - MAINT CONTR	100-45120-217	12.89
Activity 45120 - Recreation Total:					36.88

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 45202 - Park Areas					
NCPERS MINNESOTA	844600032021	02/26/2021	INSURANCE #844600 - MARC	100-45202-133	16.00
QUADIENT LEASING USA, INC	N8743878	03/01/2021	#00859595 - LEASE 12/27/20-	100-45202-200	23.99
WEX BANK	20210228	03/10/2021	FUEL - PARK	100-45202-212	38.47
MAC TOOLS	D 25071	03/10/2021	WINDOM - TOOLS	100-45202-241	174.49
Activity 45202 - Park Areas Total:					252.95

Fund 100 - GENERAL Total: 26,199.18**Fund: 211 - LIBRARY**

Activity: 45501 - Library					
NCPERS MINNESOTA	844600032021	02/26/2021	INSURANCE #844600 - MARC	211-45501-133	16.00
DEMCO	6913798	03/03/2021	#222363000 - SUPPLIES	211-45501-200	237.26
DEMCO	6914302	03/05/2021	#222363000 REF#10540708	211-45501-200	97.67
A & B BUSINESS	IN813686	03/10/2021	#5078316129 - MAINT CONTR	211-45501-217	60.16
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	211-45501-402	30.00
SANDRA HERDER	20210228	03/01/2021	CITY & LIBRARY - CLEANING	211-45501-402	391.00
MELISSA PENAS	20210228	03/01/2021	CITY & LIBRARY - CLEANING	211-45501-402	391.00
LAMPERTS YARDS, INC.	20210301	03/10/2021	#LA3902020 - MAINTENANCE	211-45501-402	7.68
RAGE INC - CAMPUS CLEANER	35768	02/23/2021	#6131 - LIBRARY - MAINTENA	211-45501-402	34.00
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	211-45501-433	29.95
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	211-45501-433	49.99
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	211-45501-433	12.00
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	211-45501-433	12.00
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	211-45501-433	11.00
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	211-45501-433	23.97
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	211-45501-433	19.96
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	211-45501-433	18.98
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	211-45501-433	14.00
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	211-45501-435	12.96
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	211-45501-435	142.16
INGRAM INDUSTRIES	20210301	03/01/2021	#2004243	211-45501-435	1,341.53
MICROMARKETING, LLC	841611	03/10/2021	#9985 - BOOKS	211-45501-435	250.14
Activity 45501 - Library Total:					3,203.41
Fund 211 - LIBRARY Total:					3,203.41

Fund: 225 - AIRPORT

Activity: 45127 - Airport					
RED ROCK RURAL WATER	20210301	03/10/2021	#106026 - SERVICE	225-45127-200	27.00
RED ROCK RURAL WATER	20210301	03/10/2021	#106026 - SERVICE	225-45127-200	2.00
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	225-45127-217	25.62
WINDOM AUTO VALU	20210225	03/10/2021	#3400540 - MAINTENANCE	225-45127-404	172.43
Activity 45127 - Airport Total:					227.05
Fund 225 - AIRPORT Total:					227.05

Fund: 230 - POOL

Activity: 45124 - Pool					
A & B BUSINESS	IN813686	03/10/2021	#5078316129 - MAINT CONTR	230-45124-217	12.89
Activity 45124 - Pool Total:					12.89
Fund 230 - POOL Total:					12.89

Fund: 235 - AMBULANCE

Activity: 42153 - Ambulance					
QUADIENT LEASING USA, INC	N8743878	03/01/2021	#00859595 - LEASE 12/27/20-	235-42153-200	23.99
WEX BANK	20210228	03/10/2021	FUEL - AMBULANCE	235-42153-212	2,737.44
BRITTANY ESPENSON - RIVERS	1240	03/03/2021	AMBULANCE - CLEANING	235-42153-217	220.00
WINDOM FARM SERVICE	182410	03/03/2021	AMBULANCE - OPERATING SU	235-42153-217	30.30
WINDOM FARM SERVICE	182476	03/03/2021	AMBULANCE - OPERATING SU	235-42153-217	71.85
LEWIS FAMILY DRUG, LLC	56-110859000	03/10/2021	#105865-3 -OPERATING SUPP	235-42153-217	919.35
BOUND TREE MEDICAL, LLC	83964135	03/01/2021	#100510 - SUPPLIES	235-42153-217	163.24
BOUND TREE MEDICAL, LLC	83967740	03/09/2021	#100510 - OPERATING SUPPLI	235-42153-217	180.11
A & B BUSINESS	IN813686	03/10/2021	#5078316129 - MAINT CONTR	235-42153-217	60.17
EMS CUSTOM EDUCATION LL	1212	03/05/2021	AMB - EMT TRAINING	235-42153-308	3,575.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DAN MESNER	20210221	02/26/2021	EMT RECERTIFICATION	235-42153-308	20.00
JOHN C NELSON	20210221	02/26/2021	EMT RECERTIFICATION	235-42153-308	20.00
JODI JOHNSON	20210221	02/26/2021	EMT RECERTIFICATION	235-42153-308	20.00
WINDOM AREA HEALTH	734-0024-03-01-0024	03/05/2021	#734-0024 - FEBRUARY 2021	235-42153-312	6,312.89
AT & T MOBILITY	287304392280X03032021	03/09/2021	#287304392280 - TELEPHONE	235-42153-321	382.72
VERIZON WIRELESS	9873779361	03/01/2021	PHONE SERVICE #48657723	235-42153-321	-33.87
EXPERT T BILLING	8218	02/18/2021	BILLING	235-42153-326	2,494.00
MEGAN BRAMSTEDT	20210224	03/10/2021	AMBULANCE EXPENSE	235-42153-334	65.02
LANDON JOHNSON	20210226	03/10/2021	AMBULANCE EXPENSE	235-42153-334	20.85
BUCKWHEAT JOHNSON	20210226	03/09/2021	AMBULANCE EXPENSE	235-42153-334	13.11
JUSTIN HARRINGTON	20210308	03/10/2021	AMBULANCE EXPENSE	235-42153-334	92.75
RITA HACKER -CREATIVE DESI	756	03/01/2021	AMB - ADVERTISING	235-42153-340	65.00
ALPHA WIRELESS - MANKATO	10649	03/01/2021	WINDOMAMB - #704408 - M	235-42153-404	642.36
P.M. REPAIR & DETAILING	20368	03/01/2021	AMB #27 - MAINTENANCE	235-42153-405	113.30
P.M. REPAIR & DETAILING	20587	03/01/2021	AMB #27 - MAINTENANCE	235-42153-405	462.70
O'REILLY AUTOMOTIVE, INC	4425-300835	03/10/2021	#1510318 - MAINTENANCE	235-42153-405	31.97
ARAMARK	2801259890	03/01/2021	#280001722 - CLEANING & M	235-42153-406	28.00
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	235-42153-480	127.18
Activity 42153 - Ambulance Total:					18,859.43
Fund 235 - AMBULANCE Total:					18,859.43

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

NCPERS MINNESOTA	844600032021	02/26/2021	INSURANCE #844600 - MARC	250-46520-133	24.00
QUADIENT LEASING USA, INC	N8743878	03/01/2021	#00859595 - LEASE 12/27/20-	250-46520-200	23.99
VERIZON WIRELESS	9873779361	03/01/2021	PHONE SERVICE #48657723	250-46520-321	27.67
SECR REV FUND/CITY OF WD	20210226	02/26/2021	PETTY CASH	250-46520-322	30.40
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	250-46520-334	15.32
LOOP NET	113562236-1	03/10/2021	LOC# 162635601 - ADVERTISI	250-46520-340	69.00
FEDERATED RURAL ELECTRIC	112954 3-20-21	03/09/2021	#112954 - UTILITY	250-46520-381	22.00
SECR REV FUND/CITY OF WD	20210226	02/26/2021	PETTY CASH	250-46520-439	46.00
Activity 46520 - EDA Total:					258.38

Activity: 49980 - Debt Service

FULDA CREDIT UNION	20210303	03/03/2021	SPEC BLDG LOAN - MARCH	250-49980-602	2,628.20
FULDA CREDIT UNION	20210303	03/03/2021	SPEC BLDG LOAN - MARCH	250-49980-612	731.80
Activity 49980 - Debt Service Total:					3,360.00
Fund 250 - EDA GENERAL Total:					3,618.38

Fund: 254 - NORTH IND PARK

Activity: 46520 - EDA

SOUTH CENTRAL ELECTRIC	367404 1-31-21	03/03/2021	#367404 26-24-123-04 EL UTI	254-46520-381	144.78
Activity 46520 - EDA Total:					144.78
Fund 254 - NORTH IND PARK Total:					144.78

Fund: 401 - GENERAL CAPITAL PROJECTS

Activity: 49950 - Capital Outlay

DGR ENGINEERING	00245226	03/05/2021	PROJ# 370342.00 RIVER RD -	401-49950-439	2,365.40
MUNICIPAL EMERGENCY SER	IN1550470	02/26/2021	#C30603	401-49950-502	1,107.00
Activity 49950 - Capital Outlay Total:					3,472.40
Fund 401 - GENERAL CAPITAL PROJECTS Total:					3,472.40

Fund: 601 - WATER

MINERAL SERVICE PLUS, LLC	6223	03/05/2021	PROJ# M28.121625	601-16300	20,947.50
					20,947.50

Activity: 49400 - Water

NCPERS MINNESOTA	844600032021	02/26/2021	INSURANCE #844600 - MARC	601-49400-133	48.00
QUADIENT LEASING USA, INC	N8743878	03/01/2021	#00859595 - LEASE 12/27/20-	601-49400-200	23.99
WEX BANK	20210228	03/10/2021	FUEL - WATER	601-49400-212	166.17
A & B BUSINESS	IN813686	03/10/2021	#5078316129 - MAINT CONTR	601-49400-217	60.17
SCHRAMMEL LAW OFFICE	20210303	03/10/2021	FEBRUARY 2021	601-49400-304	210.00
VERIZON WIRELESS	9873779361	03/01/2021	PHONE SERVICE #48657723	601-49400-321	99.64

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SECR REV FUND/CITY OF WD	20210226	02/26/2021	PETTY CASH	601-49400-322	4.80
WENCK ASSOCIATES, INC.	12100564	02/26/2021	PROJ# B000045-00-001 LAND	601-49400-386	3,150.75
ELECTRIC FUND	493	03/09/2021	EL WATER/ WW/ WATER TOW	601-49400-402	8.61
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	601-49400-404	15.39
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	601-49400-404	120.29
COTTONWOOD CO SOLID WA	2134703	03/10/2021	WATER - REFUSE DISPOSAL	601-49400-405	15.00
BOLTON & MENK, INC.	0265073	03/03/2021	#WIND PROJ# F17.110610 - M	601-49400-408	510.00
AUTOMATIC SYSTEMS CO	357205	02/24/2021	#WIND01 - MAINTENANCE	601-49400-408	165.00
PREMIUM PLANT SERVICES, I	5947	02/11/2021	PLANT - MAINTENANCE	601-49400-408	9,591.20
ADVANTAGE COLLECTION PR	7286720	03/05/2021	#3796 - UNCOLLECTIBLE	601-49400-432	13.37
Activity 49400 - Water Total:					14,202.38
Fund 601 - WATER Total:					35,149.88

Fund: 602 - SEWER

Activity: 49450 - Sewer

NCPERS MINNESOTA	844600032021	02/26/2021	INSURANCE #844600 - MARC	602-49450-133	48.00
QUADIENT LEASING USA, INC	N8743878	03/01/2021	#00859595 - LEASE 12/27/20-	602-49450-200	23.99
WEX BANK	20210228	03/10/2021	FUEL - SEWER	602-49450-212	123.84
A & B BUSINESS	IN813686	03/10/2021	#5078316129 - MAINT CONTR	602-49450-217	60.17
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	602-49450-308	260.00
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	602-49450-308	260.00
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	602-49450-310	231.50
MN VALLEY TESTING	1074118	02/18/2021	#23162 - LAB TESTING	602-49450-310	179.60
MN VALLEY TESTING	1074232	02/24/2021	#23162 - LAB TESTING	602-49450-310	134.40
MN VALLEY TESTING	1074731	02/24/2021	#23162 - LAB TESTING	602-49450-310	148.40
MN VALLEY TESTING	1074847	02/24/2021	#23162 - LAB TESTING	602-49450-310	330.80
MN VALLEY TESTING	1075272	03/03/2021	#23162 - LAB TESTING	602-49450-310	106.80
MN VALLEY TESTING	1075649	03/03/2021	#23162 - LAB TESTING	602-49450-310	148.40
MN VALLEY TESTING	1075661	03/03/2021	#23162 - LAB TESTING	602-49450-310	103.60
MN VALLEY TESTING	1075817	03/10/2021	#23162 - LAB TESTING	602-49450-310	239.60
MN VALLEY TESTING	1075862	03/10/2021	#23162 - LAB TESTING	602-49450-310	148.40
VERIZON WIRELESS	9873779361	03/01/2021	PHONE SERVICE #48657723	602-49450-321	121.52
SOUTH CENTRAL ELECTRIC	367405 1-31-21	03/03/2021	#367405 26-24-125-04 EL UT	602-49450-381	202.91
WERNER ELECTRIC	5010451499.001	03/10/2021	#31969 - SEWER - MAINTENA	602-49450-402	14.48
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	602-49450-404	916.10
WINDOM AUTO VALU	20210225	03/10/2021	#3400540 - MAINTENANCE	602-49450-404	42.10
CUMMINS NPOWER	E4-23305	03/09/2021	#24245 - MAINTENACE	602-49450-404	3,511.68
INTERSTATE POWER SYSTEMS	R024075937-01	02/24/2021	#209729 - MAINTENANCE	602-49450-404	322.50
WERNER ELECTRIC	5010446372.001	03/10/2021	#31969 - SEWER - MAINTENA	602-49450-404	144.88
WERNER ELECTRIC	5010449543.001	03/10/2021	#31969 - SEWER - MAINTENA	602-49450-404	14.43
WERNER ELECTRIC	5010449543.002	03/10/2021	#31969 - SEWER - MAINTENA	602-49450-404	196.42
HIGLEY FORD	20210301	03/10/2021	#CITY44 - MAINTENANCE	602-49450-405	124.18
BOLTON & MENK, INC.	0265073	03/03/2021	#WIND PROJ# F17.110610 - M	602-49450-408	510.00
ADVANTAGE COLLECTION PR	7286720	03/05/2021	#3796 - UNCOLLECTIBLE	602-49450-432	14.48
Activity 49450 - Sewer Total:					8,683.18
Fund 602 - SEWER Total:					8,683.18

Fund: 604 - ELECTRIC

WESCO DISTRIBUTION, INC	593581	02/26/2021	#80437 - INVENTORY	604-14200	390.72
WESCO DISTRIBUTION, INC	616082	03/05/2021	#80437 - INVENTORY	604-14200	180.00
WERNER ELECTRIC	5010441099.002	03/10/2021	#31969 - ARENA - MAINTENA	604-14200	15.17
DALE BAUMANN LIVING TRUS	20210302	03/05/2021	UTILITY EASEMENT - TRANSM	604-16300	3,000.00
SCHRAMMEL LAW OFFICE	20210303	03/10/2021	FEBRUARY 2021	604-16300	393.00
					3,978.89

Activity: 49550 - Electric

NCPERS MINNESOTA	844600032021	02/26/2021	INSURANCE #844600 - MARC	604-49550-133	112.00
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	604-49550-200	70.17
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	604-49550-200	68.52
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	604-49550-200	12.16
TRI-STATE POWER SOLUTIONS	1912999026977	03/05/2021	#C90720001000069	604-49550-200	38.91
QUADIENT LEASING USA, INC	N8743878	03/01/2021	#00859595 - LEASE 12/27/20-	604-49550-200	23.99

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WEX BANK	20210228	03/10/2021	FUEL - ELECTRIC	604-49550-212	318.41
A & B BUSINESS	IN813686	03/10/2021	#5078316129 - MAINT CONTR	604-49550-217	60.17
JOANNE NELSON	5696-28	03/03/2021	EL - UNIFORMS	604-49550-218	225.00
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	604-49550-241	138.93
CMP - CENTRAL MUNICIPAL P	7020	03/10/2021	#WIN - TRANSMISSION & CO	604-49550-263	78,745.11
CMP - CENTRAL MUNICIPAL P	7020	03/10/2021	#WIN - TRANSMISSION & CO	604-49550-263	165,948.18
DEPARTMENT OF ENERGY	BFPB000800221	03/09/2021	#1781 - RESALE MERCHANDIS	604-49550-263	68,548.08
SKARSHAUG TESTING LAB	249789	02/23/2021	#22810-1 - LAB TESTING	604-49550-310	124.80
VERIZON WIRELESS	9873779361	03/01/2021	PHONE SERVICE #48657723	604-49550-321	145.69
GOLDEN WEST TECH & INT SO	210210278	03/03/2021	#A3862 - DISPATCHING	604-49550-325	30.68
SKARSHAUG TESTING LAB	249789	02/23/2021	#22810-1 - LAB TESTING	604-49550-333	194.84
LAMPERTS YARDS, INC.	20210301	03/10/2021	#LA3902020 - MAINTENANCE	604-49550-402	72.92
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	604-49550-404	24.00
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	604-49550-404	11.00
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	604-49550-404	11.00
GDF ENTERPRISES, INC	A19397	02/26/2021	#CITYOFWINDOM - MAINTEN	604-49550-404	85.25
WINDOM AUTO VALU	20210225	03/10/2021	#3400540 - MAINTENANCE	604-49550-405	106.81
JORDAN BUSSA	031	03/10/2021	POWER PLANT - MAINTENAN	604-49550-406	184.60
ELECTRIC FUND	491	03/09/2021	EL DISTRIBUTION	604-49550-408	787.44
WERNER ELECTRIC	5010446374.004	02/26/2021	#31969 - MAINTENANCE	604-49550-408	84.00
TRI-STATE POWER SOLUTIONS	1912999026977	03/05/2021	#C90720001000069	604-49550-410	32.06
ADVANTAGE COLLECTION PR	7286720	03/05/2021	#3796 - UNCOLLECTIBLE	604-49550-432	27.85
MN DEPT OF COMMERCE	1000046015	03/10/2021	4TH QTR 2021 INDIRECT ASSES	604-49550-433	325.14
AMERICAN PUBLIC POWER AS	363013	03/03/2021	APPA DUES FOR CITY OF WIN	604-49550-433	3,647.92
MN DEPT OF LABOR & INDUS	ABRO255452X	03/10/2021	#0000085433 - DUES	604-49550-433	40.00
MN DEPT OF COMMERCE	1000046015	03/10/2021	4TH QTR 2021 INDIRECT ASSES	604-49550-450	1,025.97
CMP - CENTRAL MUNICIPAL P	7020	03/10/2021	#WIN - TRANSMISSION & CO	604-49550-450	2,970.80
WINDOM AREA DEVELOPME	20210302	03/01/2021	INDUSTRIAL DEVELOPMENT	604-49550-491	1,200.00
Activity 49550 - Electric Total:					325,442.40
Fund 604 - ELECTRIC Total:					329,421.29

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

NCPERS MINNESOTA	844600032021	02/26/2021	INSURANCE #844600 - MARC	609-49751-133	32.00
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	609-49751-200	10.68
QUADIENT LEASING USA, INC	N8743878	03/01/2021	#00859595 - LEASE 12/27/20-	609-49751-200	23.99
RAGE INC - CAMPUS CLEANER	35765	02/23/2021	#6132 - LIQUOR - CLEANING	609-49751-211	59.58
AH HERMEL COMPANY	862946	02/18/2021	40210-MERCHANDISE	609-49751-211	59.92
AH HERMEL COMPANY	862946	02/18/2021	40210-MERCHANDISE	609-49751-217	33.11
A & B BUSINESS	IN813686	03/10/2021	#5078316129 - MAINT CONTR	609-49751-217	85.95
BELLBOY CORP	0088040400	02/24/2021	313800-MERCHANDISE	609-49751-251	2,589.48
BREAKTHRU BEVERAGE MN	1081241210	02/23/2021	4312-MERCHANDICE	609-49751-251	2,991.23
JOHNSON BROS.	1742882	02/23/2021	156083-MERCHANDISE	609-49751-251	1,951.02
JOHNSON BROS.	1747721	02/26/2021	#156083 - MERCHANDISE	609-49751-251	3,056.25
SOUTHERN GLAZER'S OF MN	2051322	02/26/2021	#8704 - MERCHANDISE	609-49751-251	755.46
SOUTHERN GLAZER'S OF MN	2051323	02/26/2021	#8704 - MERCHANDISE	609-49751-251	4,728.61
DOLL DISTRIBUTING, LLC	486898	03/05/2021	#51450 - MERCHANDISE	609-49751-251	90.70
PHILLIPS WINE & SPIRITS	6160995	02/23/2021	156083-MERCHANDISE	609-49751-251	3,160.46
PHILLIPS WINE & SPIRITS	6164454	02/26/2021	#156083 - MERCHANDISE	609-49751-251	3,422.75
PHILLIPS WINE & SPIRITS	6164455	02/26/2021	#6164455 - MERCHANDISE	609-49751-251	203.00
BEVERAGE WHOLESALERS	152813	02/26/2021	#70063 - MERCHANDISE	609-49751-252	11,368.81
BEVERAGE WHOLESALERS	153810	03/05/2021	#70063 - MERCHANDISE	609-49751-252	4,094.20
LOCHER BROS., INC.	21620	02/26/2021	#90000199 - MERCHANDISE	609-49751-252	771.75
DOLL DISTRIBUTING, LLC	482405	02/26/2021	#51450 - MERCHANDISE	609-49751-252	3,580.80
DOLL DISTRIBUTING, LLC	486898	03/05/2021	#51450 - MERCHANDISE	609-49751-252	4,272.45
DOLL DISTRIBUTING, LLC	486899	03/05/2021	#51450 - MERCHANDISE	609-49751-252	-161.00
DOLL DISTRIBUTING, LLC	486900	03/05/2021	#51450 - MERCHANDISE	609-49751-252	161.00
BELLBOY CORP	0088040400	02/24/2021	313800-MERCHANDISE	609-49751-253	368.00
BREAKTHRU BEVERAGE MN	1081241210	02/23/2021	4312-MERCHANDICE	609-49751-253	304.00
BEVERAGE WHOLESALERS	153810	03/05/2021	#70063 - MERCHANDISE	609-49751-253	23.94
JOHNSON BROS.	1742883	02/23/2021	156083-MERCHANDISE	609-49751-253	1,037.01

