



## **ECONOMIC DEVELOPMENT AUTHORITY AGENDA REGULAR MEETING**

**Tuesday, August 25, 2020  
12:00 P.M. to 1:00 P.M.**

Montrose City Hall  
311 Buffalo Avenue South  
Montrose, Minnesota 55363

**\* \* Lunch Will Be Provided \* \***

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF AGENDA**

**4. APPROVAL OF MINUTES**

A. June 16, 2020 Economic Development Authority Meeting Minutes

**5. TREASURER'S REPORT**

A. Accounts Payable Economic Development Authority Fund – August 25, 2020

B. Economic Development Fund

**6. OLD BUSINESS**

A. Mr. Shannon Sweeney – David Drown & Associates – Alternative Financing Plans.

B. Mr. Shannon Sweeney gave presentation on Tax Increment Financing (TIF)

C. Ms. Boelter gave an update on The Preserve Housing Development.

D. Ms. Boelter provided information on possible future developments that have been proposed to the City of Montrose.

**7. NEW BUSINESS**

A. EDA Flyer updates.

B. Job description / discussion for Intern to develop new city website and possible EDA & Chamber Flyer.

C. Updates on work with Jolene Foss – Wright County EDA on acquiring Aldi's.

**D. Updates from Dan Elder our City Planner for the old Casey's building and The Preserve development.**

**8. NEXT MEETING**

**A. Tuesday, September 15, 2020 at 12:00 p.m. to 1:00 p.m. (*in the City Hall Conference Room*)**

**9. ADJOURNMENT**

1. **CALL TO ORDER**

**Pursuant** to call and notice the Montrose Economic Development Authority (EDA) met in Regular Session on Tuesday, June 16, 2020 at 12:00 p.m.

Council Member Marszalek called the meeting to order at 12:00 p.m.

2. **ROLL CALL**

Present: Council Member Tom Marszalek  
Council Member Kirby Moynagh  
EDA Member Patrick Baumgard  
EDA Member Sonya Tourville

Absent: EDA Member Joe Rasmussen

Staff Present: Ms. Deborah Boelter, City Clerk-Treasurer

Also Present: Mr. Shannon Sweeney, David Drown and Associates

3. **APPROVAL OF AGENDA**

**Mr. Baumgard motioned to approve the Tuesday, June 16, 2020 Economic Development Authority Agenda. Council Member Moynagh seconded the motion. Motion carried 4-0.**

4. **APPROVAL OF MINUTES**

A. February 18, 2020 Economic Development Authority Meeting Minutes

**Ms. Tourville motioned to approve the Tuesday, February 18, 2020 Economic Development Authority Meeting minutes. Mr. Baumgard seconded the motion. Motion carried 4-0.**

5. **TREASURER'S REPORT**

A. Account Payable – Economic Development Authority – March 17, 2020

**Council Member Moynagh motioned to approve the March 17, 2020 Accounts Payable for the Economic Development Authority. Council Member Marszalek seconded the motion. Motion carried 4-0.**

B. Economic Development Authority Fund

Ms. Boelter reviewed the EDA Fund.

6. **OLD BUSINESS**

A. Montrose Economic Development Authority Informational Brochure and Website

Council Member Marszalek stated that with the Governor's COVID-19 Stay-At-Home orders and directives, the development of an Economic Development Authority internship to create an EDA Informational Brochure and update the City of Montrose's Website was put on hold.

Ms. Boelter stated that City staff will prepare a Job Description for the internship and advertise for the position.

Mr. Shannon Sweeney recommended that City staff contact the Economic Development Association of Minnesota to inquire about an internship grant. He continued by recommending that the City advertise for the internship position at Hamline University, Saint Cloud State University and Minnesota State University, Mankato.

Ms. Boelter stated that she will also advertise the internship on the League of Minnesota Cities website.

B. Business Listing of Available Properties

Council Member Marszalek stated that City staff continues to put together a listing of available commercial and industrial properties in Montrose.

