

Council Meeting
Tuesday, August 3, 2010
City Council Chambers
7:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Approval of Minutes
 - Council Minutes --July 20, 2010
2. Consent Agenda
 - Correspondence
 - Union Pacific Railroad
 - Minutes
 - EDA Commission – July 19, 2010
 - Community Center Commission – July 26, 2010
 - Telecommunications Commission – July 27, 2010
 - Utility Commission – July 28, 2010
3. Department Heads
4. Credit Card Policy
5. Police Department Revised Authorized Use of Force Policy
6. Resolution Approving Grant Agreement for SWPPP
7. Telecommunication Commission
 - AZAR Contract
 - SWMBS Master Services Contract
8. Ambulance/Fire Department Mutual Aid Agreement
9. Regular Bills
10. Contractor Payments
 - Dallas Smith – Arena Entry
11. Unfinished Business
12. New Business
13. Council Concerns
14. Adjourn



CITY COUNCIL
Windom City Hall, Council Chamber
July 20, 2010
7:30 p.m.

Call to Order: The meeting was called to order by Mayor Kirby Kruse at 7:30 p.m.

Roll Call: Mayor: Kirby Kruse

Council Members: Jean Fast, Brad Powers, Corey Maricle,
Robert Messer and JoAnn Ray

Council Members Absent: None

City Staff Present: Brigitte Olson, Assistant City
Administrator; Jim Kartes, Planning &
Zoning Officer and Jeremy Rolfes,
Telecommunications Dept.

Public Present: Craig Mueller, Wenck Associates; Dirk
Abraham and Frank Dorpinghous

Pledge of Allegiance:

Approval of Minutes:

Motion by Ray, seconded by Fast, to approve the City Council minutes from July 6, 2010. Motion carried 5-0.

Consent Agenda:

Mayor Kruse said that minutes were received from the following Boards/Commissions:

Park & Recreation Commission – July 12, 2010
Airport Commission – July 12, 2010
Library Board – July 13, 2010
Planning Commission – July 13, 2010
Telecommunication Commission – July 13, 2010
Street Committee – July 14, 2010

Preliminary

Motion by Maricle seconded by Ray, to approve the consent agenda. Motion carried 5-0.

Public Comments:

Frank Dorpinghous thanked the City Council for allowing him to speak. Dorpinghous wanted the public to be aware of the law changes in the Patriot Act. And Military Command Act. Dorpinghous believes that these acts infringe on public rights.

Night to Unite Proclamation:

The Minnesota Crime Prevention Association, AAA of Minnesota/Iowa and local law enforcement agencies are sponsoring a unique, nationwide crime, drug and violence awareness program on August 2, 2010, entitled "Night to Unite".

Council members Powers introduced the Resolution No. 2010-27, entitled "Windom's Night to Unite" Proclamation" and moved its adoption. The resolution was seconded by Ray and on roll call vote: Aye: Messer, Fast, Powers, Ray and Maricle. Nay: None. Resolution passed 5-0.

Department Heads:

None

License Applications:

Mayor Kruse said there is in the packet an application for a temporary On-Sale Liquor License from the Windom Lions Club for October 16, 2010 at the BARC (Business, Arts & Recreation Center).

Motion by Messer, seconded by Ray, to approve the temporary On-Sale Liquor License for the Windom Lions Club on October 16, 2010 at the BARC. Motion carried 5-0.

Mayor Kruse said there is in the packet an application for a Business Solicitation License for Southwestern Company. This company sells educational material.

Motion by Messer, seconded by Fast to approve the Business Solicitation License for Southwestern Company. Motion carried 5-0.

Mayor Kruse said that in their council packet is an application for a Business Solicitation License to Dakota Fine Foods. Mayor Kruse said that Chief Shirkey has put on the following stipulations for this permit.

- Mr. Anthony Birnbaum is the only person permitted to sell Dakota Fine Foods under this license.
- Mr. Anthony Birnbaum must have the Business Solicitation License with him while selling his product
- Mr. Anthony Birnbaum must call the Police Department prior to coming to town and inform the department when he is coming to town and how long he will be selling.

Motion by Fast, seconded by Ray to approve the Business Solicitation License to Dakota Fine Food Company to sell with the above stipulations, and that the sales representative Mr. Anthony Birnbaum be the only person allowed to sell under this license. Motion carried 5-0.

Planning & Zoning:

Jim Kartes, Planning & Zoning Officer, said that he is requesting approval of a Conditional Use Permit for 335 Riverbluff Drive. The applicants for the permit are Vay and Arleen Rodman, and they are requesting a conditional use permit to construct a 28'x 40' detached garage. Kartes said that approval of this permit was recommended by the Planning Commission.

Motion by Messer, seconded by Powers to approve the Conditional Use Permit to Vay and Arleen Rodman to construct a 28' x 40' detached garage at 335 Riverbluff Drive, and is described as lots 9 and 10, Block 2 Riverbluff Estates Subdivision to the City of Windom, Cottonwood County, Minnesota. The Parcel numbers are 25-688-0290 and 25-688-0300.

The motion includes the jurisdictional documents and the findings of fact to be included in the motion.

Findings of Fact:

1. As stated in the narrative herein.
2. That the proposed use is not in conflict with the Comprehensive Plan.
3. That the proposed use is not in conflict with the stated intent of the Zoning District in which it is to be located.
4. That the proposed use will not unreasonably harm the public health, safety, and welfare, create a nuisance, or create unreasonable congestion injurious to nearby properties.
5. That the proposed use does not interfere with the creation of a beneficial environment within its own property boundaries and on adjoining properties.

6. **That the proposed use will not interfere with the provision of a reasonable economic benefit to the community.**
7. **That the provisions for interrelationship between the proposed development and contiguous and noncontiguous adjacent properties will not adversely affect pedestrian and vehicular movement and will not adversely affect the buffering of the service facilities and parking areas.**

Motion carried 5-0.

Airport Commission Recommendations:

Contractor Penalties - Craig Mueller, Wenck Associates informed the City Council that the Seal Coating project at the Municipal Airport was completed on July 19, 2010. Mueller said that the project was to have been completed in the fall of 2009 and it was not so therefore ten (10) days of penalties will be imposed on Wicks Construction, (main contractor for the 2009 Airport Runway Project). The next deadline for completion of the seal coating was June 30, 2010. The project was not complete until July 19, 2010; therefore another twelve (12) day penalty will incur. The penalty will be for twenty two (22) days at \$600 per day with a total of \$13,200. Messer said that he heard that the project was not done satisfactorily. Mueller said that is correct, however the subcontractor, SMC has scrapped off the seal coat and it has been redone. Maricle asked if anyone from the Airport Commission has seen and approved the seal coat. Mueller said that he did not know if they had but that Brian Underwood, Airport Manager, had seen it and approved the seal coat.

Motion by Messer, seconded by Powers to direct Wenck Associates to complete the pay request and deduct the penalty amount of \$13,200. Motion carried 5-0.

Motion by Messer, seconded by Maricle and carried to approve the recommendation from the Airport Commission to appoint Wenck Associates as the engineering firm for the Storm Water Pollution Prevention Plan (SWPPP). Motion carried 5-0.

MN DOT Grant Agreement for Storm Water Pollution Prevention Plan (SWPPP) – Mueller said that funding for the completion of the SWPPP will be provided through the State of Minnesota Department of Transportation, Office of Aeronautics. A grant agreement has been received from MnDOT for a total project cost of \$4,000. This Grant Agreement requires the City to provide a 30% match. However the Engineers estimated cost for the SWPPP is \$3,000. Mueller said there will be some changes in the new SWPPP as training will be required on completing sampling events. The possible people for training will be Bruce Caldwell, Street Superintendent, Brian Underwood, Airport Manager or Wenck Associates.

Motion by Maricle, seconded by Ray, to approve the Grant Agreement for the Storm Water Pollution Prevention Plan (SWPPP) between the City and MN DOT. Motion carried 5-0.

Street Closure Request – Windom Area Chamber of Commerce – August 2, 2010:

The Windom Police Department and Chamber of Commerce is requesting the Street be closed on 4th Avenue from 10th Street to 9th Street for the “Night to Unite” on August 2, 2010. This event will begin at 5 p.m. and will conclude at approximately 7:30 p.m.

Motion by Powers, seconded by Fast, to approve the Street Closure on 4th Avenue from 9th Street to 10th Street on August 2, 2010 for “Night to Unite” event. Motion carried 5-0.

Tax Forfeited Parcels for Public Auction:

The discussion for a Tax Forfeited parcel on 344 11th Street will be postponed until August 3, 2010.

Game Show Network Contract:

Mayor Kruse said that Dan Olsen, Telecommunications Manager, has a memo in the City Council Packet dated July 15, 2010, requesting that the City Council approve the Game Show Network Agreement between NCTC and the City of Windom. The memo indicates the details for the terms of the agreement, which are as follows:

- Zero percent increase first two years, and a 1% increase the third year.
- No technical or carriage changes

Motion by Powers, seconded by Maricle, to approve the Game Show Network Contract between the City of Windom and NCTC. Motion carried 5-0.

Donation – Memorial Dedicated to Betty Thompson:

Council member Fast introduced the Resolution No. 2010-28, entitled “Authorization To Accept A Donation In Memory Of Betty Thompson” and moved its adoption. The resolution was seconded by Maricle and on roll call vote: Aye: Maricle, Ray, Powers Fast and Messer. Nay None. Resolution passed 5-0.

Regular Bills:

Motion by Messer, seconded by Fast, to approve the regular bills. Motion carried 5-0.

Preliminary

Unfinished Business:

None

New Business:

None

Council Concerns:

None

Mayor Kruse adjourned the meeting by unanimous consent.

Meeting adjourned at 8:00 p.m.

Kirby Kruse, Mayor

Attest: _____
Brigitte Olson, Assistant City Administrator



UNION PACIFIC RAILROAD

Mankato - St James - Sheldon

To Our Valued Customers, Law Enforcement, and Local Government Officials.

Union Pacific Railroad and the UP Employee Club of St. James would like to invite you to enjoy a free ride on a passenger train sponsored by Union Pacific Railroad.

The train will operate in the Mankato, St. James, and Sheldon areas August 12th and 13th.

During the excursion we will offer a brief Operation Lifesaver safety message. The schedule is enclosed. We need you to RSVP your seat on this train by contacting Tom Burnside via e-mail or the fax number listed below. We ask that you include the number of passengers you will send, which trip you wish to ride, your business or organization, mailing address and a contact number.

We will then be sending you boarding passes for your train trip of choice. Please return this form via fax or e-mail before July 26th , 2010.

TRIP DATE AND TIME: _____

NUMBER OF PASSENGERS: _____

BUSINESS OR ORGANIZATION: _____

Mailing Address: _____

PHONE NUMBER(S): _____

Please, send this form by fax or E- mail to the following:

Tom Burnside FAX: 952-758-3237
E-mail taburnsi@up.com

- ** Vintage passenger cars are not handicap accessible.
- *** The UP Employee Club will be collecting non-perishable food items to be donated to the Food Pantry in the town you board the train. Participation is voluntary.
- **** Ride not intended for infants or toddlers.
- ***** No food or drink, other than water, allowed inside passenger cars.
- ***** Please use restroom prior to getting on train for the 1 hour ride.
- ***** Boarding will begin 30 minutes prior to departure time.



Union Pacific Railroad Safety Train Schedule

For the following areas:

Mankato – St James – Sheldon

Thursday, August 12th Mankato

Departs 9:00 a.m. and runs to Madelia and return
Train boards at 601 Industrial Blvd (near UP Depot)

Thursday, August 12th Mankato

Departs 11:00 a.m. and runs to Ottawa and return
Train boards at 601 Industrial Blvd (near UP Depot)

Thursday, August 12th St James

Departs 2:00 p.m. and runs to Mountain Lake and return
Train boards at 300 North Armstrong Blvd. (St James depot)

Thursday, August 12th St James

Departs 4:00 p.m. and runs to Lake Crystal and return
Train boards at 300 North Armstrong Blvd. (St James depot)

**ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
SPECIAL MEETING
JULY 19, 2010**

1. Call to Order: The meeting was called to order by President Slette at 12:00 p.m.

2. Roll Call & Guest Introductions:

EDAWN Commissioners: Trevor Slette, Juhl Erickson, Sally Larson, and Bob Messer.
Absent: Corey Maricle

Also Present: EDA Staff – Aaron Backman, Executive Director; Denise Nichols, Finance Assistant; and Lisa Fredin, WADC Liaison.

3. Property Tax Forfeited Parcel – 344 11th Street – Discussion:

EDA Executive Director Aaron Backman reviewed for the Commission the purpose of the Special Meeting. One June 24, 2010, the City Council of the City of Windom had received correspondence for the Cottonwood County Auditor/Treasurer that property located at 344 11th Street has been listed as a forfeited parcel for non-payment of property taxes. The City Council has the opportunity to request a conveyance of the property to the City for public use of the property or upon approve of the City Council the property would be sold on public auction.

At the July 6, 2010 City Council meeting the City Council adopted a resolution approving the tax-forfeited parcel for public auction. Following the Council meeting Backman requested that the City Council reconsider the sale of the property at public auction and that the property is acquired by the City for the Windom EDA. The property contains a four-unit apartment building and garages. Backman discussed with the Commission the condition of the property and the apparent improvements needed including a new roof, plumbing and heating system. Backman also noted that the property is listed at the County Auditor/Treasurer's office at a market value for the property of \$113,000.

Backman inquired if the Commission wanted to consider obtaining the property at a minimal cost. Backman felt the property had value and if it was improved additional rental units would be made available and property taxes would again be generated. The EDA would have the ability to make the improvements or sell the property to a developer to make the improvements. Backman noted that both he and the County Auditor had received numerous inquires regarding the property. He noted that the property is not a typical tax forfeited property. Erickson questioned if the property were acquired would the back taxes need to be paid. Backman suggested that as goodwill upon the EDA's sale of the property the back taxes should be paid.

