

**Council Meeting
Tuesday, February 2, 2010
City Council Chambers
5:15 p.m.**



AGENDA

Call to Order
Pledge of Allegiance

1. Approval of Minutes
 - Council Minutes – January 19 & 25, 2010
2. Consent Agenda
 - Telecommunication Commission – January 19, 2010
 - Planning Commission – January 26, 2010
 - Utility Commission – January 27, 2010
3. Department Heads
4. Electric Department
 - Transaction Spec Sheet Approvals
 - NSP 55 Contract
 - Cedar Falls Wind Contract
 - Wolf Wind Contract
 - Electric Pre-Payment Renter Fee Increase
 - 2010 Conservation Improvement Program
 - Appliance Rebates
5. First Reading Ordinance No 134, 2nd Series
6. Personnel Committee Recommendations (Tabled from January 19th meeting)
 - Supervisory/Management Pay Plan
 - Telecom Marketing/Administrative Associate Position
7. Regular Bills
8. Unfinished Business
9. New Business
10. Council Concerns
11. Adjourn



**Council Meeting
Windom City Hall, Council Chamber
January 19, 2010
7:30 p.m.**

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

2. Roll Call: Mayor: Kirby Kruse

Council Members: Jean Fast, Robert Messer and Bradley Powers

Council Members Absent: Corey Maricle and JoAnn Ray

City Staff Present: Steve Nasby, City Administrator; Mike Haugen, Water\Wastewater Superintendent; Dan Olsen, Telecom Manager and Jeremy Rolfes, Telecom

Public Present: Dirk Abraham, Rahn Larson, Frank Dorpinghaus, Monica Muller, Kelly Grapler and Sid Nelson

3. Pledge of Allegiance

4. Approval of Minutes:

Motion by Fast second by Powers, to approve the City Council minutes from January 5, 2010 and January 12, 2010. Motion carried 3 – 0.

5. Consent Agenda:

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

Economic Development Authority – January 11, 2010
Park & Recreation Commission – January 11, 2010
Library Board – January 12, 2010
Street Committee – January 12, 2010

Motion by Powers second by Fast, to approve the consent calendar. Motion carried 3 – 0.

6. Public Comment:

Frank Dorpinghaus said that the Federal Reserve Bank posted a profit of \$45 – \$52 billion dollars last year. The current Secretary of the Treasury was formerly the Governor of the New York Federal Reserve Bank and criminal charges are pending against him. Ties

between AIG and the Secretary have been found involving \$180 billion of Federal Reserve funds. From 1776 to 2008 the Federal Reserve has transferred \$12 trillion to financial institutions. Bloomberg Financial is requesting Freedom of Information Act information from the Federal Reserve and has a pending lawsuit. A Council of Governors group was created by Executive Order within the John Warner Defense Act and this group operates outside of Congressional oversight.

7. Department Heads:

None

8. License Applications:

Kruse stated that an application for a temporary liquor license had been received from the Lion's Club for an event on February 13 at the BARC.

Motion by Messer, seconded by Fast to approve a temporary liquor license for the Lion's Club for an event on February 13 at the BARC. Motion carried 3 – 0.

Kruse stated that an application for a lawful gambling exempt permit had been received from the Des Moines River Ducks Unlimited Chapter.

Motion by Messer, seconded by Fast to approve a lawful gambling exempt permit for the Des Moines River Ducks Unlimited Chapter. Motion carried 3 – 0.

9. Windom Women of Today – Fire Hall Donation:

Monica Muller said that a fundraiser was held for the Fire Department and \$3,856.33 was raised. The Council thanked Ms. Muller and the Women of Today for their work.

Council member Fast introduced the Resolution No. 2010-03, entitled "AUTHORIZATION TO ACCEPT A DONATION FROM THE WINDOM WOMEN OF TODAY FOR THE WINDOM FIRE DEPARTMENT" and moved its adoption. The resolution was seconded by Powers and on roll call vote: Aye: Messer, Powers and Fast. Nay: None. Absent: Maricle and Ray. Resolution passed 3– 0.

10. Fish Lake Wastewater Collection System Agreement:

Kelly Grapler, Iowa Lakes Regional Water, and Mike Haugen, Water\Wastewater Superintendent, introduced themselves and provided a brief overview of the project. The project is intended to collect wastewater from approximately 73 units at Fish Lake and pipe it to Windom's Wastewater Plant for treatment.

Haugen noted that the Windom Utility Commission has discussed this project over the last couple years and had reviewed the proposed agreement at its last meeting. The Utility Commission has recommended approval.

Powers asked about the available capacity at the Windom treatment plant. Haugen said that it is at 85-90% and the proposed Fish Lake use would add 2.2% for the 22,000 gallons per day anticipated.

Messer asked if there would be any issues with treatment in the summer. Haugen said that the 22,000 gallons per day is the maximum and there would not be any issues in the summer. Grapler said that the design is for about 70 units and includes some room for growth.

Fast confirmed that the additional use, even up to 30,000 gallons per day, would not require any expansion of Windom's system and there would not be any cost to Windom customers. Haugen said that is correct.

Motion by Messer, seconded by Fast, to approve the Fish Lake Wastewater Collection System Agreement as presented. Motion carried 3-0.

Kruse said that a Fish Lake property owner has requested time to address the Council.

Motion by Fast, seconded by Messer, to allow the request. Motion carried 3 - 0.

Sid Nelson said that he owns property on Fish Lake and he recently learned that Iowa Lakes Regional Water (ILRW) had reduced the design capacity of the system and he is concerned that there is not adequate room for future growth. He has brought this issue up to both ILRW and Jackson County. Mr. Nelson handed out a packet of information he has written or collected from ILRW and Jackson County. He said there is an option to hook up, but ILRW and Jackson County are charging him \$130,000 for 10 hook ups. The property is not developed now and he does not know when it may be developed into lots so the \$130,000 is a lot of money up front. If there is not capacity for future development then \$5 million in future development may not happen.

Grapler said that even though the force main was downsized from 6 inches to 4 inches there is excess capacity designed into the system. USDA required them to account for future growth. Within the 22,000 gallon\day capacity she felt there was enough room to add hook-ups and ILRW has the right to negotiate for up to 30,000\gallons per day with Windom if that is needed.

Messer asked if the septic systems that are currently compliant with the County regulations were included in the number of units to be served. Grapler said they were as those owners have up to 10 years to convert, but they all will at some point.

Powers asked if the individual units would have grinder pumps. Grapler said they would.

Nelson said he questions whether or not the owners with compliant systems will get 10 years to hook up as the way he reads the County regs they have to do it when the system is in place. He added that there is no official sign up list yet from ILRW so the numbers are suspect.

Grapler said many public meetings were held and ILRW had contact with property owners as this whole project developed. She feels the design, as presented, allows for future growth.

Powers asked if the typical municipal sewer main was 6 inch. Haugen said that is correct for the gravity system and the force main line between Windom and Bingham Lake is 4 inch.

Nelson said that the requirement to hook up includes property within 300 feet of the pipe so it is essentially a 600 foot width as there is 300 feet on each side of the pipe and this would include more potential for additional units. Grapler said she thinks it is 300 feet from the lake shore, but would check the County Ordinance and the Joint Powers Agreement.

Fast said it is her understanding that ILRW was approached by Jackson County on this matter and that Jackson County and ILRW were meeting with the Fish Lake Association property owners. When this option was developed by those groups they came to Windom to discuss the possibility of connecting to our system. She understands Mr. Nelson's concerns, but this matter is up to ILRW and Jackson County and not the Windom City Council.

Powers noted that ILRW is from Iowa, but they do have to comply with Minnesota regulations. Grapler said that is correct and MPCA is doing the permitting.

11. 2009 Pay Equity Implementation Report:

Nasby said that the State requires a pay equity report every 3 years. A copy of the report was included in the Council packets. He noted that there are several statistical tests on the wage data and one of the tests indicated a compliance issue. City staff did a self-test and had a consultant double-check the data. Both reviews confirmed the compliance issue.

The issue comes from the wage test as it relates to number of years to maximum pay for females compared to males. Due to a change at the Windom Area Hospital to increase their pay plan from a 15 year to 17 year pay range the pay equity compliance test fails as the Hospital's employees are predominately female. Nasby has spoken to the Hospital Administrator about the issue and possible actions to correct the matter. Since this is prior year data the City will get a finding from the State of Minnesota and then have 60 days to correct the problem. If the problem is not corrected the penalty is \$100 per day or 5% of Local Government Aid, whichever is greater. Nasby was confident that the Hospital had several options for addressing the matter quickly to get us back into compliance.

Motion by Powers, seconded by Messer, to approve the pay equity report for submission to the State. Motion carried 3-0

12. Personnel Committee Recommendations:

Kruse asked Messer to present the information as Chair of the Personnel Committee. Messer said that the first item is the consideration of the labor agreement with the Police. The Personnel Committee is recommending approval. Nasby said a copy of the labor agreement is in the City Council packets.