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JOHNSON BROS.	1747722	02/26/2021	#156083 - MERCHANDISE	609-49751-253	1,140.95
SOUTHERN GLAZER'S OF MN	2051324	02/26/2021	#8704 - MERCHANDISE	609-49751-253	126.00
ROUND LAKE VINEYARDS & W	2712	02/26/2021	MERCHANDISE	609-49751-253	198.00
PHILLIPS WINE & SPIRITS	6160996	02/23/2021	156083-MERCHANDISE	609-49751-253	752.75
BREAKTHRU BEVERAGE MN	1081241210	02/23/2021	4312-MERCHANDICE	609-49751-254	59.94
JOHNSON BROS.	1747722	02/26/2021	#156083 - MERCHANDISE	609-49751-254	104.00
ATLANTIC COCA-COLA	2726216	02/26/2021	#8373693 - MERCHANDISE	609-49751-254	122.31
PHILLIPS WINE & SPIRITS	6160996	02/23/2021	156083-MERCHANDISE	609-49751-254	23.50
AH HERMEL COMPANY	862947	02/18/2021	40214-MERCHANDISE	609-49751-254	85.56
RED BULL DISTRIBUTION CO, I	K-97956616	02/18/2021	88139-MERCHANDISE	609-49751-254	209.00
AH HERMEL COMPANY	862947	02/18/2021	40214-MERCHANDISE	609-49751-256	187.48
PHILLIPS WINE & SPIRITS	6164455	02/26/2021	#6164455 - MERCHANDISE	609-49751-259	72.00
AH HERMEL COMPANY	862947	02/18/2021	40214-MERCHANDISE	609-49751-261	33.12
SCHRAMMEL LAW OFFICE	20210303	03/10/2021	FEBRUARY 2021	609-49751-304	135.00
BELLBOY CORP	0088040400	02/24/2021	313800-MERCHANDISE	609-49751-333	86.00
BREAKTHRU BEVERAGE MN	1081241210	02/23/2021	4312-MERCHANDICE	609-49751-333	43.79
JOHNSON BROS.	1742882	02/23/2021	156083-MERCHANDISE	609-49751-333	25.06
JOHNSON BROS.	1742883	02/23/2021	156083-MERCHANDISE	609-49751-333	33.06
JOHNSON BROS.	1747721	02/26/2021	#156083 - MERCHANDISE	609-49751-333	51.20
JOHNSON BROS.	1747722	02/26/2021	#156083 - MERCHANDISE	609-49751-333	46.99
SOUTHERN GLAZER'S OF MN	2051322	02/26/2021	#8704 - MERCHANDISE	609-49751-333	6.15
SOUTHERN GLAZER'S OF MN	2051323	02/26/2021	#8704 - MERCHANDISE	609-49751-333	113.97
SOUTHERN GLAZER'S OF MN	2051324	02/26/2021	#8704 - MERCHANDISE	609-49751-333	6.15
PHILLIPS WINE & SPIRITS	6160995	02/23/2021	156083-MERCHANDISE	609-49751-333	35.37
PHILLIPS WINE & SPIRITS	6160996	02/23/2021	156083-MERCHANDISE	609-49751-333	29.88
PHILLIPS WINE & SPIRITS	6164454	02/26/2021	#156083 - MERCHANDISE	609-49751-333	52.21
PHILLIPS WINE & SPIRITS	6164455	02/26/2021	#6164455 - MERCHANDISE	609-49751-333	5.22
QUICK PRINT	2165	02/26/2021	LIQUOR - PRINTING	609-49751-350	133.50

Activity 49751 - Liquor Store Total: 52,993.31

Fund 609 - LIQUOR STORE Total: 52,993.31

Fund: 614 - TELECOM

MN 9-1-1 PROGRAM	20210310	03/10/2021	WINDOM - MARCH 2021 911	614-20206	1,252.38
					<u>1,252.38</u>

Activity: 49870 - Telecom

NCPERS MINNESOTA	844600032021	02/26/2021	INSURANCE #844600 - MARC	614-49870-133	80.00
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	614-49870-200	87.00
QUADIENT LEASING USA, INC	N8743878	03/01/2021	#00859595 - LEASE 12/27/20-	614-49870-200	23.99
RAGE INC - CAMPUS CLEANER	36150	03/03/2021	#6153 - CLEANING	614-49870-211	21.31
WEX BANK	20210228	03/10/2021	FUEL - TELECOM	614-49870-212	186.31
AMAZON CAPITAL SERVICES, I	1XXN-Q9T6-4VHF	03/03/2021	#A2Q0YJ8ZNZN2YT - TELECO	614-49870-217	95.00
A & B BUSINESS	IN813686	03/10/2021	#5078316129 - MAINT CONTR	614-49870-217	103.14
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	614-49870-227	126.90
MN DEPT OF COMMERCE	1000045715	03/05/2021	#416005647 - 4TH QTR 2021	614-49870-304	348.76
VERIZON WIRELESS	9873779361	03/01/2021	PHONE SERVICE #48657723	614-49870-321	285.10
SECR REV FUND/CITY OF WD	20210226	02/26/2021	PETTY CASH	614-49870-322	1.20
KDOM RADIO	21020463	03/10/2021	WINDOMNET - ADVERTISING	614-49870-340	100.98
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	614-49870-402	290.00
ADVANTAGE COLLECTION PR	7286720	03/05/2021	#3796 - UNCOLLECTIBLE	614-49870-432	55.71
CENTURY LINK	7242105D-D-21048	03/09/2021	#5142105DD3 - TRANSMISSIO	614-49870-441	70.45
CONSOLIDATED COMMUNICA	20210301	03/09/2021	#507-151-0204/0 - SUBSCRIB	614-49870-442	1,443.00
NATIONAL CABLE TV COOP	21020846	03/01/2021	#WIN010 - SUBSCRIBER FEES	614-49870-442	48,664.66
DISPLAY SYSTEMS INTERNATI	22145	03/03/2021	PO# 3142012 WINDOMNET S	614-49870-442	198.44
UNIVERSAL SERVICE ADMIN C	UBDI0001176756	02/26/2021	#825807 - 499A CONTRIBUTI	614-49870-443	2,143.88
E-911 - INDEPENDENT EMERG	100-0141 3-1-21	03/10/2021	#0010143 - SWITCH FEES	614-49870-445	40.00
WOODSTOCK COMMUNICATI	10157741	03/10/2021	#00017668-1 - SWITCH FEES	614-49870-445	205.10
CONSOLIDATED CALL CENTER	17877	03/03/2021	WINDOM - SWITCH FEES	614-49870-445	124.74
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	614-49870-447	139.00
1623 FARNAM LLC	004274	03/09/2021	WINDOM - INTERNET EXPENS	614-49870-447	200.00
ZAYO GROUP, LLC	2021030027696	03/10/2021	#27696 - INTERNET EXPENSE	614-49870-447	1,950.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HURRICANE ELECTRIC LLC	98371485-IN	03/03/2021	#DC0608 - INTERNET EXPENS	614-49870-447	4,100.00
GOLDEN WEST TECH & INT SO	210210219	03/03/2021	#A3790 - ON CALL SUPPORT	614-49870-448	201.00
SWWC - SOUTHWEST WEST C	65889	02/10/2021	#1-1849 - ON CALL SUPPORT	614-49870-448	950.00
SWWC - SOUTHWEST WEST C	66094	03/10/2021	#1-1849 - ON CALL SUPPORT	614-49870-448	950.00
ONVOY, LLC dba INTELIGENT	136827	03/10/2021	#6482 - CALL COMPLETTION	614-49870-451	3,998.95
ONVOY, LLC dba INTELIGENT	136900	03/10/2021	#6579 - CALL COMPLETION	614-49870-451	122.66
CENTURY LINK	20210216	03/03/2021	#507 831-1075 104 - CALL CO	614-49870-451	82.62
ZAYO GROUP, LLC	2021030002376	03/10/2021	#114184-002376 - CALL COM	614-49870-451	1,279.43

Activity 49870 - Telecom Total: 68,669.33

Fund 614 - TELECOM Total: 69,921.71

Fund: 615 - ARENA

Activity: 49850 - Arena

NCPERS MINNESOTA	844600032021	02/26/2021	INSURANCE #844600 - MARC	615-49850-133	32.00
QUADIENT LEASING USA, INC	N8743878	03/01/2021	#00859595 - LEASE 12/27/20-	615-49850-200	23.99
RAGE INC - CAMPUS CLEANER	33095	03/03/2021	#6122 - CLEANING	615-49850-211	50.00
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	615-49850-212	120.00
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	615-49850-212	120.00
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	615-49850-212	79.00
WEX BANK	20210228	03/10/2021	FUEL - ARENA	615-49850-212	63.58
WINDOM FIRE & SAFETY, LLC	0007512	03/03/2021	ARENA - OPERATING SUPPLIE	615-49850-217	167.85
A & B BUSINESS	IN813686	03/10/2021	#5078316129 - MAINT CONTR	615-49850-217	60.16
VERIZON WIRELESS	9873779361	03/01/2021	PHONE SERVICE #48657723	615-49850-321	59.17
ELECTRIC FUND	492	03/09/2021	EL ARENA	615-49850-402	66.64
WERNER ELECTRIC	5010446374.001	02/26/2021	#31969 - MAINTENANCE	615-49850-402	393.47
WERNER ELECTRIC	5010446374.002	03/10/2021	#31969 - ARENA - MAINTENA	615-49850-402	393.47
WERNER ELECTRIC	5010446374.003	02/26/2021	#31969 - MAINTENANCE	615-49850-402	22.43
WERNER ELECTRIC	5010446374.004	02/26/2021	#31969 - MAINTENANCE	615-49850-402	56.00
WERNER ELECTRIC	5010446374.005	03/10/2021	#31969 - ARENA - MAINTENA	615-49850-402	2.62
WERNER ELECTRIC	5010446374.006	03/10/2021	#31969 - ARENA - MAINTENA	615-49850-402	-2.62
WERNER ELECTRIC	5010441099.002	03/10/2021	#31969 - ARENA - MAINTENA	615-49850-406	60.66
BLUE CROSS/BLUE SHIELD	210302411634	03/10/2021	BLUE CROSS BLUE SHIELD INS-	615-49850-480	743.50

Activity 49850 - Arena Total: 2,511.92

Fund 615 - ARENA Total: 2,511.92

Fund: 617 - M/P CENTER

Activity: 49860 - M/P Center

NCPERS MINNESOTA	844600032021	02/26/2021	INSURANCE #844600 - MARC	617-49860-133	32.00
RAGE INC - CAMPUS CLEANER	33094	03/01/2021	#6152 - SUPPLIES	617-49860-200	67.50
RAGE INC - CAMPUS CLEANER	36148	03/01/2021	#6152 - SUPPLIES	617-49860-200	69.68
QUADIENT LEASING USA, INC	N8743878	03/01/2021	#00859595 - LEASE 12/27/20-	617-49860-200	23.99
COLE PAPERS INC.	9908465	02/22/2021	#84948800 - CLEANING	617-49860-211	74.38
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	617-49860-217	8.00
COLE PAPERS INC.	9951147	02/26/2021	#84948800 - WCC - SUPPLIES	617-49860-217	182.45
A & B BUSINESS	IN813686	03/10/2021	#5078316129 - MAINT CONTR	617-49860-217	60.16
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	617-49860-254	45.74
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	617-49860-254	52.03
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	617-49860-254	104.51
MN RECREATION & PARK ASS	20210226	02/26/2021	WINDOM - MEMBERSHIP REN	617-49860-308	300.00
VERIZON WIRELESS	9873779361	03/01/2021	PHONE SERVICE #48657723	617-49860-321	41.50
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	617-49860-340	299.37
US BANK	#6710 2-22-21	03/03/2021	#4246 0445 5576 6710	617-49860-340	500.00
CEDAR CREEK HB INC	400785	03/03/2021	LABOR & CLEANING	617-49860-402	300.00
HANSON PLUMBING	7753	03/09/2021	#WCC - MAINTENANCE	617-49860-402	831.92
BLUE CROSS/BLUE SHIELD	210302411634	03/10/2021	BLUE CROSS BLUE SHIELD INS-	617-49860-480	743.50

Activity 49860 - M/P Center Total: 3,736.73

Fund 617 - M/P CENTER Total: 3,736.73

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0001899	03/12/2021	Federal Tax Withholding	700-21701	10,439.18
MN Department of Revenue -	INV0001900	03/12/2021	State Withholding	700-21702	4,917.35

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Internal Revenue Service-Payr	INV0001899	03/12/2021	Social Security	700-21703	13,725.28
MN Pera	INV0001896	03/12/2021	PERA	700-21704	15,465.68
MN Pera	INV0001896	03/12/2021	PERA	700-21704	6,774.70
MN Pera	INV0001896	03/12/2021	PERA	700-21704	806.56
MN State Deferred	INV0001897	03/12/2021	Deferred Roth	700-21705	3,062.00
MN State Deferred	INV0001897	03/12/2021	Deferred Compensation	700-21705	7,395.32
BLUE CROSS/BLUE SHIELD	210302411634	03/10/2021	BLUE CROSS BLUE SHIELD INS-	700-21706	59,301.00
MN CHILD SUPPORT PAYMEN	INV0001898	03/12/2021	Child Support Payment	700-21709	97.83
Internal Revenue Service-Payr	INV0001899	03/12/2021	Medicare Withholding	700-21711	3,855.14
FURTHER (Select Account)	39739005	03/10/2021	FLEX SPENDING	700-21712	871.52
AFLAC	514914	03/05/2021	#OEQP3 - INSURANCE FEBRUA	700-21715	305.40
AFLAC	514914	03/05/2021	#OEQP3 - INSURANCE FEBRUA	700-21716	602.90
NCPERS MINNESOTA	844600032021	02/26/2021	INSURANCE #844600 - MARC	700-21718	16.00
NCPERS MINNESOTA	844600032021	02/26/2021	INSURANCE #844600 - MARC	700-21718	16.00
FURTHER (Select Account)	INV0001895	03/12/2021	HSA Employee Contribution	700-21723	487.35
					128,139.21
Fund 700 - PAYROLL Total:					128,139.21
Grand Total:					686,294.75

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	26,199.18
211 - LIBRARY	3,203.41
225 - AIRPORT	227.05
230 - POOL	12.89
235 - AMBULANCE	18,859.43
250 - EDA GENERAL	3,618.38
254 - NORTH IND PARK	144.78
401 - GENERAL CAPITAL PROJECTS	3,472.40
601 - WATER	35,149.88
602 - SEWER	8,683.18
604 - ELECTRIC	329,421.29
609 - LIQUOR STORE	52,993.31
614 - TELECOM	69,921.71
615 - ARENA	2,511.92
617 - M/P CENTER	3,736.73
700 - PAYROLL	128,139.21
Grand Total:	686,294.75

Account Summary

Account Number	Account Name	Payment Amount
100-41110-200	Office Supplies	227.95
100-41110-304	Legal Fees	75.00
100-41110-326	Data Processing	1,047.52
100-41110-433	Dues & Subscriptions	7,718.00
100-41310-133	Employer Paid Insurance	64.00
100-41310-200	Office Supplies	231.38
100-41310-217	Other Operating Supplie	171.92
100-41310-322	Postage	23.87
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	23.99
100-41910-308	Training & Registrations	75.00
100-41910-321	Telephone	41.50
100-41940-406	Repairs & Maint - Groun	782.00
100-42120-133	Employer Paid Insurance	160.00
100-42120-200	Office Supplies	529.16
100-42120-212	Motor Fuels	1,348.24
100-42120-218	Uniforms	408.01
100-42120-308	Training & Registrations	160.00
100-42120-321	Telephone	76.00
100-42120-322	Postage	33.20
100-42120-323	Radio Units	108.00
100-42120-326	Data Processing	1,320.00
100-42120-334	Meals/Lodging	862.03
100-42120-405	Repairs & Maint - Vehicl	26.16
100-42120-419	Vehicle Lease	1,718.02
100-42120-480	Other Miscellaneous	943.50
100-42220-200	Office Supplies	147.62
100-42220-211	Cleaning Supplies	42.00
100-42220-212	Motor Fuels	490.63
100-42220-215	Materials & Equipment	148.05
100-42220-217	Other Operating Supplie	142.20
100-42220-308	Training & Registrations	18.65
100-42220-325	Dispatching	416.00
100-42220-404	Repairs & Maint - M&E	64.39
100-42220-405	Repairs & Maint - Vehicl	719.06
100-42220-433	Dues & Subscriptions	504.00
100-43100-133	Employer Paid Insurance	80.00

Account Summary

Account Number	Account Name	Payment Amount
100-43100-200	Office Supplies	23.99
100-43100-212	Motor Fuels	1,829.68
100-43100-217	Other Operating Supplie	60.17
100-43100-241	Small Tools	174.50
100-43100-321	Telephone	42.32
100-43100-401	Repairs & Maint - Buildi	239.80
100-43100-402	Repairs & Maint - Struct	39.95
100-43100-404	Repairs & Maint - M&E	609.39
100-43100-406	Repairs & Maint - Groun	1,175.00
100-43100-480	Other Miscellaneous	743.50
100-45120-200	Office Supplies	23.99
100-45120-217	Other Operating Supplie	12.89
100-45202-133	Employer Paid Insurance	16.00
100-45202-200	Office Supplies	23.99
100-45202-212	Motor Fuels	38.47
100-45202-241	Small Tools	174.49
211-45501-133	Employer Paid Insurance	16.00
211-45501-200	Office Supplies	334.93
211-45501-217	Other Operating Supplie	60.16
211-45501-402	Repairs & Maint - Struct	853.68
211-45501-433	Dues & Subscriptions	191.85
211-45501-435	Books and Pamphlets	1,746.79
225-45127-200	Office Supplies	29.00
225-45127-217	Other Operating Supplie	25.62
225-45127-404	Repairs & Maint - M&E	172.43
230-45124-217	Other Operating Supplie	12.89
235-42153-200	Office Supplies	23.99
235-42153-212	Motor Fuels	2,737.44
235-42153-217	Other Operating Supplie	1,645.02
235-42153-308	Training & Registrations	3,635.00
235-42153-312	Nursing	6,312.89
235-42153-321	Telephone	348.85
235-42153-326	Data Processing	2,494.00
235-42153-334	Meals/Lodging	191.73
235-42153-340	Advertising & Promotion	65.00
235-42153-404	Repairs & Maint - M&E	642.36
235-42153-405	Repairs & Maint - Vehicl	607.97
235-42153-406	Repairs & Maint - Groun	28.00
235-42153-480	Other Miscellaneous	127.18
250-46520-133	Employer Paid Insurance	24.00
250-46520-200	Office Supplies	23.99
250-46520-321	Telephone	27.67
250-46520-322	Postage	30.40
250-46520-334	Meals/Lodging	15.32
250-46520-340	Advertising & Promotion	69.00
250-46520-381	Electric Utility	22.00
250-46520-439	Special Projects	46.00
250-49980-602	Other Long-Term Obliga	2,628.20
250-49980-612	Other Interest	731.80
254-46520-381	Electric Utility	144.78
401-49950-439	Special Projects	2,365.40
401-49950-502	Capital Outlay - Fire	1,107.00
601-16300	Improvements Other Th	20,947.50
601-49400-133	Employer Paid Insurance	48.00
601-49400-200	Office Supplies	23.99
601-49400-212	Motor Fuels	166.17
601-49400-217	Other Operating Supplie	60.17
601-49400-304	Legal Fees	210.00

Account Summary

Account Number	Account Name	Payment Amount
601-49400-321	Telephone	99.64
601-49400-322	Postage	4.80
601-49400-386	Landfill	3,150.75
601-49400-402	Repairs & Maint - Struct	8.61
601-49400-404	Repairs & Maint - M&E	135.68
601-49400-405	Repairs & Maint - Vehicl	15.00
601-49400-408	Repairs & Maint - Distrib	10,266.20
601-49400-432	Uncollectible	13.37
602-49450-133	Employer Paid Insurance	48.00
602-49450-200	Office Supplies	23.99
602-49450-212	Motor Fuels	123.84
602-49450-217	Other Operating Supplie	60.17
602-49450-308	Training & Registrations	520.00
602-49450-310	Lab Testing	1,771.50
602-49450-321	Telephone	121.52
602-49450-381	Electric Utility	202.91
602-49450-402	Repairs & Maint - Struct	14.48
602-49450-404	Repairs & Maint - M&E	5,148.11
602-49450-405	Repairs & Maint - Vehicl	124.18
602-49450-408	Repairs & Maint - Distrib	510.00
602-49450-432	Uncollectible	14.48
604-14200	Inventory	585.89
604-16300	Improvements Other Th	3,393.00
604-49550-133	Employer Paid Insurance	112.00
604-49550-200	Office Supplies	213.75
604-49550-212	Motor Fuels	318.41
604-49550-217	Other Operating Supplie	60.17
604-49550-218	Uniforms	225.00
604-49550-241	Small Tools	138.93
604-49550-263	Merchandise for Resale -	313,241.37
604-49550-310	Lab Testing	124.80
604-49550-321	Telephone	145.69
604-49550-325	Dispatching	30.68
604-49550-333	Freight and Express	194.84
604-49550-402	Repairs & Maint - Struct	72.92
604-49550-404	Repairs & Maint - M&E	131.25
604-49550-405	Repairs & Maint - Vehicl	106.81
604-49550-406	Repairs & Maint - Groun	184.60
604-49550-408	Repairs & Maint - Distrib	871.44
604-49550-410	Repairs & Maint - Gener	32.06
604-49550-432	Uncollectible	27.85
604-49550-433	Dues & Subscriptions	4,013.06
604-49550-450	Conservation	3,996.77
604-49550-491	Payments to Other Orga	1,200.00
609-49751-133	Employer Paid Insurance	32.00
609-49751-200	Office Supplies	34.67
609-49751-211	Cleaning Supplies	119.50
609-49751-217	Other Operating Supplie	119.06
609-49751-251	Liquor	22,948.96
609-49751-252	Beer	24,088.01
609-49751-253	Wine	3,950.65
609-49751-254	Soft Drinks & Mix	604.31
609-49751-256	Tobacco Products	187.48
609-49751-259	Non- Alcoholic	72.00
609-49751-261	Other Merchandise	33.12
609-49751-304	Legal Fees	135.00
609-49751-333	Freight and Express	535.05
609-49751-350	Printing & Design	133.50