Backman also informed the Commission that he had numerous discussions with the County Auditor regarding recent changes in Use Deed rules and the impact for the redevelopment of the property. However, there is no information available regarding the recent changes. If the property cannot be obtained through conveyance, the property could be purchased by the City prior to public auction at a minimal cost of approximately \$50.

A. Follow-up Action: Resolution No. 2010-06:

Resolution introduced and motion by Commissioner Messer, seconded by Commissioner Larson, to adopt EDA Resolution No. 2010-06, entitled "Resolution Authorizing Acquisition of Tax-Forfeited Property".

Upon roll call vote being taken, the following voted in favor thereof: Commissioners Slette, Larson, Erickson and Messer; the following voted against the same: None; the following were absent: Maricle. (The Resolution was adopted.)

Motion by Erickson, seconded by Messer, to approve the purchase of the tax-forfeited property located at 344 11th Street prior to the public auction if the property cannot be obtained through the Use Deed process. Motion carried 4 - 0.

Motion by Larson, seconded by Erickson, to encourage the City Council to rescind their recent action to approve the tax forfeited parcel at 344 11th Street for public auction. Motion carried 4 - 0.

4. Unfinished Business: None
5. New Business: None
6. Miscellaneous Information: None
7. Adjourn: On motion and by consensus, President Slette adjourned the meeting at 12:22 p.m.

Trevor Slette, President

Attest: _____
Aaron Backman, Executive Director

Community Center Commission Minutes
Monday July 26, 2010

1. Call to Order: The meeting was called to order by President Wayne Maras at 5:35 p.m.

2. Roll Call: President: Wayne Maras
CC Director: Brad Bussa
Commission Members: Dick Jeffrey
Kelly Woizeschke
Hilary Mathis
Commission Liaisons: Corey Maricle-Absent
Bruce Caldwell-Absent
Jo Ann Ray
EDA Director: Aaron Backman – absent

3. Approval of Minutes:

Motion by Dick Jeffrey, seconded by Hilary Mathis, to approve the June 28, 2010 Community Center Commission Minutes. Motion carried 4-0

4. Additions to the agenda:

a. New Commission Member- WCC Director Bussa has talked to Mayor Kirby Kruse who is working on it.

5. Correspondence:

a. Wayne Maras and Dick Jeffrey noted all were very favorable. The correspondence always note how helpful Brad and his staff are- Commission wants to extend their gratitude to WCC Staff for all their hard work.

6. President's Report:

a. Nothing new to report. WCC Director Bussa noted that the State was here today and everything passed.

7. Director's Report:

- a. Liquor Policy Review- WCC Commission discussed cost of setup, Insurance, and other things associated. Talked about contracting out to other liquor providers, WCC budget and other start up costs. WCC Commission discussed what they thought would be the councils concerns. WCC Commission decided that WCC Director Bussa will contact other community centers and see how they handle their liquor policys. Also contact liquor providers and caterers to get more facts if they would be interested in being sole liquor providers at an annual bid fee.
- b. 2011 1st Budget-WCC Director Bussa went through budget with Commission and noted not much change from last years budget with fears of LGA cuts.

8. Resource Management:

Schedule of Events: Nothing new to report

Income & Expense: Nothing new to report

9. Miscellaneous:

Nothing to report.

10. Open Forum: Nothing to report

11. Next Meeting: Monday August 23, 2010 at 5:30pm.

Adjourn:

Motion by Hilary Mathis, seconded by Kelly Woizeschke, to adjourn the meeting at 7:15 pm. Motion carried 4-0.

Wayne Maras, WCC President

Attest: _____
Brad Bussa, WCC Director

Hilary Mathis, WCC Secretary

Telecommunications commission Meeting
July 27,2010

Meeting called to order at 11:30AM by Chairman Woodcock.

Role Call: Maricle Meir and Woodcock Present. Fosheim and Messer absent. Olsen and Nasby in attendance

SWMBS contract for services; Olsen explained the contract to the commission members. All members have received a copy electronically. Motion by Meir to forward the contract on to the City council for approval upon legal review from the city attorney. Seconded by Maricle. All in favor Meir , Maricle and Woodcock. Opposed None Motion passed.

AZAR Billing system: Olsen explained that the current ETI system is failing and we need to replace it with AZAR. AZAR is a terminal based service and will cost \$5000. Olsen stated that the data will need to be entered in manually. Nasby stated this is the first he knew of the system and would need to work with contract employees to perform work. Olsen volunteered telecom staff to perform work as time permits. Adera staff will be in town next week for a meeting and a schedule to implement the billing system switch can then be worked out.

Motion to adjourn by Meir Seconded by Maricle All in favor Meir Maricle and woodcock. Opposed none.

Meeting was adjourned at 12:03PM

Minutes submitted by Dan Olsen.

UTILITY COMMISSION MINUTES
City Hall, Council Chamber
July 28, 2010

Call Meeting to Order: The Utility Commission meeting was called to order at 10:00 a.m., on July 28, 2010 in the City Hall Council Chamber.

Members Present: Utility Commission Chairperson: Mike Schwalbach

Members Present: Keith Bloomgren and Chris Johnson

Member Absent: None

City Council Liaison: Jean Fast (called absent)

City Staff Present: Steve Nasby, City Administrator; Marv Grunig, Electric Utility Manager and Mike Haugen, Water/Wastewater Superintendent

Others Present: Craig Mueller, Wenck Associates and Dominic Jones, Red Rock Rural Water System

APPROVAL OF MINUTES:

Motion by Bloomgren, seconded by Johnson, to approve the June 23, 2010 minutes as presented. Motion carried 3-0.

WATER/WASTEWATER ITEMS:

Highway 60\71 Water Main Relocation Project – Mike Haugen, Water/Wastewater Superintendent, said that this item was discussed at the last meeting and he had additional information. Craig Mueller, Wenck Associates, said that the estimated assessments to individual property owners would range between \$3,850 to \$7,475. The total assessed would be about \$33,469.

Haugen said the project has been presented to the City Council as an informational item and concern was expressed that this may be too costly for customers as they already have access to the water system. The costs on reconstruction projects were discussed and the policies that have been used in the past to determine the pro-rata share of expenses. Schwalbach noted that the proposed assessment of \$33,469 still leaves about \$100,000 of expenses being paid by the water department. Jones asked if this project is similar to other water projects the City had done. Schwalbach said that based on past practice it has been the property owner that pays a base charge for the infrastructure to the curb stop and they are responsible for any service lines or work inside of the building. The anticipated costs of this project follow that past practice. The costs to BP and Happy Chef for the same work were paid by these property owners.

Options for breaking the project up to allow for individual property owners to separately contract out the work was discussed. The Commission directed the engineer and staff to work on the proposed plan to reduce costs were ever possible. Jones and Nasby suggested allowing for more time for the assessments to be paid back, which would make it more affordable.

PRELIMINARY

Direction of the Commission was for staff to continue the process of working with the property owners to see if a 100% petition could be completed. If not, the project may have to go through the mandated assessment process that would add cost to the project for additional engineering time and legal review.

Water Tank Cleaning on North Tower – Haugen provided information on the two quotes he received. The quotes were for \$6,500 from Maguire Iron, Inc. and \$3,800 from Tight Rope. Bloomgren asked about the consistency of the specs and work to be performed. Haugen said both companies would be doing the same work.

Motion by Johnson, seconded by Bloomgren, to accept the quote from Tight Rope in the amount of \$3,800 for water tank cleaning. Motion carried 3 – 0.

Minnesota Pollution Control Agency – Wastewater Permit Comments – Haugen noted that the City had sent comments on the draft permit. The City's comments were noted by the MPCA, but they were not recommending any changes in the draft permit. The 30-day comment period started on July 27, 2010. The City's engineering consultant and MESRB both suggested that the City keep in contact with MPCA on the 7Q10 flow numbers, but fighting the draft permit requirements would be costly and likely not provide much relief.

Minnesota Department of Health Water Plant Inspection – Haugen said that the plant had an inspection and a copy of the report was in the packet. No serious issues or concerns were noted in the report.

Staffing Update and Request – Haugen said that the interviews for the water operator position were underway and he hoped to have a recommendation by August 4-5. Within the distribution\collection system there is a vacancy created by the retirement of Jack Rogers. Haugen provided the Commission with a listing of duties and reviewed the LMC manual regarding sewer collection system maintenance. He is recommending that the position in distribution\collection be advertised and filled. The most pressing need is to keep up on maintenance and sewer line jetting. There are about 40 miles of collection lines and the crew can do about 1 mile in 3-4 days. The annual goal is to do 10-15 miles so they can meet the LMC guidelines of jetting all the lines once every three years. Discussion was held regarding the time spent reading meters by electric, water and wastewater department employees. The total hours spent was estimated to be 96 and that the meter reading also provided the opportunity for regular inspections of the meters\services at each property.

Johnson said that documentation of the duties and time spent will need to be included in the recommendation to the Personnel Committee. Haugen said he would have the information.

Motion by Johnson, seconded by Bloomgren, to recommend the filling of the position within the distribution\collection system. Motion carried 3 – 0.

ELECTRIC ITEMS:

Cottonwood Co. Highway 13 Reconstruction - Marv Grunig, Electric Utility Manager, said that the County had a pre-con meeting where he was notified that two poles would need to be replaced due to changes in the road grade. One of these was a transmission pole and Windom

PRELIMINARY

did not have the equipment necessary. A crew was contacted to come in and do the work. The estimated cost so far is \$9,000. Nasby asked if the County was responsible for any of these costs? Grunig said that the utility bore the cost as our line is within the County right-of-way.

Haugen said the landfill fence is also an issue, but it was possible to move the fence and the County would contribute \$1,700 to the cost for the temporary relocation of the fence as it was not in their right-of-way, but they needed the extra space to operate equipment.

2011 Budget Discussion and Year to Date Numbers – Grunig handed out several spread sheets showing electric purchase data, power cost adjustment history, 2007-10 sales data, audit and budget numbers from 2004 – 10 along with a history of the transfer to the general fund. Schwalbach said that it is important to keep the cost of power under eight cents per kilowatt hour and with the power cost adjustment anticipated to decrease we should be under that level. Grunig said that he agreed and is not seeing the need to raise the rate. Nasby noted the increasing cost of transmission as a driver of costs upward.

Grunig provided a detailed presentation of the budget numbers and his recommendations for the 2011 operating and capital improvement budgets. Consensus of the Commission to leave the transfer to the General Fund at \$175,000 for 2011, but the goal of the Utility Commission is to reduce that number.

Energy Savings Goal – Grunig noted that Windom is at 191% of the goal and is the only city in CMMPA to have met the goal at this time. The Commission thanked Marv for his work.

REGULAR BILLS:

Schwalbach said there were two bills from Wenck Associates.

Motion by Bloomgren, second by Johnson, to pay the regular bills as presented. Motion carried 3 – 0.

OLD BUSINESS:

Johnson said that an item regarding vacation accruals was tabled from the last meeting. The Commission discussed possible policies and solutions. The Commission's recommendation will be forwarded to the Personnel Commission.

NEW BUSINESS:

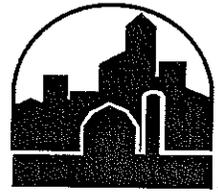
Next meeting date was scheduled for August 25, 2010 at 10:00 in the City Council Chambers.

Meeting was adjourned at 1:15 p.m.

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator

MEMORANDUM



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

TO: City Council

FROM: City Administrator

A handwritten signature in black ink, appearing to read "J. J. J.", is written over the text "City Administrator".

DATE: July 30, 2010

RE: Credit Card Policy

During the last audit Dennis Rick recommended that the City adopt a credit card policy. Attached for your consideration is a basic policy that is modeled after information from the League of Minnesota Cities.

If you have any questions please contact Brigitte or I at 831-6129.

**CITY OF WINDOM
CREDIT CARD USE POLICY**

As per MN Statute 471.382, the Windom City Council may authorize the use of a credit card by any City officer or employee otherwise authorized to make a purchase on behalf of the City. If a City officer or employee makes or directs a purchase by credit card that is not approved by the City Council, the officer or employee is personally liable for the amount of the purchase. All purchases by credit card must otherwise comply with all statutes, rules and policies applicable to City purchases. The City Council shall approve the establishment of all credit card accounts.

MN Stat 412.271 subd 2
MN Stat 471.38 subd 1

Bills from credit card companies do not contain the detail necessary to satisfy the requirement that claims presented to the City for payment must be in writing and itemized. Therefore, invoices and receipts for all items charged must be retained. A list of all credit card charges will be included with monthly expenditures for council review and approval.

MN Stat Ch 475

Credit card use must also comply with laws concerning borrowing. Credit cards will not be used for carrying debt. The entire card balance shall be paid in full each month.

City employees authorized to use the City of Windom's credit card(s) include the following positions: City Administrator, Assistant City Administrator, Police Chief, Water\Sewer Superintendent, Street and Park Superintendent, Electric Utility Manager, Telecom Operations Manager, Community Center Director, Building and Zoning Official, Ambulance Director, and Fire Chief. Purchases must be within the authorized\approved budget or prior Council approval is required.

City employees are authorized to use the City of Windom's fuel credit card(s) as well as members of the Fire Department and Ambulance Department. Purchases shall be for vehicle fuel, oil and other items related to the operation of the vehicle or that department. Each employee, fire department member or ambulance department member will sign the sales slip and indicate the vehicle and/or department that the purchase applies to.

No employee will intentionally use a City credit card for personal purchases.

Supporting documents and/or invoices will be submitted to the Assistant City Administrator's Office to be reconciled with the credit card statement and attached to the claim for payment processing within 5 business days of the purchase. Department Heads shall review all credit card purchases (not including gas card purchases) made on behalf of their department and recommend or deny approval for payment.

The Assistant City Administrator's Office shall keep a record of all persons issued a credit card or having authorization to use a City credit card. Authorized persons will receive, sign and file an acknowledgment form regarding credit card use. See attached.