Motion by Messer, seconded by Powers, to approve the labor agreement with LELS as presented. Motion carried 3-0.

Messer said that the Personnel Committee is recommending a revised Supervisory\Management Pay Plan, as shown in the packet.

Powers said that there were some questions on the proposal by other Council members and he would suggest tabling the discussion until February 2nd.

Motion by Powers, seconded by Fast, to table action on the Supervisory\Management Pay Plan to February 2nd. Motion carried 3-0.

Messer said that the Personnel Committee had recommended the elimination of the Telecom Marketing\Admin position and that the Telecom Commission had met earlier in the day and is recommending the continuance of the position. The Telecom Commission is requesting a three month extension to May 4th for further evaluation of the position.

Fast said that she would suggest tabling the issue due to Maricle's absence. Powers suggested a discussion with the Telecom Commission to get their input.

Kruse asked about the probationary period as it is 6 months in the union agreement and that maybe an issue if the evaluation were extended for another 3 months.

Messer said a joint meeting with Telecom and Personnel could be done before the next Council meeting on February 2nd.

Motion by Messer, seconded by Fast, to table the decision on the Telecom Marketing\Administrative position until February 2nd. Motion carried 3-0.

13. Regular Bills:

Motion by Powers, seconded by Fast, to approve the regular bills. Motion carried 3-0.

14. Unfinished Business:

None.

Preliminary

15. New Business:

None.

16. Council Concerns:

None.

17. Adjourn:

Kruse adjourned the meeting by unanimous consent

Meeting adjourned at 8:30 p.m.

Kirby Kruse, Mayor

Attest: _____
Steve Nasby, City Administrator

Council Work Session
Joint Meeting with Telecom Commission & Personnel Committee
Windom City Hall, Council Chamber
January 25, 2010
5:00 p.m.

1. Call to Order: The meeting was called to order by Mayor Kruse at 5:00 p.m.

2. Roll Call: Mayor: Kirby Kruse

Council Members: Jean Fast, Corey Maricle, Robert Messer and Bradley Powers

Council Members Absent: JoAnn Ray

Personnel Committee: Robert Messer, Kirby Kruse, Bradley Powers and Chris Johnson

Telecom Commission: Wendell Woodcock, Virgil Meier and Forrest Fosheim, Corey Maricle and Robert Messer

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

Public Present: Dirk Abraham

3. Discussion of Telecom Marketing\Administrative Associate Position:

Messer asked Kruse if he had seen the e-mail from Fosheim that refers to legal action. This could be a case where the meeting should be closed. Kruse said that the position is being discussed and not the employee or performance issues. Kruse asked if any of the other Council members had any concerns.

Fosheim said that he recognizes a conflict of interest as a Telecom Commissioner and he does not want to hinder the discussion on this issue. He volunteered to remove himself from the meeting. Kruse thanked Fosheim. Fosheim left the meeting.

Kruse asked the Personnel Committee to begin discussion on this item. Johnson summarized the Personnel Committee's position as follows:

- The position was created as a shared marketing and administrative position with the duties divided 50\50.
- There was a 6 month review period for evaluation of the position.

Preliminary

- The Personnel Committee met with the Telecom Manager on December 29 to discuss the position and the evaluation.
- Telecom memorandum, dated November 3, 2009 states the position was 65% admin and 35% marketing.
- The Telecom Manager told the Personnel Committee that due to a backlog of work a larger share of the time would be administrative.
- Following a review of the position the Personnel Committee is recommending that the position be re-classified to an administrative position, but the staffing level at Telecom would remain generally the same.
- Lack of information on marketing efforts and results was provided.

Maricle arrived (5:15 pm)

Kruse asked Woodcock for the Telecom Commission's summary of their recommendation to keep the part-time Marketing\Admin position. Woodcock summarized the Commission's discussion as follows:

- The Telecom Department has not been fully staffed since its inception.
- When the position was created there was no way the Telecom Manager could have known the break-down of duties this position would be performing.
- There should be flexibility to assign marketing and admin duties as needed and not have percentages of duties.

Johnson noted that the Personnel Committee went by the Telecom Manager's assessment of what work needed to be completed when the position was created and worked into the labor agreement with the union.

Woodcock stated that the Telecom Fund has been financially behind from the beginning and the Telecom rates are very low and need to be raised. Fast replied that the rates have been raised periodically. Woodcock said that the rates still need to be \$20 higher and to bring in additional revenue then marketing has to be done.

Powers agreed and that was the goal of the Personnel Committee and Council, which was known by the Telecom Manager.

Olsen said that this position was used to assist with a variety of projects as they came up. One example is the federal stimulus project. The Department was not able to do the marketing they wanted or intended due to circumstances and a daily change in working environments. The staff just does whatever is needed and they are still working on the back log of administrative work.

Powers said that if duties were changing due to workload did this information get shared with the Telecom Commission, City Administrator's office or the Personnel Committee? Olsen acknowledged there was a lack of communication.

Fast said that she was on the Telecom Commission and they did not get reports of marketing activities or reports on customer numbers. The Telecom Commission did specifically discuss target letter to customers and that did not occur. Messer agreed that activity reports and customer numbers were requested, but were not provided.

Olsen said that some of the Telecom meetings were cancelled so there were not monthly reports. Messer asked how many meetings there were in the last 5 months. Olsen said probably 2 or 3. He realizes that tasks were switched and some things were not completed.

Johnson acknowledged that there are admin duties to be done and there may be a backlog of work. If the marketing time is less than a majority of the time then this work can be done a lower grade.

Olsen asked if he was to look at the daily tasks of all the positions and what is classified in what position. He assigned the admin duties to this position. In the time since the last person was doing marketing he had filled in and he does not have the time to do it now, so how would marketing get done. Things are constantly changing in Telecom so they need the flexibility to assign work as needed.

Kruse said there is flexibility in the positions, but with the experience for this position it does not appear the return on the investment is working out and maybe the position should be re-classified to administrative.

Maricle said the difference in pay is \$2,080 - \$2,560 per year depending on the employee's step. As a percentage of the Telecom budget this is a small number. The federal stimulus application did impact their plans. Possibility to extend this evaluation another 90 days to concentrate on marketing? If the marketing is successful then it is worthwhile to have the position.

Olsen said the channel 3 transition is completed so they are starting to work on more marketing and target mailings.

Messer suggested moving the position to administrative for awhile to catch up and then evaluate the need to move back to a marketing position in the future. Fast agreed that this is not a loss in a position as there is work to do, but marketing has to be done. Olsen said he is not going to do marketing. It is not his job.

Kruse said this discussion is similar to the discussion the Personnel Committee held six months ago when the position was created and then approved by the Council.

Olsen said he did not have clear marketing goals. Fast replied that the Telecom Commission did want the new ultimate package developed and mailings prepared. Olsen said there were issues with privacy issues and customer information in October or November which delayed the letters. Powers asked if the marketing of the ultimate package worked and if there were customer numbers.

Meier said that he could provide some history on cable television rates and there were no rate increases for a number of years and this did put the fund behind, which contributes to the financial conditions today.

Olsen said they do want to market and they are starting to come out from under the backlog of work. Expenses need to be cut and revenue needs to be raised to address the financial deficit of the Telecom fund. The marketing position will help them raise revenues.

Fast said Olsen indicated earlier that there was still a back log of admin duties so saying this position would now move more into marketing is a contradiction. Woodcock said that the Telecom Manager just needs someone to do whatever work he assigns.

Johnson said that the tasks should match the grade for the position and the breakdown of the duties can be looked at again in six months. Messer agreed.

Olsen asked who would decide what is marketing and what are administrative duties. Kruse said he is not seeing a majority of marketing duties in the information provided in the November 3rd memo. Olsen acknowledged that marketing as envisioned had not been done, but it would be in the future.

Motion by Messer, second by Fast, to vacate the Telecom Marketing\Administrative Associate position and re-classify the position as administrative with an evaluation in six months.

Kruse said that the City Council had tabled this matter to February 2nd. Messer and Fast withdrew the motion as this matter will be on the Council's next agenda.

Olsen asked for the position to be extended for 90 days and then evaluated. He said that the marketing would be picking up in the next few months and revenue generation is the key.

Woodcock said that flyers in the utility bills do not work. It is a hard job to persuade customers to switch services and there needs to be a big marketing campaign to accomplish this task.

Johnson said the Telecom system started operations in 2004 or 2005 and no one has yet to come to his business to sell him Windomnet service.

Woodcock said that DirectTV is high priced when the introductory offer expires.

Olsen said that no one will do Channel 3 when the marketing\admin position is done.

Woodcock said that Channel 22 is just getting to be to the point where it is a nice benefit to have and a selling point for Windomnet.

4. Set February 2, 2010 Council Meeting Time:

Kruse said that due to the major party precinct caucuses the State prohibits meetings after 6 pm on February 2nd, which is the next regularly scheduled Council meeting. Consensus of the Council was to start the February 2nd meeting at 5:15 pm.

