

City Council Meeting  
Tuesday, December 16, 2008  
City Council Chambers  
7:30 p.m.  
AGENDA



Call to Order

Pledge of Allegiance

1. Approval of Minutes
  - Council Minutes – December 2, 2008
2. Consent Agenda
  - Receipt of Board & Commission Minutes
    - Telecommunication Commission – November 20, 2008
    - EDA Commission – December 8, 2008
    - Park & Recreation Commission – December 8, 2008
    - Community Center Commission – December 8, 2008
    - Library Board – December 9, 2008
3. Department Heads
4. License Application
  - Liquor License Renewal
    - Eagles Club
    - Phat Pheasant
    - Sun Bowl
    - China Restaurant – Wine License – Beer License
    - Community Center – Beer License
  - Cigarette License Approval
  - Game of Skill License Approval
  - Theatre License Approval
5. Disposition of Surplus Equipment – Fire Department
6. 2009 City of Windom Levy
7. 2009 City of Windom Budget
8. Designation of General Fund Balance
9. Library Board – Fee Recommendation for Overdue Book Fines
10. Windom Community Center – Meal Site Lease Agreement
11. HP Suds - Billing Services Contract
12. Regular Bills
13. Unfinished Business
14. Council Concerns
15. Adjourn

8:00 p.m. Mayor's Medal of Honor (or immediately following the City Council Meeting)



**Council Meeting  
Windom City Hall, Council Chamber  
December 2, 2008  
7:00 p.m.**

1. Call to Order: The meeting was called to order by Mayor Tom Riordan at 7:00 p.m.

2. Roll Call: Mayor: Tom Riordan

Council Members: Jean Fast, Kirby Kruse, Robert Messer and Bradley Powers

Council Members Absent: JoAnn Ray

City Staff Present: Steve Nasby, City Administrator; Aaron Backman, EDA Executive Director; Dan Fossing, Fire Chief; and Jeremy Rolfes, Telecom

Public: Richard Oltmans, Dominic Jones, Mary Ann Keffeler, Phil Johnson, John Holt, Gloria Sharp, Richard Seydel, Evelyn Lohre, David Lightner and Rahn Larsen

3. Pledge of Allegiance

4. Truth in Taxation Hearing:

**Riordan opened the public hearing at 7:03 p.m.**

Nasby reviewed a power point presentation on the 2009 Proposed City Budget. The proposed levy increase is 6.38% over 2008 for a total of \$1,495,673.

Phil Johnson said that he had several items to discuss. First, do not proceed with the 2009-10 Street Project. Second, do not do anything with the dam. Dump rocks into the hole and leave it. Third, the internet system is losing money. Fourth, implement a wage freeze for public employees. Wages for City, County and School District employees should all be frozen. Fifth, sell the Telecom franchise. Sixth, do not proceed with the Fish Lake sanitary sewer project if it costs the City any money. Last, do not do any new projects or buy anything.

Richard Oltmans said that he is in the dark on the street project. Riordan noted that the public hearing on the proposed 2009-10 Street Project is coming up on the agenda and this hearing is for the budget and tax levy. Oltmans said taxes are too high.

Dominic Jones said that the valuation of his property went up as shown on the recent tax statement and he does not understand why in a bad economy the values go up. Messer said that the valuation is a function of the assessor's office.

Jones asked about the tie between the tax levy and the valuation as they both went up the same amount. Nasby said the tax levy is what the Council controls with the budget and the levy does not impact the valuation. So a higher valuation does not mean more taxes paid. If the valuations were a constant then the tax rate would go up as the proposed levy is higher than last year. Jones thought it was important for the public to understand the relationship between the valuations and taxes.

Fast said that the valuation numbers are from the May 2008 Board of Review hearing which were based on 2007 sales figures. Unfortunately the formula process for determining values is not timely and she is looking forward to seeing what the data shows for this next year. Jones said he would like an explanation of the tax levy and valuation process.

Messer noted that several times the Mayor had asked the public to attend the budget meetings which is where the tax levy comes from and no one attended the budget workshops. Riordan said that tonight's budget hearing is also a place the public can comment about the taxes. In addition, the Council did try to make changes in the valuations at the May 2008 Board of Review meeting. Messer noted that the County board changed the actions of the Council on the valuations.

Mary Ann Keffeler asked about the assessment process and if it was legal for the assessor to place a flat 15% increase on properties if the assessor is not allowed access to a home. Riordan suggested that Keffeler contact the County Assessor. Fast said that Keffeler is not allowed to appeal because she missed the Board of Review meeting.

Jones asked if the budget, as presented, was final. Riordan said it was unless the Council had additional discussion tonight and made changes.

Jones said the proposed budget shows \$212,000 in tax money going to the Community Center. The City should look into lowering the Community Center fees and that would allow for greater utilization of the facility. Local people are using other area facilities and shouldn't the fees be lower since the taxpayers are paying for the Community Center anyway. If the Community Center had higher utilization rates then more people would be in town and more money would circulate locally. Jones said it is important to keep law enforcement healthy and prevent crime. The City Arena is another facility that could be more fully utilized. Jones suggested using the Department Heads as they have good ideas and input. Last, it is also important to keep the EDA strong.

Fast said the City has to have amenities like the Community Center to attract people to Windom and these amenities cost money to operate. The circulation of money in the local economy is seven times for events that are held here. Jones said he agrees with Fast and if the Community Center were more fully utilized then the impact to the local economy would be greater.

Phil Johnson noted that the EDA has a house to sell, which is priced at \$139,000 and they have not sold it. This is similar to other houses in town that are unsold and priced high due to the valuations. He said the County Assessor went to the State to get support for overturning the City Council's actions regarding valuations. Johnson wants a new assessor for the City who is independent of the County. Johnson wanted to know what the City's share of the 2009-10 Street Project would cost less the assessments.

Riordan noted that the hearing on the 2009-10 Street Project was coming up shortly and the question about the City's cost would be answered then. He asked if anyone else would like to address the Council on the proposed 2009 Budget and tax levy.

**Riordan closed the Truth in Taxation Hearing at 7:47 p.m.**

**Motion by Messer, second by Fast, to proceed with the 2009 Budget and tax levy as presented. Motion carried 4 – 0 (Ray absent).**

Riordan asked if there was any discussion. Nasby said a resolution formally approving the budget would be on the December 16, 2008 Council agenda.

5. Approval of Minutes:

**Motion by Fast, second by Powers, to approve the November 13, 2008 and November 18, 2008 minutes. Motion carried 4 – 0 (Ray absent).**

6. Approval of the Consent Agenda:

Riordan said the Consent agenda contained the minutes from the following Boards and/or Commissions:

- Utility Commission – November 25, 2008

Correspondence from the Remick Foundation regarding the award of \$10,000 to the Windom Fire Department.

**Motion by Powers, second by Fast, to approve the Consent Agenda. Motion carried 4 – 0 (Ray absent).**

Messer said that in the Utility Commission minutes there is discussion about a rate increase and there is a rumor that the rates are going up to support Telecom. This rumor is false and the water and wastewater funds are raising the rates to be self-supporting. Riordan noted that 2009 budget numbers shown earlier this evening show why the utility rates are being considered for an increase.

7. 2009-2010 Street Improvement Project:

Riordan said that there are two items, which are the public hearing and call for plans and specifications.

**Riordan opened the public hearing at 7:50 p.m.**

Dennis Johnson and Craig Mueller, Wenck Associates, Mike Haugen, Water/Wastewater Superintendent and Bruce Caldwell, Street Superintendent, introduced themselves.

Dennis Johnson provided a brief overview of the proposed project to the Council and public. The total estimated cost is \$1,839,000 for a concrete alternate or \$1,811,000 for a bituminous alternate.

Riordan said the answer to the previous question about the City's share of this project is about \$947,000 for bituminous or \$975,000 for concrete.

Keffeler asked if the assessment amount on the letter she received was what she would be paying or if the City would be picking up part of this cost. Riordan said the amount on the letter is the assessment to the property owner less what the City is already paying, but the amount is based on the estimated project cost at this time so it is not exact.

Keffeler asked why the project was not done sooner because costs are higher now. Caldwell stated that the City tries to time projects so that the street and utility needs and priorities line up. Riordan noted that it is more cost effective to do the utilities and street at the same time.

Keffeler asked about the width of the street and the extra costs. Messer said that the standard street is 36' with curb and gutter. Caldwell said that the old part of 4<sup>th</sup> Avenue was a substandard street and this brings it to the same standards as other streets. Keffeler said that people from other areas of town drive on the street so why do the owners on 4<sup>th</sup> Avenue have to pay the expense. Messer noted that the City does pick up a portion of the costs and over sizing for just that reason.

John Holt said he owns mini-storage along 4<sup>th</sup> Avenue and he does not really need water and sewer. Dennis Johnson said they would look at this issue to see if it was necessary.

Richard Oltmans said he is on Langley and does not want the proposed project as it lengthens his driveway, makes him back out into 4<sup>th</sup> Avenue and adds more property to his yard, which need to be maintained. He asked if the City would be paying for the driveway extension and where would his water and sewer connections be made if the roadway is moved. Johnson said the driveway extension would be part of the project and the connections to services would be made behind the new curb and showed the lines to Oltmans on the map.

Oltmans asked if the abandon property would be grass. Johnson said it would. Oltmans said he wants the City to maintain this extra area.

Fast asked about the driveway extension. Johnson said it would be done in bituminous or concrete whatever the City ends up using for the project. Fast asked about the safety of Oltmans backing out into 4<sup>th</sup> Avenue. Johnson said that a turn-around could be done and they would look at that issue. Oltmans said a drive to Langley could be done. Caldwell noted that other issues arise with that solution such as maintenance, sweeping, snow removal and the plan shown was the best solution. Riordan said that a drive to Langley would be right on the curve and that is not a good place so a turn-around would make more sense.

Gloria Sharp said she is concerned about parking for visitors. Riordan said that the parking will be safer for visitors as the roadway will be wider. Sharp asked how wide the road is now. Riordan said about 21-22 feet and the new road width would allow for more than ten feet which would make parking safer.

Richard Seydel said he agrees with Phil Johnson that the City should not do the 4<sup>th</sup> Avenue project. If Toro were to shut down the whole town would be in trouble with a lot of people out of work and the added expense of the road is not needed. He cannot afford the approximately \$10,000 assessment.

Riordan asked Haugen and the engineers about the time table for the project and if it had to proceed this year due to utility service problems. Haugen said they have had some issues and done some replacements, but there are troubles popping up.

Caldwell said that prices are not getting cheaper. Powers concurred noting that the Council does not know what will happen with prices in the future. Caldwell stated that if this project is pushed back that also delays other projects that are needed such as 20<sup>th</sup> Street. Riordan noted that it also costs money to patch and make repairs.

Evelyn Lohre said that her home is valued at \$25,000 and the proposed assessment is about \$12,000 so this does not make sense to her. The curb and gutter should be paid by other city residents as the property owners do not benefit. If the assessment is repaid over 10 years then it will be hard to sell her property.

Sharp asked about the cut-through path at the Langley and 4<sup>th</sup> Avenue intersection. Caldwell said the plan is to bring these streets to an intersection and eliminate the cut-through which is a dangerous situation.

Keffeler said that the street should be paid for by a general city assessment as others use the street. Nasby replied that the City does pick up a large share of the cost and pays for the over sizing. Messer said that the formula for funding was set up so costs could be divided equitably. Riordan said property owners are assessed for about one-third of the cost.

David Lightner asked if the City is paying assessment for the property it owns along 4<sup>th</sup> Avenue. Lightner was asked what property he was referencing. Lightner said the piece south of him by Tanglewood Apartments. Messer said that is privately owned and not the City's. Nasby said that when the street projects have impacted City properties those were assessed the same as the other property owners.

Fast asked what happens if an assessment project does not improve the value of the property to the amount assessed? Nasby replied that the property owner could appeal the assessment and then the City would have to prove that the assessment does increase the value.

Seydel asked about the difference in surfaces and cost by having a ten ton road versus a seven ton road.

Powers and Messer noted that the cost difference is not that great. Possibly 15 - 20%.

Seydel does not think that many trucks use the road so it should not be a truck route. Riordan said road usage\volume is another key consideration and this road carries a lot of traffic.

Johnson said the approximate cost for over sizing or 10-ton roads for 4<sup>th</sup> Avenue, Langley and 3<sup>rd</sup> Avenue would be about \$369,000. Seydel asked why this is planned for 3<sup>rd</sup> Avenue. Johnson said it is only a portion of 3<sup>rd</sup> Avenue up to the Toro driveway.

Seydel inquired why curb and gutter is part of the project. Caldwell said that is needed for storm water control. If one looks at 4<sup>th</sup> Avenue now there is erosion in some places and the edges of the road way break up.

Sharp said she is concerned about the cost and if the assessment is paid all at once. Riordan said the assessments have typically been over 10 years. Messer said that time could be 10-14 years. Nasby noted that the decision on the assessments is made after the exact costs are known and the financing is lined up.

When the final assessments are to be made there is another public hearing. Sharp said she is single and it will be very hard for her and other single people to afford.

Caldwell noted that the Council, at this time, can call for plans and specifications so bids could be obtained. Then the Council would have another opportunity to decide if the project was to proceed.

Powers asked when was the latest date for a decision on the bids. Johnson said the bids could be active for six months, but sooner is better.

Messer said the optimum time period is now to solicit bids with a planned construction period for spring and financing has been available around 4%. Johnson said they just did a project bid and the materials prices came in lower than the estimates.

Riordan said that this public hearing on the project is to move to the next step which is calling for plans and specifications and not a final vote to authorize the project. Craig Mueller said the Council can make changes up to the point of a "proceed to work" order. Messer said that prices go up later in the construction season so bids need to get underway.

Seydel asked what the interest cost would be for the project and assessments. Nasby said the current information from the bond consultants shows a project of this type would be in the mid 4% range depending on the term. With bond fees and attorney costs the amount of interest charged to the assessments was 6% for the last two street projects.

Fast said she thinks the Council should have a discussion on the assessment process and cost formulas. Johnson said the same formula for assessments has been in place for about 25 years. Riordan said this type of discussion would need to include fairness to others who have already been involved with assessments on other projects.

Oltmans said that the intersection by 4<sup>th</sup> Avenue and Langley was low and if it is going to be larger and all lawn would the area be re-done so it drains properly? Johnson said the plans would make sure that area drains.

**Riordan closed the public hearing at 8:47 p.m.** Riordan said that the resolution calling for plans and specifications required a 4\5 vote.

**Council member Messer introduced the Resolution No. 2008-45, entitled "RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS FOR THE "2009-2010 STREET IMPROVEMENT PROJECT" and moved its adoption. The resolution was seconded by Powers and on roll call vote: Aye: Fast, Kruse, Messer and Powers. Nay: None. Absent: Ray. Resolution passed 4 - 0.**

8. Department Heads:

None

9. License Application – Windom Area Hospital Foundation:

Application for a lawful gaming exempt permit for the Windom Area Hospital Foundation for a raffle to be held May 15, 2009.

**Motion by Messer, second by Powers, to approve a lawful gaming exempt permit for the Windom Area Hospital Foundation for a raffle to be held May 15, 2009. Motion carried 4 – 0 (Ray absent).**

10. Regular Bills:

**Motion by Powers, seconded by Fast, to approve the Regular Bills. Motion carried 4 – 0 (Ray absent).**

11. Unfinished Business:

None

12. New Business:

None

13. Council Concerns:

Fast reminded everyone that snow removal on sidewalks is a safety issue and asked everyone to make sure their sidewalks are clean.

Riordan thanked the public for nominations for the Mayor's Metal's of Honor and recipients will be contacted within the next week. He also thanked KDOM and Citizen Publishing for helping to promote the Mayor's Metal's of Honor.

14. Adjourn:

Riordan adjourned the meeting by unanimous consent at 8:53 p.m.

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Tom Riordan, Mayor

Attest: \_\_\_\_\_

Steve Nasby, City Administrator

**Telecommunication Commission Minutes**  
**November 20,2008**

1. Call to Order: The meeting was called to order by Chair Wendell Woodcock.

2. Roll Call:

Commission Members Present: Wendell Woodcock, Robert Messer,  
Jean Fast, Forrest Fosheim

Commission Members Absent: Jake Voth Jr.

City Staff Present: Dan Olsen, Telecom Operations Manager, Steve Nasby, City  
Administrator

Public Present: none

3. Public Agenda Items: None

4. Retransmission agreements

Discussion ensued at to the broadcasters requiring payments for carriage. Olsen explained current contract offerings.

Motion by Messer seconded by Woodcock to implement public awareness campaign to seek input and inform the public on retransmission issues specifically KARE11 Motion passed unanimously.

6. Other Business:

Discussion of MDU rates. Messer requested that we compile the rates for the next meeting City staff informed commission that due to time constraints and employee shortages due to vacations this may have to wait until after the first of the year. Staff will put a best effort into this item

7. Adjourn:

**Motion made by Woodcock, seconded by Fast, to adjourn the meeting. Motion Carried 4-0.**

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Wendell Woodcock, Chairman

Attest:

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Steven Nasby, City Administrator\Clerk

**ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
MINUTES  
DECEMBER 8, 2008**

1. Call to Order: The meeting was called to order by President Erickson at 12:09 p.m.

2. Roll Call & Guest Introductions:

EDAWN Commissioners: Juhl Erickson, Trevor Slette, Nestor Palm, Kirby Kruse, and Bob Messer.

Also Present: EDA Staff – Aaron Backman, Executive Director, and Mary Hensen, Adm. Asst.; Steve Nasby, City Administrator; Tom Riordan, Mayor; and Sally Larson, WADC Liaison.

President Erickson welcomed Sally Larson as the new WADC Liaison.

3. Approval of Minutes:

**Motion by Commissioner Slette, seconded by Commissioner Palm, to approve the Minutes of the EDA Meeting held on November 10, 2008. Motion carried 5-0.**

4. Public Hearing

A. Sale of Land - Tract A in Lot 5, Block 2, Windom Industrial Park Subdivision: President Erickson opened the public hearing at 12:10 p.m. Notice of the public hearing was published in the November 26, 2008, Citizen. The Commissioners received copies of the proposed Offer to Purchase. Tod Quiring proposes to purchase Tract A of Lot 5, Block 2, of the Windom Industrial Park Subdivision "as is" in its existing condition for a total purchase price of \$6,600. Director Backman reviewed the history of the negotiations concerning the sale of this lot. He also reviewed with the Board the provisions of the Offer to Purchase revised by City Attorney Dan McDonald. The agreement provides for an anticipated closing date within sixty days.

President Erickson asked if there were any other questions or comments from anyone in the audience. No other comments were received from anyone present. All public testimony was completed. President Erickson closed the public hearing and referred the matter to the EDA Board for consideration at 12:26 p.m. There was further discussion concerning the proposed purchase.

B. Follow-up Action to Public Hearing:

1) Resolution No. 2008-10 (Sale of Land):

**Resolution introduced and motion by Commissioner Kruse, seconded by Commissioner Slette, to adopt EDA Resolution No. 2008-10, entitled "Resolution Approving Sale of Property Described as Tract A, Lot 5, Block 2 of Windom Industrial Park Subdivision to the City of Windom, Cottonwood County, Minnesota".**

**Upon roll call vote being taken, the following voted in favor thereof: Commissioners Slette, Messer, Palm, Erickson, and Kruse; the following voted against the same: None; the following were absent: None.**

5. Spec Building

A. Improvements Update and B. Improvement Financing: At a Special EDA Meeting held on October 27, 2008, the EDA approved the proposed lease of the spec building to Toro for \$4,200 a month; and the EDA Director was authorized to respond to final revisions from the

Tenant. Both parties signed the lease as of November 10, 2008. Construction of the second loading dock began on November 18<sup>th</sup>. Final cost estimates for the building upgrades were provided on November 24<sup>th</sup> and totaled \$96,347. The Board had received a copy of the building cost figures for the upgrades submitted by Hanefeld Custom Builders. This figure is higher than the initial estimates of around \$50,000. The primary reasons for the change relate to putting in the second loading dock (instead of just an overhead door) and additional electrical costs. After additional discussion, the following action was taken.

**Motion by Commissioner Palm, seconded by Commissioner Kruse, to approve the Tech Building Cost Proposal for Upgrades for Toro Manufacturing Company, dated November 24, 2008, submitted by Hanefeld Custom Builders, Inc., and to authorize the EDA Executive Director to approve draw requests for payments pursuant to this proposal. Any change orders would need to be approved by the EDA Board. Motion carried 5-0.**

Director Backman updated the Board concerning the status of the construction of the improvements. Because of the occupancy timeline in the lease and also the weather conditions, the contractors needed to do the outside concrete work. Building contractors have installed the required concrete work for the second loading dock and are in the process of installing the overhead door. The sewer and water connections were previously stubbed into the building and the plumbers are working on extending the connections for the two restrooms. The concrete floor of the building will be completed in a few days. It is anticipated that the electricians will begin installation of the lights and outlets on December 15<sup>th</sup>. Beginning December 19, 2008, Toro will be shutting down for two weeks during the holiday season. It is their intention to move in equipment and product during the shutdown period.

President Erickson turned the gavel over to Vice President Slette for the discussion on the financing of the improvements. Director Backman proposed that \$75,000 of the project costs be financed and the remainder of the project costs be paid with existing EDA funds from improved property sales. The Board had received a copy of the EDA's loan recap. Director Backman provided information concerning his communications with the three local banks and his investigation of other sources for financing. Director Backman reviewed the proposal submitted by Bank Midwest which was the only bank proposal submitted. An alternative to bank financing would be an inter-fund loan from the City's Electric Fund. The next Utility Commission Meeting is scheduled for December 17, 2008.

**Motion by Commissioner Kruse, seconded by Commissioner Palm, to approve the financing of \$75,000.00 of the spec building improvements with the balance of the improvement costs to be paid from EDA improved property sales funds; to authorize the EDA Director to submit a loan request for \$75,000.00 to the Windom Utility Commission requesting an amortization of 96 months with an interest rate of five (5) percent per annum; to authorize alternative financing, in the event that the Utility Commission does not grant the loan, in the form of a second mortgage to Bank Midwest for the financing of the \$75,000.00 amortized over 96 months with a projected interest rate of 7.5% fixed for 5 years and annual adjustments of interest thereafter based on the Wall Street Journal Prime +1%. Motion carried 4-0. Commissioner Erickson abstained.**

**Motion by Commissioner Kruse, seconded by Commissioner Palm, authorizing EDA Vice President Trevor Slette and EDA Secretary Nestor Palm to execute all required loan documents with the Windom Utility Commission or Bank Midwest, depending on which entity funds the \$75,000.00 loan for the spec building improvements. Motion carried 4-0. Commissioner Erickson abstained.**

6. Landform – Update: Director Backman reported that Mike Jungbauer of Landform is approximately halfway through his study.
7. 2008 Commercial Rehab (Round 3A SCDP) – Update: The Board had received a recap of projects in this program. Director Backman briefly reviewed the status of the projects which includes three completed, two in process, one under construction, two on hold, and one withdrawn.
8. Unfinished Business: None.
9. New Business
  - A. Business Visits Report: Director Backman updated the Board concerning business visits, area contacts, meetings and events since the November meeting.
  - B. Director Backman advised that he had met with representatives from Renewable Energy Systems (RES), a Minneapolis-based wind energy developer, that is interested in a project in Cottonwood County.
  - C. Director Backman reported that Hannon Ford has purchased Craig Hettenbach’s building (formerly “Flatgard Shoes”) and that remodeling of the building to convert it into a law office is underway.
  - D. Director Backman reported that representatives of the Toro Foundation and the Remick Foundation had separately toured WECC on November 14, 2008. The Remick Foundation has approved a sizable grant for WECC. Director Backman also advised that ABE/ESL have doubled their students since moving their classrooms to WECC.
  - E. Director Backman advised that he had been contacted by Jim Smith concerning the possibility of unloading snow from his snow removal business on a portion of the EDA’s Lot 6 in Block 2 of the Windom Industrial Park Subdivision. Following discussion, the consensus of the Board was to only use the Spec Building property for the storage of snow from Lot 6 and as agreed upon between the EDA and the Street Department.
  - F. Director Backman reported that the Street Department has a use for the chain-link fence that is situated at the south end of the EDA’s River Bend area. The fence is not currently needed to restrict access to the area.

**Motion by Commissioner Kruse, seconded by Commissioner Palm, to donate the chain-link fence that is situated at the south end of the EDA’s River Bend area to the Street Department for their use with the Street Department to be responsible for removal of the fence and transportation to the new site. Motion carried 5-0.**

10. Miscellaneous Information

- A. River Bluff Townhomes – Monthly Financial Report: The Board received a copy of the financial report provided by Van Binsbergen & Associates for the period ending October 31, 2008.

B. River Bluff Townhomes – 2009 Budget: The Board had received a copy of the proposed 2009 Budget for the River Bluff Townhomes and agreed to review the budget at the January, 2009, Meeting.

C. Commissioners requested that discussion items be included on the agenda for the January 12, 2009, EDA Meeting concerning 2009 goals, the status of the property at 427 Sixth Avenue, and the River Bluff RLF.

