

**City Council Meeting  
Tuesday, July 7, 2009  
City Council Chambers  
7:30 p.m.**



**AGENDA**

Call to Order  
Pledge of Allegiance

1. Approval of Minutes
  - Council Minutes – June 16, 2009
2. Consent Agenda
  - Minutes
    - Telecommunication Commission – May 12 & June 15, 2009
    - Utility Commission – June 17, 2009
3. Department Heads
4. License Applications
  - Solicitation License – Peter Varberg
  - Exempt Permit - Windom Youth Hockey
    - August 29, 2009 - Phat Pheasant Pub
    - February 11, 2009 - Windom Arena
  - Amplification Equipment in Public – Phat Pheasant Pub
    - July 17, 2009
    - Through Dec 31, 2009
5. Southwest Initiative Foundation Donation Request
6. Revised Resolution for Authorization to Execute MNDOT Grant Agreement for the Municipal Airport
7. Ambulance – ID Theft Prevention Policy
8. Minimum Wage Rate Increase – July 24, 2009
9. Regular Bills
10. Contractor Payment – 2009 Street Project - Hjerpe \$452,559.58
11. Unfinished Business
12. New Business
13. Council Concerns
14. Adjourn



**Council Meeting  
Windom City Hall, Council Chamber  
June 16, 2009  
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, Corey Maricle, Robert Messer,  
Bradley Powers and JoAnn Ray

Council Members Absent: None

City Staff Present: Steve Nasby, City Administrator; Marv Grunig,  
Electric Utility Manager; Bruce Caldwell, Street  
Superintendent; Jim Kartes, Building Official  
and Jeremy Rolfes, Telecom

Public Present: Dennis Rick and Dirk Abraham

3. Pledge of Allegiance

4. Approval of Minutes:

**Motion by Fast, second by Ray, to approve the June 2, 2009 minutes. Motion carried 5 – 0.**

5. Consent Agenda:

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

- Economic Development Authority – June 8, 2009
- Park & Recreation Commission – June 8, 2009
- Planning & Zoning Commission – June 9, 2009
- Library Board – June 9, 2009

**Motion by Powers, second by Maricle, to approve the Consent Agenda. Motion carried 5 – 0.**

6. Department Heads:

Bruce Caldwell, Street Superintendent, said that he had an additional street closure request that was not listed on the agenda. Relay for Life has requested the temporary

closure of Cottonwood Lake Drive from 16<sup>th</sup> Street to Teagle's Park on July 24<sup>th</sup> for their annual event.

**Motion by Messer, second by Powers, to approve the temporary closure of Cottonwood Lake Drive on July 24<sup>th</sup> for Relay for Life. Motion carried 5 – 0.**

7. Request for Street Closure:

Caldwell said that the Windom Chamber of Commerce has requested a temporary closure of 4<sup>th</sup> Avenue, between 9<sup>th</sup> and 10<sup>th</sup> Streets on July 27<sup>th</sup> for the National Night Out event held in conjunction with the Department of Corrections and Public Safety.

**Motion by Powers, second by Ray, to approve the temporary closure of 4<sup>th</sup> Avenue on July 27<sup>th</sup> for the National Night Out event. Motion carried 5 – 0.**

8. Planning and Zoning – Variance Request for 968 6<sup>th</sup> Street:

Jim Kartes, Building Official, said that the Planning and Zoning Commission has received a request from the property owners (Jeremy and Christina Wolf) of 968 6<sup>th</sup> Street for a variance to a side-yard set back. The reduction in the set-back would be 2.6 feet. Documentation of the variance request and drawings were included in the Council packet. No objections were received to this request and the Planning and Zoning Commission is recommending approval.

**Motion by Messer, second by Fast, to approve the request for a variance for the property located at 968 6<sup>th</sup> Street as presented. Motion carried 5 – 0.**

9. License Applications:

Kruse stated that an application for an exempt gambling permit had been received from St. Francis Xavier Church for a raffle.

**Motion by Ray, seconded by Fast, to approve an exempt gambling permit for St. Francis Xavier Church's raffle. Motion carried 5 – 0.**

Kruse stated that an application for Authorization to Dispense Intoxicating Liquor had been received from the Eagles Club for an event to be held at the Windom Community Center on July 11, 2009.

**Motion by Maricle, seconded by Powers, to approve an Authorization to Dispense Intoxicating Liquor for the Eagles Club for an event at the Windom Community Center on July 11, 2009. Motion carried 5 – 0.**

Kruse said that a business solicitation license application had been received Schwan's Home Service, Inc.

**Motion by Ray, seconded by Fast, to approve a business solicitation license for Schwan's Home Service, Inc. Motion carried 5 – 0.**

10. 2008 City of Windom Annual Audit:

Dennis Rick of Dennis Rick, LTD., introduced himself and acknowledged that he and his firm had completed the City's audit for 2008 and the report is included in the Council packets. He would review the highlights and the different sections of the report. If anyone had any questions he encouraged the Council to ask them at any time.

Pages 3-13 included the Management Discussion and Analysis. This section provides a summary and general overview of the City finances.

Pages 14-19 describe the City's assets.

Page 20 shows the financial information on the City's General Fund. This fund showed improvement again this year which is a credit to the Council, staff and management for controlling expenses. The actual budget and expenditure figures were within 2-4% of the projected amounts. Rick strongly encouraged the Council to continue to build the General Fund as the cash flow is now at 40%, which is on the low end of the State Auditor's Office guidelines of 35-50%. He said the condition of the City's General Fund helped the City obtain a good bond rating.

Page 22 stated the information regarding the City's Enterprise Funds which includes the Liquor Store, Water, Electric, Sewer and Telecom. Rick noted that these funds are also improving and recognized the efforts of the Electric Fund to lower power costs. Rick said the impending loss of water sales to POET Bio-refining will impact the City's water system in 2009 and beyond so planning needs to be done to make the necessary adjustments. The Telecom Fund continues to be a drag on the Enterprise Fund finances, but there was good improvement as the loss narrowed from \$437,000 in 2007 to \$233,000 in 2008.

Page 51 has the breakdown of the Non-Major Enterprise Funds. These include the Arena, Community Center and River Bluff. Not much change has occurred in these funds over the years.

Pages 47-49 showed the Special Revenue Funds, which included the EDA, Ambulance, Pool and the multiple TIF accounts. Rick said that the Ambulance Fund is in a strong position, but it needs to have a high balance due to the need for continuing capital purchases of ambulance units and equipment.

Pages 25-41 included footnotes, Pages 31-32 contains the Capital Assets listing, Pages 33-37 lists Long-term Debt, Page 35 showed the Sick Leave and Vacation Accruals and Page 38 includes the Designated Fund Balances.

In summary, Rick noted the City's finances are in better condition and have improved over the last two years. Windom received a good bond rating for a community its size and the 2009 and 2010 Local Government Aid cuts will necessitate the City to cut expenses. Reorganization and/or efficiencies will need to be found to operate within a smaller budget.

**Motion by Powers, seconded by Ray, to accept the 2008 City of Windom Audit as presented. Motion carried 5 – 0.**

11. Authorization to Execute MN DOT Grant Agreement – Municipal Airport:

Nasby said this grant agreement is for the federal entitlement funding, which comes through the State of Minnesota, for the non-stimulus part of the 2009 Airport project. The City Council had approved this work as part of the improvement project. The additional funds needed were borrowed from the City of Pipestone's federal funding and it will be repaid from Windom's 2010 allocation.

**Council member Messer introduced the Resolution No. 2009-26, entitled "AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR THE MUNICIPAL AIRPORT". The resolution was seconded by Maricle and on roll call vote: Aye: Messer, Powers, Ray, Fast and Maricle. Nay: None. Absent: None. Resolution passed 5 – 0.**

12. Assistance to Firefighters Fire Station Construction Grant:

Nasby informed the City Council that as part of the federal stimulus funding there is an opportunity to apply for funding to construct or renovate fire halls. Windom has been working on a plan to construct a new fire hall for years and this is an opportunity to apply for grant funding. The grant became available in late May and the due date is in July. The work on the fire hall project stopped in 2008 due to a lack of funding. This federal money does not require a local match, but the grant application materials state that preference is given to applications with a local match; however, there is no set or suggested thresholds. Staff is suggesting a local match of 10% or \$150,000, which is based on the architect's most recent cost estimate of \$1.5 million. Also, some of the project costs are ineligible for this grant that includes land costs, furnishings and prior expenses. Nasby said that some of these costs would be part of the contributions from the fire service areas too, but this particular opportunity has not been discussed with them.

Powers asked if a lower match number could be used and suggested 6% as this is slightly over the 5% required match for federal airport projects.

Messer wanted to calculate the non-eligible costs. These would include \$150,000 local match, architectural costs of \$105,000 and furnishings of \$100,000. These total \$355,000 without the value of the land contributed by the City of Windom.

Fast, Messer and Powers inquired if the Fire Department could cover some of the furnishing costs or fund raise. Maricle said he is a member of the Fire Department. He thought the Fire Department could help out, but the Fire Chief needs to be contacted to discuss the specifics.

Fast said the City Council has not formally discussed or approved the construction of a new fire hall and there are also other priorities in the City. Nasby concurred that Fast is correct in that neither final plans nor a formal approval has been brought up to the Council; however, past Councils have formally voted on a site and to engage an architect for design\development.

Powers and Messer noted that the City Council still has the opportunity whether or not to accept an award at a future date.

Fast said she is concerned about the cost and with the LGA cuts and economy the City finances need to be conserved. Nasby said that it is reasonable that some of the non-eligible costs will be shared with the townships. He noted that the townships were consulted and generally on-board when the City applied for the State bonding money for the construction of a new fire hall a couple years ago and that required a 50% match, but he knows too that the economy and state aid has changed since then.

**Council member Messer introduced the Resolution No. 2009-27, entitled “RESOLUTION SUPPORTING THE SUBMISSION OF A GRANT APPLICATION TO THE “ASSISTANCE TO FIREFIGHTERS FIRE STATION CONSTRUCTION” GRANT PROGRAM”. The resolution was seconded by Powers and on roll call vote: Aye: Powers, Ray, Fast, Maricle and Messer. Nay: None. Absent: None. Resolution passed 5 – 0.**

13. Ambulance – ID Theft Prevention Policy:

Nasby said that federal law requires that organizations collecting identification information have an ID Theft Prevention Policy. The policy presented by the Ambulance Department is similar to the ones the City has for the municipal utilities. The Ambulance policy was amended from the Windom Hospital’s policy and from Sanford Health Systems.

Messer asked if the City Attorney had reviewed and approved the proposed policy. Nasby said that it had not gone to the City Attorney.

Council consensus to send it to the City Attorney for review and re-consider the policy at their July 7 meeting.

14. Regular Bills:

**Motion by Powers, seconded by Fast, to approve the regular bills. Motion carried 5 – 0.**

15. Unfinished Business:

Kruse said that the Governor just announced the LGA cuts. Due to the late date he asked the City Council if a special public meeting, as discussed earlier, should be scheduled soon or to wait a month until the 2010 budget discussion started.

Nasby said there were some suggestions from the public on the [SaveWindomMoney@windom-mn.com](mailto:SaveWindomMoney@windom-mn.com) web site.

Consensus of the City Council was to include the public comments in the next City Council packet and that a special public meeting to discuss the City budget could be done in conjunction with the 2010 budget process.

16. New Business:

None.

17. Council Concerns:

Fast noted that Spring Clean-up has been held, but some properties still have things in their yards and even saw a refrigerator. The City inspector will be working to clean up public safety\health items and encouraged the public to clean up their properties rather than risk a citation.

Messer said that it is illegal and a safety hazard to have a door attached to a refrigerator or freezer that is not in use or stored out doors.

Kruse encouraged citizens to start thinking about the Mayor's Metals of Honor. Forms are available at City Hall and on the web site.

18. Adjourn:

**Kruse adjourned the meeting by unanimous consent.**

Meeting adjourned at 8:20 p.m.

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Kirby Kruse, Mayor

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

**Telecommunication Commission Minutes**  
**May 12 ,2009**

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 Virgil Meir.

Commission Members Absent: Forrest Foshier,

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

Public Present:

4. Marketing Discussion:

Dan Olsen updated the board on the following items:  
Stimulus application process  
HD additions  
Progress on Ultra package

5. Other Business:

Steve Nasby updated board on Job posting efforts for Telecomm marketing/Admin  
position.

5. Next Meeting Date:

June 23, 2009

6. Adjourn:

**Motion made by Messer, seconded by Woodcock, to adjourn the meeting. Motion  
Carried 3-0.**

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Wendell Woodcock, Chairman

Attest:

Steven Nasby, City Administrator\Clerk

**Telecommunication Commission Minutes**  
**June 15, 2009**

**Meeting was canceled due to a lack of quorum.**

**Note:**

**Ureka did present to members of other communities attending meeting.**

**UTILITY COMMISSION MINUTES**  
**City Hall, Council Chamber**  
**June 17, 2009**

**Call Meeting to Order:** The Utility Commission meeting was called to order at 10:00 a.m., on June 17, 2009 in the City Hall Council Chamber.

**Members Present:** Utility Commission Chairperson: Mike Schwalbach

Members Present: Keith Bloomgren and Chris Johnson

Members Absent: None

City Council Liaison: Jean Fast

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

Others Present: Craig Mueller, Wenck Assoc; Kelly Whitacre, Mike Haar and Eric Johnson, Iowa Lakes Regional Water; Gordon Olson, Jackson County Planning and Environmental Officer; Dominic Jones, Red Rock Rural Water Assn.

APPROVE MINUTES

**Motion by Johnson, seconded by Bloomgren to approve the May 27, 2009 minutes as presented. Motion carried 3-0.**

FIRE HYDRANT & VALVES PROJECT

Mueller presented the bids from two contractors for the fire hydrant and valve replacements. The apparent low bidder was Hjerpe Contracting for \$4,400 per fire hydrant and \$2,100 for each valve. Mueller said the items that are not included in the bids were the removal of the light poles at 1116 Lakeview Avenue, grass seed and labor, 4 ft sidewalk repair and bituminous patching. Haugen said that Grunig will remove the pole so that the contractor does not need to work around it, and that he has money in the Water Fund has money budgeted for bituminous patching. Haugen said that some of the fire hydrants date back to the 1920's through 1950's.

**Motion by Bloomgren, seconded by Johnson to replace four (4) valves and ten (10) fire hydrants, awarding the bid to Hjerpe Contracting in the amount of \$52,400. Motion carried 3-0.**

Mueller said that this project could be added onto the 2009 Street Improvement Project as a change order, but still kept separate, or it could be a project that stands on its own. Olson requested that this project remain on its own and not to be included in the 2009 Street Improvement Project.

2009 STREET IMPROVEMENT

Mueller gave the Utility Commission an update on the 2009 Street Improvement Project. Mueller said that the water mains have been completed and that wastewater service line is being done now. Mueller

said that Hjerpe will be starting on the Fire Hydrant and Valve project in approximately three (3) weeks weather permitting.

Haugen said that at 1653 4<sup>th</sup> Avenue they discovered a 12” well casing, which neither the landlord nor the residence were aware of its existence. This has been capped and Haugen said that he thought Cottonwood County would absorb the cost.

### IOWA LAKES REGIONAL WATER

Kelly Whitacre informed the Utility Commission that the purpose of their meeting was to acquire an extension on the Memorandum of Understanding (MOU) between the City of Windom’s Wastewater and Fish Lake residents for ninety (90) days. This MOU expires on July 1, 2009. Whitacre requested that the City of Windom furnish her with the City Ordinance to complete paper work.

Haugen said that since the first MOU was put into place the rate has changed with an increase of 8% to all steps, the effective date was December 2008.

Eric Johnson said that in the original system all of the lake homes would require 220volt power service into their homes, which is an additional expense. This power supply is required for the grinder pump.

Gordon Olson said that Iowa Lakes Regional Water is checking into another system. This is a Recirculation Media Filter System.

Mike Haar said that this type of system has a 20-40 year net worth, and that Iowa Lakes Regional Water’s main concern is to provide the most cost effective system and to meet all of the requirements.

**Motion by Johnson, seconded by Bloomgren and carried to extend the Memorandum of Understanding between the City of Windom Wastewater and Fish Lake residents for ninety days and to adjust the rates by 8% from the previous contract. Motion carried 3-0.**

Jones asked where Iowa Lakes Regional Water received their information regarding average water usage for the Fish Lake residents. He said that Red Rock Rural Water furnishes water to the Fish Lake Residents, and they have not been asked that information.

Schwalbach said that they are using the State of MN average daily usage for their numbers, and that the City of Windom feels they are high, and that they will not come close to the 27,000 gpd estimated usage.

Fast said that she has been getting phone calls from residents of the City of Windom asking if allowing wastewater from Fish Lake to come to Windom would cost Windom residents money in increased rates. Schwalbach said that it would not cost the residents of the City of Windom, and in the short term would help the City of Windom’s Wastewater facility because of the \$128,000 up front hook up fee, and he said that the actual rate to Fish Lake Residents would be 10% above City of Windom customers.

### WATER/WASTEWATER ITEMS

*Landform Update* - Haugen informed the Utility Commission that he and Nasby met with PM Windom and their engineer regarding the Landform Study that was completed on their wastewater treatment facility. Haugen said that PM Windom is not receptive to spending money at their plant that is not a short term payback. However they said that they would be willing to dredge the Aerobic Pond #2, which

would be a short term fix for the flows and loadings that is sent to the Windom Wastewater Treatment Facility.

Schwalbach asked what would happen if the City of Windom's wastewater's effluent would exceed the test limits and a fine is imposed upon the City of Windom. Haugen said that he understood that PM Windom would be willing to pay fees and penalties that are results from their treatment facility. Schwalbach also asked if the Dissolved Air Floatation (DAF) was discussed at all. Haugen said no, that the undersized DAF was not discussed.

*Toxicity Test results* – Haugen said that the City of Windom's second toxicity tests also failed, and that the next step was to perform a Toxicity Reduction Evaluation (TRE).

*Water Main Break* – Haugen said that there was a water main break in front of Cenex's car wash this morning. It is a difficult one to repair because of its location, and that Hjerpe Contractor would be doing the work.

*Service Line to Happy Chef* – Schwalbach asked what was happening with the service line that was to be replaced at the Happy Chef Restaurant from the front of the property to the back. Haugen said that at the present time he was waiting to see what happened with the Happy Chef Building.

## REGULAR BILLS

**Motion by Johnson, seconded by Bloomgren, to pay the invoice to Wenck Associates in the amount of \$2,388.50. Motion carried 3-0.**

Staff was directed to check into the cost of renting a pump from someone other than Wenck Associates. The cost of this rental was \$1,759.50. Jones said that he thought that he had a pump that would work for this type of test.