Account Summary

Account Number	Account Name	Payment Amount
614-20206	911 TAP & TACIP Fees CI	1,252.38
614-49870-133	Employer Paid Insurance	80.00
614-49870-200	Office Supplies	110.99
614-49870-211	Cleaning Supplies	21.31
614-49870-212	Motor Fuels	186.31
614-49870-217	Other Operating Supplie	198.14
614-49870-227	Utility System Maint Sup	126.90
614-49870-304	Legal Fees	348.76
614-49870-321	Telephone	285.10
614-49870-322	Postage	1.20
614-49870-340	Advertising & Promotion	100.98
614-49870-402	Repairs & Maint - Struct	290.00
614-49870-432	Uncollectible	55.71
614-49870-441	Transmission Fees	70.45
614-49870-442	Subscriber Fees	50,306.10
614-49870-443	Intergovernmental Fees	2,143.88
614-49870-445	Switch Fees	369.84
614-49870-447	Internet Expense	6,389.00
614-49870-448	On-Call Support	2,101.00
614-49870-451	Call Completion	5,483.66
615-49850-133	Employer Paid Insurance	32.00
615-49850-200	Office Supplies	23.99
615-49850-211	Cleaning Supplies	50.00
615-49850-212	Motor Fuels	382.58
615-49850-217	Other Operating Supplie	228.01
615-49850-321	Telephone	59.17
615-49850-402	Repairs & Maint - Struct	932.01
615-49850-406	Repairs & Maint - Groun	60.66
615-49850-480	Other Miscellaneous	743.50
617-49860-133	Employer Paid Insurance	32.00
617-49860-200	Office Supplies	161.17
617-49860-211	Cleaning Supplies	74.38
617-49860-217	Other Operating Supplie	250.61
617-49860-254	Soft Drinks & Mix	202.28
617-49860-308	Training & Registrations	300.00
617-49860-321	Telephone	41.50
617-49860-340	Advertising & Promotion	799.37
617-49860-402	Repairs & Maint - Struct	1,131.92
617-49860-480	Other Miscellaneous	743.50
700-21701	Federal Withholding	10,439.18
700-21702	State Withholding	4,917.35
700-21703	FICA Tax Withholding	13,725.28
700-21704	PERA Contributions	23,046.94
700-21705	Retirement	10,457.32
700-21706	Medical Insurance	59,301.00
700-21709	Wage Levy	97.83
700-21711	Medicare Tax Withholdi	3,855.14
700-21712	Flex Account	871.52
700-21715	Individual Insurance-Afla	305.40
700-21716	Individual Insurance-Afla	602.90
700-21718	Individual Insurance-NC	32.00
700-21723	HSA Employee Contribu	487.35
Grand Total:		686,294.75

Project Account Summary

Project Account Key	Payment Amount
None	686,294.75

Project Account Summary

Project Account Key
None

Payment Amount

Grand Total:

686,294.75

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Development Department
DATE: March 16, 2021 (City Council Meeting Date)
RE: Public Hearing – Residential Tax Abatement – 1945 Fourth Avenue
DEPT: Development Department
CONTACT: Drew Hage, Development Director at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

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

1. Hold Public Hearing on the proposed residential tax abatement.
 2. Adopt attached RESOLUTION approving the tax abatement for a new single-family home to be constructed at 1945 Fourth Avenue, Windom, MN 56101.
-

Issue Summary/Background

On March 2, 2021, the Windom City Council adopted a resolution calling for a Public Hearing to be held on March 16, 2021, to discuss the Cottonwood County Home Initiative Application for a new single-family home to be constructed at 1945 Fourth Avenue, Windom, MN 56101.

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

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

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

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

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

Fiscal Impact

If the tax abatement is granted following the public hearing, the estimated abatement of real estate taxes by the City for the five-year period is \$9,275.

Attachments

1. Resolution Approving Tax Abatement for Certain Property Pursuant to Minn. Stat. §469.1813.
2. Public Hearing Notice
3. Cottonwood County Home Initiative Application Packet – 1945 Fourth Avenue, Windom, MN.

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

CITY OF WINDOM

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

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

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

WHEREAS, Wayne L. Mau and Deborah S. Mau, husband and wife, ("Maus") are the owners of the following described real estate within Cottonwood County, Minnesota:

Parcel #: 25-132-0010

Address of Property: 1945 Fourth Avenue, Windom, MN 56101

Legal Description of Property: All that part of Lot 1 of Billing's Subdivision, a/k/a Billings Subdivision No. 1 in the City of Windom, Cottonwood County, Minnesota, described as follows: Commencing at the Northeast corner of said Lot 1; thence South along the East boundary line of said Lot 1 a distance of 451 feet, more or less, to the Northerly line of the highway (said highway is now known as 4th Avenue and was formerly known as US Highway 71) thence in a Northwesterly direction along the Northerly line of said highway a distance of 178.4 feet; thence in a Northerly direction to a point on the North line of said Lot 1 which is located 132.8 feet West of the Northeast corner of said Lot 1; thence East along the North line of said Lot 1 a distance of 132.8 feet, more or less, to the Northeast corner of said Lot 1 which is the point of beginning. (Briefly described as the East 132.8 feet of Lot 1 of Billing's Subdivision in the City of Windom, Cottonwood County, Minnesota.)

WHEREAS, Maus propose to a construct a new home on this property; and

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

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

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

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

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

Adopted by the City Council this 16th day of March, 2021.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

PUBLIC HEARING NOTICE

CITY OF WINDOM, MINNESOTA

RESIDENTIAL PROPERTY TAX ABATEMENT

A Public Hearing will be held by the Windom City Council on Tuesday, March 16, 2021, at the City Council Meeting which begins at 6:30 P.M. in the City Council Chambers at the City Hall, 444 Ninth Street, Windom, Minnesota, to consider granting a residential property tax abatement pursuant to Minnesota Statutes §469.1813.

Request submitted by Wayne L. Mau and Deborah S. Mau. Abatement period – 5 years commencing on first year of taxes payable for assessed value related to new home. Based on 2021 TNT rates, **estimated** total abatement could be approximately \$9,275.

Property Address: 1945 Fourth Avenue, Windom, MN 56101

Legal Description of Property: All that part of Lot 1 of Billing's Subdivision, a/k/a Billings Subdivision No. 1 in the City of Windom, Cottonwood County, Minnesota, described as follows: Commencing at the Northeast corner of said Lot 1; thence South along the East boundary line of said Lot 1 a distance of 451 feet, more or less, to the Northerly line of the highway (said highway is now known as 4th Avenue and was formerly known as US Highway 71) thence in a Northwesterly direction along the Northerly line of said highway a distance of 178.4 feet; thence in a Northerly direction to a point on the North line of said Lot 1 which is located 132.8 feet West of the Northeast corner of said Lot 1; thence East along the North line of said Lot 1 a distance of 132.8 feet, more or less, to the Northeast corner of said Lot 1 which is the point of beginning. (Briefly described as the East 132.8 feet of Lot 1 of Billing's Subdivision in the City of Windom, Cottonwood County, Minnesota.)

Parcel No.: 25-132-0010

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

BY ORDER OF THE WINDOM CITY COUNCIL

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

Published: March 3, 2021
(COTTONWOOD COUNTY CITIZEN)

February 8, 2021

To: Cottonwood County Home Initiative Administrator

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

Re: Request for Residential Tax Abatement

Dear Drew:

We plan to construct a new single-family home on property at 1945 Fourth Avenue in Windom. We are requesting residential tax abatement for the new home pursuant to the Cottonwood County Home Initiative. Our plans are to begin construction of the new home this year.

Our application includes:

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

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

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

Sincerely,


Wayne L. Mau


Deborah S. Mau

Applicants: Wayne L. Mau & Deborah S. Mau
Current Address: 401 19th Street, Windom, MN 56101
Contact Phone Nos.: 507-831-5519 Cell: 507-822-8955 or 507-822-1210

ATTACHMENT
to
COTTONWOOD COUNTY HOME INITIATIVE APPLICATION

Applicants: Wayne L. Mau & Deborah S. Mau

Parcel ID No.: 25-132-0010

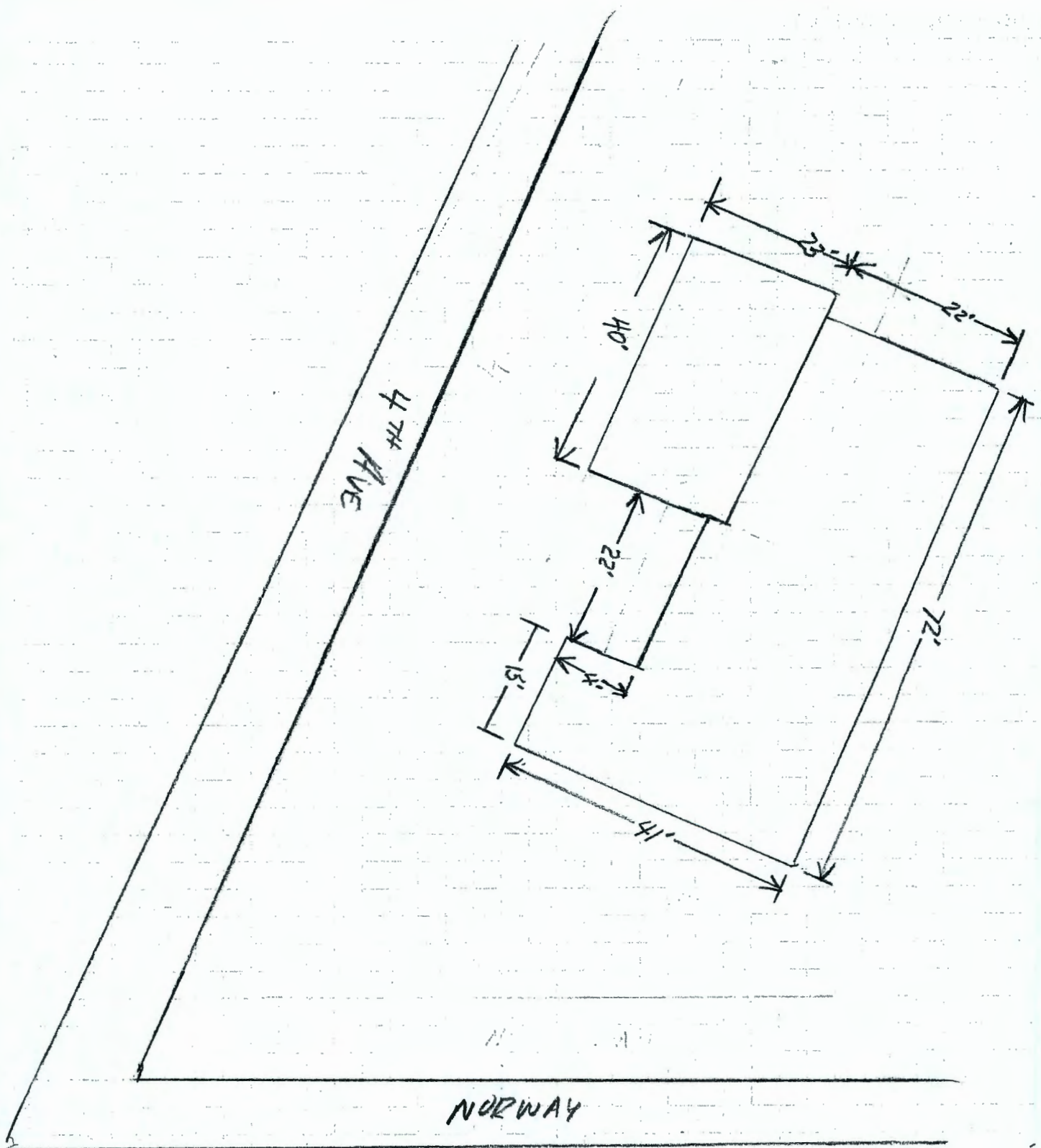
Address of the Property: 1945 Fourth Avenue, Windom, Minnesota 56101

Legal Description of the Property: All that part of Lot 1 of Billing's Subdivision, a/k/a Billings Subdivision No. 1 in the City of Windom, Cottonwood County, Minnesota, described as follows: Commencing at the Northeast corner of said Lot 1; thence South along the East boundary line of said Lot 1 a distance of 451 feet, more or less, to the Northerly line of the highway (said highway is now known as 4th Avenue and was formerly known as US Highway 71) thence in a Northwesterly direction along the Northerly line of said highway a distance of 178.4 feet; thence in a Northerly direction to a point on the North line of said Lot 1 which is located 132.8 feet West of the Northeast corner of said Lot 1; thence East along the North line of said Lot 1 a distance of 132.8 feet, more or less, to the Northeast corner of said Lot 1 which is the point of beginning. (Briefly described as the East 132.8 feet of Lot 1 of Billing's Subdivision in the City of Windom, Cottonwood County, Minnesota.)

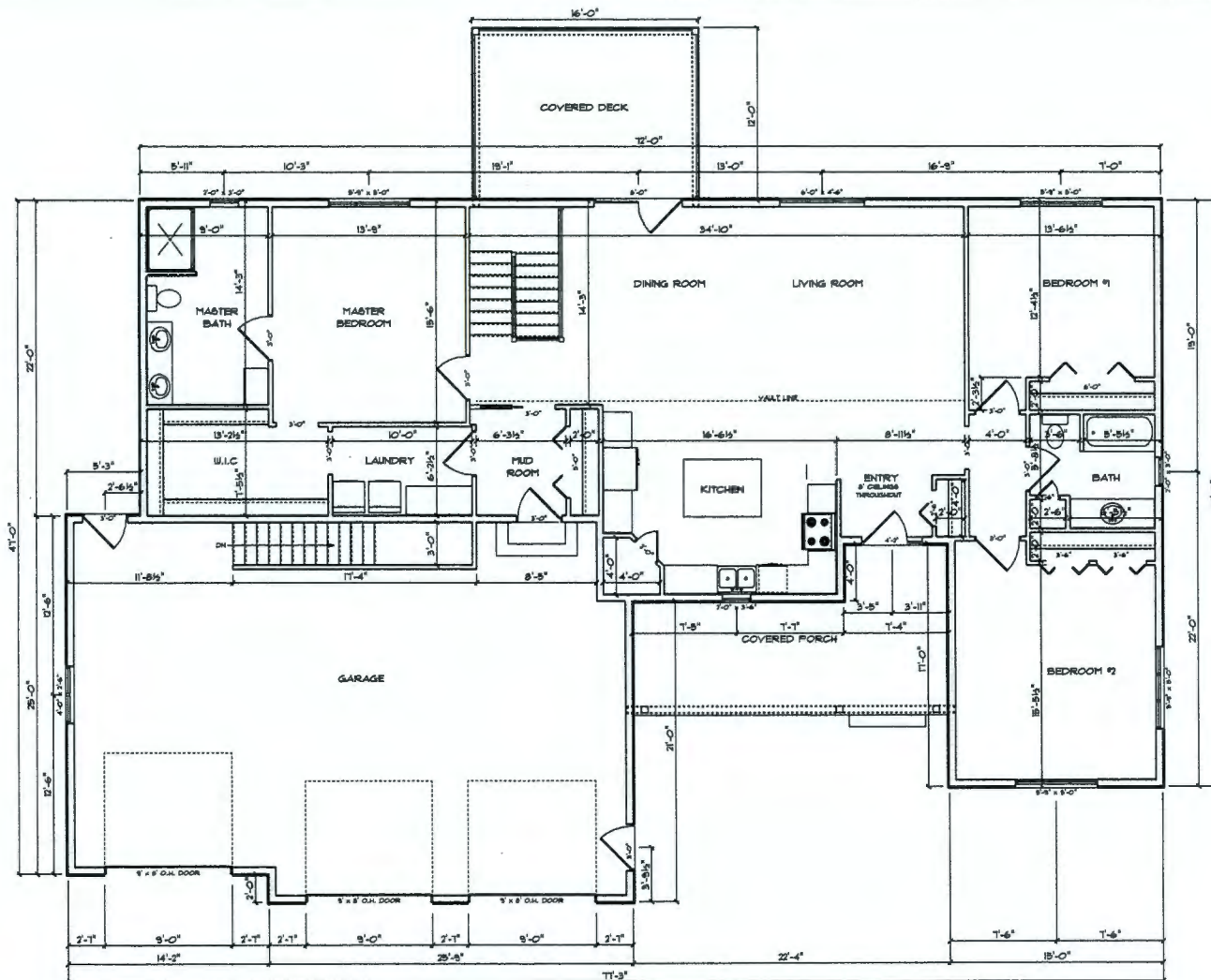
Utilities: Electricity, sewer, and water are provided to the property by the City of Windom. Natural gas is provided by Minnesota Energy Resources.

Estimated Market Value of the New Home: \$257,769





Wayne & Deborah Mau - 1945 Fourth Avenue
Windom, MN



MAIN FLOOR

SCALE: 1/8" = 1'-0"
1988 SF

Scott's
Lumber & Supply Co.

4040 S. GRANGE DRIVE
SIOUX FALLS, SD 57105
(605) 336-0860

Drafter:
SHAWN DAVIS
605.334.3929

Contractor:

Project Information:

WAYNE & DEBBIE MALI
LAMPERT'S WINDOW

DISCLAIMER:

PLANS DRAWN BY SCOTT'S LUMBER WERE PREPARED BY DRAFTSPERSONS WHO ARE NOT LICENSED AS PROFESSIONAL ARCHITECTS OR ENGINEERS. SCOTT'S LUMBER DISCLAIMS ANY LIABILITY FOR ERRORS ON THESE PLANS. USE OF SUCH PLANS ARE THE SOLE RISK OF THE USER. THE USAGE OF CORRECT STRUCTURAL MATERIALS, SPANS, LOAD BEARING, AND CONSTRUCTION METHODS ARE THE RESPONSIBILITY OF THE BUILDER, OWNER, OR USER OF THESE PLANS.

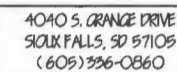
Notes:

Start Date:
12/15/20

Salesperson:
ELISS THOM

Plan #
SFL20669

Page
3



Drafter:
SHALIN DAVIS
605.334.3929

Contractor:

Project Information:

WAYNE & DEBBIE MA
LAMPERTS WINDOM

DISCLAIMER:

PLANS DRAWN BY SCOTT'S LUMBER WERE PREPARED BY DRAFTSPERSONS WHO ARE NOT LICENSED AS PROFESSIONAL ARCHITECTS OR ENGINEERS. SCOTT'S LUMBER DISCLAIMS ANY LIABILITY FOR ERRORS ON THESE PLANS. USE OF SUCH PLANS ARE THE SOLE RISK OF THE USER. THE USAGE OF CORRECT STRUCTURAL MATERIALS, SPANS, LOAD BEARING, AND CONSTRUCTION METHODS ARE THE RESPONSIBILITY OF THE BUILDER, OWNER, OR USER OF THESE PLANS.

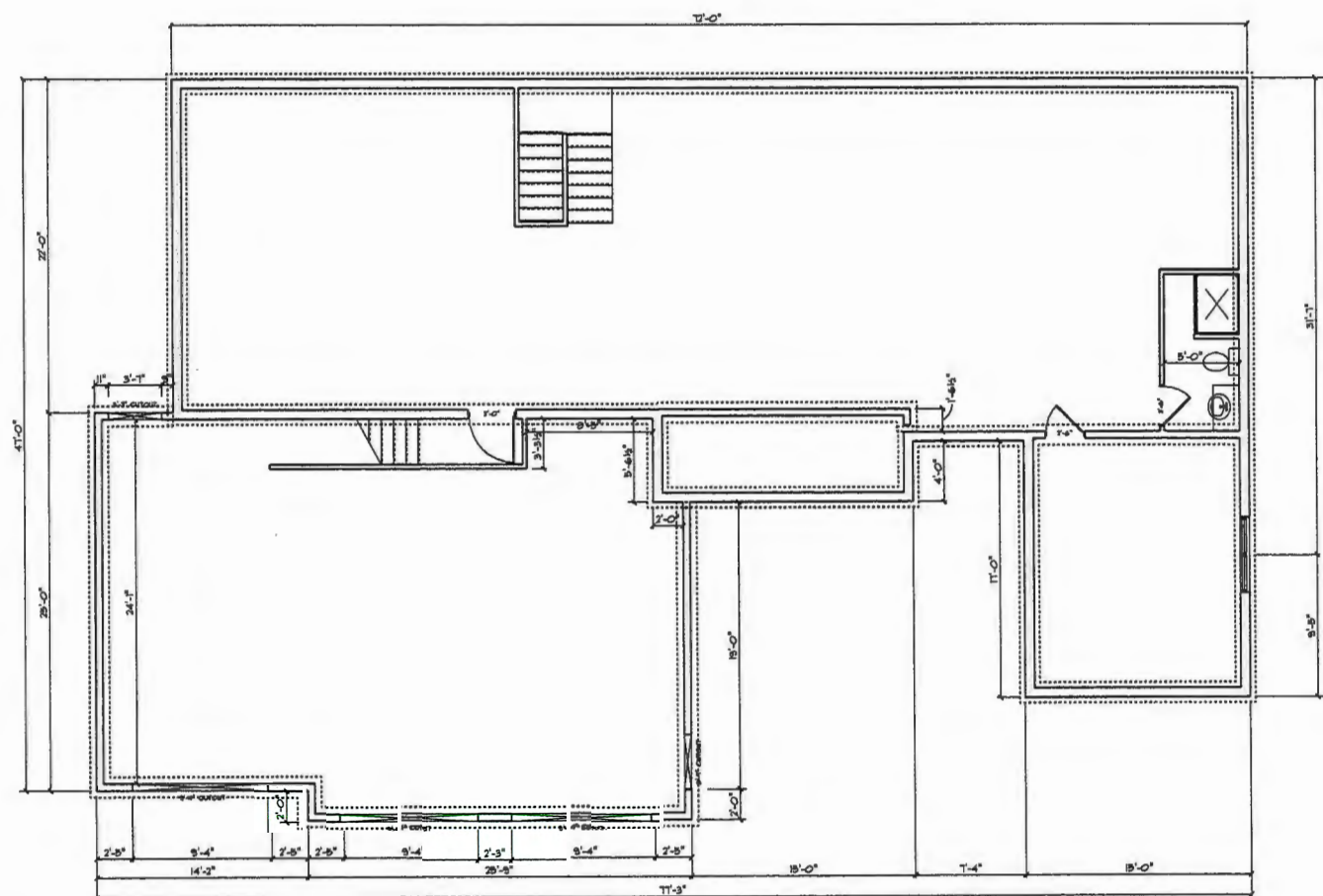
Notes:

Start Date:	12/15/20
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Salesperson:
RUISS THOM

Plan #	SFL20669
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Page	2
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SCALE: 1/8" = 1'-0"

Scott's Lumber & Supply Co.