11. Adjourn: By consensus, President Erickson adjourned the meeting at 1:13 p.m.

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Nestor Palm, Secretary

Attest: \_\_\_\_\_  
Aaron Backman, Executive Director

**PARK AND RECREATION COMMISSION MEETING  
MINUTES DECEMBER 8, 2008**

1. Call to Order: The meeting was called to order by Al Baloun at 7:10 p.m. at City Hall.
2. Roll Call:

Commission Present:	Terry Fredin, Brenda Muller, Angie Blanshan, Steph Schwalbach & Jeff LaCanne
Commission Absent:	Kay Clark & Sherri Zimmerman
City Staff Present:	Recreation Director Al Baloun & Park Director Bruce Caldwell
Council Liaisons:	Brad Powers
Public:	None
3. Approve Agenda  
**Motion by Blanshan, seconded by Schwalbach**  
**Motion Carried 4-0**
4. Approve Minutes, September 8, 2008  
**Motion by Schwalbach, seconded by LaCanne**  
**Motion Carried 4-0**
5. Park Superintendent Report – Bruce Caldwell
  - a. 2008 in Review-the commission reviewed the accomplishments of the park department for the year.
    1. Several shelter houses were repaired and painted
    2. Kastle Kingdom received a lot of repairs and the wood structure was sealed
    3. The new playground in Tegel's Park was finished
    4. The tennis courts were resurfaced
    5. WRA- staff worked extremely hard to finally get the grass on the ball fields looking good.
    6. Park staff planted several new trees around the ball fields
    7. The dugouts on Legion & Eagle Fields were completed
    8. Staff installed new dugout benches and line fencing on Wacker Field
    9. Memorial Plaques were placed in the park
  - b. Revenue from shelter house, picnic table rental and camping 2008

The commission members received the final report showing the above items. Shelter house rental, Picnic table rental and camping were all down slightly in 2008. Caldwell feels the reason was solely due to the economy and higher fuel prices during the summer months.
6. Recreation Director's Report- Al Baloun
  - a. Pool Update- The repairs were completed and under the estimated budget for the wading pool. Baloun stated that the only major item before the start up in 2009 is one of the filters. That unit will have to be gone through prior to usage.

b. Ice Season & Arena

1. The studio rink was open for usage on November 30<sup>th</sup>. This is about two weeks ahead of schedule. Hockey and figure skaters desiring to use the rink were informed that they need a seasonal or daily pass to use the rink. Baloun stated that his staff worked extremely hard to get the studio rink open as early as possible. The turn around from the horse season to making ice on the main rink is only one week. During that time when the staff is making ice on the main rink they are also taking care of the final cleanup from the horse season and getting the buildings open for winter storage. All of this is very time consuming. Once the main rink has enough good ice on it and the weather is cold enough the staff then started to get the studio rink up and running. The staff has to be extremely careful not to put excess stress on the compressors during this phase. If they move to quickly on making ice in the studio rink without cold temperatures, the main rink's ice temperatures drops.

2. The rink schedules are extremely full prior to the end of the year. With several games and private rentals of the Arena facility it will be a busy time through the holidays.

3. Schwalbach stated that the radiant heater was not working in the visitors section of the bleachers. Baloun said he would contact the gas company.

4. Holiday hours for the Arena; Christmas Eve closing at 4:00 pm. Closed Christmas Day, Private Rental for New Years Eve Evening, Open 12:00-5:00 pm. New Years Day.

5. Arena Maintenance Items-Baloun stated that the outside door in the Community room has been replaced and by the end of the year the northeast door of the Arena will be done as well by the contractor.

Powers stated that he had some concerns about the janitorial condition of the showers by the Wallyball courts. He suggested that the staff needs to take a little more care of the fitness facility. Baloun will instruct his staff accordingly.

- c. Minnesota Quarter Horse Futurity Request Update- they have requested the possibility of putting a roof structure over the outside riding rink west of the Arena. The size they would like to see is around 80 feet wide by 100 feet long. The commission stated that funding would be difficult but without some type of cost estimates no decision can be made.

**Motion by Blanshan, seconded by Schwalbach to get cost estimates and report back at the January 12, 2009 meeting.**

**Motion Carried 4-0**

7. Open Mike: Fredin; Terry stated that he was very upset with the comments he heard from a couple hockey parents and coaches about the studio rink not being open sooner. To update the commission on our procedures he said that the main rink is our number one priority and we have to make sure that rink is ready for usage without any delays due to the studio rink.

Continued page 3; Park & Recreation Meeting Minutes December 8, 2008

In the early part of the startup the compressors can only handle cooling one rink at a time. This is due to the warmer soils and the unstable air temperatures during this process. The rink mats used in the studio rink were the original mats that were purchased used in 1975. So many of them have been spliced and patched throughout the years. The staff has to be extremely careful not to break them and they need to check for any glycol leaks during installation because they are in such bad condition. If there would happen to be any glycol leaks that could jeopardize the ice conditions of the main rink as well. On a normal year the studio rink would not have been ready for usage until the second or third week of December, this year it was open more than two weeks earlier. Fredin stated that it would be good to have a field day for the commission at the Arena to show what needs to be done in order to startup the system and instruct them how the it all goes together.

**All the Commission Members attending this meeting extended sincere gratitude to the Arena Staff for moving so quickly on the studio rink.**

Next Park & Recreation Meeting January 12, 2009 7:00 p.m. Council Chambers

Adjourn at 8:02 p.m.

Community Center Commission Minutes  
Monday December 8, 2008

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: Kelly Woizeschke  
La Vonne Swenson  
Connie Knorr-Absent

Commission Liaisons: Kirby Kruse  
Bruce Caldwell-Absent  
Jo Ann Ray

Public: None

3. **Approval of Minutes:**

Motion by L. Swenson, seconded by K. Woizeschke to approve the October 27, 2008 Community Center Commission Minutes. Motion passed 3-0

4. **Additions to the agenda:**

Nothing New to Report

5. **Correspondence:**

Recent surveys enclosed- Surveys had all favorable results.

6. **President's Report:**

- a. Rates-President asked if there were any rate changes that the Commission would propose to make. A question was raised as to what was included and time involved in wedding receptions. Director reported that we have the 2 wedding packages available which include setup of tables and chairs, dance floor, stage, bar area and the buffet lines. The wedding party then has Friday for decorating and 10 hours the day of the reception and dance. A question was asked about the time involved and it was reported most receptions take around 16-20 man hours for setup, 4-8 hours the day of decorating supplying add ons, 20 man hours the day of the wedding reception, and 16-20 man hours to clean up.

Director reported he had heard about expense and noted we are definitely out priced. It was reported that the rental surveys for the last 2 years have said only good things about the rates.

Director noted when renting the Center you are also getting a service.

**Motion was made by W. Maras and seconded by L. Swenson to leave the rates as they are and to revisit when rates come up on the agenda again.**

**Motion passed 3-0.**

President moved Directors evaluation to under miscellaneous.

7. **Director's Report:**

- a. Director reported that he had been asked about a family group wanting to rent the Senior Room. Commission advised Director due to the seniors owning some of the games and pool tables and that we have not rented it in the past, we will not rent out the Senior Center.
- b. Fund Raising Ideas-Director told Commission he had been asked several times about the Employer/Employee Christmas Party, Director said he is bringing it back for 2009. Director is also looking into other fund raising ideas.
- c. Director asked the Commission members whose terms are expiring what they plan to do. **Lavonne noted she is not going to seek another term at this time.** The Mayor is looking into replacing her position.

8. **Resource Management:**

Schedule of Events: Bookings are coming in. The wedding decorations are being rented very well, also noted the ceiling swag can also be rented for ½ the room.

Income/Expenses: Report enclosed. No questions.

At this time the Director went over last years goals and their results then was asked to leave the room while the Commission completed his review. Review was finished and Director was asked back to the meeting.

9. **Miscellaneous:**

Nothing new to report

10. **Open Forum:**

Commission members thanked Lavonne Swenson for her years of service and thanked Kirby Kruse for his part as a liason.

11. **Next Meeting:**

Monday January 26, 2009 @ 5:30 pm

**Adjourn:**

**Motion by K. Woizeschke, seconded by L. Swenson, to adjourn the meeting at 6:55 pm. Motion passed 3-0.**

\_\_\_\_\_  
Wayne Maras, CCC President

\_\_\_\_\_  
Connie Knorr, CCC Secretary

Attest: \_\_\_\_\_  
Brad Bussa, Community Center Director

Windom Library Board Meeting  
Windom Library  
December 9, 2008  
5:05 p.m.

1. Call to order: The meeting was called to order by Jan Johnson at 5:05 p.m..
2. Roll Call:  
Members Present: Freddie Hoppert, Mary Erickson, Kathy Hiley,  
Anita Winkel, Charles Reid, Jan Johnson and John Duscher  
  
Members Absent: None  
  
Library Staff Present: Dawn Aamot  
  
City Council Member Present: Jo Ann Ray

3. Agenda and Minutes:

Motion by Charles Reid, seconded by Freddie Hoppert to approve the Agenda and Minutes.

4. Financial Report

Motion by John Duscher seconded by Anita Winkel to approve the Financial Report.

5. Librarians Report:

Dawn reported that Joan has been discarding fictional books.

Santa will not be able to come to the library in December as he had a scheduling conflict.

Traffic on Monday night has slowed down a lot.

The library will wait until after January to advertise for a replacement for Rosie Davis. Joan is working with the Friends of the Library to schedule a thank you coffee for Rosie, possibly on December 17.

Busy Bee and Sonshine School visited the library in November.

Motion by Mary Erickson and seconded by Freddie Hoppert to approve the librarian's report.

6. Old Business:

Mary Erickson moved that we untable the discussion to change library fines and length of time books may be checked out. Freddie Hoppert seconded the motion. Freddie Hoppert moved, "That starting January 1, 2009, overdue fines be increased from 5 cents/day to 10 cents/day, the length of time to check out books would be increased from 2 weeks to 3 weeks and videos may be checked out two at a time for a week." Anita Winkel seconded the motion. Discussion was held. Magazines would stay at one week. The library board approved the motion. The city Council will need to approve this change.

7. New Business:

The library is running ads on KDOM through December regarding the change in library hours starting Jan. 1, 2009.

Freddie Hoppert announced that she will be stepping down from her tenure on the library board as she has been on it for more than 25 years and she feels it's time. The library board expressed their unhappiness at

her decision and that she would be missed. Thanks to Freddie for being our anchor and serving so faithfully.

8. New Book Suggestions

The board presented their suggestions.

9. Adjourn:

Motion by Charles Reid, seconded by John Duscher to adjourn.

Meeting adjourned at 5:30 p.m..

Respectfully submitted,

Kathy Hiley, recording secretary



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement  
 444 Cedar Street, Suite 133  
 St. Paul, MN 55101-5133  
 651-201-7507 • TTY 651-282-6555 • Fax 651-297-5259



14998  
 12/1/08  
 CK 27452

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

No license will be approved or released until the \$20 Retailer ID Card fee is received by MN Liquor Control. (3.2% Licenses exempt)

**Licensee:** Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S. 3 to report any license cancellation.

License Code ONSL License Period Ending 12/31/2008 ID# 1517  
 City/County where license approved. Windom  
 Licensee Name FOE Aerie 3891  
 Trade Name Eagles Club  
 Licensed Location address 821 4th Ave  
 City, State, Zip Code Windom, MN 56101  
 Business Phone 507/831-3891

**LICENSE FEES:** Off Sale \$ 0.00 On Sale \$ 2000.00 Sunday \$ 200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following will result in fines.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance is in effect for the full license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2% liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature Tony S. Lukon Date 11-26-08  
 (Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_  
 County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature Jeffrey A. Stankovic Date 12-1-08  
 (Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations (criminal/civil). Report violations on back, then sign here.)

# ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID LD  
EAGWI-1

DATE (MM/DD/YYYY)  
10/17/08

**PRODUCER**

Insurance Advisors, Inc.  
15020 27th Avenue N.  
Plymouth MN 55447  
Phone: 763-536-8006 Fax: 763-398-4060

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURERS AFFORDING COVERAGE**

NAIC #

**INSURED**

Fraternal Order of Eagles 3891  
Attn: Tony Hulm  
821 - 4th Ave  
Windom MN 56101

INSURER A: Westport Insurance Corporation  
INSURER B:  
INSURER C:  
INSURER D:  
INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	WIB114L016655-04	01/01/09	01/01/10	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> NO&H				PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS				
	<input type="checkbox"/> NON-OWNED AUTOS				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$
					AUTO ONLY: AGG \$
	EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$
	<input type="checkbox"/> DEDUCTIBLE				\$
	<input type="checkbox"/> RETENTION \$				\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	WCL0006145-04	01/01/09	01/01/10	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
					E.L. EACH ACCIDENT \$ 100,000
					E.L. DISEASE - EA EMPLOYEE \$ 100,000
					E.L. DISEASE - POLICY LIMIT \$ 500,000
A	LIQUOR LIABILITY	WIB114L016655-04	01/01/09	01/01/10	AGGREGATE 300,000 OCCURRENCE 300,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CLUB

IN THE EVENT OF CANCELLATION FOR NON-PAYMENT OF PREMIUM 10 DAY NOTICE WILL BE GIVEN

**CERTIFICATE HOLDER**

**CANCELLATION**

WINDOM1

City of Windom  
Attn: Denise Nichols  
P.O. Box 38  
Windom MN 56101

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*Reginald D. [Signature]*



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement  
 444 Cedar Street, Suite 133  
 St. Paul, MN 55101-5133  
 651-201-7507 • TTY 651-282-6555 • Fax 651-297-5259



# 74983  
 1125102  
 CK15578

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

No license will be approved or released until the \$20 Retailer ID Card fee is received by MN Liquor Control • (3.2% Licenses exempt)

**Licensee:** Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S. 3 to report any license cancellation.

License Code DNSS License Period Ending 12/31/2008 ID# 10046  
 City/County where license approved. Window  
 Licensee Name Phat Pheasant Pub Inc.  
 Trade Name Phat Pheasant Bar et al  
 Licensed Location address 2370 Hwy 60 East  
 City, State, Zip Code Window, MN 56101  
 Business Phone 507/831-3977

**LICENSE FEES:** Off Sale \$ 0.00 On Sale \$ 2000.00 Sunday \$ 200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

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4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance is in effect for the full license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2% liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature [Signature] Date 11-24-08  
 (Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_  
 County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature [Signature] Date 12-1-08  
 (Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations (criminal/civil). Report violations on back, then sign here.)

# ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID KH  
THE PH-1

DATE (MM/DD/YYYY)  
12/02/08

**PRODUCER**

Bank Midwest Insurance Windom  
PO Box 189  
Windom MN 56101  
Phone: 507-831-1322 Fax: 507-831-5859

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURED**

The Phat Pheasant Pub Inc.  
Clark Blair Lingbeek  
2370 Hwy 60  
Windom MN 56101

**INSURERS AFFORDING COVERAGE**

**NAIC #**

INSURER A: Badger Mutual Insurance Co  
INSURER B:  
INSURER C:  
INSURER D:  
INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				W/C STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>Liquor Liability</b>	00488-77961	01/01/09	01/01/10	each occu 100,000 aggregate 300,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
 Restaurant-tavern

**CERTIFICATE HOLDER**

City of Windom  
444 9th St  
Windom MN 56101

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Ken Hoffmann



Minnesota Department of Public Safety

Alcohol and Gambling Enforcement

444 Cedar Street, Suite 133

St. Paul, MN 55101-5133

651-201-7507 • TTY 651-282-6555 • Fax 651-297-5259



# 75013

CK 14183

12/1/08

### RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by MN Liquor Control • (3.2% Licenses exempt)

**Licensee:** Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S. 3 to report any license cancellation.

License Code ONSL License Period Ending 12/31/2008 ID# 6776  
 City/County where license approved. Window  
 Licensee Name Porath, Gordon  
 Trade Name Sunbowl  
 Licensed Location address 111 Hwy 71 S  
 City, State, Zip Code Window, MN 56101  
 Business Phone 507/831-4250

**LICENSE FEES:** Off Sale \$ 0.00 On Sale \$ 2000.00 Sunday \$ 0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

**Applicant's signature on this renewal confirms the following: Failure to report any of the following will result in fines.**

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance is in effect for the full license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2% liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature Gordon Porath Date 11-28-08  
 (Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_  
 County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature Jeffrey A. Stubbins Date 12-11-08  
 (Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations (criminal/civil). Report violations on back, then sign here.)

# CERTIFICATE OF INSURANCE

11-18-08

**PRODUCER**  
Haugen Marine Insurance Services  
4900 N. HWY 169 SUITE 301  
NEW HOPE, MN 55428

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**COMPANIES AFFORDING COVERAGE**

COMPANY A Burlington Ins Company

COMPANY B

COMPANY C

COMPANY D

**INSURED**  
Gordon Porath  
D/B/A: Sun Bowl  
111 Hwy 71 South  
Windom, MN 56101

**COVERAGES:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S * CONT PROT				GENERAL AGGREGATE \$ PRODUCTS-COMP/OP AGO \$ PERSONAL & ADV INJURY \$ EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				STATUTORY LIMITS EACH ACCIDENT \$ DISEASE - POLICY LIMIT \$ DISEASE - EACH EMPLOYEE \$
	<b>OTHER</b> Liquor Liability	531B001453	01-01-09	01-01-10	General Aggregate \$ 300,000 Each Occurrence \$ 300,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS: Restaurant

**CERTIFICATE HOLDER**

City of Windom  
444 9th Street  
Windom, MN 56101

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*Janine Hope*

FAX 507-831-6127



Minnesota Department of Public Safety

Alcohol and Gambling Enforcement

444 Cedar Street, Suite 133

St. Paul, MN 55101-5133

651-201-7507 • TTY 651-282-6555 • Fax 651-297-5259



# 24970  
11/24/08  
01 3285

### RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by MN Liquor Control • (3.2% Licenses exempt)

**Licensee:** Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S. 3 to report any license cancellation.

License Code MWNONSL License Period Ending 12/31/2008 ID# 8682  
City/County where license approved Windom

Licensee Name Zhou, Yi-Xiang

Trade Name China Restaurant

Licensed Location address 302 10th St

City, State, Zip Code Windom, MN 56101

Business Phone 507/831-5998

**LICENSE FEES:** Off Sale \$ 0.00 On Sale \$ 150.00 Sunday \$ 0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

**Applicant's signature on this renewal confirms the following: Failure to report any of the following will result in fines.**

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance is in effect for the full license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2% liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature Yi Xiang Zhou Date \_\_\_\_\_  
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_  
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature Jeffrey A. [Signature] Date 11-24-08  
(Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations (criminal/civil). Report violations on back, then sign here.)

# ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID KH  
CHINA-1

DATE (MM/DD/YYYY)  
11/24/08

PRODUCER  Bank Midwest Insurance Windom PO Box 189 Windom MN 56101 Phone: 507-831-1322 Fax: 507-831-5859	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED  China Restaurant 302 10th Street Windom MN 56101	INSURER A: Continental Western Insurance	10804
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> LIQUOR LIABILITY	CWP 2418596	01/01/09	01/01/10	EACH OCCURRENCE \$ 300000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				DAMAGE TO RENTED PREMISES (Ea occurrence) \$
					MED EXP (Any one person) \$
					PERSONAL & ADV INJURY \$
					GENERAL AGGREGATE \$
					PRODUCTS - COMPROP AGG \$ 600000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$  BODILY INJURY (Per person) \$  BODILY INJURY (Per accident) \$  PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$  OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	WC2323301-25	06/01/08	06/01/09	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	OTHER				

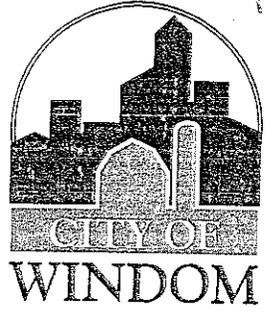
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
 Oriental Cuisine restaurant

## CERTIFICATE HOLDER

## CANCELLATION

CITY OF WINDOM 444 9TH STREET WINDOM MN 56101	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>10</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Ken Hoffmann
-----------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

# 74970  
11/24/08  
CK328J



# BEER LICENSE APPLICATION

Name of Applicant: yi xiang zhou

Home Address: 302 10th SE

Business in connection with which the proposed license will operate:  
China Restaurant

Address of Business: 302 10th SE

Minnesota Tax ID #: 4867817

Applicant is (Owner), (Operator)

Name and address of Manager (if applicable) zi yi zhou

\*\* Annual Beer Sales Amount 700.00

License fee of \$100.00 must accompany this application.

I, the applicant, state that all statements in this application are true and correct. I hereby acknowledge that I am in receipt of Chapter 5 of the Windom City Code detailing license requirements.

Signed: yi xiang zhou

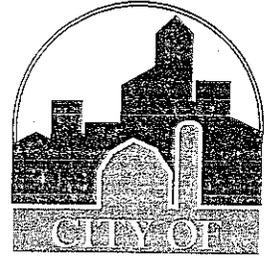
Date: 11/24/08

\*\* If annual beer sales exceed \$10,000 a certificate of insurance must be submitted with application to the City Clerk (see Section 5.11 Windom City Code)

Report of Investigation: \_\_\_\_\_  
\_\_\_\_\_

Approved by the City Council \_\_\_\_\_





## BEER LICENSE APPLICATION

WINDOM

Name of Applicant: City of Windom Community Center

Home Address: PO Box 38

Business in connection with which the proposed license will operate:

Community Center

Address of Business: 1750 Cottonwood Lake Drive

Minnesota Tax ID #: 41-6005647

Applicant is (Owner), (Operator)

Name and address of Manager (if applicable) Brad Bussa

\*\* Annual Beer Sales Amount \$6,500

License fee of \$100.00 must accompany this application.

I, the applicant, state that all statements in this application are true and correct. I hereby acknowledge that I am in receipt of Chapter 5 of the Windom City Code detailing license requirements.

Signed: *Brad Bussa*  
Date: 12/8/08

\*\* If annual beer sales exceed \$10,000 a certificate of insurance must be submitted with application to the City Clerk (see Section 5.11 Windom City Code)

Report of Investigation: \_\_\_\_\_

Approved by the City Council \_\_\_\_\_



# ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID KH  
CITYO-8

DATE (MM/DD/YYYY)  
12/09/08

PRODUCER  Bank Midwest Insurance Windom PO Box 189 Windom MN 56101 Phone: 507-831-1322 Fax: 507-831-5859	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED  City Of Windom Steve Nasby 444 9th St Windom MN 56101	INSURER A:	League of MN Cities
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY	LLC 1829	01/01/09	01/01/10	EACH OCCURRENCE	\$ 1,000,000
		<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
		<input checked="" type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR				MED EXP (Any one person)	\$
		<u>Liquor Liability</u>				PERSONAL & ADV INJURY	\$
		GEN'L AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE	\$ 1,000,000
		<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				PRODUCTS - COMP/OP AGG	\$
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	\$
		<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
		<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
		<input type="checkbox"/> HIRED AUTOS					
		<input type="checkbox"/> NON-OWNED AUTOS					
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
		<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	\$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
		<input type="checkbox"/> DEDUCTIBLE					\$
		<input type="checkbox"/> RETENTION \$					\$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	0200058621	01/01/07	01/01/08	<input type="checkbox"/> WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.I. EACH ACCIDENT	\$ 1,000,000
		If yes, describe under SPECIAL PROVISIONS below				E.I. DISEASE - EA EMPLOYEE	\$ 1,000,000
						E.I. DISEASE - POLICY LIMIT	\$ 1,000,000
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Location of 575 2nd Ave., Windom, MN is off sale only.  
 Location of 1750 Cottonwood Lake Drive, Windom, MN is on sale for special events.

## CERTIFICATE HOLDER

## CANCELLATION

City of Windom  
 444 9th St.  
 Windom MN 56101

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Ken Hoffmann

## **2009 License Applications**

### **Cigarette License \$20.00**

Casey's General Store  
Country Pride Services  
Erickson Oil  
Hy-vee  
Riverbend Liquor  
Center Stop  
Windom Country Club  
Sunshine Foods  
Super America

### **Game of Skill \$50 first game \$15.00 each additional game**

Phat Pheasant  
GodFather's Pizza  
Sun Bowl – C & N Sales  
Windom Arena Windom Laundromat & Sunshine Foods – John Hedquist

### **Theatre**

Windom State Theatre

---

## **License to be approved pending receipt of payment**

### **Game of Skill**

Windom Laundromat - C & N Sales

### **Cigarette**

Amoco



# Memo

**To:** Mayor and City Council Members  
**From:** Fire Chief Dan Fossing  
**Date:** December 11, 2008  
**Re:** Disposition of Surplus Equipment

---

The Windom Fire Department would like to sell 8 sets of SCBA's (Self Contained Breather Apparatus). This is some old equipment that we have taken out of service and is no longer compatible with the High Pressure Equipment that we purchased with a FEMA Grant in 2004.

This Equipment is Out of Date and would have to be sent in to have it pressure tested and inspected before we could use it again. The SCBA Units would be sold as is and have a value estimated around \$200.00 to \$300.00 each.

The Fire Department is requesting Council approval of the sale of the surplus SCBA equipment.

Final Budget

CITY OF WINDOM  
2009 Tax Levy

General Fund Operational	\$	408,572
Special Revenue Operational & Debt Service, Outlay	\$	760,015
General Fund Outlay	\$	<u>102,050</u>
Sub Total	\$	1,270,637
Plus PERA Reimbursement	\$	3,500
Plus Debt Service	\$	<u>221,536 *</u>
2009 Levy	\$	<b>1,495,673</b>

Debt Service Levy\*

1994 Project Series #1	\$	13,050
1995 G.O. Wastewater	\$	14,352
Equipment Bond - Dump Truck	\$	16,271
June Court Improvement Project	\$	2,835
2003 Street Project	\$	40,824
2005 Street Project	\$	29,700
2007 Street Project	\$	44,428
GO Equip - Telecom	\$	99,300
GO Equip - Telecom Interest Income	\$	<u>(39,224)</u>
Total	\$	<b>221,536</b>

# RESOLUTION #2008-

**INTRODUCED:**

**SECONDED:**

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

## A RESOLUTION APPROVING 2008 TAX LEVY, COLLECTABLE IN 2009

---

**BE IT RESOLVED**, by the Council of the City of Windom, County of Cottonwood, Minnesota, that the following sums of money be levied for the current year, collectable in 2009 upon the taxable property in the City of Windom, for the following purposes:

Total Levy	\$1,495,673
------------	-------------

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

Adopted this 16th day of December, 2008.