**7. NEW BUSINESS**

A. Mr. Shannon Sweeney – David Drown and Associates – Alternative Financing Plans

Mr. Shannon Sweeney gave a presentation on Tax Increment Financing (TIF) and Tax Abatement Financing.

Mr. Sweeney stated that TIF is a financing tool which captures and redirects new property taxes paid by new private development which would not occur “but for” assistance.

He continued by stating that Tax Abatement does not reduce a property’s tax liability or payments. Abatement provides a mechanism for each taxing jurisdiction to rebate its share of a parcel’s property taxes back to the parcel owner in exchange for a commitment on construction, jobs and etcetera.

B. Updates

i. The Preserve Housing Development

Ms. Boelter gave an update on *The Preserve Housing Development*.

ii. Possible Developments

Ms. Boelter provided information on possible future developments that have been proposed to the City of Montrose.

**8. NEXT MEETING**

A. Tuesday, July 21, 2020 at 12:00 noon

The EDA Members discussed and were in agreement to cancel the Tuesday, July 21, 2020 Meeting.

**9. ADJOURNMENT**

**Council Member Moynagh motioned to the adjourn the Economic Development Authority Meeting at 1:15 p.m. Ms. Tourville seconded the motion. Motion carried 4-0.**

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Council Member Tom Marszalek  
President  
City of Montrose Economic Development Authority

ATTEST:

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Deborah R. Boelter, CMC  
City Clerk-Treasurer  
City of Montrose



# EDA ACCOUNTS PAYABLE LIST

AUGUST 25, 2020

Cardmember Services	EDA Meeting Supplies	21.46
Cardmember Services	EDA Meeting Supplies	51.48
ACCOUNTS PAYABLE		72.94

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MARSZALEK	BOELTER	MOYNAGH
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TOURVILLE	BAUMGARD	RASMUSSEN
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## CITY OF MONTROSE