5. New Business:

Nasby said that the Council had discussed the cost for boiler inspection during the Council's budgeting meetings. The current arrangement is a trade with the Hospital. They provide the boiler inspection and the City plows the snow at the Hospital. As requested he has looked into other boiler inspection services and the cost would be \$25\hour with a minimum charge of \$6.25 per day as the boiler needs to be looked at daily according to MN law.

Motion by Messer, second by Maricle, to have boiler inspection performed by a private service and to make the appropriate arrangements with the Hospital related to snow removal. Motion carried 4 – 0 (Ray absent).

6. Adjourn:

Kruse adjourned the meeting by unanimous consent

Meeting adjourned at 6:10 p.m.

Kirby Kruse, Mayor

Attest: _____
Steve Nasby, City Administrator

Telecommunications Special Meeting
City Hall, Council Chamber
January 19, 2010
8:00 a.m.

1. Call to Order

Meeting was called to order by Wendel Woodcock at 8:00AM

2. Roll Call

Commissioners Present: Fosheim, Woodcock, Meier and Messer

Commissioners Absent: Maricle

City Staff: City Administrator Nasby & Telecom Manager Olsen

3. Discussion on Administration/Marketing Position:

Olsen presented a memo from the Personnel Committee and provided a brief explanation of the Personnel Committee actions. Fosheim stated that he had a conflict of interest and asked Woodcock for approval to engage in the discussion but would not be voting. Woodcock agreed.

Woodcock made a motion to continue with the Marketing/Administrative position as originally described. Meier seconded motion.

Messer joined the meeting at 8:07 a.m.

Olsen brought Messer up to speed as to the previous proceedings of the meeting.

Messer was asked to explain the Personnel Committee's actions. Messer explained that the Committee was not happy with the results as provided by Olsen. Messer said the Personnel Committee thought that the position was used for administration and that is what the position should be changed to. Messer indicated this would save money for the City. Woodcock asked who would do the work if the position was eliminated. Olsen provided an explanation of the memo provided to the Personnel Committee dated Nov 3. Fosheim stated his opinion that the position was obviously engaged heavily in the operations of the unit. Olsen made the statement that he had instructed the position to work more in the administration role due to several reasons such as the stimulus application, SDN project and New Ulm Project.

Discussion continued as to having the correct person in the position for the marketing\admin duties. Olsen stated there were only 15 applicants and he choose the best candidate.

Messer commented that the Telecom Commission does not meet enough. Stated Olsen should call meetings. Olsen refuted this as it is the Chairman responsibility to call Meetings and that he sends out electronic messages asking if the Commission would like to meet. It was agreed that additional meetings and communication need to occur in the near future. With the elimination of the Marketing\admin position we could have issues trying to meet the demands of the utility. Olsen asked if we could entertain a motion to the City Council to extend the position for a period so that the Telecom Commission and Personnel Committee could develop joint goals and criteria. Olsen expressed frustration as to who is providing leadership to the Telecom unit. Discussion as to additional communications needed.

Motion by Woodcock to withdraw the previous motion. Second by Meier. Motion carried 3 - 0 - 1 (Fosheim Abstained).

Motion by Messer to ask the City Council to extend the probationary position of Administration/marketing to May 4 to provide for additional time to create goals and objectives and measure the positions effectiveness. Second by Woodcock. Motion carried 3 - 0 - 1 (Fosheim Abstained).

Discussion as to the mechanics' of the Council meeting. Messer indicated he would bring the motion to the Council. Discussion as to the next Telecom Commission meeting decision was to hold meeting on February 9, 2010 at 11:30 and to create a regular meeting date a week before the Council meeting to be able to present to the Council.

Motion to adjourn by Woodcock, seconded by Meier. Motion carried 4 - 0.

Meeting adjourned at 9:16AM

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
JANUARY 26, 2010**

1. Call to Order: The meeting was called to order by Vice Chairman Cartwright at 7:01 p.m. and he welcomed the returning Commissioners.

2. Roll Call & Guest Introductions:

Planning Commission: Lindsey Cartwright, Renee Giefer, Greg Holt, Greg Pfeffer, Marilyn Wahl, and Council Liaison Brad Powers.
Absent: Loie Grandprey, Tim Hacker, and Gary Hunter.

Also Present: Planning/Zoning Staff-James Kartes (Zoning Administrator), Mary Hensen (Adm. Asst.).

3. Oath of Office: The oath of office was administered to returning Commissioners Lindsey Cartwright and Marilyn Wahl.

4. Approval of Minutes:

Motion by Commissioner Wahl, seconded by Commissioner Pfeffer, and carried to approve the Planning Commission Minutes for the meeting held on October 13, 2009. Motion carried 5-0.

5. Election of Officers:

A. Chairperson & B. Vice Chairperson

Motion by Commissioner Wahl, seconded by Commissioner Holt, nominating Gary Hunter as Chairman and Lindsey Cartwright as Vice Chairman for the 2010 calendar year and until their successors are elected and duly qualified. The motion further stated that all nominations shall cease. Motion carried 5-0.

6. Zoning Designation for Proposed Annexation: Zoning Administrator Kartes advised the Commissioners that the Evangelical Lutheran Good Samaritan Society (d/b/a Good Samaritan Society-Windom) ("the Society") is the owner of property adjacent and south of its current campus. This property is situated just outside the Windom city limits. The Society has petitioned for the annexation of 8.72 acres of this property into the City. (The Commissioners received a copy of the petition letter and a plat of the area proposed for annexation in their packets.) On January 19, 2010, the Windom City Council accepted the annexation petition for further proceedings. The Planning Commission has been asked to recommend the zoning designation for this proposed annexation. The Society's current campus is zoned R-3 "Multi-Family Residential District". The Commission reviewed the zoning of adjacent parcels. After further discussion regarding zoning and planned unit developments, the following action was taken.

Motion by Commissioner Holt, seconded by Commissioner Wahl, to recommend to the City Council that the 8.72 acre parcel, proposed for annexation by the Good Samaritan Society-Windom, be zoned as R-3 "Multi-Family Residential District". Motion carried 5-0.

7. Unfinished Business: Commissioner Cartwright inquired concerning the status of the Commission's request at the October 13, 2009, Meeting. Zoning Administrator Kartes and

City Council Liaison Brad Powers reported that they had taken the Planning Commission's questions to the City Council (on October 20, 2009), and requested the Council's direction as to: (A) a more proactive approach to enforcement of the public nuisance ordinance and (B) the Planning Commission's role in the procedure. The consensus of the City Council was to continue with the procedure currently in effect.

8. Other Business/Reports: Zoning Administrator Kartes reported that at an upcoming February meeting the City Council will be considering dates for the 2010 spring cleanup. There was a brief discussion concerning the spring cleanup process.
9. New Business: Zoning Administrator Kartes advised that he will be attending a building official seminar the second week in February (which would typically be the week for the Planning Commission Meeting). If the need arises, a special meeting can be scheduled later in the month. However, at this time, it does not appear that there are any pending items that would require a meeting in February.
10. Planning Commission Comments, Concerns, Suggestions: Pursuant to the Commissioners' request, whenever a zoning application/matter comes before the Planning Commission, pictures of the site will be included in their meeting packets.
11. Adjourn: On motion and by consensus, the meeting was adjourned at 7:25 p.m.

Lindsey Cartwright, Vice Chairman

Attest: _____
James Kartes, Zoning Administrator

UTILITY COMMISSION MINUTES
City Hall, Council Chamber
January 27, 2010

Call Meeting to Order: The Utility Commission meeting was called to order at 10:00 a.m., on January 27, 2010 in the City Hall Council Chamber.

Members Present: Utility Commission Chairperson: Mike Schwalbach

Members Present: Chris Johnson

Members Absent: Keith Bloomgren

City Council Liaison: Jean Fast (Absent)

City Staff Present: Steve Nasby, City Administrator; Brigitte Olson, Assistant City Administrator and Mike Haugen, Water/Wastewater Superintendent

Others Present: Craig Mueller, Wenck Assoc; Nancy Weppelo & Ken Derickson, Sogge Memorial Home; Travis Hodkins, Elite Mechanical

APPROVE MINUTES

Motion by Johnson, seconded by Schwalbach, to approve the December 16, 2009 minutes as presented. Motion carried 2-0 Bloomgren Absent

WATER WASTEWATER ITEMS

Good Samaritan Society – Extension of Utilities – Craig Mueller, Engineer for Wenck Associates and Nancy Weppelo, Sogge Memorial Home Director presented the plans and specs for Phase 1 & 2 of their proposed expansion. Mueller reviewed the lot lines, placement of roads, storm and sanitary sewer, and water main placements. This will be the first phase and the next phase will be the construction of approximately ten (10) homes for persons fifty-five (55) an over. Mueller indicated the water main and sewer service would be private utilities. The Utility Commission indicated that they prefer the services to be built in the city right of way be done by the Good Samaritan Society and then dedicated back to the City of Windom. This would make the City responsible for maintenance once the services are built.

