Council Meeting
Tuesday, March 2, 2021
City Council Chamber
6:30 p.m.
AGENDA

CITY OF WINDOM

Call to Order
Pledge of Allegiance

1. 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

2. Department Heads

3. Resolutions Accepting Donations
    - Dorothy Van Norman - Library
    - Erma Knutson Memorial - Library
    - Convention & Visitors Bureau – Park & Recreation

4. Planning Commission Recommendation – Rental Housing – Extension of Licensing Periods

5. Residential Tax Abatement – Resolutions Calling for Public Hearings
    - 1945 Fourth Avenue
    - 63 Sixth Street
    - 1605 17th Street

6. Cottonwood County Remodeling Tax Abatement Program
    - Resolution Approving Guidelines
    - Resolution Calling for a Public Hearing – 1955 First Avenue

7. Disposition of Surplus Equipment
    - Declare Sale of Surplus Equipment
    - Method of Sale

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

9. MnDOT Corridor Study Contract Amendment

10. Additional 2021 Mayor Appointments & Reappointments - Boards & Commissions

11. New Business

12. Old Business

13. Contractor Payment – Mineral Service Plus, LLC – Municipal Well No. 11 #1 $20,947.50

14. 2021 Board of Appeal and Equalization Meeting Scheduled for May 10, 2021

15. Personnel
    - City Administrator Annual Evaluation (Closed Session)

16. Council Comments

17. Adjourn

Preliminary

Regular Council Meeting
City Hall, Council Chamber
February 16, 2021
6:30 p.m.

1. Call to Order:

   The meeting was called to order by Mayor Jones.

2. Roll Call:

Council Present:	Mayor Dominic Jones, Marv Grunig, Jenny Quade, James Nelson, Jacqueline Schmidt and Jayesun Sherman
Council Absent:	None
City Staff Present:	Steve Nasby, City Administrator; Drew Hage, Development Director; Scott Peterson, Police Chief; Andy Spielman, Building & Zoning Official; Jeff Dahna, Telecom Manager; Tim Hogan, Arena/Park Recreation Director; Spencer Winzenried, Community Center Director; John Nelson, Liquor Store Manager and Ben Derickson, Fire Chief

3. Pledge of Allegiance

4. Consent Agenda:

   - Minutes
     - Council Minutes – February 2, 2021
     - Utility Commission – January 27, 2021
     - EDA – February 8, 2021
     - Planning Commission – February 9, 2021
     - Library Board – February 9, 2021
     - Park & Recreation Commission – February 10, 2021
   - Regular Bills

   Quade noted that Jason Kloss, Chair member, attended the Park & Recreation Commission meeting and asked that his name be added.

   Motion by Quade second by Schmidt approving the Consent Agenda with the noted change to the Park & Recreation Commission Meeting minutes. Motion carried 5 – 0.

5. Department Heads:

   John Nelson, Liquor Store Manager, stated that the MMBA/Miller Lite Food Drive was held in October of 2020. They received 167 pounds of food and $30 in cash. These donations were given to the Windom Sharing Center. As part of the program, Riverbend Liquor was drawn for an additional $100 to give to their chosen charity. Nelson presented the $100 check to the Windom Sharing Center representative.

Tim Hogan, Arena/Park Recreation Director, explained that the Windom Chamber/CVB donating snowshoes for community use at Dynamite Park. The Windom Chamber/CVB would donate all funds for the snowshoes and storage cabinet. Users will be able to access the equipment through certain hours and use a path through the Windom Country Club. The Park & Recreation Commission voted to approve the donation valued at $1,000. The City would be responsible for some snow removal at Dynamite Park along with locking/unlocking the cabinet.

Spencer Winzenried, Community Center Director, said bookings and activities are picking up and they are advertising to fill the open maintenance position. This position is included in the budget.

6. Lions Club – Pending Donation Announcement:

John Holt and Eric Haken, Windom Lions Club, presented the concept of the Windom Lions Club donating a band shelter/stage that can offer live music to the community and be used for various public/private events. They have raised $36,000 thus far. Windom Lions Club would like to see the venue placed at Tegels Park. They also discussed bathroom improvements that are needed at Tegels Park that could be included in the Project.

Council discussed the proposal. They are appreciative of the pending donation and directed the Lions Club to work with the Park & Recreation Commission. The Lions Club goal is to reach $100,000 in donations and is hoping to offer an additional attraction for the City of Windom.

7. Ratification of Fire Department Election:

Ben Derickson, Fire Chief, presented the recent election results for the Fire Department as follows:

Ben Derickson	Fire Chief
Lonny Vollan	First Assistant Chief
Justin Harrington	Second Assistant Chief
Kristen Porath	Third Assistant Chief

Nasby and Council extended appreciation to Derickson and the commitment of the entire Fire Department.

Derickson reminded the public to clear hydrants if able, follow fire safety, and be mindful of extra heating sources (provide routine maintenance). He noted that the Annual Meeting with the Townships is slated for February 24th at 7 PM.

Motion by Grunig second by Sherman ratifying the 2021 Fire Department Elections. Motion carried 5 – 0.

8. Planning Commission Recommendation – Conditional Use Permit – 251 1st Avenue:

Andy Spielman, Building & Zoning Official, stated that a Conditional Use Permit (CUP) has been submitted for 251 1st Avenue for a gas/service station and car wash. The current use of the property is a gas/service station with carwash. However, the site was developed prior to the Code being put into place, and as the property is going to be changing ownership. City Code does regulate those uses in the B-2 District. The new owner is proposing a total site demolition and reconfiguration. The Planning Commission held a public meeting and received no comments.

They are recommending Council approve the CUP with noting a permanent easement be given to Defries Collision who operates behind the 251 1st Avenue. A site plan and store design were included for review. They are planning on constructing in 2022.

Dean George, Kwik Trip, expressed his appreciation to the Council and being able to answer any questions. Kwik Trip is looking forward to being part of this community.

Grunig questioned if an environmental study was completed for the property. George answered that both Phase I and Phase II studies were completed and results were normal.

Motion by Schmidt second by Sherman to approved the Conditional Use Permit for 251 1st Avenue with the Easement Access Condition as discussed. Motion carried 5 – 0.

9. Windom Arena Roof Replacement Project Bid Award Resolution:

Hogan said that bids were opened on February 3, 2021 and five bids were received. SEH Engineering is recommending the low bidder of Tri-State General Contracting be awarded the project in the amount of $229,821 with Alternate #1 of $8,144 (for additional gutter placement). Funding will be 75% from League of Minnesota City Insurance Trust and 25% City Funds. The LMCTI will review the bid for approval. The City has budgeted $100,000 towards this project. Park & Recreation Commission is recommending approval.

Council Member Quade introduced the Resolution No. 2021-11, entitled "A RESOLUTION AWARD ING THE CONTRACT FOR THE "WINDOM ARENA ROOF REPLACEMENT PROJECT"" and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Aye: Grunig, Sherman, Nelson, Quade and Schmidt. Nay: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

10. Resolution – 2020 Local Road Improvement Funding Application Project Sponsor:

Nasby said the State has a Local Road Improvement Fund and the City can apply for the funds. The City staff will work with DGR Engineering on an application. The engineer and city staff have identified a portion of 10th Street from State Hwy 60 to River Road and River Road to CSAH 13 within the City that would qualify for this program. Staff is currently identifying what aspects will be included in the project. Nasby stated that the application is requesting funding up to $1,250,000 with the City match portion being the cost of replacement for water/sewer services. Cottonwood County would be the financial agent for the project and City staff will present this proposal at their March 2nd meeting.

Council Member Grunig introduced the Resolution No. 2021-12, entitled "RESOLUTION SUPPORTING PURSUIT OF 2020 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING FROM MnDOT FOR THE 2022 10TH STREET/RIVER ROAD RECONSTRUCTION PROJECT" and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Sherman, Schmidt, Quade, Nelson and Grunig. Nay: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

11. Cottonwood County Remodeling Tax Abatement Program Guidelines:

Drew Hage, Development Director, stated the proposed Cottonwood County Remodeling Tax Abatement Program is modelled after the existing Tax Abatement Program with focusing on conversion of use to housing. Eligible remodeling projects include, but are not limited to, remodeling of commercial properties, former school buildings, former hospitals, etc. into new housing units as permitted by zoning with a requirement of a minimum of four units created. Cottonwood County wants to limit this to one request per property per 20-year period. The County Assessor would perform a preliminary and final assessment of each property prior to approval of the abatement. A certificate of occupancy must also be awarded.

Sherman asked why a four-unit requirement was used. Hage answered that the focus was to remodel larger spaces and retain the smaller retail options for business use.

Motion by Grunig second by Sherman to approved the Cottonwood County Remodeling Tax Abatement Program as revised. Motion carried 5 – 0.

12. Second Reading Ordinance No. 188, 2nd Series – Ordinance Modifying Sections of City Code:

Nasby and Spielman briefly mentioned the modifications that need to be made to City Code due to changes made to Zoning and Land Use changes along with Rental Licensing and practices. The proposed updates were reviewed by the City Attorney. A Title and Summary publication allows for a condensed version of changes to be published as required.

Motion by Grunig second by Nelson approving the Second Reading Ordinance No. 188, 2nd Series – Ordinance Modifying Sections of City Code. Motion carried 5 – 0.

Motion by Sherman second by Schmidt approving the Title and Summary Publication Ordinance No. 188, 2nd Series. Motion carried 5 – 0.

13. Citywide Cleanup:

Nasby explained that staff has reached out to Hometown Sanitation, Cottonwood County Landfill, and appliance recyclers. The County Landfill is open only two Saturdays a month and proposed clean-up dates to coincide. The proposed dates are April 17 or May 15. He thanked Denise Nichols for her work on organizing the Clean-up

Council discussed the options and consensus was for the date of May 15th.

14. 2020 Annual Report (includes EDA Annual Report):

Nasby provided a review of the 2020 Annual Report. Nasby thanked Denise Nichols for organizing the information and gathering the data from various departments. He encouraged Council and the public to review the statistics collected and read the Department narratives.

Motion by Nelson second by Sherman approving the 2020 Annual Report (including EDA Annual Report). Motion carried 5 – 0.

15. Personnel – Hiring Recommendation – Liquor Store Clerk:

Nelson said that staffing has been difficult due to two employees resigning and schedule changes. He and the Liquor Committee interviewed applicants and recommend hiring Zach Steen and Elizabeth Martinez Rivera as Non-Union Part-Time Clerks with a wage rate of $10.08 per hour.

Motion by Sherman second by Grunig to approve hiring Zachary Steen and Elizabeth Martinez Rivera as Non-Union Part-Time Liquor Store Clerks. Motion carried 5 – 0.

16. Additional 2021 Mayor Appointments & Reappointments:

Jones would like to re-appoint the following to the Applicable Boards & Commissions:

Jill Knapp – Park & Recreation Commission (3 years)
Lenny Thiner – Community Center Commission (3 years)

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

17. New Business:

None.

18. Old Business:

None.

19. Council Comments:

Nelson is welcoming the snowshoe exercise opportunity at Dynamite Park.

Quade reminded the public to stay warm. She extended thanks to the Fire Department and reiterated the need to be careful with their supplemental heating sources. She also acknowledged the Library's Facebook page and highlighted the "Storytime" program.

Schmidt encouraged everyone to scoop out their fire hydrants.

Sherman said there are many things going on in Windom and is always interested in new happenings.

Nasby mentioned a few items pending at the State Legislature.

Jones thanked Quade for her Census work and pointed out her certificate earned. He stated that caution should still be exercised to remain safe from COVID-19. Jones appreciates seeing things open up, but respect others by wearing masks and exercising good hygiene practices. He ended by thanking the City Departments Heads and staff for all their work.

20. Adjournment:

Council Member Grunig adjourned the meeting by unanimous consent at 7:55 p.m.

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Dominic Jones, Mayor

Attest: ______________________________
Steve Nasby, City Administrator

UTILITY COMMISSION MINUTES
Council Chambers
February 24, 2021

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

Members Present: Utility Commission Chairperson: Mike Schwalbach
Members Present: Tom Riordan
Member Absent: Glen Francis
City Council Liaison: Marv Grunig
Staff Present: Glenn Lund, Water/Wastewater Foreman; Ryan Anderson, Water/Wastewater Superintendent; Jason Sykora, Electric Superintendent; Steve Nasby, City Administrator; Drew Hage (11:45), Development Director; Andy Spielman (11:45), Building & Zoning Official; Leesa Arndt, Utility Billing/Analyst

APPROVE MINUTES

Motion by Riordan second by Schwalbach to approve the January 27, 2021 Minutes. Motion carried 2 – 0.

ELECTRIC ITEMS

Distributed Energy (DE) Rate Schedules

Sykora said that the State requires annual updates to the rates the utility pays to customers with distributed energy (e.g. solar panels, windmills). Kilowatt-hours produced by the Qualifying Facility in excess of the monthly usage are displayed as an energy credit on their monthly billing. The rate for Time of Day purchase is $0.02819 for on-peak and $0.01883 for off-peak. Sykora added that currently the cost to install a DE system is more costly than the return.

Motion by Riordan second by Schwalbach to approve the DE Rates for the 2021 year starting on April 1. Motion carried 2 – 0.

Approve 2020 Cogeneration Report

Each year the electric utility must report to the State the amount of energy generated by customers with DE and purchased back by the utility. Actual production is lower than the estimated production (based on 70% Energy Star calculation). Last year one customer in Windom sold back 11,742 kWh for $1,179.18.

Motion by Schwalbach second by Riordan to approve the 2020 Cogeneration Report as presented. Motion carried 2 – 0.

New Line Truck Quotes

Sykora presented quotes for a new line truck. The department intends on using the truck to haul necessary equipment, personal gear, and tow heavier trailers. This is included in the 2021 budget. Low bidder was Karl Chevrolet in the amount of $32,427.34 through the State Bid Contract of three bids that were received.

Motion by Riordan second by Schwalbach to accept the quote from Karl Chevrolet for a 2021 Chevrolet Silverado 2500HD Crew Cab work truck in the amount of $32,427.34. Motion carried 2 – 0.

Sykora will ask if any other City Department will need the existing truck. If it is deemed surplus, they will list it on the municipal government bid website for sale.

Approve Sale of Used Equipment to Other Municipalities
Sykora said that the Windom Electric Department has obsolete equipment that can be utilized by another unit of government. He would like a Master Synchronizer and Load Control along with two obsolete meters to be declared surplus so they can be sold. The Master Synchronizer and Load Control are valued at $3,000, and will need Council approval to be purchased by the City of New Ulm, MN.

Motion by Riordan second by Schwalbach to recommend declaring the Master Synchronizer and Load Control and two Electric Meters as surplus and approve the sale if these items to another unit of government. Motion carried 2 – 0.

Fuel Tank Update
Sykora explained the drawings of the above ground fuel tank and its preferred location. He is checking with Building and Zoning/Fire Department to decide if bollards will be necessary for protection. Piping will be placed towards the building to improve aesthetics.

Commission discussed if heating the tank would be necessary as a result of needing generation during extreme cold temperatures. Staff can explore placing a "day" tank inside the power house or plumbing a recirculating pump.

Other Electric Items
Sykora attended the recent CMPAS meeting and was told that their Wolf Wind PPA is expiring in April. The City currently has a PPA of 1MW per hour. Other entities are interested in this power. The proposed contract rate is $25.00/MW with no curtailment fees. This would be another PPA, so the City would only purchase power when it is generated. Sykora stated that this power assists with the renewable energy requirements mandated by the State of Minnesota. In 2020, Wolf Wind provided approximately 2% of the City's power.

Motion by Riordan second by Schwalbach to approve entering into a Contract with Wolf Wind for $25.00/MW. Motion carried 2 – 0.

Staff ran generation during the extreme cold temps for 12 hours to save on purchasing power. Sykora estimates 2,300 gallons of fuel were used, which will reduce the amount of gallons to transfer when the tank is replaced.

Sykora noted that staff has been updating LED lighting throughout City buildings.

WATER/WASTEWATER ITEMS
Premier Plant Services
Anderson said Clear Wells were both cleaned in 1 day with limited sediment even after 20 years. The detention tank was cleaned the following day and had 18" of sludge/rust that was removed. Anderson will recommend cleaning more frequently in the future.

County Road 13 Projects
Anderson and Lund said that no serious items have been identified on Cottonwood County 13 that would need replacement prior to the County's construction project in 2022. Any minor repairs will still be dealt with if they arise.

Kwik Trip – Work Cost Estimate
Engineers are working on an estimate to reduce the service line 135 feet North and to move the line 20' East off of the right of way. Anderson pointed out were hydrant placing would be and recommended shutoffs be placed near the water main. Commission recommends that both water and sewer service lines to Defries Collision and Kwik Trip are separated with connections in a utility easement area/near water and sewer mains. Staff will present recommendations to Kwik Trip Engineers.

Other Water/Wastewater Items
Staff has notified applicable citizens to run water to prevent freeze up. Anderson said staff dealt with 5 frozen lines.

Anderson noted a water line break on Cottonwood Lake Dr. The effected residents were temporarily serviced and will address their service after returning from their vacation home. This is a private property issue as it involves service lines.

The new jetter truck will arrive next Wednesday. The supplier painted it orange by mistake and was asked to offer a discount off the price or repaint the truck. The vender is repainting the unit.

Staff conversed with the landfill partner and they agreed to test 4 landfill areas for contaminants recommended by the Minnesota Pollution Control Agency.

Anderson said the Main Lift Generator quit working. He had two separate service techs address the issue. Filters and actuators were replaced and now it is running well. The maintenance contract does not cover this service.

REGULAR BILLS
Motion by Riordan second by Schwalbach to approve the Regular Bills. Motion carried 2 – 0.

OLD BUSINESS
Drew Hage, Development Director, asked the Commission to consider contributing $50,000 to an Infrastructure Revolving Loan Program through the HRA and EDA, with a 5-year payback.

Anderson said the 19th Street sewer connection is a feasible option for Gove Acres.

NEW BUSINESS
The next meeting was set for March 24 at 10:00 in the City Council Chambers.

ADJOURN
Schwalbach adjourned the meeting at 12:08 pm

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Mike Schwalbach, Chairperson

Attest: ______________________________
Steve Nasby, City Administrator

Windom, MN

Expense Approval Report
By Fund

Payment Dates 2/13/2021 - 2/26/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
SCHWICKERT'S TECTA AMERIC	S510072078	02/17/2021	BUILDING MAINTENANCE	100-43100-401	717.00
WINDOM AUTO VALU	20210125	02/23/2021	#3400540 - MAINTENANCE	100-41910-404	47.38
WINDOM AUTO VALU	20210125	02/23/2021	#3400540 - MAINTENANCE	100-42120-405	52.47
WINDOM AUTO VALU	20210125	02/23/2021	#3400540 - MAINTENANCE	100-43100-404	111.87
WINDOM AUTO VALU	20210125	02/23/2021	#3400540 - MAINTENANCE	100-43100-405	21.12
LANGUAGE LINE SERVICES, IN	10168114	02/23/2021	#9020909031 - INTERPRETATI	100-42120-327	113.49
CITIZEN PUBLISHING CO	20210131	02/10/2021	JANUARY 2021	100-41110-350	620.10
CITIZEN PUBLISHING CO	20210131	02/10/2021	JANUARY 2021	100-41310-480	196.56
COTTONWOOD VET CLINIC	20210131	02/09/2021	#328 - SERVICES	100-42700-300	246.40
CITIZEN PUBLISHING CO	20210131	02/10/2021	JANUARY 2021	100-43100-350	298.50
WEX BANK	69891199	02/01/2021	FUEL - P/Z	100-41910-212	66.55
WEX BANK	69891199	02/01/2021	FUEL - POLICE	100-42120-212	1,462.89
WEX BANK	69891199	02/01/2021	FUEL CREDIT - POLICE	100-42120-212	-24.78
WEX BANK	69891199	02/01/2021	FUEL - FIRE	100-42220-212	137.64
WEX BANK	69891199	02/01/2021	FUEL - STREET CREDIT	100-43100-212	-24.78
WEX BANK	69891199	02/01/2021	FUEL - STREET	100-43100-212	3,152.02
WEX BANK	69891199	02/01/2021	FUEL - PARK	100-45202-212	39.43
HOMETOWN SANITATION SER	0000402878	02/01/2021	#1465 - CITY HALL - GARBAGE	100-41940-384	97.99
HOMETOWN SANITATION SER	0000402879	02/09/2021	#1466 - STREET - GARBAGE SE	100-43100-384	97.99
HOMETOWN SANITATION SER	0000402880	02/09/2021	#1467 - SQUARE - GARBAGE S	100-45202-384	55.98
HOMETOWN SANITATION SER	0000402890	02/09/2021	#2348 - ISLAND PARK - GARBA	100-45202-384	20.99
HOMETOWN SANITATION SER	0000402891	02/09/2021	#2351 - KASTLE KINGDOM - G	100-45202-384	31.99
HOMETOWN SANITATION SER	0000402915	02/01/2021	#20782 - EMS - GARBAGE SER	100-42220-384	46.19
HOMETOWN SANITATION SER	0000402921	02/09/2021	#24368 - ABBY PARK - GARBA	100-45202-384	20.99
ALPHA WIRELESS - MANKATO	10423	02/11/2021	WINDOMCITY - RADIO UNITS	100-42120-323	108.00
INDOFF, INC	3443434	02/11/2021	#218055 - POLICE - SUPPLIES	100-42120-200	43.90
CENTURY BUSINESS PRODUCT	553567	02/09/2021	#SF7308 - CONTRACT # 20702	100-41910-200	29.79
AMAZON CAPITAL SERVICES, I	1JPQ-W4LF-1JM	02/11/2021	#A2Q0YJ8ZNZN2YT - MISC	100-42120-480	334.38
AT & T MOBILITY	287293102788X02032021	02/11/2021	#287293102788 - TELEPHONE	100-42120-321	634.62
WINDOM AREA HEALTH	310417146	02/18/2021	30005319-TESTING	100-42120-305	40.00
SANFORD HEALTH	310420552	02/23/2021	#30022525 - MEDICAL FEES	100-42120-305	295.00
SHI INTERNATIONAL CORP	B12982938	02/18/2021	#1040191 - DATA PROCESSIN	100-42120-326	39.00
INDOFF, INC	3444539	02/24/2021	218055-EDA SUPPLIES	100-41910-200	12.38
INDOFF, INC	3444540	02/17/2021	OFFICE SUPPLIES	100-41310-200	28.33
INNOVATIVE SYSTEMS LLC	53318	02/09/2021	INSERTS	100-41910-350	148.40
AMAZON CAPITAL SERVICES, I	1DJG-RFVD-KC4D	02/23/2021	#A2Q0YJ8ZNZN2YT	100-42120-405	209.00
JIM SMEDSRUD	20210208	02/23/2021	BOOT REIMBURSEMENT	100-43100-217	106.30
SCOTT VEENKER	27504	02/12/2021	FIRE - MISC	100-42220-480	393.75
FLEET SERVICES DIVISION	2021070001	02/23/2021	A00WIN - VEHICLE LEASE	100-42120-419	1,654.83
SCOTT VEENKER	27511	02/17/2021	SNOW REMOVAL SERVICE	100-43100-224	2,062.50
INDOFF, INC	3445376	02/17/2021	OFFICE SUPPLIES	100-41310-200	97.77
A & B BUSINESS	INV0001876	02/09/2021	#5078316129 - MAINT CONTR	100-41310-217	103.11
A & B BUSINESS	INV0001876	02/09/2021	#5078316129 - MAINT CONTR	100-42220-217	60.17
A & B BUSINESS	INV0001876	02/09/2021	#5078316129 - MAINT CONTR	100-43100-217	60.17
A & B BUSINESS	INV0001876	02/09/2021	#5078316129 - MAINT CONTR	100-45120-217	12.89
STREICHER'S, INC	I1483332	02/23/2021	#1403 - MAINTENANCE	100-42120-404	260.99
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	100-41110-326	24.56
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	100-41310-321	86.80
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	100-41310-326	281.17
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	100-41910-321	67.61
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	100-41940-381	440.28
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	100-41940-382	57.64
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	100-41940-385	122.70