08/19/20 11:50 AM

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## Cash Balances

Current Period: June 2020

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
<b>Cash</b>				
GENERAL FUND	G 101-10100	\$366,857.10	\$141,810.42	\$1,029,984.44
BUILDING INSPECTOR FEES	G 201-10100	\$10,719.61	\$642.69	\$38,566.33
REVOLVING LOAN FUND	G 202-10100	\$0.00	\$0.00	\$8,820.43
FIRE DEPARTMENT	G 220-10100	\$118,333.43	\$10,175.14	\$599,818.94
PARK AND RECREATION	G 230-10100	\$73,644.31	\$13,751.71	\$271,328.40
PARK & REC DEVELOPMENT	G 235-10100	\$113.41	\$0.00	\$4,390.42
COMMUNITY CENTER	G 290-10100	\$15,701.86	\$3,037.30	\$77,263.06
DEBT SERV MONTROSE MEADOWS	G 303-10100	\$30,000.00	\$0.00	\$9,419.08
DEBT 2010-CSAH 12 REFUNDED	G 307-10100	\$87,500.00	\$0.00	-\$95,224.25
DEBT SERVICE BUFAVE	G 308-10100	\$0.00	\$0.00	\$270,014.31
DEBT SERVICE-CLEMENTA AVE	G 313-10100	\$54,209.00	\$0.00	\$384,719.10
DEBT SERVICE-WATERMAIN EXT	G 314-10100	\$20,791.00	\$0.00	-\$76,002.67
GENERAL CAPITAL PROJECTS	G 401-10100	\$100,000.00	\$0.00	\$380,718.87
FIRE CAPITOL PROJECTS	G 402-10100	\$0.00	\$0.00	\$648,477.34
WATER EXPANSION FUND	G 405-10100	\$15,600.00	\$0.00	\$253,380.70
SEWER EXPANSION FUND	G 406-10100	\$22,800.00	\$0.00	\$367,724.61
WWTP EXPANSION FUND	G 407-10100	\$14,400.00	\$0.00	\$818,146.93
WATER TRUNK AREA	G 450-10100	\$0.00	\$0.00	\$27.00
SEWER TRUNK AREA	G 451-10100	\$0.00	\$0.00	\$195.97
STORM TRUNK AREA	G 452-10100	\$0.00	\$0.00	\$76,830.75
A.U.A.R.	G 501-10100	\$0.00	\$0.00	-\$266,670.85
GARFIELD AVE/MONTROS MEADOWS	G 502-10100	\$0.00	\$0.00	\$0.00
TH 25 S IMPROVEMENT	G 504-10100	\$0.00	\$3,179.45	-\$42,808.75
WELLHOUSE #3	G 505-10100	\$0.00	\$2,526.25	-\$499,270.46
DOWNTOWN IMPROV	G 507-10100	\$0.00	\$6,960.00	-\$27,167.50
EMERSON AVE N PROJECT	G 512-10100	\$0.00	\$0.00	-\$758.25
WATER TOWER #3	G 514-10100	\$0.00	\$0.00	-\$4,580.50
WASTEWATER EXPANSION	G 522-10100	\$0.00	\$0.00	\$0.00
PRESERVE OF MONTROSE	G 529-10100	\$0.00	\$0.00	\$0.00
WATER FUND	G 601-10100	\$50,988.77	\$25,530.94	\$1,239,661.30
SANITARY SEWER FUND	G 602-10100	\$34,712.27	\$16,607.83	\$451,758.28
REFUSE (GARBAGE) FUND	G 603-10100	\$21,031.17	\$5,402.10	\$267,930.42
STORM WATER FUND	G 604-10100	\$6,700.87	\$4,040.19	\$202,666.67
WASTEWATER PLANT	G 605-10100	\$65,517.65	\$33,216.44	\$609,496.97
DEVELOPERS ESCROW	G 700-10100	\$35,000.00	\$9,350.00	\$266,451.01
<b>Total Cash</b>		<b>\$1,144,620.45</b>	<b>\$276,230.46</b>	<b>\$7,265,308.10</b>
<b>EDA Cash</b>				
ECONOMIC DEVELOPMENT AUTHORITY	G 275-10150	\$8.19	\$0.00	\$141,354.21
EDA REVOLVING LOAN FUND	G 280-10150	\$0.00	\$0.00	\$257,754.78
<b>Total EDA Cash</b>		<b>\$8.19</b>	<b>\$0.00</b>	<b>\$399,108.99</b>
<b>Petty Cash</b>				
GENERAL FUND	G 101-10200	\$0.00	\$0.00	\$200.00
<b>Total Petty Cash</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$200.00</b>

MINNESOTA CITY JOBS  
invites applications for the position of:

# Transit Facilities Internship

MN Valley Transit Authority (MVTA)

An Equal Opportunity Employer



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**SALARY:**

Hourly  
\$15.00 - \$20.00

**OPENING DATE:** 07/09/20

**CLOSING DATE:** 08/15/20 11:59 PM

**JOB POSTING:**

The Minnesota Valley Transit Authority (MVTA) was founded in 1990 and provides public transit services through a Joint Powers Agreement to the cities of Apple Valley, Burnsville, Eagan, Prior Lake, Rosemount, Savage, and Shakopee, MN (southern suburbs of the Twin Cities). Since its founding, MVTA has grown to be the second largest public transit agency in the state with nearly 3 million rides in 2019.

MVTA has a career opportunity for a part time Transit Facilities Intern. Under limited supervision of MVTA Facilities department, the Transit Facilities Intern will assist with a variety of projects including cleaning, pressure washing, landscape duties, painting, window washing, and other duties as assigned.

- **Contact Information:** For the complete job description, application materials, and application process, visit <https://www.mvta.com/about/employment/>. Application must include cover letter, resume, and completed job application. Forward complete applications to [HR@mvta.com](mailto:HR@mvta.com).