4040 S. ORANGE DRIVE
 SIOUX FALLS, SD 57105
 (605) 336-0860

Drafted:
 SHAWN DAVIS
 605.334.5929

Contractor:

Project Information:

WAYNE & DEBBIE MAU
 LAWPERTS WINDOW

DISCLAIMER:

PLANS DRAWN BY SCOTT'S LUMBER VENDOR
 PREPARED BY DRAFTSMEN WHO ARE
 NOT LICENSED AS PROFESSIONAL
 ARCHITECTS OR ENGINEERS. SCOTT'S LUMBER
 DISCLAIMS ANY LIABILITY FOR ERRORS ON
 THESE PLANS. USE OF SUCH PLANS ARE THE
 SOLE RISK OF THE USER.
 THE USER OF CORRECT STRUCTURAL
 MATERIALS, SPANS, LOAD BEARING, AND
 CONSTRUCTION METHODS ARE THE
 RESPONSIBILITY OF THE BUILDER, OWNER,
 OR USER OF THESE PLANS.

Notes:

Start Date: 12/19/20	Salesperson: BLISS THOM
Plan # SFL20669	Page 4



FRONT ELEVATION

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



REAR ELEVATION

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



Scott's
Lumber & Supply Co.

1040 S. GRANGE DRIVE
SIOUX FALLS, SD 57105
(605) 336-0860

Drafter:
SHAWN DAVIS
605.554.5929

Contractor:

Project Information:
WAYNE & DEBBIE MAU
LAMPERTS WINDOW

DISCLAIMER:

PLANS DRAWN BY SCOTT'S LUMBER WERE PREPARED BY DRAFTSPERSONS WHO ARE NOT LICENSED AS PROFESSIONAL ARCHITECTS OR ENGINEERS. SCOTT'S LUMBER DISCLAIMS ANY LIABILITY FOR ERRORS ON THESE PLANS. USE OF SUCH PLANS ARE THE SOLE RISK OF THE USER. THE USAGE OF CORRECT STRUCTURAL MATERIALS, SPANS, JOINT DRAINAGE, AND CONSTRUCTION METHODS ARE THE RESPONSIBILITY OF THE USER, OWNER, OR USER OF THESE PLANS.

Notes:

Start Date: 12/15/20	Salesperson: BLES THOM
Plan # SPL-20669	Page 1



LEFT ELEVATION

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



RIGHT ELEVATION

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

Scott's
Lumber & Supply Co.

4040 S. ORANGE DRIVE
SIOUX FALLS, SD 57105
(605) 336-0860

Drafters:
SHAWN DAVIS
605.334.5929

Contractor:

Project Information:

WAYNE & DEBBIE MAU
LAMPERT'S WINDOW

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SOLE RISK OF THE USER.
THE USAGE OF CORRECT STRUCTURAL
MATERIALS, SPANS, LOAD BEARING, AND
CONSTRUCTION METHODS ARE THE
RESPONSIBILITY OF THE BUILDER, OWNER,
OR USER OF THESE PLANS.

Notes:

Start Date: 12/15/20 Salesperson: BLISS THOM

Plan #: 5FL20669 Page: 5

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Development Department
DATE: March 16, 2021 (City Council Meeting Date)
RE: Public Hearing – Residential Tax Abatement – 63 Sixth Street
DEPT: Development Department
CONTACT: Drew Hage, Development Director at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

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

1. Hold Public Hearing on the proposed residential tax abatement.
 2. Adopt attached RESOLUTION approving the tax abatement for a new single-family home to be constructed at **63 Sixth Street**, Windom, MN 56101.
-

Issue Summary/Background

On March 2, 2021, the Windom City Council adopted a resolution calling for a Public Hearing to be held on March 16, 2021, to discuss the Cottonwood County Home Initiative Application for a new single-family home to be constructed at 63 Sixth Street, Windom, MN 56101.

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

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

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

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

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

Fiscal Impact

If the tax abatement is granted following the public hearing, the estimated abatement of real estate taxes by the City for the five-year period is \$10,700.

Attachments

1. Resolution Approving Tax Abatement for Certain Property Pursuant to Minn. Stat. §469.1813.
2. Public Hearing Notice
3. Cottonwood County Home Initiative Application Packet – 63 Sixth Street, Windom, MN.

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

CITY OF WINDOM

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

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

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

WHEREAS, Daniel E. Wagner and Tanya M. Wagner, husband and wife, (“Wagners”) are the owners of the following described real estate within Cottonwood County, Minnesota:

Parcel #: 25-670-0080

Address of Property: 63 Sixth Street, Windom, MN 56101

Legal Description of Property: Lots 4 and 5 in Block 2, Redding’s First Addition and that portion of the vacated alley lying South of Lots 4 and 5 in Block 2 of said Redding’s First Addition in the City of Windom, Cottonwood County, Minnesota; and

WHEREAS, Wagners propose to a construct a new home on this property; and

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

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

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

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

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

Adopted by the City Council this 16th day of March, 2021.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

PUBLIC HEARING NOTICE

CITY OF WINDOM, MINNESOTA

RESIDENTIAL PROPERTY TAX ABATEMENT

A Public Hearing will be held by the Windom City Council on Tuesday, March 16, 2021, at the City Council Meeting which begins at 6:30 P.M. in the City Council Chambers at the City Hall, 444 Ninth Street, Windom, Minnesota, to consider granting a residential property tax abatement pursuant to Minnesota Statutes §469.1813.

Request submitted by Daniel E. Wagner and Tanya M. Wagner. Abatement period – 5 years commencing on first year of taxes payable for assessed value related to new home. Based on 2021 TNT rates, **estimated** total abatement could be approximately \$10,700.

Property Address: 63 Sixth Street, Windom, MN 56101

Legal Description of Property: Lots 4 and 5 in Block 2, Redding's First Addition and that portion of the vacated alley lying South of Lots 4 and 5 in Block 2 of said Redding's First Addition in the City of Windom, Cottonwood County, Minnesota.

Parcel No.: 25-670-0080

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

BY ORDER OF THE WINDOM CITY COUNCIL

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

Published: March 3, 2021
(COTTONWOOD COUNTY CITIZEN)

2-8 2020 2021

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

Re: Request for Residential Tax Abatement

Dear Drew:

We plan to construct a new single-family home on property at 63 Sixth Street. We are requesting residential tax abatement for the new home pursuant to the Cottonwood County Home Initiative. Our plans are to begin construction of the new home this year.

Our application includes:

1. This letter requesting abatement;
2. Legal description, address, and Parcel ID No. of the property;
3. Aerial or plat map showing the lot lines of the property;
4. A site plan showing the proposed location and dimensions of the new home on the property;
5. Floor plans for the new home;
6. Estimated market value of the new home. \$300,000

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

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

Sincerely,

Dan Wagner

Daniel E. Wagner

Tanya M. Wagner

Tanya M. Wagner

Address of Property Owners: 1930 Woodland Ct.

Worthington, MN 56187

Contact Phone No(s): 507-360-6572

ATTACHMENT
to
COTTONWOOD COUNTY HOME INITIATIVE APPLICATION

Applicants: Daniel E. Wagner and Tanya M. Wagner

Parcel ID No.: 25-670-0080

Address of the Property: 63 Sixth Street, Windom, Minnesota 56101

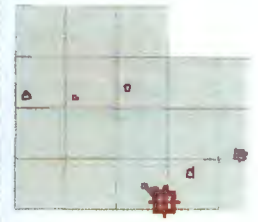
Legal Description of the Property: Lots 4 and 5 in Block 2, Redding's First Addition and that portion of the vacated alley lying South of Lots 4 and 5 in Block 2 of said Redding's First Addition in the City of Windom, Cottonwood County, Minnesota.

Utilities: Electricity, sewer, and water are provided to the property by the City of Windom. Natural gas is provided by Minnesota Energy Resources.

Estimated Market Value of the New Home: \$300,000



Overview



Legend

- ☐ Corporate Limits
- ☐ Political Township
- ☐ Parcels

Parcel ID	256700080	Alternate ID	n/a	Owner Address	KOCH/JARED
Sec/Twp/Rng	0-0-0	Class	RESIDENTIAL\ SINGLE UNIT		43160 COUNTY RD 26
Property Address	63 6TH ST	Acreage	n/a		WINDOM MN 56101
	56101				
District	n/a				
Brief Tax Description	LOTS 4 & 5 BLK 2; VAC ALLEY S SIDE				
	(Note: Not to be used on legal documents)				

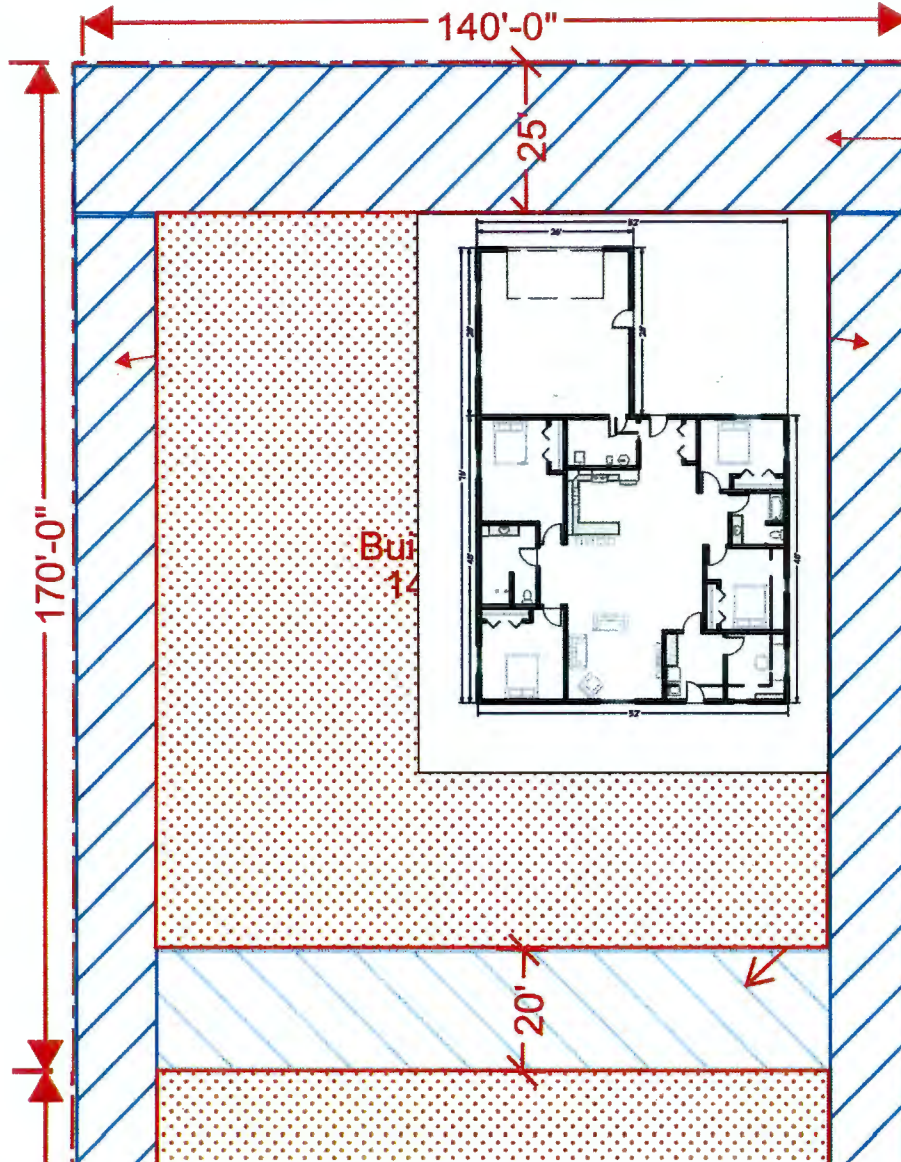
Date created: 2/3/2021

Last Data Uploaded: 2/2/2021 7:22:12 PM

Developed by  Schneider
GEOSPATIAL

NORTH
Street Side

63 Sixth Street



Frontyard Setback.
Measured from the
property line, not th
curb or street.

Utility Easement
Cannot build any
structure on easeme

This property is locate
the R-2 District. One a

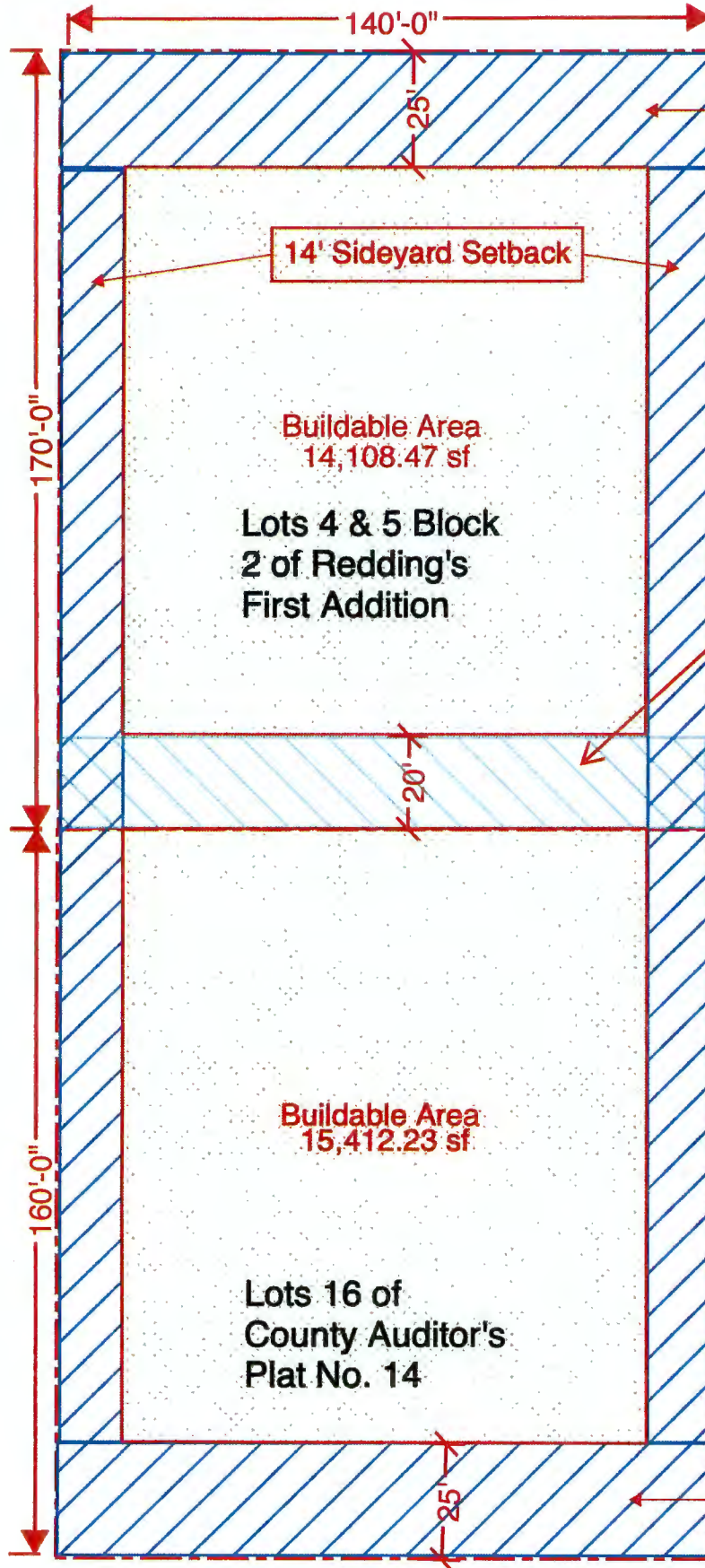
Scale: NTS
Date: 02/05/2021
Sales: J. STEINER
Drafter: S. STEINER

DAN WAGNER
WINDOM NEW HOUSE
LOT LAYOUT

FULDA
FUMBER
COMPANY LLC • 807-485-8884



63 Sixth Street



Frontyard Setback.
Measured from the property line, not the curb or street.

14' Sideyard Setback

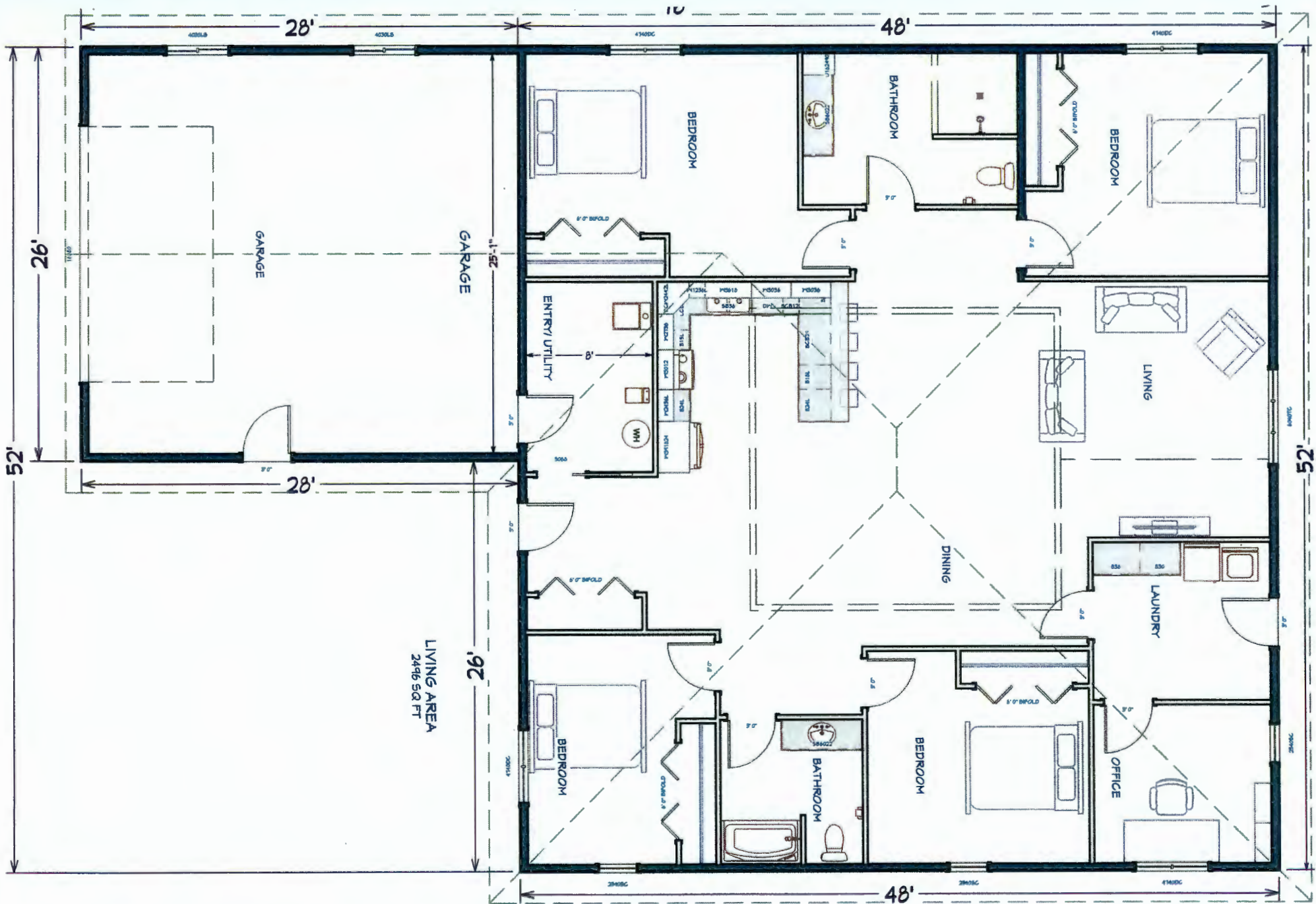
Utility Easement
Cannot build any structure on easement.

This property is located in the R-2 District. One and two-family homes are a permitted use. Multi-Family dwellings are a conditional use.

Maximum lot coverage is 40% of the total lot.
Maximum building height is 35'.

All single family homes must provide sheltered off-street parking for two standard size automobiles.