## NEW BUSINESS

Jones said that he did not appreciate the comment at the City Council Meeting regarding shutting off the water supply to Red Rock Rural Water rather than putting a watering ban on for City of Windom customers. Jones said that in the past he has worked with the City of Windom Utilities Commission and did not pump water from Windom when they were encroaching upon the maximum water that they were permitted to pump, and hoped that they continue to work together in the future. Jones said that he is always open to any topics of discussion that the Utility Commission might have.

The Utility Commission concurred and hoped that they can continue our good relationship and be able to work together in the future.

## ELECTRIC ITEMS

*Missouri River Energy Electric Rate Study Quote* – Grunig reviewed the scope of service that will be provided in the rate study from Missouri River Energy (MRES). The cost of the study is \$12,000. The comprehensive studies done by MRES include the following components:

- Benchmarking with other utilities
- Regional utility rate comparison
- Five-year income and cash reserves projections

- Demand and energy projections
- Cost of service study
- Rate Design
- Presentation of the study results to the Utility Commission

Grunig noted that a rate study was completed in 2003 by Associated Consultants, and this study was not as in depth as the study proposed by MRES. Grunig said that the commission may want to wait for the study to be done after the future of Big Stone Power Plant has been decided. Grunig passed out a similar MRES rate study done for Springfield, Minnesota for the Utility Commission to review. After lengthy discussion on the value of the study compared to the cost of the study, it was determined by the Utility Commission to table the decision until the September 2009 Utility Commission. The future of the Big Stone Power Plant will have been decided on September 5, 2009 and this would make a big difference on information that is used in the study.

Grunig also said that MRES does not have time to complete a Water and Wastewater Study until 2010, but would be willing to do so at that time. The commission asked that the next quote for MRES included the cost to include water and wastewater.

*Conservation Improvement Program* – Grunig said that they have performed CIP tests for Toro, and David Brockman, Supervisor for the die cast department at Toro confirmed Toro will be doing the necessary work to save 500,000 KWH in a one-year time period. This savings will give them a rebate check of \$14,900 from the City of Windom Utilities, and the payback to Toro for participating in the CIP and doing the necessary improvements will be less than two years. Grunig said that this will be half of the KWH savings that will be mandated by the State of MN for utilities to save in the CIP programs in 2010. Grunig also said that any excess KWH savings can be carried over to the next year.

#### OLD BUSINESS

None

#### NEW BUSINESS

The next meeting date was set for July 22, 2009 at 10:00 a.m. in the City Council Chambers.

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Mike Schwalbach, Chairperson

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

July 7<sup>th</sup>

CITY OF WINDOM  
APPLICATION FOR BUSINESS SOLICITATION  
Re: City Code, Chapter 6-Sec. 6.40

Paid  
6/26/09  
60.00  
Cash *OK*

Solicitor's Name: Varberg Peter Paul  
Last First Middle

Date of Birth: 11/27/1990

Driver's License Number: E 2017531 State of Issue: California

Address: (Street, City, State, Zip) 73646 Redwingsburg Rd. Jackson, MN  
56143

Name of Business or Organization: Southwestern

Address of Business or Organization: 2451 Atrium Way Marshville,  
TN 37230 Phone # (615) 301-2794

Purpose of SOLICITATION: Help with families education

If door to door solicitation indicate area to be solicited:  Residential District  
 Commercial District

If Transient merchant - state location from which merchandise will be sold Windom, MN  
Minnesota

If Telephone solicitation - state location from which calls will be made \_\_\_\_\_

Initial Investigation Fee - \$20.00  
Annual License Fee - \$40.00

6-24-09  
Date

*Peter Varberg*  
Applicant's Signature

I have on \_\_\_\_\_, 19\_\_\_\_ collected from applicant \$ \_\_\_\_\_ as prescribed in Section 6.40 of the City Code.

\_\_\_\_\_  
City Clerk

Referred to the Police Chief on \_\_\_\_\_  
Recommendation: Approved  Disapproved \_\_\_\_\_ If disapproved, give reason: \_\_\_\_\_

6-26-09  
Date

*Jeffery A. Skirby*  
Police Chief

Approved by the City Council on \_\_\_\_\_, 19\_\_\_\_

LG220 Application for Exempt Permit Fee is \$50 for each event

An exempt permit may be issued to a nonprofit organization that:
- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

For Board Use Only

Check # \$

ORGANIZATION INFORMATION

Organization name: WINDOM YOUTH Hockey ASSOC
Previous gambling permit number: 08998-004

Type of nonprofit organization. Check one.
[ ] Fraternal [ ] Religious [ ] Veterans [X] Other nonprofit organization

Mailing address: P.O. Box 41
City: WINDOM State: MN Zip Code: 56101 County: Cottonwood

Name of chief executive officer (CEO): JOEL HIGLEY
Daytime phone number: 507-831-3131
Email address: joel.higley@higleyford.com

Attach a copy of ONE of the following for proof of nonprofit status. Check one.

Do not attach a sales tax exempt status or federal ID employer numbers as they are not proof of nonprofit status.
[ ] Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.
Don't have a copy? This certificate must be obtained each year from: Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155 Phone: 651-296-2803

[ ] IRS income tax exemption [501(c)] letter in your organization's name.
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

[ ] IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
b. the charter or letter from your parent organization recognizing your organization as a subordinate.

[X] IRS - proof previously submitted to Gambling Control Board
If you previously submitted proof of nonprofit status from the IRS, no attachment is required.

GAMBLING PREMISES INFORMATION

Name of premises where gambling activity will be conducted (for raffles, list the site where the drawing will take place)
PHAT PLEASANT PUB

Address (do not use PO box): 2370 HWY 60 E
City: WINDOM State: MN Zip Code: 56101 County: Cottonwood

Date(s) of activity (for raffles, indicate the date of the drawing)
to AUG 29th 2009

Check the box or boxes that indicate the type of gambling activity your organization will conduct:

[ ] Bingo\* [X] Raffles [ ] Paddlewheels\* [ ] Pull-Tabs\* [ ] Tipboards\*

\* Gambling equipment for pull-tabs, bingo paper, tipboards, and paddlewheels must be obtained from a distributor licensed by the Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

Also complete Page 2 of this form.

Fill-in & Print Form

Reset Form

To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4076.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

**If the gambling premises is within city limits,**  
a city official must check (X) the action that the city is taking on this application and sign the application.

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print city name \_\_\_\_\_  
On behalf of the city, I acknowledge this application.

Signature of city official receiving application  
\_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**If the gambling premises is located in a township,** a county official must check (X) the action that the county is taking on this application and sign the application.  
**A township official is not required to sign the application (unless required by the county).**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print county name \_\_\_\_\_  
On behalf of the county, I acknowledge this application.  
Signature of county official receiving application  
\_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**(Optional) TOWNSHIP:** On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within township limits. [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.166]]

Print township name \_\_\_\_\_

Signature of township official acknowledging application  
\_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

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

Chief executive officer's signature \_\_\_\_\_ Date \_\_\_\_\_

**Complete a separate application** for each gambling activity:

- one day of gambling activity,
- two or more consecutive days of gambling activity,
- each day a raffle drawing is held

**Send application with:** a copy of your proof of nonprofit status, and \$50 application fee for each event. Make check payable to "State of Minnesota."

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

**Financial report and recordkeeping required**

A financial report form and instructions will be sent with your permit. Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-639-4076.

Fill-in & Print Form

Reset Form

**Data privacy.** This form will be made available in alternative format (i.e. large print, Braille) upon request. The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your qualifications to be involved in lawful gambling activities in Minnesota. You have the right to refuse to supply the information requested; however, if you refuse to supply this information, the Board may not be able to determine your qualifications and, as a consequence, may refuse to issue you a permit. If you supply the information requested,

the Board will be able to process your application. Your name and your organization's name and address will be public information when received by the Board. All the other information you provide will be private data until the Board issues your permit. When the Board issues your permit, all of the information provided to the Board will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your name and your organization's name and address which will remain public. Private data are available to: Board members,

Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Finance, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies that are specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this Notice was given; and anyone with your consent.

LG220 Application for Exempt Permit Fee is \$50 for each event

An exempt permit may be issued to a nonprofit organization that:
- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

For Board Use Only

Check # \_\_\_\_\_ \$ \_\_\_\_\_

ORGANIZATION INFORMATION

Organization name: WINDOM YOUTH Hockey ASSOC
Previous gambling permit number: 00998-004

Type of nonprofit organization. Check one.
[ ] Fraternal [ ] Religious [ ] Veterans [X] Other nonprofit organization

Mailing address: P.O. BOX 41
City: WINDOM State: MN Zip Code: 56101 County: Cottonwood

Name of chief executive officer (CEO): JOEL HIGLEY
Daytime phone number: 507-831-3131
Email address: joel.higley@higleyford.com

Attach a copy of ONE of the following for proof of nonprofit status. Check one.

- Do not attach a sales tax exempt status or federal ID employer numbers as they are not proof of nonprofit status.
[ ] Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.
[ ] IRS income tax exemption [501(c)] letter in your organization's name.
[ ] IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
[X] IRS - proof previously submitted to Gambling Control Board

GAMBLING PREMISES INFORMATION

Name of premises where gambling activity will be conducted (for raffles, list the site where the drawing will take place)
CITY OF WINDOM ARENA

Address (do not use PO box): COTTONWOOD COUNTY FAIRGROUNDS
City: WINDOM State: MN Zip Code: 56101 County: COTTONWOOD

Date(s) of activity (for raffles, indicate the date of the drawing)
to FEB 11TH 2010

Check the box or boxes that indicate the type of gambling activity your organization will conduct:
[ ] Bingo\* [X] Raffles [ ] Paddlewheels\* [ ] Pull-Tabs\* [ ] Tipboards\*

\* Gambling equipment for pull-tabs, bingo paper, tipboards, and paddlewheels must be obtained from a distributor licensed by the Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

Also complete Page 2 of this form.

Fill-in & Print Form

To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4076.

Reset Form

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

If the gambling premises is within city limits, a city official must check (X) the action that the city is taking on this application and sign the application.

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print city name \_\_\_\_\_  
On behalf of the city, I acknowledge this application.

Signature of city official receiving application  
\_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

If the gambling premises is located in a township, a county official must check (X) the action that the county is taking on this application and sign the application. A township official is not required to sign the application (unless required by the county).

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print county name \_\_\_\_\_  
On behalf of the county, I acknowledge this application.  
Signature of county official receiving application  
\_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**(Optional) TOWNSHIP:** On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within township limits. [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.166]]

Print township name \_\_\_\_\_

Signature of township official acknowledging application  
\_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

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

Chief executive officer's signature John H. Hales Date \_\_\_\_\_

**Complete a separate application** for each gambling activity:

- one day of gambling activity,
- two or more consecutive days of gambling activity,
- each day a raffle drawing is held

**Send application with:** a copy of your proof of nonprofit status, and \$50 application fee for each event. Make check payable to "State of Minnesota."

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

**Financial report and recordkeeping required**

A financial report form and instructions will be sent with your permit. Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-639-4076.

Fill-in & Print Form

Reset Form

**Data privacy.** This form will be made available in alternative format (i.e. large print, Braille) upon request. The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your qualifications to be involved in lawful gambling activities in Minnesota. You have the right to refuse to supply the information requested; however, if you refuse to supply this information, the Board may not be able to determine your qualifications and, as a consequence, may refuse to issue you a permit. If you supply the information requested,

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Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Finance, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies that are specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this Notice was given; and anyone with your consent.

Council,

I would like to be able to hold a couple events per Month in the fenced in area behind the bar and do outdoor dances. I am very far from the residential areas and the sound would be facing out of town which also would reduce any noise issues homeowners might have. It is impossible to know what days it could rain and would just be nice to utilize the area and give customers something they want. I have heard numerous comments from patrons who really enjoyed being here on the Riverfest Celebration Event. Obviously we could only do it if the weather is nice and it would be nice to do an event in September or even October if the weather would cooperate. Again I do not want to do this every weekend but rather have the option to plan a day but change it to the next week or Saturday instead of Friday maybe. There is a lot of extra work involved in trying to put an outdoor event together but it is nice to bring people to town and keep some here instead of them going to Okoboji or Mankato.

The bar business is much tougher than it was just a few years ago with .08 , smoking ban , economy and of course demographics as it relates to the age and number of patrons that go out to dances. There are only 11,283 persons in the Cottonwood County U. S. Census in 2006 with a drop of 7.3 percent in a 10 year period. Total alcohol sales have remained but with a huge shift to off-sale as opposed to on-sale purchases and of course I do not have that option. I have not heard of anyone who said the music was loud or for that matter only a few could even here anything when they tried to listen on Riverfest Saturday.

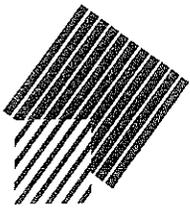
Also I would like to make the fenced in area available for smokers and others on a daily basis if I could put gates across the alley the City does not maintain so they would have a ( smoking patio ) to consume alcohol outside like at the Eagles and hopefully in the future a volleyball court and horseshoe pit to give patrons something to come here for.

Sincerely, Clark E. Lingbeck

 6-30-09







SOUTHWEST INITIATIVE  
FOUNDATION  
*A Rural Minnesota Community Foundation*

15 3rd Avenue NW • Hutchinson, MN 55350  
1-800-594-9480 • 320-587-4848 • Fax 320-587-3838  
info@swifoundation.org • www.swifoundation.org

June 15, 2009

Mayor Kirby Kruse  
City of Windom  
444 9th St  
PO Box 38  
Windom, MN 56101

Dear Mayor Kruse and Council Members

The past year has been a challenging one – for residents of southwest Minnesota, for local government entities and for the Southwest Initiative Foundation (SWIF). But for more than 20 years, SWIF has served the 18-county region with programs, initiatives, leadership, coalition building and philanthropic opportunities. That hasn't changed over the last year, and it won't change next year either. The need for our work has only increased during this tough economic time, and we have risen to the challenge despite a decrease in resources and capacity.

We are writing now to request the City of Windom's support during your 2010 budget year in the amount of \$2500.00.

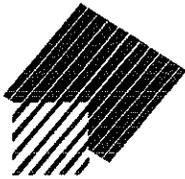
We've enclosed a fact sheet that details the \$2,268,821.00 invested in your county directly through our grant and loan programs, as well as outlines the SWIF connections within your area through various programs and initiatives like the Early Childhood Initiative, Community and Designated Funds Program and our ongoing work to advance renewable energy.

We need your continued support. An investment in 2010 will still receive a dollar-for-dollar match from The McKnight Foundation. Our request amount hasn't changed since the year 2000, and it's based on a per capita formula and proportional to the dollars and SWIF activity in your area. Thank you for your consideration.

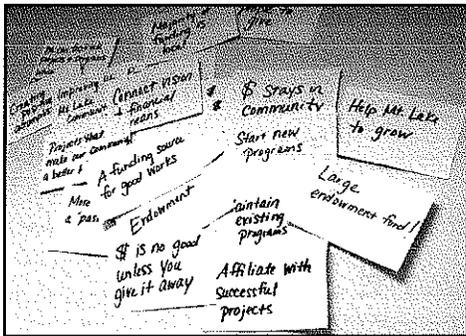
Sincerely,

Sherry E. Ristau  
President/CEO

Enclosures  
cc: Steve Nasby



*SWIF provides opportunities to equip all southwest Minnesota adults with knowledge and tools to help our youngest citizens learn, love and thrive.*



*Mountain Lake Area Foundation's vision and mission statement guide their fundraising and grantmaking efforts.*



*V.J. Smith inspired southwest Minnesota to show gratitude, build relationships and make a difference in the lives of others.*

## Cottonwood County

*Continued from reverse.*

### Regional projects and events

- "Getting School Ready" guides provided at no charge to all school districts upon request
- "Family Survival Webinar" series offered at no charge for parents and caregivers covering Financial Survival During Today's Economy; Healthy Meal Planning and Shopping for Families on a Budget; and Parenting Tools for Tough Times
- "Leading By Example" leadership conference attended by more than 250 regional business, community and organizational leaders
- "What Matters Most" celebrated by more than 250 southwest Minnesotans at the 2009 banquet, which featured regional entrepreneurs, musicians, artists and keynote speaker V.J. Smith

# RESOLUTION #2009-

**INTRODUCED:**

**SECONDED:**

**VOTED: Aye:**

**Nay:**

**Absent:**

## **AUTHORIZATION TO AMEND MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR THE MUNICIPAL AIRPORT**

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**WHEREAS**, the City of Windom has received a grant offer from the Administrator of the Federal Aviation Administration, through the State of Minnesota Department of Transportation, Office of Aeronautics, for airport taxiway reconstruction, crack sealing, seal coating and REILS runway lighting; and

**WHEREAS**, the original anticipated grant amount did not include funding for REILS runway lighting; and

**WHEREAS**, the grant offer has been amended from the original amount of \$361,006.00 to \$398,124.00 to provide funding for REILS runway lighting; and

**WHEREAS**, the City of Windom will receive from the Federal Aviation Administration, through the State of Minnesota Department of Transportation, Office of Aeronautics, ninety-five percent (95%) of the allowable costs incurred for the project not to exceed \$398,124.00; and

**WHEREAS**, the Grant Offer is contingent upon all applicable Federal requirements being met.

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

1. That the City Council approves the amended grant offer amount from the Federal Aviation Administration and the State of Minnesota Department of Transportation and agrees to the terms and conditions required to accept the grant.
2. That the Mayor and City Administrator are authorized to execute the grant agreement, any amendments, and required documents on behalf of the City of Windom.

Adopted by the Council this 7th day of July, 2009.

\_\_\_\_\_  
Kirby G. Kruse, Mayor

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

### **CERTIFICATION**

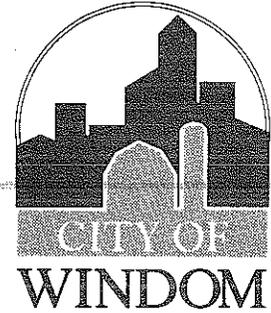
STATE OF MINNESOTA }  
COUNTY OF COTTONWOOD }

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the Windom City Council at an authorized meeting held on the 7th day of July, 2009, as shown by the records in my possession.

\_\_\_\_\_  
Steve Nasby, City Administrator

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



# Memorandum

**To:** City Council  
**From:** Steve Nasby  
**Date:** 7/1/2009  
**Re:** Ambulance ID Theft Prevention Policy

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As directed by the City Council the Ambulance Identification and Theft Prevention Administrative Policy and Program have been reviewed by the City Attorney.

The City Attorney suggested minor revisions to the policy. The revisions have been completed and the policy is attached for City Council consideration.