\_\_\_\_\_  
Tom Riordan, Mayor

Attest: \_\_\_\_\_  
Steve Nasby, City Administrator

Notice of Proposed  
**Total Budget and Property Taxes**

The Windom City Council will hold a public hearing on its budget and on the amount of property taxes it is proposing to collect to pay for the costs of services the City will provide in 2009.

SPENDING: The total budget amounts below compare the City's 2008 total actual budget with the amount the City proposes to spend in 2009.

<u>2008 Total Actual Budget</u>	<u>Proposed 2009 Budget</u>	<u>Change From 2008-2009</u>
\$3,870,465	\$3,929,400	1.52%

TAXES: The property tax amounts below compare that portion of the current budget levied in property taxes in Windom for 2008 with the property taxes the City proposes to collect in 2009.

<u>2008 Property Taxes</u>	<u>Proposed 2009 Property Taxes</u>	<u>Change From 2008 - 2009</u>
\$1,405,943	\$1,495,673	6.38%

LOCAL TAX RATE COMPARISON: The following compares the City's current local tax rate, the City's tax rate for 2009 if no tax levy increase is adopted and the City's proposed tax rate for 2009.

<u>2008 Tax Rate</u>	<u>2009 Tax Rate if NO Levy Increase</u>	<u>2009 Proposed Tax Rate</u>
75.942%	69.984%	75.969%

## Attend the Public Hearing

All Windom City residents are invited to attend the public hearing of the City Council to express their opinions on the budget and on the proposed amount of 2009 property taxes. The hearing will be held on:

**Tuesday, December 2, at 7:00 p.m.**

Windom City Hall  
444 9th Street  
Windom, MN 56101

If the discussion of the budget cannot be completed, a time and place for continuing the discussion will be announced at the hearing.

You are also invited to send your written comments to:

City of Windom, Mayor's Office, 444 9th St., Windom, MN 56101

NOTE: Budget means the total government fund expenditures as defined by M.S. 471.6767. The above budget amount does not include enterprise funds. Total budget amount including Enterprise Funds is \$15,661,540.

CITY OF WINDOM  
2009 Budget (includes all funds)

Revenue Sources

**General Fund**

Revenue	\$ 1,903,518
Tax Levy (Operations)	\$ 408,572
UHF Fund Transfer	\$ 15,140
Tax Levy (Outlay)	\$ 102,050
	<u>\$ 2,429,280</u>

**Special Revenue Funds**

Revenue	\$ 799,125
Tax Levy	\$ 760,015
	<u>\$ 1,559,140</u>

**Enterprise Funds**

Revenue	\$ 10,805,228
Special Assessments *	\$ 22,513
	<u>\$ 10,827,741</u>

**Debt Service**

Special Assessments **	\$ 249,568
Tax Levy	\$ 221,536
	<u>\$ 471,104</u>

**Special Projects**

Revenue	\$ 327,800
---------	------------

<b>Grand Total</b>	<u><u>\$ 15,615,065</u></u>
--------------------	-----------------------------

**\*Enterprise Fund Special Assessments**

\$14,113	2007 Street Project
<u>\$8,400</u>	2005 Street Project
\$22,513	Sub-total

**\* \*General Fund Special Assessments**

\$249,568	Prior Year Projects
\$249,568	Sub-total

\$272,081 Total Special Assessments

**CITY OF WINDOM**  
**2009 Budget (includes all funds)**

	<b>Expenditures</b>
General Fund	\$ 2,327,230
Special Revenue Funds*	\$ 1,443,560
Enterprise Funds*	\$ 8,622,720
Debt Service	\$ 1,899,586
Capital Outlay	\$ 938,925
Misc. Projects	<u>\$ 316,250</u>
<b>Grand Total</b>	<b>\$ 15,548,271</b>

\* Does not include depreciation

# RESOLUTION #2008-

**INTRODUCED:**

**SECONDED:**

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

## A RESOLUTION DESIGNATING GENERAL FUND BALANCE

---

**WHEREAS**, only limited revenues are received during the first six months of each budget year and as much as 50% of the expenses occur during that period of time; and

**WHEREAS**, a minimum level of cash is necessary to pay expenses during that first six months of each year; and

**WHEREAS**, a reasonable minimum General Fund balance is necessary to begin each budget year for the anticipated expenditures that will occur within the first six months.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Windom, County of Cottonwood, Minnesota, as follows: That the General Fund balance (as of 12/31/08) shall be designated for the purpose of meeting the financial obligations of the City for the upcoming years.

**BE IT RESOLVED**, that the Windom City Council may change this policy by adoption of resolution so stating.

Adopted this 16<sup>th</sup> day of December, 2008.

\_\_\_\_\_  
Tom Riordan, Mayor

Attest: \_\_\_\_\_  
Steve Nasby, City Administrator

**RESOLUTION #2008-**

**INTRODUCED:**

**SECONDED:**

**VOTED: Aye:**

**Nay:**

**Absent:**

**CITY OF WINDOM**

**RESOLUTION ESTABLISHING  
RATES, CHARGES AND FEES FOR  
WINDOM LIBRARY**

**WHEREAS**, the City Council has the authority to establish rates and fees for municipal services, admissions and rentals; and

**WHEREAS**, the City Council periodically establishes rates and fees for municipal special revenue funds; and

**WHEREAS**, the Windom Library Board recommends to the Windom City Council to change the fee amount for the following item; and

**WHEREAS**, it is in the best interests of the City of Windom and its citizens to operate the city special revenue funds in a cost-effective manner.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Windom, Minnesota, that fees be amended as follows:

**Overdue Book Fines**

Increase from 5¢ per day to 10¢ per day

Adopted this 16th day of December, 2008.

---

Tom Riordan, Mayor

ATTEST:

---

Steven Nasby, City Administrator



Lutheran Social Service  
*for changing lives*

December 12, 2007

Sarah Henfling Anderson  
*Assistant Director*  
LSS Senior Nutrition

*In Brown, Cottonwood,  
Jackson, Martin, and Watonwan  
Counties*

45462 County Road 22  
Windom, MN 56101  
Phone / Cell 507.822.1499  
Fax 507.831.4741

[Sarah.Anderson@lssmn.org](mailto:Sarah.Anderson@lssmn.org)

LSS Senior Nutrition  
Moorhead Office  
715 N. 11th St. #401C  
Moorhead, MN 56560  
218.233.7521  
1.800.488.4146  
Fax 218.236.0836

[www.lssmn.org/nutrition](http://www.lssmn.org/nutrition)

Steve Nasby  
City Administrator  
City of Windom  
444 9th Street, P.O. Box 38  
Windom, MN 56101-0038

Dear Mr. Nasby and City of Windom,

Thank you for being a partner with Lutheran Social Service and the Windom Senior Nutrition Program. We are proud to provide congregate dining and home-delivered meals service for Windom's seniors. Enclosed is our new site use agreement for 2009. Please return the signed agreement with your addendum to me.

The Windom Senior Nutrition program provides hot, nutritious meals to seniors, helping them stay healthy and independent. Our meals are provided on a suggested donation basis, and no senior is denied a meal because of inability to donate.

The enclosed agreement provides for reimbursement of utilities in preparing the senior meals at the Windom Community Center for both the Windom and Mountain Lake sites. The reimbursement is provided at 14 cents per meal and on a projected number of meals prepared basis for 2009.

I would be happy to answer any questions at a city council meeting if needed. Please let me know if you have any questions or concerns.

Thank you for your continued support of the Windom Senior Nutrition Program.

Sincerely,

Sarah Anderson

Windom

Region 8: Site Name

**LSS SENIOR NUTRITION PROGRAM  
SITE USE AGREEMENT--2009**

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

This agreement made this \_\_\_ day of \_\_\_\_\_ 2008, by and between \_\_\_\_\_, hereafter referred to as the Company and the LSS Senior Nutrition Program, 715 North 11<sup>th</sup> Street, Suite 401C, City of Moorhead and the State of Minnesota, hereafter called the Nutrition Program, in consideration of costs, covenants and agreements herein reserved and contained, do hereby agree each with the other as follows:

- I. All correspondence regarding this agreement will be between the Nutrition Program Director or Assistant Director and the \_\_\_\_\_.
- II. The Nutrition Program agrees and shall abide, conform to and comply with all the laws of the United States and the State of Minnesota, and all of the ordinances of the City of \_\_\_\_\_, Minnesota, together with all the rules and requirements of the Police and Fire Department of the City of \_\_\_\_\_, Minnesota. In addition, all rules and regulations by the Minnesota Department of Health will be complied with. A restaurant license, if required, will be procured annually by the Nutrition Program. The Company agrees to arrange for an annual fire inspection and notify the Nutrition Program of results. Fire inspecting must be completed by professionally trained personnel.
- III. The closing of sites on holidays will be determined by the Nutrition Program and the Company one month prior to the holiday. Nutrition sites usually observe ten holidays a year which include New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving holiday, Christmas Eve Day, and Christmas Day.
- IV. The Nutrition Program agrees to restore community facilities to ordinary cleanliness after use. Ordinary cleanliness is defined as leaving facilities in the same condition as they were prior to entering. Notwithstanding this undertaking, basic custodial services such as floor maintenance, window washing, cleaning of rest rooms, washing and/or painting of walls, snow and ice removal and all other general maintenance, reasonable inspection and repairs to the interior and exterior of the facilities are the responsibility of the building owner.
- V. The Nutrition Program shall procure and maintain comprehensive general combined single limit liability coverage of One Million Dollars (\$1,000,000.00) and Workers Compensation Insurance on all Nutrition Program staff relating to the site mentioned above. The Nutrition Program shall hold the building owner harmless for that portion of any damages or injury occurring on the rented premises for which the Nutrition Program may be found liable.

VI. The Company agrees to inspect, maintain, repair and replace the facility and its equipment located in the facility. The Company agrees to have all fire extinguishers inspected yearly by a licensed inspector at company expense. A dated and signed tag must be placed on each extinguisher.

VII. The Company agrees to furnish the Nutrition Program information about insurance coverage and dollar value of each type of coverage carried which relates to the facility and persons using the facility and shall have the Nutrition Program as an additional insured under any such policies.

VIII. In the event of a disaster, the Company agrees to allow the Nutrition Program to use facilities for the preparation, serving and distribution of meals/food and in an extreme disaster for housing of disaster victims.

IX. The Nutrition Program agrees to pay a yearly fee of \$ 3,669<sup>00</sup>, to help offset the costs of operation. Payment will be made on a quarterly basis.

X. In the event the Nutrition Program or the Company must cancel all or part of the terms of this agreement, the Company and the Nutrition Program will provide the other agency 30 days notice in writing. Upon written receipt by the Company from LSS, this agreement is subject to immediate termination by the Nutrition Program should federal, state, or local dollars be reduced or withdrawn.

XI. The Company agrees to allow the Nutrition Program use of the facility kitchen/dining areas for the term January 1, 2009 to December 31, 2009, to be used as a nutrition site for seniors on the following days/evenings: \_\_\_\_\_

XII. Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LSS SENIOR NUTRITION PROGRAM

OWNER/OPERATOR

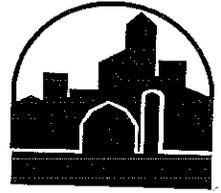
\_\_\_\_\_  
Senior Program Director                      Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

# MEMORANDUM



**CITY OF WINDOM**  
444 9th Street  
Windom, MN 56101  
Phone: 507-831-6129  
Fax: 507-831-6127  
[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** Personnel Committee  
**DATE:** December 9, 2008  
**RE:** Billing Services Contract

On December 8<sup>th</sup> the Personnel Committee reviewed a proposed agreement between the City of Windom and HP Suds for the continuation of billing services. The Personnel Committee unanimously recommended that the proposed contract for billing services with HP Suds be renewed. A copy of the proposed contract is attached for your information.

The services outlined within the proposed HP Suds contract are for the items the City of Windom is responsible for related to telecom, water\wastewater and electric billing. The proposed agreement with HP Suds is for two years, ending on January 14, 2011. The timeframe for the HP Sud's contract mirrors the City's contract with Midwest Data.

If you have questions or need additional information please contact Steve or Brigitte at 831-6129.

# Contract Agreement

Date: January 14, 2009

From: Denise Houston, HP Suds  
1375 1<sup>st</sup> Ave  
Windom, MN 56101

To: City of Windom  
Steve Nasby, City Administrator  
444 9<sup>th</sup> Street  
Windom, MN 56101

Dear Mr. Nasby:

In the following Contract Agreement, I have included the items that we have discussed and agreed upon. They are as follows:

## **Purpose of Contract**

The City of Windom has an existing contract with HP Suds for information technology, data processing and operation of utility billing systems. The City of Windom is herein extending this contractual arrangement for the provision of these services.

## **Independent Contractor**

It is understood and agreed that HP Suds will provide the Services under this Agreement as an independent contractor and that during the performance of the Services under this Agreement, neither HP Suds nor any of its employees, agents or representatives will be considered an employee of the City within the meaning or application of any federal, state or local laws or regulations including, but not limited to, laws or regulations covering unemployment insurance, old age benefits, worker's compensation, industrial accident, labor or taxes of any kind. Neither HP Suds nor any of its employees, agents or representatives shall be entitled to any benefits that may be afforded from time to time to the City's employees, including without limitation, vacation, holidays, sick leave, worker's compensation and unemployment insurance. Further, the City shall not be responsible for withholding or paying any taxes or social security for or on behalf of HP Suds or any of its employees, agents or representatives. HP Suds shall be fully responsible for any such withholding or payment of taxes or social security for HP Suds and any of its employees, agents or representatives.

## **Liability Insurance**

HP Suds agrees to maintain one million dollars (\$1,000,000.00) in general liability insurance and one million dollars (\$1,000,000.00) in professional liability insurance throughout the term of this Agreement in such a form and manner as to provide coverage for any and all errors and omissions made during performance of the Services.

## **Due Diligence**

The HP Suds agrees to proceed with performance of the Services with due diligence and complete the Services in a timely manner as provided herein unless completion is delayed by a cause set forth in the specifications and for which timely completion would be excused.

### **Contract Period**

It has been agreed upon by both parties that this contract will be for a 2-year term with the opportunity to discuss further working arrangements at the end of the contract period. The start date for this contract is January 14, 2009 thru January 14, 2011.

### **Termination Agreement**

It has been agreed upon by both parties that the contract can be terminated at any time with a 60 (sixty) day written notice. The party requesting an early termination will pay an early termination fee of \$5,000 (Five thousand dollars).

### **Cost and Professional Fees**

It has been agreed upon by both parties that the hourly rate will be \$22.50 per hour for the first 40 (forty) hours in a week (Sunday – Saturday) with additional hours at \$26.25 per hour for any hours over 40 (forty) hours per week. Prior written approval by the City of Windom will be required for any week anticipated to be in the excess of 50 (fifty) hours.

### **Office Space & Equipment**

City will provide reasonable office space at City Hall (444 9<sup>th</sup> Street) and use of City equipment (including incidentals such as ink, paper, and office supplies) required for HP Suds to undertake the duties, tasks and responsibilities identified herein. City will be responsible for replacement, repair or upgrades to said equipment unless property has been damaged by HP Suds. HP Suds has the option to rent said office space and equipment for a sum of \$250.00 (two hundred-fifty dollars) per month. Rent for office space and equipment will be paid monthly by HP Suds to the City within ten (10) days after the end of each monthly rental period.

### **Duties, Tasks & Responsibilities**

It has been agreed upon by both parties that HP Suds will perform the following list of duties, tasks and responsibilities on the behalf of the City of Windom. HP Suds will report in a weekly status and have quarterly meetings to update the City on billing system issues and recommendations. These duties will be primarily performed on daily basis as needed and will not be restricted to an 8:00 a.m. to 5:00 p.m., but will be performed and accomplished on a varied schedule, as determined by HP Suds, for the purpose of optimum proficiency. They are as follows:

- **EM UTILITY BILLING SYSTEM**
  - First point of contact for vendor issues
  - Customer Finalization
    - Administer closings of customer accounts and services
    - Manage all moves of customer accounts and services
    - Close and maintain all snowbird accounts and services
    - Responsible to update utility account information in the MWD System
    - Update the EM system with all meter change out information
  - New Customer Accounts
    - Create all new accounts
    - Add services
  - Meter Reader's Hand Helds
    - Create customer utility meter usage files
    - FTP, synchronize and download customer utility meter usage for meter reader's ITRON Systems
    - Receive, Synchronize and Upload all utility meter usages gathered from customer's premises
    - Import all data files into MVRS systems
    - Create and generate missing reads, zero usage, high and low reads reports

- FTP all data into the EM System for the billing process
  - Research and correct all meter issues
    - Labels
    - Sequencing
    - Serial Numbers
  - Maintain and back-up MVRs Systems
  - Prepare Customer Bills
    - Back-Up and maintain the EM system
    - Create and maintain billing messages
    - Run and balance the EM system
    - Run bills
    - Review billing
    - Generate billing file for MWD System
    - Post bills to customer accounts
  - Post Billing and Penalty Processes
    - Generate and print all late notices
    - Generate shut off list
  - System Maintenance
    - Purge Final Customer Information
    - Run system Back-ups
  - Rate Maintenance
    - Update all rate structures and changes passed by the City Council
    - Maintain a rate history file
    - Update and maintain all rate descriptions of services and classifications
  - ACH Files
    - Generate and FTP ACH File and pass to appropriate city employee for transfer to the financial intuition
  - Reports
    - Responsible for writing all system queries that are needed for reporting
- MWD TELECOM BILLING SYSTEM
  - First point of contact for vendor issues
  - Rates and Service Codes
    - Update all rate structures and changes passed by the City Council
    - Maintain a rate history file
    - Update and maintain all rate descriptions of services
  - Create and maintain billing messages
  - Toll
    - Run unbillable toll report
    - Update customer billing errors
  - FTP ACH files
    - Generate and FTP ACH File and pass to appropriate city employee for transfer to the financial intuition
  - Create acquire reports
- ETI SYSTEM (or Similar Equivalent System)
  - Maintain the integrity of the ETI data by:
    - Running reports and verify data against billing
    - Correct all discrepancies
  - Updating customer services

- CITY OF WINDOM

- Maintain and balance the trial balance report
- Responsible for reconciling and correcting all billing errors
- Responsible to back-up city employees when answering the phones
- Responsible to creating and maintain the methods and procedures of billing
- Maintain and create cycle reports (Monthly, Quarterly, Annually)
- Create and maintain miscellaneous Department Head reports
- Other duties and task as reasonable and logically related to the City of Windom's Billing, Utility and Financial Systems.

Sincerely,

Denise Houston, Independent Contractor  
HP Suds  
1375 1<sup>st</sup> Ave  
Windom, MN 56101  
507-822-6681

Accepted by:

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Steve Nasby, City Administrator  
City of Windom, Minnesota

CITY OF WINDOM  
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
CITY OFFICE	MII LIFE	VEBA	198.40
CITY OFFICE	MN NCPERS LIFE INSUR	INSURANCE	80.00
CITY OFFICE	BANK MIDWEST INSURAN	SURETY BONDS	73.20
	Total for Department 103		351.60*
P & Z / BUILDING OFF	MII LIFE	VEBA	148.80
P & Z / BUILDING OFF	MN NCPERS LIFE INSUR	INSURANCE	24.00
P & Z / BUILDING OFF	ICC	REGISTRATION	590.00
	Total for Department 106		762.80*
CITY HALL	ELECTRIC FUND	MAINTENANCE	2.92
CITY HALL	SANDRA HERDER	CLEANING	289.60
CITY HALL	MELISSA PENAS	CLEANING	289.60
	Total for Department 115		582.12*
POLICE	SHAWN HAKEN	EXPENSE	30.26
POLICE	KRUEGER BODY SHOP	JEEP REPAIR	6,699.72
POLICE	MII LIFE	VEBA	1,398.96
POLICE	MN NCPERS LIFE INSUR	INSURANCE	144.00
	Total for Department 120		8,272.94*
FIRE DEPARTMENT	MIDWEST WIRELESS	TELEPHONE	27.06
	Total for Department 125		27.06*
STREET	MII LIFE	VEBA	941.12
STREET	MN NCPERS LIFE INSUR	INSURANCE	96.00
	Total for Department 140		1,037.12*
PARKS	MII LIFE	VEBA	185.68
PARKS	MN NCPERS LIFE INSUR	INSURANCE	32.00
	Total for Department 165		217.68*
	Total for Fund 01		11,251.32*
LIBRARY	SANDRA HERDER	CLEANING	298.65
LIBRARY	MELISSA PENAS	CLEANING	298.65
	Total for Department 171		597.30*
	Total for Fund 03		597.30*
AIRPORT	ELECTRIC FUND	MAINTENANCE	52.41
AIRPORT	RED ROCK RURAL WATER	WATER	20.70
AIRPORT	SO. CENTRAL ELECTRIC	POWER COST	373.38
AIRPORT	TANKNOLOGY INC	TESTING	622.60
	Total for Department 174		1,069.09*
	Total for Fund 11		1,069.09*
POOL	BANK MIDWEST INSURAN	SURETY BONDS	73.20
	Total for Department 175		73.20*

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
Total for Fund 12			73.20*
AMBULANCE	ALLAN REMPEL	EXPENSE	55.26
AMBULANCE	DOUG WESTERMAN	EXPENSE	13.84
Total for Department 176			69.10*
Total for Fund 13			69.10*
MULTI-PURPOSE BUILDI	BROWN-NICOLLET	COMMU LICENSE	118.00
MULTI-PURPOSE BUILDI	MII LIFE	VEBA	284.88
MULTI-PURPOSE BUILDI	MN NCPERS LIFE	INSUR INSURANCE	32.00
MULTI-PURPOSE BUILDI	WINDOM BAKERY	EXPENSE	70.00
Total for Department 177			504.88*
Total for Fund 14			504.88*
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	6,575.65
LIQUOR	GRIGGS COOPER	MERCHANDISE	569.98
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	8,460.35
LIQUOR	HOLINKA DISTR. CO.	MERCHANDISE	64.50
LIQUOR	JOHNSON BROS.	MERCHANDISE	1,639.55
LIQUOR	MII LIFE	VEBA	371.36
LIQUOR	MN NCPERS LIFE	INSUR INSURANCE	32.00
LIQUOR	PHILLIPS WINE & SPIR	MERCHANDISE	3,168.80
LIQUOR	QUALITY WINE SPIRITS	MERCHANDISE	6,905.93
LIQUOR	BANK MIDWEST INSURAN	SURETY BONDS	73.20
Total for Department 180			27,861.32*
Total for Fund 60			27,861.32*
WATER	H P SUDS	BILLING CONTRACT SERVICE	125.83
WATER	MIDWEST DATA, INC	SPECIAL SERVICES	8.44
WATER	MII LIFE	VEBA	560.22
WATER	MN NCPERS LIFE	INSUR INSURANCE	40.00
Total for Department 181			734.49*
Total for Fund 61			734.49*
SOLOMON CORPORATION INVENTORY			18,100.00
Total for Department			18,100.00*
ELECTRIC	DITCH WITCH PLATINUM	MAINTENANCE	19.92
ELECTRIC	H P SUDS	BILLING CONTRACT SERVICE	125.83
ELECTRIC	MIDWEST DATA, INC	SPECIAL SERVICES	8.45
ELECTRIC	MIDWEST WIRELESS	TELEPHONE	29.38
ELECTRIC	MII LIFE	VEBA	1,049.86
ELECTRIC	MN NCPERS LIFE	INSUR INSURANCE	96.00
ELECTRIC	BANK MIDWEST INSURAN	SURETY BONDS	73.20
Total for Department 182			1,402.64*

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
Total for Fund 62			19,502.64*
SEWER	H P SUDS	BILLING CONTRACT SERVICE	125.83
SEWER	J&M WASTE APPLICATOR	HAUL SLUDGE	4,770.00
SEWER	MIDWEST DATA, INC	SPECIAL SERVICES	8.44
SEWER	MII LIFE	VEBA	931.58
SEWER	MN NCPERS LIFE INSUR	INSURANCE	72.00
SEWER	SCOTT VEENKER	TRACTOR RENTAL	700.00
SEWER	LANDFORM	PROFESSIONAL SERVICE	976.87
Total for Department 183			7,584.72*
Total for Fund 63			7,584.72*
ARENA	ELECTRIC FUND	MAINTENANCE	11.34
ARENA	MII LIFE	VEBA	371.36
ARENA	MN NCPERS LIFE INSUR	INSURANCE	32.00
ARENA	BANK MIDWEST INSURAN	SURETY BONDS	73.20
Total for Department 184			487.90*
Total for Fund 64			487.90*
	BANK MIDWEST	LOAN PAYMENT	4,000.00
Total for Department			4,000.00*
ECONOMIC DEVELOPMENT	AARON BACKMAN	EXPENSE	185.86
ECONOMIC DEVELOPMENT	HANEFELD CUSTOM BUIL	RETAINAGE 2001	12,600.00
ECONOMIC DEVELOPMENT	MII LIFE	VEBA	235.28
ECONOMIC DEVELOPMENT	MN NCPERS LIFE INSUR	INSURANCE	24.00
ECONOMIC DEVELOPMENT	SO. CENTRAL ELECTRIC	POWER COST	38.20
ECONOMIC DEVELOPMENT	DRY TECH RESTORATION	RENTAL OF DEHUMIDIFIER	4,034.40
ECONOMIC DEVELOPMENT	MARION HARDIN	THEATRE TICKETS - AD	35.00
ECONOMIC DEVELOPMENT	LANDFORM	PROFESSIONAL SERVICE	976.88
Total for Department 187			18,129.62*
Total for Fund 67			22,129.62*
TELECOMMUNICATIONS	H P SUDS	BILLING CONTRACT SERVICE	377.51
TELECOMMUNICATIONS	MIDWEST DATA, INC	SPECIAL SERVICES	29.91
TELECOMMUNICATIONS	MIDWEST WIRELESS	TELEPHONE	392.43
TELECOMMUNICATIONS	MII LIFE	VEBA	665.78
TELECOMMUNICATIONS	MN NCPERS LIFE INSUR	INSURANCE	64.00
Total for Department 199			1,529.63*
Total for Fund 69			1,529.63*
	INTERNAL REVENUE SER	WITHHOLDING	1,107.59
	MN NCPERS LIFE INSUR	INSURANCE	32.00
Total for Department			1,139.59*
Total for Fund 70			1,139.59*