Dated: _____

Kirby Kruse, Mayor

Attest:

Steve Nasby, City Administrator

**CITY OF WINDOM
CREDIT CARD POLICY
ACKNOWLEDGMENT**

The City of Windom is authorizing you to use one of its credit cards on its behalf. It is important that you understand the rules regarding its use. If the rules are not followed the City may cancel the card and you may be personally liable for any misuse and/or unauthorized charges.

- Credit cards may only be used for appropriate City business. Intentional personal use will be grounds for discipline.
- The credit card shall not be used to obtain a cash advance.
- The credit card must be protected from theft or unauthorized use.
- The City Administrator's Office must be notified immediately if the card is lost, stolen or if you suspect unauthorized use.
- The credit card must be returned to the City Administrator's Office immediately upon request or no later than one (1) day after use.
- Department Heads must be sure there are budgeted funds available to pay for credit card purchases.
- Receipts or invoices for each credit card use must be signed and submitted within 5 days to the City Administrator's Office for processing.
- The City will not be responsible for interest charges accrued due to delayed submission of receipts and payment requests. Any interest charges due to delayed submissions will be the personal responsibility of the Department Head.
- I have read the above statements and the attached Credit Card Use Policy and agree to abide by same.

Date _____

Signature



Memo

To: Mayor and Council Members
From: Denise Nichols
CC: Steve Nasby
Date: 7/30/2010
Re: Revised Authorized Use of Force Policy

Lori Speckmeir from Southwest Minnesota Housing Partnership has contacted the EDA requesting that language regarding use of force for Civil Rights Demonstrations be incorporated into the Windom's "Authorized Use of Force" Police Policy.

A policy for "Use of Force" including civil rights language is required as part of the grant agreement.

Chief Shirkey has made the revisions and incorporated the language into the policy.

Requested action: Approve the revised Authorized Use of Force Policy.

WINDOM POLICE DEPARTMENT

PROCEDURAL DIRECTIVE

EFFECTIVE DATE: 07-20-10

SUBJECT: AUTHORIZED USE OF FORCE

POLICY: As law enforcement personnel, our fundamental duty is to serve mankind; to safeguard lives and property, to protect the peaceful against violence; and to respect the Constitutional rights of all persons. The following procedure and guidelines will ensure that this fundamental duty is served.

PROCEDURE:

I. AUTHORIZED USE OF FORCE (MSA 609.06... in part)

A. Reasonable force may be used upon or toward the person of another without the other's consent when the following circumstances exist or the actor reasonably believes them to exist;

1. When used by a public officer or one assisting a public officer under the public officer's direction;

a.) In effecting a lawful arrest; or

b.) In the execution of a legal process; or

c.) In the enforcing an order of the court; or

d.) In the executing any other duty imposed upon the public officer by law; or

2. When used by any person to prevent the escape, or to retake following the escape, of a person lawfully held on a charge or conviction of a crime; or

3. When used to restrain a mentally ill or mentally defective person from self-injury or injury to another or when used by one with reasonable requirements for the control, conduct or treatment of the committed person.

II. GUIDELINES - USE OF FORCE/DEADLY FORCE

A. Due to the many and varied circumstances existing in law enforcement, guidelines must allow for officer discretion exercised pursuant to conditions existing at the time.

1. Warning shots will not be fired.

2. An officer is justified in firing at or from a moving vehicle to defend himself or another from an attack which the officer has reasonable cause to believe could result in death or great bodily injury.

3. Do not remove a weapon unless its use is reasonably anticipated.

B. The purpose of firing a weapon is to stop/halt a course of conduct, not to kill or wound.

SUBJECT: AUTHORIZED USE OF FORCE

PAGE 2

III. FIREARMS TRAINING:

- A. Every officer of the Windom Police Department shall qualify with his/her weapon as outlined in the Firearms - Training and Qualification Policy of this department.

IV. WEAPONS AND AMMUNITION:

- A. No member of the Department shall carry any weapon and/or ammunition not approved by the Chief of Police.
- B. The standard issue weapon is a .40 Cal. Glock, Model 22. No other weapon will be carried, on duty, unless specifically authorized by the Chief of Police and as outlined in this Policy.
- C. On duty, back-up weapons will be permitted only when the officer has received the written permission of the Chief of Police. Back-up weapons shall be of any caliber of equal or less ballistics to the Department issued ammunition, with make, model, and/or size approved by the Chief of Police. Ammunition must be approved by the firearms Training Officer or the Chief of Police.
1. Back-up weapons used by the officer carrying them, when the request is made to carry same to the Chief of Police, shall specify make, model, serial number and ammunition type/style and/or make.
 2. Officers carrying back-up weapons shall be required to qualify with those weapons annually in a course of fire set forth in writing by the Firearms Training Officer and shall consist of firing one loading of ammunition at a target approved by the Department and at a range consistent with the capability of the weapon(s).
 3. All such qualifications for back-up weapons shall be recorded by the Firearms Training Officer and conducted at his/her discretion and direction.
- D. Ammunition
1. The Firearms Training Officer will issue to each officer, annually, the appropriate rounds of ammunition in kind and quantity. These and only these issued rounds will be carried while on duty.
 2. All police shotguns utilized by the Department shall be 12 gauge, and the ammunition will be 00 Buck, #4 Buck and/or slug. Field loads issued by the Department are to be available in each of the squad cars for use in destroying diseased and/or dangerous animals in lieu of other ammunition for safety reasons and are to be replaced upon using them for that specified purpose.

V. OFF DUTY WEAPONS:

- A. The carrying of off duty weapons is not mandatory and may be done only when the requirements of this policy are met and documented.
- B. Officer electing to carry off duty weapons must comply with the following:
1. If the "on duty" weapon is to be carried off duty, the Department issued ammunition is to be carried, thus requiring nothing further than the requirements listed in Section IV of this policy.
 2. The "off duty" weapon and ammunition, if other than 1. above, must be approved by the Chief of Police.
 3. Every officer must qualify with his/her off duty weapon as required by the Firearms Training Officer. Such qualification will be a course of fire as determined by the Firearms Training Officer.
 4. Every officer electing to carry an off duty weapon will be required to obey all local and State laws governing the carrying of a weapon.

VI. ANIMAL CONTROL:

Officers are authorized to use a firearm in the controlling and/or disposal of dangerous, hazardous, or nuisance animals when the use of such firearm is conducted with reasonable care as not to constitute a physical hazard to the general public.

VII. IMPROPER HANDLING:

- A. Officers are to be responsible for the handling of their weapon in order to prevent the unintentional discharge of a weapon through carelessness, whether on or off duty.
1. Officers are to unload all firearms when cleaning and/or inspecting the firearm.
 2. Dry firing a weapon is to be done with the same care and precautions as if handling a loaded weapon. Dry firing should be restricted to locations not normally occupied or accessible to the general public.
 3. Officers will be responsible for securing their weapons, whether on duty or off duty, to a reasonable extent, to prevent it's use by unauthorized persons.

WINDOM POLICE DEPARTMENT

PROCEDURAL DIRECTIVE

EFFECTIVE DATE: 07-20-10

SUBJECT: AUTHORIZED USE OF FORCE

PAGE 4

VIII. INSPECTIONS:

- A. Each officer shall have the responsibility of registering his/her handgun with the Firearms Training Officer. Said registration shall include make, model and serial number.
- B. Supervisory staff or the Firearms Instructor shall conduct inspections on a periodic basis to ensure compliance with this directive.

IX. AUTHORITY:

The Firearms Instructor will have the final authority in matters relating to qualification and/or disqualification, firearms handling and range control. All officers, regardless of rank, are bound by the decision of the Firearms Instructor in these matters.

X. VERIFICATION:

I have read and discussed this directive with the Chief of Police, Jeffrey A. Shirkey, or his designee. I understand the contents thereof.

Officer's Signature

7-20-10
Date

Chief of Police



WINDOM POLICE DEPARTMENT

PROCEDURAL DIRECTIVE

EFFECTIVE DATE: 07-20-10

SUBJECT: PROHIBITION ON USE OF EXCESSIVE FORCE IN CIVIL RIGHTS DEMONSTRATIONS

PURPOSE:

The purpose of this General Order is to re-affirm compliance with State and Federal requirements as it relates to use of force in civil rights demonstrations.

POLICY:

The Windom Police Department will enforce the following within its jurisdiction:

1. It shall be the policy of the Windom Police Department to adhere to the provisions of the policy manual, prohibiting the excessive use of force when dealing with individuals engaged in non-violent civil rights demonstrations.
2. The Windom Police Department will enforce State and local laws against physically barring entrance to or exit from a facility or location which is the subject of non-violent civil rights demonstrations.



Memo

To: Mayor and Council Members
From: Denise Nichols
CC: Steve Nasby
Date: 7/30/2010
Re: SWPPP Plan Grant Agreement

At the July 20th, Council meeting the City Council by motion approved the Grant Agreement from Minnesota Department of Transportation for funding to complete the Storm Water Pollution Prevention Plan (SWPPP). The grant requires that the approval for the grant is made by resolution.

Requested action: Adopt the resolution "Authorization to Execute Minnesota Department of Transportation Grant Agreement for Storm Water Pollution Prevention Plan (SWPPP).

RESOLUTION #2010

INTRODUCED:

SECONDED:

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

**AUTHORIZATION TO EXECUTE
MINNESOTA DEPARTMENT OF TRANSPORTATION
GRANT AGREEMENT FOR
STORM WATER POLLUTION PREVENTION PLAN (SWPPP)**

WHEREAS, the City of Windom has received a grant offers from the Administrator of the Federal Aviation Administration through the State of Minnesota Department of Transportation, Office of Aeronautics in the amount of \$2,800 for an Airport Storm Water Pollution Prevention Plan; and

WHEREAS, the City of Windom will receive from the Federal Aviation Administration seventy percent (70%) of the allowable costs incurred for the project, not to exceed \$4,000; and

WHEREAS, the City of Windom will provide the remaining thirty percent (30%) of the funding for the project.

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

1. That the City of Windom hereby accepts the State of Minnesota Agreement No. 97241 entitled "Grant Agreement for Airport Improvement" for the Windom Municipal Airport and agrees to the terms and conditions required to accept the grant.
2. That the City Administrator is authorized to execute the grant agreement and any amendments on behalf of the City of Windom.

Adopted by the Council this 20th day of July 2010.

Kirby G. Kruse, Mayor

Attest: _____
Steve Nasby, City Administrator



www.azarinc.com

City of Windom
Dan Olsen
443 10 St
Windom, MN 56101

June 7, 2010

Dear Dan,

Per your request, I am enclosing a System Proposal for your review and endorsement. The System Proposal includes pricing for a Single User *DigiLink ASP* solution with support for 1,500 subscribers. Additional Users and Subscribers can be added as needed. The configuration includes our SA Digital Authorization Interface with the Impulse Pay per View Processing Module. I have also included an estimate for two (2) days of off-site training for two employees.

Scope of Work

Installation and Setup

Azar will provide the installation of Azar's *DigiLink ASP* on one of Azar's Windows Terminal Servers for accessing the main application. Azar will setup your application and provide you with a user name, password and connection instructions. You will be able to log on from any workstation that utilizes a high speed internet connection and is licensed with Microsoft Terminal Services Client. You will also be assigned a login and password for the website. The User Manual (PDF) will be available for downloading off of Azar's website. In addition, Azar support staff will assist you with the initial steps of logging on to the server and adding subscribers and converter set-tops.

Electronic Data Conversion

Azar Computer Software Services will not convert any data unless requested. All data entry will be done manually by the City of Windom staff. If The City of Windom decides to have Azar convert any data, a quote will be provided after we have had an opportunity to review the conversion data files.

Training

This Sales Proposal includes 4 hours of Interactive Online Training. While additional training is not required, it is recommended. You will be given a training schedule shortly after acceptance and signature of the proposal. Training will include the setup, operation and maintenance of subscriber information and equipment; from CSR to Management levels. We offer three types of training. On Site, where a trainer comes to your location for a minimum of three days, is billed at \$1000 per day plus travel expenses or Off Site, where you can send one or two employees to our facility in Austin, TX. This is billed at \$575 per day with a two day minimum.

Azar Computer Software Services, Inc.
1200 Regal Row Austin, Texas 78748
Tel. 1+ (800) 525-7844 Fax 1+ (512) 477-7199

Interactive Online Training

Our third method of training is our Interactive Online training; a member from our training team will conduct online training with your staff via your ASP connection. Azar Computer Software Services, Inc. recommends that you limit yourself to two or three people per session as this is usually a fast paced training session covering specific functions of the billing system. It is not intended as a cover to cover review of the manual. Interactive Online training must be scheduled in advance and is considered separate from Software Support. Interactive Online training is billed in hourly increments of \$150. Again, training is not required, but is highly recommended.

Priority Software Support

Azar CATvMaster ASP's Priority Extended Software Support includes answering technical questions and general operational support for the system purchased. The Annual Support Agreement also includes product updates **at no additional cost**.

Other

Azar's CATvMaster and DigiLink Software include numerous statement, receipt, late notice and work order formats. Azar's DigiLink Impulse PPV Processing Modules provides several preconfigured data output formats that can be used to pass PPV purchases to your billing system. This proposal does not include customization of any new or existing format.

Please do not hesitate to contact me, if you have further questions or if I can be of assistance in any way. We look forward to working with you in the near future.

Sincerely,

Robert P. Wheeler
Vice President of Sales and Marketing

**Purchase Agreement
(Exhibit B Addendum to Sales Proposal)**

ORDER: The BUYER hereby orders from AZAR COMPUTER SOFTWARE SERVICES, INC. hereinafter referred to as SELLER, the product(s) listed above and/or software program products.

PURCHASE PRICE: The BUYER agrees to pay the balance of the total purchase price upon physical product delivery. In addition, the BUYER agrees to pay any sales or other taxes levied on or arising from the use of the product(s). Prices provided herein do not include supplies (e.g. tapes, diskettes, paper, ribbons or power protection devices), unless otherwise specified.