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	100-42120-321	30.19
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	100-42220-321	42.82
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	100-42220-381	299.22
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	100-42220-382	16.73
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	100-42220-385	36.98
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	100-42500-381	31.11
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	100-43100-217	70.00
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	100-43100-321	46.21
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	100-43100-381	1,219.54
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	100-43100-381	276.77
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	100-43100-382	19.36
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	100-43100-385	41.37
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	100-45202-326	466.67
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	100-45202-381	404.86
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	100-41110-326	16.02
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	100-41310-200	199.00
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	100-41910-443	469.23
COTTONWOOD CO AUD/TREA	20210212	02/18/2021	RENT/DEPUTY ATTORNEY - M	100-42120-304	3,957.50
COTTONWOOD CO AUD/TREA	20210212	02/18/2021	RENT/DEPUTY ATTORNEY - M	100-42120-412	1,950.00
MN ENERGY RESOURCES	3599000204	02/23/2021	#0505105084-00002 - GAS UT	100-41940-383	717.20
MN ENERGY RESOURCES	3599000204	02/23/2021	#0505105084-00002 - GAS UT	100-42220-383	560.96
MN ENERGY RESOURCES	3599000204	02/23/2021	#0505105084-00002 - GAS UT	100-43100-383	547.96
MIKE'S LLC	539	02/18/2021	REPAIR	100-42120-323	660.48
BAUER BUILT	830122603	02/24/2021	#2147218 - MAINTENANCE	100-42220-405	178.00
GDF ENTERPRISES, INC	A19383	02/23/2021	#CITYOFWINDOM - MAINTEN	100-43100-404	138.02
CONVENT. & VISITOR BUREAU	AMERICINN 2-25-21	02/23/2021	LODGING TAX - AMERICINN	100-41110-491	3,103.88
CONVENT. & VISITOR BUREAU	GUARDIAN INN 2-25-21	02/23/2021	LODGING TAX - GUARDIAN IN	100-41110-491	459.97
CONVENT. & VISITOR BUREAU	RED CARPET 2-25-21	02/23/2021	LODGING TAX - RED CARPET I	100-41110-491	289.01
DRIVER AND VEHICLE SERVICE	BTC947 2-26-21	02/26/2021	PLATE# BTC947 VIN# 1GNSK2	100-42120-444	14.25
					31,685.33
Account: 20191 - Unapplied Cash Billing					
MARY ANN HOLCK	20210217	02/17/2021	REFUND CREDIT BALANCE	100-20191	4.75
BEN SCHLEICHER	20210217	02/17/2021	CREDIT BALANCE REFUND	100-20191	160.01
			Account 20191 - Unapplied Cash Billing Total:		**164.76**
Account: 20202 - Sales Tax Payable					
MN REVENUE	20210131	02/11/2021	SALES TAX - JANUARY 2021	100-20202	7,165.00
MN REVENUE	20210131	02/11/2021	SALES TAX - JANUARY 2021	100-20202	57.44
MN REVENUE	20210131	02/11/2021	SALES TAX - JANUARY 2021	100-20202	19,276.00
			Account 20202 - Sales Tax Payable Total:		**26,498.44**
			Fund 100 - GENERAL Total:		**58,348.53**
Fund: 211 - LIBRARY					
CITIZEN PUBLISHING CO	20210131	02/10/2021	JANUARY 2021	211-45501-350	134.40
A & B BUSINESS	INV0001876	02/09/2021	#5078316129 - MAINT CONTR	211-45501-217	60.17
WERNER ELECTRIC	S010440556.001	02/23/2021	#31969 - MAINTENANCE	211-45501-402	55.85
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	211-45501-321	26.73
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	211-45501-326	203.33
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	211-45501-381	204.26
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	211-45501-382	19.08
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	211-45501-385	40.47
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	211-45501-200	27.48
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	211-45501-200	15.99
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	211-45501-200	15.99
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	211-45501-433	-16.00
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	211-45501-433	29.97
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	211-45501-433	34.97
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	211-45501-433	10.00
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	211-45501-433	18.00
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	211-45501-433	27.00
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	211-45501-435	-13.99

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SENIOR PERSPECTIVE - PRAIRI	20210212	02/23/2021	#1208 - RENEWAL	211-45501-433	26.00
MN ENERGY RESOURCES	3599000204	02/23/2021	#0505105084-00002 - GAS UT	211-45501-383	448.61
					1,368.31
				Fund 211 - LIBRARY Total:	**1,368.31**
Fund: 225 - AIRPORT					
SOUTHWEST MN BROADBAN	20210215	02/17/2021	VOICE SERVICE	225-45127-321	27.57
COMMISSIONER OF TRANSPO	20210216	02/23/2021	STATE SHARE OF MOWER PRO	225-45127-480	3,836.67
					3,864.24
				Fund 225 - AIRPORT Total:	**3,864.24**
Fund: 230 - POOL					
A & B BUSINESS	INV0001876	02/09/2021	#5078316129 - MAINT CONTR	230-45124-217	12.89
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	230-45124-217	133.33
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	230-45124-381	29.50
MN ENERGY RESOURCES	3599000204	02/23/2021	#0505105084-00002 - GAS UT	230-45124-383	48.09
					223.81
				Fund 230 - POOL Total:	**223.81**
Fund: 235 - AMBULANCE					
WINDOM AUTO VALU	20210125	02/23/2021	#3400540 - MAINTENANCE	235-42153-405	31.17
LEWIS FAMILY DRUG, LLC	20210131	02/11/2021	#105865-3 - OPERATING SUPP	235-42153-217	1,172.57
CITIZEN PUBLISHING CO	20210131	02/10/2021	JANUARY 2021	235-42153-350	269.50
WEX BANK	69891199	02/01/2021	FUEL - AMBULANCE	235-42153-212	1,795.57
WEX BANK	69891199	02/01/2021	FUEL CREDIT - AMBULANCE	235-42153-212	-24.77
HOMETOWN SANITATION SER	0000402915	02/01/2021	#20782 - EMS - GARBAGE SER	235-42153-384	30.80
TIM HACKER	20210207	02/10/2021	AMBULANCE EXPENSE	235-42153-334	85.83
VERIZON WIRELESS	9872883724	02/17/2021	VOICE SERVICE	235-42153-321	82.14
A & B BUSINESS	INV0001876	02/09/2021	#5078316129 - MAINT CONTR	235-42153-217	60.17
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	235-42153-321	28.54
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	235-42153-381	199.48
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	235-42153-382	11.15
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	235-42153-385	24.66
JIM AXFORD	20210214	02/23/2021	AMBULANCE EXPENSE	235-42153-334	23.08
MN ENERGY RESOURCES	3599000204	02/23/2021	#0505105084-00002 - GAS UT	235-42153-383	373.98
LANDON JOHNSON	20210217	02/23/2021	AMBULANCE EXPENSE	235-42153-334	24.62
TIM HACKER	20210220	02/23/2021	EMT RECERTIFICATION FEE	235-42153-308	20.00
TIM HACKER	20210220	02/23/2021	AMBULANCE EXPENSE	235-42153-334	98.62
WINDOM COUNTRY CLUB	20210220	02/23/2021	AMBULANCE EXPENSE - EMT	235-42153-334	160.31
LANDON JOHNSON	20210221	02/23/2021	EMT RECERTIFICATION FEE	235-42153-308	20.00
KIM POWERS	20210221	02/23/2021	EMT RECERTIFICATION FEE	235-42153-308	20.00
MARY HOLMEN	20210221	02/23/2021	EMT RECERTIFICATION FEE	235-42153-308	20.00
APRIL HARRINGTON	20210221	02/23/2021	EMT RECERTIFICATION FEE	235-42153-308	20.00
JUSTIN HARRINGTON	20210221	02/23/2021	AMBULANCE EXPENSE	235-42153-334	112.54
BUCKWHEAT JOHNSON	20210221	02/23/2021	AMBULANCE EXPENSE	235-42153-334	37.37
TIM HACKER	20210221	02/23/2021	AMBULANCE EXPENSE	235-42153-334	124.40
DONNA MARCY	20210222	02/23/2021	EMT RECERTIFICATION FEE	235-42153-308	20.00
					4,841.73
				Fund 235 - AMBULANCE Total:	**4,841.73**
Fund: 250 - EDA GENERAL					
CITIZEN PUBLISHING CO	20210131	02/10/2021	JANUARY 2021	250-46520-340	132.30
CITIZEN PUBLISHING CO	20210131	02/10/2021	JANUARY 2021	250-46520-350	79.50
CENTURY BUSINESS PRODUCT	553567	02/09/2021	#SF7308 - CONTRACT # 20702	250-46520-200	59.59
LOOP NET	113484056-1	02/11/2021	LOC# 162635601 - ADVERTISI	250-46520-340	69.00
INDOFF, INC	3444539	02/24/2021	218055-EDA SUPPLIES	250-46520-200	12.38
MN ENERGY RESOURCES	0508667309-0003	02/24/2021	GAS UTILITIES	250-46520-383	500.74
COUNTY WIDE DIRECTORY	66703	02/10/2021	CITY OF WINDOM - ADVERTISI	250-46520-340	66.00
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	250-46520-321	257.38
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	250-46520-321	67.61
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	250-46520-381	119.21
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	250-46520-382	18.56

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	250-46520-385	35.18
					1,417.45
				Fund 250 - EDA GENERAL Total:	1,417.45
Fund: 601 - WATER					
GOPHER STATE ONE CALL	1010840	02/01/2021	#MN00774	601-49400-321	3.04
WEX BANK	69891199	02/01/2021	FUEL - WATER	601-49400-212	287.89
INNOVATIVE SYSTEMS LLC	53072	02/01/2021	BILLING SYSTEM MAINTENAN	601-49400-326	760.50
BAUER BUILT	830122372	02/24/2021	#2147218 - MAINTENANCE	601-49400-405	519.08
INNOVATIVE SYSTEMS LLC	53238	02/09/2021	BILLING SYSTEM SOFTWARE S	601-49400-326	517.50
MN VALLEY TESTING	1073176	02/11/2021	#23162 - LAB TESTING	601-49400-386	1,220.00
INNOVATIVE SYSTEMS LLC	53318	02/09/2021	POSTAGE	601-49400-322	205.08
INNOVATIVE SYSTEMS LLC	53318	02/09/2021	INVOICE PROCESSING	601-49400-326	167.36
INNOVATIVE SYSTEMS LLC	53318	02/09/2021	INSERTS	601-49400-350	24.76
MN VALLEY TESTING	1073384	02/18/2021	40210-MERCHANDISE	601-49400-310	79.00
SMITH AUTOMOTIVE CO	37198	02/24/2021	#00731 - MAINTENANCE	601-49400-405	75.55
COUNTY WIDE DIRECTORY	66703	02/10/2021	CITY OF WINDOM - ADVERTISI	601-49400-340	66.00
A & B BUSINESS	INV0001876	02/09/2021	#5078316129 - MAINT CONTR	601-49400-217	60.17
HAWKINS, INC	4879092	02/23/2021	#126930 - CHEMICALS	601-49400-216	2,753.04
WERNER ELECTRIC	S0104410099.001	02/18/2021	#31969 - MAINTENANCE	601-49400-404	1,365.01
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	601-49400-321	51.32
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	601-49400-326	70.00
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	601-49400-381	4,489.79
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	601-49400-382	17.97
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	601-49400-385	36.92
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	601-49400-386	29.50
HAWKINS, INC	4879168	02/23/2021	#126930 - CHEMICALS	601-49400-216	285.57
MN ENERGY RESOURCES	3599000204	02/23/2021	#0505105084-00002 - GAS UT	601-49400-383	727.40
					13,812.45
Account: 14200 - Inventory					
CORE & MAIN LP	N323208	02/23/2021	#181738 - INVENTORY	601-14200	7,590.00
				Account 14200 - Inventory Total:	7,590.00
				Fund 601 - WATER Total:	21,402.45
Fund: 602 - SEWER					
GOPHER STATE ONE CALL	1010840	02/01/2021	#MN00774	602-49450-321	3.04
WEX BANK	69891199	02/01/2021	FUEL - SEWER	602-49450-212	57.95
HOMETOWN SANITATION SER	0000402882	02/05/2021	#1469 - WASTEWATER - GARB	602-49450-384	99.99
MN VALLEY TESTING	1072405	02/10/2021	#23162 - LAB TESTING	602-49450-310	163.60
INNOVATIVE SYSTEMS LLC	53072	02/01/2021	BILLING SYSTEM MAINTENAN	602-49450-326	760.50
MN VALLEY TESTING	1072611	02/10/2021	#23162 - LAB TESTING	602-49450-310	179.60
INNOVATIVE SYSTEMS LLC	53238	02/09/2021	BILLING SYSTEM SOFTWARE S	602-49450-326	517.50
MN VALLEY TESTING	1072892	02/10/2021	#23162 - LAB TESTING	602-49450-310	254.80
INNOVATIVE SYSTEMS LLC	53318	02/09/2021	POSTAGE	602-49450-322	205.07
INNOVATIVE SYSTEMS LLC	53318	02/09/2021	INVOICE PROCESSING	602-49450-326	167.36
INNOVATIVE SYSTEMS LLC	53318	02/09/2021	INSERTS	602-49450-350	24.75
MN VALLEY TESTING	1073265	02/11/2021	#23162 - LAB TESTING	602-49450-310	148.40
COUNTY WIDE DIRECTORY	66703	02/10/2021	CITY OF WINDOM - ADVERTISI	602-49450-480	66.00
A & B BUSINESS	INV0001876	02/09/2021	#5078316129 - MAINT CONTR	602-49450-217	60.17
MN VALLEY TESTING	1073942	02/18/2021	23162-TESTING	602-49450-310	239.60
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	602-49450-321	179.24
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	602-49450-326	70.00
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	602-49450-381	9,184.91
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	602-49450-382	152.35
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	602-49450-308	55.00
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	602-49450-308	55.00
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	602-49450-322	12.35
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	602-49450-404	141.22
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	602-49450-404	612.34
MN ENERGY RESOURCES	3599000204	02/23/2021	#0505105084-00002 - GAS UT	602-49450-383	77.75
MN ENERGY RESOURCES	3599000204	02/23/2021	#0505105084-00002 - GAS UT	602-49450-383	18.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN ENERGY RESOURCES	3599000204	02/23/2021	#0505105084-00002 - GAS UT	602-49450-383	2,154.03
MN ENERGY RESOURCES	3599000204	02/23/2021	#0505105084-00002 - GAS UT	602-49450-383	20.76
STAPLES OIL CO	6024896	02/18/2021	MAINTENANCE	602-49450-404	657.54
WERNER ELECTRIC	S010444455.001	02/24/2021	#31969 - INV & MAINT	602-49450-404	168.96
					16,507.78
Account: 16200 - Buildings					
GRIDOR CONSTRUCTION, INC.	20210127	02/09/2021	WASTEWATER TREATMENT FA	602-16200	32,250.00
				Account 16200 - Buildings Total:	**32,250.00**
				Fund 602 - SEWER Total:	**48,757.78**
Fund: 604 - ELECTRIC					
BORDER STATES	921398653	02/12/2021	#5189 - UNIFORMS	604-49550-218	311.50
WINDOM AUTO VALU	20210125	02/23/2021	#3400540 - MAINTENANCE	604-49550-404	65.62
WINDOM AUTO VALU	20210125	02/23/2021	#3400540 - MAINTENANCE	604-49550-405	62.89
RUNNINGS SUPPLY, INC	20210126	02/12/2021	SAVING PLUS APPLICATION	604-49550-450	2,577.47
CMP - CENTRAL MUNICIPAL P	6997	02/11/2021	#WIN - MERCHANDISE	604-49550-263	181,486.27
CMP - CENTRAL MUNICIPAL P	6997	02/11/2021	#WIN - MERCHANDISE	604-49550-263	118,313.92
CMP - CENTRAL MUNICIPAL P	6997	02/11/2021	#WIN - MERCHANDISE	604-49550-450	2,970.80
GOPHER STATE ONE CALL	1010840	02/01/2021	#MN00774	604-49550-321	3.04
CITIZEN PUBLISHING CO	20210131	02/10/2021	JANUARY 2021	604-49550-350	229.50
MN REVENUE	20210131	02/11/2021	SALES TAX - JANUARY 2021	604-49550-460	80.90
WEX BANK	69891199	02/01/2021	FUEL - ELECTRIC	604-49550-212	293.82
HOMETOWN SANITATION SER	0000402883	02/05/2021	#1470 - ELECTRIC - GARBAGE	604-49550-384	99.99
INNOVATIVE SYSTEMS LLC	53072	02/01/2021	BILLING SYSTEM MAINTENAN	604-49550-326	1,521.00
TOWN 'N COUNTRY	10169	02/12/2021	EL SUPPLIES	604-49550-200	599.99
INNOVATIVE SYSTEMS LLC	53238	02/09/2021	BILLING SYSTEM SOFTWARE S	604-49550-326	223.90
INNOVATIVE SYSTEMS LLC	53318	02/09/2021	POSTAGE	604-49550-322	205.08
INNOVATIVE SYSTEMS LLC	53318	02/09/2021	INVOICE PROCESSING	604-49550-326	167.36
INNOVATIVE SYSTEMS LLC	53318	02/09/2021	INSERTS	604-49550-350	208.75
J. H. LARSON	S102432776.001	02/09/2021	#34714 - MAINTENANCE	604-49550-402	22.09
COUNTY WIDE DIRECTORY	66703	02/10/2021	CITY OF WINDOM - ADVERTISI	604-49550-340	66.00
A & B BUSINESS	INV0001876	02/09/2021	#5078316129 - MAINT CONTR	604-49550-217	60.17
DELL EMC	10463369235	02/23/2021	#44046203 - SUPPLIES	604-49550-200	85.99
AMAZON CAPITAL SERVICES, I	1VQV-Q6H3-GN9N	02/12/2021	#A2Q0YJ8ZNZN2YT	604-49550-200	60.51
BORDER STATES	921528147	02/11/2021	#5189 - UNIFORMS	604-49550-218	323.54
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	604-49550-321	78.76
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	604-49550-326	191.37
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	604-49550-381	172.41
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	604-49550-382	22.69
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	604-49550-385	47.50
mPOWER TECHNOLOGIES, IN	4259	02/11/2021	ENGINEERING FEES	604-49550-303	2,700.00
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	604-49550-218	187.00
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	604-49550-402	10.78
MN ENERGY RESOURCES	3599000204	02/23/2021	#0505105084-00002 - GAS UT	604-49550-383	503.71
BORDER STATES	921585972	02/23/2021	#5189 - UNIFORMS	604-49550-218	265.17
BORDER STATES	921585973	02/23/2021	#5189 - CREDIT	604-49550-333	-200.00
					314,019.49
Account: 14200 - Inventory					
IRBY ELECTRICAL DISTRIBUTO	S012249059.001	02/09/2021	#114464 - INVENTORY	604-14200	1,369.00
IRBY ELECTRICAL DISTRIBUTO	S012249275.001	02/09/2021	#114464 - INVENTORY	604-14200	7,431.67
IRBY ELECTRICAL DISTRIBUTO	S012249059.002	02/09/2021	#114464 - INVENTORY	604-14200	3,878.00
WESCO DISTRIBUTION, INC	586859	02/10/2021	#80437 - INVENTORY	604-14200	142.80
BORDER STATES	921520103	02/11/2021	#5189 - INVENTORY	604-14200	-268.06
IRBY ELECTRICAL DISTRIBUTO	S012249275.002	02/12/2021	#114464 - INVENTORY	604-14200	16,240.00
WERNER ELECTRIC	S010444455.001	02/24/2021	#31969 - INV & MAINT	604-14200	42.24
				Account 14200 - Inventory Total:	**28,835.65**
Account: 16300 - Improvements Other Than Buildings					
ZIESKE LAND SURVEYING	20210208	02/12/2021	PROJ# C2054S - DRAWINGS O	604-16300	1,521.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ZIESKE LAND SURVEYING	20210210	02/12/2021	PROJ# C2054S DESCRIPTION	604-16300	286.00
			Account 16300 - Improvements Other Than Buildings Total:		**1,807.00**
Account: 22000 - Prepayments					
GIANCARLO RAMOS RIOS	20210217	02/17/2021	UTILITY PREPAYMENT REFUN	604-22000	300.00
JOSE L RIVERA LOPEZ	20210217	02/17/2021	UTILITY PREPAYMENT REFUN	604-22000	300.00
LAUREN KOLODZIEJ	20210217	02/17/2021	UTILITY PREPAYMENT REFUN	604-22000	300.00
LINDA SANDBERG	20210217	02/17/2021	UTILITY PREPAYMENT REFUN	604-22000	300.00
JANET JAMILEX HERNANDEZ	20210217	02/17/2021	UTILITY PREPAYMENT REFUN	604-22000	300.00
THAWDAR NONE	20210217	02/17/2021	UTILITY PREPAYMENT REFUN	604-22000	98.20
NORA SADE COLON	20210217	02/17/2021	UTILITY PREPAYMENT REFUN	604-22000	300.00
			Account 22000 - Prepayments Total:		**1,898.20**
			Fund 604 - ELECTRIC Total:		**346,560.34**
Fund: 609 - LIQUOR STORE					
CITIZEN PUBLISHING CO	20210131	02/10/2021	JANUARY 2021	609-49751-340	1,098.62
MN REVENUE	20210131	02/11/2021	SALES TAX - JANUARY 2021	609-49751-460	23.08
HOMETOWN SANITATION SER	0000402881	02/09/2021	#1468 - RIVERBEND - GARBAG	609-49751-384	174.00
BREAKTHRU BEVERAGE MN	2080297955	02/18/2021	4312-MERCHANDISE	609-49751-251	-18.37
BREAKTHRU BEVERAGE MN	2080297956	02/18/2021	40210-MERCHANDISE	609-49751-251	-196.21
BREAKTHRU BEVERAGE MN	2080301565	02/18/2021	4312-MERCHANDISE	609-49751-251	-101.50
JOHNSON BROS.	134900	02/18/2021	156083-MERCHANDISE	609-49751-253	-93.35
BREAKTHRU BEVERAGE MN	1081236211	02/09/2021	#4312 - MERCHANDISE	609-49751-251	1,680.29
BREAKTHRU BEVERAGE MN	1081236211	02/09/2021	#4312 - MERCHANDISE	609-49751-253	112.00
BREAKTHRU BEVERAGE MN	1081236211	02/09/2021	#4312 - MERCHANDISE	609-49751-254	74.50
BREAKTHRU BEVERAGE MN	1081236211	02/09/2021	#4312 - MERCHANDISE	609-49751-333	28.98
JOHNSON BROS.	1733539	02/09/2021	#156083 - MERCHANDISE	609-49751-251	1,339.41
JOHNSON BROS.	1733539	02/09/2021	#156083 - MERCHANDISE	609-49751-333	18.05
JOHNSON BROS.	1733540	02/09/2021	#156083 - MERCHANDISE	609-49751-253	1,067.82
JOHNSON BROS.	1733540	02/09/2021	#156083 - MERCHANDISE	609-49751-254	86.50
JOHNSON BROS.	1733540	02/09/2021	#156083 - MERCHANDISE	609-49751-333	40.32
JOHNSON BROS.	1733541	02/09/2021	#156083 - MERCHANDISE	609-49751-252	210.00
ARTISAN BEER COMPANY	3457506	02/09/2021	#156083 - MERCHANDISE	609-49751-252	60.80
PHILLIPS WINE & SPIRITS	6154246	02/10/2021	#156083 - MERCHANDISE	609-49751-251	1,195.32
PHILLIPS WINE & SPIRITS	6154246	02/10/2021	#156083 - MERCHANDISE	609-49751-333	17.40
PHILLIPS WINE & SPIRITS	6154247	02/10/2021	#156083 - MERCHANDISE	609-49751-253	80.00
PHILLIPS WINE & SPIRITS	6154247	02/10/2021	#156083 - MERCHANDISE	609-49751-254	168.00
PHILLIPS WINE & SPIRITS	6154247	02/10/2021	#156083 - MERCHANDISE	609-49751-261	100.00
PHILLIPS WINE & SPIRITS	6154247	02/10/2021	#156083 - MERCHANDISE	609-49751-333	12.18
WINE MERCHANTS	7316404	02/10/2021	#156083 - MERCHANDISE	609-49751-253	208.00
WINE MERCHANTS	7316404	02/10/2021	#156083 - MERCHANDISE	609-49751-333	3.48
PAUSTIS WINE COMPANY	116571	02/12/2021	#1905 - MERCHANDISE	609-49751-253	856.00
PAUSTIS WINE COMPANY	116571	02/12/2021	#1905 - MERCHANDISE	609-49751-333	11.25
RAGE INC - CAMPUS CLEANER	34985	02/12/2021	#6132 - RIVERBEND - CLEANI	609-49751-211	73.26
COUNTY WIDE DIRECTORY	66702	02/12/2021	RIVERBEND - ADVERTISING	609-49751-340	330.00
A & B BUSINESS	INV0001876	02/09/2021	#5078316129 - MAINT CONTR	609-49751-217	85.95
VINOCOPIA, INC	0273454-IN	02/18/2021	WIND010-MERCHANDISE	609-49751-251	1,307.21
VINOCOPIA, INC	0273454-IN	02/18/2021	WIND010-MERCHANDISE	609-49751-253	194.00
VINOCOPIA, INC	0273454-IN	02/18/2021	WIND010-MERCHANDISE	609-49751-333	18.00
BEVERAGE WHOLESALERS	150843	02/12/2021	#70063 - MERCHANDISE	609-49751-252	5,193.51
DOLL DISTRIBUTING, LLC	474436	02/12/2021	#51450 - MERCHANDISE	609-49751-252	9.00
DOLL DISTRIBUTING, LLC	474437	02/12/2021	#51450 - MERCHANDISE	609-49751-252	3,432.55
DOLL DISTRIBUTING, LLC	474438	02/12/2021	#51450 - MERCHANDISE	609-49751-252	691.20
JOHNSON BROS.	1737978	02/12/2021	#156083 - MERCHANDISE	609-49751-251	1,601.13
JOHNSON BROS.	1737978	02/12/2021	#156083 - MERCHANDISE	609-49751-333	18.27
JOHNSON BROS.	1737979	02/12/2021	#156083 - MERCHANDISE	609-49751-253	1,185.55
JOHNSON BROS.	1737979	02/12/2021	#156083 - MERCHANDISE	609-49751-333	39.77
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	609-49751-321	132.70
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	609-49751-326	656.06
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	609-49751-381	842.99
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	609-49751-382	19.71