Rearyard Setback



FULDA LUMBER
 COMPANY LLC • 807-426-2294

DAN WAGNER
 NEW HOUSE - WINDOM
 MAIN FLOOR PLAN

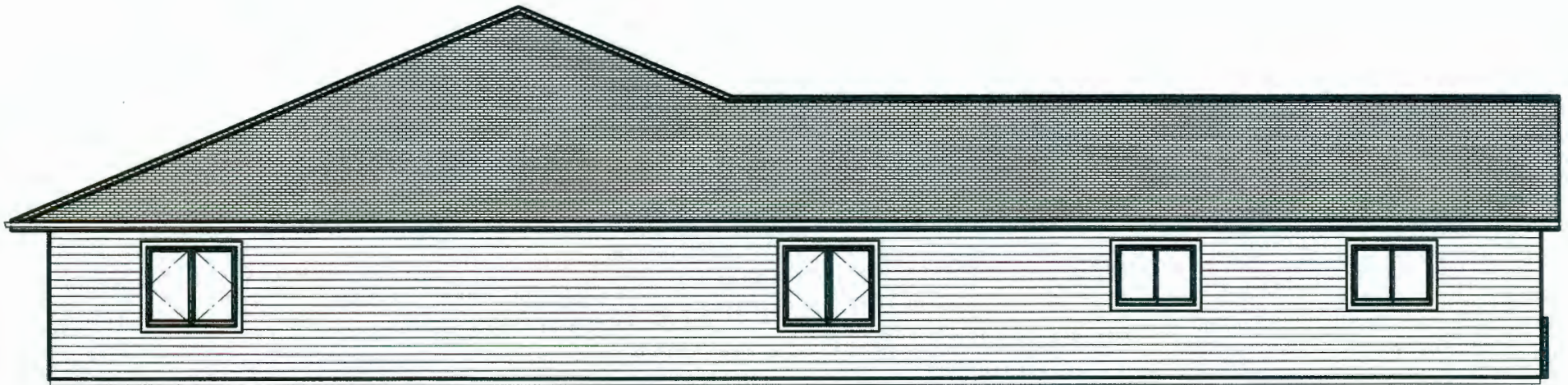
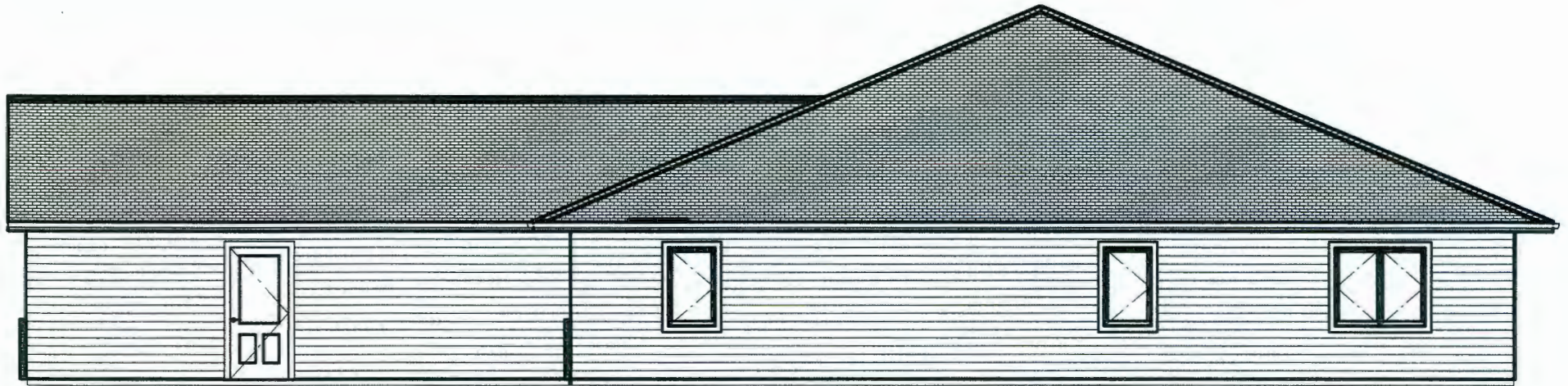
Scale: 1/8" = 1'0"
 Date: 01/16/2021
 Sales: J. STEINER
 Drafter: S. STEINER



Scale: NTS
 Date: 01/16/2021
 Sales: J. STEINER
 Drafter: S. STEINER

DAN WAGNER
 NEW HOUSE - WINDOM
 ELEVATIONS

FULDA
LUMBER
 COMPANY LLC • 507-455-2264



FULDA
LUMBER
COMPANY LLC • 507-425-2254

DAN WAGNER
NEW HOUSE - WINDOM
ELEVATIONS

Scale: 1/8" = 1'0"
Date: 01/16/2021
Sales: J. STEINER
Drafter: S. STEINER

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Development Department
DATE: March 16, 2021 (City Council Meeting Date)
RE: Public Hearing – Residential Tax Abatement – 1605 17th Street
DEPT: Development Department
CONTACT: Drew Hage, Development Director at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

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

1. Hold Public Hearing on the proposed residential tax abatement.
 2. Adopt attached RESOLUTION approving the tax abatement for a new single-family home to be constructed at **1605 17th Street**, Windom, MN 56101.
-

Issue Summary/Background

On March 2, 2021, the Windom City Council adopted a resolution calling for a Public Hearing to be held on March 16, 2021, to discuss the Cottonwood County Home Initiative Application for a new single-family home to be constructed at 1605 17th Street, Windom, MN 56101.

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

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

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

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

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

Fiscal Impact

If the tax abatement is granted following the public hearing, the estimated abatement of real estate taxes by the City for the five-year period is \$9,990.

Attachments

1. Resolution Approving Tax Abatement for Certain Property Pursuant to Minn. Stat. §469.1813.
2. Public Hearing Notice
3. Cottonwood County Home Initiative Application Packet – 1605 17th Street, Windom, MN.

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

CITY OF WINDOM

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

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

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

WHEREAS, Nestor E. Palm and Patti J. Palm, as Trustees, (“Palms”) are the owners of the following described real estate within Cottonwood County, Minnesota:

Parcel #: 25-450-0350

Address of Property: 1605 17th Street, Windom, MN 56101

Legal Description of Property: Lot 19 in Block 3 of Kalash Addition to the City of Windom, Cottonwood County, Minnesota; and

WHEREAS, Palms propose to a construct a new home on this property; and

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

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

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

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

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

Adopted by the City Council this 16th day of March, 2021.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

PUBLIC HEARING NOTICE

CITY OF WINDOM, MINNESOTA

RESIDENTIAL PROPERTY TAX ABATEMENT

A Public Hearing will be held by the Windom City Council on Tuesday, March 16, 2021, at the City Council Meeting which begins at 6:30 P.M. in the City Council Chambers at the City Hall, 444 Ninth Street, Windom, Minnesota, to consider granting a residential property tax abatement pursuant to Minnesota Statutes §469.1813.

Request submitted by Nestor E. Palm and Patti J. Palm. Abatement period – 5 years commencing on first year of taxes payable for assessed value related to new home. Based on 2021 TNT rates, **estimated** total abatement could be approximately \$9,990.

Property Address: 1605 17th Street, Windom, MN 56101

Legal Description of Property: Lot 19 in Block 3 of Kalash Addition to the City of Windom, Cottonwood County, Minnesota.

Parcel No.: 25-450-0350

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

BY ORDER OF THE WINDOM CITY COUNCIL

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

Published: March 3, 2021
(COTTONWOOD COUNTY CITIZEN)

February 11, 2021

To: Cottonwood County Home Initiative Administrator

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

Re: Request for Residential Tax Abatement

Dear Drew:

We plan to construct a new single-family home on property at **(Lot 19 in Block 3 of Kalash Addition in the City of Windom, Cottonwood County, Minnesota)**. We are requesting residential tax abatement for the new home pursuant to the Cottonwood County Home Initiative Program. Our plans are to begin construction of the new home this year.

Our application includes:

1. This letter requesting abatement;
2. Legal description, address, and Parcel ID No. of the property;
3. Aerial or plat map showing the lot lines of the property;
4. A site plan showing the proposed location and dimensions of the new home on the property;
5. Floor plans for the new home;
6. Estimated market value of the new home; ^{\$}277,000
- ~~7. Cottonwood County Building Setback Permit;~~
- ~~8. Cottonwood County SSTS (Septic System) Permit.~~

A copy of the Permit for Building issued by the Cottonwood County Zoning Office will be provided when available.

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

Sincerely,

Nestor and Patti Palm



1835 Jamison Drive
Windom, MN 56101
507-831-4949

ATTACHMENT
to
COTTONWOOD COUNTY HOME INITIATIVE APPLICATION

Applicants: Nestor E. Palm and Patti J. Palm, as Trustees (of their respective living trusts).

Parcel ID No.: 25-450-0350

Address of the Property: 1605 17th Street, Windom, Minnesota 56101

Legal Description of the Property: Lot 19 in Block 3 of Kalash Addition to the City of Windom, Cottonwood County, Minnesota.

Utilities: Electricity, sewer, and water are provided to the property by the City of Windom. Natural gas is provided by Minnesota Energy Resources.

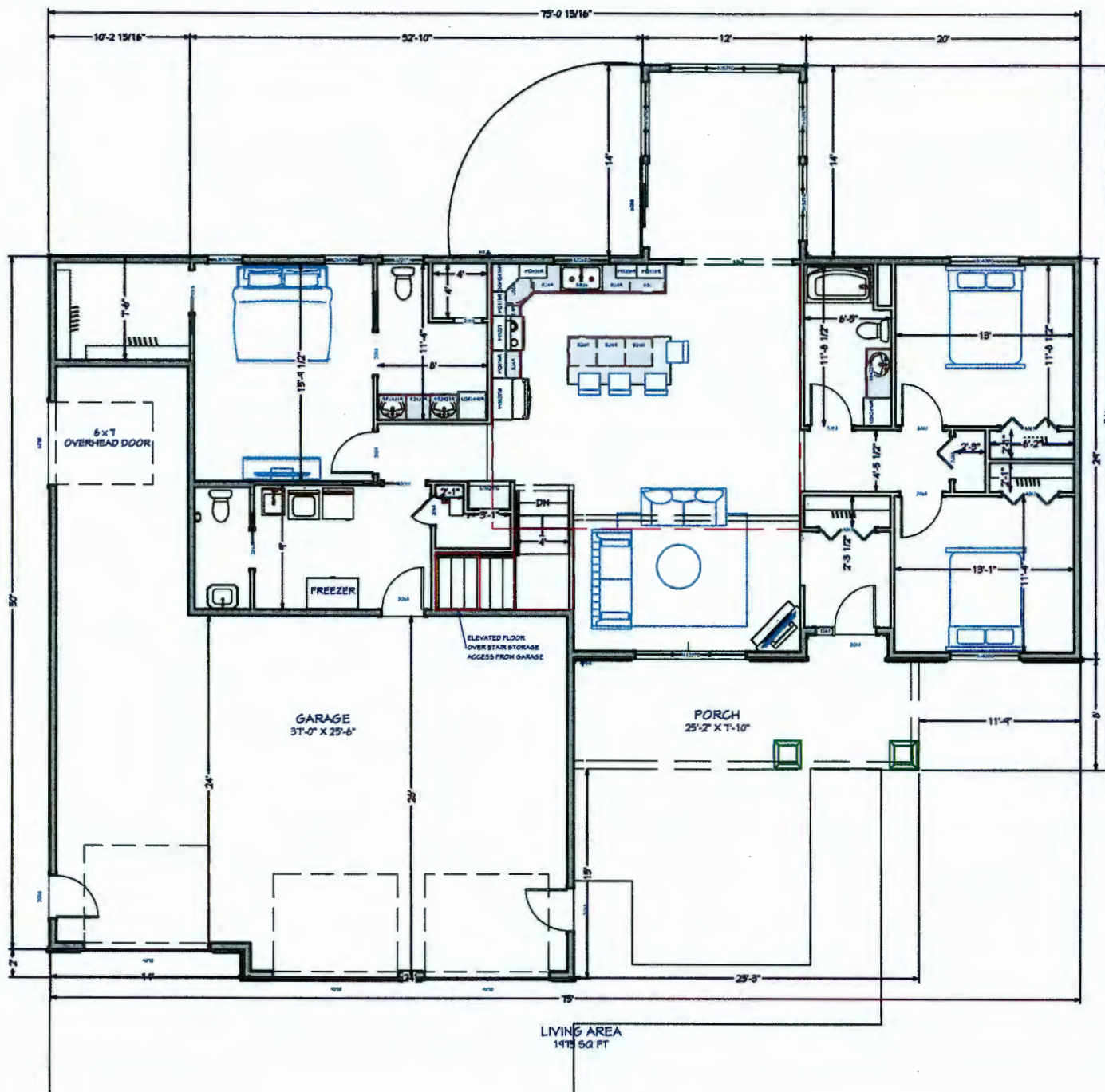
Estimated Market Value of the New Home: \$277,000



17th St

© 2021 Google





**FULDA
FLUMBER**
COMPANY LLC • 507-488-8284

NESTOR & PATTY PALM
NEW HOUSE
FLOOR PLAN

Scale: 3/32" = 1'0"
Date: 02/08/2021
Sales: J. STEINER
Drafter: S. STEINER



FULDA
LUMBER
COMPANY LLC • 807-425-2284

NESTOR & PATTY PALM
NEW HOUSE
ELEVATION

Scale:	NTS
Date:	02/08/2021
Sales:	J. STEINER
Drafter:	S. STEINER

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Development Department
DATE: March 16, 2021 (City Council Meeting Date)
RE: Public Hearing – Remodeling Project Tax Abatement – 1955 First Avenue
DEPT: Development Department
CONTACT: Drew Hage, Development Director at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

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

1. Hold Public Hearing on the proposed remodeling project tax abatement.
 2. Adopt attached RESOLUTION approving the tax abatement for new housing units to be created by remodeling of existing hotel/motel rooms on property at **1955 First Avenue**, Windom, MN 56101.
-

Issue Summary/Background

On March 2, 2021, the Windom City Council adopted a resolution calling for a Public Hearing to be held on March 16, 2021, to discuss the Application in the Housing Initiative Remodeling Program for new housing units (apartments) to be created by remodeling of existing hotel/motel rooms on property at 1955 First Avenue, Windom, MN 56101.

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

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

On March 2, 2021, Cottonwood County approved guidelines and a program through which the County, City, and School can grant abatement of real estate taxes for new housing units created by remodeling of existing building(s). Eligible remodeling projects include, but are not limited to, remodeling of commercial properties, former school buildings, former hospitals, etc. into new housing unit(s) as permitted by zoning.

On March 2, 2021, the City of Windom adopted a resolution approving the revised Cottonwood County Housing Initiative Remodeling Program Guidelines and the City's participation in this program.

The program provides for a five-year abatement of real estate taxes on the increased market value of the property generated by the remodeling of existing building(s) into new housing units (apartments). The abatement commences on the first year of taxes payable on the full increased assessed value of the property. The abatement only covers the portion of the structure that is remodeled into new housing units. The abatement does not include the real estate taxes on the land, the current base value, or any special assessments on the property.

Fiscal Impact

If the tax abatement is granted following the public hearing, the estimated abatement of real estate taxes by the City for this property for the five-year period is \$30,290.

Attachments

1. Resolution Approving Tax Abatement for Certain Property Pursuant to Minn. Stat. §469.1813.
2. Public Hearing Notice
3. Housing Initiative Remodeling Program - Application Packet – 1955 First Avenue, Windom, MN.

RESOLUTION #2021-

INTRODUCED:

SECONDED:

VOTED: Aye:
 Nay:
 Absent:

CITY OF WINDOM

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

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

WHEREAS, in addition to the statutory requirements, on March 2, 2021, the City Council of the City of Windom approved revised Guidelines for the Cottonwood County Housing Initiative Remodeling Program and also approved the City’s participation in this Program; and

WHEREAS, T&M Development, LLC (“T&M”) is the owner of the following described real estate:

Parcel #: 25-622-0010

Address of Property: 1955 First Avenue, Windom, MN 56101

Legal Description of Property: Lot 1 and all that part of Lot 2 in Block 1 of Pamida Subdivision which lies West of the East line of the Southwest Quarter (SW¼) of Section 24, Township 105 North, Range 36 West of the 5th P.M. in the City of Windom, Cottonwood County, Minnesota; and

WHEREAS, T&M proposes to remodel existing hotel/motel rooms into new housing units (apartments); and

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

WHEREAS, T&M has met the statutory requirements outlined under Minnesota Statutes §469.1813 Subdivision 1(1) and Subdivision 1(2)(i) as well as the County’s Housing Initiative Remodeling Program Guidelines for tax abatement; and

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

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

1. The City of Windom does hereby grant an abatement to T&M DEVELOPMENT, LLC of the City's share of property taxes upon the above-described parcel based on the proposed remodeling of existing hotel/motel rooms on said parcel into new housing units (apartments).
2. The tax abatement will be for no more than five (5) years commencing on the first year of taxes payable for the full assessed value related to the capital improvements (new housing units) outlined above and as outlined in the Cottonwood County Housing Initiative Remodeling Program Guidelines.
3. The City shall provide the awarded abatement payment following payment by the property owners of the property taxes due annually. One single payment of the City's share of the abatement shall be made to the property owners of record by December 30th of that calendar year.
4. The tax abatement will only cover the portion of the structure that is remodeled into new housing units. Land value and the current base value are not eligible and will not be abated.
5. The abatement shall be null and void if the remodeling project is not commenced within six (6) months of the approval of this resolution or if property taxes are not paid on or before the respective annual payment deadlines.

Adopted by the City Council this 16th day of March, 2021.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

PUBLIC HEARING NOTICE

CITY OF WINDOM, MINNESOTA

**PROPERTY TAX ABATEMENT – REMODELING PROJECT -
NEW HOUSING UNITS**

A Public Hearing will be held by the Windom City Council on Tuesday, March 16, 2021, at the City Council Meeting which begins at 6:30 P.M. in the City Council Chambers at the City Hall, 444 Ninth Street, Windom, Minnesota, to consider granting a property tax abatement for new housing units pursuant to Minnesota Statutes §469.1813.

Request submitted by T&M Development, LLC. Abatement period – 5 years commencing on first year of taxes payable for full assessed value related to new housing units. Based on 2021 TNT rates, **estimated** total abatement could be approximately \$30,290.

Property Address: 1955 First Avenue, Windom, MN 56101

Legal Description of Property: Lot 1 and all that part of Lot 2 in Block 1 of Pamida Subdivision which lies West of the East line of the Southwest Quarter (SW¹/₄) of Section 24, Township 105 North, Range 36 West of the 5th P.M. in the City of Windom, Cottonwood County, Minnesota.

Parcel No.: 25-622-0010

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

BY ORDER OF THE WINDOM CITY COUNCIL

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

Published: March 3, 2021
(COTTONWOOD COUNTY CITIZEN)

Dear Cottonwood County Home Initiative Administrator,

I, Martin Walgenbach, am representing T & M Development. I am requesting a tax abatement for the Guardian Inn rehab project. We will be remodeling the 39 unit hotel into a 37 unit multi-family apartment complex. The project is scheduled to start this March with Phase 1. Phase 1 entails the remodel of the first 16 unit building on the south end of the property. Once that is complete, we will take our tenants out of the east building, move them into the south building and start the remodel of the east building. Once that is complete, the tenants from the office building will move into the East building. From there we will finish the 3rd and final phase. Construction is all slated to be completed in 2021.

Thank you for considering this project for the tax abatement.

A handwritten signature in blue ink, appearing to read "M Walgenbach", with a stylized flourish at the end.

Martin Walgenbach
507-380-5490
Marty@GESMankato.com

ATTACHMENT
to
COTTONWOOD COUNTY HOUSING INITIATIVE REMODELING PROGRAM APPLICATION

Applicant: T&M Development, LLC

Parcel ID No.: 25-622-0010

Address of the Property: 1955 First Avenue, Windom, Minnesota 56101

Legal Description of the Property: Lot 1 and all that part of Lot 2 in Block 1 of Pamida Subdivision which lies West of the East line of the Southwest Quarter (SW $\frac{1}{4}$) of Section 24, Township 105 North, Range 36 West of the 5th P.M. in the City of Windom, Cottonwood County, Minnesota.

Utilities: Electricity, sewer, and water are provided to the property by the City of Windom. Natural gas is provided by Minnesota Energy Resources.