TRAINING: Upon delivery and/or installation, the BUYER or BUYER'S staff will be trained in the operation of the product(s). All training and support are governed by the CUSTOMER SOFTWARE SUBLICENSE AGREEMENT and/or CUSTOMER EXTENDED SOFTWARE SUPPORT AGREEMENT.

WARRANTIES: On all computer products the manufacturer's /supplier's warranty is expressly given to the BUYER upon delivery of each separate product.

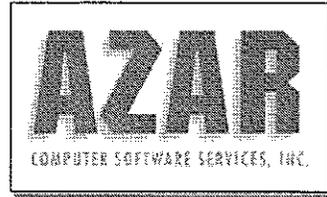
SOFTWARE LICENSE: BUYER expressly agrees to sign all manufacturer's/supplier's, or SELLER'S software license agreements at/or before time of delivery.

LIABILITY: SELLER'S liability under this agreement for any breach hereof is limited to those rights conferred on BUYER under the warranties and it is hereby agreed that those remedies are BUYER'S exclusive and sole remedies; and any right of BUYER to consequential, incidental, indirect or special damages to be hereby excluded. BUYER'S remedy in case of non-delivery by SELLER shall be limited to refund of the amount of the purchase price paid and received by SELLER as down payment. SELLER shall not be liable for any loss, damages, or injury either personal or business, of any kind to any premises or property arising from the use of the products.

APPLICABLE LAW: This agreement shall be governed by and interpreted under the laws of the State of Texas, and it is agreed that any adjudication of the rights and responsibilities pertaining to this agreement shall occur in Travis County, Texas.

Signature: _____

Date: _____



www.azarinc.com

City of Windom
Dan Olsen
443 10 St
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June 7, 2010

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TRAINING: Upon delivery and/or installation, the BUYER or BUYER'S staff will be trained in the operation of the product(s). All training and support are governed by the CUSTOMER SOFTWARE SUBLICENSE AGREEMENT and/or CUSTOMER EXTENDED SOFTWARE SUPPORT AGREEMENT.

WARRANTIES: On all computer products the manufacturer's /supplier's warranty is expressly given to the BUYER upon delivery of each separate product.

SOFTWARE LICENSE: BUYER expressly agrees to sign all manufacturer's/supplier's, or SELLER'S software license agreements at/or before time of delivery.

LIABILITY: SELLER'S liability under this agreement for any breach hereof is limited to those rights conferred on BUYER under the warranties and it is hereby agreed that those remedies are BUYER'S exclusive and sole remedies; and any right of BUYER to consequential, incidental, indirect or special damages to be hereby excluded. BUYER'S remedy in case of non-delivery by SELLER shall be limited to refund of the amount of the purchase price paid and received by SELLER as down payment. SELLER shall not be liable for any loss, damages, or injury either personal or business, of any kind to any premises or property arising from the use of the products.

APPLICABLE LAW: This agreement shall be governed by and interpreted under the laws of the State of Texas, and it is agreed that any adjudication of the rights and responsibilities pertaining to this agreement shall occur in Travis County, Texas.

Signature: _____

Date: _____

TO: Windom City Council

FROM: Dan Olsen, Telecommunications Manager

DATE: 30 July 2010

Subj: Master services contract with SWMBS

The master services contract is in the process of being edited to meet changes suggested by the Dan McDonald, City attorney. I will have a edited version ready for the Council at Tuesdays evening meeting. IF anyone would like to have a copy of the contract before the meeting, please contact and I can send you one in electronic format.

The Telecommunications commission has passed a motion to approve the contract for recommendation to the full city council for approval.

The rush to have this contract approved, is to be ready to sign loan agreement papers with the ARRA/USDA/RUS departments August 4.

CITY OF ST. JAMES
Ambulance/Fire Department

Mutual Aid Agreement

Purpose

This agreement is made between the **City of St. James** and the **City of Windom**, pursuant to Minnesota Statutes 471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties. The intent of this agreement is to make equipment, personnel and other resources available to political subdivisions from other political subdivisions.

Definitions

1. "Party" means a political subdivision
2. "Requesting Official" means the person designated by a Party who is responsible for requesting assistance from the other parties.
3. "Requesting Party" means the party that requests Assistance from the other parties.
4. "Responding Official" means the person designated by a Party who is responsible to determine whether and to what extent that party should provide assistance to a Requesting Party.
5. "Responding Party" means a party that provides assistance to a Requesting Party.
6. "Assistance" means fire and/or emergency medical services personnel and equipment.
7. "Mutual Aid Scenes" means the site location identified by the requesting party to which fire and/or emergency medical services are directed.

Procedure

1. **Request for assistance.** Whenever, in the opinion of a Requesting Official, there is a need for assistance from other parties, the Requesting Official may call upon the Responding Official of any other party to furnish assistance.
2. **Response to request.** Upon the request of assistance from a Requesting Party, the Responding Official may authorize and

direct his/her party's personnel to provide assistance to the Requesting Party. This decision will be made after considering the needs of the responding party and the availability of resources.

3. **Recall of Assistance.** The Responding Official may at any time recall such assistance when in his or her best judgment or by an order from the governing body of the Responding Party, it is considered to be in the best interests of the Responding Party to do so.
4. **Command of Scene.** The Requesting Party shall be in command of the mutual aid scene. The personnel and equipment of the Responding party shall be under the direction and control of the Requesting party until the Responding Official withdraws assistance.

Workers Compensation

Responding party's personnel shall remain under responding party's workers compensation insurance for self insurance coverage. Each party waives the right to sue any other party for any workers' compensation benefits paid to its own employee or volunteer or their dependants, even if the injuries were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

Damage to equipment

Each party shall be responsible for damage to or loss of its own equipment, except when caused by the other party's gross negligence or intentional act. Each party waives the right to sue the other party for any damages to or loss of its equipment except when caused by the other party's gross negligence or intentional act.

Liability

1. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. 466), the employees and officers of the Responding Party are deemed to be employees (as defined in Minn. Stat. 466.01, subdivision 6) of the Requesting Party.

2. The Requesting Party agrees to defend and indemnify the Responding party against any claims brought or action filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the property of any third party or persons, arising from the performance and provision of assistance in responding to a request for assistance by the Requesting party pursuant to this agreement. Under no circumstances, however, shall a party be required to pay on behalf of itself and other parties, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one party. The limits of liability for some or all of the parties may not be added together to determine the maximum amount of liability for any party.

The limits of liability established in Minnesota Statute Chapter 466 shall not be deemed waived by any of the provisions of this agreement. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from single occurrence to be defended by a single attorney.

3. No party to this agreement nor any officer or any Party shall be liable to any other Party or to any other person for failure of any party to furnish assistance to any other party, or for recalling assistance, both as described in this agreement.

Charges to the Requesting Party

Subd. 1. No charges will be levied by a Responding Party to this agreement for assistance rendered to a Requesting party under the terms of this agreement unless that assistance continues for a period of more than 48 hours. If assistance provided under this agreement continues for more than 48 hours, the Responding Party will submit to the Requesting Party an itemized bill for the actual cost of any assistance provided after the initial 48 hour period, including salaries, overtime, materials and supplies and other necessary expenses; and the Requesting Party will reimburse the Party providing the assistance for that amount.

Subd. 2 Such charges are not contingent upon the availability of Federal or State Government Funds.

Duration

This agreement will be in force for a period of three (3) years from the date of execution. Any party may withdraw from this agreement upon thirty (30) days written notice to the other party or parties to the agreement.

Execution

Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated.

Date _____

Entity _____
City of St. James

By: _____
Title: Mayor

Date _____

Entity _____
City of Windom

By: _____
Title: Mayor

3332

DALLAS SMITH CONSTRUCTION

41090 380th Street
 Windom, MN 56101
 (507) 831-5438

CUSTOMERS ORDER NO.	DATE ORDERED
ORDER TAKEN BY	DATE PROMISED <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.

BILL TO <i>Windom City Arena</i>	PHONE
ADDRESS <i>Cottonwood County Fair Grounds</i>	MECHANIC
CITY <i>Windom mn 56101</i>	HELPER
JOB NAME AND LOCATION	<input type="checkbox"/> DAY WORK
DESCRIPTION OF WORK	<input type="checkbox"/> CONTRACT
	<input type="checkbox"/> EXTRA
<i>Arena Entry Above + Side Wall of Steel (South Wall)</i>	

QUANT.	DESCRIPTION OF MATERIAL USED	PRICE	AMOUNT
	<i>Bid - \$9800⁰⁰ - Pay 90% -</i>		<i>8820⁰⁰</i>
	<i>Building Permit - Complete</i>		<i>381²⁵</i>
	<i>Plumbing - Ace - Make only</i>		<i>393⁵⁸</i>
	<i>Extra Building Work -</i>		<i>200⁰⁰</i>
	<i>Total -</i>		<i>9794⁸³</i>
	<i>Less 5% Contingency</i>		<i>489⁴⁴</i>
	<i>Partial Payment</i>		<i>9,305⁰⁹</i>

HOURS	LABOR	AMOUNT	TOTAL MATERIALS
	MECHANICS @		TOTAL LABOR
	HELPERS @		TOTAL
I hereby acknowledge the satisfactory completion of the above described work.		TOTAL LABOR	TAX
SIGNATURE	DATE COMPLETED	TOTAL	

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
MAYOR & COUNCIL	CONVENT. & VISTOR BU	LODGING TAX	1,713.35
MAYOR & COUNCIL	SECR REV FUND/CITY O	SUPPLIES	3.00
	Total for Department 101		1,716.35*
CITY OFFICE	MII LIFE	VEBA	198.40
CITY OFFICE	SELECTACCOUNT	ADM FEE	86.01
	Total for Department 103		284.41*
P & Z / BUILDING OFF	MII LIFE	VEBA	148.80
	Total for Department 106		148.80*
CITY HALL	MN ENERGY RESOURCES	HEATING	10.10
CITY HALL	SECR REV FUND/CITY O	SUPPLIES	13.36
	Total for Department 115		23.46*
POLICE	KENT F. KELLY	SUPPLIES - REIMBURSE	93.03
POLICE	MII LIFE	VEBA	1,126.80
POLICE	SECR REV FUND/CITY O	POSTAGE	23.36
POLICE	SALLY LARSON	CRIME PREVENTION BOOTH	30.00
	Total for Department 120		1,273.19*
FIRE DEPARTMENT	MN DEPT OF EMPLOY & E	UNEMPLOYEMENT BENEFIT	184.32
FIRE DEPARTMENT	RUNNING'S SUPPLY	MAINTENANCE	82.68
	Total for Department 125		267.00*
STREET	MII LIFE	VEBA	656.24
STREET	MN ENERGY RESOURCES	HEATING	26.10
STREET	RUNNING'S SUPPLY	MAINTENANCE	233.45
STREET	UNIVERSITY OF MINNES	REGISTRATION	45.00
	Total for Department 140		960.79*
PARKS	MII LIFE	VEBA	185.68
	Total for Department 165		185.68*
	Total for Fund 01		4,859.68*
EQUIPMENT/F.A.	NORTHLAND TRUST SERV	INTEREST ON ESCROW PAYME	6,995.75
	Total for Department 170		6,995.75*
	Total for Fund 02		6,995.75*
POOL	MN ENERGY RESOURCES	HEATING	2,970.70
POOL	JO VOXLAND	REFUND - SWIM LESSONS	28.00
	Total for Department 175		2,998.70*
	Total for Fund 12		2,998.70*
AMBULANCE	MN DEPT OF EMPLOY & E	UNEMPLOYEMENT BENEFIT	416.15
	Total for Department 176		416.15*
	Total for Fund 13		416.15*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
MULTI-PURPOSE BUILDI	MII LIFE	VEBA	284.88
MULTI-PURPOSE BUILDI	RUNNING'S SUPPLY	MAINTENANCE	72.63
	Total for Department 177		357.51*
	Total for Fund 14		357.51*
TIF 1-13 RIVER BLUFF	NORTHLAND TRUST SERV	INTEREST ON ESCROW PAYME	4,142.50
	Total for Department 188		4,142.50*
	Total for Fund 33		4,142.50*
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	7,627.60
LIQUOR	EXTREME BEVERAGE, LL	MERCHANDISE	33.50
LIQUOR	WIRTZ BEVERAGE MN WI	MERCHANDISE	934.73
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	1,450.85
LIQUOR	A H HERMEL CANDY & T	MERCHANDISE	346.27
LIQUOR	HOMETOWN SANITATION	HAUL GARBAGE	48.06
LIQUOR	JOHNSON BROS.	MERCHANDISE	3,090.07
LIQUOR	MII LIFE	VEBA	371.36
LIQUOR	MN MUNICIPAL BEVERAG	DUES	925.00
LIQUOR	PHILLIPS WINE & SPIR	MERCHANDISE	599.49
LIQUOR	QUALITY WINE SPIRITS	MERCHANDISE	6,232.33
LIQUOR	BANK MIDWEST	NSF CHECK -RIVER BEND	27.30
	Total for Department 180		21,686.56*
	Total for Fund 60		21,686.56*
WATER	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	149.06
WATER	MII LIFE	VEBA	374.54
WATER	NORTHLAND TRUST SERV	INTEREST ON ESCROW PAYME	3,948.75
WATER	RUNNING'S SUPPLY	MAINTENANCE	12.66
WATER	SECR REV FUND/CITY O	POSTAGE	6.45
WATER	SECR REV FUND/CITY O	SUPPLIES	2.50
	Total for Department 181		4,493.96*
	Total for Fund 61		4,493.96*
	SECR REV FUND/CITY O	REFUND-UTILITY PREPAYMEN	500.00
	LIIBAN SAHAL	REFUND - UTILITY PREPAYM	125.00
	Total for Department		625.00*
ELECTRIC	CENTRAL MINNESOTA MU	POWER COST	207,494.99
ELECTRIC	MN DEPT OF EMPLOY & E	UNEMPLOYMENT BENEFIT	1,724.48
ELECTRIC	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	149.06
ELECTRIC	MII LIFE	VEBA	1,049.86
ELECTRIC	NORTHLAND CHEMICAL C	SUPPLIES	160.08
ELECTRIC	RUNNING'S SUPPLY	MAINTENANCE	105.06
ELECTRIC	RUNNING'S SUPPLY	SHIPPING	99.80
ELECTRIC	SECR REV FUND/CITY O	POSTAGE	20.62
ELECTRIC	SECR REV FUND/CITY O	SUPPLIES	3.00