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
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		Grand Total	94,534.80*

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
MAYOR & COUNCIL	DENISE NICHOLS	SUPPLIES-1099 FORMS	48.71
	Total for Department 101		48.71*
CITY OFFICE	ELECTRIC FUND	UTILITY BILLING	221.95
CITY OFFICE	FOX LAWSON & ASSOCIA	COMP & CLASS STUDY	488.20
CITY OFFICE	SECR REV FUND/CITY O	EXPENSE	8.99
	Total for Department 103		719.14*
P & Z / BUILDING OFF	ELECTRIC FUND	UTILITY BILLING	46.31
P & Z / BUILDING OFF	FOX LAWSON & ASSOCIA	COMP & CLASS STUDY	146.98
P & Z / BUILDING OFF	VET'S WHOA N'GO	GAS	69.53
	Total for Department 106		262.82*
CITY HALL	ELECTRIC FUND	UTILITY BILLING	563.75
	Total for Department 115		563.75*
POLICE	ELECTRIC FUND	UTILITY BILLING	94.73
POLICE	FOX LAWSON & ASSOCIA	COMP & CLASS STUDY	871.41
POLICE	KENT F. KELLY	EXPENSE	332.59
POLICE	KEVIN L. PATTERSON	EXPENSE	34.50
POLICE	SECR REV FUND/CITY O	POSTAGE	84.00
POLICE	WATONWAN COUNTY	SERVICE	96.53
	Total for Department 120		1,513.76*
FIRE DEPARTMENT	AMOCO OIL COMPANY	FUEL	225.59
FIRE DEPARTMENT	ELECTRIC FUND	UTILITY BILLING	37.88
FIRE DEPARTMENT	QUEST	TELEPHONE	58.66
FIRE DEPARTMENT	VET'S WHOA N'GO	GAS	2.28
FIRE DEPARTMENT	VOYAGER FLEET SERVIC	GAS	43.93
	Total for Department 125		368.34*
STREET	AMOCO OIL COMPANY	FUEL	541.57
STREET	ELECTRIC FUND	UTILITY BILLING	2,764.41
STREET	ERICKSON OIL CO	GAS	428.77
STREET	FOX LAWSON & ASSOCIA	COMP & CLASS STUDY	587.94
STREET	QUEST	TELEPHONE	58.66
STREET	VET'S WHOA N'GO	GAS	507.85
STREET	VOYAGER FLEET SERVIC	GAS	103.43
	Total for Department 140		4,992.63*
PARKS	ELECTRIC FUND	UTILITIES	3.49
PARKS	ELECTRIC FUND	UTILITY BILLING	112.33
PARKS	ERICKSON OIL CO	GAS	52.01
PARKS	FOX LAWSON & ASSOCIA	COMP & CLASS STUDY	99.74
	Total for Department 165		267.57*
	Total for Fund 01		8,736.72*
LIBRARY	ELECTRIC FUND	UTILITY BILLING	259.82
LIBRARY	FOX LAWSON & ASSOCIA	COMP & CLASS STUDY	183.73
	Total for Department 171		443.55*

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
Total for Fund 03			443.55*
POOL	ELECTRIC FUND	UTILITIES	1.40
Total for Department 175			1.40*
Total for Fund 12			1.40*
AMBULANCE	ELECTRIC FUND	UTILITY BILLING	23.16
AMBULANCE	QUEST	TELEPHONE	58.66
AMBULANCE	VET'S WHOA N'GO	GAS	1,157.84
AMBULANCE	STATE FARM INSURANCE REFUND - GARY R DUNKER		42.75
Total for Department 176			1,282.41*
Total for Fund 13			1,282.41*
MULTI-PURPOSE BUILDI	CITY OF WINDOM	BEER LICENSE	100.00
MULTI-PURPOSE BUILDI	ELECTRIC FUND	UTILITY BILLING	1,265.28
MULTI-PURPOSE BUILDI	FOX LAWSON & ASSOCIA	COMP & CLASS STUDY	356.96
MULTI-PURPOSE BUILDI	RIVER BEND LIQUOR	MERCHANDISE	565.00
MULTI-PURPOSE BUILDI	VOYAGER FLEET SERVIC	GAS	51.56
Total for Department 177			2,338.80*
Total for Fund 14			2,338.80*
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	3,122.90
LIQUOR	ELECTRIC FUND	MAINTENANCE	23.20
LIQUOR	ELECTRIC FUND	UTILITY BILLING	827.43
LIQUOR	FOX LAWSON & ASSOCIA	COMP & CLASS STUDY	388.46
LIQUOR	GRIGGS COOPER	MERCHANDISE	3,119.57
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	5,714.45
LIQUOR	JOHNSON BROS.	MERCHANDISE	438.31
LIQUOR	QUALITY WINE SPIRITS	MERCHANDISE	3,954.95
LIQUOR	BANK MIDWEST	NSF CHECK -RIVER BEND LI	20.21
LIQUOR	WINE MERCHANTS	MERCHANDISE	728.00
LIQUOR	LODA ENTERPRISES, IN	SUPPLIES	64.65
Total for Department 180			18,402.13*
Total for Fund 60			18,402.13*
WATER	ELECTRIC FUND	MAINTENANCE	11.36
WATER	ELECTRIC FUND	UTILITY BILLING	5,218.04
WATER	FOX LAWSON & ASSOCIA	COMP & CLASS STUDY	294.00
WATER	GOPHER STATE ONE CAL	LOCATES	5.32
WATER	H P SUDS	BILLING CONTRACT SERVICE	115.00
WATER	MIDWEST DATA, INC	UTILITY BILLING SERVICES	795.19
WATER	MIDWEST WIRELESS	TELEPHONE	84.80
WATER	QUEST	TELEPHONE	58.66
WATER	VOYAGER FLEET SERVIC	GAS	264.18
WATER	VOYAGER FLEET SERVIC	MISC MERCHANDISE	7.16
Total for Department 181			6,853.71*

CITY OF WINDOM  
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
Total for Fund 61			6,853.71*
	SECR REV FUND/CITY O REFUND - UTILITY PREPAYM		500.00
	COLE BROWN REFUND-UTILITY PREPAYMEN		125.00
Total for Department			625.00*
ELECTRIC	AMOCO OIL COMPANY	FUEL	717.72
ELECTRIC	ELECTRIC FUND	UTILITY BILLING	265.74
ELECTRIC	FOX LAWSON & ASSOCIA	COMP & CLASS STUDY	587.97
ELECTRIC	GOPHER STATE ONE CAL	LOCATES	5.32
ELECTRIC	H P SUDS	BILLING CONTRACT SERVICE	115.00
ELECTRIC	MIDWEST DATA, INC	UTILITY BILLING SERVICES	795.20
ELECTRIC	QUEST	TELEPHONE	55.21
ELECTRIC	SECR REV FUND/CITY O	EXPENSE	74.57
ELECTRIC	BRAD BUSSA	CLEANING	184.60
ELECTRIC	VET'S WHOA N'GO	GAS	34.05
ELECTRIC	VOYAGER FLEET SERVIC	GAS	24.38
Total for Department 182			2,859.76*
Total for Fund 62			3,484.76*
SEWER	AMOCO OIL COMPANY	FUEL	192.40
SEWER	ELECTRIC FUND	UTILITY BILLING	9,787.45
SEWER	ERICKSON OIL CO	GAS	35.14
SEWER	FOX LAWSON & ASSOCIA	COMP & CLASS STUDY	388.47
SEWER	GOPHER STATE ONE CAL	LOCATES	5.32
SEWER	H P SUDS	BILLING CONTRACT SERVICE	115.00
SEWER	MIDWEST DATA, INC	UTILITY BILLING SERVICES	795.19
SEWER	QUEST	TELEPHONE	191.53
SEWER	VOYAGER FLEET SERVIC	GAS	32.71
Total for Department 183			11,543.21*
Total for Fund 63			11,543.21*
ARENA	AMOCO OIL COMPANY	FUEL	25.93
ARENA	ELECTRIC FUND	UTILITY BILLING	6,612.02
ARENA	FOX LAWSON & ASSOCIA	COMP & CLASS STUDY	220.47
ARENA	VET'S WHOA N'GO	GAS	39.22
Total for Department 184			6,897.64*
Total for Fund 64			6,897.64*
ECONOMIC DEVELOPMENT	ELECTRIC FUND	UTILITY BILLING	278.51
ECONOMIC DEVELOPMENT	FOX LAWSON & ASSOCIA	COMP & CLASS STUDY	146.98
ECONOMIC DEVELOPMENT	SECR REV FUND/CITY O	EXPENSE	4.00
Total for Department 187			429.49*
Total for Fund 67			429.49*
RIVERBLUFF ESTATES	UNITED PRAIRIE BANK	LOAN PAYMENT	620.78

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
Total for Department 166			620.78*
Total for Fund 68			620.78*
	MN 9-1-1 PROGRAM	911 SERVICE	849.21
Total for Department			849.21*
TELECOMMUNICATIONS	BIG TEN NETWORK	SUBSCRIBER	1,604.25
TELECOMMUNICATIONS	BLUEHIGHWAYS	SUBSCRIBER	26.80
TELECOMMUNICATIONS	COMCAST MEDIA CENTER	SUBSCRIBER	3.25
TELECOMMUNICATIONS	JEFFREY DAHNA	INTERNET ACCESS	196.89
TELECOMMUNICATIONS	ELECTRIC FUND	UTILITY BILLING	1,293.39
TELECOMMUNICATIONS	FOX LAWSON & ASSOCIA	COMP & CLASS STUDY	488.20
TELECOMMUNICATIONS	FOX SPORTS	SUBSCRIBER	4,850.80
TELECOMMUNICATIONS	GOPHER STATE ONE CAL	LOCATES	15.94
TELECOMMUNICATIONS	H P SUDS	BILLING CONTRACT SERVICE	345.00
TELECOMMUNICATIONS	KARE 11 TELEVISION	SUBSCRIBER	284.20
TELECOMMUNICATIONS	LIFETIME	SUBSCRIBER	629.80
TELECOMMUNICATIONS	LIFETIME MOVIE NETWO	SUBSCRIBER	30.00
TELECOMMUNICATIONS	MIDWEST DATA, INC	SPECIAL SERVICES	107.35
TELECOMMUNICATIONS	MIDWEST DATA, INC	UTILITY BILLING SERVICES	2,385.57
TELECOMMUNICATIONS	NATIONAL CABLE TV CO	SUBSCRIBER	21,956.03
TELECOMMUNICATIONS	QWEST	TELEPHONE	277.53
TELECOMMUNICATIONS	TOWER DISTRIBUTION C	SUBSCRIBER	211.60
TELECOMMUNICATIONS	VET'S WHOA N'GO	GAS	53.33
TELECOMMUNICATIONS	VOYAGER FLEET SERVIC	GAS	86.19
TELECOMMUNICATIONS	WOODSTOCK TELEPHONE	SERVICE	186.67
Total for Department 199			35,032.79*
Total for Fund 69			35,882.00*
	COLONIAL LIFE INSURA	INSURANCE	22.05
Total for Department			22.05*
Total for Fund 70			22.05*
Grand Total			96,938.65*

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Ranges: Fund: (A)  
Dept Id: (A)  
Program: (A)  
Vendor #: (A)  
Invoice #: (A)  
Schedule Journal #: (R) 12807 - 12807  
Bank #: (A)

Options: Print Ranges/Options: Y # of copies: 1  
Page on Department: N

Department	Vendor Name	Description	Amount
MAYOR & COUNCIL	CITIZEN PUBLISHING C	ADVERTISING	475.32
MAYOR & COUNCIL	MCDONALD & SCHRAMEL	LEGAL FEES	256.50
	Total for Department 101		731.82*
CITY OFFICE	DAN'S OFFICE SUPPLY	SUPPLIES	187.13
CITY OFFICE	SUNSHINE FOODS	SUPPLIES	22.30
CITY OFFICE	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.78
CITY OFFICE	MATT PARROTT & SONS	SUPPLIES	10.94
	Total for Department 103		226.15*
P & Z / BUILDING OFF	DAN'S OFFICE SUPPLY	SUPPLIES	9.08
P & Z / BUILDING OFF	DAY-TIMERS, INC.	SUPPLIES	18.61
P & Z / BUILDING OFF	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.78
P & Z / BUILDING OFF	MATT PARROTT & SONS	SUPPLIES	10.92
	Total for Department 106		44.39*
CITY HALL	AMERIGAS - WORTHINGT	WATER TREATMENT	23.38
CITY HALL	COTTONWOOD COUNTY SO	RECYCLING PICK UP	12.00
CITY HALL	CULLIGAN	SERVICE	18.75
CITY HALL	WASTE MANAGEMENT OF	HAUL GARBAGE	81.47
CITY HALL	JUSTIN DERICKSON	SNOW REMOVAL	40.00
CITY HALL	HEARTLAND PAPER COMP	SUPPLIES	174.75
	Total for Department 115		350.35*
POLICE	DAN'S OFFICE SUPPLY	SUPPLIES	945.37
POLICE	KDOM RADIO	ADVERTISING	225.00
POLICE	MCDONALD & SCHRAMEL	LEGAL FEES	2,679.00
POLICE	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	22.50
POLICE	MN CHIEF OF POLICE A	MEMBERSHIP	180.00
POLICE	MATT PARROTT & SONS	SUPPLIES	10.92
POLICE	WINDOM AREA HOSPITAL	TESTING	15.00
POLICE	HENNEPIN TECHNICAL C	REGISTRATION	185.00
	Total for Department 120		4,262.79*
FIRE DEPARTMENT	DAN'S OFFICE SUPPLY	SUPPLIES	34.55
FIRE DEPARTMENT	LUCAN COMMUNITY TV I	MAINTENANCE	372.75
FIRE DEPARTMENT	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.78
FIRE DEPARTMENT	RIVERSIDE LAUNDRY	SERVICE	37.28
FIRE DEPARTMENT	SMOKE EATERS	SUBSCRIPTION	18.00
FIRE DEPARTMENT	WINDOM FAMILY MEDICA	PHYSICAL	446.00

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
FIRE DEPARTMENT	CARQUEST AUTO PARTS	MAINTENANCE	12.75
FIRE DEPARTMENT	ZIEGLER, INC.	MAINTENANCE AGREEMENT	64.14
	Total for Department 125		991.25*
EMERGENCY MANAGEMENT	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	200.00
	Total for Department 130		200.00*
ANIMALS	COTTONWOOD-SLAYTON V	VETERINARY SERVICE	166.85
	Total for Department 135		166.85*
STREET	WASTE MANAGEMENT OF	HAUL GARBAGE	124.94
STREET	DAN'S OFFICE SUPPLY	SUPPLIES	155.45
STREET	GDF ENTERPRISES, INC	MAINTENANCE	741.18
STREET	H & L MESABI INC	MAINTENANCE	1,859.45
STREET	MCDONALD & SCHRAMEL	LEGAL FEES	104.50
STREET	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.78
STREET	MESSER MACHINE & MFG	MAINTENANCE	21.46
STREET	MATT PARROTT & SONS	SUPPLIES	10.92
STREET	RUNNING'S SUPPLY	MAINTENANCE	69.57
STREET	SCHWALBACH HARDWARE	MAINTENANCE	27.11
STREET	VALLEY ASPHALT PRODU	WINTER MIX	1,203.13
STREET	RON VISKER	SNOW REMOVAL - TV TOWER	83.33
STREET	CARQUEST AUTO PARTS	MAINTENANCE	57.23
STREET	CONSOLIDATED READY M	MAINTENANCE	697.23
	Total for Department 140		5,161.28*
HEALTH & SANITATION	CITIZEN PUBLISHING C	ADVERTISING	77.40
	Total for Department 145		77.40*
	Total for Fund 01		12,212.28*
LIBRARY	COTTONWOOD COUNTY SO	RECYCLING PICK UP	12.00
LIBRARY	JUSTIN DERICKSON	SNOW REMOVAL	45.00
LIBRARY	GALE	BOOKS	281.41
LIBRARY	GOOD HOUSEKEEPING	SUBSCRIPTION	23.97
LIBRARY	INGRAM	BOOKS	1,393.16
LIBRARY	J & K WINDOWS	CLEANING	15.00
LIBRARY	MICROMARKETING	BOOKS & AUDIO	91.93
LIBRARY	PARENTS MAGAZINE	SUBSCRIPTION	12.00
LIBRARY	READERS SERVICE	BOOKS	18.46
LIBRARY	VANITY FAIR	SUBSCRIPTION	29.95
LIBRARY	CROSS STITCHER	SUBSCRIPTION	21.97
LIBRARY	DISNEY MOVIE CLUB	MOVIES	86.29
	Total for Department 171		2,031.14*
	Total for Fund 03		2,031.14*
	JERRY'S REPAIR	MAINTENANCE	95.85
	JACKSON BUILDING CEN	SAND/SALT SHED	18,383.39
	Total for Department		18,479.24*

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
Total for Fund 04			18,479.24*
	WENCK ASSOCIATES, IN 09 STREET IMP (4TH)		1,567.60
Total for Department			1,567.60*
Total for Fund 09			1,567.60*
POOL	MATT PARROTT & SONS	SUPPLIES	10.92
POOL	SCHWALBACH HARDWARE	MAINTENANCE	18.08
Total for Department 175			29.00*
Total for Fund 12			29.00*
AMBULANCE	ARROW MANUFACTURING	MAINTENANCE	35.84
AMBULANCE	BOUND TREE	EQUIPMENT	472.22
AMBULANCE	EMERGENCY MEDICAL PR	SUPPLIES	145.89
AMBULANCE	HIGLEY FORD	MAINTENANCE	500.51
AMBULANCE	KRUEGER BODY SHOP	MAINTENANCE	52.00
AMBULANCE	MCDONALD & SCHRAMMEL	LEGAL FEES	171.00
AMBULANCE	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	681.91
AMBULANCE	MATT PARROTT & SONS	SUPPLIES	10.92
AMBULANCE	PRAXAIR DISTRIBUTION	SERVICE	492.25
AMBULANCE	WINDOM AREA HOSPITAL	SERVICE	1,577.45
AMBULANCE	WINDOM FARM SERVICE	MAINTENANCE	126.50
Total for Department 176			4,266.49*
Total for Fund 13			4,266.49*
MULTI-PURPOSE BUILDI	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	98.34
MULTI-PURPOSE BUILDI	WASTE MANAGEMENT OF	HAUL GARBAGE	162.69
MULTI-PURPOSE BUILDI	SUNSHINE FOODS	SUPPLIES	101.72
MULTI-PURPOSE BUILDI	HEARTLAND PAPER COMP	SUPPLIES	379.95
MULTI-PURPOSE BUILDI	KDOM RADIO	ADVERTISING	140.80
MULTI-PURPOSE BUILDI	RUSHMORE INDUSTRIES,	FREIGHT	236.56
MULTI-PURPOSE BUILDI	SCHWALBACH HARDWARE	MAINTENANCE	212.38
MULTI-PURPOSE BUILDI	STONER INDUSTRIAL, I	SERVICE	83.94
MULTI-PURPOSE BUILDI	TOWN 'N COUNTRY	SPEAKERS	63.89
MULTI-PURPOSE BUILDI	PAPER SERVICE PLUS	CUSTOM CEILING PIECE	1,000.00
Total for Department 177			2,480.27*
Total for Fund 14			2,480.27*
LIQUOR	ENVIROMASTER, INC.	SERVICE	39.41
LIQUOR	BILL ANDERSON LANDSC	SERVICE	181.05
LIQUOR	CITIZEN PUBLISHING C	ADVERTISING	71.10
LIQUOR	COCA-COLA BOTTLING C	MERCHANDISE	265.60
LIQUOR	CULLIGAN	SERVICE	7.67
LIQUOR	WASTE MANAGEMENT OF	HAUL GARBAGE	45.79
LIQUOR	DAN'S OFFICE SUPPLY	SUPPLIES	115.79
LIQUOR	A H HERMEL CANDY & T	MERCHANDISE	889.16

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
LIQUOR	GENE LENNING	2007 MILEAGE	126.10
LIQUOR	MATT PARROTT & SONS	SUPPLIES	10.92
LIQUOR	PEPSIAMERICAS	MERCHANDISE	140.50
LIQUOR	S&K LINES	FREIGHT	844.75
LIQUOR	SCHWALBACH HARDWARE	MAINTENANCE	14.90
LIQUOR	TOTAL REGISTER SYSTE	SUPPLIES	1,880.00
LIQUOR	UNIVERSAL PUBLICATIO	PROMOTION	175.00
LIQUOR	WINDOM AREA CHAMBER	ADVERTISING	270.00
	Total for Department 180		5,077.74*
	Total for Fund 60		5,077.74*
	RON'S ELECTRIC	MAINTENANCE	7,027.72
	HD SUPPLY WATERWORKD	MAINTENANCE	223.75
	Total for Department		7,251.47*
WATER	DAN'S OFFICE SUPPLY	SUPPLIES	152.83
WATER	HAWKINS, INC	CHEMICALS	3,744.22
WATER	KEMNA-ASA AUTO PLAZA	MAINTENANCE	537.12
WATER	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.78
WATER	MN VALLEY TESTING	TESTING	56.25
WATER	MATT PARROTT & SONS	SUPPLIES	10.95
WATER	SCHWALBACH HARDWARE	MAINTENANCE	105.52
WATER	HD SUPPLY WATERWORKD	MAINTENANCE	180.16
WATER	SVOBODA EXCAVATING,	MAINTENANCE	600.00
WATER	CARQUEST AUTO PARTS	MAINTENANCE	128.62
WATER	CONSOLIDATED READY M	MAINTENANCE	42.94
	Total for Department 181		5,564.39*
	Total for Fund 61		12,815.86*
	BORDER STATES ELECTR	INVENTORY	1,328.06
	J. H. LARSON	MAINTENANCE	1,118.33
	STAPLES OIL CO	FUEL	987.56
	Total for Department		3,433.95*
ELECTRIC	AG BUILDER OF SOUTHE	RENT CRANE	186.38
ELECTRIC	BORDER STATES ELECTR	INVENTORY	463.33
ELECTRIC	CITIZEN PUBLISHING C	ADVERTISING	209.10
ELECTRIC	WASTE MANAGEMENT OF	HAUL GARBAGE	81.08
ELECTRIC	DAKOTA SUPPLY GROUP	MAINTENANCE	216.68
ELECTRIC	KDOM RADIO	ADVERTISING	211.20
ELECTRIC	MCDONALD & SCHRAMEL	LEGAL FEES	190.00
ELECTRIC	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.78
ELECTRIC	MATT PARROTT & SONS	SUPPLIES	10.95
ELECTRIC	RUNNING'S SUPPLY	MAINTENANCE	166.21
ELECTRIC	SCHWALBACH HARDWARE	MAINTENANCE	175.01
ELECTRIC	STONER INDUSTRIAL, I	SERVICE	67.96
ELECTRIC	DEPARTMENT OF ENERGY	POWER COST	63,336.45
ELECTRIC	WINDOM AREA DEVELOPM	INDUSTRIAL DEVELOPMENT	1,200.00

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
ELECTRIC	CARQUEST AUTO PARTS	MAINTENANCE	352.35
ELECTRIC	CONSOLIDATED READY M	MAINTENANCE	142.71
	Total for Department 182		67,015.19*
	Total for Fund 62		70,449.14*
SEWER	WASTE MANAGEMENT OF	HAUL GARBAGE	81.47
SEWER	DAN'S OFFICE SUPPLY	SUPPLIES	249.34
SEWER	HAWKINS, INC	CHEMICALS	189.87
SEWER	JIPPY-JR. PRODUCTS	SUPPLIES	87.53
SEWER	LAMPERTS YARDS, INC.	MAINTENANCE	23.16
SEWER	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.77
SEWER	MN VALLEY TESTING	TESTING	2,566.20
SEWER	MATT PARROTT & SONS	SUPPLIES	10.95
SEWER	PRAXAIR DISTRIBUTION	SERVICE	40.65
SEWER	RON'S ELECTRIC	MAINTENANCE	976.83
SEWER	RUNNING'S SUPPLY	MAINTENANCE	20.79
SEWER	SCHWALBACH HARDWARE	MAINTENANCE	265.44
SEWER	STAPLES OIL CO	FUEL	149.19
SEWER	COUNTRY PRIDE SERVIC	MAINTENANCE	488.62
	Total for Department 183		5,155.81*
	Total for Fund 63		5,155.81*
ARENA	AMERIPRIDE LINEN CO	SERVICE	89.74
ARENA	COCA-COLA BOTTLING C	MERCHANDISE	440.45
ARENA	WASTE MANAGEMENT OF	HAUL GARBAGE	125.33
ARENA	FERRELLGAS	GAS	288.41
ARENA	FRANKS SHOE REPAIR	MAINTENANCE	7.80
ARENA	A H HERMEL CANDY & T	MERCHANDISE	207.39
ARENA	HOLT'S CLEANING SERV	CARPET CLEANING	75.00
ARENA	KDOM RADIO	ADVERTISING	70.00
ARENA	LAMPERTS YARDS, INC.	MAINTENANCE	46.07
ARENA	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.77
ARENA	MATT PARROTT & SONS	SUPPLIES	10.92
ARENA	PRO CELLULAR	STAFF PHONE	63.88
ARENA	R & R SPECIALTIES	MAINTENANCE	13.90
ARENA	RUNNING'S SUPPLY	MAINTENANCE	11.26
ARENA	SCHWALBACH HARDWARE	MAINTENANCE	434.19
ARENA	STONER INDUSTRIAL, I	SERVICE	9.52
ARENA	WINDOM BAKERY	EXPENSE	19.20
ARENA	COUNTRY PRIDE SERVIC	MAINTENANCE	12.00
ARENA	CARQUEST AUTO PARTS	MAINTENANCE	27.94
ARENA	WORTHINGTON GLASS IN	DOOR	2,485.00
ARENA	MINNCOR INDUSTRIES	SUPPLIES	44.09
	Total for Department 184		4,487.86*
	Total for Fund 64		4,487.86*
ECONOMIC DEVELOPMENT	CITIZEN PUBLISHING C	ADVERTISING	298.90

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
ECONOMIC DEVELOPMENT	DAN'S OFFICE SUPPLY	SUPPLIES	26.75
ECONOMIC DEVELOPMENT	DAY-TIMERS, INC.	SUPPLIES	18.60
ECONOMIC DEVELOPMENT	SUNSHINE FOODS	SUPPLIES	49.84
ECONOMIC DEVELOPMENT	HANEFELD CUSTOM BUIL	SPEC BLDG IMP	10,474.00
ECONOMIC DEVELOPMENT	L & S ELECTRIC	MAINTENANCE MATERIAL	498.42
ECONOMIC DEVELOPMENT	MCDONALD & SCHRAMEL	LEGAL FEES	285.00
ECONOMIC DEVELOPMENT	MATT PARROTT & SONS	SUPPLIES	10.92
ECONOMIC DEVELOPMENT	SUBWAY	EXPENSE	37.09
ECONOMIC DEVELOPMENT	WINDOM AREA CHAMBER	BUSINESS INVESTMENT	270.00
ECONOMIC DEVELOPMENT	CIRRUS COMMERCIAL	LEASE FEE	5,250.00
	Total for Department 187		17,219.52*
	Total for Fund 67		17,219.52*
TELECOMMUNICATIONS	WASTE MANAGEMENT OF	HAUL GARBAGE	71.96
TELECOMMUNICATIONS	IMC NETWORKS CORP	MAINTENANCE EQUIPMENT	656.00
TELECOMMUNICATIONS	KDOM RADIO	ADVERTISING	88.00
TELECOMMUNICATIONS	MN TELECOM ALLIANCE	MTA 2008 SALARY SURVEY	100.00
TELECOMMUNICATIONS	NATIONAL CABLE TV CO	EQUIPMENT	696.59
TELECOMMUNICATIONS	NEW STAR SALES & SER	COPIER MAINTENANCE	35.00
TELECOMMUNICATIONS	MATT PARROTT & SONS	SUPPLIES	32.76
TELECOMMUNICATIONS	RUNNING'S SUPPLY	MAINTENANCE	59.99
TELECOMMUNICATIONS	SCHWALBACH HARDWARE	MAINTENANCE	2.44
TELECOMMUNICATIONS	SOUTHWEST/WEST CENTR	SUPPORT	833.33
TELECOMMUNICATIONS	STONER INDUSTRIAL, I	SERVICE	38.14
TELECOMMUNICATIONS	WINDOM BAKERY	EXPENSE	44.36
TELECOMMUNICATIONS	WINDOM QUICK PRINT	CONNECTION	1,957.20
	Total for Department 199		4,615.77*
	Total for Fund 69		4,615.77*
	Grand Total		160,887.72*

## Main Identity

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**From:** "Peterson, Lynn" <lpeterson@lmc.org>  
**To:** "General legislative" <legislative@listserv.lmc.org>  
**Sent:** Thursday, December 11, 2008 10:18 AM  
**Subject:** [legislative] Deficit Update

### Deficit Update

More than 100 city officials from about 80 cities attended yesterday's Minnesota Senate Tax Committee hearing to voice support for sparing local government aid (LGA) and market value homestead credit (MVHC) from potential cuts. Despite the short notice, the packed hearing rooms clearly had an impact on legislators and the discussions illuminated the problems that will be created by reductions in the December aid distributions.