Estimated Annual Tax Abatement for City of Windom (2021 TNT Rates): \$6,058



Parcel ID	256220010	Alternate ID	n/a	Owner Address	SSW PROPERTIES LLC
Sec/Twp/Rng	0-0-0	Class	COMM LAND/BLD		220 WEST LINCOLN
Property Address	1955 1ST AVE 56101	Acreage	n/a		LUVERNE MN 56156
District	n/a				
Brief Tax Description	LOT 1; LOT 2 W OF E LINE SW1/4 (Note: Not to be used on legal documents)				

Date created: 2/16/2021
Last Data Uploaded: 2/15/2021 7:16:28 PM

Developed by  **Schneider**
GEOSPATIAL



PROPOSED TITLE:

INTERIOR REMODEL

GUARDIAN
INN

WINDOM
MINNESOTA
56101

ORIGINAL CONTRACTOR:

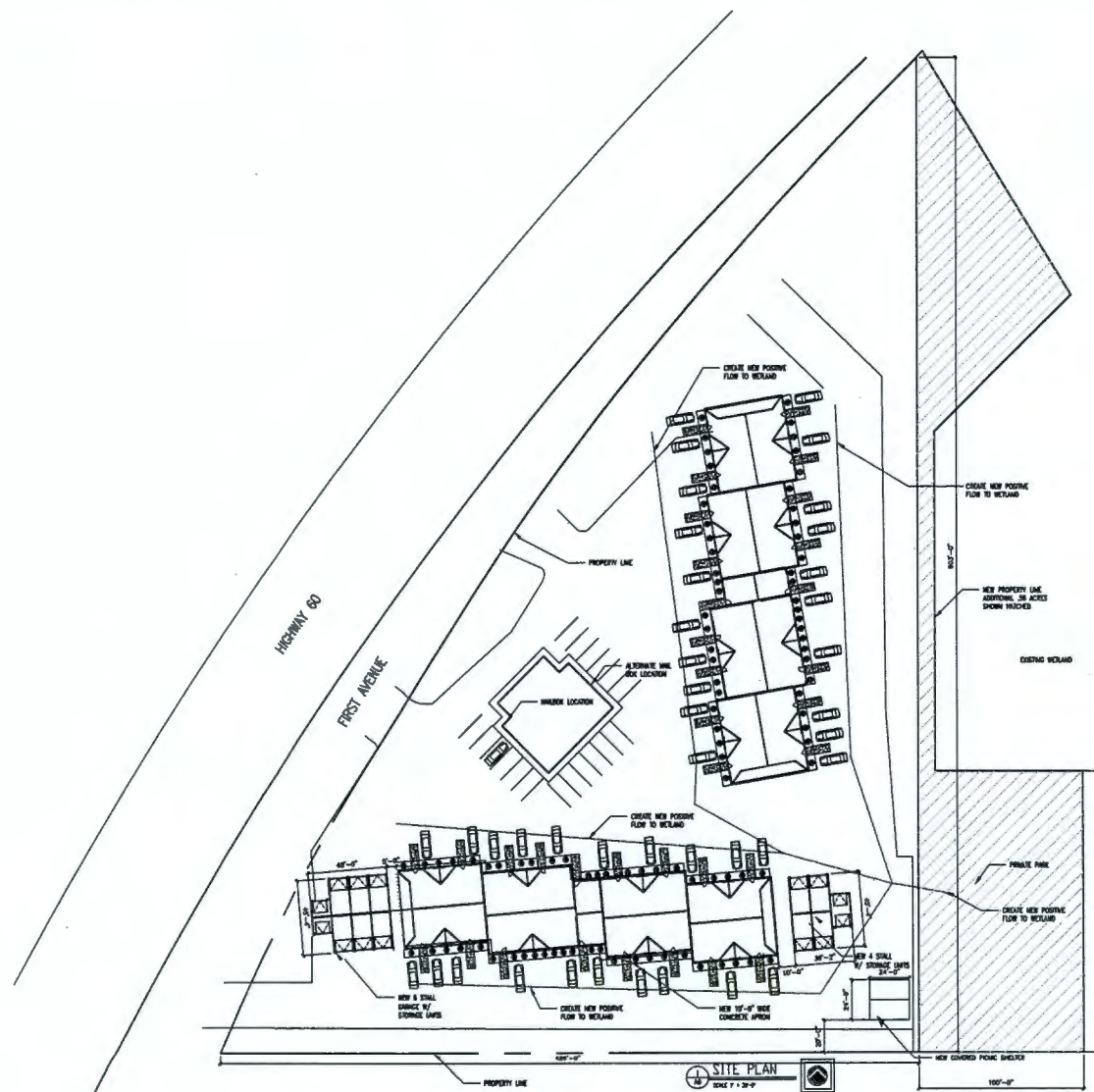
No.	SUBMISSIONS & EFFORTS	Date
1	DESIGN DOCUMENTS	01-07-2003

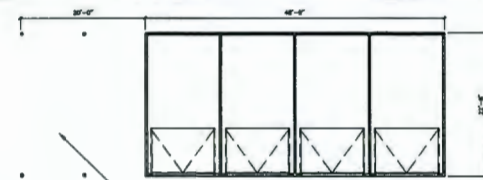
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SITE PLAN
SCALE 1" = 30'-0"

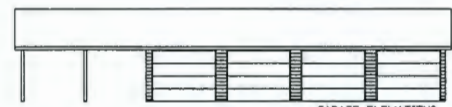
FILE NO.: C005
 DATE: 06-22-2002
 DRAWN BY: AME
 CHECKED BY:

A0

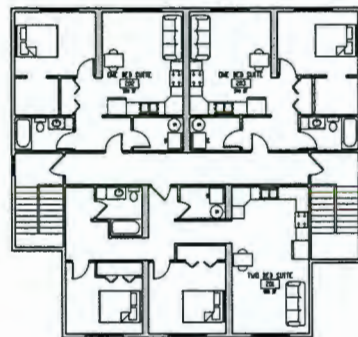




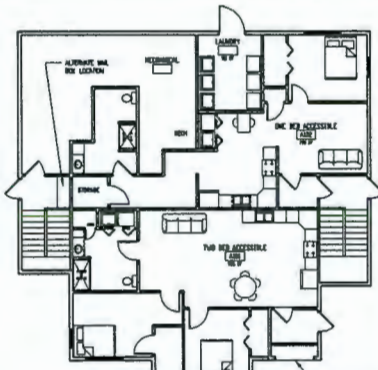
① GARAGE PLAN
SHEET 1 OF 1



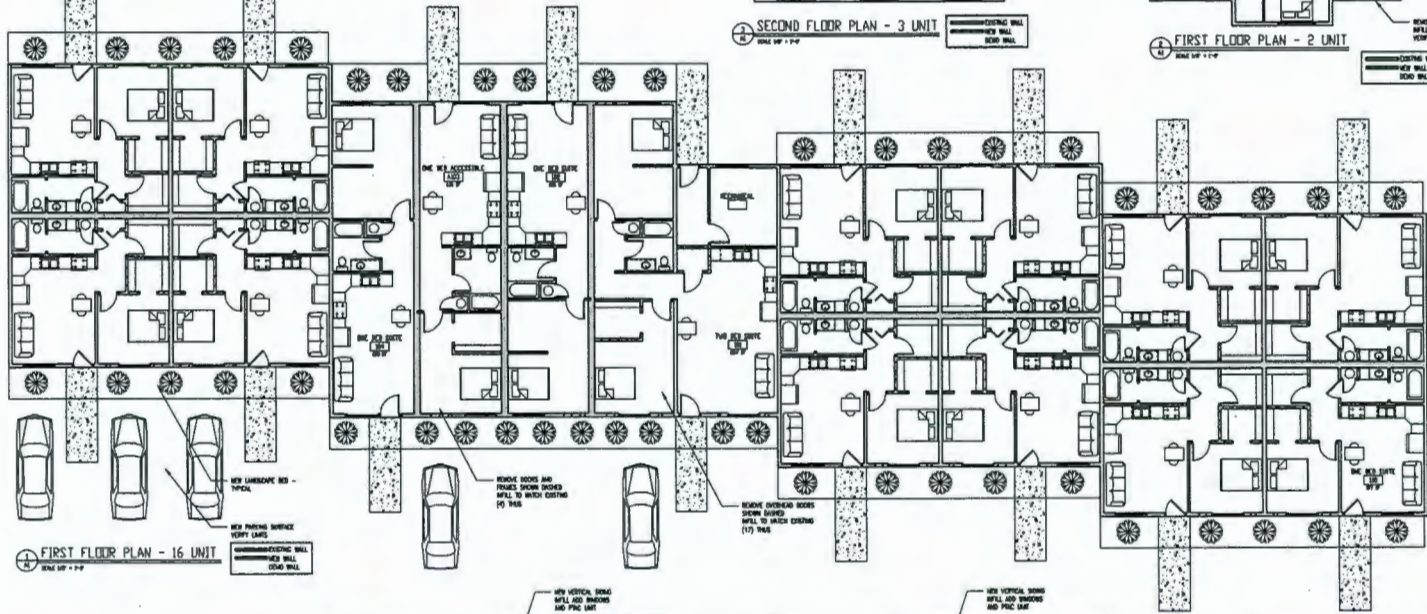
② GARAGE ELEVATIONS
SHEET 1 OF 1



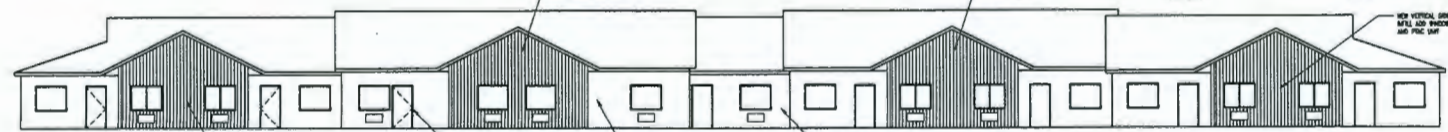
③ SECOND FLOOR PLAN - 3 UNIT
SHEET 1 OF 1



④ FIRST FLOOR PLAN - 2 UNIT
SHEET 1 OF 1



⑤ FIRST FLOOR PLAN - 16 UNIT
SHEET 1 OF 1



⑥ NORTH-WEST ELEVATION
SHEET 1 OF 1



strangedesign
300 N. Franklin St., Minneapolis, MN 55401
phone 612.331.1040
email@strangedesign.com

PROJECT TITLE

INTERIOR
REMODEL

GUARDIAN
INN

WINDOM
MINNESOTA
56101

GENERAL CONTRACTOR

No.	REVISIONS & REVISIONS	Date
1	DESIGN DOCUMENTS	04-01-08

THIS DOCUMENT IS THE PROPERTY OF STRANGE DESIGN. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF STRANGE DESIGN. ANY UNAUTHORIZED USE OF THIS DOCUMENT IS PROHIBITED. STRANGE DESIGN SHALL NOT BE LIABLE FOR ANY DAMAGES, INCLUDING CONSEQUENTIAL DAMAGES, ARISING FROM THE USE OF THIS DOCUMENT. STRANGE DESIGN SHALL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THIS DOCUMENT. ANY USER OF THIS DOCUMENT SHALL BE RESPONSIBLE FOR OBTAINING NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. ANY USER OF THIS DOCUMENT SHALL BE RESPONSIBLE FOR OBTAINING NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. ANY USER OF THIS DOCUMENT SHALL BE RESPONSIBLE FOR OBTAINING NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

FLOOR PLANS

PROJECT NO.	0000
DATE	04-01-08
DRAWN BY	AME
CHECKED BY	

A1





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: MARCH 16, 2021
RE: CALL FOR PUBLIC HEARING – RESIDENTIAL TAX ABATEMENT
DEPT: Development Department
CONTACT: Drew Hage, Development Director, at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

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

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

Issue Summary/Background

Background: Minnesota Statutes gives authority to cities to grant an abatement of taxes imposed by the City if certain criteria are met. In December 2019, the City Council approved the updated Guidelines and renewal of the City's participation in the Cottonwood County Home Initiative Program for another 3-year period. The program provides for a five-year abatement of real estate taxes on the increased market value of the property generated by the construction of a new home, duplex, or multi-family building. The abatement commences on the first year of taxes payable on the full assessed value related to the new home. The abatement does not include the real estate taxes on the land.

Current Application: The EDA received a request for abatement of the City's real estate taxes on a proposed new home to be constructed on property at **1424 River Road**.

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

Fiscal Impact

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

Based on an estimated market value of \$146,025 and the 2021 TNT rates, the estimated tax abatement for the City would be approximately \$1,070 per year. The total estimated tax abatement by the City of Windom for the five-year period is approximately \$5,350. (The market value for the project is only an estimate, since the new home has not yet been constructed. The tax rates will also change each year.)

Attachments

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

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

CITY OF WINDOM

RESOLUTION CALLING FOR PUBLIC HEARING ON PROPOSED TAX ABATEMENT FOR NEW RESIDENTIAL PROJECT

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

WHEREAS, in addition to the statutory requirements, on December 3, 2019, the City Council of the City of Windom adopted Resolution #2019-79 approving the updated Cottonwood County Home Initiative Guidelines (for 2020-2022 application period) and renewing the City's participation in the Cottonwood County Home Initiative Program; and

WHEREAS, Lindsey A. Cartwright and Jane L. Cartwright, husband and wife, ("Cartwrights") are the owners of the following described real estate within Cottonwood County, Minnesota:

Parcel #s: 25-838-0020 & 25-685-0080

Address of Property: 1424 River Road, Windom, MN 56101

Legal Description of Property: Lots 2 and 3 in Block 1 of the plat of Windom Townhouses and Lot 8 in Block 1 of River Road Addition, all in the City of Windom, Cottonwood County, Minnesota; and

WHEREAS, Cartwrights propose to a construct a new home on this property; and

WHEREAS, Cartwrights have requested tax abatement on this property pursuant to the Guidelines; and

WHEREAS, the abatement of taxes on the above-described parcel would be for the period of five (5) years commencing on the first year of taxes payable for the full assessed value related to the capital improvements as outlined in Cottonwood County Home Initiative Guidelines; and

WHEREAS, the estimated market value of the new home, submitted by the Applicants, is \$146,025; and

WHEREAS, based on the Estimated Market Value for the new home and based on 2021 TNT rates, the estimated tax abatement for the City of Windom for this property would be approximately \$1,070 per year. The total estimated tax abatement by the City of Windom for the five-year period is approximately \$5,350. (These figures were calculated using 2021 TNT rates which are the rates currently available for 2021. The market value for the project is only an estimate, since the building has not yet been constructed. The tax rates will also change each year.)

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

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

1. Public Hearing. A public hearing to consider the proposed tax abatement, as set forth above, shall be held on Tuesday, April 6, 2021, in the Windom City Hall Council Chambers during the regular City Council Meeting which begins at 6:30 p.m.

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

Adopted by the City Council this 16th day of March, 2021.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

February 22, 2021

To: Cottonwood County Home Initiative Administrator

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

Re: Request for Residential Tax Abatement

Dear Drew:

We plan to construct a new single-family home on property at 1424 River Road in Windom. We are requesting residential tax abatement for the new home pursuant to the Cottonwood County Home Initiative. Our plans are to begin construction of the new home this year.

Our application includes:

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

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

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

Sincerely,


Lindsey A. Cartwright


Jane L. Cartwright

Applicants: Lindsey A. Cartwright & Jane L. Cartwright
Home Address: 709 River Road, Windom, MN 56101
Contact Phone No(s): 507-830-1305

ATTACHMENT
to
COTTONWOOD COUNTY HOME INITIATIVE APPLICATION

Applicants: Lindsey A. Cartwright & Jane L. Cartwright

Parcel ID Nos.: 25-838-0020 & 25-685-0080

Address of the Property: 1424 River Road, Windom, Minnesota 56101

Legal Description of the Property: Lots 2 and 3 in Block 1 of the plat of Windom Townhouses and Lot 8 in Block 1 of River Road Addition, all in the City of Windom, Cottonwood County, Minnesota.

Utilities: Electricity, sewer, and water are provided to the property by the City of Windom. Natural gas is provided by Minnesota Energy Resources.

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



Parcel ID	258380020	Alternate ID	n/a
Sec/Twp/Rng	0-0-0	Class	RESIDENTIAL VACANT LAND
Property Address		Acreage	n/a
District	n/a		
Brief Tax Description	LOTS 2 & 3, BLK 1		
	(Note: Not to be used on legal documents)		

Owner Address CARTWRIGHT/LINDSEY & JANE
709 RIVER RD
WINDOM MN 56101

Date created: 3/2/2021
Last Data Uploaded: 3/1/2021 7:23:29 PM

Developed by  **Schneider**
GEOSPATIAL



Parcel ID 256850080
 Sec/Twp/Rng 0-0-0
 Property Address 1424 RIVER RD
 56101

Alternate ID n/a
 Class RESIDENTIAL\ SINGLE UNIT
 Acreage n/a

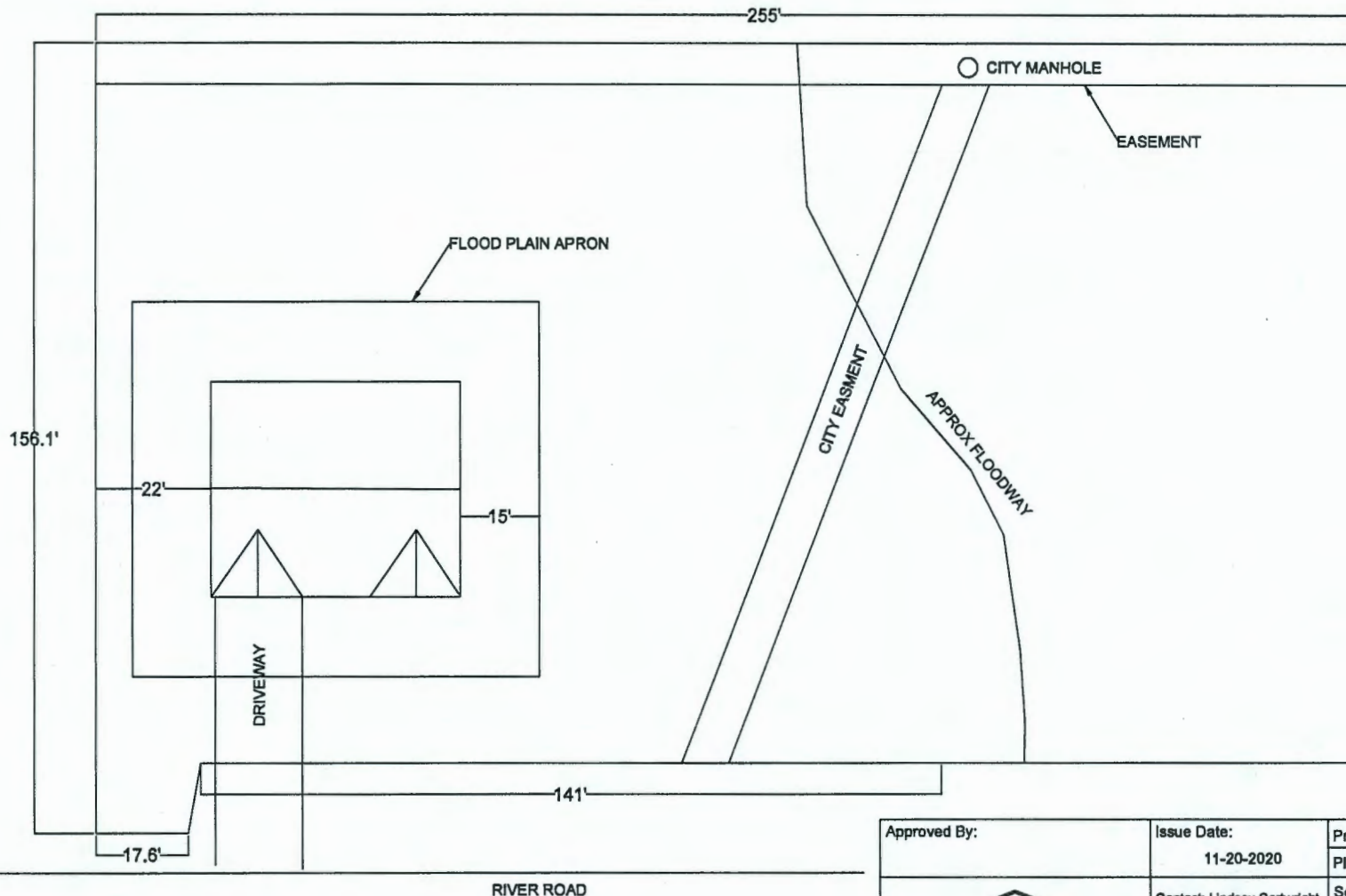
Owner Address CARTWRIGHT/LINDSEY & JANE
 709 RIVER RD
 WINDOM MN 56101

District n/a
 Brief Tax Description n/a

(Note: Not to be used on legal documents)

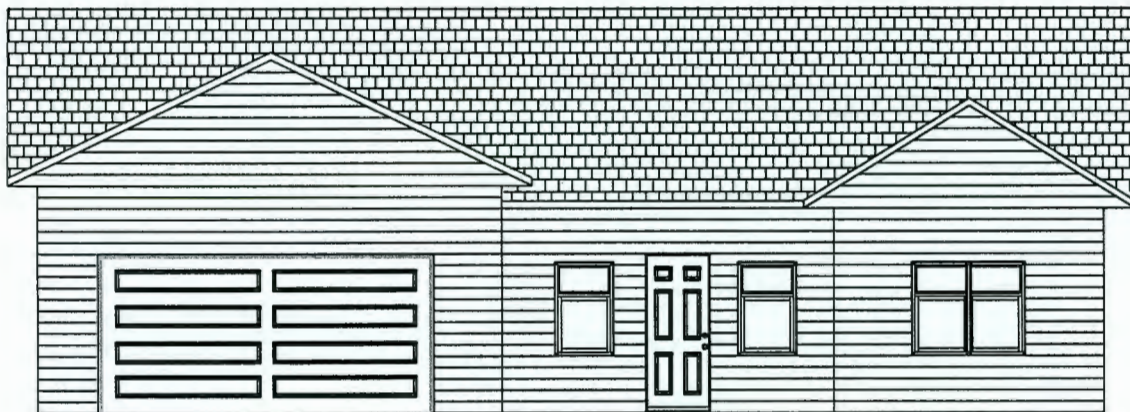
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Developed by  **Schneider**
 GEOSPATIAL

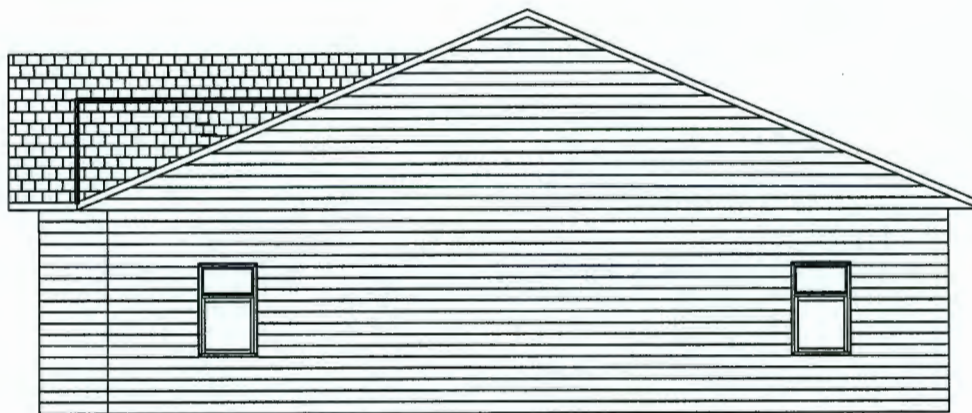



SITE PLAN
 SCALE: NOT TO SCALE

Approved By:	Issue Date: 11-20-2020	Project: 1424 River Road	
		Plan: Site Plan	
	Contact: Lindsey Cartwright Phone: 507-830-1305	Set: Approval Set 1	Sheet: E
	Contact: Jerry Bauer Phone: 507-822-3700	Drawn By: MC Page: 5 of 5	