**Windom Ambulance Service**  
**ADMINISTRATIVE POLICY**  
**FOR**  
**IDENTITY THEFT REPORTING & RESPONSE**

**I. PURPOSE**

- 1.1 Windom Ambulance Service must comply with identity theft prevention guidelines under the Red Flags and Address Discrepancy Rules in 16 CFR Part 681. This policy addresses how Windom Ambulance Service will respond to reports of Medical Identity Theft.
- 1.2 The Privacy Rule (45 CFR Part 160 and Subparts A and E of Part 164) was published on December 28, 2000 and provides comprehensive Federal protection for the privacy of health information. This policy enables Windom Ambulance Service to mitigate any harmful effects of an improper use of protected health information as required by S164.528

**II. DEFINITION**

- 2.1 Medical Identity Theft is the unlawful use of another person's personal identifying information to obtain medical goods, medical services or to make false claims for medical services.

**III. POLICY**

- 3.1 Suspected incidents of medical identity theft shall be investigated by the Privacy Officer or designee. If investigation reveals that medical identity theft has occurred, the Privacy Officer shall take action necessary to delete or amend the victim's billing and/or medical history to correct inaccurate information or unauthorized charges.

**IV. PROCEDURE**

- 4.1 Suspected incidents of medical identity theft shall be reported to the Privacy Officer.
  - 4.1.1 Windom Ambulance Service members who discover a suspected incident of medical identity theft shall consult with the Ambulance Director supervisor first if possible and complete and Identity Theft Report Form to be forwarded to the Privacy Officer.
  - 4.1.2 If a non-Windom Ambulance Service employee contacts any employee to report medical identity theft, the reporting party shall be provided an Identity Theft Report Form and directed to contact the Privacy Officer.
- 4.2 Upon receipt of an Identity Theft Report Form or other written documentation alerting of medical identity theft the Privacy Officer shall investigate to determine if medical identity theft has occurred. The Privacy Officer shall notify the individual whose identity has allegedly been used of the investigation if appropriate.
- 4.3 Should circumstances warrant immediate action, the Privacy Officer shall direct a registration staff member to place a temporary Identity Theft FYI alert on the appropriate electronic medical record(s).
  - 4.3.1 Temporary Identity Theft FYI alerts should be used when initial investigation reveals the medical identity theft victim has used Windom Ambulance services.
  - 4.3.2 Temporary Identity Theft FYI alerts are appropriate when the medical identity theft victim has medical condition(s) or history of treatment that would pose a health risk to another individual presenting for care.
  - 4.3.3 An Identity Theft FYI alert shall indicate the following information upon registration at Windom Ambulance Service:

**WARNING! PATIENT AT RISK FOR ID THEFT. PHOTO ID REQUIRED.**

4.3.4 Should a temporary Identity Theft FYI alert be placed on a patient record, the Privacy Officer shall notify the patient that photo identification shall be required for all future services.

4.4 A medical identity theft victim is encouraged to report the theft to law enforcement as part of the Windom Ambulance Service investigation. The Privacy Officer will notify the medical identity theft victim that a copy of a police report or similar law enforcement documentation must be received by the Privacy Officer within sixty (60) days to complete the investigation.

4.5 Upon receipt of a police report or similar law enforcement documentation the Privacy Officer shall complete the medical identity theft investigation.

4.6 The Privacy Officer shall notify the medical identity theft victim of the determination whether medical identity theft has occurred. If medical identity theft has occurred, the Privacy Officer shall take appropriate action to correct Windom Ambulance Service records.

4.6.1 The Privacy Officer shall direct data processing and the billing department to remove incorrect charges and billing history from the medical identity theft victim's account. Third party payers shall be reimbursed for improperly received payments when required.

4.6.2 The Privacy Officer shall direct the appropriate health information management staff to amend the theft victim's medical record as necessary to reflect the theft victim's accurate medical history.

4.6.3 A permanent Identity Theft FYI alert will be placed on a medical identity theft victim's electronic medical record and the theft victim shall be notified of the need for photo identification upon registration for medical treatment. A permanent Identity Theft FYI may be removed upon request of the patient and approval by the Privacy Officer. Temporary Identity Theft FYI alerts shall be removed if the investigation determines medical identity theft has not occurred.

5. REFERENCES: 16 CFR Part 681, 45CFR 164.528

EFFECTIVE: 8/1/09

REVISED:

REVIEWED: 7/7/09 by City Council

SIGNED: \_\_\_\_\_  
James Skarphol, Ambulance Director

DATE: \_\_\_\_\_

# IDENTITY THEFT REPORT FORM

This form should be completed by an identity theft victim or Windom Ambulance Service personnel when the identity of a patient has been stolen or is questioned.

Patient information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

SS#: \_\_\_\_\_ DOB: \_\_\_\_\_

Description of incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHECK ALL THAT APPLY**

- I / Patient did not authorize anyone to use my name or personal information to seek medical with the Windom Ambulance Service.
- I / Patient did not receive any medical care at Windom Ambulance Service for the services as specified above.
- My / Patient identification documents (insurance card, driver's license, social security card, etc.) were \_\_\_\_\_ **stolen** \_\_\_\_\_ **lost** on or about: \_\_\_\_\_.
- To the best of my knowledge and belief, the following person used my information or identification to obtain services with the Windom Ambulance Service:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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

Signed: \_\_\_\_\_

**IDENTITY THEFT REPORT FORM**

**TO BE COMPLETED BY WINDOM AMBULANCE SERVICE:**

Based on investigation, the correct patient is:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

SS#: \_\_\_\_\_ DOB: \_\_\_\_\_

MRN: \_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

Form completed by: \_\_\_\_\_

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

Title: \_\_\_\_\_

Department: \_\_\_\_\_

**Windom Ambulance Service  
ADMINISTRATIVE POLICY  
FOR  
IDENTITY THEFT PREVENTION (ITP) PROGRAM**

**I. PURPOSE**

- 1.1 To compel financial institutions and creditors to address the risks of identity theft and develop a mitigation plan, the Federal Trade Commission and other bank regulatory agencies issued joint regulations under the Fair and Accurate Credit Transactions Act of 2003 (FACT Act), which amended the Fair Credit Reporting Act. The Red Flags Rule in the FACT Act requires financial institutions and creditors to develop and implement written identity theft prevention programs to detect, prevent, and mitigate identity theft.
- 1.2 These regulations apply to financial institutions and creditors, which includes health care providers. In addition, health care system patient accounts also fall within the broad scope of the “covered accounts” definition.

**II. GOVERNING LEGAL AUTHORITIES**

- 2.1 The following list of authorities is applicable to the ITP Program. This list is not intended to be exhaustive. Additional guidance is frequently posted or disseminated by the federal government or other authorities and should be considered as additional guidance under this Policy.
  - 2.1.1 Fair and Accurate Credit Transactions Act of 2003 (“FACT Act”), Pub. L. 108-159, and implementing regulations at 16 C.F.R. Part 681.
  - 2.1.2 Fair Credit Reporting Act of 1970 (“FCRA”), Sections 615(e) and 605(h).
  - 2.1.3 Interagency Guidelines on Identity Theft Detection, Prevention, and Mitigation (“Guidelines”), Appendix A to 16 C.F.R. Part 681.

**III. ORGANIZATIONAL POLICY**

- 3.1 It is the policy of Windom Ambulance Service (“Provider”) to detect, prevent and mitigate identity theft to the extent reasonable and practicable. This document serves as Windom Ambulance Service’s ITP Program and incorporates the procedures identified by Windom Ambulance Service as being necessary to attempt to identify and detect relevant Red Flags and respond appropriately to any Red Flags that are detected as necessary to prevent and mitigate identity theft.
  - 3.1.1 Additional procedures may be developed from time to time based on a periodic review of the ITP Program.
  - 3.1.2 The ITP Program incorporates appropriate guidelines applicable to Windom Ambulance Service and is designed to correspond to the level of risk to Windom Ambulance Service to be flexible to fit the unique circumstances of Windom Ambulance Service.

**IV. DEFINITION**

- 4.1 **Account:** A continuing relationship established by a person with Windom Ambulance Service to obtain services for personal, family, household or business purposes.
- 4.2 **Covered Account:**
  - 4.2.1 An account that Windom Ambulance Service offers or maintains, primarily for personal, family, or household purposes, that involves or is designed to permit multiple payments or transactions; and
  - 4.2.2 Any other account that Windom Ambulance Service offers or maintains for which there is a reasonably foreseeable risk to individuals or to the safety and soundness of Windom Ambulance Service from identity theft, including financial, operational, compliance, reputation, or litigation risks.

- 4.3 **Identity Theft:** A fraud committed or attempted using the identifying information of another person without authority.
- 4.4 **Identifying Information:** Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including any:
- 4.4.1 name, social security number, date of birth, official state or government issued driver's license or identification number, alien registration number, government passport number or employer or taxpayer identification number;
  - 4.4.2 unique biometric data, such as fingerprint, voice print, retina or iris image, or other unique physical representation;
  - 4.4.3 unique electronic identification number, address, or routing code; or
  - 4.4.4 telecommunication identifying information or access device (as those terms are defined in 18 U.S.C. 1029{e}).
- 4.5 **Red Flag:** A pattern, practice, or specific activity that indicates the possible existence of identity theft.
- 4.6 **Service Provider:** A person who provides a service directly to the Windom Ambulance Service with access to covered accounts or Protected Health Information (PHI).

## V. INTEGRATION WITH EXISTING POLICIES

- 5.1 The Privacy Officer is responsible to integrate the procedures necessary for this ITP Program with Windom Ambulance Service's existing policies, procedures, and other arrangements.
- 5.1.1 Windom Ambulance Service has adopted Sanford Health's Corporate Compliance policies except when a facility specific policy has been developed.
- 5.2 HIPAA privacy and security compliance activities are fundamental to protecting patients from identity theft.
- 5.3 Windom Ambulance Service will utilize information developed in connection with privacy and security compliance efforts to address potential risks for identity theft due to unauthorized access to existing patient records and accounts.
- 5.4 Sanford Health's organization-wide Corporate Compliance Program, including policies and plans to detect and prevent fraud and abuse, also enhances Sanford Health's and Windom Ambulance Service's ability to detect and prevent identity theft.
- 5.4.1 This ITP Program shall also be read in conjunction with other Windom Ambulance Service policies relating to the identification of patients seeking services from the Windom Ambulance Service.

## VI. ITP PROGRAM ASSIGNMENT OF RESPONSIBILITIES

- 6.1 Windom Ambulance Service designates the Privacy Officer with responsibility for Windom Ambulance Service's ITP Program.
- 6.1.1 In the Privacy Officer's absence, the Ambulance Director will assume these responsibilities. Suspected incidents of medical identity theft shall be reported to the Privacy Officer.
- 6.2 The duties of the Privacy Officer include:
- 6.2.1 Implementing the elements of this ITP Program and monitoring Windom Ambulance Service's ITP compliance.
  - 6.2.2 Monitoring an investigation of any potential incidents of identity theft at Windom Ambulance Service.
  - 6.2.3 Periodically reviewing Windom Ambulance Service's ITP Program to address new risks or changed circumstances.
  - 6.2.4 Overseeing communication with and training of employees.

- 6.2.5 Ensuring the proper ITP records are kept and annual compliance reports are completed.
- 6.2.6 Ensuring that necessary ITP Program updates are adopted and implemented.

**VII. IDENTIFYING RELEVANT RED FLAGS**

- 7.1 The Privacy Officer shall annually, or more often as needed, identify Red Flags that may be applicable to Windom Ambulance Service. Red Flags are defined as patterns, practices, or specific activities that indicate the possible existence of identity theft.
- 7.2 In developing the list of Red Flags, the Privacy Officer is to consider:
  - 7.2.1 The types of accounts Windom Ambulance Service offers or maintains.
  - 7.2.2 The methods Windom Ambulance Service provides to open its accounts.
  - 7.2.3 The methods Windom Ambulance Service provides for patients to access its accounts.
  - 7.2.4 Windom Ambulance Service’s previous experiences with identity theft.
- 7.2 The periodic evaluation conducted by the Privacy Officer shall identify relevant Red Flags from each of the following categories, as appropriate:
  - 7.2.1 The presentation of suspicious documents.
  - 7.2.2 The presentation of suspicious personal identifying information, such as a suspicious address change.
  - 7.2.3 The unusual use of, or other suspicious activity related to an account.
  - 7.2.4 Notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with accounts held by Windom Ambulance Service.
  - 7.2.5 Incidents of identity theft that Windom Ambulance Service has experienced.
  - 7.2.6 Methods of identity theft that Windom Ambulance Service has identified that reflect changes in identity theft risks.
  - 7.2.7 Applicable supervisory guidance.

**VIII. RED FLAGS IDENTIFIED BY WINDOM AMBULANCE SERVICE**

- 8.1 Windom Ambulance Service has determined that the following Red Flags may signal identity theft.
  - 8.1.1 *Suspicious documents presented by an individual wanting to access services under an existing or new account of Windom Ambulance Service.*
    - 8.1.1.1 Documents provided for identification appear to have been altered or forged.
    - 8.1.1.2 The photograph or physical description on the identification is not consistent with the appearance of the person presenting the identification.
    - 8.1.1.3 Other information on the identification documents is not consistent with information provided by the patient at the time of admission/registration.
    - 8.1.1.4 Other information on the identification documents is not consistent with readily-accessible information that is on file with Windom Ambulance Service.
    - 8.1.1.5 A person provides an insurance number but never produces an insurance card or other physical proof of insurance.
  - 8.1.2 *Suspicious personal identifying information presented by an individual wanting to access services under an existing or new account of Windom Ambulance Service.*
    - 8.1.2.1 Personal identifying information provided by the person is not consistent with other personal identifying information provided by the person.
    - 8.1.2.2 The name or other identification provided by the person is known by Windom Ambulance Service to be the same as another person.
    - 8.1.2.3 Personal identifying information provided is not consistent with personal identifying information that is on file with Windom Ambulance Service.

- 8.1.3 *Notice from patients, other victims of identity theft, law enforcement authorities, insurance companies or other persons regarding possible identity theft in connection with accounts of Windom Ambulance Service.*
  - 8.1.3.1 Windom Ambulance Service is notified by a patient, a victim of identity theft, a law enforcement authority, or any other person that there has been identity theft involving a patient's account.
  - 8.1.3.2 A complaint or question is received from a patient based on the patient's receipt of
    - 8.1.3.2.1 A bill for another person;
    - 8.1.3.2.2 A bill for service that the patient denies receiving;
    - 8.1.3.2.3 A bill from a health care provider that the patient denies visiting.
    - 8.1.3.2.4 An Explanation of Benefits or other notice for health services never received.
  - 8.1.3.3 A complaint of question from a patient about the receipt of a collection notice from a bill collector.
  - 8.1.3.4 A patient or insurance company report that coverage for legitimate Windom Ambulance Service stays are being denied because insurance benefits have been depleted, or that a lifetime cap has been reached.
  - 8.1.3.5 A notice or inquiry from an insurance fraud investigator for a private insurance company or a law enforcement agency.
- 8.1.4 *Patient denies information contained in medical record.*
  - 8.1.4.1 A Practitioner's review of medical history with the patient that reveals information in the record inconsistent with the patient that reveals information in the record inconsistent with the patient's stated history that may reflect that someone other than the patient has been treated under his or her identity.
- 8.1.5 *Suspicious financial account activity.*
  - 8.1.5.1 A large payment is received for which there is no corresponding covered account.
  - 8.1.5.2 The amount of a payment on a covered account differs significantly from recent healthcare billing.

## **IX. DETECTING RED FLAGS**

- 9.1 Windom Ambulance Service will endeavor to detect Red Flags in connection with establishing or maintaining patient accounts by verifying the identity of any person seeking services or information, to the extent reasonable and practicable.
  - 9.1.1 Patient Identification – Appropriate identification of patients is essential, not only for the protection of patients from identity theft, but also to support the continuum of care for subsequent encounters with the same patient.
    - 9.1.1.1 Windom Ambulance Service will follow reasonable procedures outlined below to verify, to the extent reasonable and practicable, that health care services are provided to the individual names in the identification documents.
  - 9.1.2 All patients are to be provided health care services without discrimination based on race, creed or national origin.
    - 9.1.2.1 Windom Ambulance Service personnel must not process or question patients differently based strictly on race, creed or national origin.
    - 9.1.2.2 Windom Ambulance Service will obtain, at a minimum, at least two identifiers from the following information from patients. Windom Ambulance Service will not delay a medical screening examination or the provision of emergency services in order to obtain the information.
      - 9.1.2.2.1 Full legal name
      - 9.1.2.2.2 Date of birth

- 9.1.2.2.3 A residential street address, or, if no such address is available, a United State Mail Postal Service (USPS), an Army Post Office (APO) or Fleet Post Office (FPO) box number.
- 9.1.2.2.4 Identification number, which shall be:
  - 9.1.2.2.4.1 for U.S. persons, driver's license or other photo ID;
  - 9.1.2.2.4.2 for non-U.S. persons, one or more of the following: a taxpayer identification number; passport number and country of issuance; alien identification card number; or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.
- 9.1.2.2.5 If paying through insurance, a copy of the insurance card.
- 9.1.3 During registration/intake for existing patient accounts, the patient shall be asked to provide verifying personal identifying information from the record on file with Windom Ambulance Service, such as address and employer.
  - 9.1.3.1 Questions such as "are you still at XYZ address" or "has any of your information changed since your last visit" should not be used.
  - 9.1.3.2 The patient must furnish sufficient personal identifying information for the registration staff to verify the information in the record.
- 9.1.4 If receipt of the above information triggers any Red Flags described in this Policy, personnel should try to obtain additional identification, which may include photo identification, from the patient to verify whether the patient presents a potential risk of identity theft.

**X. REQUESTS FOR ACCESS TO PROTECTED HEALTH INFORMATION**

- 10.1 Windom Ambulance Service staff will monitor requests for Protected Health Information, including all information maintained in accounts, for potential risks of identity theft.
    - 10.1.1 Information should not be provided to individuals over the telephone or in person unless the person is known to Windom Ambulance Service staff or staff can reasonably verify the person's identity through use of trigger questions from the patient's record.
    - 10.1.2 The individual will be required to provide the information and staff will verify its accuracy from the records.
- Reference Policy: -WAH P-569 Verification of Identity and Authority to Access PHI.

**XI. INCONSISTENT MEDICAL HISTORY REVIEW**

- 11.1 Accurate historic patient health information is important to support the continuum of care for subsequent encounters with the same patient.
  - 11.1.1 Whenever a patient denies a particular health history contained in the medical record in connection with a provider's medical history review with the patient, and the provider does not have independent reason to challenge the patient's denial, the provider should notify the Privacy Officer for further investigation of possible identity theft.