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
		Total for Department 182	210,806.95*
		Total for Fund 62	211,431.95*
SEWER	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	149.06
SEWER	MII LIFE	VEBA	931.58
SEWER	MN ENERGY RESOURCES	HEATING	47.40
SEWER	RUNNING'S SUPPLY	MAINTENANCE	12.66
		Total for Department 183	1,140.70*
		Total for Fund 63	1,140.70*
ARENA	MII LIFE	VEBA	371.36
ARENA	RUNNING'S SUPPLY	MAINTENANCE	84.81
		Total for Department 184	456.17*
		Total for Fund 64	456.17*
ECONOMIC DEVELOPMENT	MII LIFE	VEBA	235.28
ECONOMIC DEVELOPMENT	MN ENERGY RESOURCES	HEATING	7.75
ECONOMIC DEVELOPMENT	SECR REV FUND/CITY O	SUPPLIES	3.00
		Total for Department 187	246.03*
		Total for Fund 67	246.03*
RIVERBLUFF ESTATES	BRADY POWERS	MOWING	185.00
		Total for Department 166	185.00*
		Total for Fund 68	185.00*
		U S BANK TRUST NATIO BOND PAYMENT	100,000.00
		DELBERT HENDERSON JR REFUND-STATEMENT CREDIT	.29
		Total for Department	100,000.29*
TELECOMMUNICATIONS	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	447.20
TELECOMMUNICATIONS	MII LIFE	VEBA	665.78
TELECOMMUNICATIONS	MN ENERGY RESOURCES	HEATING	11.45
TELECOMMUNICATIONS	RUNNING'S SUPPLY	MAINTENANCE	7.47
TELECOMMUNICATIONS	U S BANK TRUST NATIO	BOND PAYMENT	288,473.13
TELECOMMUNICATIONS	DELBERT HENDERSON JR	REFUND-STATEMENT CREDIT	4.28
		Total for Department 199	289,609.31*
		Total for Fund 69	389,609.60*
	AFLAC	INSURANCE	397.84
	LAW ENFORCMENT LABOR	UNION DUES	252.00
	LOCAL UNION #949	UNION DUES	1,465.64
	MN BENEFIT ASSOCIATI	INSURANCE	114.18
		Total for Department	2,229.66*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount

		Total for Fund 70	2,229.66*
		Grand Total	651,249.92*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
MAYOR & COUNCIL	WINDOM AREA HOSPITAL	PERA AID	7,002.00
	Total for Department 101		7,002.00*
FIRE DEPARTMENT	AMOCO OIL COMPANY	GAS	108.08
FIRE DEPARTMENT	RUNNING'S SUPPLY	MAINTENANCE	82.68
	Total for Department 125		190.76*
STREET	AMOCO OIL COMPANY	GAS	130.73
STREET	RUNNING'S SUPPLY	MAINTENANCE	233.45
	Total for Department 140		364.18*
RECREATION	LEVI GOTTO	UMPIRE	25.00
RECREATION	LUCAS GOTTO	UMPIRE	450.00
RECREATION	ISAAC HAUGE	UMPIRE	160.00
RECREATION	TRAVIS JANSSEN	UMPIRE	80.00
RECREATION	CRAIG KNEELAND	UMPIRE	40.00
RECREATION	DOUG KNEELAND	UMPIRE	380.00
RECREATION	LANCE PEIOTTER	UMPIRE	40.00
	Total for Department 150		1,175.00*
	Total for Fund 01		8,731.94*
EQUIPMENT/F.A.	NORTHLAND TRUST	SERV BOND PAY	-3,948.75
	Total for Department 170		-3,948.75*
	Total for Fund 02		-3,948.75*
LIBRARY	MN ENERGY RESOURCES	HEATING	33.34
	Total for Department 171		33.34*
	Total for Fund 03		33.34*
2006A REFUNDING BOND	NORTHLAND TRUST	SERV BOND PAY	4,648.00
	Total for Department 157		4,648.00*
	Total for Fund 08		4,648.00*
POOL	SALLY OLTMANN	SPLASH BASH TREASURE HUN	250.00
POOL	TAMMY ALM	REFUND - SWIM LESSONS	28.00
POOL	LISA FREDIN	REFUND - SWIM LESSONS	28.00
POOL	RON LILLEGAARD	REFUND - SWIM LESSONS	50.00
POOL	NATHAN OLSEM	SPLASH DJ	200.00
POOL	MONTE SCRIVENS	REFUND - SWIM LESSONS	28.00
POOL	TONYA SMITH	REFUND - SWIM LESSONS	28.00
	Total for Department 175		612.00*
	Total for Fund 12		612.00*
AMBULANCE	PAUL C HAUDE JR	REFUND - AMBULANCE	180.41
	Total for Department 176		180.41*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
Total for Fund 13			180.41*
MULTI-PURPOSE BUILDI	KDOM RADIO	ADVERTISING	151.40
MULTI-PURPOSE BUILDI	MN ENERGY RESOURCES	HEATING	67.84
MULTI-PURPOSE BUILDI	RUNNING'S SUPPLY	MAINTENANCE	72.63
Total for Department 177			291.87*
Total for Fund 14			291.87*
MN DEPT OF EMPLOY & E LOAN REPAYMENT SPAP-99-\$			3,112.80
MN DEPT OF EMPLOY & E LOAN REPAYMENT SPAP-99-\$			3,125.77
Total for Department			6,238.57*
PM REVOLVING LOAN FU	MN DEPT OF EMPLOY & E LOAN REPAYMENT SPAP-99-\$		52.20
PM REVOLVING LOAN FU	MN DEPT OF EMPLOY & E LOAN REPAYMENT SPAP-99-\$		39.23
Total for Department 172			91.43*
Total for Fund 15			6,330.00*
SCDP	SW MN HOUSING PARTNE	DRAW #11	15,292.00
Total for Department 163			15,292.00*
Total for Fund 17			15,292.00*
TIF 1-11 QUIRING	COTTONWOOD COUNTY	QUIRING TIF WAS DECERTIF	4,034.03
Total for Department 241			4,034.03*
Total for Fund 41			4,034.03*
LIQUOR	ARNESON DISTRIBUTING	MERCHANDISE	63.50
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	5,565.10
LIQUOR	WIRTZ BEVERAGE MN WI	MERCHANDISE	625.60
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	6,294.50
LIQUOR	JOHNSON BROS.	MERCHANDISE	486.60
LIQUOR	GENE LENNING	EXPENSE	171.70
LIQUOR	MN ENERGY RESOURCES	HEATING	51.37
LIQUOR	PHILLIPS WINE & SPIR	MERCHANDISE	5,807.35
LIQUOR	BANK MIDWEST	NSF CHECK	41.05
Total for Department 180			19,106.77*
Total for Fund 60			19,106.77*
WENCK ASSOCIATES, IN LANDFILL			3,736.50
Total for Department			3,736.50*
WATER	AMERICAN PAYMENT CEN	SERVICE	16.50
WATER	ELECTRIC FUND	MAINTENANCE	15.84
WATER	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	150.00
WATER	MN ENERGY RESOURCES	HEATING	482.01
WATER	RUNNING'S SUPPLY	MAINTENANCE	12.66

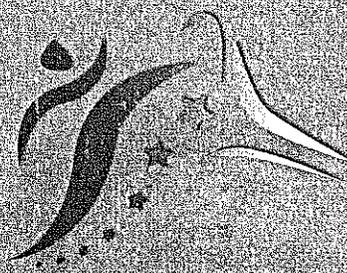
CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
WATER	WENCK ASSOCIATES, IN LANDFILL		2,893.72
	Total for Department 181		3,570.73*
	Total for Fund 61		7,307.23*
	ANTONIA PENIDA	REFUND - UTILITY PREPAYM	125.00
	Total for Department		125.00*
ELECTRIC	AMERICAN PAYMENT CEN SERVICE		16.50
ELECTRIC	AMOCO OIL COMPANY	GAS	543.12
ELECTRIC	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	150.00
ELECTRIC	KDOM RADIO	ADVERTISING	231.00
ELECTRIC	MN ENERGY RESOURCES	HEATING	14.77
ELECTRIC	RUNNING'S SUPPLY	MAINTENANCE	105.06
ELECTRIC	BANK MIDWEST	NSF CHECK	96.35
	Total for Department 182		1,156.80*
	Total for Fund 62		1,281.80*
SEWER	AMERICAN PAYMENT CEN SERVICE		16.50
SEWER	AMOCO OIL COMPANY	GAS	157.56
SEWER	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	150.00
SEWER	MN ENERGY RESOURCES	HEATING	18.84
SEWER	RUNNING'S SUPPLY	MAINTENANCE	12.66
	Total for Department 183		355.56*
	Total for Fund 63		355.56*
ARENA	AMOCO OIL COMPANY	GAS	165.09
ARENA	FERRELLGAS	GAS	102.60
ARENA	KDOM RADIO	ADVERTISING	74.00
ARENA	MN ENERGY RESOURCES	HEATING	104.45
ARENA	RUNNING'S SUPPLY	MAINTENANCE	84.81
	Total for Department 184		530.95*
	Total for Fund 64		530.95*
	ELECTRIC FUND	LOAN PAYMENT TO ELEC SPE	686.49
	BANK MIDWEST	LOAN PAYMENT	1,307.30
	Total for Department		1,993.79*
ECONOMIC DEVELOPMENT	ELECTRIC FUND	LOAN PAYMENT TO ELEC SPE	263.00
ECONOMIC DEVELOPMENT	BANK MIDWEST	LOAN PAYMENT	2,692.70
	Total for Department 187		2,955.70*
	Total for Fund 67		4,949.49*
	JOSE VENEGAS	REFUND - STATEMENT CREDI	.02
	Total for Department		.02*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
TELECOMMUNICATIONS	AMERICAN PAYMENT CEN	SERVICE	49.50
TELECOMMUNICATIONS	BLUEHIGHWAYS	SUBSCRIBER	40.64
TELECOMMUNICATIONS	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	450.00
TELECOMMUNICATIONS	KDOM RADIO	ADVERTISING	302.00
TELECOMMUNICATIONS	QWEST COMMUNICATIONS	LEXIS BILLING SERVICE	175.37
TELECOMMUNICATIONS	RUNNING'S SUPPLY	MAINTENANCE	7.47
TELECOMMUNICATIONS	BANK MIDWEST	NSF CHECK	49.59
TELECOMMUNICATIONS	JOSE VENEGAS	REFUND - STATEMENT CREDI	.32
	Total for Department 199		1,074.89*
	Total for Fund 69		1,074.91*
	JOHNSON COUNTY COURT PAYROLL DEDUCTION CDDMO1		1,202.00
	Total for Department		1,202.00*
	Total for Fund 70		1,202.00*
	Grand Total		72,013.55*

WORLD HARMONY RUN



We the Runners from around the world offer you
our heartfelt gratitude for your enthusiastic
participation in the World Harmony Run

Certificate of Appreciation

presented to

Wisdom City Hall

Mals ☺
England ☺

Surya Subhadra
Russia

Kshetrapur
Russia ☺

Ukraine
Kryvyi Rih

Ukraine
Moldova

Ukraine
Competition

Dmitry
Ukraine

Sayadkhata
Desou
ChicAGO

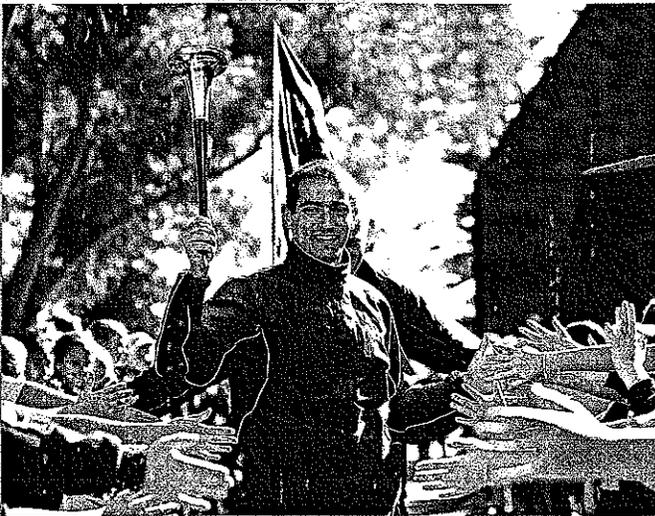
Ukraine
Czech Republic

www.worldharmonyrun.org

"May each and every individual each day have a new dream of world harmony." - Sri Chaitanya



WORLD HARMONY RUN



Harmony begins with me!



The World Harmony Run is a global torch relay that symbolizes humanity's universal aspiration for a more harmonious world.

Now in its third decade, the World Harmony Run is one of the world's largest and most enduring grassroots efforts for peace. Since its inception the torch has visited more than 140 nations.

Along the route people in thousands of communities — from children to senior citizens, from everyday folks to world leaders — will join the World Harmony Runners by running with the torch, all of us adding our hopes and dreams in a global wave of friendship and goodwill. Through direct participation and media coverage, the World Harmony Run will touch the lives of millions.



Making a wish for world peace.



Children - Tomorrow's World Leaders:
The World Harmony Run brings the message of peace and friendship to students in thousands of schools around the world.

Torch-Bearer Award

The World Harmony Run offers its Torch-Bearer Award to recognize and honor those who have made significant contributions of service to their community — whether they are Presidents or schoolchildren.



You and your community are invited to nominate recipients for the Torch-Bearer Award. This girl was chosen by her classmates.

No money is being raised, no political cause is being promoted. Rather, everyone is invited to take a step towards a better world.