Since the state budget forecast was released last week, there has been speculation that the governor might use his unallotment power to reduce appropriations for state programs, including state aids to cities. On Tuesday, Governor Pawlenty told reporters that state aids to cities were indeed being considered for unallotment as a measure to balance the state's current budget, meaning that Minnesota cities would face the prospect of receiving reduced payments later this month.

The hearing began with a presentation by state economist Tom Stinson who told the Senate panel that the state's budget problems are likely to be compounded by the recent surge in layoffs occurring around the state. He suggested that the state's short-term deficit of \$426 million could rise by as much as \$30 million to \$70 million by next June 30.

Following the Stinson presentation, the committee heard testimony from seven mayors and one councilmember who described the potential impact of unallotment on their current city budgets. Although all of the testifiers acknowledged the severity of the state budget crisis, they all relayed their concerns about the potential impact of cuts in the LGA and MVHC payments due to be distributed December 26. The testimony made clear that while all cities would be affected, the impacts would occur in different ways.

Later in the afternoon, the House Tax Committee and the Property Tax Division held a separate joint hearing to consider the short-term state budget deficit and its implications for Tax Committee programs. A number of city officials also attended and testified at the House hearing on the implications of cuts in LGA and MVHC.

Sandwiched between the hearings was a well-attended press conference moderated by Mayor Wayne Wolden of Wadena and Mayor Chris Coleman of St. Paul. At the press conference, several other city officials had opportunities to tell their city stories to members of the Capitol press corps.

Late in the day, the League's executive committee, which includes Apple Valley Mayor Mary Hamann-Roland, Rochester Mayor Ardele Brede and St. Paul Mayor Chris Coleman, attended a meeting with Governor Pawlenty, House Speaker Margaret Anderson Kelliher, Senate Majority Leader Larry Pogemiller, House Minority Leader Marty Seifert and Senate Minority Leader Dave Senjem to discuss the state's budget crisis, including the short-term deficit.

At that meeting, the Governor stressed the severity of the state's budget problem and the need to identify a package of cuts to balance the short-term deficit. The three mayors expressed their concerns about impact of cuts so late in the fiscal year, including specific examples of the impacts on their cities and information about the statewide impact of severe cuts.

Mayor Hamann-Roland asked the Governor if cuts in city aids could be avoided but the Governor and House Speaker Margaret Anderson Kelliher indicated that the severity of the situation would require cuts to a broad swath of state spending, including LGA and MVHC.

The discussion turned to how the state could moderate the impact of unallotment reductions in LGA and MVHC. Jim Miller, League Executive Director floated the idea of creating a safety valve that would allow, but not require cities to recertify their levy in early January to replace lost aids. He emphasized that this might help some, but not all cities. The idea was not rejected by the Governor or the House Speaker but the group discussed some of the administrative challenges of making that change to the property tax system.

The Governor also asked the League to provide a list of state mandates and asked whether we should allow cities to opt out of mandates with a vote of the city council. Such a change might help cities but will not likely provide cost savings to offset potential aid reductions.

Neither the Governor, nor the Speaker of the House or the Senate Majority Leader indicated how large the December unallotment reductions would be. Clearly, negotiations are continuing among the three to address the budget shortfall. The League will have ongoing discussions with the Governor's office and legislative leaders in the coming days.

Questions? Contact Gary Carlson at 651.281.1255 or [gcarlson@lmc.org](mailto:gcarlson@lmc.org)

12/11/2008



## State Budget Deficit Fact Sheet

- The state is facing an estimated short-term deficit of \$426 million for the remainder of the current 2008-2009 biennium, which ends next June 30. The state currently has a budget reserve of \$155 million, leaving a \$271 million gap that must be closed before June 30, 2009.
- The House and Senate hearings today are largely focused on the state's response to the short-term \$426 million deficit and potential state actions to eliminate that deficit.
- Later this month, the state is scheduled to distribute \$242 million in city LGA and \$38 in city MVHC. Counties are also scheduled to receive \$102 million in county program aid and \$63 million in MVHC.
- According to statements made yesterday by legislative leaders and the governor, the solution to the short-term deficit will apparently include reductions in state aids paid to cities and counties this December 26.
- We do not know the magnitude of the reductions or how the state will withdraw funding from cities. These details could be released in the coming days but we believe we still have a chance to influence the magnitude of the cuts.
- The state is facing a projected long-term deficit of \$4.8 billion for the upcoming 2010-2011 biennium. This deficit will be addressed during the upcoming 2009 legislative session.
- The magnitude of the 2010-2011 deficit and the fact that the state has few available resources in reserve could likely translate into additional state aid reductions for the 2009 and 2010 local government aid (LGA) and market value homestead credit (MVHC) reimbursements.

# Research Department

Patrick J. McCormack, Director

600 State Office Building  
St. Paul, Minnesota 55155-1298  
651-296-6753 [FAX 651-296-9887]  
www.house.mn/hrd/hrd.htm



# Minnesota House of Representatives

December 10, 2008

\$34.73 state budget  
\$604 m get to allocate

TO: Members of the Tax Committee

pad-

FROM: Pat Dalton and Steve Hinze, Legislative Analysts

RE: Local governments' ability to increase levies for aid cuts and unallotments

Under current law, local governments have no authority to "levy back" in Pay 2009 for any Pay 2008 or 2009 aid or credit cuts or unallotments that occur in December or during the 2009 legislative session. Because of the truth-in-taxation law, each local government certified a maximum Pay 2009 property tax levy in September of 2008, which they may not exceed. The Pay 2009 levy limits that apply to counties and large cities were also certified this fall and the law allows no adjustments for changes occurring after September.

Local governments, except for cities and counties subject to levy limits, may increase Pay 2010 levies to offset aid and credit losses incurred in 2008 and 2009. Cities and counties subject to levy limits may increase Pay 2010 levies to offset Pay 2008 and 2009 aid and credit losses, due to unallotment *only*. These cities and counties cannot recoup lost 2009 LGA and market value credits due to cuts enacted in the 2009 legislative session without a change to the levy limit law.

## Explanation

The Truth-in-Taxation (TnT) law<sup>1</sup> requires that all local governments, except school districts, certify a proposed property tax levy for the following year by September 1. School districts have until September 15 to certify this proposed levy. This proposed levy is the *maximum amount* of property tax levy that the local government may certify and impose for the following year, with a few exceptions. Under current law a local government may exceed its proposed levy if:

- a levy increase is approved by the voters at a general or special election held after the proposed levy is set; or
- the commissioner approves a levy increase for costs incurred after the proposed levy is certified due to either (1) a court judgment in excess of the lesser of \$50,000 or 10 percent of the current year's levy, or (2) a natural disaster.

<sup>1</sup> Minn. Stat. § 275.065.



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## State aid to cities, counties likely to be cut; Pawlenty announces salary freeze for state employees

**Pawlenty: Local governments 'part of budget solution'; state employees face pay freeze**

By Bill Salisbury  
bsalisbury@pioneerpress.com

Updated: 12/09/2008 10:57:40 PM CST  
To help close Minnesota's state budget deficit, Gov. Tim Pawlenty hinted Tuesday he would cut state aid payments to cities and counties this month.

Legislative leaders said Pawlenty has no choice but to cut state aid to local governments to erase a \$426 million shortfall in the current budget.

The loss of revenue will result in "significant service cuts" for some cities, said Jim Miller, executive director of the League of Minnesota Cities. They may be forced to reduce police and fire protection and public works programs, he said.

The tiny northern Minnesota city of Williams, for instance, notified Miller it "won't be able to keep City Hall open" without its state aid.

"It wouldn't do anybody any good," he said.

Pawlenty told reporters at a Capitol press briefing that he is still reviewing his budget options and hasn't made final decisions on cuts.

"But we would expect the cities and the counties to .. be part of the budget solution," he said.

The state is scheduled to make \$345 million in payments — \$242 million to cities and \$103 million to counties — on Dec. 26.

Asked if the state could avoid cutting local government aid, Senate Majority Leader Larry Pogemiller, DFL-Minneapolis, simply replied, "No."

Senate Minority Leader David Senjem, R-Rochester, said, "I don't think there's any question that local government aid will be affected."

For St. Paul, delaying or eliminating all or most of a scheduled \$28.4 million state payment would be "devastating," said Margaret Kelly, director of the city's Office of Financial Services.

"We've spent the money," she said, noting St. Paul's fiscal calendar ends Jan. 1. The state's fiscal year ends June 30. "The state hasn't spent it. It's the end of our fiscal year, and we're relying on that money (to balance the budget)."

Kelly described how cutting or delaying the payment would ripple throughout St. Paul's finances.

If the state, in effect, delays payment of the funds, St. Paul probably could cover the money, although Kelly said scrounging up the cash likely would mean pulling money out of investments — at a penalty — and spending cash reserves.

Draining cash reserves would cost the city additional money because, she said, "It would ruin our credit." That would lead to higher interest rates and fees for future loans, she said, and the possibility that, in today's tight credit markets, the city would be unable to borrow at all.

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## State budget deficit raises concern, uncertainty for cities

By Gary Carlson

Minnesota Management and Budget (formerly the Department of Finance) last Thursday confirmed that the state is facing an immense deficit that could mean cuts to local government aid (LGA) and other state aid to cities.

The November 2008 budget forecast revealed a short-term deficit of \$426 million for the remaining seven months of the current biennium, and a long-term deficit of \$4.847 billion for the 2010-2011 biennium. To read the entire forecast, visit [www.mmb.state.mn.us/financial/fu](http://www.mmb.state.mn.us/financial/fu).

With the deficit announcement, the legislative session has effectively begun. On Wednesday, the House and Senate tax committees will meet to discuss the implications of the deficit and presumably to receive testimony on the ramifications of cuts to programs under the purview of the tax committees, including LGA and market value homestead credit (MVHC).

These new deficit figures closely mirror the budget deficit faced by the state in November 2002 when the state was projected to have a short-term deficit of \$356 million and a long-term deficit of \$4.6 billion. However, with this forecast, the state has fewer options to solve the deficit.

The 2003 budget solution exhausted many available one-time state resources, including the tobacco settlement fund, which contained more than \$1 billion in available resources. Even with those one-time resources, the final budget-balancing package enacted by the Legislature and governor included city aid cuts of \$142 million in 2003, and \$170 million in 2004.

### Short-term budget challenges

To alleviate the short-term forecast deficit of \$426 million, the state could tap the \$155 million state budget reserve. If that reserve is depleted, the state will still have to reduce expenditures or increase revenues by \$271 million to eliminate the deficit for the balance of the current biennium.

To address that deficit, the governor has several options. First, he could call a special session in order to involve the Legislature in the difficult budget-balancing task. Alternatively, he could simply wait until the Legislature convenes for the regular session on Jan. 6. Perhaps the most likely scenario involves the governor's power to address a projected state deficit through a tool known as unallotment. With that power, the governor can reduce appropriations in order to balance the budget.

The unallotment tool is particularly powerful because it would allow cuts to be imposed this month, when a large share of the state budget is due to be distributed to cities and counties. The state is scheduled to distribute \$242 million in city LGA and \$38 million in city MVHC later this month. Counties are also scheduled to receive \$102 million in county program aid and \$63 million in MVHC. As an alternative to actual cuts, the unallotment tool also allows the governor to delay payment of appropriations in order to preserve the ability to reduce those appropriations at a later date.

Continued on page 10



For the latest updates from the Capitol, visit the Legislative Action Center at [www.lmc.org](http://www.lmc.org).

continued from page 1

### **The governor's response**

On Thursday afternoon following the budget announcement, Gov. Pawlenty held a separate press conference to react to the announced deficit. He did not describe any specific unallotment actions. Instead, he announced that the commissioner of Minnesota Management and Budget would be notifying the Legislative Advisory Commission that a deficit exists and that unallotment may be needed.

The governor went on to state that the \$426 million short-term deficit would first be addressed by using the balance of the state's \$155 million rainy day fund. He also reported that state agencies have been asked to reduce their current unspent funds by 10 percent, which would generate between \$25 and \$50 million in savings to help reduce the short-term deficit.

Those two actions would leave roughly \$220 to \$250 million in additional needed cuts/revenues to balance the short-term deficit by the end of the fiscal year. The governor indicated that if the scheduled negotiations with legislative leaders are

not successful, he would not hesitate to exercise his unallotment authority within the next several weeks.

In response to reporter questions about whether December payments of city aids would be cut, the governor did not specifically mention that LGA or MVHC would be targeted. He did, however, suggest that cities should consider a wage freeze. He also indicated that LGA was scheduled to increase by 8 percent in the upcoming biennium, which far exceeds the current rate of inflation.

### **A bleak long-term picture**

For the longer term, the massive \$4.8 billion 2010-2011 deficit will be very difficult to address. State revenue estimates for the 2010-2011 biennium are now projected to be \$3.3 billion, or 9.4 percent, lower than the estimates prepared in last February's forecast. State expenditures are expected to be \$580 million higher than previously forecast. When coupled with the February forecast deficit projection of \$946 million, the state will face a total deficit of \$4.8 billion for 2010-

2011. This longer-term deficit will be addressed by the governor and Legislature when they convene in January.

In his press conference, the governor stressed that the state must live within its means and he rejected general tax increases. He did indicate that he would be proposing a series of government streamlining, innovation, and reform initiatives that would reduce the cost of state government. Without providing details, he also suggested that he would be proposing some non-tax revenue enhancements.

The governor may announce in the next several weeks whether he will exercise his unallotment authority for the December LGA or MVHC payments. Even if cities are able to avoid short-term LGA and MVHC reductions this December, the status of distributions for 2009 and beyond looks bleak. Gov. Pawlenty will also announce a proposed state budget in January in which he will tackle the long-term \$4.8 billion deficit with specific proposals.

For more information, contact **Gary Carlson, LMC**, at [gcarlson@lmc.org](mailto:gcarlson@lmc.org) or (651) 281-1255. ■

# LGA Summits generate reform ideas

A report on the recent LGA Summits hosted by the League of Minnesota Cities is now available on the League's web site. The LMC Board of Directors directed staff to facilitate three regional meetings to discuss reform of the local government aid (LGA) program with members.

The Board wanted to engage city officials in the reform discussion and generate some new ideas. The summits were also intended to inform the ongoing work of the LMC working group made up of representatives from the different organizations that advocate for cities. The ideas gathered at the summits will also be presented to the LGA study commission, created by the 2008 Legislature to make reform recommendations by the end of 2010.

Three LGA Summits were held in the fall of 2008 in Brainerd, Independence, and Northfield, with 30 to 40 city officials attending each meeting. The focus of the summits was on the "need" formula of the LGA distribution system.

Summit participants identified a wide range of problems with the current need formula. These fit into five categories: (1) issues with the data used in the formula; (2) structural problems with the formula or the system overall; (3) factors or concerns that are missing from the formula; (4) issues with the ability-to-pay measure; and (5) larger problems with the overall LGA program.

Following the problem-identification portion of the summit, participants broke into assigned small groups for discussions about ways to reform the system. The small groups came up with dozens of reform ideas. Each small group had to come to consensus on three or four ideas and present them to the entire group. The ideas can be categorized into three areas: (1) program structure and goals; (2) need factors; and (3) ability-to-pay measures. A full list of all of the small group reform ideas is in the appendix of the report.

At each summit, the entire group voted on all of the small group suggestions in order to narrow the list of ideas down to the five or six that seemed most promising. The top vote-getting ideas from all three summits combined are listed below:

1. Define basic needs and services.
2. Use direct measures of need instead of correlations.
3. Include average age of infrastructure as a need factor.
4. Include physical size of city (square miles owned) as a need factor.
5. Use income data to measure ability to pay.
6. Include factors that reflect residents' needs and ability to pay (e.g., age and income).
7. Acknowledge tax exempt and tax forfeit property in calculation of tax capacity.
8. Start over with a new formula.
9. Define the purpose of LGA.
10. Use a three-tiered formula that distributes aid in part on per capita basis, in part by current formula, and in part through bonus aid amounts for efficiencies.
11. Provide general purpose aid for all cities and supplemental aid for needs.
12. Establish a minimum aid amount for all cities.
13. Offer incentives for mergers and collaborations.
14. Recognize overburden that adds to costs.
15. Consider mandate costs in the need formula.

Appointments to the legislative commission should be made soon, and League staff will present a summary of the findings from the LGA summits to that group. The League's working group on LGA will continue to meet and discuss reform ideas.

To see the report, along with an appendix that provides a complete list of the problems and reform ideas identified at the summits, visit [www.lmc.org/page/1/local-govt-aid.jsp](http://www.lmc.org/page/1/local-govt-aid.jsp). 

# Ready, set, build!

## Cities should prepare public works projects to capture potential federal, state funds

By Anne Finn

The League of Minnesota Cities (LMC) is encouraging cities to dust off street, sewer, water, building, and other infrastructure project plans in anticipation of federal dollars that may be available as soon as next month. According to multiple news reports, a federal economic stimulus plan that the Democratic majority is preparing for President-elect Barack Obama's signature in January may contain as much as \$500 billion for public works projects.

The proposals are in response to multiple challenges facing Minnesota and the nation, including an economic recession, foreign energy dependence, and crumbling infrastructure. Last week-end, the president-elect announced he wants to stimulate the economy and create jobs while modernizing the country's infrastructure and making buildings more energy efficient.

According to an article that appeared Dec. 4 in *Minnesota Commerce*, a daily business newspaper, Minnesota lawmakers are reportedly discussing a potential 2009 state stimulus package. The concept remains broad, but would involve state bonding for public works investments.

Questions remain about how much money Minnesota can expect from a federal stimulus package as well as about the criteria for awarding funds. The consistent message federal leaders have conveyed is that the projects most likely to be funded are those that can be delivered—or at least begun—quickly, perhaps in as little as 60 to 90 days.

The League is concerned that cities and other local government units may be at a disadvantage when competing for these federal funds because they do not typically begin the lengthy and expensive processes of preliminary planning and formal bidding until funds have been secured. The League is conducting a survey to gather information about Minnesota city projects that are ready to go. (See related article on page 15.)

### What should cities be doing to prepare?

The League is looking at ways to help cities become more agile in anticipation of available federal—and perhaps state—funds that would be tied to deliverability. In the meantime, cities would be wise to begin identifying and prioritizing projects that are ready or could be made ready to be undertaken.

City officials should also be talking with legislators about local infrastructure needs. Given the dilapidated condition of many state buildings, roads, and bridges, leaders may be tempted to direct available funds to state projects. It is critical that city leaders assert the value and necessity of municipal infrastructure improvements.

For more information, contact **Anne Finn, LMC**, at [afinn@lmc.org](mailto:afinn@lmc.org) or (651) 281-1263. 🐦

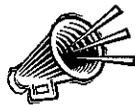
### Excerpt from Obama's Dec. 6 announcement

First, we will launch a massive effort to make public buildings more energy efficient. Our government now pays the highest energy bill in the world. We need to change that. We need to upgrade our federal buildings by replacing old heating systems and installing efficient light bulbs. That won't just save you, the American taxpayer, billions of dollars each year. It will put people back to work.

Second, we will create millions of jobs by making the single largest new investment in our national infrastructure since the creation of the federal highway system in the 1950s. We'll invest your precious tax dollars in new and smarter ways, and we'll set a simple rule—use it or lose it. If a state doesn't act quickly to invest in roads and bridges in their communities, they'll lose the money.

Third, my economic recovery plan will launch the most sweeping effort to modernize and upgrade school buildings that this country has ever seen. We will repair broken schools, make them energy efficient, and put new computers in our classrooms because, to help our children compete in a 21st century economy, we need to send them to 21st century schools.

As we renew our schools and highways, we'll also renew our information superhighway. It is unacceptable that the United States ranks 15th in the world in broadband adoption. Here, in the country that invented the Internet, every child should have the chance to get online, and they'll get that chance when I'm president—because that's how we'll strengthen America's competitiveness in the world.



## Seeking Input

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### NLC seeks information to make a case to Congress for local infrastructure funds

Congress and President-elect Obama are discussing a sizeable economic stimulus package, including funding for public infrastructure projects. The stimulus package is likely to be voted on early in 2009.

One issue that is being debated is how to distribute the funding from such a stimulus package. The National League of Cities (NLC) plans to make the case that local governments are worthy direct recipients and that the money should not all be allocated through and spent at the discretion of the state governments. NLC has

asked the League of Minnesota Cities (LMC) and the other state leagues for help in determining the level of city infrastructure projects that could be ready to go to bid within 120 days.

The League sent a request via e-mail to city administrators and clerks to provide a list of infrastructure projects that are ready to go. If you did not receive the e-mail but would like to add your city's projects to the list that the League is compiling, visit [www.surveymonkey.com/Infrastructure](http://www.surveymonkey.com/Infrastructure).

Once we have the information from Minnesota cities, it will be provided to NLC and to the Minnesota Congressional delegation. The list that we provide to NLC will be used to show the extent to which Minnesota cities have projects ready to go and not to make specific funding requests for individual projects.

For more information, contact **Rachel Walker**, LMC, at [rwalker@lmc.org](mailto:rwalker@lmc.org) or (651) 281-1236; or **Lena Gould** at [lgould@lmc.org](mailto:lgould@lmc.org) or (651) 281-1245. If you do not have Internet access, you can contact Walker or Gould to add your city's projects to the list. 📧



## Grants

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### Federal GIS grants available

The U.S. Geological Survey and Federal Geographic Data Committee (FGDC) have announced the availability of \$1.3 million in grant funding for innovative projects for sharing geospatial information technologies (GIS). The Cooperative Agreements

Program (CAP) will fund an estimated 26 projects.

Past awards have funded the creation of metadata for GIS, outreach and coordination activities, training, strategic and business plan development. Proposals are due **Jan. 6**. Awards will be announced in February.

In 2008, the National Spatial Data Infrastructure (NSDI) CAP awarded a total of 24 projects, totaling just over \$1.1 million.

For more information and an application for the 2009 grant, visit [www.fgdc.gov/grants/2009NSDICAP/2009CAP](http://www.fgdc.gov/grants/2009NSDICAP/2009CAP). 📧

# League's 2009 legislative policies now available

The League of Minnesota Cities (LMC) Board of Directors adopted the League's 2009 legislative policies at its November meeting. The *2009 City Policies* publication contains more than 100 policies, including the League's legislative initiatives and defensive positions on a number of issues.