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	609-49751-385	38.61
SOUTHERN GLAZER'S OF MN	2046335	02/12/2021	#8704 - MERCHANDISE	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2046336	02/12/2021	#8704 - MRECHANDISE	609-49751-251	4,163.70
SOUTHERN GLAZER'S OF MN	2046336	02/12/2021	#8704 - MRECHANDISE	609-49751-333	76.08
SOUTHERN GLAZER'S OF MN	2046337	02/12/2021	#8704 - MERCHANDISE	609-49751-251	66.00
SOUTHERN GLAZER'S OF MN	2046337	02/12/2021	#8704 - MERCHANDISE	609-49751-333	1.02
SOUTHERN GLAZER'S OF MN	2046338	02/12/2021	#8704 - MERCHANDISE	609-49751-253	434.00
SOUTHERN GLAZER'S OF MN	2046338	02/12/2021	#8704 - MERCHANDISE	609-49751-333	18.45
ATLANTIC COCA-COLA	2706900	02/12/2021	#8373693 - MERCHANDISE	609-49751-254	111.91
PHILLIPS WINE & SPIRITS	6157492	02/12/2021	#156083 - MERCHANDISE	609-49751-251	951.97
PHILLIPS WINE & SPIRITS	6157492	02/12/2021	#156083 - MERCHANDISE	609-49751-333	15.66
PHILLIPS WINE & SPIRITS	6157493	02/12/2021	#156083 - MERCHANDISE	609-49751-253	219.75
PHILLIPS WINE & SPIRITS	6157493	02/12/2021	#156083 - MERCHANDISE	609-49751-259	80.00
PHILLIPS WINE & SPIRITS	6157493	02/12/2021	#156083 - MERCHANDISE	609-49751-333	12.18
BEVERAGE WHOLESALERS	151480	02/18/2021	70063-MERCHANDISE	609-49751-252	384.00
DOLL DISTRIBUTING, LLC	475381	02/18/2021	51450-MERCHANDISE	609-49751-252	134.00
DOLL DISTRIBUTING, LLC	476247	02/18/2021	51450-MERCHANDISE	609-49751-252	-99.20
DOLL DISTRIBUTING, LLC	476248	02/18/2021	51450-MERCHANDISE	609-49751-252	64.00
MN ENERGY RESOURCES	3599000204	02/23/2021	#0505105084-00002 - GAS UT	609-49751-383	297.61
BEVERAGE WHOLESALERS	151812	03/01/2021	6729-MERCHANDICE	609-49751-252	3,916.44
BEVERAGE WHOLESALERS	151813	03/01/2021	6729-MERCHANDICE	609-49751-252	0.01
DOLL DISTRIBUTING, LLC	478280	02/23/2021	51450-MERCHANDICE	609-49751-251	58.50
DOLL DISTRIBUTING, LLC	478280	02/23/2021	51450-MERCHANDICE	609-49751-252	8,939.12
WINDOM COMMUNITY CENT	R202127	02/23/2021	ADVERTISING	609-49751-340	250.00
LUCAN COMMUNITY TV INC	963	02/23/2021	LIQUOR - MAINTENANCE	609-49751-402	45.00
					44,268.29
Account: 20202 - Sales Tax Payable					
MN REVENUE	20210131	02/11/2021	SALES TAX - JANUARY 2021	609-20202	15,492.00
			Account 20202 - Sales Tax Payable Total:		**15,492.00**
			Fund 609 - LIQUOR STORE Total:		**59,760.29**
Fund: 614 - TELECOM					
FOX SPORTS NET NORTH	S42741	02/17/2021	SUBSCRIBER FEES	614-49870-442	7,426.72
WINDOM AUTO VALU	20210125	02/23/2021	#3400540 - MAINTENANCE	614-49870-405	67.51
GOPHER STATE ONE CALL	1010840	02/01/2021	#MN00774	614-49870-321	3.03
MN REVENUE	20210131	02/11/2021	SALES TAX - JANUARY 2021	614-49870-460	16.58
BTN - BIG TEN NETWORK	48629	02/17/2021	SUBSCRIBER FEES	614-49870-442	1,570.50
WEX BANK	69891199	02/01/2021	FUEL - TELECOM	614-49870-212	96.70
HOMETOWN SANITATION SER	0000402884	02/01/2021	#1471 - TELECOOM - GARBA	614-49870-384	87.98
ONVOY, LLC dba INTELIQUENT	130834	02/17/2021	PHONE SERVICES	614-49870-451	2,995.29
MLB NETWORK	155611	02/18/2021	SUBSCRIBER FEES - JAN 2021	614-49870-442	390.88
CONSOLIDATED COMMUNICA	2021FEB	02/17/2021	SUBSCRIBER FEES	614-49870-442	1,443.00
INNOVATIVE SYSTEMS LLC	53072	02/01/2021	BILLING SYSTEM MAINTENAN	614-49870-326	1,521.00
INNOVATIVE SYSTEMS LLC	53072	02/01/2021	BILLING SYSTEM MAINTENAN	614-49870-326	875.00
INNOVATIVE SYSTEMS LLC	53238	02/09/2021	BILLING SYSTEM SOFTWARE S	614-49870-326	1,846.10
QUICK PRINT	20491	02/17/2021	SUPPLIES	614-49870-200	150.65
NEXSTAR BROADCASTING GR	372785	02/17/2021	SUBSCRIBER FEES	614-49870-442	245.00
FOX TELEVISION STATIONS, IN	373918	02/17/2021	SUBSCRIBER FEES	614-49870-442	2,830.24
INNOVATIVE SYSTEMS LLC	53318	02/09/2021	POSTAGE	614-49870-322	205.08
INNOVATIVE SYSTEMS LLC	53318	02/09/2021	INVOICE PROCESSING	614-49870-326	167.36
INNOVATIVE SYSTEMS LLC	53318	02/09/2021	INSERTS	614-49870-350	24.75
COUNTY WIDE DIRECTORY	66703	02/10/2021	CITY OF WINDOM - ADVERTISI	614-49870-340	66.00
A & B BUSINESS	INV0001876	02/09/2021	#5078316129 - MAINT CONTR	614-49870-217	103.14
NECA	NECA110897	02/24/2021	#NT342 - LEGAL FEES	614-49870-304	165.00
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	614-49870-321	300.43
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	614-49870-381	2,262.38
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	614-49870-382	19.89
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	614-49870-385	39.12
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	614-49870-447	139.00
RAGE INC - CAMPUS CLEANER	35377	02/23/2021	#6153 - WINDOMNET - CLEAN	614-49870-211	21.31

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN ENERGY RESOURCES	3599000204	02/23/2021	#0505105084-00002 - GAS UT	614-49870-383	158.77
SHOWTIME NETWORKS INC	29056	02/18/2021	SUBSCRIBER FEES - JAN 2021	614-49870-442	177.84
ARVIG ENTERPRISES, INC	313068	02/24/2021	#104725	614-49870-442	395.75
MANKATO NETWORKS, LLC	389187	02/24/2021	WINDOMNET - INTERNET EXP	614-49870-447	1,023.96
INTERSTATE TRS FUND	82580760038	02/23/2021	ASSESSMENT FOR 499-A FILIN	614-49870-304	123.93
INTERSTATE TRS FUND	82580760038	02/23/2021	ASSESSMENT FOR 499-A FILIN	614-49870-304	395.07
CENTURY LINK	500254	02/23/2021	DIRECTORY LISTINGS	614-49870-441	232.17
REGISTER OF COPYRIGHTS	20210224	02/23/2021	#5439 ROYALTY PAYMENT	614-49870-442	963.72
					28,550.85
				Fund 614 - TELECOM Total:	28,550.85
Fund: 615 - ARENA					
ELITE MECHANICAL SYSTEMS,	7867	02/23/2021	ARENA - MAINTENANCE	615-49850-402	1,181.34
CITIZEN PUBLISHING CO	20210131	02/10/2021	JANUARY 2021	615-49850-340	274.40
MN REVENUE	20210131	02/11/2021	SALES TAX - JANUARY 2021	615-49850-460	54.00
WEX BANK	69891199	02/01/2021	FUEL - ARENA	615-49850-212	73.25
HOMETOWN SANITATION SER	0000402885	02/01/2021	#1472 - ARENA - GARBAGE SE	615-49850-384	150.99
RINK SYSTEMS, INC	075813	02/10/2021	ARENA - OPERATING SUPPLIE	615-49850-217	188.85
A & B BUSINESS	INV0001876	02/09/2021	#5078316129 - MAINT CONTR	615-49850-217	60.17
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	615-49850-321	127.04
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	615-49850-326	433.00
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	615-49850-381	5,331.60
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	615-49850-382	211.98
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	615-49850-385	86.49
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	615-49850-211	3.96
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	615-49850-212	110.08
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	615-49850-322	8.00
R & R SPECIALTIES	0072262-IN	02/23/2021	#WINDOM - OPERATING SUP	615-49850-217	335.85
RAGE INC - CAMPUS CLEANER	35375	02/23/2021	#6122 - ARENA - CLEANING	615-49850-211	50.00
MN ENERGY RESOURCES	3599000204	02/23/2021	#0505105084-00002 - GAS UT	615-49850-383	1,509.63
CARLSON & STEWART REFRIG	32057	02/23/2021	#2816 - MAINTENANCE	615-49850-404	1,943.30
GDF ENTERPRISES, INC	A19382	02/23/2021	#CITYOFWINDOM - OPERATIN	615-49850-217	40.00
					12,173.93
				Fund 615 - ARENA Total:	12,173.93
Fund: 617 - M/P CENTER					
INDOFF, INC	3442599	02/09/2021	#218055 - WCC - SUPPLIES	617-49860-200	11.29
MN REVENUE	20210131	02/11/2021	SALES TAX - JANUARY 2021	617-49860-460	105.18
DOUG'S LAWN & LANDSCAPI	20210202	02/01/2021	WCC- LAWN CONTRACT EARL	617-49860-406	155.06
DOUG'S LAWN & LANDSCAPI	20210202	02/01/2021	WCC- LAWN CONTRACT SUM	617-49860-406	155.06
COLE PAPERS INC.	9941463	02/09/2021	#84948800 - WCC - SUPPLIES	617-49860-211	168.06
COLE PAPERS INC.	9942983	02/12/2021	#84948800 - CLEANING	617-49860-211	190.09
BARNETT PRO CARE	188	02/12/2021	SNOW REMOVAL	617-49860-406	35.00
RUSHMORE INDUSTRIES, INC	1956	02/18/2021	WCC - MAINTENANCE	617-49860-402	654.00
A & B BUSINESS	INV0001876	02/09/2021	#5078316129 - MAINT CONTR	617-49860-217	60.17
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	617-49860-321	60.31
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	617-49860-326	403.33
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	617-49860-381	924.36
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	617-49860-382	59.38
ELECTRIC FUND	20210211	02/11/2021	MONTHLY UTILITY & TELECO	617-49860-385	128.28
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	617-49860-254	35.25
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	617-49860-340	167.05
US BANK	#6710 1-31-21	02/11/2021	4246 0445 5576 6710 - JAN 2	617-49860-340	500.00
RAGE INC - CAMPUS CLEANER	35376	02/23/2021	#6152 - WCC - SUPPLIES	617-49860-217	67.50
MN ENERGY RESOURCES	3599000204	02/23/2021	#0505105084-00002 - GAS UT	617-49860-383	1,128.75
QUICK PRINT	2167	02/24/2021	#WCC - ADVERTISING	617-49860-340	166.45
BARNETT PRO CARE	201	02/24/2021	WCC - SNOW REMOVAL	617-49860-406	74.76
					5,249.33

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Account: 10200 - Petty Cash					
SECR REV FUND/CITY OF WD	20210217	02/17/2021	PETTY CASH FOR WEEKEND E	617-10200	1,500.00
				Account 10200 - Petty Cash Total:	**1,500.00**
Account: 20202 - Sales Tax Payable					
MN REVENUE	20210131	02/11/2021	SALES TAX - JANUARY 2021	617-20202	37.82
				Account 20202 - Sales Tax Payable Total:	**37.82**
				Fund 617 - M/P CENTER Total:	**6,787.15**
Fund: 700 - PAYROLL					
Account: 21701 - Federal Withholding					
Internal Revenue Service-Payr	INV0001888	02/26/2021	Federal Tax Withholding	700-21701	10,922.36
				Account 21701 - Federal Withholding Total:	**10,922.36**
Account: 21702 - State Withholding					
MN Department of Revenue -	INV0001889	02/26/2021	State Withholding	700-21702	5,012.54
				Account 21702 - State Withholding Total:	**5,012.54**
Account: 21703 - FICA Tax Withholding					
Internal Revenue Service-Payr	INV0001888	02/26/2021	Social Security	700-21703	13,852.94
				Account 21703 - FICA Tax Withholding Total:	**13,852.94**
Account: 21704 - PERA Contributions					
MN Pera	INV0001885	02/26/2021	PERA	700-21704	1,226.04
MN Pera	INV0001885	02/26/2021	PERA	700-21704	7,566.28
MN Pera	INV0001885	02/26/2021	PERA	700-21704	14,945.78
				Account 21704 - PERA Contributions Total:	**23,738.10**
Account: 21705 - Retirement					
MN State Deferred	INV0001886	02/26/2021	Deferred Roth	700-21705	3,062.00
MN State Deferred	INV0001886	02/26/2021	Deferred Compensation	700-21705	7,395.32
				Account 21705 - Retirement Total:	**10,457.32**
Account: 21707 - Union Dues					
LOCAL UNION #949	20210224	02/24/2021	UNION DUES - FEB 2021	700-21707	1,771.30
				Account 21707 - Union Dues Total:	**1,771.30**
Account: 21708 - PD Union Dues					
LAW ENFORCEMENT LABOR S	20210224	02/24/2021	#351 - POLICE UNION FEB 202	700-21708	444.50
				Account 21708 - PD Union Dues Total:	**444.50**
Account: 21709 - Wage Levy					
MN CHILD SUPPORT PAYMEN	INV0001881	02/12/2021	Child Support Payment	700-21709	97.83
MN CHILD SUPPORT PAYMEN	INV0001887	02/26/2021	Child Support Payment	700-21709	97.83
				Account 21709 - Wage Levy Total:	**195.66**
Account: 21711 - Medicare Tax Withholding					
Internal Revenue Service-Payr	INV0001888	02/26/2021	Medicare Withholding	700-21711	3,957.46
				Account 21711 - Medicare Tax Withholding Total:	**3,957.46**
Account: 21712 - Flex Account					
FURTHER (Select Account)	15595936	02/23/2021	FLEX SPENDING	700-21712	299.00
FURTHER (Select Account)	39714646	02/23/2021	FLEX SPENDING	700-21712	2,007.00
FURTHER (Select Account)	39721078	02/23/2021	FLEX SPENDING	700-21712	2,680.06
				Account 21712 - Flex Account Total:	**4,986.06**
Account: 21720 - VEBA Contributions					
MII LIFE	20210201	02/12/2021	FEBRUARY 2021- VEBA	700-21720	10,000.15
MII LIFE	20210201	02/12/2021	FEBRUARY 2021 - VEBA	700-21720	312.50
				Account 21720 - VEBA Contributions Total:	**10,312.65**
Account: 21722 - HSA Contribution					
MII LIFE	20210201	02/12/2021	FEBRUARY 2021- HSA	700-21722	3,020.89
				Account 21722 - HSA Contribution Total:	**3,020.89**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Account: 21723 - HSA Employee Contribution					
FURTHER (Select Account)	INV0001884	02/26/2021	HSA Employee Contribution	700-21723	346.35
				Account 21723 - HSA Employee Contribution Total:	**346.35**
				Fund 700 - PAYROLL Total:	**89,018.13**
				Grand Total:	**683,074.99**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	58,348.53
211 - LIBRARY	1,368.31
225 - AIRPORT	3,864.24
230 - POOL	223.81
235 - AMBULANCE	4,841.73
250 - EDA GENERAL	1,417.45
601 - WATER	21,402.45
602 - SEWER	48,757.78
604 - ELECTRIC	346,560.34
609 - LIQUOR STORE	59,760.29
614 - TELECOM	28,550.85
615 - ARENA	12,173.93
617 - M/P CENTER	6,787.15
700 - PAYROLL	89,018.13
Grand Total:	**683,074.99**

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	164.76
100-20202	Sales Tax Payable	26,498.44
100-41110-326	Data Processing	40.58
100-41110-350	Printing & Design	620.10
100-41110-491	Payments to Other Orga	3,852.86
100-41310-200	Office Supplies	325.10
100-41310-217	Other Operating Supplie	103.11
100-41310-321	Telephone	86.80
100-41310-326	Data Processing	281.17
100-41310-480	Other Miscellaneous	196.56
100-41910-200	Office Supplies	42.17
100-41910-212	Motor Fuels	66.55
100-41910-321	Telephone	67.61
100-41910-350	Printing & Design	148.40
100-41910-404	Repairs & Maint - M&E	47.38
100-41910-443	Intergovernmental Fees	469.23
100-41940-381	Electric Utility	440.28
100-41940-382	Water Utility	57.64
100-41940-383	Gas Utility	717.20
100-41940-384	Refuse Disposal	97.99
100-41940-385	Sewer Utility	122.70
100-42120-200	Office Supplies	43.90
100-42120-212	Motor Fuels	1,438.11
100-42120-304	Legal Fees	3,957.50
100-42120-305	Medical & Dental Fees	335.00
100-42120-321	Telephone	664.81
100-42120-323	Radio Units	768.48
100-42120-326	Data Processing	39.00
100-42120-327	Interpretation Fees	113.49
100-42120-404	Repairs & Maint - M&E	260.99
100-42120-405	Repairs & Maint - Vehicl	261.47
100-42120-412	Rentals - Building	1,950.00
100-42120-419	Vehicle Lease	1,654.83
100-42120-444	License Fees	14.25
100-42120-480	Other Miscellaneous	334.38
100-42220-212	Motor Fuels	137.64
100-42220-217	Other Operating Supplie	60.17
100-42220-321	Telephone	42.82
100-42220-381	Electric Utility	299.22

Account Summary

Account Number	Account Name	Payment Amount
100-42220-382	Water Utility	16.73
100-42220-383	Gas Utility	560.96
100-42220-384	Refuse Disposal	46.19
100-42220-385	Sewer Utility	36.98
100-42220-405	Repairs & Maint - Vehicl	178.00
100-42220-480	Other Miscellaneous	393.75
100-42500-381	Electric Utility	31.11
100-42700-300	Charges for Services	246.40
100-43100-212	Motor Fuels	3,127.24
100-43100-217	Other Operating Supplie	236.47
100-43100-224	Street Maint Materials	2,062.50
100-43100-321	Telephone	46.21
100-43100-350	Printing & Design	298.50
100-43100-381	Electric Utility	1,496.31
100-43100-382	Water Utility	19.36
100-43100-383	Gas Utility	547.96
100-43100-384	Refuse Disposal	97.99
100-43100-385	Sewer Utility	41.37
100-43100-401	Repairs & Maint - Buildi	717.00
100-43100-404	Repairs & Maint - M&E	249.89
100-43100-405	Repairs & Maint - Vehicl	21.12
100-45120-217	Other Operating Supplie	12.89
100-45202-212	Motor Fuels	39.43
100-45202-326	Data Processing	466.67
100-45202-381	Electric Utility	404.86
100-45202-384	Refuse Disposal	129.95
211-45501-200	Office Supplies	59.46
211-45501-217	Other Operating Supplie	60.17
211-45501-321	Telephone	26.73
211-45501-326	Data Processing	203.33
211-45501-350	Printing & Design	134.40
211-45501-381	Electric Utility	204.26
211-45501-382	Water Utility	19.08
211-45501-383	Gas Utility	448.61
211-45501-385	Sewer Utility	40.47
211-45501-402	Repairs & Maint - Struct	55.85
211-45501-433	Dues & Subscriptions	129.94
211-45501-435	Books and Pamphlets	-13.99
225-45127-321	Telephone	27.57
225-45127-480	Other Miscellaneous	3,836.67
230-45124-217	Other Operating Supplie	146.22
230-45124-381	Electric Utility	29.50
230-45124-383	Gas Utility	48.09
235-42153-212	Motor Fuels	1,770.80
235-42153-217	Other Operating Supplie	1,232.74
235-42153-308	Training & Registrations	120.00
235-42153-321	Telephone	110.68
235-42153-334	Meals/Lodging	666.77
235-42153-350	Printing & Design	269.50
235-42153-381	Electric Utility	199.48
235-42153-382	Water Utility	11.15
235-42153-383	Gas Utility	373.98
235-42153-384	Refuse Disposal	30.80
235-42153-385	Sewer Utility	24.66
235-42153-405	Repairs & Maint - Vehicl	31.17
250-46520-200	Office Supplies	71.97
250-46520-321	Telephone	324.99
250-46520-340	Advertising & Promotion	267.30

Account Summary

Account Number	Account Name	Payment Amount
250-46520-350	Printing & Design	79.50
250-46520-381	Electric Utility	119.21
250-46520-382	Water Utility	18.56
250-46520-383	Gas Utility	500.74
250-46520-385	Sewer Utility	35.18
601-14200	Inventory	7,590.00
601-49400-212	Motor Fuels	287.89
601-49400-216	Chemicals and Chemical	3,038.61
601-49400-217	Other Operating Supplie	60.17
601-49400-310	Lab Testing	79.00
601-49400-321	Telephone	54.36
601-49400-322	Postage	205.08
601-49400-326	Data Processing	1,515.36
601-49400-340	Advertising & Promotion	66.00
601-49400-350	Printing & Design	24.76
601-49400-381	Electric Utility	4,489.79
601-49400-382	Water Utility	17.97
601-49400-383	Gas Utility	727.40
601-49400-385	Sewer Utility	36.92
601-49400-386	Landfill	1,249.50
601-49400-404	Repairs & Maint - M&E	1,365.01
601-49400-405	Repairs & Maint - Vehicl	594.63
602-16200	Buildings	32,250.00
602-49450-212	Motor Fuels	57.95
602-49450-217	Other Operating Supplie	60.17
602-49450-308	Training & Registrations	110.00
602-49450-310	Lab Testing	986.00
602-49450-321	Telephone	182.28
602-49450-322	Postage	217.42
602-49450-326	Data Processing	1,515.36
602-49450-350	Printing & Design	24.75
602-49450-381	Electric Utility	9,184.91
602-49450-382	Water Utility	152.35
602-49450-383	Gas Utility	2,270.54
602-49450-384	Refuse Disposal	99.99
602-49450-404	Repairs & Maint - M&E	1,580.06
602-49450-480	Other Miscellaneous	66.00
604-14200	Inventory	28,835.65
604-16300	Improvements Other Th	1,807.00
604-22000	Prepayments	1,898.20
604-49550-200	Office Supplies	746.49
604-49550-212	Motor Fuels	293.82
604-49550-217	Other Operating Supplie	60.17
604-49550-218	Uniforms	1,087.21
604-49550-263	Merchandise for Resale -	299,800.19
604-49550-303	Engineering and Surveyi	2,700.00
604-49550-321	Telephone	81.80
604-49550-322	Postage	205.08
604-49550-326	Data Processing	2,103.63
604-49550-333	Freight and Express	-200.00
604-49550-340	Advertising & Promotion	66.00
604-49550-350	Printing & Design	438.25
604-49550-381	Electric Utility	172.41
604-49550-382	Water Utility	22.69
604-49550-383	Gas Utility	503.71
604-49550-384	Refuse Disposal	99.99
604-49550-385	Sewer Utility	47.50
604-49550-402	Repairs & Maint - Struct	32.87