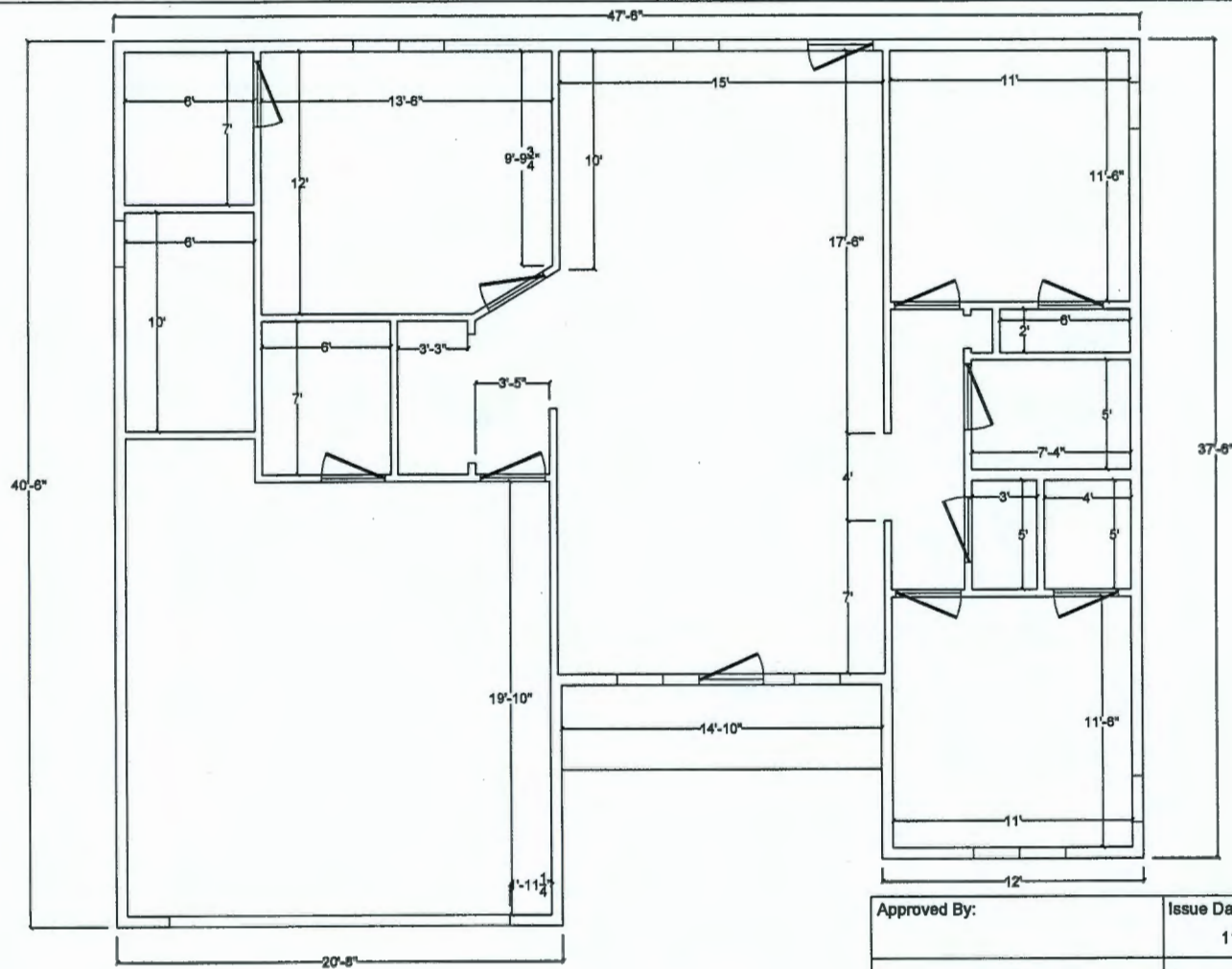


① FRONT ELEVATION
SCALE: 1/4" = 1'-0"



② SIDE ELEVATION
SCALE: 1/4" = 1'-0"

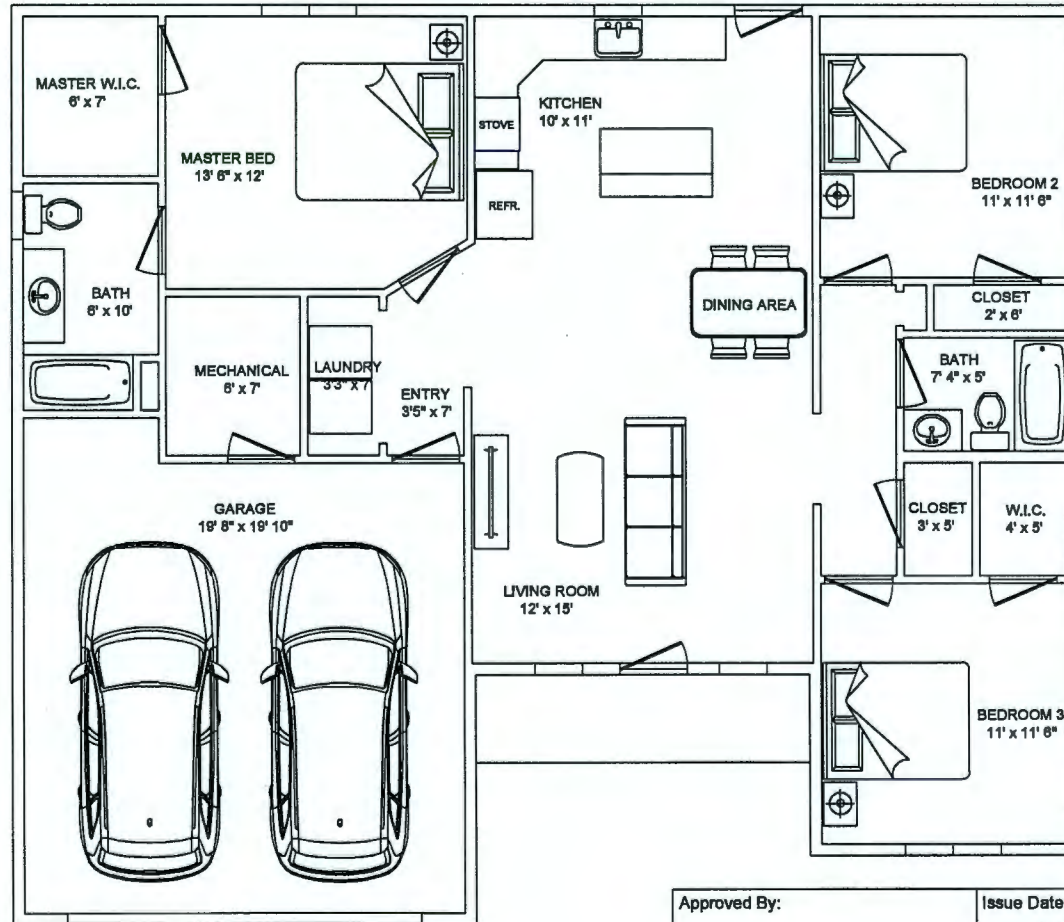
Approved By:	Issue Date: 11-20-2020	Project: 1424 River Road	
		Plan: House Elevations	
	Contact: Lindsey Cartwright Phone: 507-830-1305	Set: Approval Set 1	
		Scale: 3/16" = 1'-0"	Sheet: C
	Contact: Jerry Bauer Phone: 507-822-3700	Drawn By: MC	
		Page: 3 of 5	



B FLOOR PLAN
1 SCALE: 3/16" = 1'-0"

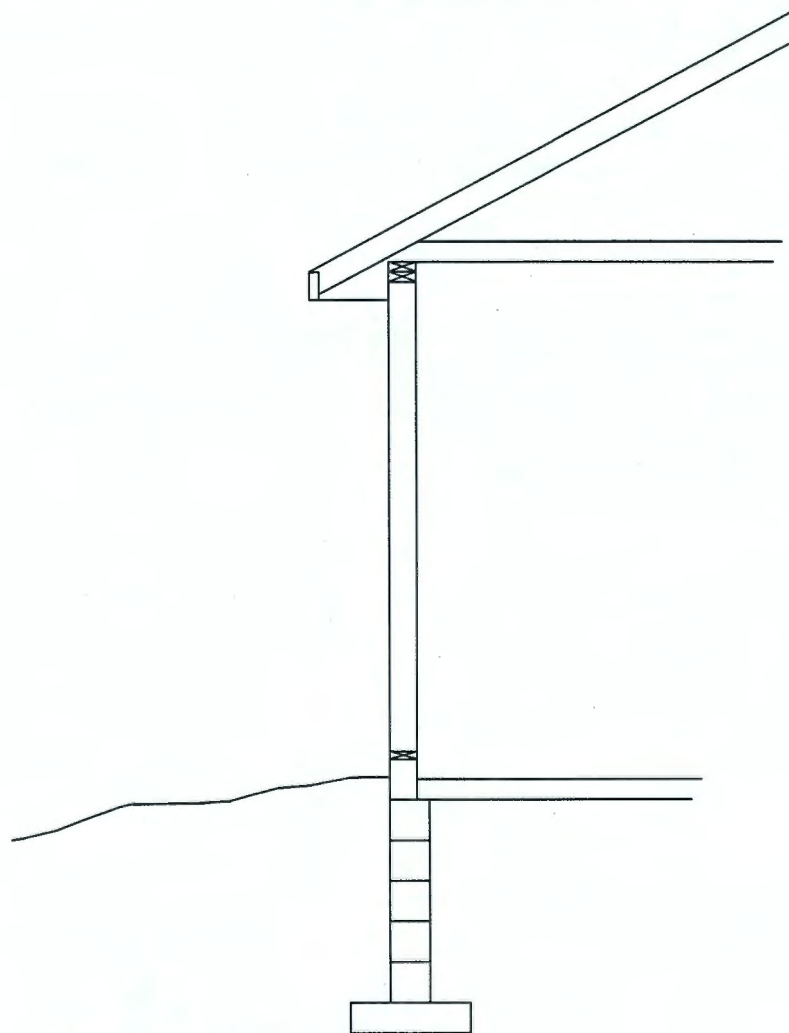


Approved By:	Issue Date: 11-20-2020	Project: 1424 River Road	
		Plan: Floor Plan	
	Contact: Lindsey Cartwright Phone: 507-830-1305	Set: Approval Set 1	
		Scale: 3/16" = 1'-0"	Sheet: B
	Contact: Jerry Bauer Phone: 507-822-3700	Drawn By: MC	
		Page: 2 of 5	



FURNITURE PLAN
SCALE: 1/4" = 1'-0"

Approved By:	Issue Date: 11-20-2020	Project: 1424 River Road	
		Plan: Floor Plan	
	Contact: Lindsey Cartwright Phone: 507-830-1305	Set: Approval Set 1	Sheet: A
	Contact: Jerry Bauer Phone: 507-822-3700	Scale: 1/4" = 1'-0"	
		Drawn By: MC	
		Page: 1 of 5	



SECTION
1 SCALE: 1/2" = 1'-0"

Approved By:	Issue Date: 11-20-2020	Project: 1424 River Road	
		Plan: Sectional View	
	Contact: Lindsey Cartwright Phone: 507-830-1305	Set: Approval Set 1	
		Scale: 1/2" = 1'-0"	Sheet: D
	Contact: Jerry Bauer Phone: 507-822-3700	Drawn By: MC	
		Page: 4 of 5	

ACTION ITEM



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

TO: CITY COUNCIL
FROM: DREW HAGE, DEVELOPMENT DIRECTOR
CC MEETING DATE: MARCH 16, 2021
RE: RESOLUTION OF SUPPORT – NEW INFRASTRUCTURE GRANT
DEPT: Development Department PROGRAM
CONTACT: Drew Hage, Development Director, at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding the Greater Minnesota Housing Public Infrastructure Grant Program:

1. Adopt attached RESOLUTION supporting the Greater Minnesota Housing Public Infrastructure Grant Program.
-

Issue Summary/Background

It is difficult for a new single-family subdivision to cash flow in Greater Minnesota. The cost of the infrastructure is greater than the value of the lots. To support business growth in Greater Minnesota, funds are needed to support new housing subdivisions.

If approved, HF430 would utilize general obligation bonds of \$2.5 Million to fund a new grant program that would provide grants to cities or counties for public infrastructure needed to develop new housing. Grants would range up to \$20,000 per lot for single family through quad-plex projects and up to \$50,000 per lot for multi-family developments. A city/county is limited to an award up to \$500,000 in total grants per two-year period.

The Greater Minnesota Housing Public Infrastructure Grant Program is the tool I have been looking for as I work on various housing projects in Windom. Housing is a top priority as Windom has seen significant commercial and industrial growth. This tool will help us to move forward with a new housing subdivision in Windom.

Fiscal Impact

There is no fiscal impact to the City to adopt a Resolution of Support for the Greater Minnesota Housing Public Infrastructure Grant Program.

Attachments

1. Resolution of Support – Greater Minnesota Housing Public Infrastructure Grant Program.

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

RESOLUTION SUPPORTING THE IMPORTANCE OF HOUSING FUNDING IN THE 2021 BONDING BILL

WHEREAS, the people across the State of Minnesota need a variety of quality housing options; and

WHEREAS, Greater Minnesota lacks enough workforce housing to support thriving businesses, workers and their families locally Windom has experienced an escalated shortage after the recent expansion of HyLife, a local pork plant; and

WHEREAS, the Legislature should establish and provide \$2.5 million for the Greater Minnesota Housing Public Infrastructure Grant Program to prioritize and encourage construction to increase the availability of housing; and

WHEREAS, this crucial program would provide cities a grant of up to \$16,000 per single-family lot or \$50,000 per multi-family lot to provide critical infrastructure to expand and increase available housing; and

WHEREAS, our state and cities are facing economic hardship and a bonding bill is one of the best tools that the state has to stimulate the economy; and

WHEREAS, this program could assist with funding of vital infrastructure to create new housing subdivisions and assist in workforce housing development for single and multi-family housing.

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

1. The Windom City Council urges, through this Resolution to its lawmakers, that they work in a bipartisan way to pass a bonding bill during this legislative session that includes funding for the Greater Minnesota Housing Public Infrastructure Grant Program.
2. This resolution be transmitted to Representative Rod Hamilton and Senator Bill Weber, Speaker of the House Melissa Hortman, Senate Majority Leader Paul Gazelka, House Minority Leader Kurt Daudt, Senate Minority Leader Susan Kent, and Governor Tim Walz.

Adopted this 6th day of March, 2021.

Dominic Jones, Mayor

ATTEST: _____
Steven Nasby, City Administrator

SENATE
STATE OF MINNESOTA
NINETY-SECOND SESSION

S.F. No. 1903

(SENATE AUTHORS: WESTROM and Duckworth)

DATE

D-PG

OFFICIAL STATUS

03/08/2021

Introduction and first reading
Referred to Housing Finance and Policy

1.1 A bill for an act

1.2 relating to capital investment; appropriating money for a greater Minnesota housing

1.3 infrastructure grant program; authorizing the sale and issuance of state bonds;

1.4 proposing coding for new law in Minnesota Statutes, chapter 116J.

1.5 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.6 Section 1. **[116J.4315] GREATER MINNESOTA HOUSING INFRASTRUCTURE**

1.7 **GRANT PROGRAM.**

1.8 Subdivision 1. Grant program established. The commissioner may make grants to

1.9 counties and cities to provide up to 50 percent of the capital costs of public infrastructure

1.10 necessary for an eligible workforce housing development project. The commissioner may

1.11 make a grant award only after determining that nonstate resources are committed to complete

1.12 the project. The nonstate contribution may be either cash or in kind. In-kind contributions

1.13 may include the value of the site, whether the site is prepared before or after the law

1.14 appropriating money for the grant is enacted.

1.15 Subd. 2. Definitions. (a) For purposes of this section, the following terms have the

1.16 meanings given.

1.17 (b) "City" means a statutory or home rule charter city located outside the metropolitan

1.18 area, as defined in section 473.121, subdivision 2.

1.19 (c) "County" means a county located outside the metropolitan area, as defined in section

1.20 473.121, subdivision 2.

1.21 (d) "Housing infrastructure" means publicly owned physical infrastructure necessary to

1.22 support housing development projects, including but not limited to sewers, water supply

2.1 systems, utility extensions, streets, wastewater treatment systems, storm water management
2.2 systems, and facilities for pretreatment of wastewater to remove phosphorus.

2.3 Subd. 3. **Eligible projects.** Housing projects eligible for a grant under this section may
2.4 be single-family or multifamily housing developments, owner-occupied or rental.

2.5 Subd. 4. **Application.** (a) The commissioner must develop forms and procedures for
2.6 soliciting and reviewing applications for grants under this section. At a minimum, a county
2.7 or city must include in its application a resolution of the county or city council certifying
2.8 that the required nonstate match is available. The commissioner must evaluate complete
2.9 applications for funding for eligible projects to determine that:

2.10 (1) the project is necessary to increase sites available for housing development that will
2.11 provide adequate housing stock for the current or future workforce; and

2.12 (2) the increase in workforce housing will result in substantial public and private capital
2.13 investment in the county or city in which the project would be located.

2.14 (b) The determination of whether to make a grant for a site is within the discretion of
2.15 the commissioner, subject to this section. The commissioner's decisions and application of
2.16 the criteria are not subject to judicial review, except for abuse of discretion.

2.17 Subd. 5. **Maximum grant amount.** A county or city may receive no more than \$20,000
2.18 per lot for single-family, duplex, triplex, or four-plex housing developed, and no more than
2.19 \$50,000 per lot for multifamily housing with more than four units per building. A county
2.20 or city may receive no more than \$500,000 in two years for one or more housing
2.21 developments.

2.22 Subd. 6. **Cancellation of grant; return of grant money.** If after five years, the
2.23 commissioner determines that a project has not proceeded in a timely manner and is unlikely
2.24 to be completed, the commissioner must cancel the grant and require the grantee to return
2.25 all grant money awarded for that project.

2.26 Subd. 7. **Appropriation.** Grant money returned to the commissioner is appropriated to
2.27 the commissioner to make additional grants under this section.

2.28 **EFFECTIVE DATE.** This section is effective the day following final enactment.

2.29 Sec. 2. **HOUSING INFRASTRUCTURE GRANT PROGRAM.**

2.30 Subdivision 1. **Appropriation.** \$2,500,000 is appropriated from the bond proceeds fund
2.31 to the commissioner of employment and economic development for grants under the greater

3.1 Minnesota housing infrastructure grant program, under Minnesota Statutes, section
3.2 116J.4315.

3.3 Subd. 2. **Bond sale.** To provide the money appropriated in this section from the bond
3.4 proceeds fund, the commissioner of management and budget shall sell and issue bonds of
3.5 the state in an amount up to \$2,500,000 in the manner, upon the terms, and with the effect
3.6 prescribed by Minnesota Statutes, sections 16A.631 to 16A.675, and by the Minnesota
3.7 Constitution, article XI, sections 4 to 7.

3.8 **EFFECTIVE DATE.** This section is effective the day following final enactment.

Insurance Renewal For:



March 16, 2021

245 9th Street • Windom, MN • 507.831.1346

Bank Midwest
insurance

BankMidwest.com/insure

March 16, 2021



City of Windom
City Officials
444 9th St.
Windom, MN 56101

Re: 2021 Insurance Renewal Summary

Attached is the summary of the renewal premiums and coverages for the policies offered by the LMCIT and policies secured through other markets for coverages that are either more competitive than the LMCIT or not offered by the LMCIT.

I have listed the renewal premiums for the current and previous year for a comparison.

The LMCIT has declared a dividend to participating cities for the 2020 policy period. The City of Windom received \$14,280.

Presented By:

Josh Peterson
Agent of Record

Insurance and investment products are not deposits, not FDIC insured, not insured by any federal government agency, not guaranteed by the bank, and may go down in value.

Bank Midwest
insurance
BankMidwest.com/insure

Renewal Summary

Renewal Premium Summary



Coverage	2020 Prem. Basis	Premium	2021 Prem. Basis	Premium
Property:	\$77,580,369 <i>Property Values</i>	\$100,169	\$81,224,528	\$133,613
Mobile Property:	\$2,282,696 <i>Equipment Values</i>	\$6,936	\$2,027,482	\$8,627
Municipal Liability:	Various	\$53,713	Various	\$55,367
Automobile Liability: Automobile Physical Damage	All Units	\$12,199 \$12,874	All Units	\$11,605 \$11,374
Physical damage is included on police, fire and emergency vehicles. No physical damage on other department vehicles > 10 years old.				
Data Breach:	\$500,000	\$500	\$500,000	\$500
Liquor Liability:	Reciepts	\$4,153	Reciepts	\$4,055
Bond Coverage:	\$250,000	\$707	\$250,000	\$715
Total:		\$191,251		\$225,866

***Mobile property terms of coverage - LMCIT provides blanket coverage with a basic limit of \$200,000 per unit. Losses will be paid at the lesser of:**

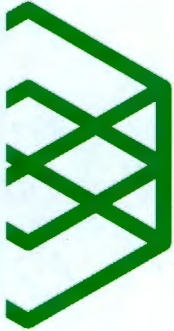
1. The cost to repair the unit.
2. 200% of the fair market value
3. The cost of a new unit \$200,000 (if the unit is scheduled, this amount is increased and an increased limit rate would apply)

This is only a summary of the premium and values, refer to the policy for complete coverage explanations.

Bank Midwest
insurance
BankMidwest.com/insure

Renewal Summary

Renewal of Other Policies



	2020 Premium	2021 Premium
Equipment Breakdown - Travelers:		
Municipal Power Plant and Substation	\$76,498	\$79,251
All City property		
 Deductible:		
\$100,000 on Detroit Allison Gas Turbine		
\$100,000 on all other covered equipment at power plant and distribution locations including 1105 First Avenue and all sub stations.		
\$1.50 per maximum rated KVA for all transformers subject to \$100,000 minimum		
\$1,000 on all other covered equipment at all other covered locations.		
 Miscellaneous bonds as required:	\$350	\$350
 Package Premium for summary page:	\$191,251	\$225,866
 Total Premium:	\$268,099	\$305,467

This is only a summary of the premium and values, refer to the policy for complete coverage explanations.

Bank Midwest
insurance
BankMidwest.com/insure

Renewal Summary

Workers Compensation



Year	Payroll	Exp. Mod. Factor	Premium
2017	\$3,174,700	.69	\$85,569
2018	\$3,292,200	.88	\$114,624
2019	\$3,369,327	.88	\$116,567
2020	\$3,423,229	.91	\$134,478
2021	\$3,624,229	.95	\$162,061

The experience modification factor increased to .95 for 2021. A three year period is used for this formula not including the most recent year. The experience modification factor for 2021 is determined by using data from years 2017, 2018 and 2019.