The policies are now available on the League's web site at [www.lmc.org/page/1/legislative-policies.jsp](http://www.lmc.org/page/1/legislative-policies.jsp).

League policies cover the following areas:

- Improving service delivery,
- Improving local economies,
- Improving fiscal futures, and
- Human resources & data practices.

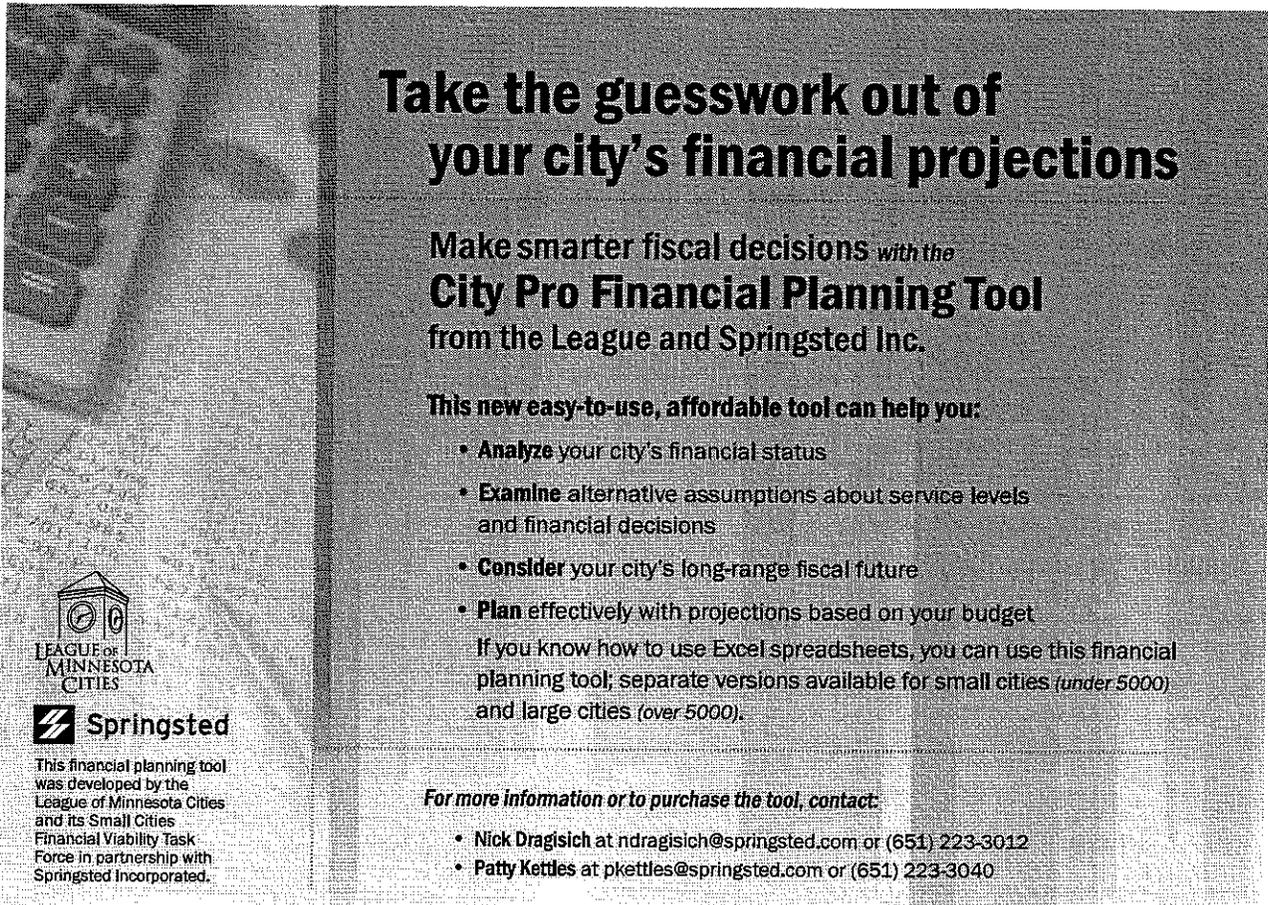
LMC City Policies are informed by input from hundreds of city officials from across the state participating in the League's four policy committees, regional meetings, annual conference, and many other member meetings.

The Board also prioritized legislative issues for the purpose of focusing the League's public relations efforts. It selected three top priorities:

- State and local fiscal relations,
- Economic development/public finance, and
- Sustainable development.

The League Board of Directors and staff appreciate all the city officials who took time to offer comments and suggestions throughout the year to improve the city agenda of local control, municipal authority, and strengthening the state-local relationship. Additionally, the League would like to acknowledge and thank the 178 city leaders who volunteered their time and served on the policy committees.

For more information, contact **Brian Strub**, LMC, at [bstrub@lmc.org](mailto:bstrub@lmc.org) or (651) 281-1256. 



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- **Nick Dragisich** at [ndragisich@springsted.com](mailto:ndragisich@springsted.com) or (651) 223-3012
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# Daily Globe

**City leaders plead for state aid**

*Don Davis Bemidji Pioneer*

*Worthington Daily Globe - 12/11/2008*

ST. PAUL — Disaster. Crisis. Insane. Unfair. All are words Minnesota's city leaders used to describe the prospect of the state chopping payments later this month.

Officials of more than 70 cities filled two legislative committee meetings Wednesday, warning that proposed Local Government Aid and other state payment reductions would have a long-lasting impact. And, they said, their budget year ends this month, so there is no time to make up for the cuts.

The discussion came as state policymakers decide how to plug a hole in the current state budget, before tackling a \$4.8 billion deficit for the next two-year cycle.

As the discussion started Wednesday, State Economist Tom Stinson told senators that the \$426 million deficit he predicted just last week could balloon closer to \$500 million in light of bad economic news the last few days.

The problem state officials face is that most money in the current budget has been spent, so local aid is one of the few pots of state money still available for cutting.

Cities and counties are counting on \$340 million from the state later this month. Some of that money is being eyed to help plug the budget deficit.

While Gov. Tim Pawlenty has the final say in balancing the current budget, he says he wants to reach an agreement with legislative leaders. A decision is expected by Christmas, although on Tuesday Pawlenty said he could delay local payments due to be distributed at Christmastime if he has not decided how to balance the budget.

City leaders met with Pawlenty Wednesday, as well as House and Senate committees that deal with local government aids.

Those at the Pawlenty meeting said no decisions were made, but Apple Valley Mayor Mary Hamann-Roland said the governor appeared to consider what city leaders had to say.

House Speaker Margaret Anderson Kelliher, DFL-Minneapolis, said one of the key points mentioned to Pawlenty was that cuts this late in a city's fiscal year are bound to hurt public safety services such as police and fire — "services very critical."

Many local government leaders and most lawmakers say city and county aid payments will be reduced, but Kelliher said state policymakers still are looking for "better ways to do this."

City leaders told Pawlenty, among other things, that since half of many cities' budgets come from state aid of various types there is a lot at stake and little time left to deal with reductions.

"Cities are 21 days from the end of their annual budget," Wadena Mayor Wayne Wolden told lawmakers.

"These cuts at this time are going to be very, very difficult," said former mayor and Rep. Paul Marquart, DFL-Dilworth.

Wolden, president of the 81-member Coalition of Greater Minnesota Cities, said most money already is spent, "making it almost impossible for us to deal with a reduction."

The mayor said he fears Pawlenty will chop local payments like he did to solve a similar 2003 budget problem.

"We don't want to be the low-hanging fruit like we were in 2003," Wolden said.

Wadena is lucky, he said, because it can borrow from a utilities fund to cover state cuts. However, many cities do not have that luxury.

In a House committee meeting, some Twin Cities lawmakers suggested that ethanol producer subsidies be cut as part of the budget-balancing process. However, that fund is a fraction that planned for cities and counties.

Much of the talk around the Capitol is that about 25 percent of local aid payments could be cut, although Pawlenty himself has not publicly discussed any particular reduction level.

A complete elimination of the December payments — one of two a year — is not likely.

“It makes no sense to take that level,” Senate Majority Leader Larry Pogemiller, DFL-Minneapolis, said.

Sen. Rod Skoe, DFL-Clearbrook, joined small-town mayors to remind urban legislators that city services such as fire departments also help rural areas.

An official of Arco, near the South Dakota border, said his city could have to drop its small fire department if aid is cut.

“Our Main Street is non-existent,” Councilor Tom Meneely said of his 100-population town. “This could cost us our fire department.”

“It seems to me that we are tightening the noose on these cities,” Sen. Julianne Ortman, R-Chanhassen, said.

County leaders were wrapping up their annual meeting in Duluth on Wednesday, but sent word to lawmakers that they would face problems similar to cities if aid were cut.

Sen. Tom Bakk, DFL-Cook, said he is concerned that Pawlenty could make massive local aid cuts.

“The governor has not been all that supportive of LGA,” Bakk said.

Wolden said city officials are asking Pawlenty to allow full city aid payments to prevent a crisis. Otherwise, he said, “some might not be able to make payroll.”

Bemidji Mayor Richard Lehmann said people expect the city to provide public safety protection and services such as snow plowing. But they risk being cut, he added.

Lehmann said his City Council is to finish work on its budget next Monday night, before Pawlenty is to make his decision on where to cut.

“We’re running on bare bones,” he said.

Further cuts in fire department operations, he said, could lead to lower insurance ratings and higher insurance policy premiums for Bemidji residents.

Willmar Mayor Lester Heitke said a statewide Local Government Aid cut would not be fair. Some cities get no LGA, he said, while some small cities depend on it for much of their budgets.

“We’re looking for fairness and equity,” Heitke said.

Detroit Lakes Mayor Larry Buboltz said his community will be able to get by if an LGA cut is not massive, but he fears problems down the road.

“It does affect next year,” he said, adding that the 2009 budget already has been written and approved.

The problem would be immediate if aid were cut 25 percent, as many in the Capitol predict.

“Twenty-five percent is a huge amount,” he said.

Other comments from city leaders included:

-- "Limit the hurt," Wadena City Councilor Pete Phillips said. "And don't incur it on those who have debt upon debt."

-- A Park Rapids fire truck order may be canceled and federal funds may be lost because the city cannot match them for some construction projects.

-- "It would be insane for the state to cut payments," International Falls Administrator Rodney Otterness said. "I am extremely concerned about their relationship between cities and the state."



Coalition of Greater Minnesota Cities

# CGMC in Brief

December 11, 2008

Contact: Tim Flaherty  
651- 225-8840

## CGMC Pushes for LGA at State Capitol

The CGMC, along with the League of Minnesota Cities and the Association of Metropolitan Municipalities, organized testimonial appearances for local mayors and city officials on Wednesday before the Senate and House Tax Committees in support of Local Government Aid. Sandwiched between the two hearings was a CGMC-LMC-AMM joint press conference on LGA with CGMC President Wayne Wolden (Mayor, Wadena) and St. Paul Mayor Chris Coleman.

The local official's message at both the hearing and press conference was clear: With 20 days left before the end of the calendar year—and the beginning of local cities budgeting year—a cut to the cities' December LGA payments would leave cities in dire straits. Cutting budgeted-for December LGA payments would force cities to reduce services, postpone capital improvement projects, freeze wages and/or postpone critically-needed upgrades, among others things. A fairer and more responsible approach to the current fiscal year deficit is a proportionate statewide cut, reaching across K-12, higher education, health care and the entire state budget, versus balancing the state's budget on the backs of local cities alone.

The Mayors and city officials further sought to assist the legislators in understanding the unique differences between state and city budget calendars; specifically, that state and cities plan their budgets on two different yearly cycles, and cuts to LGA payments now give the cities little room to adjust for the loss. The attached CGMC handout explaining the budgeting differences between the state and local cities and their correlation to LGA payments was featured during the Senate hearing and used as an educational resource for the legislators.

## Date and Amount of Cuts Still Unknown

Local officials with the Executive Committee of LMC met with Governor Tim Pawlenty on Wednesday afternoon to further press the cities' position. The governor gave no specifics on his intentions to unallot the December LGA payment, other than to say that LGA will be cut at some level. The governor is expected to delay any decisions until he returns next week from his trip to Israel. **In the interim, local officials should contact their legislators and urge them to tell their leadership that cutting the December LGA payment—and pushing the state's budgeting problems down to the local level—is unreasonable and unfair.**



**CGMC Legislative  
Action Day and  
Reception  
(1/15/09)**

**DATE CHANGE!!!**

Due to an unexpected scheduling conflict with the legislature, the CGMC Legislative Action Day & Reception has been moved to January 15, 2009. Please adjust your calendars accordingly.

For your convenience, the CGMC has blocked hotel rooms at the following locations (hotel rooms are limited, so book your room today!):

- Best Western Kelly Inn (near the Capitol)  
161 St. Anthony Ave., St. Paul (651-227-8711)  
\$94 + tax → blocked until 12/30/08
- Holiday Inn RiverCentre (near Xcel Energy Center)  
175 W. 7<sup>th</sup> St., St. Paul (651-225-1515)  
\$125 + tax → blocked until 12/24/08

The full day begins with an overview of CGMC policies and legislative strategy, followed by lobbying at the Capitol and a legislative leadership panel, where several key legislators will be on hand to give their perspective on the upcoming legislative session and take your questions. Capping off the day is a dinner reception at historic Mancini's restaurant in St. Paul. See the attached agenda to learn more.

**Don't miss your chance to speak directly to your elected legislators about the key issues facing greater Minnesota this session!** (Registration materials to follow next week.)

**Land Use Reform Key  
Discussion at Senate  
Energy Committee**

On Wednesday, the CGMC drew the attention of key legislators toward the importance of land use reform in any statewide greenhouse gas reduction strategy.

Tim Flaherty, speaking before a stakeholders meeting in the Senate Energy, Utilities, Technology and Communications Committee, explained the CGMC's approach to land use reform and articulated the merits of land use in meeting statewide greenhouse gas emission goals. Last July, the Minnesota Climate Change Advisory group unanimously recommended that the improvement of land use development and practices will reduce vehicles miles traveled, thus reducing greenhouse gas emissions in the state.

**CGMC Executive Board  
Meeting (December 17,  
2008)**

The CGMC Board will meet via conference call on Wednesday, January 17 to discuss changes in the Coalition's position related to LGA. The Board will also consider CGMC budget issues. For more information, please contact Erin Flaherty via email or call 651-259-1917.

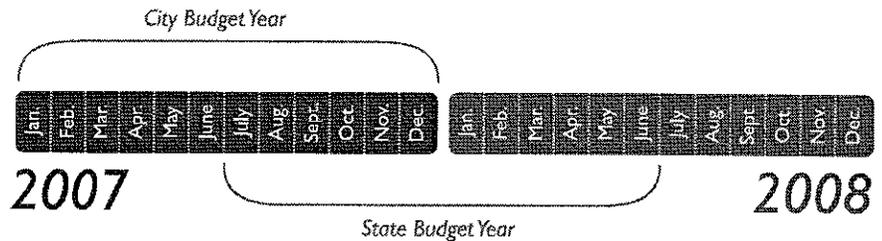


# The Mechanics of the City-State Relationship

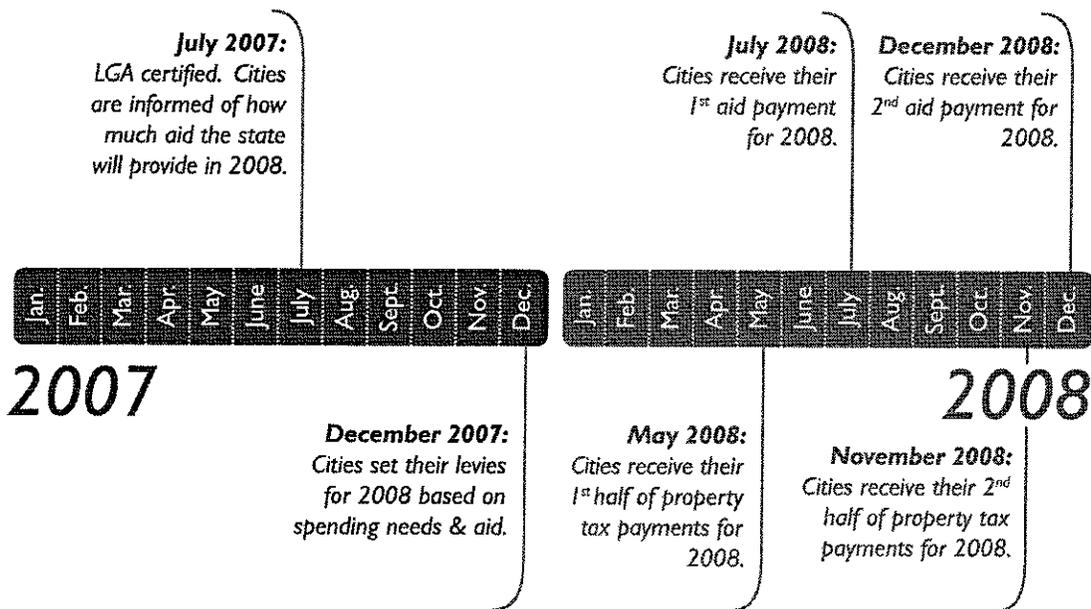
**With two weeks left, December LGA payment critical to balancing cities' 2008 budgets**

The state and cities plan budgets with two different yearly cycles. The state budget year runs from **July 1 through June 30**. The city budget year runs from **January 1 through December 31**.

Cities certify their levies and budgets for a given year during the December of the previous year. For example, the current 2008 levies and budgets were certified in December 2007 and the 2009 levies will be certified in December 2008.



A city receives two Local Government Aid payments each year; the first in July and the second in December. For 2008, the second payment will come with just two weeks remaining in the budget year:



Cities receive revenue payments in large chunks followed by months of very little income. This causes cities to use reserves until another aid or tax payment is received. If a city does not receive an aid payment, they may not have enough reserves to operate.

Because most city spending for 2008 has already occurred, cutting the December LGA payment will make balancing city budgets nearly impossible. Cities have little time or flexibility to adjust their 2009 levies to make up the loss in 2008 aid. Furthermore, cities cannot increase their levies greater than their truth-in-taxation amounts, which must also be finalized in December.

**Cutting the December LGA payment forces cities into a fiscal crisis.**



# 2009 CGMC Legislative Action Day Agenda

Thursday, January 15, 2009

Tentative as of 12/11/08



- 10 a.m. Board of Directors Meeting** • Flaherty & Hood, P.A.
- 11 a.m. Full Membership Meeting** • Flaherty & Hood, P.A.
- **Welcome and Introductions**  
*CGMC President Mayor Wayne Wolden, Wadena*
  - **CGMC Budget & Membership Discussion**  
*CGMC President Mayor Wayne Wolden, Wadena & Tim Flaherty*
  - **Lobbying Strategy and Message for Legislators**  
*Tim Flaherty*
    - **Local Government Aid (LGA) & the State Budget Deficit**  
*Tim Flaherty and Steve Peterson*
    - **Land Use & Annexation Reform**  
*Bradley Peterson*
- 12:30 p.m. Lunch** • Flaherty & Hood, P.A.
- 1:30 p.m. Lobby at Capitol Complex** • Capitol/State Office Building  
CGMC members are responsible for scheduling appointments with legislators.
- 3:30 p.m. Legislative Leadership Panel** • Flaherty & Hood, P.A.
- Senate Majority Leader Larry Pogemiller, DFL-Minneapolis (invited)
  - Senate Minority Leader David Senjem, R-Rochester (invited)
  - Speaker of the House Margaret Anderson Kelliher, DFL-Minneapolis (invited)
  - House Minority Leader Marty Seifert, R-Marshall (invited)
- 5:30 p.m. Legislative Reception** • Mancini's
- 6:30 p.m. Dinner** • Mancini's

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<b>Flaherty &amp; Hood, P.A.</b>	<b>Mancini's</b>	<b>Holiday Inn RiverCentre (near Xcel Energy Center)</b>	<b>Best Western Kelly Inn (near Capitol)</b>
525 Park St.	531 W. 7th St.	175 W. 7th St.	161 St. Anthony Ave.
Suite 470	St. Paul, MN 55102	St. Paul	St. Paul
St. Paul, MN 55103		651-225-1515	651-227-8711
		\$125 + tax	\$94 + tax
		Block held until 12/24	Block held until 12/30

# GROWING COOLER

## How Land Use Can Help Minnesota Reach Its Greenhouse Gas Reduction Goals

In Minnesota, the discussion is over: climate change is real and it's time to do something about it. In 2007, the legislature and governor took action and passed Minnesota's greenhouse gas reduction goals that call for an 80% reduction in CO<sub>2</sub> by 2050. To accomplish this goal, reductions in CO<sub>2</sub> must come from all areas of production. The largest contributor to CO<sub>2</sub> in Minnesota is transportation. So what does that have to do with land use? Find out at this free conference at the Humphrey Institute of Public Affairs.

**WHEN:** January 5<sup>th</sup> from 1 to 4 p.m.

**WHERE:** The Hubert H. Humphrey Institute of Public Affairs Cowles Auditorium on the West Bank of the University of Minnesota Minneapolis Campus, 301 19th Ave South

**WHO:** State Legislators and staff, local elected officials, local government administrators and planners, and the general public with an interest in land use and climate change

**RSVP:** Steve Peterson at 651-259-1922 or [smpeterson@flaherty-hood.com](mailto:smpeterson@flaherty-hood.com)

## PROGRAM

**1:00 – 1:50** *Growing Cooler: The Evidence on Urban Development and Climate Change*

Dr. Reid Ewing, coauthor of *Growing Cooler*, will discuss the relationship between land use development, transportation, and climate change.

**2:00 – 2:50** *The Minnesota Perspective*

Dr. Ewing moderates a panel of Minnesota experts discussing three recent Minnesota-specific studies on the role land use can play in climate change and environmental protection.

Panel participants:

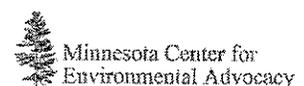
- Dr. Julian Marshall, coauthor of the Center of Transportation Studies' "A Smaller Carbon Footprint"
- William Schroeer, Transportation and Land Use technical working group lead on the Minnesota Climate Change Advisory Group
- John Shardlow, co-project lead of the University of Minnesota's "Minnesota Statewide Conservation and Preservation Plan"

**3:00 – 3:40** *The Private Sector: Obstacles and Opportunities for Developers of Compact Development*

Michael Lander, a developer of many successful compact mixed-use developments, will discuss how the market is creating greater demand for these developments. Mr. Lander will also discuss the obstacles developers face in creating compact development and how local and state officials can help reduce these barriers.

**3:40 – 4:00** *A Word from Our Sponsors*

A varied group of sponsors have come together to provide this conference at no cost to participants. Each sponsor will have a brief opportunity to present its goals for impacting climate change through land use reform.



# ABOUT THE SPEAKERS

## REID EWING

Reid Ewing is a professor of City and Metropolitan Planning at the University of Utah, associate editor of the *Journal of the American Planning Association*, columnist for *Planning* magazine, and Fellow of the Urban Land Institute. Early in his career, he served two terms in the Arizona legislature, worked on urban policy issues at the Congressional Budget Office, and taught city planning in Iran and Ghana. He holds master's degrees in Engineering and City Planning from Harvard University, and a Ph.D. in Urban Planning and Transportation Systems from the Massachusetts Institute of Technology.

His research and writings are aimed at planning practitioners. He authored *Developing Successful New Communities* for the Urban Land Institute; *Best Development Practices and Transportation and Land Use Innovations* for the American Planning Association; and *Traffic Calming State-of-the-Practice* for the Institute of Transportation Engineers. His two titles for the American Planning Association made him APA's top selling author for many years. His most recent book, written for EPA and published by the Urban Land Institute, is *Growing Cooler: The Evidence on Urban Development and Climate Change*. Due out in 2009 and co-published by the American Planning Association and American Society of Civil Engineers is *U.S. Traffic Calming Manual*.

This year and next (2008-09), his research will be published in the *Journal of the American Planning Association*, *Journal of Planning Literature*, *Journal of Urban Design*, *Urban Design International*, *Journal of Urbanism*, *Housing Policy Debate*, *Journal of Epidemiology and Community Health*, *Transportation Research Record*, and *ITE Journal*. His prior work on smart growth development includes the U.S. Green Building Council's LEED-Neighborhood Development guidelines, the Institute of Transportation Engineers' Recommended Practice for Context-Sensitive Thoroughfares, the National Wildlife Federation's Endangered by Sprawl, and dozens of consulting projects around the United States.

## JULIAN MARSHALL

Dr. Marshall is an Assistant Professor for the Civil Engineering Department at University of Minnesota. His current area of study is urban sustainability engineering and investigating energy and environmental impacts of cities, especially from transportation. His three main areas of research are air pollution, urban design, and climate change emissions. He has

several published writings including *Environmental Science & Technology's* "most-downloaded article."

Dr. Marshall received a B.S. in chemical engineering from Princeton University, and M.S. and Ph.D. degrees from the Energy and Resources Group at the University of California at Berkeley. In addition to his faculty appointment in civil engineering, Dr. Marshall is an affiliated member of the University of Minnesota's Mechanical Engineering Department, the Environmental Health Sciences division of the School of Public Health, and the Urban and Regional Planning program of the Humphrey Institute of Public Affairs, as well as the School of Environment and Health at the University of British Columbia, Canada.

## WILLIAM SCHROEER

Mr. Schroer is the State Policy Director for Smart Growth America. He has 18 years' experience designing and directing transportation and land use policy evaluations for government, nonprofit, and private clients, as well as examining costs and benefits, feasibility, economic, social, and distributional impacts. During the 1990s, Will was at the U.S. Environmental Protection Agency in the Office of Policy, Planning, and Evaluation, where he led the agency's Transportation Group. He received the 1996 National Planning Award from the American Planning Association, and two EPA Service Awards, one for contributions to the U.S. Climate Change Action Plan. He then spent nine years leading the smart growth practice for ICF Consulting. Will holds a B.A. magna cum laude from Carleton College and a master's degree in Public Policy from Harvard University.