Account Summary

Account Number	Account Name	Payment Amount
604-49550-404	Repairs & Maint - M&E	65.62
604-49550-405	Repairs & Maint - Vehicl	62.89
604-49550-450	Conservation	5,548.27
604-49550-460	Miscellaneous Taxes	80.90
609-20202	Sales Tax Payable	15,492.00
609-49751-211	Cleaning Supplies	73.26
609-49751-217	Other Operating Supplie	85.95
609-49751-251	Liquor	12,047.45
609-49751-252	Beer	22,935.43
609-49751-253	Wine	4,263.77
609-49751-254	Soft Drinks & Mix	440.91
609-49751-259	Non- Alcholic	80.00
609-49751-261	Other Merchandise	100.00
609-49751-321	Telephone	132.70
609-49751-326	Data Processing	656.06
609-49751-333	Freight and Express	333.14
609-49751-340	Advertising & Promotion	1,678.62
609-49751-381	Electric Utility	842.99
609-49751-382	Water Utility	19.71
609-49751-383	Gas Utility	297.61
609-49751-384	Refuse Disposal	174.00
609-49751-385	Sewer Utility	38.61
609-49751-402	Repairs & Maint - Struct	45.00
609-49751-460	Miscellaneous Taxes	23.08
614-49870-200	Office Supplies	150.65
614-49870-211	Cleaning Supplies	21.31
614-49870-212	Motor Fuels	96.70
614-49870-217	Other Operating Supplie	103.14
614-49870-304	Legal Fees	684.00
614-49870-321	Telephone	303.46
614-49870-322	Postage	205.08
614-49870-326	Data Processing	4,409.46
614-49870-340	Advertising & Promotion	66.00
614-49870-350	Printing & Design	24.75
614-49870-381	Electric Utility	2,262.38
614-49870-382	Water Utility	19.89
614-49870-383	Gas Utility	158.77
614-49870-384	Refuse Disposal	87.98
614-49870-385	Sewer Utility	39.12
614-49870-405	Repairs & Maint - Vehicl	67.51
614-49870-441	Transmission Fees	232.17
614-49870-442	Subscriber Fees	15,443.65
614-49870-447	Internet Expense	1,162.96
614-49870-451	Call Completion	2,995.29
614-49870-460	Miscellaneous Taxes	16.58
615-49850-211	Cleaning Supplies	53.96
615-49850-212	Motor Fuels	183.33
615-49850-217	Other Operating Supplie	624.87
615-49850-321	Telephone	127.04
615-49850-322	Postage	8.00
615-49850-326	Data Processing	433.00
615-49850-340	Advertising & Promotion	274.40
615-49850-381	Electric Utility	5,331.60
615-49850-382	Water Utility	211.98
615-49850-383	Gas Utility	1,509.63
615-49850-384	Refuse Disposal	150.99
615-49850-385	Sewer Utility	86.49
615-49850-402	Repairs & Maint - Struct	1,181.34

Account Summary

Account Number	Account Name	Payment Amount
615-49850-404	Repairs & Maint - M&E	1,943.30
615-49850-460	Miscellaneous Taxes	54.00
617-10200	Petty Cash	1,500.00
617-20202	Sales Tax Payable	37.82
617-49860-200	Office Supplies	11.29
617-49860-211	Cleaning Supplies	358.15
617-49860-217	Other Operating Supplie	127.67
617-49860-254	Soft Drinks & Mix	35.25
617-49860-321	Telephone	60.31
617-49860-326	Data Processing	403.33
617-49860-340	Advertising & Promotion	833.50
617-49860-381	Electric Utility	924.36
617-49860-382	Water Utility	59.38
617-49860-383	Gas Utility	1,128.75
617-49860-385	Sewer Utility	128.28
617-49860-402	Repairs & Maint - Struct	654.00
617-49860-406	Repairs & Maint - Groun	419.88
617-49860-460	Miscellaneous Taxes	105.18
700-21701	Federal Withholding	10,922.36
700-21702	State Withholding	5,012.54
700-21703	FICA Tax Withholding	13,852.94
700-21704	PERA Contributions	23,738.10
700-21705	Retirement	10,457.32
700-21707	Union Dues	1,771.30
700-21708	PD Union Dues	444.50
700-21709	Wage Levy	195.66
700-21711	Medicare Tax Withholdi	3,957.46
700-21712	Flex Account	4,986.06
700-21720	VEBA Contributions	10,312.65
700-21722	HSA Contribution	3,020.89
700-21723	HSA Employee Contribu	346.35
	Grand Total:	**683,074.99**

Project Account Summary

Project Account Key		Payment Amount
None		683,074.99
	Grand Total:	**683,074.99**

2/26/21

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Des Moines River Ducks Unlimited Chapter 045

Previous Gambling Permit Number: X-17002-21-017

Minnesota Tax ID Number, if any: 3358833

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

Mailing Address: PO BOX 142

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

Name of Chief Executive Officer (CEO): Jason Kloss

CEO Daytime Phone: 507-822-1529 CEO Email: jascin4@gmail.com

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

Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☑ Other Nonprofit Organization

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

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

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

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

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

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

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

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

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

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

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

GAMBLING PREMISES INFORMATION

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

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

Check one:

☑ City: Windom Zip: 56101 County: Cottonwood

☐ Township: Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing): May 7, 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

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

CITY APPROVAL
for a gambling premises
located within city limits

☐ The application is acknowledged with no waiting period.

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

☐ The application is denied.

Print City Name: ______

Signature of City Personnel: ______

Title: ______ Date: ______

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

COUNTY APPROVAL
for a gambling premises
located in a township

☐ The application is acknowledged with no waiting period.

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

☐ The application is denied.

Print County Name: ______

Signature of County Personnel: ______

Title: ______ Date: ______

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

Print Township Name: ______

Signature of Township Officer: ______

Title: ______ Date: ______

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: [signature] Date: 2-12-2021
(Signature must be CEO's signature; designee may not sign)

Print Name: Jason Kloss

REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status; and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

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

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

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

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

**AUTHORIZATION TO ACCEPT A DONATION FROM
DOROTHY VAN NORMAN
TO THE WINDOM LIBRARY FOR THE CHILDREN'S LIBRARY**

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

WHEREAS, the City of Windom has received a donation of $500.00 from Dorothy Van Norman for the Windom Library; and

WHEREAS, the donor requires that the donation be used for the Children's Library.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of $500.00 offered by Dorothy Van Norman to be used for the Children's Library.

Adopted by the Council this 2nd day of March, 2021.

____
Dominic Jones, Mayor

Attest:__________________________
Steven Nasby, City Administrator

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

AUTHORIZATION TO ACCEPT A DONATION IN MEMORY OF ERMA H. KNUTSON TO THE WINDOM LIBRARY

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

WHEREAS, the City of Windom has received a donation of $100.00 in memory of Erma H. Knutson for the Windom Library; and

WHEREAS, the donor requests that the donation be used for items needed for the Library.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of $100.00 offered in memory of Erma H. Knutson to be used for items needed for the library.

Adopted by the Council this 2nd day of March, 2021.

____
Dominic Jones, Mayor

Attest:____________________________
Steven Nasby, City Administrator

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

AUTHORIZATION TO ACCEPT DONATION FROM THE WINDOM AREA CHAMBER OF COMMERCE CONVENTION & VISITORS BUREAU (CVB) FOR THE CITY OF WINDOM PARK DEPARTMENT

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

WHEREAS, Windom Area Chamber of Commerce Convention & Visitors Bureau is a supporter of the City of Windom and the Windom Park Department; and

WHEREAS, the Windom Park Department has received a donation from the CVB of snowshoes with a retail value of $1,000.00 to be available for the public to use at Dynamite Park.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation from CVB of snowshoes valued at $1,000.00 for the Windom Park Department for use by the public at Dynamite Park.

Adopted by the Council this 2nd day of March, 2021.

____
Dominic Jones, Mayor

Attest:________________________
Steven Nasby, City Administrator

ACTION ITEM

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

TO:	CITY COUNCIL
FROM:	ANDY SPIELMAN, BUILDING & ZONING OFFICIAL
CC MEETING DATE:	MARCH 2, 2021
RE:	RENTAL HOUSING – EXTENSION OF LICENSE PERIODS
DEPT:	BUILDING & ZONING
CONTACT:	Andrew Spielman, Building & Zoning Official, at 832-8660 or andrew.spielman@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following actions:

1. Extend the period of time for licensing and inspection of rental housing properties in Zone 3 through 2021.
2. Extend the deadlines for renewal of rental housing licenses and inspections for properties in Zones 1 and 2 as follows: **Zone 1** from March 31, 2021, **to March 31, 2022**, and **Zone 2** from March 31, 2022, **to March 31, 2023**.

Issue Summary/Background

The City has been divided into three zones for licensing and inspections of rental housing properties. Properties in Zone 3 were scheduled for licensing and inspection in 2020. Because of the pandemic, licensing and inspections in Zone 3 basically stopped.

At its Meeting on September 8, 2020, the Planning Commission recommended the suspension of rental housing inspections for Zone 3 in 2020 (with these inspections to be conducted in 2021) and the extension of the rental housing license terms for Zone 1 to March 31, 2022, and for Zone 2 to March 31, 2023, because of the COVID-19 pandemic, the Governor's Emergency Executive Orders, and the City's Emergency Declaration.

At that point, the City was not able to extend the licensing and inspection deadlines because there was no provision in the City Code providing for such extensions.

Ordinance No. 188, 2nd Series, adopted by the City Council at the February 16, 2021, Meeting added a new Subsection 150.56(E) to the City Code which provides:

(E) In the event of a pandemic (such as occurred in 2020) or natural or manmade disasters occurring in Windom including, but not limited to, tornado, flooding, fire, etc., which prevent or delay timely inspections of the rental properties in the Zone requiring licensing/relicensing that year, the licensing/relicensing deadline for that Zone may be extended and the deadline for relicensing properties in the other two Zones may be extended at the option of the City Council.

Fiscal Impact

There was a fiscal impact to the City in 2020 because the pandemic prevented completion of licensing and inspections in 2020 for Zone 3. The balance of the licensing fees for Zone 3 should be received in 2021. Then the license renewals for Zone 1 would be scheduled for 2022, etc.

Attachments

None.

ACTION ITEM

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

TO:	CITY COUNCIL
FROM:	DREW HAGE, DEVELOPMENT DIRECTOR
CC MEETING DATE:	MARCH 2, 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 full year of taxes payable on the increased assessed value of the property. 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 1945 Fourth Avenue.

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 $257,769 and the 2021 TNT rates, the estimated tax abatement for the City would be approximately $1,855 per year. The total estimated tax abatement by the City of Windom for the five-year period is approximately $9,275. (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.

DH:mah

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, 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 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 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 $257,769; and

WHEREAS, based on an Estimated Market Value of $257,769 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 $1,855 per year. The total estimated tax abatement by the City of Windom for the five-year period is approximately $9,275. (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, March 16, 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 2nd day of March, 2021.

____
Dominic Jones, Mayor

Attest: ______________________________
Steven Nasby, City Administrator

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

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

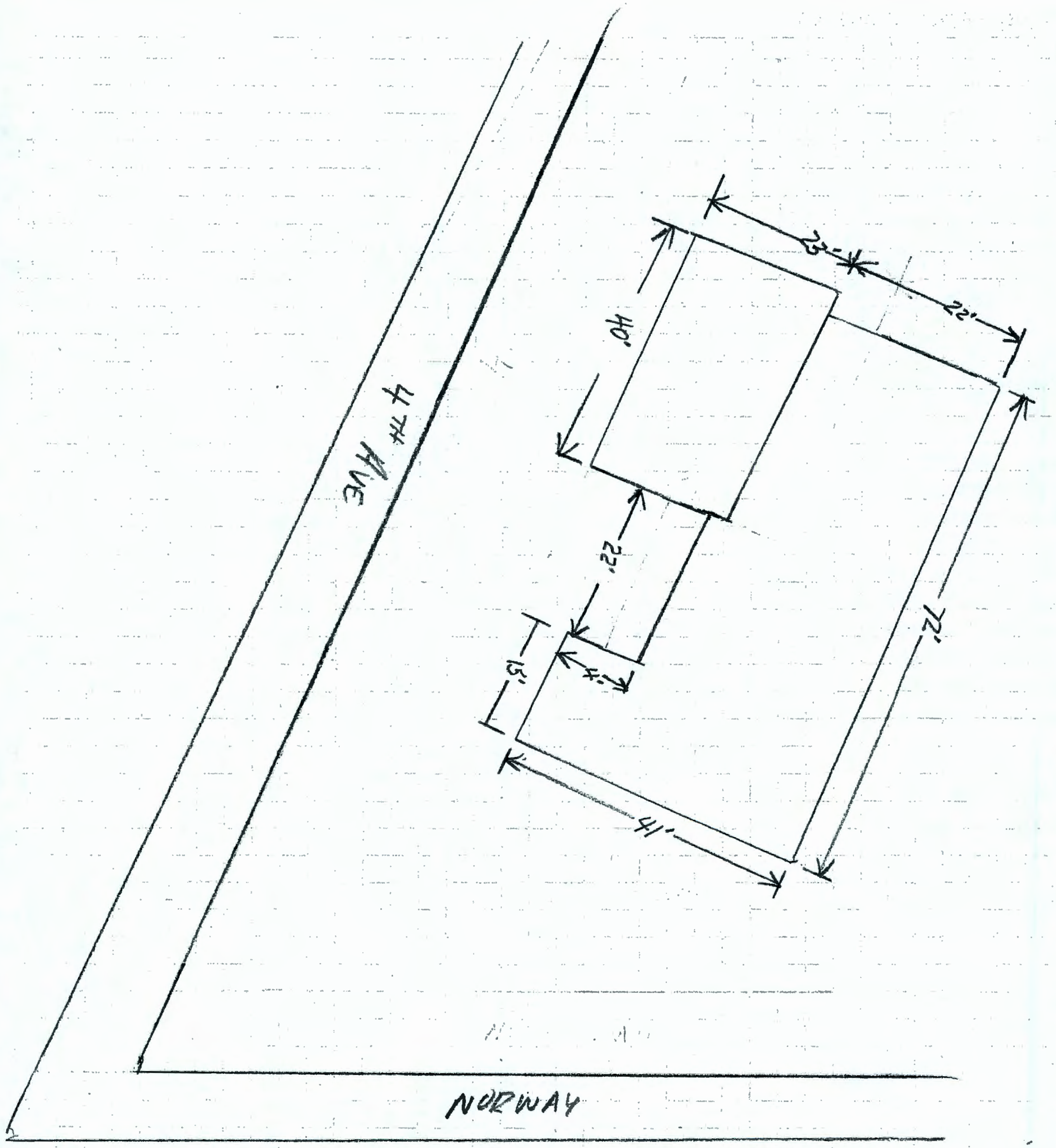
Address of the Property: 1945 Fourth Avenue, Windom, Minnesota 56101

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.)

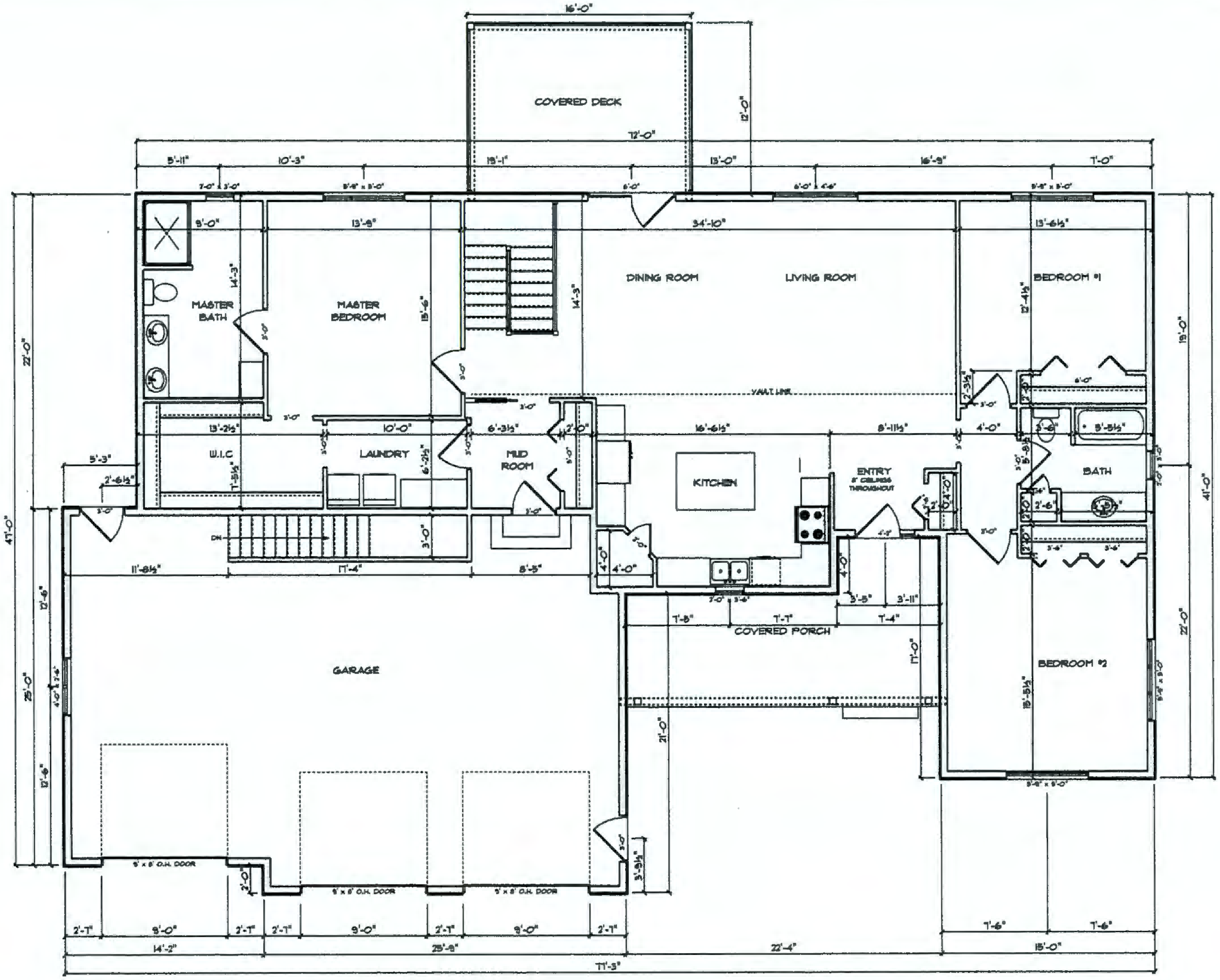
Utilities: Electricity, sewer, and water are provided to the property by the City of Windom. Natural gas is provided by Minnesota Energy Resources.

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

251330009
131.5
331.8
251320040
453.9
132.1



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:
SHAUN DAVIS
605.354.3929

Contractor:

Project Information:
WAYNE & DEBBIE MAU
LAMPERT'S 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.
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Notes:

Start Date:	Salesperson:
12/15/20	RUSS THOM
Plan #	Page
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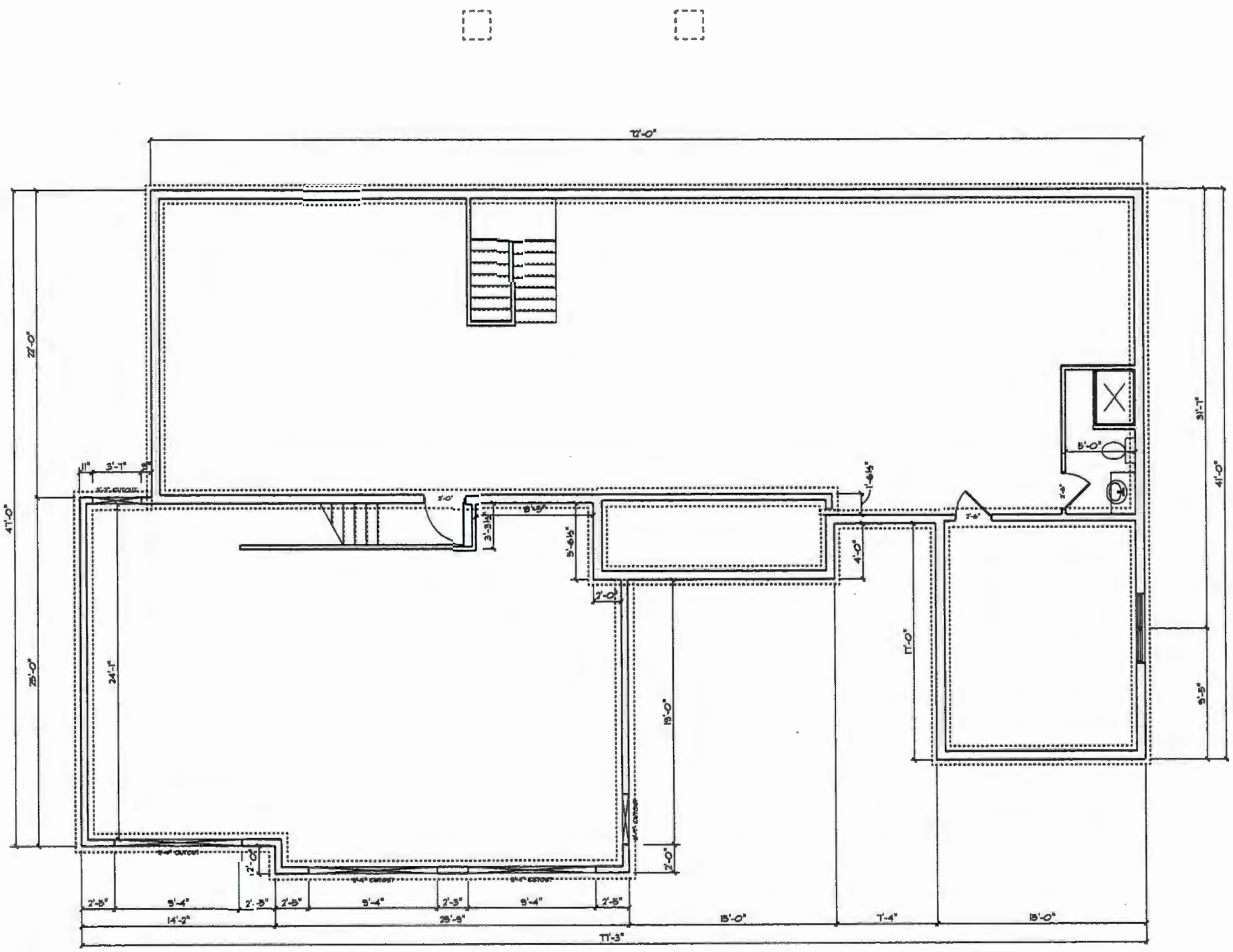

FOUNDATION

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

Scott's
Lumber & Supply Co.

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

Drafter:
SHAUN DAVIS
605.334.3929

Contractor:

Project Information:
WAYNE & DEBBIE MALI
LAMPERTS WINDOM

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Notes:

Start Date:	Salesperson:
12/15/20	RUSS THOM
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FRONT ELEVATION

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

REAR ELEVATION

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

Scott's Lumber & Supply Co.

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

Drafter:
SHAUN DAVIS
605.354.3929

Contractor:

Project Information:
WAYNE & DEBBIE MAU
LAMPERTS WINDOM

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Notes:

Start Date:	Salesperson:
12/15/20	RUSS THOM
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Scott's
Lumber & Supply Co.

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

Drafter:
SHAUN DAVIS
605.334.3929

Contractor:

Project Information:
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LAMPERTS WINDOM

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Notes:

Start Date:	Salesperson:
12/15/20	RUSS THOM
Plan #	Page
SFL20669	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

Drafter:
SHAUN DAVIS
605.334.3929

Contractor:

Project Information:
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LAMPERTS WINDOM

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Notes:

Start Date:	Salesperson:
12/15/20	RUSS THOM
Plan #	Page
SFL20669	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 2, 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 full year of taxes payable on the increased assessed value of the property. 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 63 Sixth Street.

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 $300,000 and the 2021 TNT rates, the estimated tax abatement for the City would be approximately $2,140 per year. The total estimated tax abatement by the City of Windom for the five-year period is approximately $10,700. (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.

DH:mah

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, 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 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 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 $300,000; and

WHEREAS, based on an Estimated Market Value of $300,000 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 \$2,140 per year. The total estimated tax abatement by the City of Windom for the five-year period is approximately \$10,700. (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, March 16, 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 2nd day of March, 2021.

____
Dominic Jones, Mayor

Attest: ______________________________
Steven Nasby, City Administrator

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 Tanya M Wagner

Daniel E. 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

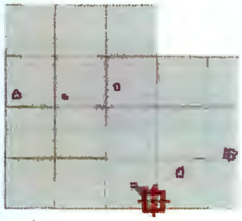
Legal Description of the Property: Lots 4 and 5 in Block 2, Redding's First Addition and that portion of the vacated alley lying South of Lots 4 and 5 in Block 2 of said Redding's First Addition in the City of Windom, Cottonwood County, Minnesota.