Schwalbach thanked Weppelo and Mueller for their presentation, and indicated that this project will be a nice addition to the City of Windom.

Water and Sanitary Sewer Installation for Skateland Roller Dome Building – Travis Hodkin informed the Utility Commission that he has purchased the Skateland Roller Dome property. This property will be a commercial property by the name of Elite Mechanical. Hodkin is requesting City Sewer and Water; however Hodkin does not wish to be annexed into the City of Windom.

After lengthy discussion the Utility Commission informed Hodkin that by allowing him access to City Water and Sewer services would be an exception and setting precedence as the property is not in the City. Staff was directed to work with Hodkin and the surrounding neighbors to see if there is an interest in annexing into the City of Windom to receive these services.

Poet Bio-Refinery – Memorandum of Understanding – Nasby reviewed the changes with the Utility Commission that were requested by legal advice from Poet Bio-Refinery. The items are as follows:

1. Poet's legal advice is requesting that Poet would like to have on reserve the full 110,000,000 gallons of water instead of the 70,000,000.
2. Poet request the rate guaranteed for the term of the contract (eight years).
3. Line item #4 in the contract depends on line item #3

After discussion the Utility Commission agreed that language could be changed to have 110,000,000 gallons of water on reserve instead of the 70,000,000. These numbers come from the 40,000,000 gallons that they plan to purchase each year plus the reserve of 70,000,000. The Commission was in unanimous consent that the rate cannot be guaranteed. This memorandum of understanding will be reviewed by the City of Windom's attorney.

Staff was directed to get clarification regarding billing details with Randy Dittman, Plant Manager, and relay the above corrections.

Haugen requested permission to have Wenck Associates draw up estimates to replace the manhole on 20th Street and repair the waterline as there have been two water main breaks in the last couple years. Haugen estimates this cost to be \$25,000. Schwalbach had concerns with doing a project because of the present economy. Nasby said that the City Council has chosen not to have any projects in 2010 for the very same reason.

Schwalbach asked how the ponds at PM Windom were doing in the cold temperatures. Haugen said that they were frozen over except for Pond #3 a small area is open. Haugen also said that their numbers for CBOD's were good so far.

ELECTRIC ITEMS

Big Stone II Power Plan (BSP2) Development Bonds Payout – Grunig informed the Utility Commission that he had been invoice by CMMPA for the BSP2 payoff in the amount of

\$180,250.52, and this invoice has been paid. The initial indication for the payoff amount was \$227,500. However there has been a payment made since the initial amount which would reflect in a smaller buy out amount.

NCII Development – Grunig informed the Utility Commission that Lake Crystal opted out of the NCII project. This resulted in additional MW shares that will be re-allocated to the City of Windom Utilities. The shares re-allocated are .04447978 MW's and the cost will be \$2,063.31. Grunig indicated that his request would be a motion to accept these shares.

Motion by Johnson, seconded by Schwalbach, to accept the .04447978 MW shares that were re-allocated from shares that were declined by the City of Lake Crystal. Motion carried 2-0. Bloomgren Absent

Ameren Capacity – Grunig said that the Ameren Capacity charges for 2009 were an oversight by CMMPA and were not billed to the City of Windom. He also said that he has checked the invoices and the amounts were correct. Grunig said the lump sum payment due for the Ameren Capacity charge is \$45,400, and that this amount will be added to the Power Cost Adjustment Rate for 2010 at an amount of \$3,783.33 per month.

Motion by Johnson, seconded by Bloomgren to pay the \$45,400 for the Ameren Capacity Charge. Motion carried 2-0. Bloomgren Absent

Transaction Specification Sheets Approvals – Grunig reviewed the Transaction Spec Sheets with the Utility Commission. They are as follows:

- NSP55 Contract – This contract extends until October 2011. The average price for 2009 was \$24.36 per MWH, 2010 is \$25.80 and for 2011 is \$27.62
- Cedar Falls Utility Contract – This contract extends until December 2013 and the average price per MWH is \$43.00. This contract helps the City of Windom meet the Renewable Energy Standard (RES).
- Wolf Wind Contract – This contract is in effect from 2009-2021 at an average price for MWH's at \$32.00 for the term of the contract. This contract also helps the City of Windom to meet its RES.

Electric Utility Pre-Payment Increase – Grunig provided the Utility Commission with information on the deposit/pre-payment for eleven (11) cities comparing them to the City of Windom rates. Grunig also reviewed the write offs for utilities for 2008 and 2009.

It was determined that the City of Windom Utilities is loosing approximately \$167 per write off customer. This amount is after the utility pre-payment has been deducted from their account.

After lengthy discussion the following motion was made.

Motion by Johnson, seconded by Schwalbach, to increase the Utility Pre-Payment to all rental customers to \$300.00. This pre-payment will be returned to the customer if/when they maintain a good credit rating with the City of Windom Utilities after two years. The affect of this increase and the increase is to be reviewed in six months. Motion carried 2-0. Bloomgren Absent

Motion by Johnson, seconded by Schwalbach to increase the Utility Pre-Payment to all rental customers that are not compliant with the new increase when they change service locations. Motion carried 2-0. Bloomgren Absent

Electric Rate Study – Grunig said that the original reason to do a rate study for the utilities was once Big Stone II project was resolved and that was added to the city’s portfolio. However this project will no longer be a reality, and therefore Grunig does not feel that at this time a study would be necessary.

The Utility Commission agreed that at this time the rate study should be postponed, and the possibility of having a rate study be reviewed at the end of 2010 or early 2011.

CMMPA Agency Updates – Grunig updated the Utility Commission with information on new staffing at CMMPA. Grunig said that because of the quality of staffing that has been hired by CMMPA the cost of services to the City of Windom will be increasing, as such the dues will go from \$1,000 to \$2,500 and the energy per MWH fee will increase from \$2.40 to \$3.09 per MWH. This equates to an average monthly increase of \$5,000.

2010 Conservation Improvement Program – Grunig informed the Utility Commission that the State of Minnesota Legislature has changed the way energy conservation will be delivered for 2010 and beyond. Therefore beginning March 1, 2010 rebates will be reduced in both qualifying energy star appliances and in the dollar amounts to be rebated. Grunig said that he will be doing the necessary advertising for the new program as soon as information becomes available.

CMMPA Agency Agreement – Grunig said that the final draft is being reviewed by Dan McDonald, City Attorney, and will be ready for the Utility Commission to review at its next meeting on February 17, 2010 at 10:00 a.m. and to the City Council on March 2, 2010.

REGULAR BILLS

None

OLD BUSINESS

None

NEW BUSINESS

Schwalbach directed staff to find out why the depreciation amount on the un-audited report was the same for the Electric Fund and Water Fund.

On motion the meeting was adjourned at 12:30 p.m.

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator

Exhibit X5: Transaction Spec Sheet



Transaction Name: _____
 Purchasing Entity: _____
 Selling Entity: _____
 Financial Delivery Point: _____
 Transaction Number: _____

NSP55
 Windom
 NSP
 ALTW.CMMPA.WIN
 3

Transaction Start Date: _____
 Transaction Stop Date: _____
 Capacity Transaction: _____
 Energy Transaction: _____
 REC Transaction: _____

4/1/2008
 10/31/2011

 X

Capacity Transaction

Year/Month	January	February	March	April	May	June	July	August	September	October	November	December	Total
2009													
Quantity													
Price													
2010													
Quantity													
Price													
2011													
Quantity													
Price													
2012													
Quantity													
Price													
2013													
Quantity													
Price													

Energy Transaction

Year/Month	January	February	March	April	May	June	July	August	September	October	November	December	Total
2009													
Quantity *	2,275	1,459	2,054	1,852	18	622	1,461	1,246	1,010	1,779	1,568	2,016	17,360
Price **	\$32.24	\$24.19	\$24.12	\$23.77	\$21.00	\$26.53	\$22.38	\$22.81	\$21.53	\$27.19	\$22.94	\$23.38	\$24.34
2010													
Quantity *	2,984	2,489	2,750	2,548	1,374	2,316	3,090	2,378	2,133	2,579	2,342	2,820	29,795
Price **	\$34.17	\$25.64	\$25.57	\$25.20	\$22.26	\$26.12	\$23.72	\$24.18	\$22.82	\$26.82	\$24.32	\$24.78	\$26.80
2011													
Quantity *	3,052	2,523	2,804	2,597	1,425	2,376	3,152	2,437	2,188	2,632			25,186
Price **	\$36.22	\$27.18	\$27.10	\$26.71	\$23.60	\$29.81	\$25.15	\$25.63	\$24.19	\$30.55			\$27.61
2012													
Quantity *													
Price **													
2013													
Quantity *													
Price **													

Additional Information

Capacity Quantity: MW	Capacity Price: \$(/kW-month)
Energy Quantity: Load Following	Energy Price: \$/MWh, Time of day pricing per cost calculator
REC Quantity: MWh	REC Price: \$/MWh
* Load following product, estimate only	
** Price estimate based off of time of day pricing	

 Mayor (Signature & Date)

 Board President (Signature & Date)



UTILITY NOTICE

Effective February 1, 2010, all **new** rental housing customers or **current** rental housing customers **changing addresses**, will be required to have a \$300 pre-payment in place before electric, water or sewer service will be placed in their name. At the end of two (2) years "in good standing", the pre-payment amount will be refunded to customers having kept current with Utility bills.