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MINNESOTA CITY JOBS  
invites applications for the position of:  
**Community Service  
Officer-Intern**  
Robbinsdale

An Equal Opportunity Employer

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**SALARY:**

Hourly  
\$19.21

**OPENING DATE:** 07/21/20

**CLOSING DATE:** 08/02/20 04:30 PM

**JOB POSTING:**

**General Duties:**

To assist police officers as needed and to enforce all State Statutes and City Ordinances that pertain to parking offenses, nuisance code regulations, and animal control. Patrol parks and public areas, assist with booking and monitoring of arrestees in addition to various tasks and administrative functions. Includes both outside and inside work. Various shifts working approximately 16-29 hours/week. This is a 30 month paid internship with a potential 6-month extension.

**Minimum Qualifications:**

Graduation from High School, or G.E.D.  
Valid and unrestricted driver's license with satisfactory driving record.  
Currently enrolled in an accredited law enforcement curriculum.  
Experience with data entry or computers.  
Must possess a physical condition satisfactory to fulfill the duties of the position as determined by a physician of the City's choice.  
Must be able to pass a thorough background investigation.

EOE/AA

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**Apply Online:**

<http://www.robbinsdalemn.com/jobs>

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**MINNESOTA CITY JOBS**  
invites applications for the position of:

# Planning Intern

**Jordan**

An Equal Opportunity Employer

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**SALARY:**

Hourly  
\$15.00

**OPENING DATE:** 07/14/20

**CLOSING DATE:** 07/31/20 05:00 PM

**JOB POSTING:**

**General Duties:**

Under the direction of the City Planner, this position performs technical planning and zoning work for the City related to the preparation, interpretation, and enforcement of land use regulations in the City, including: Evaluation of land use and development proposals for compliance with City ordinances and policies, responding to developer and public inquiries concerning the development process, zoning, subdividing and other planning issues, preparation of reports for meetings of the Park and Recreation Commission, Planning Commission and EDA, file and website maintenance, recording of meeting minutes, preparation of graphics or visual aids as required for reports, studies and meetings, and other duties and responsibilities as assigned.

**Minimum Qualifications:**

Education and Experience: Bachelor's degree (or in process of obtaining same) in Planning or Urban Regional Studies or closely related field. Some professional experience in local government is preferred.

**Apply:**

Applications will be accepted until 5:00 p.m., Friday, July 31, 2020.

The **part-time** position averages 30 hrs./week at a pay rate of \$15.00/hr. For more information and to download an application, please visit our website, [www.jordanmn.gov](http://www.jordanmn.gov).

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**MINNESOTA CITY JOBS**  
invites applications for the position of:

# Forestry Intern

Cottage Grove

An Equal Opportunity Employer

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**SALARY:**

Hourly  
\$13.50

**OPENING DATE:** 07/08/20

**CLOSING DATE:** 10/08/20 11:59 PM

**JOB POSTING:**

**General Duties:**

The City of Cottage Grove seeks highly motivated and hardworking individuals to apply for these positions. The position will start as soon as possible and go through mid-October. The interns will work directly with the Parks and Public Works Departments to manage a \$30,000+ operational budget of personnel, material and professional service needs. For more information about each individual internship, visit the City website at <https://www.governmentjobs.com/careers/cottagegrovemn>

**Minimum Requirements**

1. High school graduate or equivalent.
2. Valid Driver's License
3. Limited to students in Landscape, Horticulture, Forestry, Natural Resources or related studies.

**Desired Qualifications**

1. Knowledge of the occupational hazards and safety practices of the trade, including saws, trimmers and riding mowers.
2. Ability to operate hand and power tools.

**Apply**

This position will be open until filled. Applications must be filled out online by visiting the City website at

<https://www.governmentjobs.com/careers/cottagegrovemn>

For more information, see the specific job posting on the City's website.