Everyone can participate: athletes and non-athletes, young and old alike. Carry the torch a few steps, a few blocks or a few miles, or join in one of the thousands of welcoming ceremonies along the route. All it takes is your commitment to take a step for world harmony.

WORLD HARMONY LOVERS



Nelson Mandela, former President of South Africa, and his wife Mama Graça Machel, with Sri Chinmoy.



Former Soviet President Mikhail Gorbachev holds the torch with Raisa Maximovna as Sri Chinmoy looks on.



Mother Teresa and Sri Chinmoy celebrate the spirit of harmony.





Founder - Sri Chinmoy

The World Harmony Run was founded in 1987 by the late peace visionary Sri Chinmoy in a spirit of love, harmony and oneness. This spirit permeates the Run and touches the hearts of all those who participate.

An athlete, philosopher, artist, musician and poet, Sri Chinmoy dedicated his life to advancing the ideals of world friendship and oneness.



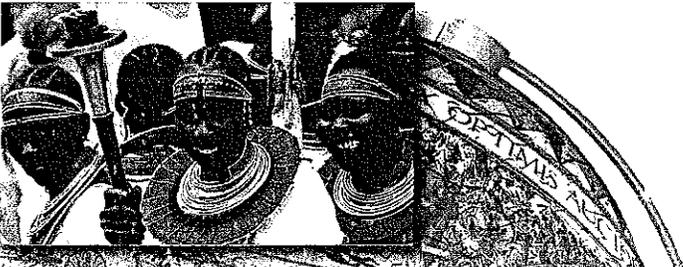
Organizers

The World Harmony Run is organized by volunteers inspired by Sri Chinmoy's vision of a more peaceful world. In cities and towns, we partner with community groups and local officials in staging welcoming ceremonies for the Runners and events for youth.



Schools

Through classroom presentations World Harmony Runners from various nationalities share valuable lessons in friendship, cultural diversity and peace building.



Follow Us Online

You can also participate online, where we post stories and photos of events as they happen around the world. Visit our website www.worldharmonyrun.org for schedule information.



Queen Elizabeth II lights a beacon to celebrate the 50th Anniversary of VE Day.



Nine-time Olympic gold medalist Carl Lewis lights the torch at the Statue of Liberty.



Muhammad Ali, world renowned boxing great, reflects on harmony.



World Harmony Run. Theme Song

Listen on www.worldharmonyrun.org/song

Words and Music
By Sri Chinmoy
April 15, 2005

$\text{♩} = 112$ Fast

Run, run, run, run, run, run! World - Har-mo-ny - Run.

We are the one-ness and full-ness of To - mor - row's Sun.

COUNTRIES AND TERRITORIES PARTICIPATING SINCE 1987

- | | | | | | | | |
|------------------------|-------------------|----------------|---------------|------------------|--------------------|--------------------------------|----------------------|
| Albania | Botswana | Egypt | Iceland | Macedonia | Palestine | Slovakia | Tonga |
| Andorra | Brazil | El Salvador | India | Malaysia | Panama | Slovenia | Trinidad and Tobago |
| Antarctica | Brunei Darussalam | England | Indonesia | Maldives | Papua New Guinea | South Africa | Tunisia |
| Antigua and Barbuda | Bulgaria | Estonia | Ireland | Mali | Paraguay | Spain | Turkey |
| Argentina | Cambodia | Ethiopia | Israel | Malta | Peru | Sri Lanka | Uganda |
| Armenia | Cameroon | Fiji | Italy | Mexico | Philippines | St. Kitts and Nevis | Ukraine |
| Australia | Canada | Finland | Ivory Coast | Moldova | Poland | St. Lucia | United Arab Emirates |
| Austria | Chile | France | Jamaica | Monaco | Portugal | St. Vincent and the Grenadines | Uruguay |
| Azerbaijan | China | Gambia | Japan | Mongolia | Puerto Rico | Suriname | Uzbekistan |
| Bahamas | Colombia | Georgia | Jordan | Montenegro | Romania | Switzerland | Vatican |
| Bangladesh | Cook Islands | Germany | Kazakhstan | Morocco | Russian Federation | Sweden | Venezuela |
| Barbados | Costa Rica | Ghana | Kenya | Myanmar | Samoa | Switzerland | Vietnam |
| Belarus | Croatia | Greece | Kyrgyzstan | Nepal | San Marino | Taiwan | Virgin Islands |
| Belgium | Cyprus | Grenada | Latvia | Netherlands | Scotland | Tanzania | Wales |
| Belize | Guatemala | Czech Republic | Liberia | New Zealand | Senegal | Turkmenistan | Zambia |
| Benin | Denmark | Guyana | Liechtenstein | Nicaragua | Serbia | Thailand | Zimbabwe |
| Bhutan | Dominica | Honduras | Lithuania | Northern Ireland | Sierra Leone | Timor-Leste | |
| Bosnia and Herzegovina | Ecuador | Hungary | Luxembourg | Norway | Singapore | Togo | |

MORE INFORMATION: Global Headquarters, Sall Wilson, Executive Director,
150-35 86th Avenue, Jamaica, New York City, NY USA 11432
TEL 888-882-4081 • FAX 718-928-2337 • EMAIL usa@worldharmonyrun.org

LIVE FROM THE ROAD www.worldharmonyrun.org

AMERICAN ROUTE ITINERARY

April 18 to August 17, 2010



May each and every individual each day have a new dream of world harmony.
— Sri Chinmoy
Founder



www.worldharmonyrun.org

The torch will arrive in these cities on the dates shown

The World Harmony Run is a global torch relay that symbolizes humanity's universal aspiration for a more harmonious world

As of 01/2010 — Subject to change without notice

New York, NY Sun, Apr. 18
Elizabeth NJ Sun, Apr. 18
Philadelphia PA Mon, Apr. 19
Wilmington DE Tue, Apr. 20
Baltimore MD Wed, Apr. 21
Washington DC Thu, Apr. 22
Richmond VA Sat, Apr. 24
Raleigh NC Sun, Apr. 25
Charlotte NC Tue, Apr. 27
Charleston SC Fri, Apr. 30
Savannah GA Sat, May 1
Orlando FL Mon, May 3
Tampa FL Tue, May 4
Pensacola FL Thu, May 6
Mobile AL Thu, May 6
Jackson MS Sat, May 8
Tallulah LA Sun, May 9
Fairview AR Mon, May 10
Memphis TN Tue, May 11
Clinton KY Thu, May 13
St. Louis MO Sat, May 15

Kansas City KS Tue, May 18
Oklahoma City OK Sat, May 22
Amarillo TX Tue, May 25
Santa Fe NM Fri, May 28
Durango CO Sun, May 30
Bluff UT Tue, Jun. 1
Flagstaff AZ Thu, Jun. 3
Laughin NV Sun, Jun. 6
San Diego CA Tue, Jun. 8
Malibu CA Thu, Jun 10
San Francisco CA Tue, Jun. 15
Portland OR Wed, Jun. 23
Seattle WA Fri, Jun. 25
Spokane WA Thu, Jul. 1
Sandpoint ID Thu, Jul. 1
Helena MT Sun, Jul. 4
Yellowstone WY Tue, Jul. 6
Bowman ND Mon, Jul. 12
Rapid City SD Tue, Jul. 13
Newcastle NE Sat, Jul. 17
Sioux City IA Sat, Jul. 17

Mpls./St. Paul MN Tue, Jul. 20
Madison WI Sat, Jul. 24
Chicago IL Mon, Jul. 26
Michigan City IN Tue, Jul. 27
Ann Arbor MI Fri, Jul. 30
Toledo OH Sat, Jul. 31
Wheeling WV Tue, Aug. 3
Pittsburgh PA Tue, Aug. 3
Buffalo NY Fri, Aug. 6
Albany NY Tue, Aug. 10
Brattleboro VT Wed, Aug. 11
Concord NH Thu, Aug. 12
Portland ME Fri, Aug. 13
Boston MA Sat, Aug. 14
Providence RI Sun, Aug. 15
New Haven CT Mon, Aug. 16
New York NY Tue, Aug. 17

Harmony Run events off the main route:
Maui HI TBA
Anchorage AK TBA

FOR FURTHER INFORMATION PLEASE CONTACT:

World Harmony Run USA

3301 Adams Avenue San Diego, CA 92116 TEL: 888-882-4081 FAX: 877-811-4813

Friends of the Run

The World Harmony Run is an international torch relay devoted to advancing friendship and harmony between individuals and among nations. The photographs and quotations below represent some of the prominent people who have held the Torch and offered their encouragement. More information can be found at www.worldharmonyrun.org/friends

Religious Leaders



"I salute the runners of the Peace Run who are carrying a torch to the destination of peace through the streets of the world." **Pope John Paul II**



"The world must know that God wants us to live amicably as brothers and sisters, members of one family, the human family, God's family." **Archbishop Desmond Tutu**
Nobel Peace Laureate



"I keep you in my prayers and I count on your continual support through your prayers and sacrifices that we may do God's work with great love for His greater glory." **Mother Teresa**
Nobel Peace Laureate

Political Leaders



President Nelson Mandela and his wife **Graça Machel** hold the torch with World Harmony Run founder **Sri Chinmoy**.



"Your activities for the benefit of peace throughout the world occupy an important place and this has been recognised in all countries." **President Mikhail Gorbachev** and his wife **Raisa Maximovna** receive the Torch during a meeting with **Sri Chinmoy**.

World Champion Athletes



"Peace is something that we all aspire for, people understand it." **Carl Lewis**
World Harmony Run Spokesman,
Nine-Time Olympic Gold Medalist



"I invite you all to join – Presidents, Mayors, athletes, teachers and most of all children. You are the hopes and dreams of a better world!" **Tegla Loroupe**
United Nations Ambassador for Sport

Musicians



Addwitiya Roberta Flack
Grammy Award
Winning Singer



"It was my delight, joy and happiness to support the Peace Run. When you love something, you open your heart and share that through everything that you do." **Narada Michael Walden**
Grammy Award Winning Music Producer



"I entirely endorse the idea which was started by Sri Chinmoy: to create a more harmonious and a more friendly world for all, through running together for world harmony."

Paul Tergat
Former Marathon World Record Holder



"May we think about harmony and peace everyday and include it in every little action of ours, every word we say, every thought we think."

Billie Jean King
Tennis Champion and sports activist



Muhammad Ali
Three-Time World
Heavyweight Boxing Champion



Sammy Wanjiru
2008 Olympic
Marathon Champion

More information:

www.worldharmonyrun.org
Tel 888-882-4081 • Fax 877-811-4813
Email: usa@worldharmonyrun.org

Published July 28 2010

Survey finds public works, safety issues are priorities for residents

WILLMAR — Responses to a recent Willmar community budget survey indicate people are mainly concerned about public works and public safety issues.

By: **David Little**, West Central Tribune

WILLMAR — Responses to a recent Willmar community budget survey indicate people are mainly concerned about public works and public safety issues.

The July survey was authorized by the City Council to get community feedback as council members, Mayor Les Heitke and city officials prepare the 2011 budget, taking into account the possibility of more state aid cuts.

The survey was made available online, in print and other media from July 7 through 21.

Respondents were asked to list their top 10 municipal programs or activities.

Respondents were also asked if they would support property tax increases and fee increases to maintain municipal services, asked if they would support a cut in municipal services and which services would they cut, and asked to rate municipal service levels. Other thoughts and opinions were also requested.

Of 356 responses, 298 selected public works maintenance as their highest priority in 2011.

The next five, ranked in order of importance, were: police patrol — 272; drugs and gangs — 246; street construction — 227; storm water management — 218; and water and sewer availability — 198.

Other programs or activities making the top 10 were: economic development — 172; police calls for service — 165; fire department calls for service — 151; and parks — 136.

City Administrator Michael Schmit said the top six items are all somewhat related to public works and safety.

"If you lump those all into those general categories and you move down a few more, really what I see is that people are interested in public safety, public works, parks, and recreation programs for children," he said. "That pretty much says it all when it comes to what are the traditional services that communities provide and what are the traditional services that people expect."

Programs and activities that garnered the fewest responses included the Civic Center, Willmar Fests and public access television.

The numbers were presented to the council during an hour-long work session Monday. The council discussed the results but took no action or made any decisions.

Schmit said he did not know whether the number of responses was good or bad. He said the number was respectable, but in comparison to the number of people that live in Willmar was probably a poor response. But the survey was well-advertised and Schmit pointed out it was not by any means intended to be a scientific survey.

The survey asked if respondents would support a property tax increase or fee increases to maintain municipal services. The city has in the past and will mostly likely in the future deal with reductions in Local Government Aid. LGA — money distributed to local governments from the state — accounts for 28 percent of the city's general fund revenue and further reductions will significantly affect municipal services, the survey said.

A total of 174 said they would not support a property tax increase, while 148 said yes.

However, 194 said they would support fee increases, while 129 said no.

"In other words, if you use the service, you pay for it and people don't have a problem with that," Schmit said.

Even though a majority of respondents would not support a property tax increase to maintain services, 192 said they opposed a cut in municipal services, while 133 said they favored such a cut.

"They are saying they don't want their services cut but at the same time are saying we don't want to raise taxes," said Schmit.

The responses were followed by 2½ pages of suggested cuts.

Schmit said the council should feel proud that most respondents were satisfied with the level of city services during trying economic times: 206 rated city services good and 67 excellent.

Sixty-eight rated service levels as fair and 8 said poor.

"I don't know why somebody would say poor," said Schmit. "But I think overall people are obviously pretty satisfied."

The question was followed by 6½ pages of other thoughts and opinions.

The results and council discussion will be shared with the mayor who will prepare his annual budget and submit it to the council toward the end of August.

"And then the council and mayor will have to wrestle with any philosophical differences that they have and put a budget together and at the same time we'll prepare for the possibility of more cuts in 2011 when the Legislature convenes," said Schmit.

Meanwhile, he said staff will develop a phased approach to possible budget cuts similar to the approach used last year when LGA was reduced.

"If they cut this much, this is what we're going to do. So we're going to try to prepare for that," he said.