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

Beacon™ Cottonwood County, MN

Overview



Legend

- Corporate Limits
- Political Township
- Parcels

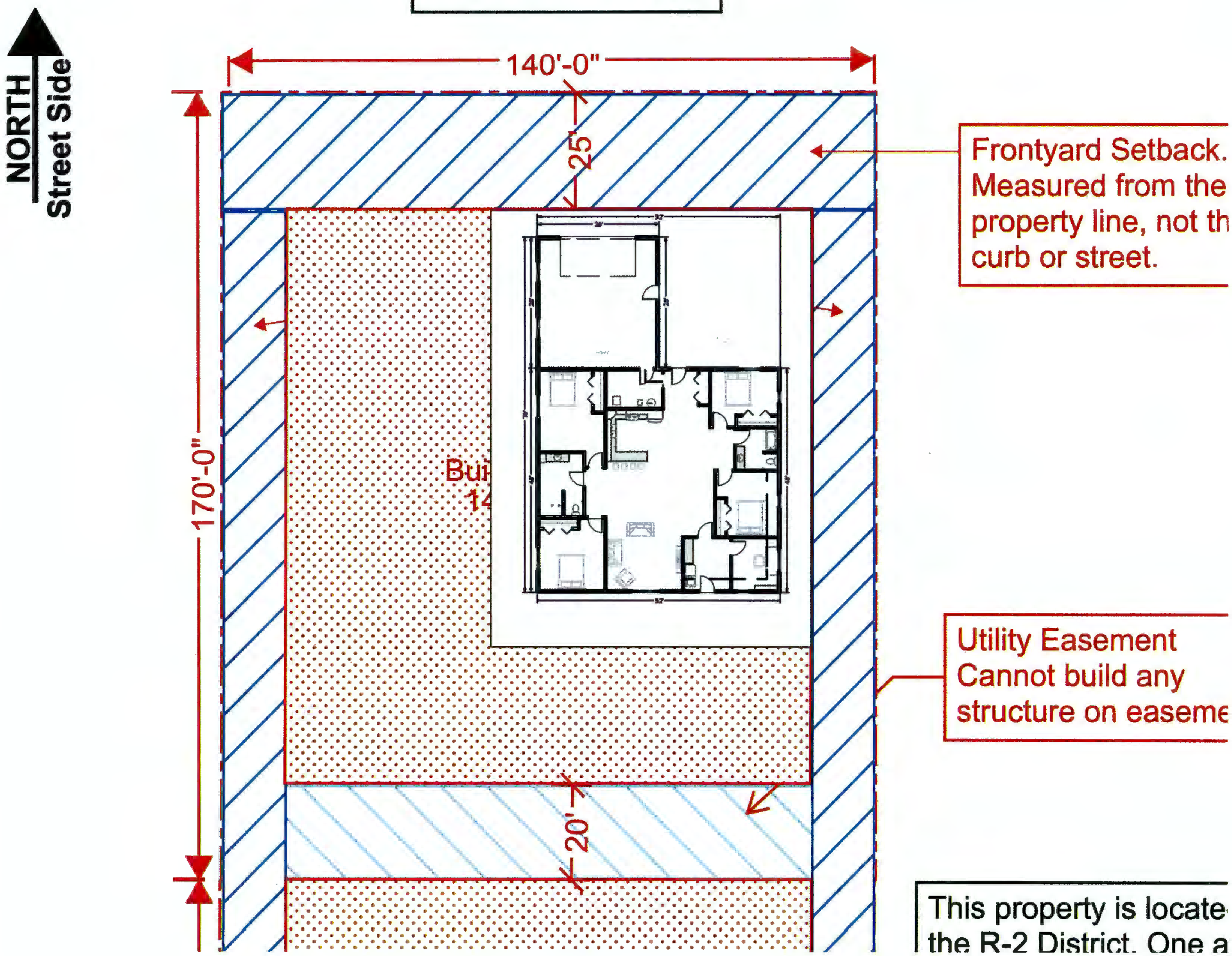
Parcel ID	256700080	**Alternate ID**	n/a	**Owner Address**	KOCH/JARED
Sec/Twp/Rng	0-0-0	**Class**	RESIDENTIAL\SINGLE UNIT		43160 COUNTY RD 26
Property Address	63 6TH ST 56101	**Acreage**	n/a		WINDOM MN 56101

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

63 Sixth Street

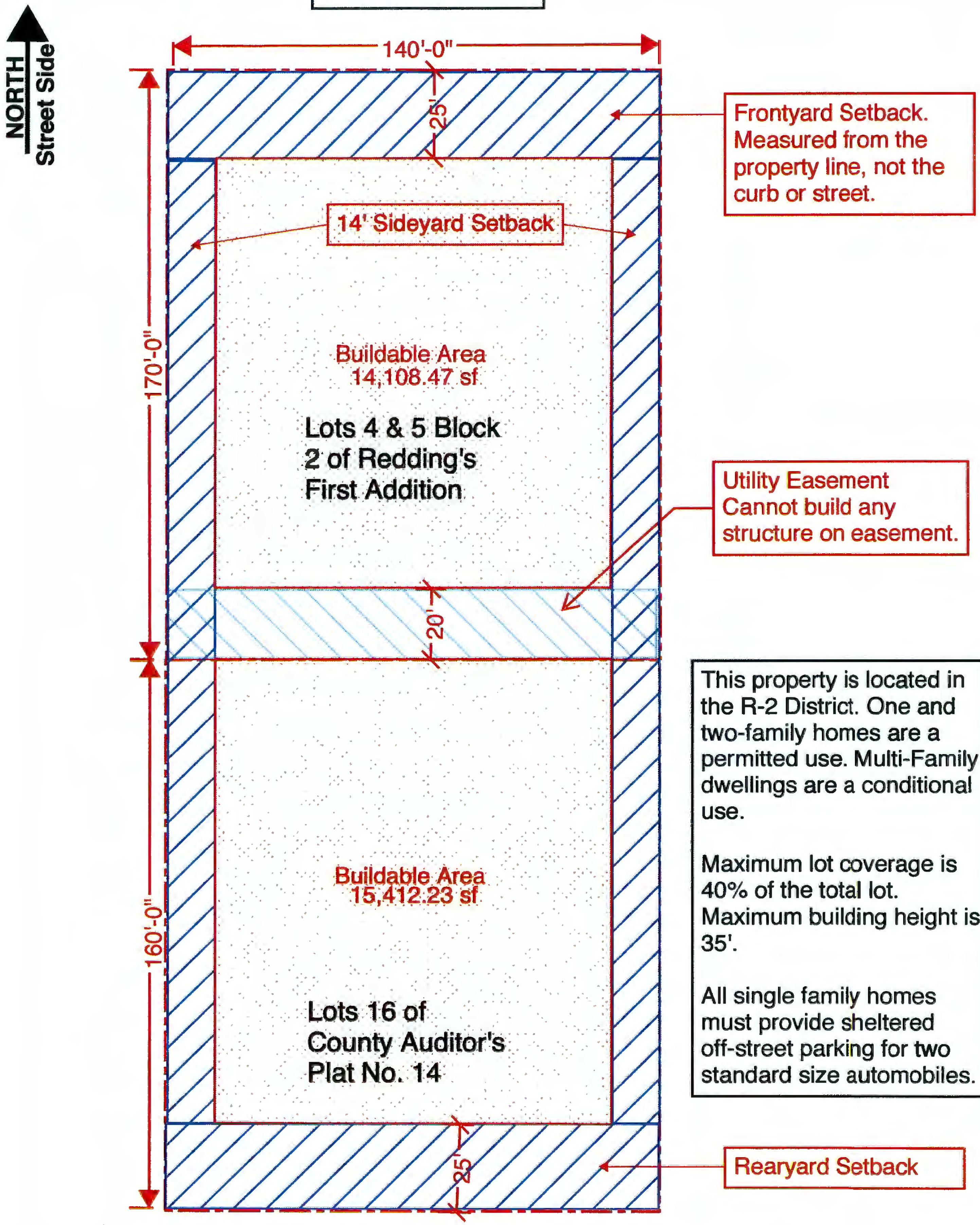


Scale: NTS
Date: 02/05/2021
Sales: J. STEINER
Drafter: S. STEINER

DAN WAGNER
WINDOM NEW HOUSE
LOT LAYOUT

FULDA LUMBER COMPANY LLC • 507-425-2284

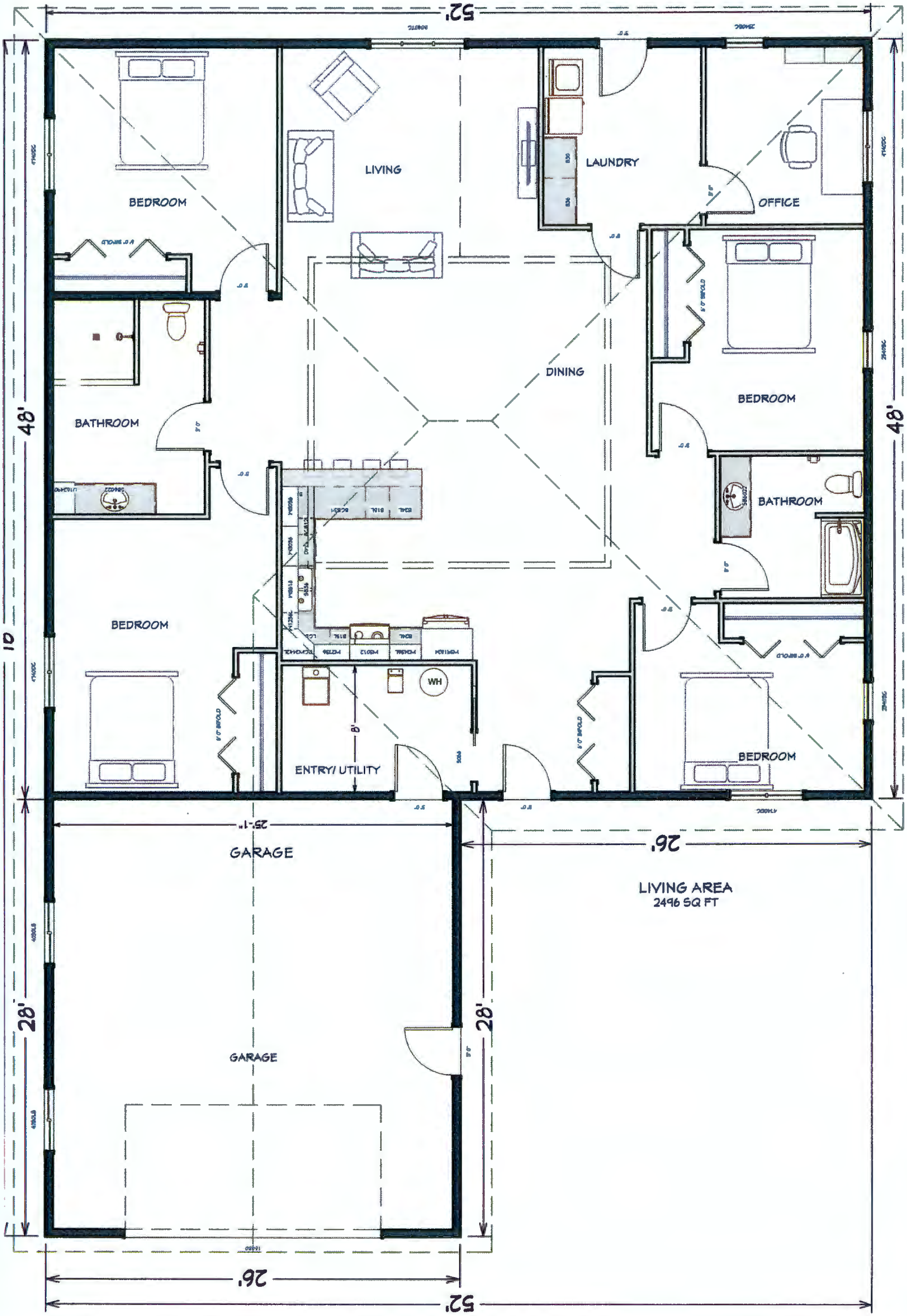
63 Sixth Street



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'.

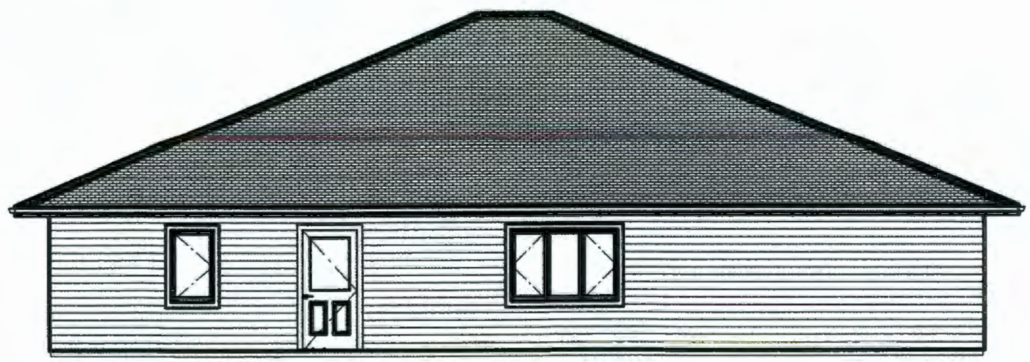
All single family homes must provide sheltered off-street parking for two standard size automobiles.



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

DAN WAGNER
NEW HOUSE - WINDOM
MAIN FLOOR PLAN

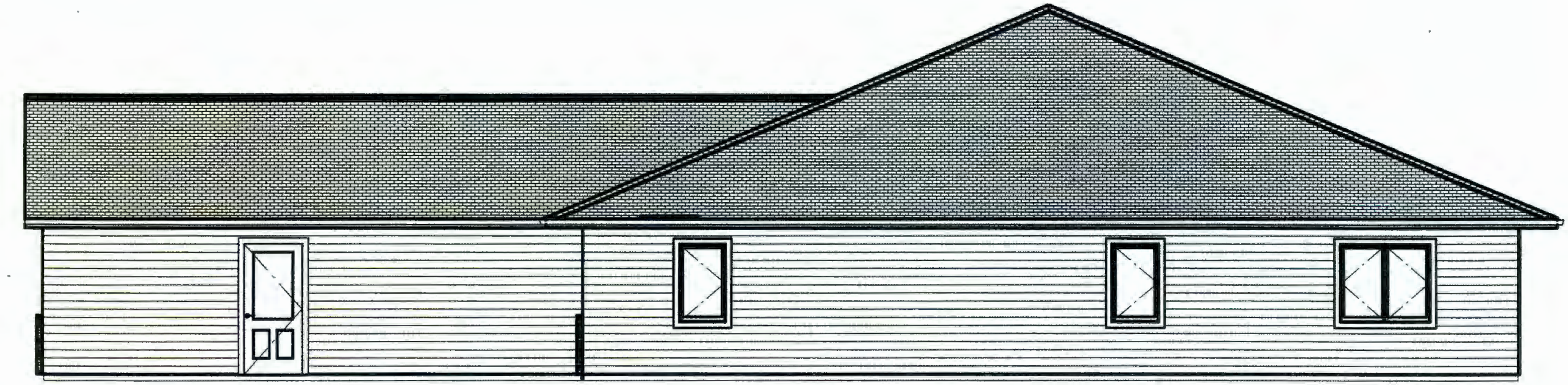
FULDA LUMBER COMPANY LLC • 507-425-2284

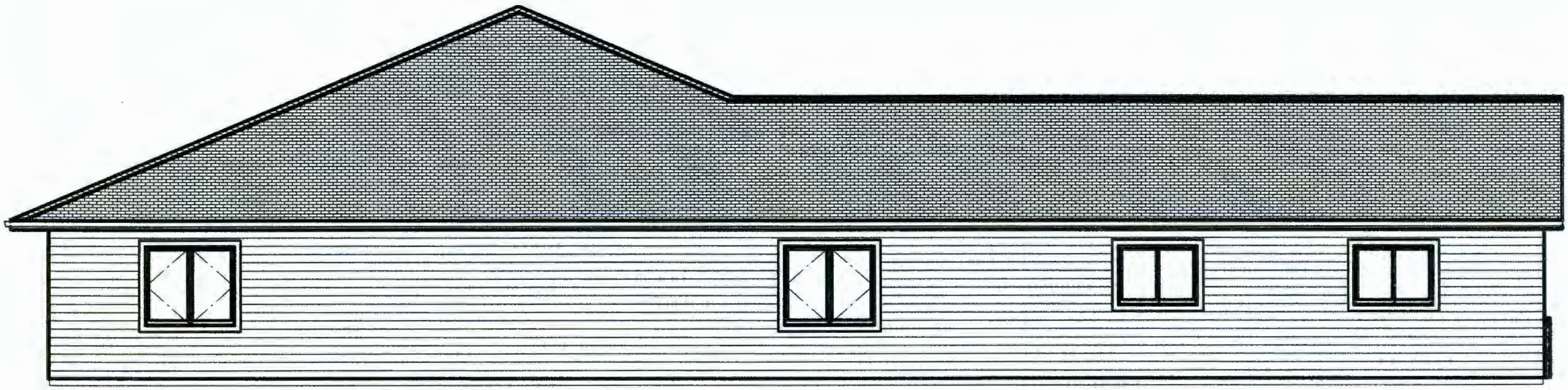


Scale:	NTS
Date:	01/16/2021
Sales:	J. STEINER
Drafter:	S. STEINER

DAN WAGNER
NEW HOUSE - WINDOM
ELEVATIONS

FULDA LUMBER COMPANY LLC • 507-425-2284





FULDA LUMBER
COMPANY LLC • 507-425-2284

DAN WAGNER
NEW HOUSE - WINDOW
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:	DREW HAGE, DEVELOPMENT DIRECTOR
CC MEETING DATE:	MARCH 2, 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 full year of taxes payable on the increased assessed value of the property. 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 1605 17th Street.

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 $277,000 and the 2021 TNT rates, the estimated tax abatement for the City would be approximately $1,998 per year. The total estimated tax abatement by the City of Windom for the five-year period is approximately $9,990. (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.

DH:mah

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, 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 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 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 $277,000; and

WHEREAS, based on an Estimated Market Value of $277,000 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 $1,998 per year. The total estimated tax abatement by the City of Windom for the five-year period is approximately $9,990. (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, March 16, 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 2nd day of March, 2021.

____

Dominic Jones, Mayor

Attest: ______________________________

Steven Nasby, City Administrator

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
Nestor E Palm 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

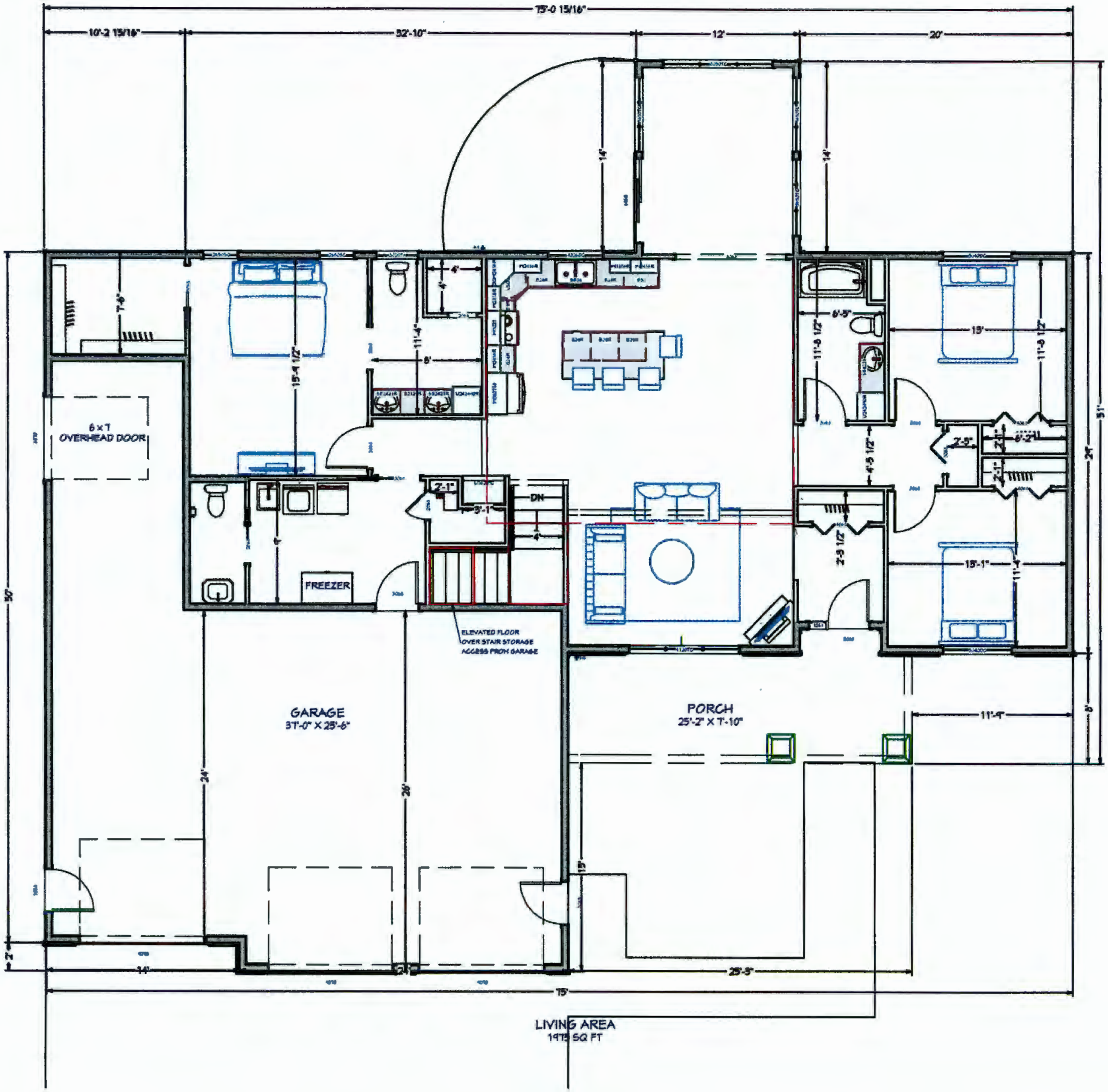
Address of the Property: 1605 17th Street, Windom, Minnesota 56101

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



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

NESTOR & PATTY PALM
NEW HOUSE
FLOOR PLAN

FULDA LUMBER
COMPANY LLC · 507-425-2884

FULDA LUMBER
COMPANY LLC • 507-425-2284

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:	DREW HAGE, DEVELOPMENT DIRECTOR
CC MEETING DATE:	MARCH 2, 2021
RE:	Cottonwood County Housing Initiative Remodeling Program - Approval
DEPT:	Development Department
CONTACT:	Drew Hage, Development Director, at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

1. Adopt the Resolution Approving Guidelines and Participation in Cottonwood County Housing Initiative Remodeling Program.

Issue Summary/Background

On February 16th, the City Council approved the Guidelines for a new program known as the "Cottonwood County Housing Initiative Remodeling Program". The new program would cover remodels of existing buildings 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. Because the purpose of the Housing Initiative Remodeling Program is to encourage construction of new housing units, the remodeling of existing or former housing unit(s) would NOT be eligible projects for this program.

The Cottonwood County Commissioners adopted the Guidelines in February and adopted a Resolution approving participation in the program at the Commissioners' March 2nd Meeting. The School Board adopted a similar Resolution on February 22nd.

The City of Windom has previously adopted resolutions approving participation in these types of tax abatement programs. Attached for your review is a "Resolution Approving Guidelines and Participation in Cottonwood County Housing Initiative Remodeling Program".

Fiscal Impact

None at the present time for approval of the Guidelines for a potential new program. Each potential project would be presented to the City Council for review of the requested tax abatement for a project to remodel existing building(s) into new housing unit(s).

Attachments

1. Cottonwood County Housing Initiative Remodeling Program Guidelines.
2. Resolution Approving Guidelines and Participation in Cottonwood County Housing Initiative Remodeling Program.