**XII. RESPONDING TO RED FLAGS AND MITIGATION**

- 12.1 When Windom Ambulance Service staff detects a Red Flag, Windom Ambulance Service will investigate further under the direction of the Privacy Officer.
  - 12.1.1 While Windom Ambulance Service strives to verify the identity of the patient before providing services for continuum of care and proper medical record administration, it may not be reasonable for staff to detect or respond to a Red Flag until after services are rendered in many cases.

- 12.2 Any member who detects a Red Flag as described in the Policy, or has other reasonable cause to suspect identity theft involving an account maintained by Windom Ambulance Service, shall report such information to their supervisor or Privacy Officer.
- 12.2.1 The supervisor shall provide initial review and investigation to determine whether suspected identity theft should be reported to the Privacy Officer.
  - 12.2.2 The Privacy Officer will investigate the matter, with the assistance of the supervisor, as appropriate, to the nature of the Red Flags detected.
- 12.3 The investigation and mitigation may include the following, as appropriate to the nature of the Red Flags detected:
- 12.3.1 Notifying Patient Accounts Manager to suspend billing on any account for such patient during the investigation.
  - 12.3.2 Contacting the person identified in the identifying documents for verification.
  - 12.3.3 For injuries or other services that patients represent are work-related and covered under worker's compensation insurance, contacting the employer to verify employment.
  - 12.3.4 When legally permitted, contacting other area providers, including pharmacies, if identity theft is suspected in connection with obtaining narcotics.
  - 12.3.5 Notifying the individual whose identity has been used.
  - 12.3.6 Correcting patient medical records.
  - 12.3.7 Repaying any amounts improperly received from payers, including Medicare, Medicaid or other third party payers.
  - 12.3.8 When legally permitted, notifying law enforcement.
  - 12.3.9 Determining that no response is warranted under the particular circumstances.
  - 12.3.10 Other responses as appropriate to the Red Flags detected.
- 12.4 Any response to a particular Red Flag will take into consideration aggravating factors that may heighten the risk of identity theft, such as a data security incident that results in unauthorized access to a patient's account records held by Windom Ambulance Service or a third party, or notice that a customer has provided information related to an account held by Windom Ambulance Service to someone fraudulently claiming to represent Windom Ambulance Service or to a fraudulent website.

### **XIII. SERVICE PROVIDERS**

- 13.1 Windom Ambulance Service will require each of its Service Providers to certify to Windom Ambulance Service that it will follow Windom Ambulance Service's Identity Theft Prevention Compliance Policy or that it has adopted policies and procedures reasonably designed, as appropriate to the services it provides, to detect, prevent and mitigate identity theft that may arise in the performance of the Service Provider's activities.
- 13.2 The Service Provider must agree to report to Windom Ambulance Service all cases of verified identity theft that involve Windom Ambulance Service.

### **XIV. ITP RECORDKEEPING**

- 14.1 Windom Ambulance Service has established the following procedures for maintaining records and reporting on activity within the ITP Program.
- 14.1.1 **RESPONSIBILITY FOR ITP RECORDS AND REPORTS** – Windom Ambulance Service's Privacy Officer or designee is responsible to ensure that ITP reports and records are maintained properly.
  - 14.1.2 **ANNUAL REPORTING REQUIREMENT** – As part of the ITP Program, the Privacy Officer shall prepare an annual report addressing material matters related to the Program and evaluating issues such as:
    - 14.1.2.1 the effectiveness of the policies and procedures of Windom Ambulance Service in addressing the risk of identity theft;

- 14.1.2.2 service provider arrangements
- 14.1.2.3 significant incidents involving identity theft and Windom Ambulance Service's response;
- 14.1.2.4 and recommendations for material changes to the Program.

14.2 The annual report shall be presented to the City of Windom.

**XV. TRAINING PROGRAMS**

15.1 Windom Ambulance Service shall provide ongoing employee training under the leadership of the Privacy Officer and senior management.

15.1.1 The training will occur initially following hire and on a periodic basis thereafter, as determined to be necessary by the Privacy Officer, and as relevant to each employee's responsibilities with Windom Ambulance Service.

15.1.2 The training will reflect Windom Ambulance Service's size, patient population, and relevant risk for identity theft.

**XVI. UPDATING THE ITP PROGRAM**

16.1 The Privacy Officer shall periodically recommend any changes that may be required to update the Program (including the Red Flags determined to be relevant), to reflect changes in risks to patients or to the safety and soundness of Windom Ambulance Service from identity theft, based on factors such as:

16.1.1 Windom Ambulance Service experiences with identity theft.

16.1.2 Changes in methods of identity theft.

16.1.3 Changes in methods to detect, prevent, and mitigate identity theft.

16.1.4 Changes in the types of accounts that Windom Ambulance Service offers or maintains.

16.1.5 Changes in the business arrangements of Windom Ambulance Service, including mergers, acquisitions, alliances, joint ventures, and service provider arrangements.

16.2 The Privacy Officer shall recommend necessary changes to update the Program (including the list of Red Flags) in the annual report.

16.2.1 Approval of changes to the program shall be obtained from the committee; however, the Privacy Officer shall have authority to implement any additional procedures prior to committee approval that he or she deems immediately necessary to prevent, detect, and mitigate a risk of identity theft to any account.

**XVII. CITY COUNCIL APPROVAL**

17.1 The City Council has approved this ITP Program as reasonably designed to achieve and monitor Windom Ambulance Service's ongoing compliance with the requirements of the FACT Act related to identity theft and the implementing regulations.

EFFECTIVE: 8/1/09

REVISED:

REVIEWED: 7/7/09 by City Council

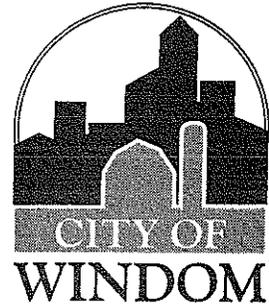
SIGNED: \_\_\_\_\_  
James Skarphol, Ambulance Director

DATE: \_\_\_\_\_

July 1, 2009

Memo: Increase in Minimum Wage

To: Windom City Council  
CC: Steve Nasby, City Administrator  
From: Al Baloun, Recreation Director



On Tuesday, June 16, I met with Steve Nasby to discuss the minimum wage increase taking place on July 24, 2009. It is necessary to adjust the wages at the Windom Swimming Pool.

At the April 1, 2008 council meeting a motion was passed to allow the City Administrator to set part time seasonal wages.

The following are the current and Proposed Lifeguarding and WSI wages:  
LIFEGUARDING

|      | <u>CURRENT</u> | <u>PROPOSED</u> |
|------|----------------|-----------------|
| LG 1 | \$6.55         | \$7.25          |
| LG 2 | \$6.80         | \$7.30          |
| LG 3 | \$7.05         | \$7.40          |
| LG 4 | \$7.30         | \$7.50          |

Please note that the gaps between the steps were reduced from 25 cents per step to 5 and 10 cents.

WSI

|       | <u>CURRENT</u> | <u>PROPOSED</u> |
|-------|----------------|-----------------|
| WSI 1 | \$7.55         | \$7.62          |
| WSI 2 | \$7.80         | \$7.87          |
| WSI 3 | \$8.05         | \$8.13          |
| WSI 4 | \$8.30         | \$8.38          |

Please note that each step would include a 1% COLA.

Head Lifeguards would also receive a 1% COLA, increasing wages from \$9.15 to \$9.25 per hour.

The Pool Manager salary for 2009 is set at \$6500 per season and would remain the same. IN 2010 the Pool Manager would receive a 1% COLA.

The above proposed wages would be effective July 24, 2009 and would cover the remaining 2009 pool season and all of the 2010 pool season.

If you have any questions on the above wage proposal feel free to contact me at [winarena@windomnet.com](mailto:winarena@windomnet.com) , Work cell (507) 822-0514 or Arena 8341-6122.



CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

| Department           | Vendor Name              | Description              | Amount    |
|----------------------|--------------------------|--------------------------|-----------|
| MAYOR & COUNCIL      | SECR REV FUND/CITY O     | EXPENSE                  | 5.00      |
| MAYOR & COUNCIL      | COOPERATIVE PURCHASI     | PURCHASING MEMBERSHIP FE | 471.59    |
|                      | Total for Department 101 |                          | 476.59*   |
| CITY OFFICE          | ELECTRIC FUND            | UTILITIES/TELECOM        | 182.16    |
| CITY OFFICE          | PITNEY BOWES             | POSTAGE METER RENTAL     | 29.84     |
| CITY OFFICE          | SECR REV FUND/CITY O     | POSTAGE/EXP/UTILITY PRE  | 18.92     |
| CITY OFFICE          | SECR REV FUND/CITY O     | POSTAGE/UT PRE-PAY REFUN | 42.82     |
|                      | Total for Department 103 |                          | 273.74*   |
| P & Z / BUILDING OFF | ELECTRIC FUND            | UTILITIES/TELECOM        | 77.01     |
| P & Z / BUILDING OFF | MIDWEST WIRELESS         | TELEPHONE                | 43.36     |
| P & Z / BUILDING OFF | PITNEY BOWES             | POSTAGE METER RENTAL     | 29.84     |
| P & Z / BUILDING OFF | SECR REV FUND/CITY O     | POSTAGE/EXP/UTILITY PRE  | 9.45      |
| P & Z / BUILDING OFF | SECR REV FUND/CITY O     | POSTAGE/UT PRE-PAY REFUN | 1.32      |
|                      | Total for Department 106 |                          | 160.98*   |
| LEGAL                | WINDOM QUICK PRINT       | SUPPLIES                 | 110.98    |
|                      | Total for Department 110 |                          | 110.98*   |
| CITY HALL            | ELECTRIC FUND            | UTILITIES/TELECOM        | 404.77    |
| CITY HALL            | MN ENERGY RESOURCES      | HEATING                  | 100.94    |
|                      | Total for Department 115 |                          | 505.71*   |
| POLICE               | COTTONWOOD COUNTY AG     | FAIR BOOTH               | 30.00     |
| POLICE               | ELECTRIC FUND            | UTILITIES/TELECOM        | 79.34     |
| POLICE               | PITNEY BOWES             | POSTAGE METER RENTAL     | 29.84     |
| POLICE               | SECR REV FUND/CITY O     | POSTAGE/EXP/UTILITY PRE  | 54.34     |
| POLICE               | FLEET SERVICES DIVIS     | LEASE CAR                | 2,645.23  |
|                      | Total for Department 120 |                          | 2,838.75* |
| FIRE DEPARTMENT      | ELECTRIC FUND            | UTILITIES/TELECOM        | 29.35     |
|                      | Total for Department 125 |                          | 29.35*    |
| STREET               | CITIZEN PUBLISHING C     | ADVERTISING              | 371.69    |
| STREET               | ELECTRIC FUND            | UTILITIES/TELECOM        | 2,470.81  |
| STREET               | ENVIROSIDE               | TESTING                  | 600.00    |
| STREET               | MIDWEST WIRELESS         | TELEPHONE                | 108.96    |
| STREET               | MN ENERGY RESOURCES      | HEATING                  | 39.78     |
| STREET               | PITNEY BOWES             | POSTAGE METER RENTAL     | 29.84     |
| STREET               | SECR REV FUND/CITY O     | POSTAGE/UT PRE-PAY REFUN | .44       |
|                      | Total for Department 140 |                          | 3,621.52* |
| PARKS                | ELECTRIC FUND            | UTILITIES/TELECOM        | 324.56    |
| PARKS                | SECR REV FUND/CITY O     | UTILITY PREPAYMENT       | .44       |
|                      | Total for Department 165 |                          | 325.00*   |
|                      | Total for Fund 01        |                          | 8,342.62* |
| LIBRARY              | ELECTRIC FUND            | UTILITIES/TELECOM        | 233.14    |
| LIBRARY              | JOAN HUNTER              | COMP REPAIR              | 73.49     |

CITY OF WINDOM  
 FM Entry - Invoice Payment - Department Report

| Department           | Vendor Name              | Description              | Amount     |
|----------------------|--------------------------|--------------------------|------------|
| LIBRARY              | INGRAM                   | BOOKS                    | 2,147.97   |
| LIBRARY              | SEBCO BOOKS              | BOOKS                    | 333.88     |
|                      | Total for Department 171 |                          | 2,788.48*  |
|                      | Total for Fund 03        |                          | 2,788.48*  |
| AIRPORT              | PITNEY BOWES             | POSTAGE METER RENTAL     | 29.84      |
| AIRPORT              | SECR REV FUND/CITY O     | UTILITY PREPAYMENT       | .44        |
|                      | Total for Department 174 |                          | 30.28*     |
|                      | Total for Fund 11        |                          | 30.28*     |
| POOL                 | ELECTRIC FUND            | UTILITIES/TELECOM        | 93.35      |
| POOL                 | WINDOM PAINTING          | MAINTENANCE              | 590.49     |
|                      | Total for Department 175 |                          | 683.84*    |
|                      | Total for Fund 12        |                          | 683.84*    |
| AMBULANCE            | JIM AXFORD               | EXPENSE                  | 37.61      |
| AMBULANCE            | ELECTRIC FUND            | UTILITIES/TELECOM        | 26.21      |
| AMBULANCE            | MIDWEST WIRELESS         | TELEPHONE                | 92.69      |
| AMBULANCE            | PITNEY BOWES             | POSTAGE METER RENTAL     | 29.84      |
| AMBULANCE            | KIM POWERS               | EXPENSE                  | 38.43      |
| AMBULANCE            | PAULA RAVERTY            | EXPENSE                  | 10.95      |
| AMBULANCE            | WINDOM AREA HOSPITAL     | SERVICE                  | 1,517.93   |
|                      | Total for Department 176 |                          | 1,753.66*  |
|                      | Total for Fund 13        |                          | 1,753.66*  |
| MULTI-PURPOSE BUILDI | ELECTRIC FUND            | UTILITIES/TELECOM        | 1,119.30   |
| MULTI-PURPOSE BUILDI | MIDWEST WIRELESS         | TELEPHONE                | 13.69      |
| MULTI-PURPOSE BUILDI | BEATTY MULLER            | REFUND - CANCELLED RESER | 25.00      |
|                      | Total for Department 177 |                          | 1,157.99*  |
|                      | Total for Fund 14        |                          | 1,157.99*  |
| LIQUOR               | BEVERAGE WHOLESALERS     | MERCHANDISE              | 6,626.55   |
| LIQUOR               | CULLIGAN                 | SERVICE                  | 8.32       |
| LIQUOR               | ELECTRIC FUND            | UTILITIES/TELECOM        | 958.99     |
| LIQUOR               | HAGEN DISTRIBUTING       | MERCHANDISE              | 8,904.00   |
| LIQUOR               | HOLINKA DISTR. CO.       | MERCHANDISE              | 76.00      |
| LIQUOR               | JOHNSON BROS.            | MERCHANDISE              | 1,125.38   |
| LIQUOR               | PHILLIPS WINE & SPIR     | MERCHANDISE              | 5,963.46   |
| LIQUOR               | PITNEY BOWES             | POSTAGE METER RENTAL     | 29.84      |
| LIQUOR               | QUALITY WINE SPIRITS     | MERCHANDISE              | 331.00     |
| LIQUOR               | SECR REV FUND/CITY O     | POSTAGE                  | 14.30      |
| LIQUOR               | SECR REV FUND/CITY O     | POSTAGE/UT PRE-PAY REFUN | 1.05       |
| LIQUOR               | BANK MIDWEST             | NSF CHECK - RIVER BEND L | 183.58     |
|                      | Total for Department 180 |                          | 24,222.47* |

CITY OF WINDOM  
 FM Entry - Invoice Payment - Department Report

| Department               | Vendor Name          | Description              | Amount      |
|--------------------------|----------------------|--------------------------|-------------|
| Total for Fund 60        |                      |                          | 24,222.47*  |
| WATER                    | ELECTRIC FUND        | UTILITIES/TELECOM        | 5,793.47    |
| WATER                    | H P SUDS             | BILLING CONTRACT SERVICE | 116.25      |
| WATER                    | MIDWEST WIRELESS     | TELEPHONE                | 86.80       |
| WATER                    | PITNEY BOWES         | POSTAGE METER RENTAL     | 29.84       |
| WATER                    | SECR REV FUND/CITY O | EXPENSE                  | 5.50        |
| WATER                    | SECR REV FUND/CITY O | POSTAGE/EXP/UTILITY PRE  | 32.59       |
| WATER                    | SECR REV FUND/CITY O | POSTAGE/UT PRE-PAY REFUN | .61         |
| Total for Department 181 |                      |                          | 6,065.06*   |
| Total for Fund 61        |                      |                          | 6,065.06*   |
|                          | HIGLEY FORD SALES    | TRUCK                    | 21,203.50   |
|                          | SECR REV FUND/CITY O | UTILITY PRE-PAY REFUND   | 395.00      |
|                          | SECR REV FUND/CITY O | UTILITY PREPAYMENT       | 875.00      |
| Total for Department     |                      |                          | 22,473.50*  |
| ELECTRIC                 | CENTRAL MINNESOTA MU | POWER COST               | 179,979.62  |
| ELECTRIC                 | ELECTRIC FUND        | UTILITIES/TELECOM        | 267.30      |
| ELECTRIC                 | MARV GRUNIG          | EXPENSE                  | 77.00       |
| ELECTRIC                 | H P SUDS             | BILLING CONTRACT SERVICE | 116.25      |
| ELECTRIC                 | MN MUNICIPAL UTILITI | CIP PROGRAM ASSISTANCE.  | 1,292.00    |
| ELECTRIC                 | OVERHEAD DOOR COMPAN | MAINTENANCE              | 447.80      |
| ELECTRIC                 | PITNEY BOWES         | POSTAGE METER RENTAL     | 29.84       |
| ELECTRIC                 | SECR REV FUND/CITY O | POSTAGE                  | 12.05       |
| ELECTRIC                 | SECR REV FUND/CITY O | POSTAGE/UT PRE-PAY REFUN | .44         |
| ELECTRIC                 | DEPARTMENT OF ENERGY | POWER COST               | 97,292.81   |
| ELECTRIC                 | BANK MIDWEST         | NSF CHECK - RIVER BEND L | 208.96      |
| Total for Department 182 |                      |                          | 279,724.07* |
| Total for Fund 62        |                      |                          | 302,197.57* |
| SEWER                    | ELECTRIC FUND        | UTILITIES/TELECOM        | 10,668.46   |
| SEWER                    | H P SUDS             | BILLING CONTRACT SERVICE | 116.25      |
| SEWER                    | QUEST                | TELEPHONE                | 68.16       |
| SEWER                    | MN ENERGY RESOURCES  | HEATING                  | 82.39       |
| SEWER                    | PITNEY BOWES         | POSTAGE METER RENTAL     | 29.84       |
| Total for Department 183 |                      |                          | 10,965.10*  |
| Total for Fund 63        |                      |                          | 10,965.10*  |
| ARENA                    | ELECTRIC FUND        | UTILITIES/TELECOM        | 1,589.09    |
| ARENA                    | MIDWEST WIRELESS     | TELEPHONE                | 82.33       |
| ARENA                    | PITNEY BOWES         | POSTAGE METER RENTAL     | 29.84       |
| ARENA                    | SECR REV FUND/CITY O | POSTAGE                  | 8.84        |
| ARENA                    | WINDOM PAINTING      | MAINTENANCE              | 332.28      |
| Total for Department 184 |                      |                          | 2,042.38*   |
| Total for Fund 64        |                      |                          | 2,042.38*   |