Tags: news, local, willmar, city, council, budget, survey, schmit

Plan would halve city departments

DAVID HENKE, dhenke@northfieldnews.com

Posted: Tuesday, July 27, 2010 11:51 pm

Proposed city of Northfield staff reorganization chart 7-27-10

A plan to more than halve the number of city departments could save Northfield up to \$150,000 a year.

City Administrator Joel Walinski's proposal, presented to the City Council at its Tuesday work session, hinges on reducing the number of city departments from 11 to five. Under the plan, two to three staff members would retire early. That may include Community Development Director Brian O'Connell, Walinski said, adding that layoffs could also be on tap.

Walinski voiced optimism about the dramatic changes, saying the plan could streamline city processes.

As part of the reorganization, the city's police and fire departments would be consolidated under a single public safety director, while a community services director would take charge of the public library and parks and recreation services.

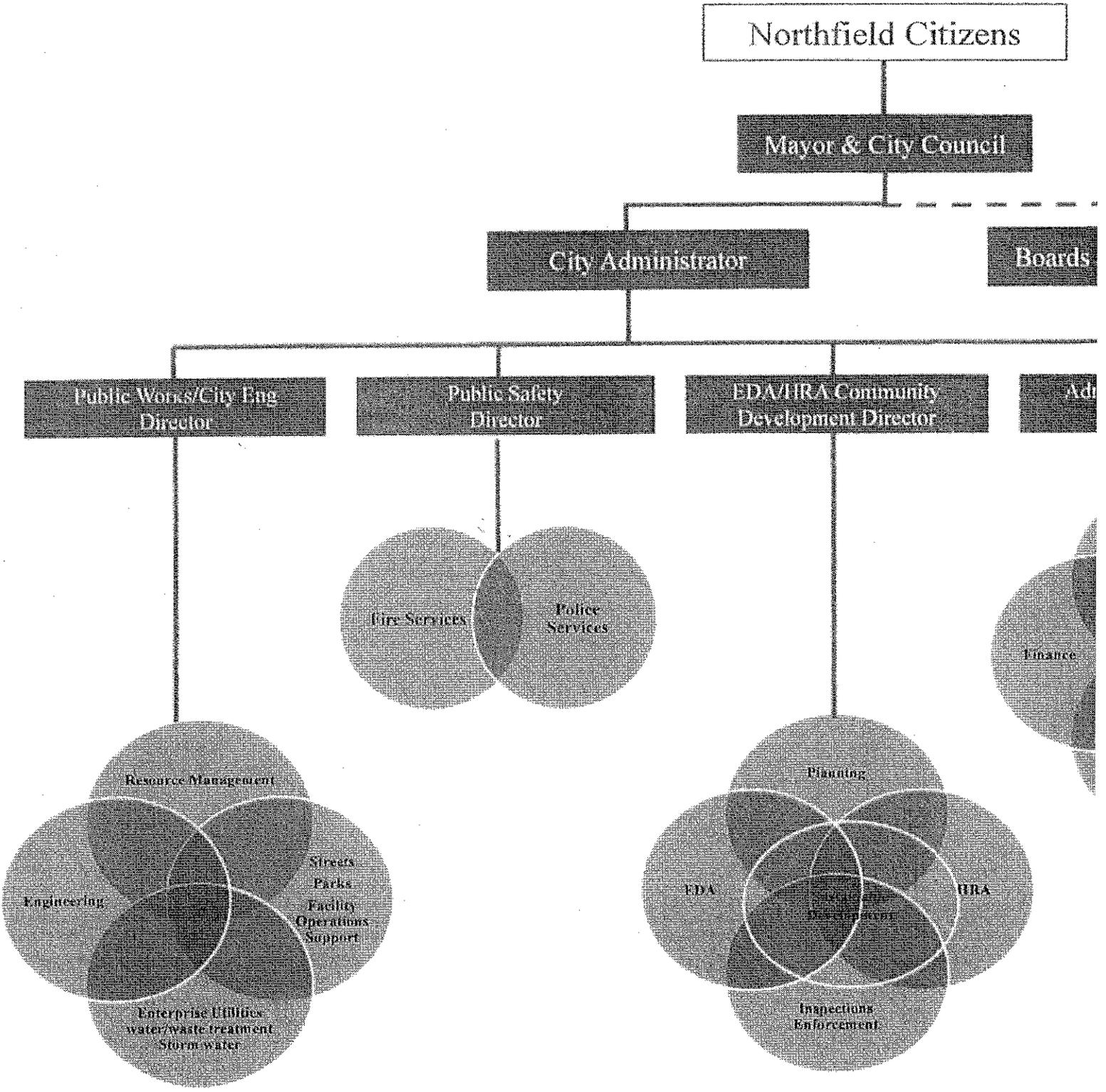
The consolidation doesn't stop there. The city's resource management duties — engineering services, street and park maintenance and water and wastewater services — would be managed by a public works director, and the Economic Development Authority, Housing Redevelopment Authority and community planning services would be rolled up under one community development director. Finally, the finance division, human resources, information management and internal services would be combined under the control of an administrative services director.

All five department directors would be drawn from current city staff. Though the short-term savings from the plan were estimated at \$125,000 to \$150,000, Walinski believes the city could save even more as city operations become more efficient.

Several council members expressed tentative support of the plan, which may be taken up again at the council's next regular meeting on Aug. 3.

"My favorite thing about this is that it encourages a team approach to each of the [consolidated] areas," Mayor Mary Rossing said.

Council member Jim Pokorney also voiced cautious approval of the administrator's plan, but said he was concerned about the implementation of the changes, which could take place as Walinski leaves Northfield. Earlier this month, Walinski announced that he was taking a job effective Sept. 3.



Cities threaten to cut 500,000 jobs

By Hibah Yousuf, staff reporter

July 28, 2010: 11:50 AM ET

NEW YORK (CNNMoney.com) -- Cash-strapped cities and counties have been cutting jobs to cope with massive budget shortfalls -- and that tally could edge up to nearly 500,000 if Congress doesn't step up to help.

Local governments are looking to eliminate 8.6% of their total full-time equivalent positions by 2012, according to a new survey released Tuesday by the National League of Cities, the National Association of Counties and United States Conference of Mayors.

"Local governments across the country are now facing the combined impact of decreased tax revenues, a falloff in state and federal aid and increased demand for social services," the report said. "In this current climate of fiscal distress, local governments are forced to eliminate both jobs and services."

The depth of the recession has pushed cities to make reductions in departments that are typically shielded from cuts because they provide core services to residents, including public safety, public works, public health, social services and parks and recreation.

In fact, 63% of cities and nearly 40% of counties reported cuts in police and fire safety personnel, the survey showed.

The report called on Congress to pass the Local Jobs for America Act, which would provide \$75 billion in federal funds over two years to city and county governments and community-based organizations to save and create jobs.

"Federal investment that helps save local jobs and preserve local services will help stabilize communities across the country and ensure that all of America's families are able to participate in the economic recovery," the report said.

But the bill's fate is uncertain as mounting concerns over the national deficit hinder the passage of new stimulus measures.

Advertisement



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State Revenue Collections Dip

Despite recent actions to balance the state's general fund budget, state budget woes continue.

(Published Jul 21, 2010)

Minnesota Management and Budget (MMB) released its quarterly revenue collections report earlier in July, and the news was not good. For the budget year that ended on June 30, 2010, state revenue collections were off by a net of \$99 million, according to the MMB's July 2010 Economic Update.

Given that the Legislature and governor ended the 2010 session by adopting supplemental budget adjustments that should have left the state with a razor-thin \$5.6 million positive budget margin for the balance of the 2010-2011 biennium, the \$99 million revenue reduction raises new concerns about possible further state budget cuts yet this fiscal year.

The Economic Update states that the fiscal year (FY) 2010 revenue shortfall of \$99 million does not create a budget deficit for the current biennium due to the fact that state has not only the end-of-session balance of \$5.6 million but also a cash flow reserve of \$266 million. However, the report goes on to warn that the reduction in revenue collections significantly reduces the cushion the cash flow account provides against any additional revenue shortfalls that might occur during the remainder of this biennium.

The majority of the reduced revenues were due to a reduction in income tax collections that is due in part to an unexpected increase in income tax refunds. Receipts from the individual income tax were \$188 million (2.8 percent) below projections for FY 2010 while net corporate income tax receipts and net sales tax receipts actually slightly exceeded forecasted projections. Other tax and non-tax revenues were \$42 million (1.6 percent) higher than projected in the February state budget forecast.

The state's revenue decline is not just a reduction in the projected revenue increase. According to the report, net general fund revenues for FY 2010 were 4.3 percent less than FY 2009 revenues and 12.7 percent below receipts in FY 2008. In comparison, net individual income tax receipts for FY 2010 were 6.3 percent below FY 2009 levels, and net sales tax receipts were 3.4 percent less than in FY 2009.

The Economic Update warns that all state revenue collections for FY 2010 are preliminary and subject to change. A complete accounting of FY 2010 revenues reflecting final closing of the fiscal year will be part of the MMB's October Economic Update.

Legislative hearing focuses on state budget

At a July 12 hearing, MMB Commissioner Tom Hanson discussed the July Economic Update as well as strategies that the state would employ to cope with the loss of revenue and the related cash flow problems faced by the state's general fund.

According to information provided by Hanson, the state will continue to utilize interfund borrowing to meet the state's general fund cash flow needs. However, interfund borrowing will not be sufficient to

fully meet the state's cash flow needs throughout FY 2011. As early as December 2010, the state is projected to need as much as \$277 million to continue to meet cash flow demands, and that cash flow deficit is projected to increase to nearly \$400 million by April 2011.

Hanson indicated that the state will again exercise its authority to delay scheduled payments to the University of Minnesota, the Minnesota State Colleges and Universities system, and k-12 education, as well as income and sales tax refunds due to businesses. The state will also delay Department of Human Services expenditures for a health plan to assist with cash flow needs. In total, these actions will temporarily delay an estimated \$502 million of state expenditure commitments during FY 2011.

Unfortunately, even with these payment delays, Hanson indicated that the state will still need to utilize short-term borrowing during FY 2011. He outlined a plan for a maximum \$600 million in short-term borrowing that could be structured as a line of credit or a private placement.

Could cities be impacted?

In the text of the July Economic Update and during the legislative hearing, there was no mention of any immediate cuts or delays in local government aid (LGA) payments due in July or market value homestead credit (MVHC) payments due in October. However, it is clear that the state's financial status is extremely fragile and any further erosion of state revenues or increases in required state expenditures could require immediate and perhaps even drastic action.

The next full state budget forecast will be released shortly after Thanksgiving. That forecast will provide updated information on state revenues and expenditures for the balance of the current 2010-2011 biennium as well as updated estimates of the state's budget status for the upcoming 2012-2013 biennium.

If the December budget forecast predicts a deficit for the balance of the current biennium, it is possible that the governor could begin to address that deficit through his unallotment authority. For the 2012-2013 biennium, the state is currently projected to have a \$5.8 billion deficit, and it is doubtful that even the most optimistic December forecast will offset that immense budget problem. The 2011 Legislature will have to tackle that deficit, and their actions could impact 2011 distributions of LGA and MVHC.

Access the July 2010 Economic Update (*Link to: <http://www.doer.state.mn.us/>*)

Read the current issue of the Cities Bulletin (*Link to: <http://www.lmc.org/page/1/cities-bulletin-newsletter.jsp>*)

Your LMC Resource

Contact Gary Carlson

IGR Director

(651) 281-1255 or (800) 925-1122

gcarlson@lmc.org (*Link to: <mailto:gcarlson@lmc.org>*)



Dept. of Health Appoints Advisory Committee on Indoor Sports Arena Air Quality Rules

The committee will meet periodically to discuss proposed revisions to the Minnesota enclosed sports arena rule and make recommendations.

(Published Jul 21, 2010)

The Minnesota Department of Health (MDH) has appointed an advisory committee to comment and provide advice on possible Minnesota enclosed sports arena rule changes. The rule-making process began in the fall of 2009, but was halted when the Legislature took up bills pertaining to indoor ice arena air quality in the 2010 legislative session.

Ultimately, a bill that, as introduced, would have mandated installation of an electronic air monitoring device in every indoor ice arena did not gain final approval by the Legislature. The bill was aimed at reducing the risk of carbon monoxide poisoning that the bill's proponents say may be caused by exposure to fumes generated by non-electric ice resurfacers and edgers. Cities, school districts, and the Amateur Sports Commission raised concerns with the legislation, and suggested that the rule-making process run its course before making statutory changes.

The MDH rule-making process will not be limited to indoor ice arenas. It will include a review of rules pertaining to all indoor sports arenas, including those that host motorsports.

The advisory committee is having its first meeting on July 21.

- **View the committee meeting agenda (pdf)** *(Link to:*

<http://www.health.state.mn.us/divs/eh/indoorair/arenas/rule/2009revision/agendajuly.pdf>)

- **Learn more about the advisory committee and the rule-making process from the MDH website**

(Link to: <http://www.health.state.mn.us/divs/eh/indoorair/arenas/rule/2009revision/index.html>)

Read the current issue of the Cities Bulletin *(Link to: <http://www.lmc.org/page/1/cities-bulletin-newsletter.jsp>)*

Your LMC Resource

Contact Anne Finn

Assistant IGR Director

(651) 281-1263 or (800) 925-1122

afinn@lmc.org *(Link to: <mailto:afinn@lmc.org>)*



LGA and MVHC Payment Process

Here are some things to remember about 2010 aid and credit payments and how the reductions work.

(Published Jul 21, 2010)

As the first payments of local government aid (LGA) for 2010 go out the week of July 19, cities are raising questions about both LGA and the market value homestead credit (MVHC) reimbursement programs. Here are some important points to remember about 2010 aid and credit payments and how the reductions work.