Windom Utility Commission





Your Partner for Energy Savings

CLOTHES WASHER

REBATE: \$50.00

Manufacturer's Name _____

Model Number _____

Number of Units Installed _____ Date of Installation _____

Product was purchased: to replace working unit to replace failed unit as new--no previous unit

OFFICE USE ONLY
Rebate Total: \$ _____

DEHUMIDIFIER

REBATE: \$10.00

Manufacturer's Name _____

Model Number _____

Number of Units Installed _____ Date of Installation _____

Product was purchased: to replace working unit to replace failed unit as new--no previous unit

OFFICE USE ONLY
Rebate Total: \$ _____

DISHWASHER

REBATE: \$25.00

Manufacturer's Name _____

Model Number _____

Number of Units Installed _____ Date of Installation _____

Product was purchased: to replace working unit to replace failed unit as new--no previous unit

OFFICE USE ONLY
Rebate Total: \$ _____

ROOM AIR CONDITIONER

REBATE: \$15.00

Manufacturer's Name _____

Model Number _____

Number of Units Installed _____ Date of Installation _____

Product was purchased: to replace working unit to replace failed unit as new--no previous unit

OFFICE USE ONLY
Rebate Total: \$ _____

COMPACT FLUORESCENT LAMPS

REBATE: \$1.50

Manufacturer's Name _____

Model Number _____

Number of Units Installed _____ Date of Installation _____

Product was purchased: to replace working unit to replace failed unit as new--no previous unit

OFFICE USE ONLY
Rebate Total: \$ _____

LED HOLIDAY LIGHTS (minimum: 50 lights per strand)

REBATE: \$3.50

Manufacturer's Name _____

Model Number _____

Number of Units Installed _____ Date of Installation _____

Product was purchased: to replace working unit to replace failed unit as new--no previous unit

OFFICE USE ONLY
Rebate Total: \$ _____

Check the box to identify your participating utility provider. Mail the completed application form and required documentation to the address provided.

- Blue Earth Light & Water
125 East 7th Street
Blue Earth, MN 56013
Phone: (507) 526-2191
Fax: (507) 526-5110
- City of Fairfax
112 SE First St
Fairfax, MN 55332
Phone: (507) 426-7255
Fax: (507) 426-7256
- Glencoe Light and Power
305 11th Street East
Glencoe, MN 55336
Phone: (320) 864-5184
Fax: (320) 864-4328
- Granite Falls Municipal Utilities
641 Prentice Street
Granite Falls, MN 56241
Phone: (320) 564-3011
Fax: (320) 564-3013
- Janesville Municipal Utilities
101 N. Mott, PO Box 0
Janesville, MN 56048
Phone: (507) 234-5112
Fax: (507) 234-5236
- Kasson Public Utilities
401 5th Street N.E.
Kasson, MN 55944
Phone: (507) 634-7071
Fax: (507) 634-4737
- Kenyon Municipal Utility
709 2nd St.
Kenyon, MN 55946
Phone: (507) 789-6415
Fax: (507) 789-5604
- Mt. Lake Municipal Utilities
1015 2nd Ave., Drawer C
Mountain Lake, MN 56159
Phone: (507) 427-2633
Fax: (507) 427-3298
- Sleepy Eye Public Utilities
130 2nd Ave. NW, PO Box 408
Sleepy Eye, MN 56085
Phone: (507) 794-4371
Fax: (507) 794-5323
- Springfield Public Utilities
14 N Marshall Ave.
Springfield, MN 56087
Phone: (507) 723-3519
Fax: (507) 723-6517
- Windom Municipal Utility
444 9th St., PO Box 38
Windom, MN 56101
Phone: (507) 831-6151
Fax: (507) 831-6143

ORDINANCE NO. 134, 2ND SERIES

**AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA
AMENDING CITY CODE CHAPTER 9,
ENTITLED "PARKING REGULATIONS"**

**THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, DOES
ORDAIN:**

SECTION 9.30 EMERGENCY IS HEREBY AMENDED TO READ:

Section 9.30 **Snow** Emergency.

Subd. 1. Definitions.

Snow Emergency – for purposes of this Section, the term “**snow** emergency” means a condition created on City streets because of the presence of snow, freezing rain, sleet, ice or snow drifts thereon, or other natural phenomenon which create or are likely to create hazardous road conditions or impede or likely to impede the free movement of fire, health, police, emergency or other vehicular traffic when the same have been duly declared by the **Mayor, City Administrator** or Chief of Police.

Snow Emergency Routes – The City Council may from time to time designate by resolution certain snow emergency routes upon which no parking shall be permitted during a snow emergency as set forth elsewhere herein. Upon designation of snow emergency routes by the Council, a public notice shall be published in the official newspaper identifying such routes. Such notice shall be posted in City Hall, 444 9th Street, Windom, Minnesota.

Street – includes all streets, avenues, alleys or other public ways in the City of Windom.

Vehicle – includes all motor vehicles, trailers of all kinds, and contrivances of any kind being moved on wheels.

Business District – The streets in the business district of the City of Windom, as used in this section, are hereby defined as follows:

- (a) 10th Street from 5th Avenue east to 1st Avenue;
- (b) 9th Street from 5th Avenue east to 1st Avenue;
- (c) 4th Avenue from 8th Street north to 11th Street;
- (d) 3rd Avenue from 8th Street north to 11th Street

Subd. 2. Rules and Regulations.

Rules and regulations relating to snow removal shall be in accordance with the uniform policy promulgated by the City. Such regulations shall be posted in the office of the City Administrator, and further notice may otherwise be given as the Council may direct.

Subd. 3. Unlawful Acts.

- A. During a **snow** emergency, it is unlawful to park or leave standing any vehicle upon a snow emergency route designated and duly sign-posted as such.
- B. During a **snow** emergency, it is unlawful to park or leave standing any vehicle upon a street on which parking has been restricted by the declaration of a **snow** emergency.

Subd. 4 Parking Vehicles to Facilitate Snow Removal

- A. **In the event that a “snow emergency” has been issued, the parking of vehicles on the streets in the City on odd-numbered dates shall be allowed only on sides of the streets which have buildings or tax parcels with addresses ending in an odd number and on those dates parking shall be prohibited on the sides of the streets which have buildings or tax parcels with addresses ending in an even number. During the same time period, the parking of vehicles on the streets in the City on even-numbered dates shall be allowed only on the sides of the streets which have buildings or tax parcels with addresses ending in an even number and on those dates parking shall be prohibited on the sides of the streets which have buildings or tax parcels ending in an odd number.**
- B. **Parking in Business District During Snow Removal Period – On streets in the business district, as herein defined, no person shall park any vehicle during a snow emergency, as herein defined, on the side of the streets where signs have been posted by authorized City agents under authority from the City Council designating “No Parking During Snow Emergency” by reason of snow removal operations, which no parking rule shall begin at 2:00 a.m., as herein provided, and shall terminate on that part of the street after 6:00 a.m.**
- C. **This section shall not apply if City signs direct that parking should occur in a different way on any street.**
- D. **No vehicle shall be parked upon any street, alley, publicly-owned parking facility or right-of-way outside of the designated parking lanes so as to block the removal of snow from any such street, alley, publicly-owned parking facility or right-of-way.**

E. Violation of this section shall be a petty misdemeanor and shall be grounds for any police officer to remove the vehicle as authorized by Section 9.23.

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

Adopted by the City Council of the City of Windom, Minnesota, this 16th day of February, 2010.