## JOHN SHARDLOW

Mr. Shardlow has been involved in planning and zoning education for lawyers, planners, and elected and appointed officials for 28 years. John regularly prepares and teaches seminars through the League of Minnesota Cities, and has developed and taught classes through Government Training Services. He has been a Planning Consultant for more than 100 cities and counties throughout Minnesota. John served as a member of the core management team of the University of Minnesota Institute on the Environment Statewide Conservation and Preservation Plan, and is currently serving as the Chair of the Minnesota Chapter of the Urban Land Institute. John is also a member and Vice Chair for Programming for UII National Sustainable Development Council.

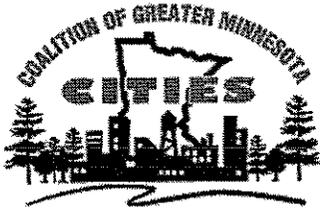
John has extensive and wide-ranging project experience serving clients in both the public and private sectors. He has frequently been called upon to lead multi-disciplinary teams of consultants in completing large, complicated planning projects. He has worked on many award winning projects including the Lino Lakes T-35E AUAR, the Twin Lakes Stakeholder Advisory Panel, and the Burnsville Heart of the City. John's skills include project planning for residential, commercial, mixed-use, industrial, and institutional developments; comprehensive and community planning; and preparing redevelopment plans, tax-increment financing plans, subdivision regulations, and environmental assessments. John frequently provides expert testimony on matters related to planning.

## MICHAEL LANDER

Mr. Lander is founder and president of Lander Group. He incorporated the company in 1984 in California and has since been active in the planning, design, and development of commercial, residential, and mixed-use real estate projects in California, North Dakota, Minnesota, and Iowa. His experience includes land acquisition, market research, land planning and architectural design, structuring and securing public and private financing, marketing (leasing and sales), partnership formation, property management, and overall development and coordination.

Since relocating to Minneapolis in 1990, the Lander Group—alone and in partnerships with other firms—has developed and sold many successful infill residential projects and completed substantial renovations of mixed-use commercial buildings. As a partner in the urban design firm Town Planning Collaborative, Mr. Lander helped create the award-winning plan for St. Louis Park's new town center and an acclaimed design charrette for Minneapolis's Uptown district.

Michael is a member of the Urban Land Institute, the Congress of the New Urbanism, the Minnesota Multi-Housing Association, and the Minnesota chapter of the AIA, and serves on the public policy committee of the Builders' Association of the Twin Cities. He is a licensed real estate broker and general contractor in Minnesota, and holds the CCIM designation from the National Association of Realtors. He is a past president of the Minnesota/South Dakota CCIM chapter and he is currently serving on the board of LOCUS, a national real estate group working on the Transportation for America campaign.



Coalition of Greater Minnesota Cities

# CGMC in Brief

December 4, 2008

Contact: Tim Flaherty  
651- 225-8840

## **\$5.5 Billion Budget Problem**

There was no good news coming out of the State Capitol today as officials announced a \$426 million deficit for 2008-09 and a \$4.847 billion budget shortfall in 2010-11—that amounts to \$5.5 billion with inflation. According to State Economist Tom Stinson, this will be the longest recession in state history and it could be the worst economic downturn since World War II.

The short-term \$426 million deficit will be discussed by the governor and House and Senate leadership over the next few days, with all trying to find ways to trim the budget. Unallotment is also under consideration by the governor, though he gave few clues as to what programs would be on the chopping block. When asked specifically about aid to cities and counties, he said that he would make an announcement after all options are reviewed, adding that it will take a lot of discipline to cut spending and that it would be difficult for everyone.

The governor did say that the 8 percent increase scheduled for local aid credits is a problem since it is, in his words, eight times greater than the rate of inflation. He also said that cities and counties should immediately start planning salary freezes and “come to grips with the change in the economy.” He did offer to help local governments find some relief from mandates, but he asked for a list of mandates from cities and counties that are outdated, unfair or unduly burdensome.

## **Document Your LGA Stories for CGMC**

City officials know that LGA funding is critical to protecting property tax payers and making our cities operate smoothly. But do your legislators and the media know this? Now's your chance to let them know.

CGMC is asking its members to document their LGA stories so that the Coalition can inform legislators and the press about current problems facing cities and the true costs of cutting LGA. See the attached handout to learn more about how your story can make a difference.

(For “inspiration,” the *Pioneer Press* recently published an article about how metro cities are handling the current economic crisis. Click [here](#) to read this article. We're counting on you to help us fill in the greater Minnesota side of the story!)



**CGMC Land Use  
Conference  
(1/5/09)**

**SAVE THE DATE!**

The CGMC—along with the Humphrey Institute, 1000 Friends, the League of Minnesota Cities, Blue Cross/Blue Shield, the Urban Land Institute, Fresh Energy and the Minnesota Center for Environmental Advocacy—will host an afternoon conference on land use reform on **January 5, 2009** from 1 – 4 p.m. at the Humphrey Institute of Public Affairs in Minneapolis.

The conference focus is on land use reform and efforts to reduce greenhouse gas emissions through changes in land use planning and development. Keynoting the conference is Professor Reid Ewing of the University of Maryland, co-author of the preeminent study entitled *Growing Cooler: The Evidence on Urban Development and Climate Change*. The conference will also include a discussion of land use issues from a uniquely Minnesota perspective.

For more details, please contact Bradley Peterson via email or call 651-225-8840.

**CGMC Legislative  
Action Day and  
Reception  
(1/14/09)**

**SAVE THE DATE!**

The annual CGMC Legislative Lobbying Day and Reception is scheduled for **January 14, 2009** in St. Paul. For your convenience, the CGMC has blocked hotel rooms at the following locations (hotel rooms are limited, so book your room today!):

- Best Western Kelly Inn (near the Capitol)  
161 St. Anthony Ave.  
St. Paul  
651-227-8711  
\$94 + tax → blocked until 12/30/08
- Holiday Inn RiverCentre (near Xcel Energy Center)  
175 W. 7<sup>th</sup> St.  
St. Paul  
651-225-1515  
\$125 + tax → blocked until 12/24/08

The full day begins with an overview of CGMC policies and legislative strategy, followed by lobbying at the Capitol and a legislative leadership panel, where several key legislators will be on hand to give their perspectives on the upcoming legislative session and take your questions. Capping off the day is a dinner reception at historic Mancini's restaurant in St. Paul. See the attached agenda to learn more.

**Don't miss your chance to speak directly to your elected legislators about the key issues facing greater Minnesota this session!** (Registration materials to follow next week.)



## Describe how your city has dealt with the 2003 LGA cut and current economic crisis

A lot of eyes will be focused on LGA this year as a source of revenue for other hard-hit programs, and CGMC won't be able to protect it without a lot of help from all of our member cities. Most legislators have heard about the problems faced by cities in general terms, but that will no longer carry the day. It will take detailed stories of what is happening in each of your cities to protect and retain the LGA increases promised in law. We are asking each of you to write a summary, or bullet points, to use when talking with legislators. The points you make might focus on hardships, but they can also point to good cost-control measures that have helped your city to stay solvent.

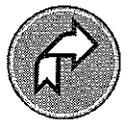
Once your summary is done, share it with the rest of your staff or council and then make an appointment to meet with your legislator. You can use your summary as a guide during the meeting and also use it when writing legislators. Please send a copy to the Flaherty & Hood office as well, so we can use your stories as examples when we meet with legislators.

*Your story  
will make a  
difference.*

Using the suggestions below as a guide, tell legislators in your own words how the current economic crisis, combined with the 2003 LGA cuts, has affected your city:

- Greater scrutinization, or delay, of capital purchases
- Elimination of departments or positions
- Imposing a hiring freeze or pause; going to a four day work week
- Reductions in expenditures or services
- Delay of capital expenditures
- Raising or adding fees
- Depletion of reserve funds
- Employee wage freeze or cuts; changes to employee benefits
- More cooperation between city departments/and or other units of government
- Reorganizations to bring about organizational efficiencies
- Energy conservation program
- More partnerships

*Read CGMC  
city stories  
on reverse!*



*Sartell*  
Patti Gartland

The City of Sartell, population 14,000, has had long-standing orderly annexation agreements with a neighboring township, but it can no longer afford to bail out developed areas within the township. In the past, the city helped homeowners with failing septic systems by bringing them into the city, correcting the problem and stopping further environmental degradation, but unless there is a change in revenue stream, that will no longer happen. Because approximately 50% of the cost to retrofit developed parts of the township with municipal utility service is not assessable to the benefiting property owners, City taxpayers have historically carried half of the cost to fix a problem they had no part in creating. Additionally, Sartell has also decided not to fill two positions this year and is unlikely to next year either—one in the maintenance department and one in the police department. The city will probably have to back off on some street maintenance next year despite the fact that it is dedicating all its share of LGA toward repairing and maintaining streets. If LGA is cut, those funds will be depleted, shortening the life-span of the streets and leading to higher infrastructure costs in the future.

*Melrose*  
Brian Beeman

Melrose city officials have followed the governor's wishes by cutting staff, services and even one department in order to keep their citizen's tax rates down in the years following the 2003 LGA cuts. During this time, they used much of their budget reserves, once healthy but now almost depleted, and are facing a quarter million dollar capital outlay deficit every year. Delayed projects have been stacked up for so long that the city auditor has told the council that unless something is done, the city will face a financial train wreck by 2014. These delays have raised the costs of repair significantly. For example, delays in seal coating one city street now means that it has to be torn out, dug down to the base, and completely rebuilt, tripling the cost of the project. Melrose, population 3,500, is typical of many small cities in that LGA makes up about half of its revenue base. They are not sure how they are going to survive now, so any further cuts in LGA would be devastating.

*Mankato*  
Pat Hentges

Spending reductions, across-the-board budget cuts and the use of budget reserves are all tactics used by the Mankato City Council to stay within the levy limitations imposed by the Legislature last session. They are also offering incentives—such as three years of paid medical insurance—in early retirement packages, since the state of the economy has made people reluctant to retire. Most of those positions will remain open for at least two years, allowing the city to make use of the savings, while essential positions will be filled by people hired at a lower pay scale than their predecessors. One of the issues the council is struggling with is what to do about the public projects within the city's capital improvement plan, since eliminating them would have such a negative affect on local construction companies and workers, further tamping down the economy of this city of 35,500 people.

# 2009 CGMC Legislative Action Day Agenda

Wednesday, January 14, 2009

Tentative as of 12/4/08



- 10 a.m. Board of Directors Meeting • Flaherty & Hood, P.A.**
- 11 a.m. Full Membership Meeting • Flaherty & Hood, P.A.**
- **Welcome and Introductions**  
*CGMC President Mayor Wayne Wolden, Wadena*
  - **Lobbying Strategy and Message for Legislators**  
*Tim Flaherty*
    - **Local Government Aid (LGA) & the State Budget Deficit**  
*Tim Flaherty and Steve Peterson*
    - **Land Use & Annexation Reform**  
*Bradley Peterson*
- 12 p.m. Land Use Reform Discussion with Key Legislators**
- 12:45 p.m. Lunch • Flaherty & Hood, P.A.**
- 1:30 p.m. Lobby at Capitol Complex • Capitol/State Office Building**  
CGMC members are responsible for scheduling appointments with legislators.
- 3:30 p.m. Legislative Leadership Panel • Flaherty & Hood, P.A.**
- Senate Majority Leader Larry Pogemiller, DFL-Minneapolis (invited)
  - Senate Minority Leader David Senjem, R-Rochester (invited)
  - Speaker of the House Margaret Anderson Kelliher, DFL-Minneapolis (invited)
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- 5:30 p.m. Legislative Reception • Mancini's**
- 6:30 p.m. Dinner • Mancini's**

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**Flaherty & Hood, P.A.**  
525 Park St.  
Suite 470  
St. Paul, MN 55103

**Mancini's**  
531 W. 7th St.  
St. Paul, MN 5102

**Holiday Inn RiverCentre  
(near Xcel Energy Center)**  
175 W. 7th St.  
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651-225-1515  
\$125 + tax

**Best Western Kelly Inn  
(near Capitol)**  
161 St. Anthony Ave.  
St. Paul  
651-227-8711  
\$94 + tax



Coalition of Greater Minnesota Cities  
**CGMC in Brief**

November 26, 2008

Contact: Tim Flaherty  
651- 225-8840

**Members Focus on  
Key Issues at CGMC  
Fall Conference**

CGMC would like to thank everyone who attended the fall conference in Willmar last week for an engaging discussion of the issues that will be facing cities next year. We look forward to a challenging, yet productive session.

Moving forward, it is important to keep our message and goals clear and consistent. Keeping in mind that the Legislature will be faced with a budget crisis, CGMC will be focusing our attention on just three major issues:

- **Preserve LGA funding:** Instead of conceding to groups who believe LGA should be cut in order to balance the state's budget, CGMC members will put forth a strong effort to retain gains made in previous sessions. Although CGMC will not be initiating any LGA-related bills this year, we will be strongly encouraging the state to find a more stable, fair, and sustainable revenue system.
- **Pass land use reform:** Land use reform is a low-cost solution that will preserve agricultural land and open space, promote efficient government, and help the state achieve its ambitious CO<sub>2</sub> reduction goals. This session, CGMC will prepare a land use bill, co-host a land use conference, and produce several land use video vignettes to use for educational purposes.
- **Pass annexation reform:** The timing is right for annexation reform. For too long, the Legislature has stalled on making substantive changes to the state's annexation laws by passing the work on to task forces. Now that the Municipal Boundary Adjustment Task Force has completed its term, it's time to press the issue at the Capitol and enact fairer policies. For this reason, CGMC will be introducing an annexation reform bill this session.

To help you discuss these issues with your legislators, CGMC has prepared the attached handouts. CGMC's success is based on the proactive attitude of its members, so be sure to get in touch with your legislators early!

If you were unable to attend the CGMC fall conference and would like an overview of the events, please visit:

[www.greatermncities.org/fallconference.html](http://www.greatermncities.org/fallconference.html).



**CGMC Land Use  
Conference  
(1/5/09)**

***SAVE THE DATE!***

The CGMC, along with the Humphrey Institute and the development/environmental advocacy group 1000 Friends, will host an afternoon conference on land use reform on **January 5, 2009** at the Humphrey Institute of Public Affairs in Minneapolis.

The conference focus is on land use reform and efforts to reduce greenhouse gas emissions through changes in land use planning and development. Keynoting the conference is Professor Reid Ewing of the University of Maryland, co-author of the preeminent study entitled *Growing Cooler: The Evidence on Urban Development and Climate Change*. The conference will also include a discussion of land use issues from a uniquely Minnesota perspective.

For more details, please contact Bradley Peterson via [email](#) or call 651-225-8840.

**CGMC Legislative  
Action Day and  
Reception  
(1/14/09)**

***SAVE THE DATE!***

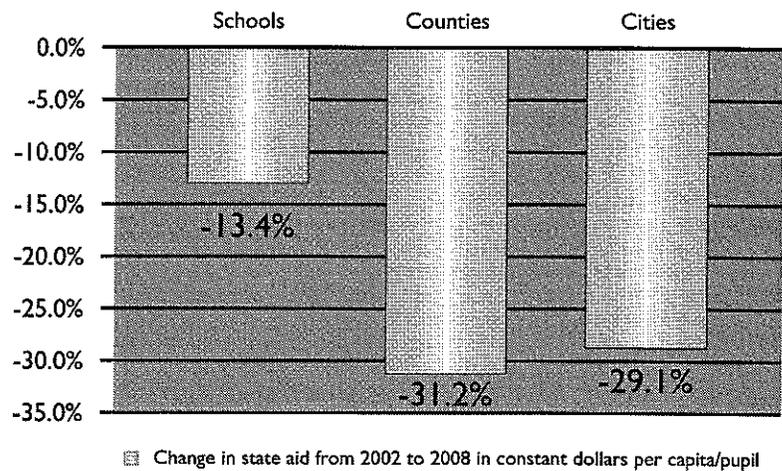
The annual CGMC Legislative Lobbying Day and Reception is scheduled for **January 14, 2009** in St. Paul. The full day begins with an overview of CGMC policies and legislative strategy, followed by an opportunity for members to lobby their legislators at the Capitol. Several key legislators will be on hand to give their perspective on the upcoming legislative session and take your questions. Capping off the day is a dinner reception at historic Mancini's restaurant in St. Paul. **Don't miss your chance to speak directly to your elected legislators about the key issues facing greater Minnesota this session!** (Registration materials will follow in the coming weeks.)



# A new direction is needed to solve Minnesota's fiscal crisis

## Local governments running on fumes

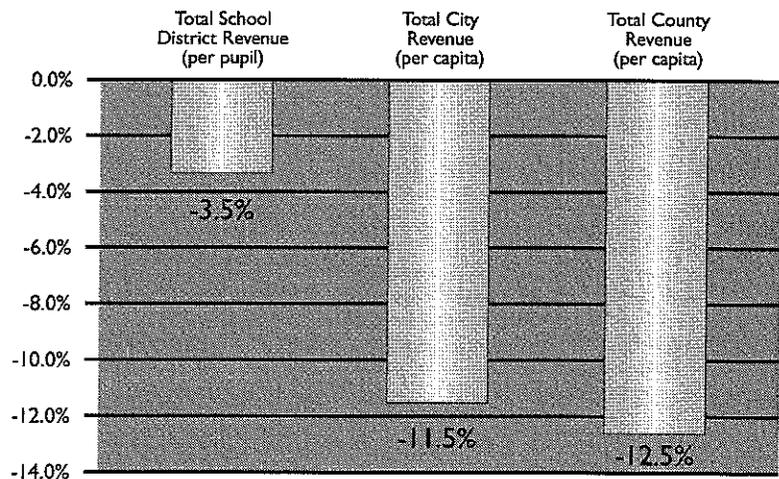
Cities, schools and counties have done their best to cope with aid cuts made during the state's last budget crisis, but they are now down to running on fumes. Despite cities' best efforts, the 2003 decision to shift Minnesota's fiscal problems on to local units of government has proven to be a losing proposition for local property taxpayers. In a nutshell, citizens have had to deal with reduced services and delayed infrastructure needs while being asked to provide more in property tax dollars. As **Chart A** demonstrates, cities, schools and counties still haven't recovered from cuts.



*Chart A: State aid to local governments has been cut dramatically since 2002. Source: "The 'Why' Behind Homestead Property Tax Increases," MN 2020, Jeff Van Wychen*

## Property tax increases driven by aid cuts

Property taxes have increased over 19% since 2002, but this has been due to aid cuts, not to excessive spending by local units of government. The rise in property taxes did not even begin to keep pace with the aid cuts, which meant that, on the local level, revenues declined at the same time as spending was reduced, as shown in **Chart B**.



*Chart B: Change in real per capita/per pupil school, city, and county revenue from FY 2003 to FY 2008. Source: "Government Revenues Decline," MN 2020, Jeff Van Wychen*

*Despite cities' best efforts, the 2003 decision to shift Minnesota's fiscal problems on to local units of government has proven to be a **losing proposition** for local property taxpayers.*



## State spending is not the problem

Allegations from “no new taxes” proponents that spending is causing the state’s budget problems are wrong. As seen in **Chart C**, state general fund spending has declined by 7.1%, which amounts to \$503 a person. Additional spending cuts will not cure the state’s current financial crisis. Spending is down for all units of government in Minnesota, which points to a revenue problem—not a spending problem—in the state.

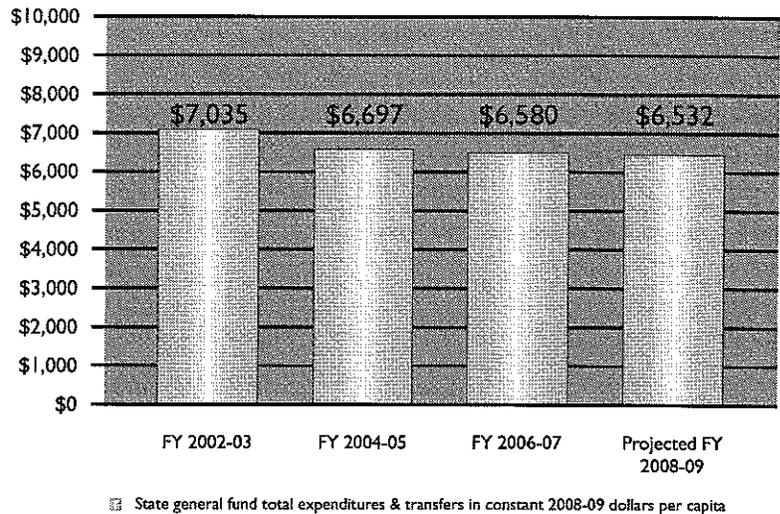


Chart C: State general fund expenditures down 7% since 2002. Source: “The State’s Budget Problem: All Options Need to be on the Table,” MN 2020, Jeff Van Wychen

## LGA is still below 2003 level

The Local Government Aid program is key to providing fairness in the property tax system and to enabling all cities to offer services to their citizens, but that was undermined by aid cuts made in 2003. Last year, the Legislature approved LGA increases of 2% in 2010 and 4% in 2011, but as shown in **Chart D**, the previous cuts were so drastic that even after the current law increases in aid, the total dollars in the program will be lower in 2011 than they were in 2003.

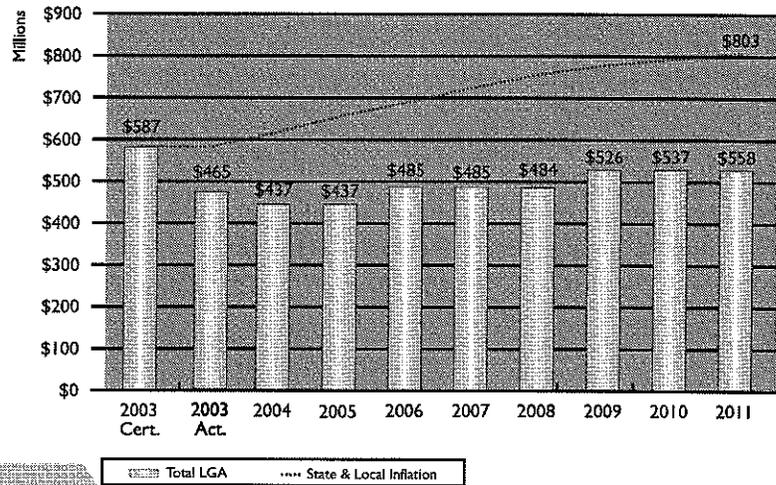


Chart D: LGA program still \$157 below its 2003 level, despite 2010/2011 increases.

## NEEDED: A fair, stable and sustainable revenue system

We must take a lesson from the past and work together to develop a fair, stable and sustainable revenue system for Minnesota. In order to do this, all levels of government—the state, counties, cities and school districts—need to partner together to address the state’s economic problems in a way that strengthens, not weakens, our state.

- **Fair.** Every resident, regardless of geographic location, deserves access to quality government services at an affordable level compared with their ability to pay.
- **Stable.** Minnesota’s fiscal rollercoaster ride will not stabilize until it includes predictability in taxation for its taxpayers and reliability in its revenue sources.
- **Sustainable.** A lasting, sustainable revenue source is needed to carry the state through today’s current fiscal crisis and reduce the chance of it occurring again in the future.

Don’t repeat the *mistakes* of the past.

The state, cities, counties and schools must *partner together* to develop a fair, stable and sustainable revenue system for Minnesota.



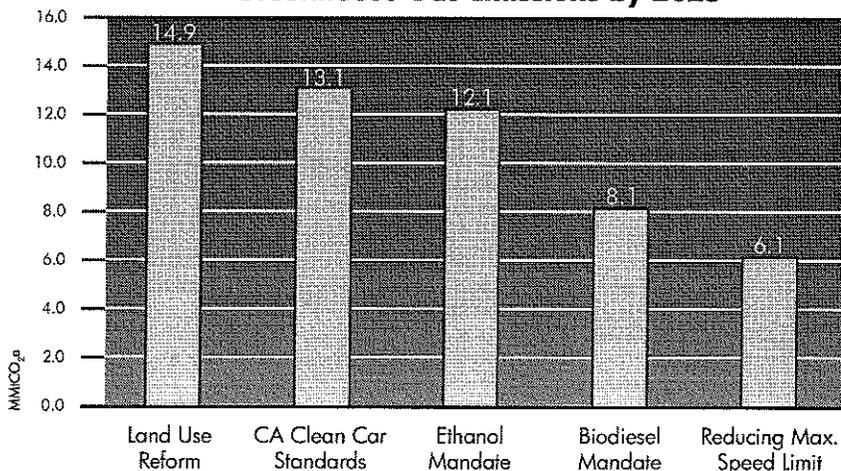
# Land Use Planning Key to Reducing Greenhouse Gas Emissions

Last year, the Minnesota Climate Change Advisory Group (MCCAG), which included 60 stakeholders representing many interests, was asked to develop a comprehensive greenhouse gas reduction plan for Minnesota. During that process, the members unanimously recommended improving land use planning and development practices in order to reduce the number and length of vehicle trips in the state.

## MCCAG FINDINGS:

- In 2005, transportation accounted for 25% of Minnesota's total greenhouse gas emissions.
- Vehicle miles traveled (VMT) are increasing rapidly, meaning any gains in vehicle efficiency will be dwarfed by the anticipated increase in VMT.
- By 2025, greater Minnesota will have 42% of the state's population but 64% of the statewide VMT.
- Changes in land use law could reduce total carbon emissions from the transportation sector by 13% by 2025.

**Impact of Initiatives to Reduce Greenhouse Gas Emissions by 2025**



Source: Minnesota Climate Change Advisory Group (MMtCO<sub>2</sub>e = Million metric tons of carbon dioxide equivalent)

What is the right thing to do?