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## **City of St. Michael Assessor Internship**

Assessor Internship (40 hours/week during summer months with flexible schedule). Minimum requirements: HS graduate or GED; valid MN driver's license w/no restrictions; ability to physically view and measure property under varied conditions. Seeking candidate with knowledge of construction, property tax and assessment laws, excellent math skills, excellent oral and written communication skills and basic computer experience. Wage range: \$13.00 - \$14.00 depending on qualifications. Qualified applicants may receive an application by visiting our website at [www.ci.st-michael.mn.us](http://www.ci.st-michael.mn.us), by calling (763) 497-2041 or visiting City Hall at 11800 Town Center Drive NE, St. Michael, MN 55376. Application deadline: April 19th at 2:00pm.





# Position Description

JOB TITLE:  Administrative Intern		DEPARTMENT:  Administration	
REPORTS TO:  City Administrator	SUPERVISES:  None		FLSA STATUS:  Non-Exempt
CLASSIFICATION: Full-Time or Part-Time, Temporary			EFFECTIVE DATE: 06/2017

## POSITION SUMMARY

Under the general supervision of the City Administrator, this full-time or part-time, temporary position fulfills a variety of responsibilities across multiple City departments. This position will perform entry-level administrative and managerial support services, but will also lead certain projects and programs, as assigned. Generally, this position is designed to provide unique insight into local government operations through both general observation and active participation.

During the internship, the position may also identify and cultivate knowledge of topics and/or projects of particular academic, personal, professional interest.

This position may work a flexible schedule within the normal hours of operations for the City as established in the Personnel Policy and Procedures Manual.

## JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

- Assist the City Administrator in monitoring the operations and performance of City departments.
- Attend and participate in various internal (e.g., City Council Work Sessions) and external meetings (e.g., McLeod County City/County Administrators Meeting).
- Build relationships and develop networking abilities through membership in the Minnesota City and County Management Association (MCMA), the Association of Public Management Professionals (APMP) and other organizations.
- Conduct research, gather information and prepare documents and other materials to assist and support the decision-making process.



- Coordinate and lead special projects as assigned by the City Administrator or City Clerk–Treasurer.
- Plan and coordinate public, City events as assigned by the City Administrator or City Clerk–Treasurer.
- Prepare and make presentations to City staff, City commissions or City Council.
- Respond to requests for information from the public, other municipalities, state officials or state and federal legislative offices.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

### **MINIMUM QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience, and training required.

#### Education

Currently enrolled in or recently graduated from a Bachelor's degree program in Political Science, Public Administration or related field.

#### Experience

Familiarity with or interest in local government operations.

### **DESIRED QUALIFICATIONS**

The requirements listed below are representative of the formal education, experience, and training preferred in order to exceptionally perform all of the functions of this position.

#### Education

Currently enrolled in a Master's degree program in Public Administration, Political Science or related field.

#### Experience

Previous internship experience with a local government, preferably a municipality.

### **COMPLEXITY**

The overall complexity of this position is moderately high. While performing the normal duties of this job, processes, procedures, or software vary from one assignment to the next. Assignments are still related in function and objective.

## **RESPONSIBILITY**

### Supervision

General supervision is provided while performing the normal duties of this job.

This position exhibits no supervisory responsibilities.

### Impact

While performing the normal duties of this job, this position's work product or services affect the accuracy, reliability, or acceptability of further processes or services.

## **REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS**

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Hazards

While performing the duties of this job, this position:

- May occasionally climb up to 16 steps, push/pull up to 60 lbs., lift and/or carry up to 20 lbs., and smell; frequently bend/stoop, kneel, crouch, squat, reach above shoulder level, stand, walk, and drive; and continuously sit, finger/enter data/keystroke, talk, and hear.
- Will use right hand and left hand for simple handling or grasping, firm handling or grasping, and fine handling or manipulation.
- Will use right foot for repetitive movements.
- Will use close vision, far vision, depth perception, visual acuteness, color vision, and peripheral vision.

### Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions, working around moving mechanical parts, and working in close quarters.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

## **REVIEW/APPROVALS**

I acknowledge reviewing and approve of this job description.

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Department Head

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Date

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City Administrator

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Date

**ACKNOWLEDGEMENT**

I acknowledge reviewing this Job Description.

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Employee Signature

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Date

**CITY OF WINSTED, MINNESOTA**  
**ADMINISTRATIVE INTERNSHIP POSITION**  
**Application Scoring Sheet**

Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewer's Name & Title: \_\_\_\_\_

**CATEGORY NO. 1: Minimum Requirements:**

- |                 |       |   |
|-----------------|-------|---|
| <b>5 Points</b> | _____ | Complied with application requirements (e.g., cover letter, resume, employment application).                    |
| <b>5 Points</b> | _____ | Currently enrolled in a Bachelor's degree program in Political Science, Public Administration or related field. |
| <b>5 Points</b> | _____ | Familiarity with or interest in local government operations.  |

Category No. 1 Total \_\_\_\_\_/15

**CATEGORY NO. 2: Desirable Qualifications**

- |                  |       |   |
|------------------|-------|---|
| <b>5 Points</b>  | _____ | Demonstrated ability through education or previous employment to coordinate and lead special events or projects.  |
| <b>5 Points</b>  | _____ | Demonstrated ability through education or previous employment to conduct public policy research and analysis.   |
| <b>10 Points</b> | _____ | Previous internship experience with a local government, preferably a municipality.  |
| <b>10 Points</b> | _____ | Active membership in Association of Public Management Professionals; International City and County Management Association, and/or Minnesota City and County Management Association. |
| <b>10 Points</b> | _____ | Recently graduated from a Bachelor's degree program in Political Science, Public Administration or related field.   |
| <b>15 Points</b> | _____ | Currently enrolled in a Master's degree program in Public Administration, Political Science or related field.   |
| <b>15 Points</b> | _____ | Recently graduated from a Master's degree program in Public Administration, Political Science or related field.   |

Category No. 2 Total \_\_\_\_\_/70

**CATEGORY NO. 3: Veteran's Preference**

**10 Points**      \_\_\_\_\_      Veteran (No = 0 points)

**15 Points**      \_\_\_\_\_      Disabled Veteran (No = 0 points)

**10 Points**      \_\_\_\_\_      Spouse of Deceased Veteran (No = 0 points)

**15 Points**      \_\_\_\_\_      Spouse of Disabled Veteran (No = 0 points)

**Category No. 3 Total**      \_\_\_\_\_/15

**TOTAL**      \_\_\_\_\_/100



**First Round Interview Questions**  
Administrative Intern

Candidate: \_\_\_\_\_ Interview Panel Member: \_\_\_\_\_

Position: Administrative Intern

<b>Scoring Guide</b> 5 = Very Good, 4 = Good, 3 = Neutral, 2 = Poor, 1 = Very Poor		5	4	3	2	1
1	Please tell us about yourself and why you are interested in the Administrative Intern position.					
2	What are you looking to learn during the Administrative Internship?					
3	Are there any particular City departments, policy areas or projects you would like to work with?					
4	City staff often work with a variety of technologies and software packages. Describe your computer or technology skills, specifically the Microsoft Office Suite?					
5	The City Council often requests that City staff conduct policy research and analysis to inform their decision-making. Describe your research and analysis experience.					
6	City staff prepare a variety of memorandum, reports and other written communications. How would your last boss or instructor rate your writing abilities?					
7	The City of Winsted has a small staff and staff members are required to work together closely. Describe a group or team project you worked on. What was your personal contribution?					
8	In addition to working as a team, City staff are often responsible for multiple duties and tasks. How do you manage multiple assignments at one time?					
9	Given this work variety, it may be easy to make mistakes or miss a deadline. Tell us about a time when you made a mistake. How did you handle the situation and what was the outcome?					
10	One of the City's Value Statements reads: <i>We believe that strong relationships, honest communication and open dialogue will lead to public trust and the best decisions being made for our community.</i> Give an example of a time when you disagreed with a supervisor's decision and how you handled it?					
11	The Administrative Intern may be required to present information to the public, during a staff meeting or for the City Council. Provide an example of a time you presented your work to a group. What went well? What needed improvement?					