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

| Department           | Vendor Name              | Description              | Amount      |
|----------------------|--------------------------|--------------------------|-------------|
| ECONOMIC DEVELOPMENT | ELECTRIC FUND            | UTILITIES/TELECOM        | 143.65      |
| ECONOMIC DEVELOPMENT | LAMAR COMPANIES          | SIGN                     | 325.00      |
| ECONOMIC DEVELOPMENT | MIDWEST WIRELESS         | TELEPHONE                | 46.98       |
| ECONOMIC DEVELOPMENT | MN ENERGY RESOURCES      | HEATING                  | 14.36       |
| ECONOMIC DEVELOPMENT | PITNEY BOWES             | POSTAGE METER RENTAL     | 29.84       |
| ECONOMIC DEVELOPMENT | SECR REV FUND/CITY O     | POSTAGE                  | 3.54        |
|                      | Total for Department 187 |                          | 563.37*     |
|                      | Total for Fund 67        |                          | 563.37*     |
| RIVERBLUFF ESTATES   | BRADY POWERS             | MOWING                   | 245.00      |
|                      | Total for Department 166 |                          | 245.00*     |
|                      | Total for Fund 68        |                          | 245.00*     |
| TELECOMMUNICATIONS   | CNN - TURNER NETWORK     | SUBSCRIBER               | 786.12      |
| TELECOMMUNICATIONS   | ELECTRIC FUND            | UTILITIES/TELECOM        | 1,457.66    |
| TELECOMMUNICATIONS   | H P SUDS                 | BILLING CONTRACT SERVICE | 348.75      |
| TELECOMMUNICATIONS   | MN ENERGY RESOURCES      | HEATING                  | 14.96       |
| TELECOMMUNICATIONS   | PITNEY BOWES             | POSTAGE METER RENTAL     | 89.52       |
| TELECOMMUNICATIONS   | TBS - TURNER NETWORK     | SUBSCRIBER               | 673.20      |
| TELECOMMUNICATIONS   | TCM - TURNER NETWORK     | SUBSCRIBER               | 376.20      |
| TELECOMMUNICATIONS   | TNT - TURNER NETWORK     | SUBSCRIBER               | 1,560.90    |
|                      | Total for Department 199 |                          | 5,307.31*   |
|                      | Total for Fund 69        |                          | 5,307.31*   |
|                      | Grand Total              |                          | 366,365.13* |

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

| Department           | Vendor Name              | Description              | Amount    |
|----------------------|--------------------------|--------------------------|-----------|
| CITY OFFICE          | A & B BUSINESS EQUIP     | MAINTENANCE CONTRACT     | 11.07     |
| CITY OFFICE          | CITIZEN PUBLISHING C     | BATTERY BACK UP          | 134.17    |
| CITY OFFICE          | DENNIS L. RICK LTD       | AUDIT SERVICE            | 1,000.00  |
| CITY OFFICE          | SELECTACCOUNT            | ADM FEE                  | 84.18     |
|                      | Total for Department 103 |                          | 1,229.42* |
| P & Z / BUILDING OFF | DAVIS TYPEWRITER         | MAINTENANCE CONTRACT     | 86.79     |
|                      | Total for Department 106 |                          | 86.79*    |
| CITY HALL            | KATO ROOFING, INC        | REPAIR ROOF OVER FIRE DE | 189.22    |
|                      | Total for Department 115 |                          | 189.22*   |
| POLICE               | WINDOM AUTO VALU         | MAINTENANCE              | 9.25      |
| POLICE               | UNICEL                   | TELEPHONE                | 345.02    |
|                      | Total for Department 120 |                          | 354.27*   |
| FIRE DEPARTMENT      | RUNNING'S SUPPLY         | MAINTENANCE              | 38.67     |
|                      | Total for Department 125 |                          | 38.67*    |
| STREET               | WINDOM AUTO VALU         | MAINTENANCE              | 89.89     |
| STREET               | RUNNING'S SUPPLY         | MAINTENANCE              | 130.23    |
|                      | Total for Department 140 |                          | 220.12*   |
| HEALTH & SANITATION  | NEAL GRUNEWALD           | COMPOST SITE MANAGER     | 160.00    |
|                      | Total for Department 145 |                          | 160.00*   |
| RECREATION           | A & B BUSINESS EQUIP     | MAINTENANCE CONTRACT     | 5.47      |
| RECREATION           | COCA-COLA BOTTLING C     | MERCHANDISE              | 411.30    |
|                      | Total for Department 150 |                          | 416.77*   |
| PARKS                | MARK AMUNDSON            | REFUND - TABLE RENTAL    | 60.00     |
|                      | Total for Department 165 |                          | 60.00*    |
|                      | Total for Fund 01        |                          | 2,755.26* |
| EQUIPMENT/F.A.       | DENNIS L. RICK LTD       | AUDIT SERVICE            | 1,250.00  |
|                      | Total for Department 170 |                          | 1,250.00* |
|                      | Total for Fund 02        |                          | 1,250.00* |
| LIBRARY              | BBC AUDIO                | BOOKS                    | 224.52    |
| LIBRARY              | MN ENERGY RESOURCES      | HEATING                  | 87.15     |
| LIBRARY              | DENNIS L. RICK LTD       | AUDIT SERVICE            | 200.00    |
| LIBRARY              | READERS DIGEST - AUD     | SUBSCRIPTION             | 29.98     |
|                      | Total for Department 171 |                          | 541.65*   |
|                      | Total for Fund 03        |                          | 541.65*   |
| EQUIPMENT/F.A.       | DENNIS L. RICK LTD       | AUDIT SERVICE            | 650.00    |
|                      | Total for Department 170 |                          | 650.00*   |

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

| Department            | Vendor Name          | Description              | Amount     |
|-----------------------|----------------------|--------------------------|------------|
|                       |                      | Total for Fund 04        | 650.00*    |
| 2003 IMPROVEMENT BON  | DENNIS L. RICK LTD   | AUDIT SERVICE            | 500.00     |
|                       |                      | Total for Department 169 | 500.00*    |
|                       |                      | Total for Fund 05        | 500.00*    |
| 4TH AVE PROJECT       | DENNIS L. RICK LTD   | AUDIT SERVICE            | 500.00     |
|                       |                      | Total for Department 168 | 500.00*    |
|                       |                      | Total for Fund 06        | 500.00*    |
| 2007 IMPROVEMENT PRO  | DENNIS L. RICK LTD   | AUDIT SERVICE            | 500.00     |
|                       |                      | Total for Department 164 | 500.00*    |
|                       |                      | Total for Fund 07        | 500.00*    |
| 2006A REFUNDING BOND  | DENNIS L. RICK LTD   | AUDIT SERVICE            | 500.00     |
|                       |                      | Total for Department 157 | 500.00*    |
|                       |                      | Total for Fund 08        | 500.00*    |
|                       | WENCK ASSOCIATES, IN | 09 STREET IMPR (4TH)     | 25,110.00  |
|                       |                      | Total for Department     | 25,110.00* |
| 2009 STREBET IMP PROJ | DENNIS L. RICK LTD   | AUDIT SERVICE            | 250.00     |
|                       |                      | Total for Department 158 | 250.00*    |
|                       |                      | Total for Fund 09        | 25,360.00* |
| UHF TV                | DENNIS L. RICK LTD   | AUDIT SERVICE            | 50.00      |
|                       |                      | Total for Department 173 | 50.00*     |
|                       |                      | Total for Fund 10        | 50.00*     |
|                       | WENCK ASSOCIATES, IN | AIRPORT PROJECT 09       | 10,133.00  |
|                       |                      | Total for Department     | 10,133.00* |
| AIRPORT               | MN DEPT OF ADMINISTR | TELEPHONE                | 45.00      |
| AIRPORT               | DENNIS L. RICK LTD   | AUDIT SERVICE            | 400.00     |
|                       |                      | Total for Department 174 | 445.00*    |
|                       |                      | Total for Fund 11        | 10,578.00* |
| POOL                  | A & B BUSINESS EQUIP | MAINTENANCE CONTRACT     | 5.47       |
| POOL                  | AQUA LOGIC, INC.     | MAINTENANCE              | 311.24     |
| POOL                  | JANITOR'S CLOSET, LT | SUPPLIES                 | 131.90     |
| POOL                  | DENNIS L. RICK LTD   | AUDIT SERVICE            | 200.00     |
| POOL                  | ANGIE BLANSHAN       | REFUND - SWIM LESSONS    | 28.00      |
| POOL                  | MATT SMITH           | REFUND - SWIM LESSONS    | 28.00      |

CITY OF WINDOM  
 FM Entry - Invoice Payment - Department Report

| Department           | Vendor Name        | Description  | Amount    |
|----------------------|--------------------|--|-----------|
|                      |                    | Total for Department 175                                       | 704.61*   |
|                      |                    | Total for Fund 12  | 704.61*   |
| AMBULANCE            | DENNIS L. RICK LTD | AUDIT SERVICE  | 400.00    |
| AMBULANCE            | RUNNING'S SUPPLY   | MAINTENANCE  | 14.07     |
|                      |                    | Total for Department 176                                       | 414.07*   |
|                      |                    | Total for Fund 13  | 414.07*   |
|                      |                    | MULTI-PURPOSE BUILDI A & B BUSINESS EQUIP MAINTENANCE CONTRACT | 5.47      |
|                      |                    | MULTI-PURPOSE BUILDI MN ENERGY RESOURCES HEATING               | 182.67    |
|                      | DENNIS L. RICK LTD | AUDIT SERVICE  | 500.00    |
|                      | WINDOM QUICK PRINT | ADVERTISING  | 199.00    |
|                      |                    | Total for Department 177                                       | 887.14*   |
|                      |                    | Total for Fund 14  | 887.14*   |
| PM REVOLVING LOAN FU | DENNIS L. RICK LTD | AUDIT SERVICE  | 100.00    |
|                      |                    | Total for Department 172                                       | 100.00*   |
|                      |                    | Total for Fund 15  | 100.00*   |
| EDA LINDAMAN REV LOA | DENNIS L. RICK LTD | AUDIT SERVICE  | 100.00    |
|                      |                    | Total for Department 178                                       | 100.00*   |
|                      |                    | Total for Fund 16  | 100.00*   |
| SCDP                 | DENNIS L. RICK LTD | AUDIT SERVICE  | 250.00    |
|                      |                    | Total for Department 163                                       | 250.00*   |
|                      |                    | Total for Fund 17  | 250.00*   |
| N IND PARK           | DENNIS L. RICK LTD | AUDIT SERVICE  | 50.00     |
|                      |                    | Total for Department 147                                       | 50.00*    |
|                      |                    | Total for Fund 18  | 50.00*    |
| RIVER BLUFF EST REV  | DENNIS L. RICK LTD | AUDIT SERVICE  | 100.00    |
|                      |                    | Total for Department 019                                       | 100.00*   |
|                      |                    | Total for Fund 19  | 100.00*   |
| EDA LINDAMAN REV LOA | DENNIS L. RICK LTD | AUDIT SERVICE  | 50.00     |
|                      |                    | Total for Department 178                                       | 50.00*    |
|                      |                    | Total for Fund 31  | 50.00*    |
|                      |                    | GUARDIAN INN/ MINNWE TIF PAYMENT                               | 3,013.77  |
|                      |                    | Total for Department   | 3,013.77* |

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

| Department | Vendor Name          | Description              | Amount     |
|------------|----------------------|--------------------------|------------|
|            |                      | Total for Fund 35        | 3,013.77*  |
|            | TORO                 | TIF PAYMENT              | 24,721.00  |
|            |                      | Total for Department     | 24,721.00* |
|            |                      | Total for Fund 37        | 24,721.00* |
|            | MINN-KOTA PROPERTIES | TIF PAYMENT              | 2,589.15   |
|            |                      | Total for Department     | 2,589.15*  |
|            |                      | Total for Fund 39        | 2,589.15*  |
|            | J & R PARTNERSHIP    | RUNNINGS TIF             | 11,335.33  |
|            |                      | Total for Department     | 11,335.33* |
|            |                      | Total for Fund 40        | 11,335.33* |
|            | PM WINDOM            | TIF PAYMENT              | 45,121.00  |
|            |                      | Total for Department     | 45,121.00* |
|            |                      | Total for Fund 42        | 45,121.00* |
| LIQUOR     | A & B BUSINESS EQUIP | MAINTENANCE CONTRACT     | 5.47       |
| LIQUOR     | BEVERAGE WHOLESALERS | MERCHANDISE              | 4,285.00   |
| LIQUOR     | GRIGGS COOPER        | MERCHANDISE              | 3,518.07   |
| LIQUOR     | HAGEN DISTRIBUTING   | MERCHANDISE              | 3,391.70   |
| LIQUOR     | A H HERMEL CANDY & T | MERCHANDISE              | 825.65     |
| LIQUOR     | JOHNSON BROS.        | MERCHANDISE              | 994.08     |
| LIQUOR     | GENE LENNING         | INCREASE PETTY CASH      | 250.00     |
| LIQUOR     | MN ENERGY RESOURCES  | HEATING                  | 42.79      |
| LIQUOR     | QUALITY WINE SPIRITS | MERCHANDISE              | 5,626.16   |
| LIQUOR     | DENNIS L. RICK LTD   | AUDIT SERVICE            | 300.00     |
| LIQUOR     | BANK MIDWEST         | NSF CHECK                | 69.39      |
| LIQUOR     | BANK MIDWEST         | NSF CHECKS               | 50.34      |
| LIQUOR     | THE WINE COMPANY     | MERCHANDISE              | 302.50     |
|            |                      | Total for Department 180 | 19,661.15* |
|            |                      | Total for Fund 60        | 19,661.15* |
| WATER      | A & B BUSINESS EQUIP | MAINTENANCE CONTRACT     | 10.94      |
| WATER      | AMUNDSON DIG         | MAINTENANCE              | 223.65     |
| WATER      | H P SUDS             | BILLING CONTRACT SERVICE | 119.06     |
| WATER      | MN ENERGY RESOURCES  | HEATING                  | 278.73     |
| WATER      | LEE PETERSON         | EXPENSE                  | 304.70     |
| WATER      | DENNIS L. RICK LTD   | AUDIT SERVICE            | 1,000.00   |
| WATER      | RUNNING'S SUPPLY     | MAINTENANCE              | 12.17      |
| WATER      | WENCK ASSOCIATES, IN | LANDFILL                 | 2,388.50   |
|            |                      | Total for Department 181 | 4,337.75*  |
|            |                      | Total for Fund 61        | 4,337.75*  |

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

| Department           | Vendor Name              | Description              | Amount    |
|----------------------|--------------------------|--------------------------|-----------|
| ELECTRIC             | A & B BUSINESS EQUIP     | MAINTENANCE CONTRACT     | 5.47      |
| ELECTRIC             | H P SUDS                 | BILLING CONTRACT SERVICE | 119.08    |
| ELECTRIC             | MIDWEST WIRELESS         | TELEPHONE                | 89.27     |
| ELECTRIC             | MN ENERGY RESOURCES      | HEATING                  | 21.19     |
| ELECTRIC             | DENNIS L. RICK LTD       | AUDIT SERVICE            | 2,000.00  |
| ELECTRIC             | RUNNING'S SUPPLY         | MAINTENANCE              | 470.15    |
| ELECTRIC             | BANK MIDWEST             | NSF CHECK                | 250.40    |
| ELECTRIC             | BANK MIDWEST             | NSF CHECKS               | 53.93     |
|                      | Total for Department 182 |                          | 3,009.49* |
|                      | Total for Fund 62        |                          | 3,009.49* |
| SEWER                | A & B BUSINESS EQUIP     | MAINTENANCE CONTRACT     | 10.94     |
| SEWER                | H P SUDS                 | BILLING CONTRACT SERVICE | 119.06    |
| SEWER                | JOHNSON HARDWARE         | MAINTENANCE              | 5.22      |
| SEWER                | MN ENERGY RESOURCES      | HEATING                  | 22.84     |
| SEWER                | DENNIS L. RICK LTD       | AUDIT SERVICE            | 700.00    |
| SEWER                | RUNNING'S SUPPLY         | MAINTENANCE              | 167.81    |
|                      | Total for Department 183 |                          | 1,025.87* |
|                      | Total for Fund 63        |                          | 1,025.87* |
| ARENA                | A & B BUSINESS EQUIP     | MAINTENANCE CONTRACT     | 5.47      |
| ARENA                | HEARTLAND IMAGE          | SHIRTS                   | 20.00     |
| ARENA                | MN ENERGY RESOURCES      | HEATING                  | 138.44    |
| ARENA                | PETERSON FEED            | WOOD CHIPS               | 5,150.00  |
| ARENA                | DENNIS L. RICK LTD       | AUDIT SERVICE            | 500.00    |
| ARENA                | RUNNING'S SUPPLY         | MAINTENANCE              | 120.27    |
|                      | Total for Department 184 |                          | 5,934.18* |
|                      | Total for Fund 64        |                          | 5,934.18* |
| RIVERBLUFF TOWNHOMES | DENNIS L. RICK LTD       | AUDIT SERVICE            | 500.00    |
|                      | Total for Department 186 |                          | 500.00*   |
|                      | Total for Fund 66        |                          | 500.00*   |
|                      | ELECTRIC FUND            | LOAN PAYMENT TO ELEC SPE | 650.38    |
|                      | Total for Department     |                          | 650.38*   |
| ECONOMIC DEVELOPMENT | DAVIS TYPEWRITER         | MAINTENANCE CONTRACT     | 86.78     |
| ECONOMIC DEVELOPMENT | ELECTRIC FUND            | LOAN PAYMENT TO ELEC SPE | 299.12    |
| ECONOMIC DEVELOPMENT | DENNIS L. RICK LTD       | AUDIT SERVICE            | 1,100.00  |
|                      | Total for Department 187 |                          | 1,485.90* |
|                      | Total for Fund 67        |                          | 2,136.28* |
| RIVERBLUFF ESTATES   | DENNIS L. RICK LTD       | AUDIT SERVICE            | 400.00    |
| RIVERBLUFF ESTATES   | RUNNING'S SUPPLY         | MAINTENANCE              | 25.51     |
|                      | Total for Department 166 |                          | 425.51*   |