(2/16/2021)

Cottonwood County Housing Initiative Remodeling Program

GUIDELINES

(February 16, 2021 – December 31, 2022)

Intent

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

Tax Abatement Availability

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

Eligible Participants

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

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

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

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

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

Abatement Program

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

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

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

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

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

Application

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

A complete Application for Abatement shall consist of:

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

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

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

Preliminary and Final Walk-Throughs and Certificate of Occupancy

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

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

Abatement Payments

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

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

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

Application Information

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

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

CITY OF WINDOM

RESOLUTION APPROVING GUIDELINES AND PARTICIPATION IN COTTONWOOD COUNTY HOUSING INITIATIVE REMODELING PROGRAM

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

WHEREAS, there are opportunities to remodel existing buildings including, but not limited to, commercial properties, former school buildings, former hospitals, etc. into new housing units; and

WHEREAS, the guidelines have been prepared for a new Cottonwood County Housing Initiative Remodeling Program and have been approved by the County Commissioners; and

WHEREAS, the purpose of the Cottonwood County Housing Initiative Remodeling Program is to provide incentives to encourage remodeling of existing buildings into new housing units (as permitted by zoning) and increase future tax revenues in Cottonwood County; and

WHEREAS, the new Cottonwood County Housing Initiative Remodeling Program provides for abatement of the real estate taxes (generated by the remodeling of existing buildings situated on property in the County into new housing units) for a period of five years; and

WHEREAS, an eligible participant in the program would be any person who remodels an existing building into new housing units (if allowed by local zoning regulations), and who files application material and seeks formal approval from the appropriate local jurisdictions between February 16, 2021, and December 31, 2022; and

WHEREAS, it is in the best interests of the City of Windom and its residents that the guidelines of the new Cottonwood County Housing Initiative Remodeling Program be approved and that the City Council approve the City of Windom's participation in the Cottonwood County Housing Initiative Remodeling Program.

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

1. The Cottonwood County Housing Initiative Remodeling Program Guidelines (February 16, 2021 – December 31, 2022) are hereby approved.

2. The City of Windom's participation in the Cottonwood County Housing Initiative Remodeling Program for the application period commencing on February 16, 2021, through December 31, 2022, is hereby approved.

3. The City Council retains the authority for final approval of individual projects requesting tax abatement by the City of Windom.

4. The Mayor and City Administrator are hereby authorized to sign any required documents authorizing the City of Windom's participation in the Cottonwood County Housing Initiative Remodeling Program.

Adopted this 2nd day of March, 2021.

____
Dominic Jones, Mayor

ATTEST:______________________________
Steven Nasby, City Administrator

ACTION ITEM

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

TO:	CITY COUNCIL
FROM:	DREW HAGE, DEVELOPMENT DIRECTOR
CC MEETING DATE:	MARCH 2, 2021
RE:	CALL FOR PUBLIC HEARING – TAX ABATEMENT - REMODELING PROJECT
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 tax abatement for a remodeling project to create new housing units.

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. The City Council has approved, by motion, the proposed Guidelines for the new remodeling program and will be formally approving participation in the program, by Resolution, at this meeting. The program provides for a five-year abatement of real estate taxes on the increased market value of the property generated by remodeling of existing building(s) that creates 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.

The abatement commences on the first full year of taxes payable on the increased assessed value of the property. The abatement will only cover the portion of the structure that is remodeled into new housing units. The abatement does not include the real estate taxes on the land or on the value of any current additional structures on the property.

Current Application: The EDA received a request for abatement of the City's real estate taxes on the proposed remodeling of motel/hotel units at 1955 First Avenue ("Guardian Inn" property) into new housing units (apartments).

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:

The estimated tax abatement for the City would be approximately $6,058 per year. The total estimated tax abatement by the City of Windom for the five-year period is approximately $30,290. (This is only an estimate based on available information for 2021. The actual amount will change each year as valuations and tax rates change.)

Attachments

1. Resolution Calling for Public Hearing on Proposed Tax Abatement for Remodeling Project (New Housing Units);
2. Application Letter and attachments.

DH:mah

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

CITY OF WINDOM

RESOLUTION CALLING FOR PUBLIC HEARING ON PROPOSED TAX ABATEMENT FOR REMODELING PROJECT (NEW HOUSING UNITS)

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 March 2, 2021, the City Council of the City of Windom adopted Resolution #2021-___ approving the Cottonwood County Housing Initiative Remodeling Program Guidelines (for 2/16/2021 - 12/31/2022 application period) and approving the City's participation in the Cottonwood County Housing Initiative Remodeling Program; and

WHEREAS, T&M Development, LLC ("T&M") is purchasing the following described real estate from SSW Properties, LLC with an estimated closing date of February 26, 2021:

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 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 the Guidelines; and

WHEREAS, the estimated tax abatement for the City of Windom for this property would be approximately $6,058 per year. The total estimated tax abatement by the City of Windom for the five-year period is approximately $30,290. (<u>These figures were calculated using 2021 TNT rates. This is only an estimate based on available information for 2021. The actual amount will change each year as valuations and tax rates change</u>.)

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. <u>Public Hearing</u>. A public hearing to consider the proposed tax abatement, as set forth above, shall be held on Tuesday, March 16, 2021, in the Windom City Hall Council Chambers during the regular City Council Meeting which begins at 6:30 p.m.

2. <u>Notice of Public Hearing</u>. 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 <u>2nd</u> day of <u>March</u>, 2021.

____
Dominic Jones, Mayor

Attest: ______________________________
Steven Nasby, City Administrator

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.

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 (SW¼) 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

Beacon™ Cottonwood County, MN

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

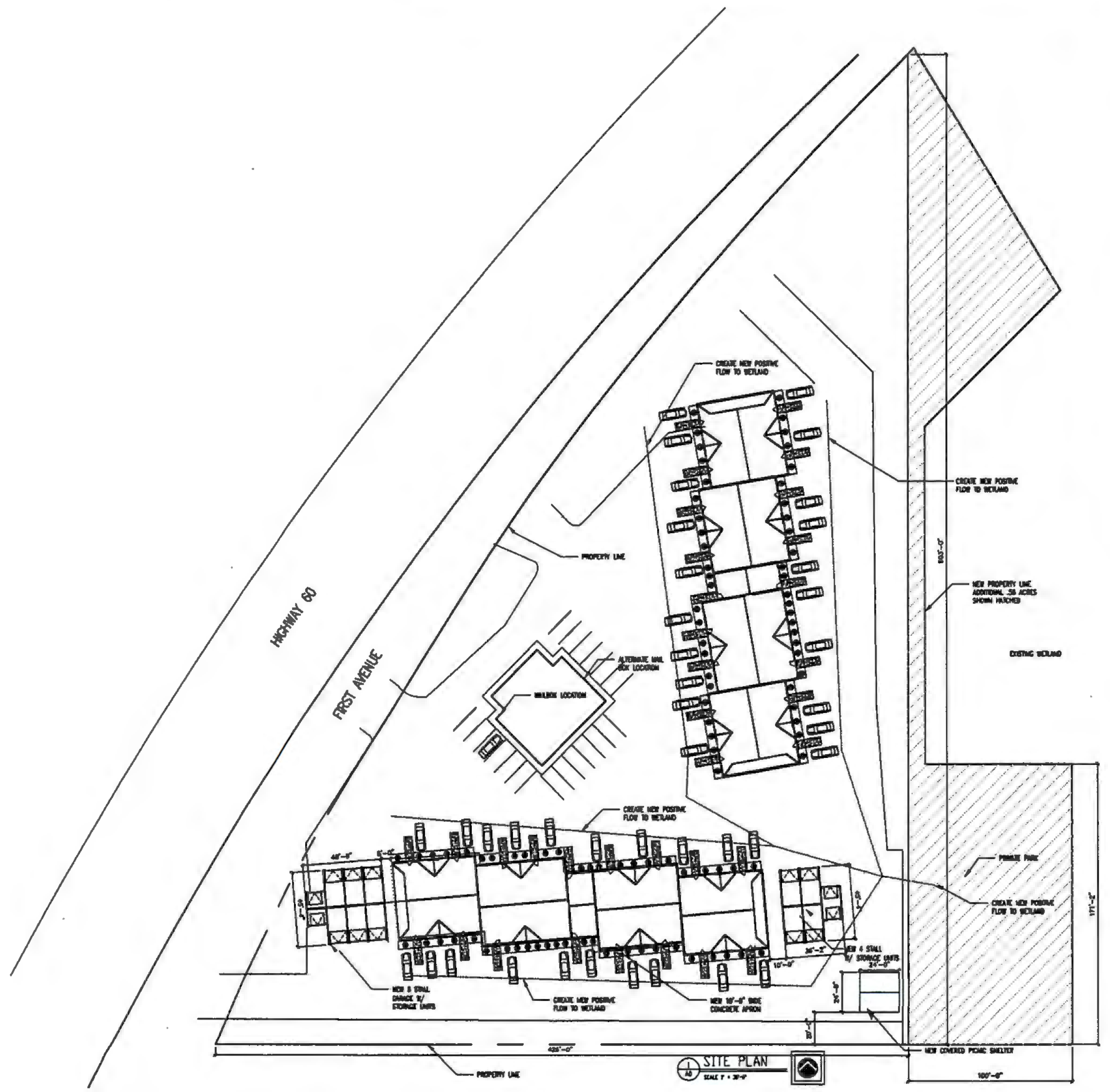
District n/a

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



strangedesign

INTERIOR
REMODEL

GUARDIAN
INN

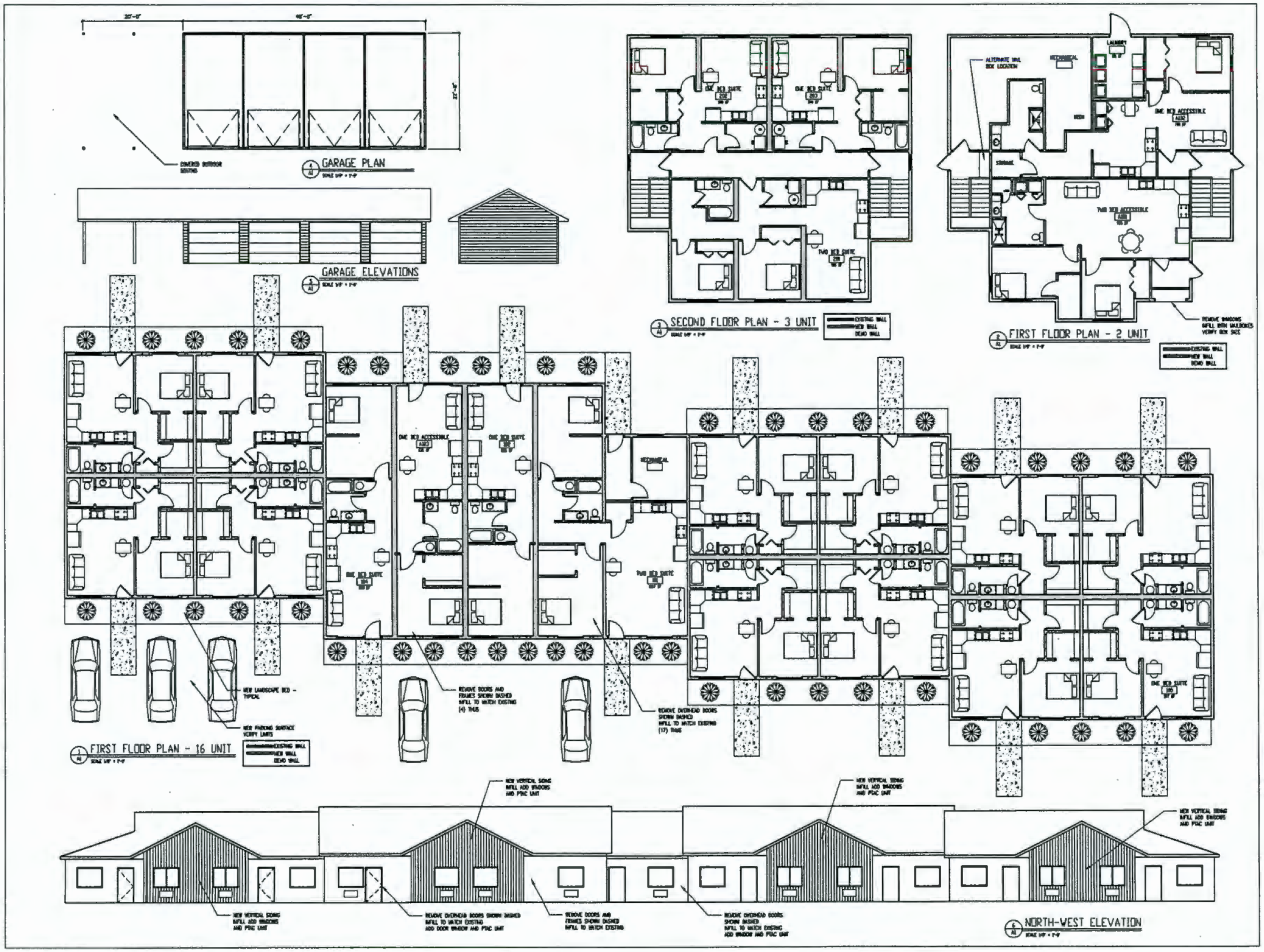
WINDOM
MINNESOTA
56101

No.	SUBMISSIONS & REVISIONS	Date
1	DESIGN DOCUMENTS	[illegible]

SITE PLAN
SCALE 1" = 30'-0"

PROJ. NO.:
DATE:
DRAWN BY: AMS
CHECKED BY:

A0



strangedesign

INTERIOR REMODEL

GUARDIAN INN

WINDOM MINNESOTA 56101

GENERAL CONTRACTOR:

No.	SUBMISSIONS & REVISIONS	Date
1	DESIGN DOCUMENTS	01-07-2021

FLOOR PLANS

DATE: 01-07-2021

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: Utility Commission
DATE: February 24, 2021
RE: Surplus Equipment Sale and Sale Process
DEPT: Electric
CONTACT: Steve Nasby: Steve.Nasby@windommn.com and Jason Sykora: Jason.Sykora@windommn.com

Recommendations/Options/Action Requested

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

1. Declare a Master Synchronizer and Load Control as surplus equipment and approve the sale of said equipment to another unit of government.

2. Declare two meters as surplus.

Issue Summary/Background

The Windom Electric Department has functionally obsolete and surplus equipment from its operations that is usable for other utilities. The first item is a Master Synchronizer and Load Control and is used to synchronize generators to the distribution system. It will be sold to the City of New Ulm, MN for $3,000. Two meters are also being sold for $500 each to other municipal utilities. The Utility Commission is recommending the sale of the equipment identified herein.

City Code requires a set process for the declaration and sale of surplus equipment. Due to the increasing values of items, cost of commission if sold on bid and improving the efficiency in sales the Utility Commission requested that the City Council consider revising City Code. Two options discussed were to 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.

Fiscal Impact

Sales of surplus equipment or materials will positively impact the budgets of the Department(s) selling items versus disposal.

Attachments

1. City Code Sections 96.72 and 96.73

EXCESS/SURPLUS PROPERTY/EQUIPMENT. Property/equipment used by the city's departments, and cellular phones and emergency medical and firefighting property/equipment that is no longer needed by the city because it does not meet industry standards for emergency medical services, police, fire or other departments or has minimal or no resale value.

FAIR MARKET VALUE. The price at which property/equipment would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or to sell, and both having reasonable knowledge of all relevant facts.

NONPROFIT ORGANIZATION. An organization formed under Section 501(c)(3) of the Internal Revenue Code.
(Ord. 166, 2nd Series, passed 9-5-2017)

§ 96.71 DECLARATION OF SURPLUS; AUTHORIZING SALE OR DONATION OF PROPERTY/EQUIPMENT.

The City Administrator may, from time to time, recommend to the Council that certain personal property/equipment (chattels) owned by the city is no longer needed for a municipal purpose and should be sold or donated to an eligible organization. By action of the Council, the property/equipment shall be declared surplus, the fair market value estimated, and the City Administrator authorized to dispose of the property/equipment by donation to an eligible organization, as set forth in the city policy adopted by the City Council, or by sale in the manner stated herein.
(Ord. 166, 2nd Series, passed 9-5-2017)

§ 96.72 SURPLUS PROPERTY/EQUIPMENT WITH A TOTAL ESTIMATED VALUE OF LESS THAN $1,000.

The City Administrator may sell surplus property/equipment with a total value of less than $1,000 through negotiated sale.
(Ord. 166, 2nd Series, passed 9-5-2017)

§ 96.73 SURPLUS PROPERTY/EQUIPMENT WITH A TOTAL ESTIMATED VALUE OVER $1,000.

The City Administrator shall offer for public sale, to the highest bidder, surplus property/equipment with a total estimated value over $1,000. 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)

VAN IWAARDEN
Retirement planning for employers

February 24, 2021

Chelsie Carlson
Finance Director/Controller
City of Windom
444 9th Street
Windom, MN 56101

Re: **Engagement Letter for GASB 67/68 Actuarial Services**

Dear Chelsie:

Thank you for this opportunity to provide GASB 67/68 pension actuarial services to the City of Windom and the Windom Fire Department Relief Association. This letter documents the services we will provide for the Relief Association's pension plan and our fees for those services.

Scope of the Engagement

We will perform the following services, as chosen by the City and Relief Association:

1. GASB 67/68 Actuarial Valuation

For 2021, we will prepare a GASB 67/68 actuarial valuation report for the Relief Association and the City's financial statements. The FYE2021 report will contain the required 2020 GASB 67 information for the Relief Association and the GASB 68 results for the City's 2021 financial statements

2. GASB 67/68 "Off Year" Valuations

A full actuarial valuation of the Total Pension Liability (TPL) is required every two years. In the "off years" between full valuations, the results will be based on actual assets and an estimated TPL "rolled forward" from the previous valuation.

The FYE2022 report will contain the required 2021 GASB 67 information for the Relief Association and the GASB 68 results for the City's 2022 financial statements.

The off-year valuations will need to reflect significant changes since the full valuation. A full actuarial valuation may be required two years in a row if there are significant changes like plan amendments, large asset gains/losses or big movements in prevailing interest rates.

3. Future GASB 67/68 Actuarial Reports

Future 2-year reporting cycles will include a full actuarial report and an "off-year" report that contain both GASB 67 and 68 information for the Relief Association and the City.

4. Other

We will prepare other actuarial and consulting projects requested by you from time to time such as attending meetings, presentations, and miscellaneous consulting.

Fees and Hourly Billing Rates

The fees for the services described above are outlined below.

GASB 67 & 68 Reporting	Fee
FYE2020-2021 GASB 67/68 actuarial report	$2,300
FYE2021-2022 GASB 67/68 "off year" report (if no significant changes)	$1,300

Each year also includes up to one hour of free consulting to review the reports with you over the phone. Future actuarial reports will be priced according to a similar schedule.

This fee quote depends on receiving the census data, asset reconciliation and investment mix in our prescribed format.

We are pleased to provide additional consulting services or changes in valuation scope upon request. Additional fees for such requests will be agreed upon by both parties prior to commencement.

Out-of-scope projects are within the City's and Relief Association's control, and time for them will be billed at our normal hourly rates. For 2021, our hourly rates are $115 to $200 for actuarial analysts and $300 to $320 for consulting actuaries. Out-of-scope projects include time spent on:

- meetings and preparation,
- significant changes in your plan, accounting or funding arrangements,
- cleanup of inaccurate data or data not provided in the form requested, and
- follow-up for information not provided within 45 days of our first request.

We will notify you if any out-of-scope fees are to apply, and will be happy to estimate fees for additional projects as requested. Out-of-pocket expenses will be passed on to you without markup. Travel time, if it occurs, is billed at 50% of our normal rates.

You have the right to terminate our services at any time, subject to payment of accrued charges for work we have done through the date we receive notice. We will have the same right of termination (including termination for non-payment of fees and expenses), subject to our obligation to give you reasonable notice.

We will retain final copies of actuarial work products for seven years after completion of each project. The plan sponsor is responsible for keeping copies of all documents needed for the Plan's permanent records.

Acknowledgement and Consent

We trust that this letter satisfactorily outlines our services and fees. If you have any questions, please feel free to contact us. Thank you again for choosing Van Iwaarden Associates to assist you with this project.

Northern Consulting Actuaries, Inc. d/b/a Van Iwaarden Associates

Sincerely,

Scott Striegel

Scott E. Striegel, FSA, EA, MAAA
Consulting Actuary

L/D/C/R: 3/mjc/ses

The undersigned authorized representative of the City of Windom has read this letter from Van Iwaarden Associates, understands its contents, and agrees on behalf of the City and the Relief Association to the terms, conditions and fees set forth above.

Date: ____________, 2021 By ________________________________

Title ________________________________

DEPARTMENT OF TRANSPORTATION

MnDOT Contract Number: 1032725

AMENDMENT NUMBER 1 TO MnDOT CONTRACT NUMBER: 1032725

Contract Start Date: August 22, 2019	Original Contract Amount:	$467,713.20
Original Contract Expiration Date: March 30, 2021	Previous Amendment(s) Total:	NA
Current Contract Expiration Date: March 30, 2021	Current Amendment Amount:	$ 0.00
New Contract Expiration Date: January 15, 2022	Total Amended Contract Amount:	$467,713.20

State Project Number (SP): 1703-84
Trunk Highway Number (TH): 60
Project Identification: Windom Corridor Study

This amendment is by and between the State of Minnesota, through its Commissioner of Transportation ("State"), City of Windom ("City"), and Kadrmas, Lee & Jackson, Inc., a Corporation, Address: 4585 Coleman Street, Bismarck, ND 58503 ("Contractor").

RECITALS

1. State has a contract with Contractor identified as MnDOT Contract Number 1032725 ("Original Contract"). This contract provides for a corridor study on TH 60 in Windom to evluate alternatives for management of existing and future transportation and traffic flow in the corridor.
2. This amendment revises the expiration date to January 15, 2022. Due to COVID restrictions on in-person engagement, MnDot will pause the study until a final round of engagement can be conducted in-person. Virtual engagement has not proven effective, and the City would like to have the final engagement (alternatives analysis) held at the Community Center, once MnDOT has lifted restrictions on in-person meetings.
3. State and Contractor are willing to amend the Original Contract as stated below.

CONTRACT AMENDMENT

Unless otherwise noted, in this amendment, deleted contract terms will be struck out and the added contract terms will be bolded and underlined.

REVISION 1. Subarticle 1.2 is amended as follows:

1.2 Expiration Date: This contract will expire on ~~March 30, 2022~~ **<u>January 15, 2022</u>**, or the date that all obligations have been fulfilled and all deliverables have been approved by State, which ever occurs first.

REVISION 2. Subarticle 1.4 is amended as follows:

1.4 Exhibits: Exhibits ~~A through F~~ **<u>A1, B, C, D1 and E1</u>** are attached and incorporated into this contract.

REVISION 3. Subarticles 2.1-2.2 are amended as follows:

2.1 Contractor, who is not a state employee, will complete the tasks listed in Exhibit ~~A~~ **<u>A1</u>**.

2.2 Deliverables are defined as the work product created or supplied by Contractor pursuant to the terms of this contracts. See Exhibit ~~A~~ **<u>A1</u>** for the full details on the deliverables to be provided by Contractor under this contract.

REVISION 4. Subarticle 3.4 is amended as follows:

3.4 See Exhibit ~~A~~ **<u>A1</u>** for a detailed listing of responsibilities to be completed by State.

REVISION 5. Subarticles 5.2-5.3 are amended as follows:

5.2 Contractor must submit invoices electronically for payment, using the format set forth in Exhibit ~~D~~ **<u>D1</u>**. Contractor must submit invoices for payment on a monthly basis. Contractor will invoice State and the City directly. Invoices must detail the total cost of the project, and also identify the State and City amount due.

5.3 Contractor must submit a monthly progress report, using the format set forth in Exhibit ~~E~~ **E1** showing the progress of work in work hours according to the tasks listed in Article 2 Scope of Work.

REVISION 6. Subarticles 9.2-9.3 are being added as follows:

9.2 **Telecommunications Certification.** By signing this contract, Contractor certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), Contractor does not and will not use any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Contractor will include this certification as a flow down clause in any contract related to this contract.

9.3 **Title VI/Non-discrimination Assurances**. Contractor agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. Contractor will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Contractor's compliance with this provision. Contractor must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Contractor's staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.

The Original Contract and any previous amendments are incorporated into this amendment by reference. Except as amended herein, the terms and conditions of the Original Contract and any previous amendment remain in full force and effect.

THE BALANCE OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes §16A.15 and §16C.05.

Signed:

Date:

DEPARTMENT OF TRANSPORTATION

(with delegated authority)

Individual certifies that the applicable provisions of Minnesota Statutes §16C.08 subdivisions 2 and 3 are reaffirmed

Signed:

Title:

Date:

CONTRACTOR

Contractor certifies that the appropriate person(s) have executed the amendment on behalf of Contractor as required by applicable articles, bylaws or resolutions.

Signed: Mark Ander

Title: Vice President, EPW

Date: 2/25/2021

COMMISSIONER OF ADMINISTRATION

Signed:

Date:

CITY OF WINDOM

Governmental Unit certifies that the appropriate person(s) have Executed the Agreement on behalf of Governmental Unit as required by applicable resolutions, ordinances or charter provisions.