## Reforms in land use and planning would accomplish the following:

- Prevent the loss and fragmentation of agricultural land, forests, and open space.
- Reduce the overall cost of government by leveraging efficiencies in transportation, sewer and water infrastructure, and delivery of other governmental services.
- Encourage healthy communities through more opportunities to walk and bike.
- Make transit service more feasible and cost effective.
- Lessen the risk of groundwater pollution.



To learn more, visit [www.greatermncities.org/annexation](http://www.greatermncities.org/annexation)

## MCCAG GOALS AND STRATEGIES ➔ CGMC PROPOSAL

"Priority Areas Designated for Planned Growth"

- Allow cities to designate areas for planned growth outside of their boundaries based on population and commercial/industrial growth.
- Prohibit the incorporation of new municipalities.

"Target a significantly higher percentage of new growth in jobs and housing into incorporated cities..."

- Restrict rural residential densities to 1 unit per 40 acres in unincorporated territory.

"School Siting and Accessibility...remove excessive acreage requirements that drive schools into undeveloped areas..."

- Restrict Minnesota Department of Education from using outdated guidelines to require minimum acreage for new school construction.

"Provide incentives and technical assistance to communities to target growth in priority areas..."

- Increase funding for the Minnesota Redevelopment Grant Program and make projects that are aimed at reducing vehicle miles travelled a priority.
- Encourage greater commercial or industrial densities by enhancing Tax Increment Financing laws to encourage projects that are an alternative to Greenfield development and that prioritize building up rather than out.
- Create grant program that will assist cities in planning with reduction of vehicle miles travelled in mind.

"Institute statewide and municipal planning requirements and/or incentives to implement reduction in VMT"

- Require all counties with a population over 5000 to do a comprehensive plan.
- Require all cities over 2500 in population to do a comprehensive plan, provided they have experienced 10% growth or greater in population in the last five years.



# Benefits of Annexation Reform

Budget crunches, the need to slow climate change and the need to clean the state's lakes and rivers are all compelling reasons to support annexation reform in 2009. Annexation reform will:

## **PROMOTE EFFICIENT GOVERNMENT.**

State and local governments and their taxpayers can't afford the high cost of poor planning, which leads to duplicative services and excessive public infrastructure needs.

## **PROMOTE FAIR DISTRIBUTION OF PROPERTY TAX BURDENS.**

Township residents use city services but pay 3/4 – 2/3 less in taxes than city residents.

## **PROTECT THE ENVIRONMENT AND PRESERVE AGRICULTURAL LAND AND OPEN SPACE.**

Poorly planned, non-sewered development causes water pollution and leads to the loss and fragmentation of agricultural land and open spaces.

## **HELP THE STATE MEET CO<sub>2</sub> REDUCTION GOALS.**

Land-use reform can help Minnesota attain a significant amount of its greenhouse gas reduction goal in a way that will cost significantly less than other identified ways of dealing with global warming.

## **How can we achieve annexation reform?**

- ✓ Make energy conservation—as well as reduction of vehicle miles traveled and carbon emissions—an explicit goal of state policy and a factor in annexation decision-making.
- ✓ Expand the circumstances under which a city may pursue annexation by ordinance.
- ✓ Clarify rules governing the reimbursement of property taxes from city to township and prohibit any other forms of payment from city to town.
- ✓ Allow cities to plan, zone and develop in a growth area up to two miles outside their current boundaries.
- ✓ Clearly define "urban or suburban in character," an important criteria used when making a determination on annexation.

## What is the law?

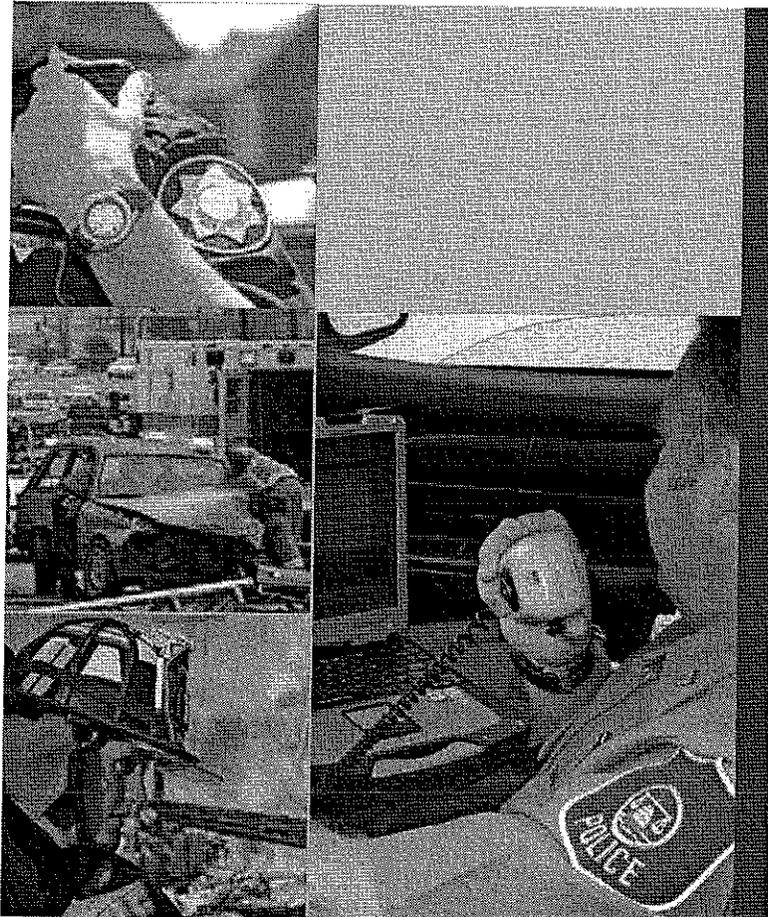
**UNDER STATE POLICY, urban development is to take place in cities while townships are to administer rural and agricultural areas. These goals, however, have been eroded due to unrestrained development in unincorporated areas.**

(Minn. Stat. 414.01)

**The Legislature needs to pass legislation that upholds its policy of urban development taking place in cities with townships remaining rural. The CGMC annexation reform proposal will accomplish this goal.**



To learn more, visit  
[www.greatermncities.org/annexation](http://www.greatermncities.org/annexation)



# When They Can't Talk

**Lives are Lost**

What Public Officials Need  
to Know about Interoperability

**NACO** *National Association of Counties*  
*The Voice of America's Counties*



You grew up watching cop shows on television. When the police were in trouble, they could pick up the radio anywhere, anytime, and help would instantly arrive. In reality, this is often not the case. We all watched in horror as the second tower of the World Trade Center collapsed on September 11, 2001. Did you know that police received the radio message that the building was going to collapse, but firefighters never received that message because they used different radio frequencies?

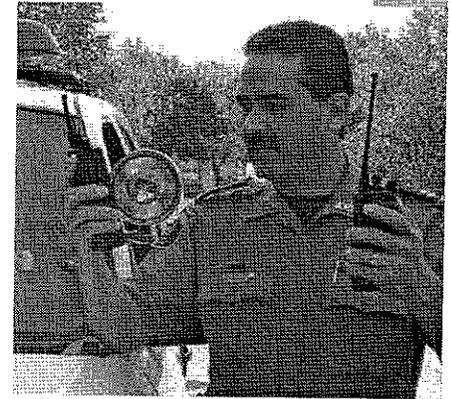
- **Did you know** that the police, EMS teams, and firefighters sometimes have to juggle as many as five different radios because each agency communicates on different systems?
- **Did you know** that first responders had to use runners to carry messages from one command center to another in the immediate aftermath of the Oklahoma City bombing because they did not have common radio systems?
- **Do you know** how often agencies cannot talk to one another or to agencies in their neighboring cities, counties, or states? Is yours one of them?

While events of the magnitude of the attacks of September 11, 2001, or Oklahoma City do not occur every day, there are many daily events that require different agencies and jurisdictions to be able to communicate with one another. Incidents such as traffic crashes, missing children, fires, high-speed chases, rescues, and chemical spills occur with frightening regularity and they know no boundaries. When they occur in your community, will your agencies be able to talk to one another?

## Why Can't They Talk?

Public safety agencies historically have depended upon their own stand-alone radio communication systems and they are often incompatible with systems used in neighboring jurisdictions or with other disciplines like fire and EMS.

Not only are there different systems for different agencies within one community, different jurisdictions maintain their own systems, too. There are approximately 2.5 million public safety first responders in the United States. They work for 18,000 state and local law enforcement agencies, 26,000 fire departments, and more than 6,000 rescue departments, plus federal law enforcement, tribal law enforcement and other agencies, such as state and federal emergency management, transportation, and the public utilities who all need to talk to one another during critical incidents.



## Who Is Public Safety?

According to definitions from the Public Safety Wireless Advisory Committee (PSWAC), public safety service providers perform emergency first response missions to protect and preserve life, property, and natural resources and to serve the public welfare through local, state, or federal governments as defined in law. Public safety support providers include those whose primary mission might not fall within the classic public safety definition, but who may provide vital support to the general public and/or the public safety official. Law enforcement, fire, and EMS fit the first category, while public health, transportation or public utility workers fit the second. Public safety service providers also include non-governmental organizations who perform public safety functions on behalf of the government. For example, a number of local governments contract with private groups for emergency medical services.

## Why Is This Important To You?

The public looks to you — their elected and appointed officials — to provide basic public safety, and guidance and management during a crisis. You are responsible for making critical funding decisions using limited taxpayer dollars. You understand the political dynamics in your community and in the surrounding jurisdictions. Community residents expect the public sector to function like a business — consistent and effective customer service, everywhere and at any time.

Ultimately, the public expects their lives and property to be protected by all governments — local, state, or federal — without distinction as to who responds to their needs.

Understanding the current status of public safety communication systems in your community — its capabilities and limitations and plans for upgrading or replacing those systems — is critical. If your public safety agencies cannot communicate directly with one another by radio and data systems (such as computer systems) to coordinate life-saving activities, inevitably some lives will be lost.

## Interoperability. What Is It?

Interoperability is the ability of emergency responders to communicate among jurisdictions, disciplines, and levels of government, using a variety of frequency bands, as needed and as authorized. System operability is required for system interoperability. Most people assume that public safety is already interoperable. In too many cases, public safety officials can't even talk to their own agencies.

Equally as critical as interoperability is the need for basic communications within public safety agencies. When the issue of interoperability is raised, officials respond that they are unable to even talk to their own personnel. The first priority must be to provide public safety with mission critical communication systems that provide reliable agency-specific — police, fire, EMS — communications. (Mission-critical communications are those required when life or property is at stake.) As jurisdictions build or upgrade current systems, that priority should be expanded to include the provision of reliable and interoperable local and regional communications, and ultimately reliable and interoperable local, state, and federal communications.

## Why can't they just use cell phones?

Unfortunately it's not that simple. Although public safety regularly use cellular phones, personal digital assistants (PDAs), and other commercial wireless devices and services, these devices are currently not sufficiently suited for public safety mission-critical communications during critical incidents. Wireless systems often become overloaded during

a crisis preventing first responders from accessing them which makes this application less desirable to use in an emergency.

Public safety officials cannot depend upon commercial systems that can be overloaded and unavailable.

Experience has shown such systems are often the most unreliable during critical incidents when public demand overwhelms the systems.

Public safety officials have unique and demanding communications requirements. Optimal public safety communication systems require:

- Dedicated channels and priority access that is available at all times to handle unexpected emergencies.
- Reliable operability for one-to-many broadcast capability, a feature not generally available in cellular systems.
- Highly reliable and redundant networks that are engineered and maintained to withstand natural disasters and other emergencies.
- The best possible coverage within a given geographic area, with a minimum of dead zones.
- And, unique equipment designed for quick response in emergency situations — dialing, waiting for call connection, and busy signals are unacceptable during critical events when seconds can mean the difference between life and death.



## Why Aren't Public Safety Communications Already Interoperable?

Five key reasons. Incompatible and aging communications equipment, limited and fragmented funding, limited and fragmented planning, a lack of cooperation and coordination, and limited and fragmented radio spectrum.

- Different jurisdictions use different equipment and different radio frequencies that cannot communicate with one another, just as different computer operating systems will not work together or an AM receiver will not accept an FM signal. While standards for technology and equipment are improving, they are incomplete. Plus, older "legacy" systems were created before newer standards were developed or implemented.
- There is limited funding to replace or update expensive communications equipment, and different communities and levels of government have their own budget cycles and funding priorities.
- Planning is limited and fragmented. Without adequate planning, time and money can be wasted and end results can be disappointing. Agencies, jurisdictions, and levels of government compete for scarce dollars, inhibiting the partnership and leadership required to develop interoperability.
- The human factor is a substantial obstacle — agencies are reluctant to give up management and control of their communications systems. Interoperability requires a certain amount of shared management, control, and policies and procedures.
- There is a limited and fragmented amount of radio spectrum available to public safety.



## Today's Rapid Information-Sharing Environment

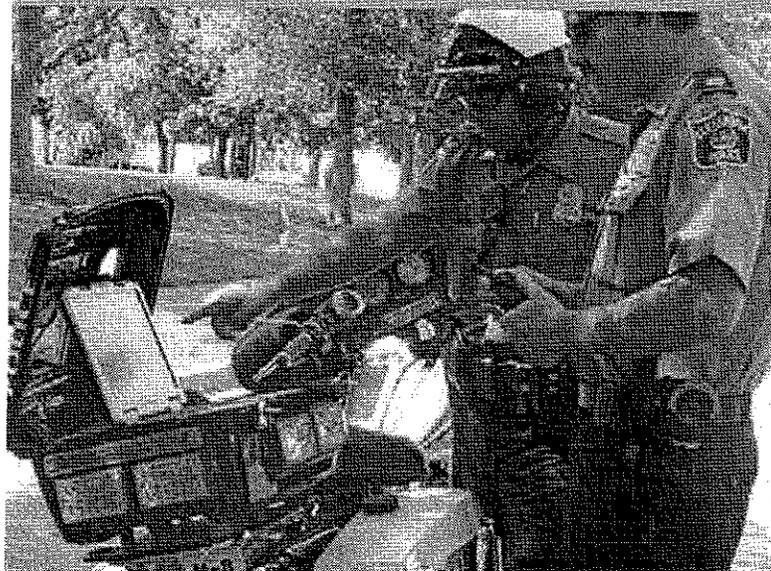
Today there are methods to share information with first responders that are rapidly changing how responders receive and transmit information. Gone are the days when radio transmissions were the only way for responders to share information. Mobile Data Terminals (MDTs) are commonplace in emergency vehicles, and are even used on such vehicles as police motorcycles.

An MDT is a laptop computer set up to work in a vehicle such as the cab of a fire truck or police cruiser. It is used to communicate with a central dispatch office as well as to connect with state and federal criminal information databases. It is more common now for responders to rely on an MDT to advise their dispatching office on their location, duty status, and to request information.

MDTs are also used by responders to access databases such as sophisticated geographic information system (GIS) maps, building floor plans, driver's license and vehicle registration information, and criminal histories. Rapid and reliable access to these data is an important life-safety issue for responders.

MDTs feature a screen on which to view information and a keypad for entering information, and may be connected to various peripheral devices, such as a two-way radio. Today, most MDTs contain full, PC-equivalent software and hardware, including secure wireless capabilities.

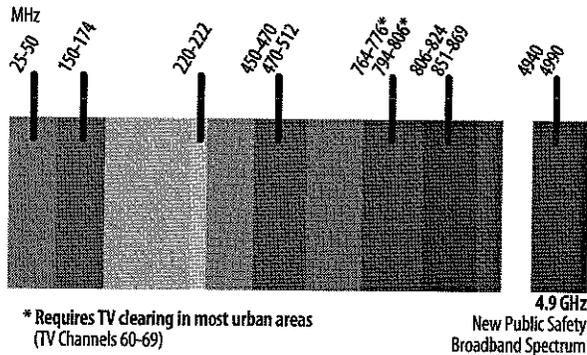
While there are standards for interoperable data systems to share information, the same challenges apply to these systems as to radio systems in accessibility, operability, reliability, coverage areas, and security.



## What Is Radio Spectrum?

It is electronic real estate — the complete range of frequencies and channels that can be used for radio communications. Spectrum is the highway over which voice, data, and image communications travel. Radio spectrum, one of our nation's most valuable resources, is a finite resource — what exists today is all there ever will be.

### Public Safety Radio Spectrum Bands



The Federal Communications Commission (FCC) has allocated certain frequencies or channels to public safety, but it is inadequate and scattered widely in 11 discrete bands (each indicated with a frequency range in the illustration) across the spectrum, making it difficult for different agencies and jurisdictions to communicate.

Initially, almost all public safety communications were confined to the low end of the frequency range, but as technology advanced and improved, transmission at higher frequencies became possible, offering a temporary solution for congestion and crowding. The result — public safety currently operates in 10 separate bands, which has added capacity, but which has also caused the fragmentation that characterizes the public safety spectrum today.

## How Can I Help My Constituents and Colleagues Understand the Importance of Interoperability?

Your role as a public official provides you the unique opportunity to take the initiative. Your constituents and colleagues need to be educated about the

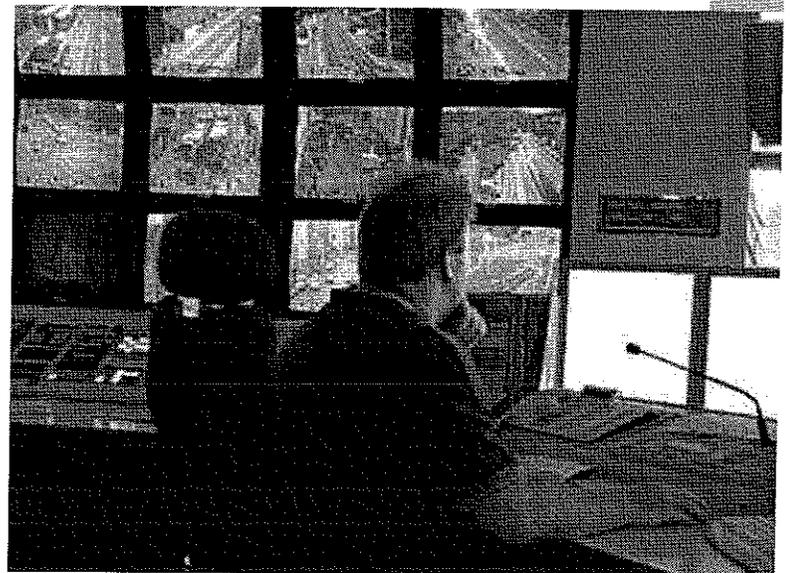
importance of an operable and interoperable public safety communications system that will make it possible for local, state, and federal public safety agencies to talk to one another, to coordinate life-saving operations, and to provide a basic level of public safety.

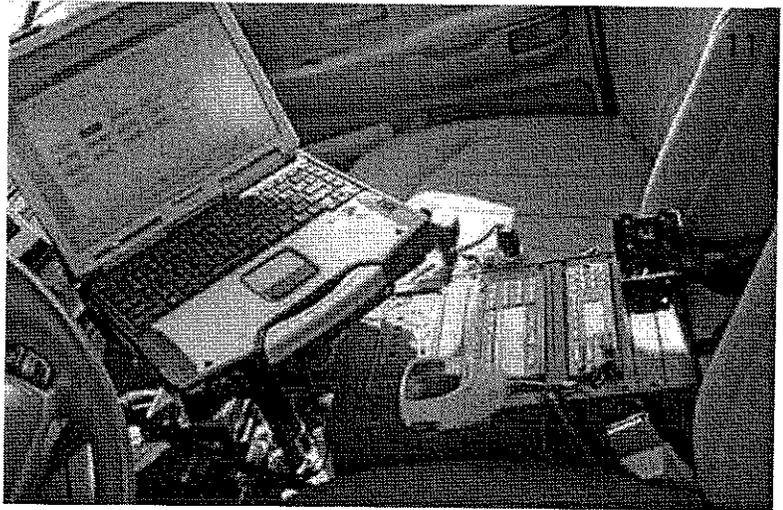
Public perceptions are shaped by the news shows and articles, movies, and television that tell a different story from the true state of public safety communications. The public that reads news stories about computers in patrol cars, amazing life-saving technologies in rescue vehicles, and the latest state-of-the-art dispatch center may find it difficult to believe that their public safety agencies cannot talk to one another.

This is a job that requires policymakers across jurisdictions to work together for the common good — to plan, fund, build, and govern interoperable public safety communications systems. Policymakers at all levels need to collaborate to develop communications interoperability for emergency response and incident prevention. It begins with a dialogue among the stakeholders.

## What Is Your Role?

Creating interoperability requires leadership, planning, and the development of partnerships among disparate groups at the local, state, and federal level. In order to effectively respond to emergencies, all levels of government and industry must plan for interoperability among all parties from the outset. The ability to be in voice contact and to read and exchange data among all emergency responders should be designed in from the start.





State and local governments must take the lead to collaboratively formulate an interoperability architecture that provides a roadmap for all to follow.

In short, public officials at all levels of government should:

- Understand the importance of operability and interoperability
- Be able to communicate the benefits of interoperability effectively to the public
- Understand the political and institutional barriers within the public safety community that can impede interoperability
- Facilitate collaborative planning among local, state, and federal government agencies
- Find out where your local jurisdiction fits with the Statewide Communications Interoperability Plan (SCIP) and learn about the larger role of the National Emergency Communications Plan.
- Encourage the development of flexible and open architectures and standards; and
- Support funding for public safety agencies that work to achieve interoperability within an agreed-upon plan.

## Where Are You Now?

### What Is the Status of Your Public Safety Communications?

The basic questions to consider are:

- What types of emergencies like traffic crashes typically occur in your community, region, or state and which public safety agencies would respond to each of them?
- How about major crimes like bank robberies or large-scale fires or natural disasters like hurricanes or earthquakes?
- Who needs to talk to one another every day?
- Who should be able to communicate and share data in the first eight hours of an emergency?
- Who will need to be added to that initial group if the emergency continues for longer than eight hours?

Once you know the answers to these questions, assess your resources. For example, what existing communications infrastructure such as radio towers do you already have? What financial resources are budgeted for public

safety communications? There are assessment tools that can be used to determine the level of interoperability in your community, region, or state.

## How Much Will It Cost?

There are several issues to consider, including what is already being spent on public safety communications in your area and how much it will cost if you don't develop interoperability. Planning for interoperability can be incorporated into the process of replacing and upgrading communication systems.

Individual costs will depend on the state of communications in your area and which short-and long-term direction you choose to follow. The nationwide investment in radio systems and supporting infrastructures is substantial.

As agencies replace aging equipment and adopt new technologies, the amount of money invested in communications equipment will continue to grow.

Solutions to this national issue can only be achieved through cooperation between all levels of government.

## How Can You Achieve Interoperability?

Interoperability begins with leadership and partnerships. It begins with open, equitable discussions among all the stakeholders. Look beyond turf concerns and focus on partnerships. Develop a common voice to

facilitate budget and policy decisions. Strength in improving interoperability is built by working together with agencies and jurisdictions that have traditionally been viewed as competitors for scarce dollars.

Before developing the solution, define the problem by performing a complete assessment of your current state of communications. This includes understanding what your first responders need. Planning includes policies and procedures, building a governing structure, and identifying potential resources.

This is not a “one size fits all” problem and there is no single solution. There are short- and long-term strategies for improving interoperability — some involve improving coordination and cooperation among responding agencies and jurisdictions. Other strategies require longer term planning and implementation of new systems, policies, and operating procedures. Expectations need to be realistic, solutions take time.

## Where Can I Learn More About Interoperability?

A guide collectively created by a task force of national associations representing public officials at local and state levels, titled, *Why Can't We Talk? Working Together to Bridge the Communications Gap to Save Lives*. This booklet begins to answer these questions and more.

Much more information is kept updated on the SAFECOM Program website at [www.safecomprogram.gov](http://www.safecomprogram.gov).



## Working Together

The inability of our public safety officials to readily communicate with one another threatens the public's safety and often results in unnecessary loss of lives and property. Recognizing that solutions to this national issue can only be achieved through cooperation between all levels of government, representatives from state and local government and associations serving local and state governments, meet regularly through the SAFECOM Program.

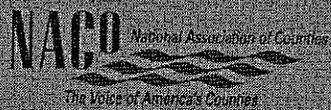
Created in 2003, the SAFECOM Program brings together public safety practitioners and policymakers. Guided by an Executive Committee which provides strategic leadership, the SAFECOM Emergency Response Council is a vehicle to provide a broad base of input from the public safety community on its user needs to the SAFECOM program. The ERC provides a forum for individuals with specialized skills and common interest to share best practices and lessons learned so that interested parties at all levels of government can gain from one another's experience. Emergency responders and policymakers from federal, state, local, and tribal governments comprise the SAFECOM EC and ERC.

Achieving interoperability is a challenging job. Without the collective voices of elected and appointed officials, without partnership, cooperation, and leadership at all levels, it is a job that will not get done. It is hoped that this guide will serve as a catalyst for public officials to begin other, continuing dialogues with public officials in their localities, regions, and states.

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During 2002, 18 national associations representing elected and appointed and public safety officials worked together on the National Task Force on Interoperability (NTFI) to develop the original foundation of this brochure for the U.S. Department of Justice AGILE Program. These associations included:

- Association of Public Safety Communications Officials International, Inc.
- International Association of Chiefs of Police
- International Association of Fire Chiefs
- International City/County Management Association
- Major Cities Chiefs
- Major County Sheriffs' Association
- National Association of Counties
- National Association of State Chief Information Officers
- National Association of State Telecommunications Directors
- National Conference of State Legislatures
- National Criminal Justice Association
- National Emergency Management Association
- National Governors Association
- National League of Cities
- National Public Safety Telecommunications Council
- National Sheriffs' Association
- The Council of State Governments
- The United States Conference of Mayors



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