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

| Department               | Vendor Name          | Description              | Amount      |
|--------------------------|----------------------|--------------------------|-------------|
| Total for Fund 68        |                      |                          | 425.51*     |
| TELECOMMUNICATIONS       | A & B BUSINESS EQUIP | MAINTENANCE CONTRACT     | 16.41       |
| TELECOMMUNICATIONS       | AT & T               | USAGE CHARGES            | 105.00      |
| TELECOMMUNICATIONS       | DISH NETWORK         | SERVICE                  | 3,400.00    |
| TELECOMMUNICATIONS       | E-911                | MONTHLY 911 SERVICE      | 43.80       |
| TELECOMMUNICATIONS       | H P SUDS             | BILLING CONTRACT SERVICE | 357.18      |
| TELECOMMUNICATIONS       | KDOM RADIO           | ADVERTISING              | 152.00      |
| TELECOMMUNICATIONS       | LIFETIME             | SUBSCRIBER               | 663.00      |
| TELECOMMUNICATIONS       | MESSER MACHINE & MFG | MAINTENANCE              | 112.82      |
| TELECOMMUNICATIONS       | MN DEPT OF COMMERCE  | ASSESSMENT               | 163.22      |
| TELECOMMUNICATIONS       | NATIONAL CABLE TV CO | EQUIPMENT                | 1,756.77    |
| TELECOMMUNICATIONS       | NATIONAL EMERGENCY N | SUBSCRIPTION             | 200.00      |
| TELECOMMUNICATIONS       | QWEST COMMUNICATIONS | DIRECTORY LISTING        | 80.16       |
| TELECOMMUNICATIONS       | ONVOY, INC           | BANDWIDTH BILLING        | 2,876.30    |
| TELECOMMUNICATIONS       | DENNIS L. RICK LTD   | AUDIT SERVICE            | 6,950.00    |
| TELECOMMUNICATIONS       | RUSHMORE INDUSTRIES, | FREIGHT                  | 14.00       |
| TELECOMMUNICATIONS       | SOUTHWEST/WEST CENTR | SERVICE                  | 1,666.66    |
| TELECOMMUNICATIONS       | ZAYO BANDWIDTH       | BANDWIDTH BILLING        | 6,977.54    |
| TELECOMMUNICATIONS       | CHRIS ZIMMERMAN      | MOWING                   | 47.50       |
| Total for Department 199 |                      |                          | 25,582.36*  |
| Total for Fund 69        |                      |                          | 25,582.36*  |
|                          | AFLAC                | INSURANCE                | 332.72      |
|                          | JOHNSON COUNTY COURT | PAYROLL DEDUCTION CDDM01 | 1,202.00    |
|                          | MN BENEFIT ASSOCIATI | INSURANCE                | 114.18      |
| Total for Department     |                      |                          | 1,648.90*   |
| Total for Fund 70        |                      |                          | 1,648.90*   |
| Grand Total              |                      |                          | 196,882.47* |

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

| Department           | Vendor Name              | Description     | Amount    |
|----------------------|--------------------------|-----------------|-----------|
| MAYOR & COUNCIL      | DAN'S OFFICE SUPPLY      | SUPPLIES        | 18.35     |
|                      | Total for Department 101 |                 | 18.35*    |
| CITY OFFICE          | DAN'S OFFICE SUPPLY      | SUPPLIES        | 18.21     |
| CITY OFFICE          | MN NCPERS LIFE INSUR     | INSURANCE       | 80.00     |
| CITY OFFICE          | PITNEY BOWES             | SUPPLIES        | 4.97      |
|                      | Total for Department 103 |                 | 103.18*   |
| P & Z / BUILDING OFF | DAN'S OFFICE SUPPLY      | SUPPLIES        | 18.21     |
| P & Z / BUILDING OFF | MN NCPERS LIFE INSUR     | INSURANCE       | 24.00     |
|                      | Total for Department 106 |                 | 42.21*    |
| POLICE               | COMMUNITY CENTER         | RENT OF ROOM    | 180.00    |
| POLICE               | DAN'S OFFICE SUPPLY      | SUPPLIES        | 18.21     |
| POLICE               | MN NCPERS LIFE INSUR     | INSURANCE       | 144.00    |
| POLICE               | SECR REV FUND/CITY O     | POSTAGE         | 8.45      |
|                      | Total for Department 120 |                 | 350.66*   |
| FIRE DEPARTMENT      | DAN'S OFFICE SUPPLY      | SUPPLIES        | 18.21     |
| FIRE DEPARTMENT      | MIDWEST WIRELESS         | TELEPHONE       | 27.00     |
|                      | Total for Department 125 |                 | 45.21*    |
| STREET               | AMOCO OIL COMPANY        | GAS             | 388.81    |
| STREET               | AMOCO OIL COMPANY        | VOLUME DISCOUNT | -3.93     |
| STREET               | DAN'S OFFICE SUPPLY      | SUPPLIES        | 18.21     |
| STREET               | MN NCPERS LIFE INSUR     | INSURANCE       | 80.00     |
| STREET               | PITNEY BOWES             | SUPPLIES        | 4.97      |
|                      | Total for Department 140 |                 | 488.06*   |
| PARKS                | DAN'S OFFICE SUPPLY      | SUPPLIES        | 18.21     |
| PARKS                | MN NCPERS LIFE INSUR     | INSURANCE       | 32.00     |
|                      | Total for Department 165 |                 | 50.21*    |
|                      | Total for Fund 01        |                 | 1,097.88* |
| LIBRARY              | JOAN HUNTER              | POSTAGE         | 38.36     |
|                      | Total for Department 171 |                 | 38.36*    |
|                      | Total for Fund 03        |                 | 38.36*    |
| AIRPORT              | PITNEY BOWES             | SUPPLIES        | 4.97      |
|                      | Total for Department 174 |                 | 4.97*     |
|                      | Total for Fund 11        |                 | 4.97*     |
| POOL                 | DAN'S OFFICE SUPPLY      | SUPPLIES        | 18.21     |
|                      | Total for Department 175 |                 | 18.21*    |
|                      | Total for Fund 12        |                 | 18.21*    |
| AMBULANCE            | PITNEY BOWES             | SUPPLIES        | 4.97      |

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

| Department           | Vendor Name          | Description               | Amount    |
|----------------------|----------------------|---------------------------|-----------|
| AMBULANCE            | PAULA RAVERTY        | EXPENSE                   | 35.49     |
|                      |                      | Total for Department 176  | 40.46*    |
|                      |                      | Total for Fund 13         | 40.46*    |
| MULTI-PURPOSE BUILDI | DAN'S OFFICE SUPPLY  | SUPPLIES                  | 18.21     |
| MULTI-PURPOSE BUILDI | MN NCPERS LIFE INSUR | INSURANCE                 | 32.00     |
|                      |                      | Total for Department 177  | 50.21*    |
|                      |                      | Total for Fund 14         | 50.21*    |
| LIQUOR               | MN NCPERS LIFE INSUR | INSURANCE                 | 32.00     |
| LIQUOR               | PAUSTIS & SONS       | MERCHANDISE               | 178.50    |
| LIQUOR               | PHILLIPS WINE & SPIR | MERCHANDISE               | 3,270.12  |
| LIQUOR               | PITNEY BOWES         | SUPPLIES                  | 4.97      |
| LIQUOR               | QUALITY WINE SPIRITS | MERCHANDISE               | 1,115.32  |
| LIQUOR               | BANK MIDWEST         | NSF CHECK RIVER BEND LIQ  | 23.55     |
| LIQUOR               | WINE MERCHANTS       | MERCHANDISE               | 302.50    |
|                      |                      | Total for Department 180  | 4,926.96* |
|                      |                      | Total for Fund 60         | 4,926.96* |
| WATER                | CALIFORNIA CONTRACTO | SUPPLIES                  | 19.81     |
| WATER                | DAN'S OFFICE SUPPLY  | SUPPLIES                  | 18.21     |
| WATER                | H P SUDS             | BILLING CONTRACT SERVICE  | 146.25    |
| WATER                | MN NCPERS LIFE INSUR | INSURANCE                 | 40.00     |
| WATER                | PITNEY BOWES         | SUPPLIES                  | 5.05      |
|                      |                      | Total for Department 181  | 229.32*   |
|                      |                      | Total for Fund 61         | 229.32*   |
|                      | SECR REV FUND/CITY O | REFUND-UTILITY PREPAYMEN  | 270.00    |
|                      | ALLIANCE FINANCIAL   | REFUND - UTILITY PREPAYM  | 125.00    |
|                      | SALVADOR CABELLERO   | REFUND - UTILITY PREPAYME | 125.00    |
|                      | YVONNE KNOTSON       | REFUND - UTILITY PREPAYM  | 125.00    |
|                      | CLIFFORD NETSCH      | REFUND - UTILITY PREPAYM  | 125.00    |
|                      | CRAIG SOUPIR         | REFUND - UTILITY PREPAYM  | 125.00    |
|                      | DUANE STOTERAU       | REFUND - UTILITY PREPAYM  | 125.00    |
|                      |                      | Total for Department      | 1,020.00* |
| ELECTRIC             | AMOCO OIL COMPANY    | GAS                       | 567.29    |
| ELECTRIC             | AMOCO OIL COMPANY    | VOLUME DISCOUNT           | -3.92     |
| ELECTRIC             | DAN'S OFFICE SUPPLY  | SUPPLIES                  | 18.21     |
| ELECTRIC             | H P SUDS             | BILLING CONTRACT SERVICE  | 146.25    |
| ELECTRIC             | MN NCPERS LIFE INSUR | INSURANCE                 | 96.00     |
| ELECTRIC             | HSBC BUSINESS SOLUTI | SUPPLIES                  | 153.32    |
| ELECTRIC             | PITNEY BOWES         | SUPPLIES                  | 4.97      |
|                      |                      | Total for Department 182  | 982.12*   |
|                      |                      | Total for Fund 62         | 2,002.12* |

CITY OF WINDOM  
 FM Entry - Invoice Payment - Department Report

| Department           | Vendor Name              | Description              | Amount    |
|----------------------|--------------------------|--------------------------|-----------|
| SEWER                | AMOCO OIL COMPANY        | GAS                      | 242.99    |
| SEWER                | CALIFORNIA CONTRACTO     | SUPPLIES                 | 19.81     |
| SEWER                | DAN'S OFFICE SUPPLY      | SUPPLIES                 | 18.21     |
| SEWER                | H P SUDS                 | BILLING CONTRACT SERVICE | 146.25    |
| SEWER                | MN NCPERS LIFE INSUR     | INSURANCE                | 72.00     |
| SEWER                | PITNEY BOWES             | SUPPLIES                 | 4.97      |
| SEWER                | SECR REV FUND/CITY O     | POSTAGE                  | 5.50      |
|                      | Total for Department 183 |                          | 509.73*   |
|                      | Total for Fund 63        |                          | 509.73*   |
| ARENA                | DAN'S OFFICE SUPPLY      | SUPPLIES                 | 36.42     |
| ARENA                | MN NCPERS LIFE INSUR     | INSURANCE                | 32.00     |
| ARENA                | PITNEY BOWES             | SUPPLIES                 | 4.97      |
|                      | Total for Department 184 |                          | 73.39*    |
|                      | Total for Fund 64        |                          | 73.39*    |
| ECONOMIC DEVELOPMENT | AARON BACKMAN            | EXPENSE                  | 201.30    |
| ECONOMIC DEVELOPMENT | DAN'S OFFICE SUPPLY      | SUPPLIES                 | 36.42     |
| ECONOMIC DEVELOPMENT | MN NCPERS LIFE INSUR     | INSURANCE                | 24.00     |
| ECONOMIC DEVELOPMENT | PITNEY BOWES             | SUPPLIES                 | 4.97      |
| ECONOMIC DEVELOPMENT | SECR REV FUND/CITY O     | EXPENSE                  | 3.50      |
| ECONOMIC DEVELOPMENT | RUTTGRS BAY LAKE LO      | LODGING FOR CONFERENCE   | 430.26    |
|                      | Total for Department 187 |                          | 700.45*   |
|                      | Total for Fund 67        |                          | 700.45*   |
| RIVERBLUFF ESTATES   | BRADY POWERS             | MOWING                   | 210.00    |
|                      | Total for Department 166 |                          | 210.00*   |
|                      | Total for Fund 68        |                          | 210.00*   |
| TELECOMMUNICATIONS   | JEFFREY DAHNA            | INTERNET ACCESS          | 192.50    |
| TELECOMMUNICATIONS   | DAN'S OFFICE SUPPLY      | SUPPLIES                 | 54.63     |
| TELECOMMUNICATIONS   | H P SUDS                 | BILLING CONTRACT SERVICE | 438.75    |
| TELECOMMUNICATIONS   | MIDWEST WIRELESS         | TELEPHONE                | 398.51    |
| TELECOMMUNICATIONS   | MN NCPERS LIFE INSUR     | INSURANCE                | 64.00     |
| TELECOMMUNICATIONS   | QUEST                    | TELEPHONE                | 98.13     |
| TELECOMMUNICATIONS   | PITNEY BOWES             | SUPPLIES                 | 14.91     |
| TELECOMMUNICATIONS   | RUNNING'S SUPPLY         | MAINTENANCE              | 29.59     |
| TELECOMMUNICATIONS   | CHRIS ZIMMERMAN          | MOWING                   | 47.50     |
|                      | Total for Department 199 |                          | 1,338.52* |
|                      | Total for Fund 69        |                          | 1,338.52* |
|                      | MN NCPERS LIFE INSUR     | INSURANCE                | 32.00     |
|                      | Total for Department     |                          | 32.00*    |
|                      | Total for Fund 70        |                          | 32.00*    |

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

| Department  | Vendor Name | Description | Amount     |
|-------------|-------------|-------------|------------|
| Grand Total |             |             | 11,272.58* |

|                                      |  |  |
|--------------------------------------|--|--|
| OWNER: CITY OF WINDOM<br>209 STREETS | CONTRACTOR:<br>HJERPE, INC<br>HUTCHINSON, MN 55350 | PERIOD OF ESTIMATE<br>FROM 5/28/2009 TO 7/1/2009 |
|--------------------------------------|--|--|

| CONTRACT CHANGE ORDER SUMMARY |                       |            |            | ESTIMATE                       |                |
|-------------------------------|-----------------------|------------|------------|--------------------------------|----------------|
| NO.                           | FmHA Approval<br>Date | Amount     |            |                                |                |
|                               |                       | Additions  | Deductions |                                |                |
| 1                             | 5/28/09               | \$8,000.00 |            | 1. Original Contract.....      | \$1,158,294.95 |
| 2                             |                       |            |            | 2. Change Orders.....          | \$8,000.00     |
| 3                             |                       |            |            | 3. Revised Contract (1+2)..... | \$1,166,294.95 |
| 4                             |                       |            |            | 4. Work Completed*.....        | \$734,912.45   |
| 5                             |                       |            |            | 5. Stored Materials*.....      | \$0.00         |
| 6                             |                       |            |            | 6. Subtotal (4+5).....         | \$734,912.45   |
| 7                             |                       |            |            | 7. Retainage*.....             | \$36,745.62    |
| 8                             |                       |            |            | 8. Previous Payments.....      | \$245,607.25   |
| 9                             |                       |            |            | 9. Amount Due (6-7-8).....     | \$452,559.58   |
| 10                            |                       |            |            |                                |                |
| TOTALS                        |                       | \$8,000.00 | \$0.00     |                                |                |
| NET CHANGE                    |                       | \$8,000.00 |            |                                |                |

\* Detailed breakdown attachment

| CONTRACT TIME      |  |  |                         |
|--------------------|--|--|-------------------------|
| Original (days) 75 |  | On Schedule <input type="checkbox"/> Yes | Starting Date 4/29/2009 |
| Revised            |  | <input type="checkbox"/> No              | Projected Completion    |
| Remaining 35       |  |  |                         |