Signed: ______________________

Title: ______________________

Date: ______________________

Signed: ______________________

Title: ______________________

Date: ______________________

TH 60 Windom Corridor/Network Study
From southern limits of gap project (490th Avenue/John Caldwell Drive)
to
Cottonwood/Jackson county line

Project Overview

Trunk Highway (TH) 60 is a principal arterial within the study limits that carries 6,000 – 13,500 vehicles per day. The 4-lane highway serves as the primary route through the commercial district in the City of Windom, which presents a challenge between through travelers, local traffic, local access, and bicyclists/pedestrians trying to use or cross the highway.

TH 60 is a major economic driver in Windom and in the region. TH 60 has and will continue to foster economic growth through a commerce-friendly corridor that ships goods, connects major markets in the Midwest (e.g.: Omaha, NE with Minneapolis/St. Paul), and provides access to local businesses.

In partnership with the City, State's District 7 will complete a corridor study on TH 60 in Windom. The study will help shape a future urban reconstruction project through Windom.

The corridor study will include the following segments:

1. TH 60 from southern limits of gap project (490th Avenue/John Caldwell Drive) to Cottonwood/Jackson County line (480th Street)
2. TH 62 from the river bridge to TH 60
3. TH 71 (south end) – from Cottonwood County State Aid Highway (CSAH) 26, Jackson County line, to TH 60
4. TH 71 (north end) – from TH 60 to Opportunity Drive/CSAH 15

Project Goal

The TH 60 study will allow the State and the City the opportunity to create a long-term vision for TH 60, which will support and sustain existing businesses as well as economic development, safely accommodate all modes of transportation; encourage pedestrian and bicycle movements, and have the sustained support of the community.

Project Objectives

1. Identify opportunities to improve the safety and operation of TH 60 through Windom
2. Study and recommend access management guidelines and best practices to the corridor to promote safety while accommodating accessibility needs of local businesses and owners
3. Assess bicycle and pedestrian needs within and around the community and determine where they should be served including compliance with the Americans with Disabilities Act (ADA)
4. Identify opportunities to improve the aesthetics and feel of the corridor
5. Establish mutually agreeable plans for future TH 60 access for undeveloped parcels, as well as those that are likely candidates for redevelopment
6. Define necessary "Purpose and Need" statements for future environmental documentation
7. Maintain the long-term goals of the City.

There are many different facets of the studied corridors that this study will consider (including, but not limited to):

1. Motorized Vehicle Movements (Passenger Vehicles and Heavy Commercial (Freight))
2. Bicycle and Pedestrian Movements and Accommodations
3. Parking
4. User Origins/Destinations
5. Access management

6. Traffic Control
7. Lane Configuration(s)

Project Scope

Task 1: Project Management (Source Type 1010)
The Contractor will perform all work necessary to effectively coordinate the corridor study, maintain the project schedule, and keep the project within budget. The Contractor will monitor study progress and documentation, budget and schedule management, quality control, and adherence with state and federal laws, rules and regulations. Contractor's Project Manager will implement the following active management measures:

1.1. Maintain regular contact with the State's Project Manager (PM) to provide updates, coordinate activities, and schedule project meetings. Contractor will facilitate bi-weekly PM meetings involving key managerial and technical staff (as necessary). Contractor will prepare for and provide draft agenda for bi-weekly check-in meeting three days in advance. Contractor will prepare notes based on bi-weekly discussions; these notes will be provided to the PM within three days of the bi-weekly meeting.
1.2. Hold bi-weekly conference calls with State's PM and others as needed to review project status and discuss action items
1.3 Develop a schedule with tasks and durations including data collection plan, schedule for stakeholder and public engagement, and partner/stakeholder contact list
1.4. Schedule and facilitate a kick-off meeting (and take meeting minutes) and attend Technical Advisory Committee (TAC) meetings as identified in Task 2.1 with the project partners to review and document progress, resolve issues, coordinate activities, and confirm next steps
1.5. Prepare and maintain a detailed schedule. This schedule will be approved by the State's PM. Contractor and State will manage the schedule to maintain positive float.
1.6 Submit to State's PM progress reports every two weeks and provide monthly budget updates. Progress reports will include updates to the schedule
1.7 Contractor will submit monthly invoices for payment by the State. Invoices will show labor broken down by task and source type and will include overhead and fixed fee.

Deliverables: Contractor will develop a detailed project schedule/timeline; schedule bi-weekly conference calls with State's PM; monthly reports monitoring progress against budget; and monthly invoices.

Task 2: Agency and Public Involvement (Source Type 0054)

2.1 **TAC Meetings**
The corridor study will be guided by a TAC. The TAC will be comprised of representatives from all impacted jurisdictions. Contractor will plan for up to ten in person meetings to coordinate with the project team. Contractor will provide agendas two days in advance of meetings and meeting minutes within three days after meeting.

2.2 **Agency Coordination**
Contractor will prepare for and attend up to four meetings with federal, state, regional, and local agencies (e.g. County Commissioners and City Council members).

2.3 **Public Open House Meetings and Event Attendance**
A. Contractor will prepare for and facilitate up to three open houses, one at the beginning, mid-point, and end of the study.
B. Contractor will prepare for and coordinate attendance at up to three community events (e.g.: farmers market, local celebration, etc.)

C. Contractor will use live audience participation tools, as well as other unique ways to capture attendee comments, feedback and ideas. Contractor will record any presentation made at the open house to post on the study website and appropriate social media outlets.

D. Contractor will be responsible for developing all informational displays, handouts, and presentations for each meeting to aid in facilitating educational conversations with the public. A meeting summary, including a list of attendees and comments received (both verbal and written) will be distributed electronically within two weeks of each open house. Contractor will coordinate with the State and study partners to promote the open house through local newspapers, social media, and email blasts.

2.4 **Online Engagement**

Contractor will work with the State's Public Engagement Coordinator (PEC) and PM to develop a branded logo and website to promote the TH 60 Corridor Study. Meeting materials and other documents/materials produced for this study should be easily found on the study website. The website will be updated frequently, by the State's PEC, with relevant study information (progress, upcoming study events, developments, concepts, etc.), provided by the Contractor, to keep the public interested and informed on the corridor study. Visitors to the website should also be able to participate in any corridor study surveys that are in-progress. The brand elements would be used throughout all materials (traditional and online) and interactions with the public to tie together the different open houses and opportunities to provide feedback. All materials provided by the Contractor to the State's PM for inclusion on the project website must be ADA compliant.

2.5 **Study Survey**

Contractor will prepare and conduct a community survey to gather input on corridor needs, opportunities, and barriers. The survey will be conducted primarily online and will be supported with paper mail-in surveys at State's expense, when necessary. The Contractor will develop, facilitate and provide analysis for up to two online surveys.

2.6 **Targeted Social Media**

Contractor will create social media messaging and ad campaigns for the project, targeted to specific audiences based on zip codes, demographics, and other appropriate categories. Up to four posts.

2.7 **Traditional Media**

Notifications of meetings will be posted online at least two weeks in advance of any corridor study related event. For public open houses, contractor will coordinate newspaper advertisements and press releases (distributed to all local media outlets), and radio station promo.

2.8 **Focus Group Meetings**

Contractor will prepare for, facilitate, and conduct targeted small group focused meetings. The focus groups will potentially consist of freight, school, neighborhood, pedestrian/bicycle, or business interest groups. Up to eight Focus Group Meetings will be conducted.

2.9 **Virtual Reality Tour**

To educate the TAC and public on complex improvement strategies, Contractor will utilize visualization software to create a virtual reality tour of proposed solutions. The visualization will be posted online in a similar fashion as Google Ground View to be viewed by the public who are unable to attend meetings in-person. Contractor will budget to visualize four City blocks in Windom, where this type of visualization will be most effective. Visualization will include Do Nothing and two build alternatives.

2.10 **Roadside variable message signs**

Contractor will provide content for roadside variable message signs to inform drivers of the website or upcoming meetings. Message sign to be provided by State.

Deliverables: Contractor will be responsible for developing all materials required for all meetings and events associated with the Corridor Study (e.g.: display boards, surveys, sign-in sheets, agendas, minutes, etc.). Contractor will be required to provide all materials, ADA compliant, for inclusion on the project website. Contractor will develop a comprehensive Public and Agency Involvement Plan and project website, including updates.

Task 3: Existing Conditions (Source Type 1140)
A critical element in developing the overall corridor study will be to define the existing transportation issues/needs of the area. The Existing Conditions report will provide the background information necessary to proceed in identifying issues, constraints, and opportunities. This task will involve assembling a wide range of data sets.

3.1 **Data Collection**
Contractor will collect available data from the State and study partners. The data will be used to develop a base map depicting all existing conditions, and will be used to conduct the study analysis and concept alternative development / refinements. At a minimum, the following will be collected from readily available sources (State, City, Local Businesses, etc.):

A. Development Plans
B. Digital base maps and parcel data
C. Zoning, land use, comprehensive and growth plans
D. Drainage conditions
E. Local transportation plans
F. Local access management plans/studies
G. Crash data for the most recent five-year period for which data is available
H. Bicycle and Pedestrian master plans
I. Transit route data
J. Traffic signal timing data
K. Roadway construction history
L. Floodplain elevations and contour maps
M. Right of way
N. Typical section data
O. Utilities (including information pertaining to traffic signals and roadway lighting
P. Pedestrian and bike generator locations, and estimated seasons/days/times and volumes when pedestrian are accessing generators
Q. Industrial locations with high peak volumes. Include the days/times for these peaks for each location (e.g.: shift end times)

3.2 Contractor will also be responsible for collecting 48-hour turning movement volumes at the following intersections:

A. TH 71 (North)
   a. Langley Street
   b. Hospital Drive
   c. 4th Avenue
   d. Opportunity Drive
B. TH 71 (South)
   a. Cottonwood County Road 25
   b. Cottonwood County Road 26
C. TH 62
   a. 4th Avenue
D. Driveways: Contractor will also budget to Average Daily Traffic (ADT) counts at up to 10 strategic driveways along the corridor.

If the counts are completed when temporary traffic control (TTC) devices are deployed for road improvement projects, the counts must be repeated after the project(s) are completed and TTC devices are removed. Any counts to be repeated due to TTC devices will be at an additional expense to the State. Streetlight origin-destination data (provided by State) and any other readily available traffic volume data will be evaluated to determine whether adjustments should be considered before completing analyses. This evaluation will determine whether data collected with TTC devices in place is significantly different than otherwise typical conditions. If construction-related differences exist, adjustments or possible re-collection efforts will be made to reflect typical traffic conditions. If repeated counts result in significantly different data than the first session of counts (+/-5%) then any models utilizing the earlier construction counts, and any conclusions based on the earlier counts, are to be updated based on the new count data. Any updated modeling and conclusions completed as a result of these unforeseen traffic count differences will be at additional expense to the State.

The State will also provide previously collected (2018) 48-hour turning movement count data for all intersections along TH 60 within the study limits. The Contractor is to review both the Contractor collected turning movement count data as well as State furnished turning movement count data to ensure that consistent data was collected for each of the two 24-hour periods comprising the 48-hour count. If significant inconsistencies are discovered, the Contractor is to recount each location where inconsistencies were realized – regardless of who originally collected the counts. Recounting any locations will be an additional expense to the State, to be negotiated when the quantity of additional data collection is determined, but will be done such to avoid negative impact to the project schedule.

Contractor will collect, assemble, and organize other background information necessary to identify community, transportation, social, economic, and environmental issues and constraints within the study area. This information will include previously conducted studies in the area, other local and regional plans, and programmed project information. Contractor will present information to study stakeholders, which will guide the development of the purpose and need statement (for this Corridor Study as well as future environmental documentation), concepts, and facilitate the public engagement process.

Deliverables: Existing Conditions report with maps and graphic tables displaying general transportation information, including turning movement count data summaries (peak hours – AM, PM) as well as full turning movement count data as appendices.

Task 4: Future Conditions Analysis (No-Build) (Source Type 1140)

4.1 Traffic Projections. The Contractor will project traffic volumes under 2030 and 2040 traffic conditions to understand future issues that could develop under changing travel characteristics in the study area and will assume no improvements to the corridors beyond those already programmed in the current State Transportation Improvement Program (STIP), or those budgeted for by the local partners. Traffic projections will be based on:

A. Expected development/growth in the area, using input from local City and State staff as a basis for growth estimates. In this process we will forecast the location and extent of future residential, commercial, and industrial development in the area. The Contractor will then use data from the Institute of Transportation Engineers to estimate changes in daily and peak hour traffic volumes on study area roadways.
B. StreetLight Data origin-destination data to determine the most reasonable way to assign expected growth to the roadway network. This will also help better understand growth in both local and regional traffic distributions. This is important since growth in local traffic can have quite different traffic impacts than growth in more regional pass-through type traffic.
C. Historic traffic patterns as a reasonableness check to traffic projections. If our traffic projections greatly vary from historic patterns, we will work with stakeholders to finalize traffic projections that will be used for future conditions analysis.

4.2 No-Build Analysis. Using *Highway Capacity Manual* (HCM) methodology, and the traffic projection methodology detailed below, the Contractor is to establish future peak hour (AM and PM) traffic demands (volumes and corresponding Level of Service (LOS)) at all Highway 60 intersections, as well as at the intersections on TH 71 and TH 62 where the Contractor collected turning movement counts. Additionally, the Contractor is to determine future demand and LOS along all study corridors.

Analysis should include traffic signal warrant as well as intersection and corridor capacity analyses to help identify potential needs to be addressed by the study, as well as future highway improvement projects. For evaluation purposes, LOS D or worse should be considered deficient.

Results from the above analyses for the two future periods are to be incorporated by the Contractor into the Intersection Control Evaluation (ICE) reports generated in Task 7.

Deliverables: Future Conditions (No-Build) report with maps and graphic tables displaying future demand information, as well as future needs (e.g.: capacity deficiencies, satisfied signal warrants, etc.) are to be provided by the Contractor.

Task 5: Corridor Issues Identification (Source Type 6244)
Using the results from the Existing Conditions and No-Build analyses, Contractor will identify key multi-modal transportation issues, needs, and potential improvements.

5.1 **Demographics**
Contractor will coordinate with the State and study partners to summarize past and predicted development trends to inform future conditions.

5.2 **Land Use**
Contractor will identify current and future land uses in the area using local plans and aerial photographs, as provided by the responsible government agency. Geographic Information Systems (GIS) plat maps and property information will be gathered where necessary to identify parcel ownership. Contractor will prepare a map summarizing existing and future land uses.

5.3 **Multimodal Trails, Pathways, and Crossings**
Contractor will review mapping and other pertinent information of existing and planned State, County, and City trails within and adjacent to the corridor study area. Contractor will identify potential connections to the TH 60 corridor from existing trails and to existing park facilities. Issues that will be considered when identifying gaps will include pedestrian and bicycle destinations, such as city parks and the Windom Community Center.

In conjunction with previously completed studies and feedback from residents and stakeholder staff, contractor will study the existing and proposed pedestrian crossing locations and include safety and necessary ADA upgrades as part of the overall recommendations.
Contractor will evaluate the existing facilities to determine if any improvements are justified to improve non-motorized operations and safety. Contractor will develop a map that depicts existing and pllanned trails, along with proposed new trail connections, potential crossing locations, as well as identified gaps and suggested improvements to existing facilities.

5.4 **Multimodal Level of Service.**
Each corridor alternative will assess the total Multimodal Level of Service (MLOS), which will include separate automobile, bicycle, pedestrian, and truck components that will be averaged to an aggregate multimodal level of service. This approach allows the team to independently assess each mode of travel and adjust to local values using weights provided by study leadership and the public. A key outcome of this study is to balance between, local access needs and regional traffic efficiency needs, identify opportunities for better connectivity to local and regional trails, and provide a more comprehensive non-motorized network.

5.5 **Transit**

Contractor will review existing and future transit needs in the study area for consideration as part of the concept alternative development process. This will include outreach with operating transit entities and County and City staff to understand future plans.

5.6 **Safety**

Contractor will evaluate the safety of the study corridor by reviewing the frequency and severity of crashes that have occurred in the last five years at all corridor intersections and along all corridor segments. Data will be obtained from the Minnesota Crash Mapping Analysis Tool (MnCMAT) for years 2014-2015 crash data, as well from .kmz data files provided by the State's District 7 Traffic Office for 2016-2018 crash data. Crash data is to be reviewed to identify trends (e.g.: time of day, month, lighting, surface condition, and crash diagram type). Crash diagrams will be developed and the average crash rate, critical crash rate, and critical crash rate index will be calculated for all intersections and segments, with comparisons to statewide crash averages for similar intersections and corridors being made. Locations with higher than expected crash rates will be reviewed to determine if there are any site conditions or design issues that may be leading to the higher rates. Potential solutions will be developed and prioritized for these locations taking into consideration recommendations from previous planning efforts (where appropriate). Any solutions that could be immediately deployed (e.g.: added markings or signing) are to be brought to the attention of State's District 7 Traffic Office staff by the Contractor, as soon as is reasonable, for the District's consideration.

For locations that include a pedestrian or bicycle crash, a detailed review of the incident will be conducted to determine if there are design improvements that should be considered immediately.

Contractor will complete a safety summary describing the overall safety conditions along the corridors. A high-level outline of the safety summary is to be incorporated into the Existing Conditions technical memorandum. The complete safety summary will include a more in-depth review of the corridor and intersections and will use mapping and crash diagrams to help convey the frequency, type, and severity of crashes occurring at intersections and along the study corridors.

5.7 **Corridor Origin-Destination Assessment**

Contractor will obtain origin-destination (O-D) information from StreetLight Data (www.streetlightdata.com) for study segments with Annual Average Daily Traffic (AADT) volumes greater than 5,000 vehicles/day, to measure traffic patterns and origin-destination information. Segments with less than 5,000 vehicles/day must use tools and methodologies, determined in conjunction with the District Traffic Engineer, to supplement StreetLight Data that have a high level of confidence for lower daily volumes, to measure traffic patterns and origin-destination information for the lower volume segments. Findings from the O-D analyses will be used to develop a robust Purpose and Need statement that will guide the TAC in determining a Vision for the TH 60 corridor.

Contractor will create an origin-destination matrix and graphical representation of existing travel patterns of the motorists that use the TH 60 corridor. The data will account for the distribution of local trips as well as other trips using the regional system.

A. Who is using the TH 60 corridor (regional vs. local trips)?
B. What are typical trip purposes?
C. Do these patterns vary by time of day?
D. Do these patterns vary by weekday vs. weekend?
E. Do these patterns vary by vehicle type (heavy commercial vs. passenger vehicle)?
F. Would there be a modal shift if non-motorized facilities were improved?

Contractor will summarize data in easily consumable statements/bullet points for a public audience.

5.8 Access

A. Contractor will develop a comprehensive access inventory as part of the evaluation and summarized in tabular and graphical form. This includes identifying access location, access configuration (e.g.: full, tee, right-in/right-out), type of access (public or private), access control measures (if any), type of usage (truck or auto), cross-street function, and presence of turn lanes.

B. Contractor will define the desirable access spacing based upon the State's access management guidelines, safety implications, and past access decisions including current access agreements that may be in place. Contractor will identify this as the preferred "access template" or access goal. The preferred access template will then be overlaid onto the current accesses (i.e., base conditions) to identify inconsistencies with the access spacing objectives. Each inconsistency will be enumerated by type (i.e., public, private commercial, private residential, or private agricultural) and classified by replacement difficulty levels.

C. The access analysis process will also look closely at traffic and safety issues associated with each access point and explore the feasibility of closures, cooperative access sharing, right-in/right-out, or three-quarter movements (where appropriate), internal circulation to eliminate access, changes to land use, and relocating access to an alternate location (e.g.: side streets) while balancing the later defined purpose and need.

5.9 Corridor Function and Connecting Roadways

Contractor will develop network options and an assessment of a multi-directional network of collector and local roads to serve and integrate with the TH60 corridor and the larger planning area. The options will be based on travelshed, future traffic generation, roadway connectivity, improvements to TH60, business input, traffic volumes, principal/minor arterial spacing, access spacing, travel speeds, and adjacent land uses.

5.10 Environmental and Cultural Constraints

While an in-depth evaluation of social, economic, and environmental (SEE) resources is not part of this environmental screening, enough inventory and assessment work will be completed to determine which impacts may be potentially significant in examining alternative concepts to carry forward. Contractor will assemble all relevant SEE information and display this data on the study's GIS base map. The Planning and Environmental Linkages (PEL) process will be used to develop the project in such a way to streamline any future environmental documentation effort that may be required. The base map will graphically depict the potential environmental issues and constraints as well as other critical factors that need to be considered in identifying concept alternatives. Additional information generated by agency and public input will also be added to the base map during the study process.

5.11 Corridor Issues Report

To ensure future corridor improvements are eligible for potential state and federal funding, all environmental screening will be conducted by the Contractor so as to conform to state and federal rules and guidelines. The Contractor will incorporate the findings from this analysis into an overall Existing Conditions technical memorandum documenting all the Existing Conditions data collected and analyzed in Tasks 5.1 through 5.10.

Deliverables: The Contractor will develop a report summarizing the key corridor issues and opportunities. This will include necessary appendices.

Task 6: Corridor Vision, Goals, and Purpose and Need (Source Type 1010)

6.1 Develop Preliminary Corridor Vision and Goals

Developing the vision and goals will be a collaborative, iterative process informed by seeking input from study stakeholders on the following framing questions:

A. What is the function of TH 60 in the overall transportation network?

B. What are the economic, land use, and mobility needs for the corridor?

C. What are the local business needs for the corridor?
D. What are the expectations and needs of the corridor users, including non-motorized users?
E. How does TH 60 fit into the area's cultural/environmental context?
F. What impact will the new 4-lane expansion have on traffic flow through Windom?
G. What safety and operations improvements are necessary to address current and anticipated future needs?

6.2 **Prepare Purpose and Need Statement**

In line with the vision developed as part of Task 6.1, Contractor will prepare a Purpose and Need Statement (PNS) (http://dotapp7.dot.state.mn.us/eDIGS_guest/DMResultSet/download?docId=2214550). The PNS will take into consideration the information gathered by the Traffic Operations recent crash history processes and build on federal purpose and need guidelines, including:

A. Project history/status
B. System linkage
C. System deficiencies
D. Capacity needs
E. Transportation, social, and economic demands
F. Modal interrelationships
G. Safety

The draft PNS will be reviewed by the State and discussed by the TAC and revised based on feedback. Contractor will present the revised draft PNS to the TAC for consideration and approval.

Deliverables: Contractor will prepare a Report that documents the Vision and Goals as well as the developed Purpose and Need Statement by referencing all key needs and data sets.

Task 7: Intersection Control Evaluations (ICE) Reports (Source Type 1808)

7.1 Contractor will prepare full ICE Reports for all intersections on TH 60 within the study limits, as well as for all intersections for which the Contractor collected original 48-hour turning movement count information. ICE reports will evaluate existing operations, as well as incorporate the future intersection operations and safety analyses done as part of Task 4 to determine the most appropriate long-term intersection control type for each intersection. Potential intersection control options include a No-Build alternative, signalization, roundabout control, or alternative designs (e.g.: addition of turn lane(s), conversion to RCUT, ¾ Right-In/Right-Out, or closure). The ICE reports will consider a minimum of two alternatives and will also provide full benefit-cost analysis for all considered alternatives. Enough alternatives must be considered to address any future deficiencies identified in Task 4.

Additionally, ICE reports should offer short-, mid-, and long-term recommendations for improvements to address identified deficiencies, as well as to improve intersection safety and operations, while aligning with the study vision and goals, defined in Task 6. All recommended improvements, as well as the associated time horizons and costs, are to be summarized in an ICE Improvements Summary report.

Deliverables: ICE reports for all intersections on TH 60 within the study limits, as well as for the intersections identified in Task 3. ICE Improvements Summary report.

Task 8: Traffic Simulation (Source Type 1808)

8.1 **Vissim Model Development and Calibration**

Contractor will develop Vissim traffic simulation models for the entire project area. This analysis will include roundabout calibration to the *Highway Capacity Manual* (HCM) 6th Edition, and will utilize optimized traffic signal timing for the modeled traffic volumes.

8.2 **Traffic Operations Analysis**

Contractor will evaluate traffic operations for all intersections in the project study area, based on Vissim simulation results. Traffic operations results will be presented in terms of delay per vehicle, travel times and associated level of service, based on delay thresholds prescribed in the *HCM*.

Traffic Scenarios:

Traffic operations will be evaluated at intersections described above for 24-hour traffic operations analysis for existing, 2030 and 2040. The analysis will compare hour-by-hour operations throughout the day and will be completed for all No Build and Build modeling to support Benefit Cost Analysis (BCA) comparisons between alternatives.

8.2.1 **3D Visualizations for Public Engagement Efforts**

3D Visualizations will be developed for demonstration efforts for stakeholders, public meetings, and website. The number of visualizations will be limited to up to three likely alternatives, and will be used to either demonstrate key differences in alternatives, or to help provide understanding to alternatives likely to be carried forward. In particular, this may be useful to help with overall understanding of roundabout operations.