- The 2010 Legislature ratified the unallotments to 2010 LGA and MVHC reimbursement that the governor made last summer. It also enacted additional cuts to both programs in the supplemental budget bill passed in late March.
- The Department of Revenue (DOR) has updated the amounts of 2010 MVHC reimbursement that cities would have received (prior to any cuts). These figures are not usually finalized until late summer. As a result of the most recent update, the MVHC reimbursement cut amounts have changed slightly for some cities. Remember that the supplemental cuts came first from MVHC reimbursement and then, to the extent necessary, from LGA. An **updated spreadsheet (pdf)** (*Link to: http://www.taxes.state.mn.us/taxes/property_tax_administrators/other_supporting_content/2010_City_Unallotment_Reductions.pdf*) is available on the DOR site. The last column shows the most recent estimate for MVHC remaining after both ratified unallotment and supplemental cuts are taken out. The third to last column shows the amount of LGA remaining after both reductions.
- LGA is paid out in two equal payments, one in July and one in December. The July payment should have been sent to cities on July 20. MVHC reimbursement is paid in two equal amounts in October and December.
- The Department of Revenue has sent a letter to all cities that explains how the ratified unallotments as well as the supplemental cuts to 2010 LGA and MVHC reimbursements were calculated.
- The Department of Revenue will send a letter to each city by Aug. 1 that certifies 2011 LGA for each city (under current law). Remember that the 2010 Legislature did pass a \$31 million permanent reduction to the LGA appropriation (\$527 million remaining) starting in 2011. The Legislature also made permanent the reductions to the MVHC reimbursements that were originally included in the governor's unallotment actions. The reimbursement cuts made by the Legislature in the supplemental budget do not carry forward.

If you have questions about your 2010 and 2011 aid and credit payments and reductions, please contact one of these League staff members listed in the right margin.

Read the current issue of the Cities Bulletin (*Link to: <http://www.lmc.org/page/1/cities-bulletin-newsletter.jsp>*)

Your LMC Resource

Contact Gary Carlson

IGR Director

(651) 281-1255 or (800) 925-1122

gcarlson@lmc.org (*Link to: <mailto:gcarlson@lmc.org>*)

Contact Rachel Walker

Manager, Policy Analysis

(651) 281-1236 or (800) 925-1122

rwalker@lmc.org (*Link to: <mailto:rwalker@lmc.org>*)

Contact Lena Gould

Policy Analyst

(651) 281-1245 or (800) 925-1122

lgould@lmc.org (*Link to: <mailto:lgould@lmc.org>*)

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Coalition of Greater Minnesota Cities

CGMC in Brief

July 22, 2010

Contact: Tim Flaherty
651-225-8840

SUMMER CONFERENCE REMINDERS: Registration forms, hotel rooms, vendor registration

The CGMC summer conference is just a month away! If you haven't done so already, now is the time to send in your registration form for the annual event, which will be held August 18 – 20 in Winona. Now is also the time to book your hotel room. Rooms at the Riverport Inn can be reserved at the CGMC rate **through July 30**. Hotel contact information is available in the attached registration materials.

CGMC staff also encourages members to contact vendors that your city deals with who may be interested in exhibiting at the conference. The summer conference is an excellent opportunity for vendors to advertise their services to a targeted greater Minnesota local government crowd. Please distribute the attached vendor registration form to your vendors.

RFP now available for hosting 2011 CGMC summer conference

CGMC member cities located in the **northern part of the state** are invited to submit proposals for hosting the 2011 CGMC summer conference. During the conference, members set policy for the upcoming legislative session, hear presentations and panel discussions, attend committee meetings, and tour the host city. Each year, the conference alternates between northern and southern Minnesota; since the 2010 conference will be in Winona, the 2011 conference will be in the northern half of the state. Proposal guidelines and documents are available at <http://bit.ly/bp1bgo>. The deadline to submit your city's proposal is August 6, 2010.

Surveying your residents on budget issues? Share your experience with other CGMC members

Several CGMC members have expressed interest in learning about surveys other member cities are conducting to gather resident input on local budget issues. If your city is surveying residents, please send a copy of your survey to Erin Flaherty at enflaherty@flaherty-hood.com. We will gather these examples and make them available to all CGMC member cities in a future issue of the CGMC in Brief.

Under new law, city employees unable to serve in city leadership positions

A new law will go into effect August 1 that will prevent full-time, permanent employees of a city from serving as mayor or on the city council. The law (Ch. 206), sponsored by Rep. Steve Smith (R-Mound) and Sen. Gen Olson (R-Minnetrista), mirrors statutes regarding school boards and county employees serving as elected officials. Cities that testified during committee hearings noted that the law was needed in order to prevent conflicts of interest, such as cases of city employees participating in closed union contract negotiations.



**EPA offers free
energy
benchmarking
assistance**

This summer, the U.S. Environmental Protection Agency is offering cities, wastewater treatment facilities, and other local government units free energy benchmarking assistance. The program will allow you to benchmark against others nationwide. More information can be found at <http://bit.ly/9Zfqv4>.



2010 CGMC Summer Conference

Wednesday, August 18 – Friday, August 20, 2010 • Winona
TENTATIVE AGENDA AS OF JULY 21



Wednesday, August 18

- 11:30 a.m. **Conference Registration**
- 1:00 p.m. **Board of Directors Meeting**
- 2:00 p.m. **BREAK**
- 2:30 p.m. **2010 Session Review, 2011 Outlook, & Tips on Budgeting**
- 4:00 p.m. **Labor & Employee Relations Update**
- 5:45 p.m. **Buses Leave for Dinner**
- 6:00 p.m. **Host-City Dinner**
Minnesota Marine Art Museum
- 9:00 p.m. **Return to Hotel**

Conference Hotel Information

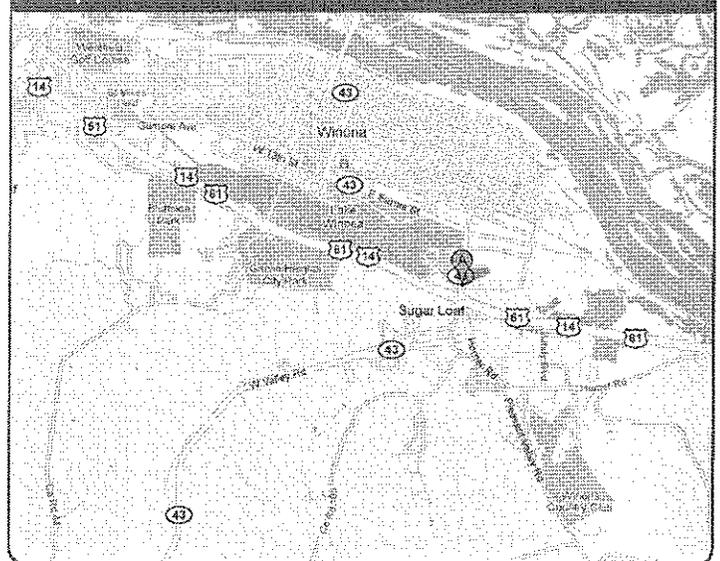
Riverport Inn
900 Bruski Drive
Winona, MN 55987-6206

Please call 800-595-0606 to book your room.
CGMC rates: \$69 per night, must be booked by July 30.

Thursday, August 19

- 8:00 a.m. **Optional Events**
 - City tour highlighting cultural and historical sights, and city energy efficiency projects
 - Golf (costs and transportation on your own)
- 12:00 p.m. **Lunch**
Reps. Marty Seifert and Tom Rukavina
- 1:30 p.m. **Panel on 2010 Jobs Bill**
- 2:40 p.m. **Buses Leave for Candidate Forums**
- 3:00 p.m. **State Auditor Candidate Forum**
Winona Historical Society
- 4:00 p.m. **Gubernatorial Candidate Forum**
Winona Historical Society
- 5:30 p.m. **Social Hour**
- 6:30 p.m. **Dinner & Awards Banquet**
Keynote Speaker Kerri Miller, MPR

Map & Directions



TRAVELING FROM THE NORTH

(Minneapolis, St Paul) Highway 61 South to Winona. Left on State Road Hwy 43 North/Mankato Ave, next turn right onto Bruski Drive. The Hotel is located on left side of street (900 Bruski Drive).

TRAVELING FROM THE WEST

Traveling on Interstate 90 East, exit State Road Hwy 43 North, Winona exit. Turn left at first stop light, at bottom of hill. Continue on Hwy 43 North/Mankato Ave to Bruski Drive, turn right. Hotel is located on the left side of the street (900 Bruski Drive).

TRAVELING FROM THE EAST

Traveling on Interstate 90 West, exit Highway 61 North, right on State Road 43, right on Bruski Drive. Hotel is located on the left side of the street (900 Bruski Drive).

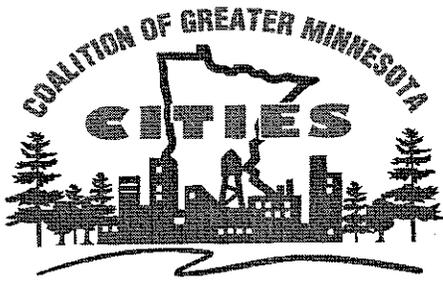
TRAVELING FROM THE SOUTH

Traveling on Interstate 90 West, exit Highway 61 North, right on State Road 43, right on Bruski Drive. Hotel is located on the left side of the street (900 Bruski Drive).

Friday, August 20

- 7:00 a.m. **Breakfast & Time with Conference Vendors**
- 8:30 a.m. **Chuck Nemer, "Lean Management for Local Governments"**
- 9:00 a.m. **Annual Membership Meeting**
Election of officers, dues and assessments, other business
- 11:00 a.m. **Adjourn**

* Events will be located at the Riverport Inn unless otherwise specified.



CGMC 2010 Summer Conference Vendor Registration

The Coalition of Greater Minnesota Cities (CGMC), an advocacy organization representing 75 cities outside of the metro area, will hold its annual summer conference in Winona August 18 – 20. Over 100 mayors, city administrators, and city council members will be in attendance and eager to learn about your services. Interested in taking advantage of this opportunity? Then act fast! **Space is limited to the first 10 vendors who submit a registration form.**

When

Participating vendors may set up Thursday morning, August 19, from 9:00 a.m. to 12:00 p.m. at the Riverport Inn. The vendor area must be vacated by Friday, August 20 before 11:00 a.m.

Where

Riverport Inn
900 Bruski Drive
Winona, MN 55987-6206

Vendors will be located in a room that adjoins the main conference room. The vendor area will also serve as the break area, so traffic will be heaviest during break times.

Please call 800-595-0606 to book your hotel room. CGMC rates: \$69 per night, must be booked by July 30.

Cost

The vendor participation fee is \$1000. Included in this fee is a table and chairs; three tickets to lunch, the Coalition's social hour, and legislative awards dinner on Thursday (with option to purchase additional tickets at \$25 each); attendance to gubernatorial and state auditor candidate forums; Friday breakfast; and recognition of sponsorship in our dinner program and on our website in the weeks leading up to the conference.

Website Ad Specifications

As part of your vendor fee, your organization will receive ad space on the CGMC website at www.greatermncities.org. Please send a .gif or .jpg image that is 171 x 200 pixels in size to enflaherty@flaherty-hood.com. Your ad will be in rotation with other vendors in the right sidebar area of the website and displayed two weeks before and after the conference (one month total).

Advertise your services
in front of a **TARGETED**
greater Minnesota audience!

Interested Vendors: Please complete the form below and submit it to Colleen Millard: fax 651-225-9088, email cfmillard@flaherty-hood.com, or mail 525 Park St., Suite 470, St. Paul, MN 55103. Direct any questions to Bradley Peterson at 651-259-1911 or bmpeterson@flaherty-hood.com.

Company _____

Description of Services _____

Name of Representative(s) _____

Address _____

City _____

State _____ Zip _____

Phone _____

Email _____

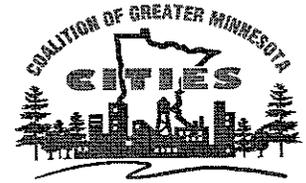
I've enclosed my check for \$1000.

Bill me later for \$1000.

Visit CGMC online at www.greatermncities.org!

2010 CGMC Summer Conference Registration

Winona • August 18 – 20



City: _____ Phone: _____

Name/Title: _____ Guest(s): _____

Name/Title: _____ Guest(s): _____

Name/Title: _____ Guest(s): _____

Please indicate the number of people attending each event in the space provided. Make extra copies of this form as needed.

Wednesday, August 18

- ____ 1:00 p.m. **Board of Directors Meeting**
- ____ 2:30 p.m. **2010 Session Review, 2011 Outlook, & Tips for Budgeting**
- ____ 4:00 p.m. **Labor & Employee Relations Update**
- ____ 6:00 p.m. **City-Hosted Dinner**

Thursday, August 19

- ____ 8:00 a.m. **Optional City Tour**
- ____ 8:00 a.m. **Optional Golfing**
- ____ 12:00 p.m. **Lunch**
- ____ 1:30 p.m. **Panel on 2010 Jobs Bill**
- ____ 3:00 p.m. **State Auditor Candidate Forum**
- ____ 4:00 p.m. **Gubernatorial Candidate Forum**
- ____ 5:30 p.m. **Social Hour**
- ____ 6:30 p.m. **Dinner & Awards Banquet**

Friday, August 20

- ____ 7:00 a.m. **Breakfast**
- ____ 8:30 a.m. **Chuck Nemer, "Lean Management for Local Governments"**
- ____ 9:00 a.m. **Annual Membership Meeting**

Return this form to CGMC

Please send this registration form by August 13 to:

Colleen Millard
525 Park St. Suite 470
St. Paul, MN 55103
cmmillard@flaherty-hood.com
Fax: 651-225-9088
Phone: 651-225-8840

Hotel Reservations

Riverport Inn
900 Bruski Drive
Winona, MN 55987-6206

Please call 800-595-0606 to book your room.
CGMC rates: \$69 per night, must be booked by July 30.

Members Attending	
1	\$190
2	\$370
3	\$555
4	\$740

Please include \$25 for each extra guest's dinner

=

Total \$ _____

Please make checks payable to CGMC.

Bill me

Payment enclosed

I'll pay at the conference