Kirby Kruse, Mayor

ATTEST:

Steve Nasby, City Administrator

1st Reading: February 2, 2010
2nd Reading: February 16, 2010
Adoption: February 16, 2010
Published: February 24, 2010

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
MAYOR & COUNCIL	COALITION OF GREATER	2010 ASSESSMENT	6,130.00
	Total for Department 101		6,130.00*
CITY OFFICE	SUNSHINE FOODS	SUPPLIES	52.30
	Total for Department 103		52.30*
P & Z / BUILDING OFF	COTTONWOOD CTY RECOR	RECORDING FEE FOR NOTARY	50.00
P & Z / BUILDING OFF	MIDWEST WIRELESS	TELEPHONE	22.91
	Total for Department 106		72.91*
CITY HALL	JAY KUEHL	SNOW REMOVAL	22.50
CITY HALL	MN ENERGY RESOURCES	HEATING	2,303.37
	Total for Department 115		2,325.87*
POLICE	WDR - DEPUTY REGISTR	LICENSE	11.25
POLICE	MID STATE ORGANIZED	DUES	100.00
POLICE	CORY HILLESHEIM	MAINTENANCE	49.21
	Total for Department 120		160.46*
FIRE DEPARTMENT	FIRE SAFETY USA, INC	MAINTENANCE	2,942.66
	Total for Department 125		2,942.66*
STREET	AMUNDSON DIG	MAINTENANCE	340.00
STREET	JERRY'S REPAIR	MAINTENANCE	502.61
	Total for Department 140		842.61*
	Total for Fund 01		12,526.81*
LIBRARY	JAY KUEHL	SNOW REMOVAL	22.50
LIBRARY	MN ENERGY RESOURCES	HEATING	1,368.47
	Total for Department 171		1,390.97*
	Total for Fund 03		1,390.97*
	JOHN DEERE CREDIT	PRINCIPAL PAYMENT	22,467.13
	Total for Department		22,467.13*
	Total for Fund 04		22,467.13*
AMBULANCE	BUCKWHEAT JOHNSON	EXPENSE	11.77
AMBULANCE	KIM POWERS	EXPENSE	11.33
AMBULANCE	ALLAN REMPEL	EXPENSE	31.72
AMBULANCE	JIM SKARPHOL	EXPENSE	157.79
	Total for Department 176		212.61*
	Total for Fund 13		212.61*
MULTI-PURPOSE BUILDI	SUNSHINE FOODS	SUPPLIES	15.98
MULTI-PURPOSE BUILDI	MN ENERGY RESOURCES	HEATING	2,779.04
	Total for Department 177		2,795.02*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
Total for Fund 14			2,795.02*
LIQUOR	ADRIAN'S PLUMBING	MAINTENANCE	657.16
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	2,929.10
LIQUOR	COCA-COLA BOTTLING C	MERCHANDISE	405.34
LIQUOR	WIRTZ BEVERAGE MN WI	MERCHANDISE	5,748.84
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	5,192.95
LIQUOR	JOHNSON BROS.	MERCHANDISE	4,241.48
LIQUOR	PHILLIPS WINE & SPIR	MERCHANDISE	1,956.31
LIQUOR	QUALITY WINE SPIRITS	MERCHANDISE	7,450.68
Total for Department 180			28,581.86*
Total for Fund 60			28,581.86*
WATER	WDR - DEPUTY REGISTR	LICENSE	14.50
WATER	SUNSHINE FOODS	SUPPLIES	12.05
WATER	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	303.28
WATER	MN ENERGY RESOURCES	HEATING	875.48
Total for Department 181			1,205.31*
Total for Fund 61			1,205.31*
	COREY WILSON	REFUND - UTILITY PREPAYM	125.00
Total for Department			125.00*
ELECTRIC	CENTRAL MINNESOTA MU	CAPX2020 ASSESSMENT-FINA	3,509.00
ELECTRIC	CENTRAL MINNESOTA MU	ECO @ HOME SUBSCRIPTION	957.65
ELECTRIC	CENTRAL MINNESOTA MU	ENERGY DEVELOPMENT	7,870.00
ELECTRIC	CENTRAL MINNESOTA MU	POWER COST	192,199.58
ELECTRIC	CENTRAL MINNESOTA MU	SUPPLIES	60.00
ELECTRIC	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	303.28
ELECTRIC	MIDWEST WIRELESS	TELEPHONE	.27
ELECTRIC	MN ENERGY RESOURCES	HEATING	1,022.83
ELECTRIC	BRAD BUSSA	CLEANING	184.60
ELECTRIC	WINDOM PAINTING	MAINTENANCE	138.38
ELECTRIC	ROLLS WOOD GROUP	MAINTENANCE	16,500.00
ELECTRIC	BRADLEY KNAKMUHS	REFUND - CHG FOR MATERIA	60.38
ELECTRIC	ULINE	SUPPLIES	739.82
Total for Department 182			223,545.79*
Total for Fund 62			223,670.79*
SEWER	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	303.28
SEWER	MN ENERGY RESOURCES	HEATING	189.38
Total for Department 183			492.66*
Total for Fund 63			492.66*
ARENA	MIDWEST WIRELESS	TELEPHONE	36.39
ARENA	MN ENERGY RESOURCES	HEATING	2,483.53

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
ARENA	WINDOM YOUTH HOCKEY	AD	25.00
		Total for Department 184	2,544.92*
		Total for Fund 64	2,544.92*
	ELECTRIC FUND	LOAN PAYMENT TO ELEC SPE	669.58
		Total for Department	669.58*
ECONOMIC DEVELOPMENT	AARON BACKMAN	EXPENSE	50.00
ECONOMIC DEVELOPMENT	COTTONWOOD CTY RECOR	RECORDING FEE FOR NOTARY	50.00
ECONOMIC DEVELOPMENT	ELECTRIC FUND	LOAN PAYMENT TO ELEC SPE	279.91
ECONOMIC DEVELOPMENT	MN ENERGY RESOURCES	HEATING	105.73
		Total for Department 187	485.64*
		Total for Fund 67	1,155.22*
		BOND TRUST SERVICE C TELECOM BOND 2007A SERIE	2,365,000.00
		Total for Department	2,365,000.00*
TELECOMMUNICATIONS	BOND TRUST SERVICE C TELECOM BOND 2007A SERIE		47,300.00
TELECOMMUNICATIONS	SUNSHINE FOODS	SUPPLIES	59.03
TELECOMMUNICATIONS	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	909.85
TELECOMMUNICATIONS	QUEST	TELEPHONE	98.56
TELECOMMUNICATIONS	QWEST COMMUNICATIONS	LEXIS BILLING SERVICE	179.41
TELECOMMUNICATIONS	MN ENERGY RESOURCES	HEATING	296.23
		Total for Department 199	48,843.08*
		Total for Fund 69	2,413,843.08*
	AFLAC	INSURANCE	279.12
	JOHNSON COUNTY COURT	PAYROLL DEDUCTION CDDMO1	1,202.00
	MN BENEFIT ASSOCIATI	INSURANCE	114.18
		Total for Department	1,595.30*
		Total for Fund 70	1,595.30*
		Grand Total	2,712,481.68*

Main Identity

From: "Windom Street Dept." <winst@windomnet.com>
To: "Steve Nasby" <snasby@windom-mn.com>; "Kirby Kruse" <kruserkc@windomnet.com>
Sent: Friday, January 22, 2010 1:13 PM
Subject: Fw: Question/Comments from Windom City Website

----- Original Message -----

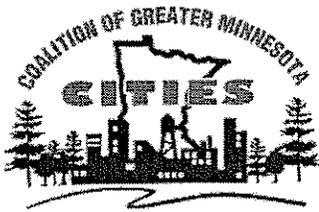
From: david.bucklin@windomnet.com
To: Public Works (Streets)
Sent: Friday, January 22, 2010 12:26 PM
Subject: Question/Comments from Windom City Website

The following question was submitted via the Windom City website:

Name: Dave Bucklin
Address: SWCD
City: Windom
State: Minnesota
ZipCode:
Phone:
Email Address: david.bucklin@windomnet.com

Question/Comment: Bruce, I received notice that the urban forestry grant application which included Windom was not funded. It sounds like Windom is willing to go ahead with the tree commission anyway. I will be happy to help that committee any way I can. I will also keep looking for funding for the urban tree program. I do believe I can find some local funding for this. Thanks, Dave.

*F41:
City Council*



Coalition of Greater Minnesota Cities

CGMC in Brief

January 28, 2010

Contact: Tim Flaherty
651-225-8840

Update on CGMC's LGA efforts

In preparation for what will be a critical session for LGA, CGMC staff have been meeting with key legislators to gain insight on their vision for the 2010 legislative session and input on our LGA strategy. These meetings have included Senate Majority Leader Larry Pogemiller (DFL-Minneapolis), Senate Tax Chair Tom Bakk (DFL-Cook), Senate Property Tax Division Chair Rod Skoe (DFL-Clearbrook) House Tax Chair Ann Lenczewski (DFL-Bloomington), and House Property Tax Division Chair Paul Marquart (DFL-Dilworth). CGMC is also developing legislation that will protect LGA from both further cuts and unallotments in 2010.

At a CGMC Board of Directors meeting held today, members approved continuing the Coalition's lobbying contract with former Republican House member and former Commissioner of Health and Human Services Kevin Goodno. Goodno has been very helpful to the Coalition in communicating with the administration.

CGMC defends greater Minnesota grant program at the Capitol

One of greater Minnesota's most effective economic development tools is the Greater Minnesota Business Development Public Infrastructure (BDPI) grant program, which funds grants to cities to help develop industrial parks and increase their tax base. Since 2003, DEED has awarded over \$32 million for this CGMC-created program. The funding comes from the capital investment bonding bill. This year, however, DEED has proposed to merge the BDPI grant program with a Bio Business grant program; the merger would be available statewide with set-asides for certain areas. CGMC opposes the DEED merger proposal and instead supports a \$20 million general obligation appropriation for the BDPI grant.