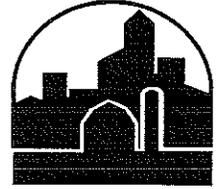
|  |   |
|--|---|
| <b>CONTRACTOR'S CERTIFICATION:</b><br><br>The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.<br><br><u>HJERPE, INC</u><br><u>HUTCHINSON, MN</u><br>By: _____<br>Date: _____ | <b>ARCHITECT OR ENGINEER'S CERTIFICATION:</b><br><br>The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.<br><br>Architect or Engineer: <u>WENCK ASSOCIATES</u><br>By: _____<br>Date: _____ |
|--|---|

|  |  |
|--|--|
| <b>APPROVED BY OWNER</b><br><br><u>Owner: CITY OF WINDOM</u><br>By: _____<br>Date: _____ | <b>ACCEPTED BY FmHA:</b><br><br>The review and acceptance of this estimate by FmHA does not attest to the correctness of the quantities shown or that the work has been performed in accordance with the contract documents.<br>By: _____<br>Date: _____ |
|--|--|

| 2009 STREET IMPROVEMENTS<br>WINDOM, MINNESOTA 56101 |                  |      |             |              |          |                |          |               |          |               |
|---|------------------|------|-------------|--------------|----------|----------------|----------|---------------|----------|---------------|
| PAY REQUEST #1                                      |                  |      |             |              |          |                |          |               |          |               |
| CONTRACT  |                  |      |             | THIS PERIOD  |          | PAY REQUEST #1 |          | TOTAL TO DATE |          |               |
| ITEM  | APPROX. QUANTITY | UNIT | UNIT COST   | AMOUNT       | QUANTITY | AMOUNT         | QUANTITY | AMOUNT        | QUANTITY | AMOUNT        |
| <b>CONCRETE ALTERNATE</b>                           |                  |      |             |              |          |                |          |               |          |               |
| <b>WATERMAIN</b>                                    |                  |      |             |              |          |                |          |               |          |               |
| F & I 16" PVC WATERMAIN                             | 1750             | L.F. | \$ 20.00    | \$ 35,000.00 | 1426     | \$ 28,520.00   | 286      | \$ 5,720.00   | 1712     | \$ 34,240.00  |
| F & I 16" VALVE & BOX                               | 6                | EACH | \$ 1,050.00 | \$ 6,300.00  | 5        | \$ 5,250.00    | 3        | \$ 3,150.00   | 8        | \$ 8,400.00   |
| F & I 16" TEE                                       | 5                | EACH | \$ 350.00   | \$ 1,750.00  | 3        | \$ 1,050.00    | 1        | \$ 350.00     | 4        | \$ 1,400.00   |
| F & I 6" BEND                                       | 6                | EACH | \$ 300.00   | \$ 1,800.00  | 4        | \$ 1,200.00    | 4        | \$ 1,200.00   | 8        | \$ 2,400.00   |
| F & I 16" PLUG/CAP                                  | 2                | EACH | \$ 250.00   | \$ 500.00    | 1        | \$ 250.00      | 0        | \$ -          | 1        | \$ 250.00     |
| F & I 16" X 4" REDUCER                              | 5                | EACH | \$ 200.00   | \$ 1,000.00  | 1        | \$ 200.00      | 0        | \$ -          | 1        | \$ 200.00     |
| F & I 16" SLEEVE                                    | 2                | EACH | \$ 700.00   | \$ 1,400.00  | 0        | \$ -           | 2        | \$ 1,400.00   | 2        | \$ 1,400.00   |
| F & I 14" SLEEVE                                    | 3                | EACH | \$ 700.00   | \$ 2,100.00  | 3        | \$ 2,100.00    | 0        | \$ -          | 3        | \$ 2,100.00   |
| F & I HYDRANT                                       | 3                | EACH | \$ 3,050.00 | \$ 9,150.00  | 2        | \$ 6,100.00    | 1        | \$ 3,050.00   | 3        | \$ 9,150.00   |
| ROCK SUBFOUNDATION                                  | 200              | C.Y. | \$ 0.01     | \$ 2.00      | 0        | \$ -           | 200      | \$ 2.00       | 200      | \$ 2.00       |
| F & I 1" CORP STOP                                  | 17               | EACH | \$ 250.00   | \$ 4,250.00  | 17       | \$ 4,250.00    | 1        | \$ 250.00     | 18       | \$ 4,500.00   |
| F & I 1" CURB STOP                                  | 17               | EACH | \$ 250.00   | \$ 4,250.00  | 17       | \$ 4,250.00    | 1        | \$ 250.00     | 18       | \$ 4,500.00   |
| F & I 1" COPPER SERVICE                             | 950              | L.F. | \$ 17.00    | \$ 16,150.00 | 820      | \$ 13,940.00   | 42       | \$ 714.00     | 862      | \$ 14,654.00  |
| WATERMAIN SUBTOTAL                                  |                  |      |             | \$ 83,652.00 |          | \$ 67,110.00   |          | \$ 16,086.00  |          | \$ 83,196.00  |
| <b>SANITARY SEWER</b>                               |                  |      |             |              |          |                |          |               |          |               |
| F & I 18" SEWER PIPE 10-12' DE                      | 600              | L.F. | \$ 22.00    | \$ 13,200.00 | 0        | \$ -           | 497      | \$ 10,934.00  | 497      | \$ 10,934.00  |
| F & I 10" SEWER PIPE 10-12' D                       | 400              | L.F. | \$ 25.00    | \$ 10,000.00 | 5        | \$ 125.00      | 354      | \$ 8,850.00   | 359      | \$ 8,975.00   |
| F & I MANHOLE TYPE 4007                             | 69               | L.F. | \$ 185.00   | \$ 12,765.00 | 5        | \$ 925.00      | 64       | \$ 11,840.00  | 69       | \$ 12,765.00  |
| F & I MANHOLE CASTING                               | 6                | EACH | \$ 480.00   | \$ 2,880.00  | 6        | \$ 2,880.00    | 0        | \$ -          | 6        | \$ 2,880.00   |
| F & I 8" X 4" WYE                                   | 7                | EACH | \$ 125.00   | \$ 875.00    | 0        | \$ -           | 6        | \$ 750.00     | 6        | \$ 750.00     |
| F & I 10" X 4" WYE                                  | 2                | EACH | \$ 185.00   | \$ 370.00    | 2        | \$ 370.00      | 2        | \$ 370.00     | 4        | \$ 740.00     |
| F & I 14" SERVICE                                   | 350              | L.F. | \$ 19.00    | \$ 6,650.00  | 495      | \$ 9,405.00    | 49       | \$ 931.00     | 544      | \$ 10,336.00  |
| ROCK SUBFOUNDATION                                  | 120              | C.Y. | \$ 0.01     | \$ 1.20      | 0        | \$ -           | 120      | \$ 1.20       | 120      | \$ 1.20       |
| REMOVE SEWER PIPE                                   | 900              | L.F. | \$ 2.50     | \$ 2,250.00  | 130      | \$ 325.00      | 70       | \$ 175.00     | 200      | \$ 500.00     |
| REMOVE SERVICE                                      | 350              | L.F. | \$ 2.00     | \$ 700.00    | 495      | \$ 990.00      | 49       | \$ 98.00      | 544      | \$ 1,088.00   |
| LOWER MANHOLE                                       | 2                | L.F. | \$ 400.00   | \$ 800.00    | 2        | \$ 800.00      | 0        | \$ -          | 2        | \$ 800.00     |
| REMOVE MANHOLE                                      | 6                | EACH | \$ 250.00   | \$ 1,500.00  | 4        | \$ 1,000.00    | 2        | \$ 500.00     | 6        | \$ 1,500.00   |
| SANITARY SEWER SUBTOTAL                             |                  |      |             | \$ 51,991.20 |          | \$ 16,820.00   |          | \$ 34,449.20  |          | \$ 51,269.20  |
| <b>STORM SEWER</b>                                  |                  |      |             |              |          |                |          |               |          |               |
| F & I 12" PIPE SEWER                                | 1850             | L.F. | \$ 20.00    | \$ 37,000.00 | 716      | \$ 14,320.00   | 794      | \$ 15,880.00  | 1510     | \$ 30,200.00  |
| F & I 18" PIPE SEWER                                | 700              | L.F. | \$ 27.00    | \$ 18,900.00 | 108      | \$ 2,916.00    | 703      | \$ 18,981.00  | 811      | \$ 21,897.00  |
| F & I CATCH BASIN 24"X36"                           | 83               | L.F. | \$ 240.00   | \$ 19,920.00 | 44       | \$ 10,560.00   | 32       | \$ 7,680.00   | 76       | \$ 18,240.00  |
| F & I CATCH BASIN 4020-60"                          | 20               | L.F. | \$ 350.00   | \$ 7,000.00  | 0        | \$ -           | 38.2     | \$ 13,370.00  | 38.2     | \$ 13,370.00  |
| CONNECT TO CATCH BASIN                              | 2                | EACH | \$ 600.00   | \$ 1,200.00  | 1        | \$ 600.00      | 5        | \$ 3,000.00   | 6        | \$ 3,600.00   |
| F & I CATCH BASIN CASTING                           | 24               | EACH | \$ 400.00   | \$ 9,600.00  | 25       | \$ 10,000.00   | 0        | \$ -          | 25       | \$ 10,000.00  |
| ROCK SUBFOUNDATION                                  | 275              | C.Y. | \$ 0.01     | \$ 2.75      | 0        | \$ -           | 275      | \$ 2.75       | 275      | \$ 2.75       |
| REMOVE PIPE   | 850              | L.F. | \$ 3.00     | \$ 2,550.00  | 529      | \$ 1,587.00    | 321      | \$ 963.00     | 850      | \$ 2,550.00   |
| REMOVE CATCH BASIN                                  | 5                | EACH | \$ 200.00   | \$ 1,000.00  | 1        | \$ 200.00      | 2        | \$ 400.00     | 3        | \$ 600.00     |
| F & I 18" OUTLET APRON                              | 2                | EACH | \$ 450.00   | \$ 900.00    | 1        | \$ 450.00      | 1        | \$ 450.00     | 2        | \$ 900.00     |
| F & I 12" OUTLET APRON                              | 2                | EACH | \$ 350.00   | \$ 700.00    | 2        | \$ 700.00      | 0        | \$ -          | 2        | \$ 700.00     |
| STORM SEWER SUBTOTAL                                |                  |      |             | \$ 98,772.75 |          | \$ 41,333.00   |          | \$ 60,726.75  |          | \$ 102,059.75 |

| STREET-CONCRETE          |       |      |              |                 |       |               |       |               |       |               |
|--------------------------|-------|------|--------------|-----------------|-------|---------------|-------|---------------|-------|---------------|
| TRAFFIC CONTROL          | 1     | L.S. | \$ 20,000.00 | \$ 20,000.00    | 0     | \$ -          | 1     | \$ 20,000.00  | 1     | \$ 20,000.00  |
| CLEARING & GRUBBING      | 1     | L.S. | \$ 1,500.00  | \$ 1,500.00     | 0     | \$ -          | 1     | \$ 1,500.00   | 1     | \$ 1,500.00   |
| REMOVE CURB & GUTTER     | 1400  | L.F. | \$ 3.00      | \$ 4,200.00     | 0     | \$ -          | 1400  | \$ 4,200.00   | 1400  | \$ 4,200.00   |
| REMOVE SIDEWALK          | 22    | S.Y. | \$ 12.00     | \$ 264.00       | 0     | \$ -          | 22    | \$ 264.00     | 22    | \$ 264.00     |
| REMOVE CONCRETE DRIVE    | 50    | S.Y. | \$ 15.00     | \$ 750.00       | 0     | \$ -          | 50    | \$ 750.00     | 50    | \$ 750.00     |
| REMOVE BITUMINOUS DRIVE  | 10    | S.Y. | \$ 10.00     | \$ 100.00       | 0     | \$ -          | 10    | \$ 100.00     | 10    | \$ 100.00     |
| REMOVE & RECYCLE CONC.   | 1500  | C.Y. | \$ 23.00     | \$ 34,500.00    | 0     | \$ -          | 750   | \$ 17,250.00  | 750   | \$ 17,250.00  |
| COMMON EXCAVATION        | 2700  | C.Y. | \$ 5.00      | \$ 13,500.00    | 500   | \$ 2,500.00   | 3629  | \$ 18,145.00  | 4129  | \$ 20,645.00  |
| SELECT TOPSOIL BORROW    | 1100  | C.Y. | \$ 12.00     | \$ 13,200.00    | 1620  | \$ 19,440.00  | 0     | \$ -          | 1620  | \$ 19,440.00  |
| SALVAGE AGGREGATE        | 3000  | C.Y. | \$ 0.01      | \$ 30.00        | 0     | \$ -          | 3000  | \$ 30.00      | 3000  | \$ 30.00      |
| AGGREGATE BASE CL.5      | 3750  | TON  | \$ 11.00     | \$ 41,250.00    | 1875  | \$ 20,625.00  | 0     | \$ -          | 1875  | \$ 20,625.00  |
| MILL BITUMINOUS SURFACE  | 15500 | S.Y. | \$ 2.25      | \$ 34,875.00    | 0     | \$ -          | 15500 | \$ 34,875.00  | 15500 | \$ 34,875.00  |
| CONCRETE PAVEMENT        | 18000 | S.Y. | \$ 11.00     | \$ 198,000.00   | 8468  | \$ 93,148.00  | 0     | \$ -          | 8468  | \$ 93,148.00  |
| STRUCTURAL CONCRETE      | 4000  | C.Y. | \$ 99.00     | \$ 396,000.00   | 1645  | \$ 162,855.00 | 0     | \$ -          | 1645  | \$ 162,855.00 |
| REIN BARS                | 10000 | LB   | \$ 1.10      | \$ 11,000.00    | 10000 | \$ 11,000.00  | 0     | \$ -          | 10000 | \$ 11,000.00  |
| WEAR COURSE MIXTURE      | 100   | TON  | \$ 115.50    | \$ 11,550.00    | 0     | \$ -          | 0     | \$ -          | 0     | \$ -          |
| BASE COURSE MIXTURE      | 100   | TON  | \$ 115.50    | \$ 11,550.00    | 0     | \$ -          | 0     | \$ -          | 0     | \$ -          |
| BIT. MAT'L FOR TACK      | 50    | GAL  | \$ 3.00      | \$ 150.00       | 0     | \$ -          | 0     | \$ -          | 0     | \$ -          |
| 4" SIDEWALK              | 200   | S.F. | \$ 3.85      | \$ 770.00       | 180   | \$ 693.00     | 0     | \$ -          | 180   | \$ 693.00     |
| ADJUST MANHOLE           | 11    | EACH | \$ 200.00    | \$ 2,200.00     | 10    | \$ 2,000.00   | 0     | \$ -          | 10    | \$ 2,000.00   |
| CURB AND GUTTER, B-618   | 8200  | L.F. | \$ 10.55     | \$ 86,510.00    | 3000  | \$ 31,650.00  | 3000  | \$ 31,650.00  | 6000  | \$ 63,300.00  |
| CURB AND GUTTER, D-418   | 300   | L.F. | \$ 15.50     | \$ 4,650.00     | 0     | \$ -          | 0     | \$ -          | 0     | \$ -          |
| VALLEY GUTTER            | 450   | S.F. | \$ 15.50     | \$ 6,975.00     | 0     | \$ -          | 0     | \$ -          | 0     | \$ -          |
| 6" CONCRETE DRIVE        | 1300  | S.F. | \$ 4.25      | \$ 5,525.00     | 650   | \$ 2,762.50   | 0     | \$ -          | 650   | \$ 2,762.50   |
| REMOVE & REINSTALL SIGNS | 29    | EACH | \$ 130.00    | \$ 3,770.00     | 0     | \$ -          | 15    | \$ 1,950.00   | 15    | \$ 1,950.00   |
| REMOVE & REINSTALL MAILB | 13    | EACH | \$ 100.00    | \$ 1,300.00     | 0     | \$ -          | 7     | \$ 700.00     | 7     | \$ 700.00     |
| REMOVE & REINSTALL GUAR  | 14    | EACH | \$ 100.00    | \$ 1,400.00     | 0     | \$ -          | 7     | \$ 700.00     | 7     | \$ 700.00     |
| SHAPING BOULEVARDS       | 1.5   | ACRE | \$ 1,500.00  | \$ 2,250.00     | 0     | \$ -          | 0     | \$ -          | 0     | \$ -          |
| SEEDING-TURF TYPE        | 1.5   | ACRE | \$ 1,200.00  | \$ 1,800.00     | 0     | \$ -          | 0     | \$ -          | 0     | \$ -          |
| SEEDING-TURF TYPE        | 150   | L.B. | \$ 4.00      | \$ 600.00       | 0     | \$ -          | 0     | \$ -          | 0     | \$ -          |
| MULCH-TYPE 1             | 3     | TON  | \$ 450.00    | \$ 1,350.00     | 0     | \$ -          | 0     | \$ -          | 0     | \$ -          |
| FERTILIZER               | 760   | LB   | \$ 1.00      | \$ 760.00       | 0     | \$ -          | 0     | \$ -          | 0     | \$ -          |
| CLASS III RIP-RAP        | 28    | TON  | \$ 50.00     | \$ 1,400.00     | 28    | \$ 1,400.00   | 0     | \$ -          | 28    | \$ 1,400.00   |
| 4" EDGE DRAIN TILE       | 800   | L.F. | \$ 6.50      | \$ 5,200.00     | 466   | \$ 3,042.00   | 332   | \$ 2,158.00   | 800   | \$ 5,200.00   |
| EROSION CONTROL          | 1     | L.S. | \$ 5,000.00  | \$ 5,000.00     | 0     | \$ -          | 1     | \$ 5,000.00   | 1     | \$ 5,000.00   |
| STREET SUBTOTAL          |       |      |              | \$ 923,879.00   |       | \$ 351,115.50 |       | \$ 139,272.00 |       | \$ 490,387.50 |
| MATERIAL ON HAND         |       |      |              |                 |       |               |       |               |       | \$ -          |
| BASE BID TOTAL           |       |      |              | \$ 1,158,294.95 |       | \$ 476,378.50 |       | \$ 250,533.95 |       | \$ 726,912.45 |
| CHANGE ORDER #1          |       |      |              |                 |       |               |       |               |       |               |
| F & I 12" VALVE & BOX    | 2     | EACH | \$ 4,000.00  | \$ 8,000.00     | 0     | \$ -          | 2     | \$ 8,000.00   | 2     | \$ 8,000.00   |
| TOTAL CHANGE ORDER #1    |       |      |              | \$ 8,000.00     |       | \$ -          |       | \$ 8,000.00   |       | \$ 8,000.00   |
| TOTAL PROJECT COST       |       |      |              | \$ 1,166,294.95 |       | \$ 476,378.50 |       | \$ 258,533.95 |       | \$ 734,912.45 |

# 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:** City Administrator   
**DATE:** June 23, 2009  
**RE:** Public Input - Budget Ideas

Per your discussion at the June 16<sup>th</sup> City Council meeting, regarding the upcoming City budget, attached are the ideas and comments that were submitted by the public via the [SaveWindomMoney@windom-mn.com](mailto:SaveWindomMoney@windom-mn.com) web site.

The request for additional budget information to be made available was addressed. The line-by-line City budget along with a table of contents was placed on the City's web site within 10 days of the request.

The suggestions for additional marketing for the City's camp ground and liquor store were relayed to the appropriate Department Heads.

If you have questions or need additional budget\financial information please let Brigitte or I know.

**Main Identity**

---

**From:** "Savewindommoney" <savewindommoney@windom-mn.com>  
**To:** <snasby@windom-mn.com>  
**Sent:** Tuesday, March 03, 2009 9:58 AM  
**Attach:** Budget.eml  
**Subject:** Fw: Budget

-----Original message-----

From: "Stan Wendland" [stag@windomnet.com](mailto:stag@windomnet.com)  
Date: Mon, 02 Mar 2009 08:01:50 -0600  
To: [savewindommoney@windom-mn.com](mailto:savewindommoney@windom-mn.com)  
Subject: Budget

Steve: Not seeing the line items, maybe the city could put the budget on line so we could make realistic suggestions rather than blind options. Of course you know that labor and benefits makes up the biggest expense in any business. Again, without seeing line items, the last hired, first fired in each department would trim expenses.

**Main Identity**

---

**From:** "Savewindommoney" <savewindommoney@windom-mn.com>  
**To:** <snasby@windom-mn.com>  
**Sent:** Tuesday, March 03, 2009 9:59 AM  
**Attach:** Money saving ideas\_revenue.eml  
**Subject:** Fw: Money saving ideas/revenue

-----Original message-----

From: "Rahn Larson" [rahn1@windomnews.com](mailto:rahn1@windomnews.com)  
Date: Thu, 26 Feb 2009 08:28:56 -0600  
To: [savewindommoney@windom-mn.com](mailto:savewindommoney@windom-mn.com)  
Subject: Money saving ideas/revenue

Windom should take a look at its marketing approach for the liquor store. Here are a few ideas to chew on:

- \* Put banners outside the liquor store--just as you see at places like MGM Liquor in Mankato, and other stores--advertising prices and promoting specials. The liquor business is all about advertising.
- \* Option B--Open up the liquor store business to private license holders. That would not only boost license revenue, it would probably boost the local economy by filling store fronts and possibly creating construction projects.