<b>Scoring Guide</b> 5 = Very Good, 4 = Good, 3 = Neutral, 2 = Poor, 1 = Very Poor		5	4	3	2	1
12	The Administrative Internship allows the selected candidates to explore a career in local government. What are your career plans for the next five years?					
13	The Administrative Internship allows for a flexible schedule of up to 40 hours per week. If you are selected for the position, do you have a preferred schedule?					
14	Is there anything in particular that you find interesting or remarkable about the City of Winsted?					
15	What do you like to do when you aren't working?					
16	Lastly, do you have any questions or comments for us?					

#### Opinion of Interviewee as a Whole

<b>Scoring Guide</b> 5 = Very Good, 4 = Good, 3 = Neutral, 2 = Poor, 1 = Very Poor		5	4	3	2	1
1	<b>Clarity of Expression</b> – Thoughts expressed in an organized manner with a logical and persuasive presentation?					
2	<b>Social Adaptability</b> – Responses indicate candidate will be friendly, confident, tactful, and adaptable when dealing with public officials, co-workers, administration, and the public.					
3	<b>Alertness</b> – Candidate grasps ideas quickly and responses indicate the person would rapidly comprehend problems encountered on the job.					
4	<b>Initiative, Drive, and Interest</b> – Does the candidate show energy and ambition, interest and belief in the position, and intellectual inquisitiveness?					

The City of Winsted seeks applications for an Administrative Intern. This position offers flexible scheduling and may be for up to 40 hours per week from May through August.

The hiring range for the Administrative Intern position is \$10.00 per hour to \$15.00 per hour depending upon qualifications. The position does not include benefits. Please see the job description located at [www.winsted.mn.us](http://www.winsted.mn.us) for more information regarding the position.

Any interested candidates shall submit a letter of interest, resume and a complete City of Winsted application. **All interested candidates must submit the required materials by 4:00 p.m. on Friday, May 26, 2017.**

Applications may be submitted:

- In person at Winsted City Hall, 201 – 1<sup>st</sup> Street North, Winsted, Minnesota 55395;
- Via mail to Tony Hammes, Assistant to the City Administrator, P.O. Box 126, Winsted, Minnesota 55395;
- Via facsimile to (320) 485-2858; or
- Via electronic mail to [tony.hammes@winsted.mn.us](mailto:tony.hammes@winsted.mn.us).

Please be advised that the first round of interviews will be held the week of May 29, 2017. The anticipated start date for the Administrative Intern is June 12, 2017. However, the City may change this date to accommodate the selected candidate's schedule.

Any additional questions regarding this position may be directed to Winsted City Hall at (320) 485-2366.

## Heidi Dahlin

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**From:** Daniel Elder <delder@nacplanning.com>  
**Sent:** Wednesday, August 19, 2020 9:50 AM  
**To:** Heidi Dahlin

Hello Heidi,

The property at 300 Nelson Blvd (Old Casey's) was purchased by Mr. Trelstad from Casey's back in July of 2019. He wishes to use the location for the outdoor sale of log splitters and equipment. The owner was informed that he would need to rezone the property to B-2 and apply for a CUP in order to comply with the zoning. Currently, working with the owner to help in the process of compiling all the needed information to comply. The owner was interested in learning what the EDA could do to help with the opening of the business.

The Preserve development is moving forward with Brummer Properties showing interest in the development of the site and has currently hired an engineering firm to come up with a new site plan for the location and is in talks with the MDNR to comply with the wetland regulations and redo the four tier zoning that is currently in place. The City should expect to hear from the development company in the near future.

Thanks Daniel

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