Over the past two weeks, J.D. Burton has testified in both the House and Senate in opposition to DEED's proposal and in favor of the \$20 million appropriation. Many CGMC members have also lobbied their representatives over this same period to solicit their support for the CGMC position. The lobbying campaign is working. Legislators are actively questioning DEED on their proposal during the hearings, and many have publicly expressed support for the CGMC position. Please continue reaching out to your legislators and tell them to support the Rep. Ward/Sen. Skogen legislation to fund the greater Minnesota economic development grant.

For more information, please contact J.D. Burton at jdburton@flaherty-hood.com or 651-225-8840. Keep up the good work!



Bonding bill to be passed early in session

The last two weeks have seen a flurry of activity on the bonding bill as House and Senate committees have been hearing and prioritizing capital investment requests from local governments and state agencies. At a hearing on the governor's bonding recommendations last week, the chair of the House Capital Investment Committee laid out an aggressive schedule to complete a House bonding bill. According to her timeline, she intends to introduce her bill in the first days of session and have it pass off the House floor by the February 15. It is expected that the Senate will pass their bill on a similarly aggressive timeline. In an effort to minimize time spent in conference committee, it can be expected that major elements of the House and Senate bills will be the same.

Registration materials available now: CGMC Legislative Action Day

Attached are the registration materials for CGMC's 2010 Legislative Action Day, which will be held **Wednesday, February 17**. We encourage you to attend and return your registration materials by February 10. This is an all-day event with a meeting and legislative leadership panel at Flaherty & Hood offices, followed by time to lobby legislators at the Capitol and a reception and dinner at Mancini's with legislators from around the state.

Please note that we have the following updates to the agenda. The cut-off date for reserving a room at the block rate at the Holiday Inn has been extended until tomorrow, January 29. Also, Speaker Margaret Anderson Kelliher, House Minority Leader Kurt Zellers, and Senate Minority Leader Dave Senjem have all confirmed their attendance to our legislative leadership panel.

Remember, all members are responsible for setting their own appointments with their legislators. We recommend you do this as soon as possible to ensure that your legislators are available.

Advertise your local event on the CGMC website! (And receive a complimentary tweet!)

Looking for ways to advertise your local festival to a statewide audience? CGMC will now be offering members the opportunity to list their local festivals on the CGMC website and online calendar. This is a free service, and all you have to do is contact Erin Flaherty at enflaherty@flaherty-hood.com with the name, date, and location of your festival plus any related promotional copy. Your festival will then receive its own post on www.greatermncities.org and be listed on the CGMC events calendar, which is also found on our homepage. As an added bonus, CGMC will tweet your event on Twitter! You can send your information up to a month in advance of the festival's date. To see an example of a local festival listing, visit www.greatermncities.org now and learn about this weekend's Frozen River Film Festival in Winona!



2010 CGMC Legislative Action Day Agenda

Wednesday, February 17, 2010

Tentative as of 1/26/2010



10:30 a.m. **Board of Directors Meeting** • Flaherty & Hood, P.A.

11:30 a.m. **Full Membership Meeting** • Flaherty & Hood, P.A.

- **Welcome and Introductions**
CGMC President Tim Strand, Mayor of St. Peter
- **CGMC Membership Update**
Tim Flaherty
- **Lobbying Strategy and Message for Legislators**
 - Local Government Aid
 - State Budget Deficit
 - Unallotment Lawsuit

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 (confirmed)
- Speaker of the House Margaret Anderson Kelliher, DFL-Minneapolis (confirmed)
- House Minority Leader Kurt Zellers, R-Maple Grove (confirmed)

5:30 p.m. **Legislative Reception** • Mancini's

6:30 p.m. **Dinner** • Mancini's

Opening remarks given by CGMC President Tim Strand, Mayor of St. Peter and St. Paul Mayor Chris Coleman

Flaherty & Hood, P.A.	Mancini's	Holiday Inn RiverCentre	Best Western Kelly Inn
525 Park St.	531 W. 7th St.	(near Xcel Energy Center)	(near Capitol)
Suite 470	St. Paul, MN 55102	175 W. 7th St.	161 St. Anthony Ave.
St. Paul, MN 55103		St. Paul	St. Paul
		651-225-1515	651-227-8711
		\$112/night + tax	\$94/night + tax
		Block held until 1/29	Block held until 2/13

2010 CGMC Legislative Action Day Registration

Wednesday, February 17, 2010

Tentative as of 1/26/2010



- 10:30 a.m. **Board of Directors Meeting** • Flaherty & Hood, P.A.
- 11:30 a.m. **Full Membership Meeting** • Flaherty & Hood, P.A.
- 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 appts. 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 (confirmed)
 - Speaker Margaret Anderson Kelliher, DFL-Minneapolis (confirmed)
 - House Minority Leader Kurt Zellers, R-Maple Grove (confirmed)
- 5:30 p.m. **Legislative Reception** • Mancini's
- 6:30 p.m. **Dinner** • Mancini's

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

Mancini's
531 W. 7th St.
St. Paul, MN 55102

Holiday Inn RiverCentre
(near Xcel Energy Center)
175 W. 7th St.
St. Paul
651-225-1515
\$112/night + tax
Block held until 1/29

Best Western Kelly Inn
(near Capitol)
161 St. Anthony Ave.
St. Paul
651-227-8711
\$94/night + tax
Block held until 2/13

REGISTRATION *(Make extra copies as needed)*

City _____

Name/Title _____

Please check the events you will attend:

- 10:30 a.m. **Board of Directors Meeting**
- 11:30 a.m. **Full Membership Meeting**
- 12:30 p.m. **Lunch**
- 3:30 p.m. **Legislative Leadership Panel**
- 5:30 p.m. **Legislative Reception at Mancini's**
- 6:30 p.m. **Dinner at Mancini's**

Name/Title _____

Please check the events you will attend:

- 10:30 a.m. **Board of Directors Meeting**
- 11:30 a.m. **Full Membership Meeting**
- 12:30 p.m. **Lunch**
- 3:30 p.m. **Legislative Leadership Panel**
- 5:30 p.m. **Legislative Reception at Mancini's**
- 6:30 p.m. **Dinner at Mancini's**

Name/Title _____

Please check the events you will attend:

- 10:30 a.m. **Board of Directors Meeting**
- 11:30 a.m. **Full Membership Meeting**
- 12:30 p.m. **Lunch**
- 3:30 p.m. **Legislative Leadership Panel**
- 5:30 p.m. **Legislative Reception at Mancini's**
- 6:30 p.m. **Dinner at Mancini's**

Registration per Person: \$65

- Bill me
- Payment enclosed
- I'll pay at the meeting

Please make checks payable to CGMC.

Please include \$24 for each additional guest dinner.

Return completed form by February 10 to:

Colleen Millard
cmillard@flaherty-hood.com
Phone: 651-259-1914
Fax: 651-225-9088
525 Park St., Suite 470
St. Paul, MN 55103



Day at the CAPITOL

**Thursday,
February 25, 2010
10:00 a.m. – 4:00 p.m.**



Preserve Local Community Television and Local Franchising

Location

League of Minnesota Cities | Large Conference Room
145 University Ave W | St. Paul, MN 55103

Who Should Attend

MACTA Members

Cable Commissioners and Staff
PEG Managers, Board Members, Producers
Volunteers and Staff
City Elected Officials and Staff

League of Minnesota Cities Members
Alliance for Community Media (ACM)
ACM Midwest Regional Members

Topics

Up-to-the-Minute Information

What Minnesota bills may be introduced this session?
What's the status of the CAP Act?
What do cities need to know about the new cell tower siting order?
What else is happening at the FCC?
Can Minnesota Communities get stimulus funding for broadband projects?

Legislative Update & Practice Session

MACTA Lobbyists will summarize MACTA's positions, provide training, talking points, and hand-out materials to share with your legislators. After lunch we will walk to the Capitol for meetings and/or on camera interviews with legislators. MACTA Lobbyists and legislative committee members are available to accompany you to your meeting(s) if you wish.

Agenda

10:00 – 11:30 State and Federal Legislative and Regulatory Updates

Speakers - Mike Reardon - Emcee/Moderator
Jodie Miller - MACTA & NATOA Updates
Cor Wilson - CAP Act Update
Ann Higgins - LMC Update
Joe Bagnoli and Sarah Psick –
Legislative Update
Review talking points and prep
for meetings with legislators

11:30 – 12:00 Box lunches and networking, individual prep for lobbying visits

12:00 – 4:00 Meetings and television interviews with legislators at the Capitol

Need Assistance:

- Joe Bagnoli (Lobbyist)
612-338-2525 | jtb@mcgrannshea.com
- Sarah Psick (Lobbyist)
612-752-1930 | sjp@mcgrannshea.com
- Jodie Miller (MACTA Legislative Co-Chair)
651-450-9891 | ndc4@townsquare.tv
- Mike Reardon (MACTA Legislative Co-Chair)
651-266-8875 | Mike.Reardon@ci.stpaul.mn.us
- Ann Higgins (League of MN Cities)
651-281-1257 | ahiggins@lmnc.org

MACTA Day at the Capitol Registration | Thursday, February 25, 2010

Registration Fee: \$25 for MACTA, ACM, LMC Members
(Fee Includes box lunch)

\$50 for Non-Members

Payment Options: Payment or Purchase Order enclosed

Please bill me (no-shows will be billed)

Attendee Name: _____

Organization: _____

Email: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____

*House District: _____

Unsure of your district? Go to: <http://www.leg.state.mn.us/leg/Districtfinder.asp> or call: 651-296-2146 or 800-657-3550

Mail or fax registration form to:
MACTA · 1000 Westgate Dr., Suite 252 · St. Paul, MN 55114
Phone: 651.290.6282 Fax: 651.290.2266

Cancellation: Registration fee less a \$10 administration charge can be refunded up to 72 hours prior to the seminar. No refund for cancellation notice less than 72 hours.