8.3 **Safety Analysis**

Contractor will estimate the number of crossing, lane change, and rear-end conflicts at each study intersection listed above for each traffic scenario listed above. The number of conflicts of each type will be used to estimate crash potential for various crash types.

This evaluation will be completed using the Surrogate Safety Assessment Model (SSAM), which processes second-by-second vehicle position outputs from Vissim results to assess potential conflicts.

Deliverables: Traffic operations evaluation and safety analysis results for Vissim modeled intersections are to be included in the corresponding ICE Reports as well as summarized in map and report format for inclusion in the final study report. Contractor will develop 3D visualizations using Vissim microsimulation software to use during engagement efforts.

Task 9: Corridor Alternatives Development, Analysis and Screening/Evaluation (Source Type 6244)

Using a compilation of findings from the corridor vision, goal statements, existing and future conditions analyses, and issues identification process, a range of multi-modal improvements should be developed. Projects should be defined sufficiently for the public and agencies to understand the general scale and scope and to assess planning-level impacts and costs.

9.1 **Corridor Alternatives Development**

Contractor will fully develop up to five corridor improvement concepts on TH 60 and two build concepts for TH 71 (north), TH 71 (south) and TH 62. Concepts will be based upon the corridor vision and identified issues with the potential for small-scale intersection or spot sub-options. In the early stages of concept development numerous alternatives will be reviewed (ranging from six to eight).

The following project elements will be taken into consideration:

A. Design Speed
B. Lane Width

C. Intersections
D. Shoulder Width
E. Roadway Alignment
F. Road Diet

Contractor will take all project elements into account when setting roadway alignments. Alignments will be set along TH60 to fit the existing corridor and meet the agreed upon design speed.

While most of TH60 will likely remain at its current profile, it may need to be changed depending on local topography to improve mainline traffic operations and other safety issues such as stopping distance as well as future State maintenance activities.

9.2 **Corridor Alternatives Analysis**

Early alternative concept development will be performed with Bentley Concept Station (BCS) for cost efficiency and later refined using traditional State concept development techniques. After concept alternatives have been identified and refined, the Contractor will work with the State and the TAC to establish evaluation criteria that incorporate the corridor vision, established goals, purpose and need statement, and earlier public input on issues and needs. It is anticipated that environmental, social, and transportation performance factors, such as wetland impacts, level-of-service, multimodal connectivity, access management, transit opportunities, enhanced pedestrian crossings, safety, cost, etc., will be used to evaluate the concept alternatives.

Intersection operations will be evaluated for each alternative to ensure their conceptual designs accommodate future traffic conditions. The alternatives will be analyzed against the evaluation criteria to determine how they rank relative to each (i.e., access management, safety, pedestrian accommodations, etc.).

9.3 **Corridor Alternatives Screening/Evaluation**

Contractor will compile impact assessment results. The results of the evaluation process will be presented in a matrix, organized so stakeholders can discern the relationship between study goals and the measurable criteria used to evaluate concepts.

State's Quality of Life Market Research study identifies mobility, accessibility, and safety, as primary factors impacting Minnesotans' quality of life. The contractor will use the following quality of life metrics to assess each transportation alternative:
A. Safety
B. Frustration
C. Health and Equity
D. Financial
E. Impacts

After review by the State and discussion by the TAC, data will be generalized into a "good, fair, or poor" format or a similar scale for public review. Contractor will prepare a critical characteristics chart summarizing the most important alternative ratings by transportation, social, environmental, and cost categories. Similarly, for public review, Contractor will further summarize findings with an advantage/disadvantage chart.

The evaluation process, the evaluation matrices, and the draft ranking of concepts will be presented to the TAC for comment and refinement before presenting to resource agencies and the public for comments.

Contractor will work with the State and the TAC to determine and document the "locally" preferred corridor concept. Contractor will develop up to two preferred concept designs. Upon the State's selection of the locally preferred corridor concept, Contractor will develop one final preferred concept design.

Contractor will review preliminary planning-level construction and right-of-way cost estimates and refine them for the locally preferred corridor plan. Construction cost estimates will be based on planning-level, cost-per-mile values that are typical for similar roadways in the study area. Right-of-way estimates will be based on per parcel or acreage values or another methodology that is mutually agreed upon.

Deliverables: Up to five fully developed corridor alternative exhibits consisting of 2-D horizontal linework; tracking of multiple iterations to refine; and, ultimately one final preferred concept exhibit. The results of the Alternatives Analysis will be summarized in a report.

Task 10: Implementation Plan (Source Type 6244)

10.1 Based on the selected preferred corridor alternative, as well as recommended improvements contained within the ICE reports, Contractor will recommend specific strategies to the State and other jurisdictions, via the TAC, to implement the proposed improvements on the study corridors.

Contractor will work with the State and the TAC to identify logical sequencing of these improvements. Contractor will assist the State and the TAC in identifying criteria that can be used to prioritize the improvements. As part of this sequencing development, possible criteria could be used include:

A. Immediacy of need (e.g.: short-, medium-, and long-term implementation)
B. Construction feasibility
C. Percent of improvement life consumed before improvement is replaced by subsequent work
D. Amount of improvement life that could be consumed before
E. Ability to leverage other planned regional and/or local improvements
F. Private investment opportunities
G. Ability to leverage planned private improvements (adjacent development opportunities)
H. Power to fund through federal funding applications or other funding mechanisms
I. Logical sequencing of segments to avoid the creation of down-stream bottlenecks and/or safety problems

Deliverables: Contractor will provide recommendations for sequencing identified improvements, as well as, implementation strategies related to potential funding strategies, in a formal Implementation Plan report.

Task 11: Corridor Study Report (Source Type 6244)

11.1 The draft and final reports will document the study process, assumptions and methodology, analysis, findings, recommendations, and public involvement efforts. The technical memorandums and reports produced throughout the corridor study process will be synthesized into one seamless document at this stage. Specific elements that will be incorporated into the draft and final reports including but not limited to:

A. An executive summary (to be used as a stand-alone document)
B. Existing and Future Issues identification
C. Corridor vision, goals, and purpose and need statement
D. Alternative roadway, trail, and landscape concept development, analysis and evaluation (including costs)
E. Corridor Issues Identification Report

F. Alternative Development and Assessment Report
G. ICE Improvement Summary Report
H. Locally preferred corridor concept
I. Implementation plan
J. Public and agency involvement activities and documentation
K. All other supporting data as appendices (e.g.: ICE Reports, Turning Movement Counts, etc.) Story Map summarizing all key study outcomes, including graphics, videos, and key information.

The Contractor will distribute electronic copies of the draft report and seek agency comments after the Contractor has thoroughly reviewed the draft report. Typographical errors should be at a minimum. Contractor will revise the draft, as needed, based on feedback and provide four hardbound copies and one electronic copy of the entire final report to the State. Contractor will also provide 12 hardbound copies of the executive summary and one electronic copy to the State. The Contractor is also responsible for posting the electronic version of the full, final, report as well as the executive summary to the project website. All documents will be provided to the State for further distribution.

Deliverables: One electronic copy (PDF) of the full final plan; four hardbound copies of the full final plan; one electronic copy (PDF) of the Executive Summary; twelve hardbound copies of the Executive Summary.

Deliverable Due Dates:

Date	*Action*
Ongoing	Project Management
Ongoing	Agency and Public Involvement
December 2019	Existing Conditions (Final)
March/April 2020	Future Conditions Analysis (Final)
March/April 2020	Corridor Issues Identification (Final)
March/April 2020	Corridor Vision, Goals, and Purpose and Need (Final)
October 2020	Intersection Control Evaluations
October 2020	Traffic Simulation
September 2021	Corridor Alternatives Development, Analysis and Screening/Evaluation
October 2021	Implementation Plan
January 2022	Corridor Study Report

Communication
All communication will be in writing and agreed upon by the State's District 7 PM and the Contractor PM. If direction is provided via a telephone call, the Contractor PM will document the discussion and send to the State's District 7 PM for concurrence.

MnDOT Contract Number: 1032725
Windom Corridor Study
Exhibit D1
Invoice

INVOICE NO.______

Estimated Completion: __% (from Column 6 Progress Report)

Final Invoice? ☐Yes ☐ No

Invoice Instructions:

Contractor must:

1. Complete the invoice and, if applicable, the progress report, in their entirety
2. Sign the invoice and progress report
3. Attach supporting documentation
4. Scan the entire invoice package*, **in the following order**:
   a. Completed, Signed Invoice Form
   b. Completed, Signed Progress Report Form (if applicable)
   c. Supporting Documentation
   Note: Whenever possible, convert landscape pages to portrait pages and optimize the document to decrease the size.
5. E-mail the invoice package, in .pdf, to ptinvoices.dot@state.mn.us

MnDOT Contract Number: 1032725
Contract Expiration Date: January 15, 2022
SP Number: 1703-84 TH Number: 60

Billing Period: From ______ to ______
Invoice Date: ______

	Total Contract Amount	Total Billing to Date	Amount Previously Billed	Billed This Invoice
1. Direct Labor Costs: (Attach Supporting Documentation)	$128,649.30			
2. Overhead Costs: Rate = 170.00% (Direct Labor*Overhead Rate)	$218,703.81			
3. Fixed Fee (Profit) Costs: Rate = 11.0% (Fixed Fee = $ * Percent Complete)	$38,208.84			
4. Direct Expense Costs: (Attach Supporting Documentation)	$1,069.00			
5. Subcontractor Costs: Zan Associates	$81,082.25			
Net Earning Totals:	$467,713.20			
Total Amount due this invoice:				$

Contractor: Complete this table when submitting an invoice for payment

Source Type	Total Billing to Date	Amount Previously Billed	Billed This Invoice
0054			
1010			
1140			
1808			
6244			
Total**			

I certify that the statements contained on this invoice, and its supporting documents, are true and accurate and that I have not knowingly made a false or fraudulent claim, or used a false or fraudulent record in connection with this Invoice. I understand that this invoice is subject to audit.

Contractor: **Kadrmas, Lee & Jackson, Inc.**

Signature: ______________________

Print Name: ______________________

Title: ______________________

*If you are unable to support electronic submission of Invoices, you must contact the Authorized Representative for possible alternatives.

For Invoice No.: ____________________

Progress Report Instructions:

1. Contractor must complete the progress report form, in its entirety.
2. Contractor must sign the progress report.
3. Contractor must include the completed, signed progress report as part of the invoice package, and submit it as instructed (see Contract and/or invoice form for further details).
   ***(Note**: Whenever possible, convert landscape pages to portrait pages and optimize the document to decrease the size.)*

MnDOT Contract No. 1032725
Contract Expiration Date: January 15, 2022
SP Number: 1703-84 TH Number: 60

Billing Period: from ___________ to ___________
From: Kadrmas, Lee & Jackson

Task	% of Total Contract	ENGINEERING ESTIMATE				Hours Budget	Hours Accrued This Period	Total Hours Accrued To Date	*% of Budget Hours Used
		% Work Completed This Period	% Work Completed To Date	Weight % Completed This Period	Weight % Work Completed to Date				
1	2	3	4	5	6	7	8	9	10
TOTALS:									

****Note: If Budgeted Hours Used for any task exceeds 100%, Contractor must attach an explanation to the invoice package.***

I certify that the above statement is correct, and certify that I have not knowingly made a false statement or used a false record in the preparation of this form:

____

Contractor's Project Manager Date

Board and Commission Appointments – 2021

Telecom Commission 3-year Term
Dirk Abraham

EDA 6-year Term to 12-31-2026
Nancy Wepplo

Community Center Commission 3-year Term
Al Baloun

Parks & Recreation Commission 3-year Term
Ron Kuecker

Tree Committee 3-year Term
Ron Kuecker

Board and Commission Appointments TBD\Pending

Nuisance Board No Term Limit
One vacant position.

Airport Commission No Term Limit
Two vacant positions.

Charter Commission 4-year Term
Two positions.

BOLTON & MENK

Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

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

February 25, 2021

Via Email

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

RE: Payment Request No. 1
Construction of Municipal Well No. 11
Windom, Minnesota
Project No. M28.121625

Attn: Steve Nasby, City Administrator

Dear Mayor and Council Members:

Please find attached Application for Payment No. 1 from Mineral Service Plus, LLC for the work completed to date for the construction of Municipal Well No. 11. We reviewed this application and find it acceptable for payment. We recommend making the payment of $20,947.50. Please sign the first page of the application, forward copy along with the payment to Mineral Service Plus, a copy to me, and keep one copy for your records.

Sincerely,

Bolton & Menk, Inc.

R. Kelly Yahnke
Project Manager

RKY

Enclosure

APPLICATION AND CERTIFICATE FOR PAYMENT

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

FROM CONTRACTOR:
Mineral Service Plus
16409 371st Avenue
Green Isle, MN 55338

PROJECT:
Construction of Municipal Well No. 11
Lakeview Ave.
Windom, MN 56101

VIA ARCHITECT:
Bolton & Menk, Inc.
1960 Premier Dr.
Mankato, MN 56001

APPLICATION #: 1
PERIOD TO: 02/25/21
PROJECT NOS: M28.121625
CONTRACT DATE: 10/28/20

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

CONTRACT FOR: Construction of Municipal Well No. 11

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM $ 139,974.00

2. Net change by Change Orders $

3. CONTRACT SUM TO DATE (Line 1 +/- 2) $ 139,974.00

4. TOTAL COMPLETED & STORED TO DATE $ 22,050.00
(Column G on Continuation Sheet)

5. RETAINAGE:

a. 5.0% of Completed Work (Columns D+E on Continuation Sheet) $ 1,102.50

b. 5.0% of Stored Material (Column F on Continuation Sheet) $

Total Retainage (Line 5a + 5b or Total in Column 1 of Continuation Sheet) $ 1,102.50

6. TOTAL EARNED LESS RETAINAGE $ 20,947.50
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 6 from prior Certificate) $

8. CURRENT PAYMENT DUE $ 20,947.50

9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) $ 119,026.50

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

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

CONTRACTOR:

By: [signature] Date: 02-25-2021

State of: Minnesota
County of: Sibley
Subscribed and sworn to before me this 25th day of January

NICHOLAS RYAN MILBRANDT
Notary Public-Minnesota
My Commission Expires Jan 31, 2022

Notary Public: Nicholas R. Milbrandt
My Commission expires: 01/31/22

CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED $ 20,947.50

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

ARCHITECT:

By: R Kelly Yahnke Date: 02-25-2021

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

City: ______________________ Date: __________

CONTINUATION SHEET

ATTACHMENT TO PAY APPLICATION

PROJECT:
Construction of Municipal Well No. 11
Lakeview Ave.
Windom, MN 56101

APPLICATION NUMBER: 1
APPLICATION DATE: 02/25/21
PERIOD TO: 25-Feb-21
ARCHITECT'S PROJECT NO: M28.121625

A	B			C	D	E	F	G		H	I
Item No.	Description of Work	Est. Qty	Unit Price	Scheduled Value	Work Completed From Previous Application (D + E)	Work Completed This Period	Materials Presently Stored (Not In D or E)	Total Completed And Stored To Date (D + E + F)	% (G/C)	Balance To Finish (C - G)	Retainage
1	Mob/demob, clean up sit	1	21400	21,400.00		10,700.00		10,700.00	50%	10,700.00	535.00
2	Drill 6" pilot hole	125	26	3,250.00		3,250.00		3,250.00	100%		162.50
3	Drill 14" dia. (nominal) open hole	105	55	5,775.00						5,775.00	
4	F&I 10" dia. Casing	105	40	4,200.00		2,100.00		2,100.00	50%	2,100.00	105.00
5	Grout	5	450	2,250.00						2,250.00	
6	F&I 10" telescoping size screen & raise										
7	the casing to expose 20 LF. of screen	25	192	4,800.00		3,600.00		3,600.00	75%	1,200.00	180.00
8	Gravel Pack	3	1000	3,000.00		2,400.00		2,400.00	80%	600.00	120.00
9	Furnish, install, remove well										
10	development equipment	1	3200	3,200.00						3,200.00	
11	Well development	60	275	16,500.00						16,500.00	
12	Furnish, install, remove test pump										
13	with discharge pipe	1	3000	3,000.00						3,000.00	
14	Test pumping	36	195	7,020.00						7,020.00	
15	Water analysis	1	1579	1,579.00						1,579.00	
16	Video recording	1	1850	1,850.00						1,850.00	
17	Gamma log	1	1850	1,850.00						1,850.00	
18	F&I 15 hp submersible well pump	1	10900	10,900.00						10,900.00	
19	F&I pitless unit	1	16700	16,700.00						16,700.00	
20	Site work including compacted class 5										
21	aggregate, concrete pad with woven										
22	wire reinforcement	1	1800	1,800.00						1,800.00	
23	Site piping as specified	1	9100	9,100.00						9,100.00	
24	Base bid electrical work as specified	1	4300	4,300.00						4,300.00	
25	Seal & abandon well #5 as specified	1	4000	4,000.00						4,000.00	
26	Construction allowance	1	10000	10,000.00						10,000.00	
27	F&I 50 amp rated VFD in liu of using										
28	existing size 3 starter	1	3500	3,500.00						3,500.00	
	SUBTOTALS PAGE 2			139,974.00		22,050.00		22,050.00	16%	117,924.00	1,102.50

Mineral Service Plus, LLC

16409 371st Ave
Green Isle, MN 55338

320-238-0195
accounting@mineralserviceplus.com

INVOICE

DATE: 2/25/2021

INVOICE #: 6223

BILL TO:

City of Windom
449 9th St.
PO Box 38
Windom, MN 56101-0038

JOBSITE ADDRESS:

Construction of Well No. 11
Windom, MN

JOB #: 6223-Windom/Well #11

JOB DESCRIPTON: New well construction

DESCRIPTION	QUANTITY	RATE	AMOUNT
Mob/demob, site clean up	0.5	21,400.00	10,700.00
Drill 6" pilot hole	125	26.00	3,250.00
F&I 10" dia. casing	52.5	40.00	2,100.00
F&I 10" telescoping size screen & raise the casing to expose 20 LF. of screen	18.75	192.00	3,600.00
Gravel pack	2.4	1,000.00	2,400.00

Payment Due Upon Receipt Of Invoice.
Thank You For Your Business!

INVOICE TOTAL:	**$22,050.00**
PAYMENTS:	**$0.00**
BALANCE DUE:	**$22,050.00**

OFFICE OF COTTONWOOD COUNTY ASSESSOR

900 THIRD AVENUE, WINDOM, MN 56101 **(507) 831-2458**

GALE BONDHUS, SAMA
COUNTY ASSESSOR

TBA
OFFICE MANAGER

ALAN CONERS, SAMA
DEPUTY ASSESSOR

MERIDEE PAULSON
ASSESSOR TECHNICIAN

SARAH LANIER
APPRISER TECHNICIAN

WAYNE MARAS
APPRAISER TECHNICIAN

DAVID GREV, CMA/IQ
ASSESSOR

February 12, 2021

TO: Township Boards, City Councils & Local Assessors

RE: 2021 Local Boards of Appeal and Equalization

I have enclosed the schedule of dates and times for the 2021 Local Boards of Appeal and Equalization Meetings. If the date assigned to your board of equalization will not work for your district, please let me know by Friday, February 26, 2021, to reschedule it. Please make sure your board members are aware of the district's meeting date and will be able to attend.

Unfortunately, due to the COVID 19 pandemic, I am requesting that all meetings, again, be virtual. **I will set up the meeting phone number to call along with the meeting number access code and password for each township/city and notify you when this is completed.** Ideally, I would like to have the meetings in person, but since they need to be scheduled so far ahead of time, I feel this is the safest option at this time.

As in the past, my office will be taking care of the newspaper advertising for all districts. If you have any questions, please contact my office.

Gale Bondhus
Cottonwood County Assessor

Encl.

February 12, 2021

TO: Township Boards, City Councils, and Local Assessors

SUBJECT: 2021 Local Boards of Appeal and Equalization

Below is the schedule of the dates and times for the 2021 Local Boards of Appeal and Equalization Meetings. If the date assigned to your board of equalization will not work for your district, please let me know by February 26, 2021, to reschedule it. Please make sure your board members are aware of the district's meeting date and are able to attend.

Unfortunately, due to the COVID 19 pandemic, I am requesting that all meetings, again, be virtual. I will set up the meeting phone number to call and send you that information soon. Ideally, I would like to have the meetings in person, but since I have to schedule them so far out, I feel this is the safest option at this time.

You will need to post three (3) notices of the meeting in three conspicuous locations at least ten (10) days prior to the scheduled meeting date (enclosed). Each notice should contain the meeting date, time and location. Please make note of the date that you post these notices for the Board of Equalization record.

As in the past, my office will be taking care of the newspaper advertising for all of the districts. If you have any questions, please contact my office.

Gale Bondhus
Cottonwood County Assessor

Cottonwood County 2021 Local Boards of Appeal and Equalization

Day	Date	Township/City	Time	Location/Virtual Number
Monday	April 19, 2021	Amboy Township	10:00-10:30 a.m.	VIA CONFERENCE CALL
Friday	April 23, 2021	Amo Township	2:00-2:30 p.m.	VIA CONFERENCE CALL
Friday	April 23, 2021	Ann Township	11:00-11:30 a.m.	VIA CONFERENCE CALL
Wednesday	April 21, 2021	Carson Township	3:30-4:00 p.m.	VIA CONFERENCE CALL
Thursday	April 22, 2021	Dale Township	6:30-7:00 p.m.	VIA CONFERENCE CALL
Thursday	April 22, 2021	Delton Township	5:00-5:30 p.m.	VIA CONFERENCE CALL
Thursday	April 22, 2021	Germantown Township	1:00-1:30 p.m.	VIA CONFERENCE CALL
Thursday	April 22, 2021	Great Bend Township	3:30-4:00 p.m.	VIA CONFERENCE CALL
Friday	April 23, 2021	Highwater Township	1:00-1:30 p.m.	VIA CONFERENCE CALL
Tuesday	April 20, 2021	Lakeside Township	1:00-1:30 p.m.	VIA CONFERENCE CALL
Wednesday	April 21, 2021	Midway Township	1:00-1:30 p.m.	VIA CONFERENCE CALL
Tuesday	April 20, 2021	Mountain Lake Township	2:00-2:30 p.m.	VIA CONFERENCE CALL
Friday	April 23, 2021	Rosehill Township	4:00-4:30 p.m.	VIA CONFERENCE CALL
Wednesday	April 21, 2021	Selma Township	2:30-3:00 p.m.	VIA CONFERENCE CALL
Monday	April 19, 2021	Southbrook Township	11:00-11:30 a.m.	VIA CONFERENCE CALL
Monday	April 19, 2021	Springfield Township	1:00-1:30 p.m.	VIA CONFERENCE CALL
Friday	April 23, 2021	Storden Township	3:00-3:30 p.m.	VIA CONFERENCE CALL
Friday	April 23, 2021	Westbrook Township	5:00-5:30 p.m.	VIA CONFERENCE CALL
Monday	April 12, 2021	Bingham Lake (City)	6:00-6:30 p.m.	VIA CONFERENCE CALL
Monday	April 19, 2021	Comfrey (City)	7:00-7:30 p.m.	VIA CONFERENCE CALL
Wednesday	May 5, 2021	Jeffers (City)	5:00-5:30 p.m.	VIA CONFERENCE CALL
Thursday	May 6, 2021	Mountain Lake (City)	5:30-6:00 p.m.	VIA CONFERENCE CALL
Tuesday	May 4, 2021	Storden (City)	5:00-5:30 p.m.	VIA CONFERENCE CALL
Monday	May 3, 2021	Westbrook (City)	5:30-6:00 p.m.	VIA CONFERENCE CALL
Monday	May 10, 2021	Windom (City)	4:30-5:00 p.m.	VIA CONFERENCE CALL
Tuesday	June 15, 2021	County Equalization	6:00 p.m.	Cottonwood County Courthouse

ASSESSMENT NOTICE

NOTICE IS HEREBY GIVEN, THAT THE BOARD OF REVIEW OF THE **CITY** OF **WINDOM**, COTTONWOOD COUNTY, MINNESOTA, WILL MEET VIRTUALLY BY CONFERENCE CALL AT **4:30 TO 5:00** O'CLOCK **PM** ON **MONDAY** THE **10TH** DAY OF **MAY**, **2021**, FOR THE PURPOSE OF REVIEWING AND CORRECTING THE ASSESSMENT OF SAID TOWNSHIP OR CITY FOR THE YEAR 2021.

NO COMPLAINT THAT ANOTHER PERSON IS ASSESSED TOO LOW WILL BE ACTED UPON UNTIL THE PERSON SO ASSESSED, OR HIS AGENT, HAS BEEN NOTIFIED OF SUCH COMPLAINT.

GIVEN UNDER MY HAND THIS 12TH DAY OF FEBRUARY, 2021

Gale Bonthuis

COTTONWOOD COUNTY ASSESSOR