2017 claims total paid	\$4,547
2018 claims total paid	\$2,741
2019 claims total paid	\$253,295
2020 claims total paid	\$410

This is only a summary of the premium and values, refer to the policy for complete coverage explanations.

Bank Midwest
insurance

BankMidwest.com/insure

Renewal Summary

Items needing Council Action



Waiver of Statutory Tort Limit: The city has currently elected to not waive the statutory tort limit of \$500,000 per claimant. Choosing not to waive the statutory limit, the city's liability is limited by the statute to no more than \$500,000 per claimant and \$1.5 million per occurrence.

Leave this the same or waive the statutory tort limit?

Excess Liability: You can add \$1,000,000 excess liability coverage for an annual premium of \$14,305.

The city has made a motion not to accept this coverage in the past.

Accept or reject the Excess Liability coverage for 2021?

Thank you for your business!

Bank Midwest
insurance

BankMidwest.com/insure



LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to psstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: _____

Check one:

☐ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____

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: March 16, 2021 (City Council Meeting Date)
RE: Amended Development Stage Plan – Gove Acres
DEPT: Building & Zoning
CONTACT: Andrew Spielman, Building & Zoning Official, at 832-8660 or andrew.spielman@windommn.com

Recommendations/Options/Action Requested

Approve the Amended Development Stage Plan for the Planned Unit Development known as “Gove Acres”.

Issue Summary/Background

On November 17, 2020, the City Council approved the Development Stage Plan for a residential planned unit development (PUD), to be known as “Gove Acres”, submitted by Preferred Choice Homes.

Since that time, the property owner, Preferred Choice Homes, LLC, has chosen to dedicate the street and utility infrastructure in the new subdivision, Gove Acres Subdivision, to the City. For that reason, changes needed to be made in the infrastructure plans and specs to meet City requirements. Those engineering changes have been made and have been reviewed and approved by City Department Heads and the City Engineer.

At its meeting on March 9th, the Planning Commission reviewed the Amended Development Stage Plan for Gove Acres Subdivision and recommended approval by the City Council. The Minutes from the Planning Commission Meeting provide an overview of the changes. I plan to be present at the March 16th City Council Meeting to review these changes with the City Council.

Copies of the amended plans and specs are included as links with the City Council packet that will be sent to you.

Fiscal Impact

There is no fiscal impact for the City if the City Council approves the Amended Development Plan. It’s my understanding that the property owner will be paying for the installation of the infrastructure for the subdivision and may be seeking a loan from other City Departments (EDA and HRA) to assist with these expenses. There will be fiscal impact for the City for future maintenance of the street and utilities in this new subdivision. However, these costs will be partially offset by the new tax base created by the construction of new homes in the subdivision.

Attachments

1. Planning Commission Minutes – March 9, 2021
2. Plans and Specs for Gove Acres Subdivision – 2 Links to be sent with City Council packet.

**LSS MEALS
SITE USE AGREEMENT – 2021**

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

This agreement made this ____ day of _____ 2021, by and between City of Windom, hereafter referred to as the “Company” and LSS Meals, 3101 S Frontage Road, Suite 100, City of Moorhead and the State of Minnesota, hereafter called the “Nutrition Program”, in consideration of costs, covenants and agreements herein reserved and contained, do hereby agree each with the other as follows:

1. All correspondence regarding this agreement will be between the Senior Director or Assistant Directors and the City of Windom.
 2. The Nutrition Program agrees and shall abide, conform to and comply with all the laws of the United States and the State of Minnesota, and all of the ordinances of the City of Windom, Minnesota, together with all the rules and requirements of the Police and Fire Department of the City of Windom, Minnesota. In addition, all rules and regulations by the Minnesota Department of Health will be complied with. A restaurant license, if required, will be procured annually by the Nutrition Program. The Company agrees to arrange for an annual fire inspection and notify the Nutrition Program of results. Fire inspecting must be completed by professionally trained personnel.
 3. Subject to the terms and conditions hereof, the Company grants to the Nutrition Program the right to use the Facilities solely for the Permitted Use. Permitted Use shall mean any use or action necessary for, in connection with, incidental to, or convenient for the preparation, storage, and serving of meals through the LSS Meals program. The Nutrition Program shall be permitted to use the Facilities on the following days/times:
-

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

The Company’s responsibility: During the term of the agreement, the Company shall maintain at its expense, specific insurance coverages with companies licensed to do business in the state of MN as follows:

- **General Liability** with respect to its use and occupancy of the premises with limits of liability of not less than \$1,000,000.00 per occurrence and \$3,000,000.00 aggregate.
- **Property Coverage** which protects against loss by fire, lightning, and other risk customarily covered by standard extended coverage endorsement in amounts of not less than the full replacement cost of the Building, without deduction for depreciation.
- **Professional and Sexual /Physical Misconduct Liability** for the Company's staff with limits of \$1,000,000 each occurrence and \$3,000,000 aggregate.

Upon request, the Company shall annually furnish The Nutrition Program with Certificates of Insurance outlining these coverages.

The Nutrition Program's responsibility: During the term of the agreement, The Nutrition Program shall maintain at its expense, specific insurance coverages with companies licensed to do business in the state of MN as follows:

- **General Liability** with respect to its use and occupancy of the premises with limits of liability of not less than \$1,000,000.00 per occurrence and \$3,000,000.00 aggregate.
- **Worker's Compensation** limits at state required levels for all Nutrition Program staff serving at Windom.
- **Contents Insurance:** For any kitchen equipment owned by the Nutrition Program, coverage shall be in place in the amount of the full insurable replacement value. Exhibit A is a list of all the Nutrition Program - owned equipment (if applicable) located on the Premises as of the date of this Agreement.
- **Professional and Sexual Misconduct Liability** for the Nutrition Program's staff with limits of \$1,000,000 each occurrence and \$3,000,000 aggregate.

7: Indemnification: To the extent such waiver does not void or diminish the coverage under any policy, The Company and The Nutrition Program hereby waive any rights each may have against the other on account of any loss or damage sustained by either party, as the case may be, or their respective property, to the extent such loss or damage is covered by insurance carried by either party.

All personal property, equipment and fixtures kept, stored or maintained on the Premises shall be at the sole risk of The Nutrition Program. The Nutrition Program hereby forever waives and releases Company from any claims for loss or damage of any kind whatsoever to such personal property, equipment and fixtures, except to the extent such claims may arise or result from the negligence or wrongful acts of the Company or its employees, agents, invitees or contractors. Except for any negligent or intentional or reckless act or failure to act of The Company, its agents, employees, guests, invitees or contractors, or failure on the part of Company to perform its covenants or agreements under this agreement, The Nutrition Program shall indemnify and hold harmless The Company against all liabilities, damages, claims, costs and other expenses, including reasonable attorneys' fees, which may be imposed upon, incurred by, or asserted

against The Company by reason of any damage or injury to person or property adjudicated to be the fault of The Nutrition Program or its agents or employees.

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

9. In the event of a disaster, the Company agrees to allow the Nutrition Program to use facilities for the preparation, serving and distribution of meals/food.

10. The Company acknowledges and agrees that the Permitted Use benefits the Company's community population, that the Nutrition Program has undertaken this program at the Nutrition Program's expense. The Nutrition Program agrees to pay a yearly fee of **\$3,646**, to help offset the costs of operation. Payment will be made on a monthly basis.

11. In the event the Nutrition Program or the Company must cancel all or part of the terms of this agreement, the Company and the Nutrition Program will provide the other agency a 60 day notice in writing. Upon written receipt by the Company from LSS, this agreement is subject to immediate termination by the Nutrition Program should federal, state, or local dollars be reduced or withdrawn.

12. The Company agrees to allow the Nutrition Program use of the facility kitchen/dining areas for the term of January 1, 2021 to December 31, 2021, to be used as a nutrition site for seniors. **This agreement will renew annually unless notified by the Nutrition Program.** Any changes will be made with amendments agreeable to both parties.

13. Other: Attachment

14. **For Housing Projects only:** Please provide your tenant ratio of under 60 years of age _____% and over 60 year of age _____%.

LSS MEALS

Senior Operations Director Date
3101 South Frontage Road Suite 100
Moorhead, MN 56560
218.233.7521
Daniel.Blakley@lssmn.org

FACILITY OWNER/OPERATOR

Signature Date

Print Name

Address

Phone

Fax

E-mail

LSS Senior Nutrition Program 2021 Site Use Agreement Addendum

This addendum is hereby incorporated into the attached Site Use Agreement entered into by LSS and the City of Windom on the _____ day of _____, 2021.

Both parties hereby agree to the following:

1. Site – the site for the Senior Nutrition Program is the Windom Community Center, 1750 Cottonwood Lake Drive, Windom, MN 56101; hereafter "site". The primary areas to be utilized for the Senior Nutrition Program will be Room #120 (kitchen and dining area).
2. Access – LSS and/or their representatives, vendors, employees or patrons shall not have keys or unsupervised access to the site. City of Windom employees will provide access to the site generally between the hours of 7:00 a.m. and 1:00 p.m. Monday – Friday (unless the site is closed due to weather or holiday). LSS and Senior Nutrition Program representatives and staff acknowledge that parties renting space at the facility and maintenance/repair persons may need access to the kitchen or other areas on occasion.
3. Right of Use -- Should the Windom Community Center, from time to time, require the use of Room #120 LSS and the Senior Nutrition Program agree to relocate per the direction Windom Community Center staff to another area of the site which is reasonably sufficient to meet the needs of the Senior Nutrition Program or to allow for the pick-up of meals for home delivery. Notification to the Senior Nutrition Program's on site representative, or his/her designee, shall be provided by the Windom Community Center staff at least 24 hours in advance.

LSS acknowledges that the Windom Community Center hosts other meetings and events, as such, the Windom Community Center reserves the right to ask Senior Dining to limit noise (e.g. piano playing and/or amplified sounds).

4. Insurance – LSS will provide the City of Windom with evidence that the site is covered within the terms shown in the Agreement.
5. Cleaning – The Senior Nutrition Program agrees to restore community facilities to ordinary cleanliness after use according to paragraph IV of this Agreement. Said ordinary restoration will include, but is not limited to, wiping down tables and chairs, wiping/cleaning up food or debris from the floors in the kitchen and dining area daily, wiping down kitchen equipment and walls after use, mopping the kitchen floor on a daily basis.
6. Snow Policy – The Windom Community Center and LSS Senior Nutrition Program agree that there will be no senior activities including the Senior Dining Program on "snow days" as determined by the Windom School District.
7. Supplies – LSS Senior Nutrition Program acknowledges that the Windom Community Center is not responsible for the purchase or provision of 'expendables' used by the Senior Nutrition Program such as hand towels, paper towels, dish washer soap or cleaning supplies. Windom Community Center agrees to work with LSS to provide a secure location for the storage of said supplies.

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Spencer Winzenried, Community Center Director
DATE: March 3, 2021
RE: Roof Asphalt Shingle Replacement
DEPT: Community Center
CONTACT: Spencer Winzenried: Spencer.Winzenried@windommn.com

Recommendations/Options/Action Requested

1. The Community Center Director recommends the hiring of Scott Rocker for replacing the asphalt shingle portion of the building.
-

Issue Summary/Background

In 2020 we had our roof inspected and it was determined by the LMCIT Claims Adjuster that the asphalt shingles would qualify for a complete replacement via insurance claim.

As the anticipated cost of the project is more than \$25,000, but less than \$175,000 the work is required by State law to be quoted. We received three quotes for this job and Scott Rocker Construction was the lowest at \$32,700. The LMCIT has approved of this project and submitted a settlement to the City.

The roof has been failing and needs to be replaced as soon as possible so upon good weather the contractor will begin as their schedule permits.

Fiscal Impact

The asphalt shingles portion of the roof will be covered entirely by the League of Minnesota Cities. No Community Center operational nor Capital Funds will be needed for this asphalt shingle section of the roof.

Attachments

1. Quote from Scott Rocker Construction

Estimate

Rocker Construction, LLC
PO Box 92
Windom, MN 56101
507-221-0555

DATE	ESTIMATE #
11/25/2020	21747

BILL TO
Windom Community Center 1750 Cottonwood Lake Drive Windom, MN 56101

ITEM	DESCRIPTION	AMOUNT
	RESHINGLE SLOPED ROOFS: 1. REMOVE ALL OLD SHINGLES, VALLEYS, VENTS AND FELT AND DISPOSE OF. 2. INSTALL ICE AND WATER BARRIER TO BOTTOM 6' OF ROOF AND IN VALLEYS, SYNTHETIC FELT TO REMAINDER OF ROOF. 3. INSTALL STARTER STRIP TO PERIMETER OF BUILDING. 4. INSTALL NEW VALLEYS, VENTS AND OTHER FLASHING AS NECESSARY. 5. INSTALL DURATION LIFETIME ARCHITECTURAL SHINGLES (OR EQUIVALENT) WITH MATCHING RIDGE CAP. PERMIT: \$429 DISPOSAL: \$650 MATERIAL: (APPROX 129 SQ) \$18,705 LABOR: \$12,916	32,700.00
	IF THERE ARE SATELLITE DISHES ON THE ROOF, THEY MAY REQUIRE PROFESSIONAL REPOSITIONING AFTER WORK IS COMPLETED AT OWNER'S EXPENSE.	0.00
If you have any questions concerning this Estimate contact, Scott Rocker (507) 221-0555		Total 32,700.00

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Spencer Winzenried, Community Center Director
DATE: March 3, 2021
RE: Flat Roof Section Replacement
DEPT: Community Center
CONTACT: Spencer Winzenried: Spencer.Winzenried@windommn.com

Recommendations/Options/Action Requested

1. The Community Center Director recommends the hiring of Schwickert's for the coating of the flat portion of the roof.
-

Issue Summary/Background

In 2020 we had our roof inspected and it was determined by the LMCIT Claims Adjuster that the flat portion of the roof did not sustain hail or wind damage would not qualify for assistance.

As the anticipated cost of the project is more than \$25,000, but less than \$175,000 the work is required by State law to be quoted. We received three quotes for this job and Schwickert's was the lowest at \$39,015.

The roof has been failing and needs to be addressed as soon as possible so upon good weather the contractor will begin as their schedule permits.

Fiscal Impact

The flat portion of the roof will be 100% covered entirely by the City at \$39,015. The Capital Improvement Plan contains \$80,000 that was originally budgeted for this project, as the shingled portion of the project was unknown regarding insurance coverage at that time.

Attachments

1. Schwickert's quote.

Warranty:

Workmanship is covered by Schwickert's Tecta America's Two year warranty. Form to be standard similar to the Midwest Roofing Contractors Association (MRCA) warranty. This warranty excludes any routine maintenance and recommended repair work beyond the terms of the warranty.

15 year Manufacturer's warranty is included in this proposal.

Additional Inclusions and Exclusions:

- Hoisting of materials is included in this proposal
- Identification, abatement and disposal of hazardous materials is not included.
- Sales and excise taxes are included.
- All electrical work unless specifically noted within the mechanical specification is not included.
- Wood blocking is not included.
- Deck repair/replacement is not included in this proposal. Replacement can be done on a time and material basis.
- Any Mechanical or Electrical disconnects or reconnects are not included in this proposal.
- Lawn or pavement restoration is not included in this proposal.
- This proposal assumes no premium time/and or acceleration costs.
- We do not include costs for temporary utilities and/or facilities
- Snow and ice removal is not included in this proposal.
- Owner shall be responsible for all costs associated to perform an asbestos survey if required by any governmental authority.

CONTRACT

Base Bid:

Tecta Tracker Repairs: (\$4,123.00) Four Thousand One Hundred Twenty Three Dollars and 00/100.

Roof Coating: (\$39,015.00) Thirty Nine Thousand Fifteen Dollars and 00/100.

Please also note that these prices are based on current material costs and do not include protection beyond 30 days.

This proposal has been prepared and submitted by Justin Fahey.

SUBMITTED BY
SCHWICKERT'S TECTA AMERICA, LLC

Justin Fahey

Title: Project Manager

Date: 10/16/2020

ACCEPTED BY
OWNER

Spencer Wierzbicki

Title: Community Center Director

Date: 12/28/2020

330 Poplar Street
Mankato, MN 56001
507.387.3101

204 Schuman Drive NW,
Stewartville, MN 55976
507.281.0611

8600 West 125th Street,
Savage, MN 55378
612.284.4233

1841 E 1450 Road
Lawrence, KS 66044
913.674.4445

www.schwickerts.com | EEO/AA Employer/Vets/Disability

ORDINANCE NO. 189, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, AMENDING CITY CODE CHAPTER 96 “ABANDONED, UNCLAIMED, EXCESS PROPERTY”.

THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, DOES ORDAIN: TO REVISE CHAPTER 96: “ABANDONED, UNCLAIMED, EXCESS PROPERTY” BY REPLACING THE EXISTING SECTIONS 96.72 “SURPLUS PROPERTY/EQUIPMENT WITH A TOTAL ESTIMATED VALUE OF LESS THAN \$1,000” AND 96.73 SURPLUS PROPERTY/EQUIPMENT WITH A TOTAL ESTIMATED VALUE OVER \$1,000 WITH THE FOLLOWING:

§ 96.72 SURPLUS PROPERTY/EQUIPMENT WITH A TOTAL ESTIMATED VALUE OF LESS THAN \$5,000.

The City Administrator may sell surplus property/equipment with a total value of less than \$5,000 through negotiated sale.
(Ord. 166, 2nd Series, passed 9-5-2017)

§ 96.73 SURPLUS PROPERTY/EQUIPMENT WITH A TOTAL ESTIMATED VALUE OVER \$5,000.

The City Administrator shall offer for public sale, to the highest bidder, surplus property/equipment with a total estimated value over \$5,000. Notice of the public sale shall be given stating time and place of sale and generally describing property/equipment to be sold at least ten days prior to the date of sale by publication once in the official newspaper. The sale shall be to the person submitting the highest bid.
(Ord. 166, 2nd Series, passed 9-5-2017)

ALL OTHER PROVISIONS OF CHAPTER 96: “ABANDONED, UNCLAIMED, EXCESS PROPERTY” SHALL REMAIN IN FULL FORCE AND EFFECT.

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

Adopted by the City Council of the City of Windom, Minnesota, this 6th day of April, 2021.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

1st Reading: March 16, 2021
2nd Reading: April 6, 2021
Adoption: April 6, 2021
Published: April 14, 2021



Application for Payment
(Unit Price Contract)
No. 2

Eng. Project No.: WINDM 154865

Location: Windom Municipal Airport, Windom, MN

Contractor Werner Bros. Inc.Contract Date May 5, 2020801 Michigan RdPay This Amount \$ 10,069.50Marshall, MN 56258Contract Amount \$ 153,890.00Contract for 2020 Runway 17 & 35 PAPIs and Update MIRLs & Threshold LightsApplication Date 3.4.21For Period Ending 12.31.21

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
70-08	Traffic Provision/Airport Security &	LS	1	1	\$2,500.00	\$2,500.00
C-105-5.1	Mobilization	LS	1	1	11,000.00	\$11,000.00
50-06	Construction Layout and Staking	LS	1	1	4,000.00	\$4,000.00
50-11	Maintenance & Restoration of Haul	LS	1	1	1,000.00	\$1,000.00
L-108-5.2	#8, 5kV Cable, Installed in Duct	LF	12000	12000	1.00	\$12,000.00
L-108-5.3	#6, 600V Cable, Installed in Duct	LF	5000	5000	0.93	\$4,650.00
L-110-5.1	2-Inch Sch. 80 PVC or HDPE Duct,	LF	5000	5000	4.50	\$22,500.00
L-110-5.2	3-Inch Sch 80 PVC/HDPE Duct,	LF	150	150	42.00	\$6,300.00
L-125-5.1	Replace Runway Edge Lights Glass	EA	35	35	75.00	\$2,625.00
L-125-5.2	Medium Intensity Threshold Light	EA	4	4	850.00	\$3,400.00
L-125-5.3	PAPI System	EA	2	2	22,000.00	\$44,000.00
L-125-5.4	Handhole	EA	8	8	770.00	\$6,160.00
L-125-5.5	7.5KW Regulator	EA	1	1	10,255.00	\$10,255.00
L-125-5.6	Vault Electrical Systems & Testing	LS	1	1	20,000.00	\$20,000.00
T-901-5.1	Turf Restoration	LS	1	1	1,500.00	\$1,500.00
T-905-5.1	Select Topsoil Borrow	CY	50	50	40.00	\$2,000.00
Total Contract Amount						\$153,890.00

Application for Payment (continued)

Total Contract Amount	\$ 153,890.00	Total Amount Earned	\$ 153,890.00
Contract Change Order No. _____		Material Suitably Stored on Site, Not Incorporated into Work	_____
Contract Change Order No. _____		Percent Complete	_____
Contract Change Order No. _____		Percent Complete	_____
Less Previous Applications:		Percent Complete	_____
AFP No. 1: 143,820.50	AFP No. 6: _____	GROSS AMOUNT DUE	\$ 153,890.00
AFP No. 2: _____	AFP No. 7: _____	LESS 0 % RETAINAGE	\$ _____
AFP No. 3: _____	AFP No. 8: _____	AMOUNT DUE TO DATE	\$ 153,890.00
AFP No. 4: _____	AFP No. 9: _____	LESS PREVIOUS APPLICATIONS	\$ 143,820.50
AFP No. 5: _____		AMOUNT DUE THIS APPLICATION	\$ 10,069.50

CONTRACTOR'S AFFIDAVIT

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, 2020 Runway 17 & 35 PAPIs and Update MIRLS & Threshold Lights, Windom Municipal Airport, Windom, MN, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date March 5, 2021

Werner Bros. Inc.

(Contractor)

COUNTY OF Lyon
STATE OF Minnesota) SS

By Thomas Werner PRES.
(Name and Title)

Before me on this 5 day of March, 2021, personally appeared

Thomas Werner known to be, who being duly sworn did depose and say that he is the President (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein

My Commission expires
Jan. 31, 2024



Michelle Faye Petrich
(Notary Public)

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

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

Short Elliott Hendrickson Inc.

By Lindsay Reid

Date 3/8/2021

City of Windom

By _____

Date _____