2010
CITY OF WINDOM

Revised 1/14/2010

APPOINTED OFFICIALS:

City Administrator/City Clerk

Steven Nasby

Assistant City Administrator

Brigitte Olson

City Attorney

Dan McDonald

Assistant City Attorney

Ron Schramel

City Engineer

Wenck & Assoc.

DEPARTMENT HEADS:

Ambulance Director

Jim Skarphol

Building & Zoning Official/City Fire Marshal

Jim Kartes

Community Center Director

Brad Bussa

Economic Development Executive Director

Aaron Backman

Electrical Superintendent

Marv Grunig

Emergency Management Director

Doug Scrivens

Fire Chief

Dan Fossing

Hospital Administrator

Gerri Burmeister

Housing Redevelopment Authority

Vicki Flatgard

Library Director

Joan Hunter

Liquor Store Manager

Gene Lenning

Parks/Recreation Director

Al Baloun

Police Chief

Jeff Shirkey

Street/Parks Superintendent

Bruce Caldwell

Telecom Operations Manager

Dan Olsen

Tree/Weed Inspector

Bruce Caldwell

Water/Wastewater Superintendent

Mike Haugen

CITY COUNCIL

MEETINGS: 1ST & 3RD Tuesdays of the Month (7:30 p.m.)

		<u>Term Expires</u>
Mayor	Kirby Kruse	12/31/12
Councilmember-Ward I	Jean Fast	12/31/10
Councilmember-Ward II	Robert Messer	12/31/10
Councilmember-At-Large	Brad Powers	12/31/10
Councilmember-Ward I	Corey Maricle	12/31/12
Councilmember-Ward II	JoAnn Ray	12/31/12

Council Assignments:

- Kirby Kruse :** Airport Commission , Civil Service, Comprehensive Plan Committee, EDA, Hospital Board, Personnel.
- Corey Maricle:** Annexation, Community Center (Multi-Purpose) Commission, EDA, Park & Recreation Commission, Library Board, Telecom Commission.
- JoAnn Ray:** Building, Community Center (Multi-Purpose) Commission, Park & Recreation Commission, Solid Waste, Street Committee.
- Bob Messer:** Annexation, Telecommunications Commission, EDA, Personnel, Solid Waste.
- Jean Fast:** Building, Comprehensive Plan Committee, HRA, Liquor, Utility Commission.
- Brad Powers:** Planning Commission, Comprehensive Plan Committee, Liquor, Personnel, Street.

AIRPORT COMMISSION

**MEETINGS: As Called by the Chair
(Term Expires: At Pleasure of Mayor & Council)**

- Marlyn Bartsch
- Gerri Burmeister
- Scott Fredin
- John Holt
- Stan Wendland
- Brian Underwood
- Merle Wall
- Kirby Kruse (Liaison)

CHARTER COMMISSION

Term Expires

Laura Alvstad	4/01/12
Donna Gravley	4/01/12
David Farber	4/01/12
Sonya Johnson	4/01/12
Nestor Palm	4/01/12
Jeanette Schuur	4/01/12
Bruce Toninato	4/01/12
Diane Vellema	4/01/12

CHARTER COMMISION – Continued:

Mishelle Even	4/01/10
Alice Huebert	4/01/10
Grant Johnson	4/01/10
Joseph LaCanne	4/01/10
Chuck Severson	4/01/10
Jean Trotter	4/01/10

CIVIL SERVICE:

(3-Year Term)

Keith Lohse	<u>Term Expires</u> 12/31/11
Dean Schoeb	12/31/11
Kathy Kretsch	12/31/12
Kirby Kruse (Liaison)	

MEETINGS: As Called by the Chair

COMPREHENSIVE PLAN COMMITTEE: MEETINGS: As needed

Mary Ann Anderson	Coralee Krueger
Gerri Burmeister	Joel Luitjens
Lindsey Cartwright	Al Purrington
Tom White	Cathie Veenker
Howard Goltz	
Mary Hensen	Brad Powers
Margaret Horkey	Jean Fast
Jim Kartes	Kirby Kruse

ECONOMIC DEV. AUTHORITY:

(3-Year Term)

MEETINGS: 2ND Monday of Each Month- 12:00 Noon

Trevor Slette	<u>Term Expires</u> 12/31/10
Juhl Erickson	12/31/11
Sally Larson	12/31/12
Corey Maricle (Voting Member)	
Bob Messer (Voting Member)	
Kirby Kruse (Liaison)	

HOSPITAL BOARD:

(3-Year Term – May 1st to April 30th of 3rd Year--Per Resolution #2005-46)

MEETINGS: 3RD Monday of Each Month – 5:30 p.m.

Steve Fresk	<u>Term Expires</u> 4/30/10
Allen Peterson	4/30/10
Kathy Ratzlaff	4/30/11
Mary Klosterbuer	4/30/11
Peggy Pfeffer	4/30/11
Terry Utech	4/30/12
Judy Woizeschke	4/30/12
Kirby Kruse (Liaison)	

HRA:

(4-Year Term)

MEETINGS: 2nd Wednesday of Each Month – 4:00 p.m.

- Frank Dorpinghaus
- Margaret McDonald
- Jens Hansen
- Larry Hartman
- Doreen Jorgenson
- Jean Fast (Liaison)

Term Expires

- 12/31/10
- 12/31/11
- 12/31/11
- 12/31/12
- 12/31/13

LIBRARY BOARD:

(3-Year Term)

MEETINGS: 2ND Tuesday of Each Month – 5:00 p.m.

- John Duscher
- Mary Erickson
- Kathy Hiley
- Charles Reid
- Anita Winkel
- Beth Fleming
- Jan Johnson
- Corey Maricle (Liaison)

Term Expires

- 12/31/10
- 12/31/10
- 12/31/10
- 12/31/11
- 12/31/11
- 12/31/12
- 12/31/12

MULTI-PURPOSE COMMISSION:

(3-Year Term)

MEETINGS: 4th Monday of Each Month – 5:30 p.m.

- Hilary Mathis
- Kelly Woizeschke
- Dick Jeffrey
- Wayne Maras
- Connie Granstra
- JoAnn Ray (Liaison)
- Corey Maricle (Liaison)
- Bruce Caldwell (Park Liaison)
- Aaron Backman (EDA Liaison)

Term Expires

- 12/31/10
- 12/31/10
- 12/31/11
- 12/31/11
- 12/31/12

PARK & RECREATION COMMISSION:

(3-Year Term)

MEETINGS: 2ND Monday of Each Month – 7:00 p.m.

- Terry Fredin
- Angie Blanshan
- Kay Clark
- Sherri Zimmerman
- Jeff LaCanne
- JoAnn Ray (Liaison)
- Corey Maricle (Liaison)

Term Expires

- 12/31/10
- 12/31/11
- 12/31/11
- 12/31/12
- 12/31/12

PLANNING COMMISSION:

(4-Year Term)

Gary Hunter

Greg Holt

Renee Giefer

Tim Hacker

Loie Grandprey

Greg Pfeffer

Lindsey Cartwright

Marilyn Wahl

Brad Powers (Liaison)

MEETINGS: 2nd Tuesday of Each Month – 7:00 p.m.

TERM EXPIRES

12/31/10

12/31/10

12/31/11

12/31/11

12/31/12

12/31/12

12/31/13

12/31/13

TELECOMMUNICATIONS COMMISSION:

(3-Year Term)

Corey Maricle (Voting Member)

Bob Messer (Voting Member)

Wendell Woodcock

Virgil Meier

Forrest Fosheim

TERM EXPIRES

12/31/10

12/31/10

12/31/10

12/31/11

12/31/12

UTILITY COMMISSION:

(3-Year Term)

Keith Bloomgren

Mike Schwalbach

Chris Johnson

Jean Fast (Liaison)

MEETINGS: 4th Wednesday of Each Month – 10:00 a.m.

TERM EXPIRES

12/31/10

12/31/11

12/31/12

NOTE: All regular meetings and special meetings will be called a minimum of 72 hours in advance of the meeting date and time.