We have a nice, clean, well-run liquor store. I just think it runs too much like a government entity--not a profit center.

**Main Identity**

---

**From:** "swmnusa" <swmnusa@myway.com>  
**To:** <SaveWindomMoney@windom-mn.com>  
**Sent:** Tuesday, March 03, 2009 4:42 PM

One thing that can be done is not to take on new projects. In other words, forget the damn Dam!!!!

Dick Brinkman

---

**Banking**

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## Main Identity

---

**From:** "John & Staci Veenker" <jveenker@ilechsi.com>  
**To:** <SAVEWINDOMMONEY@WINDOM-MN.COM>  
**Sent:** Wednesday, March 04, 2009 12:19 PM  
**Subject:** please reply so I know this went through  
**1 Easy & Free Suggestion to Generate Money for the City of Windom:**

List Windom on the Explore Minnesota website to make better use & increase revenue from our campground.

I know alot of families due to the economy are staying closer to home. I have small children & enjoy camping & I am always looking for a close getaway somewhere usally with a pool or water park. I use the explore minnesota sight as you can search for campgrounds that have a pool nearby. I just searched Windom & 56101 & clicked on pool & only Jackson KOA comes up so I know Windom isnt listed on there properly.

I know many other families use that resources to find new campgrounds to try as well. I am down at the pool & park frequently and I very rarely see the campground used except a few here & there & on Riverfest weekend. I do believe if you list your amenities on that site people will come & check out our campground, maybe you could even raise the rates if its a success to generate more income. I know its not alot but every little bit helps.  
Its a ripple effect as new campers may use our pool, & go to our restaurants & fill up with our gas.

To expand further if this would work to fill up the campground .....I know Windom's campground is on your honor, but Springfield has an awesome packet they provide when you check in (maybe there could be sign posted, contact city call if you arrive before 4:30 on friday for additional discounts) Get a free paper at the grocery store, get free buns when you buy hot dogs, buy 1 round of golf get 1 free, you get the idea. When we go there we usually end up going to their drive-in as well for treats thanks to the coupons.

I think many families would check out Windom as the pool is great, the park is right there & the river & there is a ton of open space to play.

Worth at try don't you think?

PS I made this suggestion before to the city offices but nothing came of it. Maybe this deserves a second look if it got passed on earlier.

John & Staci Veenker  
Windom  
831-1902

**Main Identity**

---

**From:** "Veenker, Staci" <Staci.Veenker@courts.state.mn.us>  
**To:** <SaveWindomMoney@windom-mn.com>  
**Sent:** Thursday, March 05, 2009 2:35 PM  
**Subject:** retirement incentive

I work for the state of Minnesota/court administration here in Windom and to reduce costs our District Administrator offered a retirement incentive program. If an employee was close to or nearing retirement, our district offered \$\_\_ dollars for each year of service as an incentive or kind of a severance package. It helped to reduce employees in some cases & it helped the employee if they were thinking of retiring anyway to get a bit of a better deal, and it helped the bottom line then if a new employee was hired they started at a lower starting wage also, additional it may help as well in the cost of insurance premiums as well as younger workers seemed to have less claims.

I'm not sure where the state came up with the money upfront but they believed over the long haul this was a definite savings plus.

This was done by the fifth judicial district so if you should ever need any more information I'm sure they would be happy to supply you with the statistics.

Thanks

John & Staci Veenker

Windom

831-1902

6/23/2009

**Main Identity**

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**From:** "rod byam" <rdbyam@windomnet.com>  
**To:** <SaveWindomMoney@windom-mn.com>  
**Sent:** Thursday, March 05, 2009 11:04 PM  
**Subject:** saving money

I believe that it is time to return to reality and make the unfinished portion of 4th avenue a 6 ton road instead of a 10 ton road, it, is no longer a highway. The heaviest vehicle traveling it is from redi mix.

Bring out the equability pay study you shelved comparing pay for city employees with employees from other towns the same size of Windom, some people are being paid way too much. That's why it was shelved.

Start cutting employees to 32 hours as needed, rather than laying off employees, That is what corporations are doing to stop the bleeding. Work on increasing productivity. Your citizens want to believe that our city is being transparent and working on ways to improve service and reduce costs. Right now that is not being done. I frankly am disappointed in the response from tech support from windomnet on computer problems. When I call I DON'T WANT TO HEAR TAKE YOUR COMPUTER TO THE CITIZEN, YOU MUST HAVE A VIRUS. I am smarter than that, but a lot of people don't have the experience I do.

We are all hurting out here, personally I am going to sacrifice cable TV rather than internet, I am seeking an alternative to cable. I am dropping my phone service and porting my number to my cell phone and going with Skype VoIP.

Rod Byam, resident and taxpayer

**Main Identity**

---

**From:** "Monte & Beth Scrivens" <mbscriv@windomnet.com>  
**To:** <SaveWindomMoney@windom-mn.com>  
**Sent:** Saturday, March 07, 2009 12:57 AM  
**Subject:** Spring Cleanup

To save \$\$ on springtime cleanup- the City could charge all City residents that had items to get rid of a small fee, maybe \$10 or \$20 to purchase a pass to stop at the dump for up to a certain amount of trash-like 500 pounds. The residents would have a certain day when they could drop it off at the landfill. This would provide affordability for residents and would take most city labor out of the equation. If residents wanted curbside pick-up, they would need to pay a bit more. It was a great idea for the city to provide free pick up- but if the city could recover even a small portion of the cost, it would be beneficial. If the landfill did not want all the traffic, the city could designate a central collection location, and pick it up and haul it from there. Just some thoughts. Please feel free to call me.

Monte Scrivens  
815 20th st  
Windom  
507-832-8164  
507-831-2335 days

**Main Identity**

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**From:** "sammy theredrocker358" <sammo35@hotmail.com>

**To:** <savewindommoney@windom-mn.com>

**Sent:** Saturday, March 07, 2009 10:47 AM

Cancel the city wide spring cleanup, Windom has a junk ordinance in place, enforce it! Remove the extra dollar from our utility bills. The residents of Windom should not be responsible for cleaning up other peoples messes. I keep my property clean and should not be expected to pay for others who don't.

Steve Mekosch

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Hotmail® is up to 70% faster. Now good news travels really fast. [Find out more.](#)

## Main Identity

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**From:** "Corey Maricle" <coreym@staplesoil.com>  
**To:** "Steve Nasby" <snasby@windom-mn.com>  
**Sent:** Thursday, June 25, 2009 2:33 PM  
**Subject:** Budget ideas  
Steve,

Can you please put this into the next council packet under the "budget saving ideas" agenda item? I think this would be a great way to work with the department heads and entice them to look for savings.

Thanks,

Corey Maricle

Pay raises for Fort Dodge city department heads will be tied to how much money they can reduce from their budgets.

City Council members unanimously approved a plan designed under the auspices of the lean government initiative launched by the city earlier this year.

According to City Manager David Fierke, under the plan, 13 department leaders, including Fierke, will forgo an automatic 3 percent cost-of-living pay increase for fiscal year 2010, which begins July 1.

Instead, the department heads will have the opportunity to earn such an increase based on cost savings or revenue increases in their departments.

The plan calls for department heads to receive a proportion of that funding, including:

- 25 percent of the savings or new revenue in process improvement resulting in less than \$5,000 in budgetary savings in their department.
- 10 percent of the savings or new revenue in process improvement resulting in more than \$5,000 in budgetary savings in their department.

A 3 percent cost-of-living increase for all 13 affected employees would cost \$30,000, said Fierke.

However, to receive that money, department heads would have to generate approximately \$100,000 in cost-cutting or revenue-generating process improvements, Fierke said.

Additionally, the city manager, human resources director, city clerk and city attorney can earn an additional 2 percent if all departments end the year 1.5 percent under budget on expenses or 120 percent over on revenues.

If department budgets could be reduced 3 percent across the board, that would result in a \$600,000 savings for the city, Fierke said.

However, he acknowledged such reductions would be "almost impossible to attain."

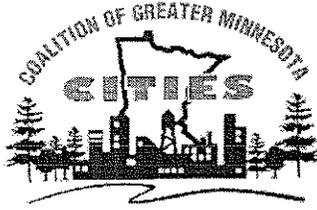
"This is an opportunity for us to put our money where our mouth is regarding the implementation of lean government," Fierke said.

**Final FY2010 Budget (July 2009-June 2010)**

| RLBSS @ 2.97% of \$13,570,000 (73%) plus \$46,952 carryover |  | FY2010                           | Estimate Year End<br>June 30 2009 |
|---|--|----------------------------------|-----------------------------------|
|   |  | Mark contract<br>all staff @100% |                                   |
| 1   | <b>REVENUE</b>                                     |                                  |                                   |
| 2   | General Revenue                                    |                                  |                                   |
| 3   | E-Rate Funds                                       | 26,000                           | 37,000                            |
| 4   | Basic System Support (State of MN)                 | 342,473                          | 469,522                           |
| 5   | RLTA Funds   | 34,000                           | 53,568                            |
| 6   | State Pera Aid                                     | 722                              | 722                               |
| 7   | Automation System Licenses                         | 41,800                           | 41,800                            |
| 8   | Delivery Service                                   | 26,930                           | 26,900                            |
| 9   | Southwest West/West Central Service Co-op Delivery | 1,500                            | 3,000                             |
| 10  | Summer & Winter Reading Programs                   | 1,000                            | 1,000                             |
| 11  | Automation System Upgrade                          | 30,000                           | 30,000                            |
| 12  | Donations  | 200                              | 452                               |
| 13  | Copy Machine Income                                | 25                               | 11                                |
| 14  | Miscellaneous Income                               | 0                                | 229                               |
| 15  | Interest Income                                    | 3,300                            | 2,550                             |
| 16  | MnLINK Gateway Income                              | 4,500                            | 4,562                             |
| 17  | Rental Income                                      | 3,900                            | 3,900                             |
| 18  |  | -                                | -                                 |
| 19  | <b>Total General Revenue</b>                       | <b>516,350</b>                   | <b>675,216</b>                    |
| 20  |  | -                                | -                                 |
| 21  | Bookmobile Revenue                                 |                                  |                                   |
| 22  | Bookmobile E-Rate Income                           | 1,000                            | 713                               |
| 23  | Bookmobile Income                                  | 67,200                           | 67,200                            |
| 24  | Bookmobile Misc & Donations                        | 200                              | 1,213                             |
| 25  |  | -                                | -                                 |
| 26  | <b>Total Bookmobile Revenue</b>                    | <b>68,400</b>                    | <b>69,126</b>                     |
| 27  |  | -                                | -                                 |
| 28  | Other Revenue                                      |                                  |                                   |
| 29  | County Aid To Public Libraries                     | 246,542                          | 250,936                           |
| 30  | Speciality Items/Cooperative Purchases             | 29,000                           | 28,000                            |
| 31  |  | -                                | -                                 |
| 32  | <b>Total Other Revenue</b>                         | <b>275,542</b>                   | <b>278,936</b>                    |
| 33  |  | -                                | -                                 |
| 34  | SMAHC Grant Income                                 | 3,413                            | 3,413                             |
| 35  |  | -                                | -                                 |
| 36  | <b>Total Revenue</b>                               | <b>863,705</b>                   | <b>1,026,691</b>                  |

|     |   |                |                |
|-----|---|----------------|----------------|
| 78  |   | -              | -              |
| 79  | <b>REFERENCE, CATALOG, AND INTERLIBRARY LOAN Anne&amp; Mary Rae</b> |                |                |
| 80  | Wages   | 62,587         | 61,580         |
| 81  | FICA  | 3,881          | 3,735          |
| 82  | Medicare  | 908            | 880            |
| 83  | PERA  | 4,381          | 4,070          |
| 84  | Workmen's Compensation  | 1,000          | 947            |
| 85  | Health Insurance  | 13,797         | 11,693         |
| 86  | PERA Life Insurance   | 192            | 208            |
| 87  | Dialog , OCLC Searches,TLCItsMark&ItsMarkAV                         | 7,000          | 6,996          |
| 88  | Staff Travel  | 50             | 0              |
| 89  | Continuing Ed Registration  | 200            | 20             |
| 90  | Continuing Education Travel Expense                                 | 100            | 0              |
| 91  | Continuing Education Materials                                      | 0              | 0              |
| 92  | Reference Miscellaneous Expense                                     | 50             | 35             |
| 93  |   | -              | -              |
| 94  | <b>Total Reference, Catalog, and Interlibrary Loan</b>              | <b>94,146</b>  | <b>90,164</b>  |
| 95  |   | -              | -              |
| 96  | <b>AUTOMATION Joel and Barb</b>                                     |                |                |
| 97  | Wages   | 76,648         | 75,000         |
| 98  | FICA  | 4,752          | 4,600          |
| 99  | Medicare  | 1,111          | 1,090          |
| 100 | PERA  | 5,365          | 5,000          |
| 101 | Workman's Compensation  | 1,430          | 1,243          |
| 102 | Health Insurance  | 12,864         | 12,948         |
| 103 | PERA Life Insurance   | 384            | 384            |
| 104 | Automation Cell Data Exp.   | 780            | 384            |
| 105 | Telecommunications  | 32,130         | 50,000         |
| 106 | Vehicle Fuel  | 1,000          | 450            |
| 107 | Vehicle Repair and Maintenance                                      | 500            | 375            |
| 108 | Vehicle Insurance   | 800            | 680            |
| 109 | Staff Travel  | 100            | 120            |
| 110 | New Hardware Purchase   | 400            | 250            |
| 111 | Equipment Repair and Maintenance                                    | 400            | 200            |
| 112 | Software Upgrades & Maintenance                                     | 800            | 4,500          |
| 113 | New Software Purchase   | 400            | 100            |
| 114 | Automation Advertising  | 0              | 0              |
| 115 | Consultation Fees   | 0              | 0              |
| 116 | Continuing Ed Registration  | 200            | 200            |
| 117 | Continuing Education Travel Expense                                 | 300            | 0              |
| 118 | Continuing Education Materials                                      | 0              | 0              |
| 119 | Supplies New Automation Project                                     | 0              | 36             |
| 120 | Servers and Server Upgrade New Automation Project                   | 0              | 490            |
| 121 | Travel (Training,Site Visits,ect.)NewAutom.Project                  | 200            | 157            |
| 122 | Automation Vendor (SIRSI) Expense                                   | 65,050         | 62,953         |
| 123 |   | -              | -              |
| 124 | <b>Total Automation</b>   | <b>205,614</b> | <b>221,160</b> |

|     |   |                        |                     |
|-----|---|------------------------|---------------------|
| 158 | <b>BOOKMOBILE Kelly and Margie</b>                |                        |                     |
| 159 | Wages   | 39,156                 | 40,680              |
| 160 | Fica  | 2,428                  | 2,520               |
| 161 | Medicare  | 587                    | 590                 |
| 162 | PERA  | 2,740                  | 2,675               |
| 163 | Workman's Compensation                            | 680                    | 592                 |
| 164 | Health Insurance                                  | 5,238                  | 5,160               |
| 165 | PERA Life Insurance                               | 192                    | 192                 |
| 166 | Bookmobile Program Expense                        | 200                    | 375                 |
| 167 | Rent  | 1,500                  | 1,500               |
| 168 | Processing Supplies                               | 150                    | 75                  |
| 169 | Facility Repair and Maintenance                   | 0                      | 85                  |
| 170 | Capital Outlay                                    | 0                      | 1,650               |
| 171 | Insurance (Bond, Liability, Fire)                 | 400                    | 365                 |
| 172 | BKM Telecommunications                            | 1,190                  | 1,161               |
| 173 | Vehicle Fuel                                      | 5,469                  | 4,575               |
| 174 | Vehicle Repair and Maintenance                    | 4,000                  | 4,000               |
| 175 | Vehicle Insurance                                 | 1,100                  | 903                 |
| 176 | Staff Travel                                      | 100                    | 0                   |
| 177 | Equipment Repair and Maintenance                  | 400                    | 400                 |
| 178 | AUTOMATION(Epixtech/MPL/Automation License)       | 220                    | 0                   |
| 179 | Continuing Ed Registration                        | 300                    | 138                 |
| 180 | Continuing Education Travel Expense               | 200                    | 445                 |
| 181 | Bookmobile Collections                            | 2,150                  | 1,195               |
| 182 |   | -                      | -                   |
| 183 | <b>Total Bookmobile</b>                           | <b>68,400</b>          | <b>69,276</b>       |
| 184 |   | -                      | -                   |
| 185 | <b>GRANT Expense</b>                              |                        |                     |
| 186 |   |                        |                     |
| 187 | SMAHC GT. Supplies (PCLS Gt. Match Funds)         | 1,431                  | 1,170               |
| 188 | SMAHC Advertising (PCLS GT. Match Funds)          | 373                    | 633                 |
| 189 | SMACH Gt. Speaker Exp.(part PCLS GT. Match Funds) | 6,250                  | 6,250               |
| 190 | PCLS exp \$ 3210.00                               | -                      | -                   |
| 191 | Total Grant Expense                               | 8,054                  | 8,053               |
| 192 |   | -                      | -                   |
| 193 | <b>Total Expenditures</b>                         | <b>964,744</b>         | <b>1,002,265</b>    |
| 194 |   | -                      | -                   |
| 195 |   |                        |                     |
| 196 | Excess Revenues (Expenditures)                    | (101,039)              | 94,000              |
| 197 |   |                        |                     |
| 198 | Carry over from FY2009                            | \$94,000.00 (estimate) |                     |
| 199 |   |                        |                     |
| 200 | Legacy Administrative Funds                       | 3,748.88               | (2.5% of \$126,225) |
| 201 | Legacy Program Funds (winter programs)            | 6,000                  |                     |
| 202 |   |                        |                     |
| 203 | <b>TOTAL Projected Fund Balance June 30 2010</b>  | <b>\$2,710</b>         |                     |



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

June 18, 2009

Contact: Tim Flaherty  
651-225-8840

**City aid programs  
unallotted by nearly  
\$200 million**

Earlier this week, Governor Pawlenty announced his plans to close the remaining \$2.7 billion hole that was left in the state's budget after the legislative session concluded with no agreement on a final tax bill. Using his unallotment power, the governor made various spending cuts to the tune of \$800 million, enacted a \$1.78 billion school payment shift, delayed \$63 million in capital equipment refunds, and covered the remaining \$106 million by changing the Wisconsin reciprocity agreement so that Wisconsin remits its payments to Minnesota sooner (this budget solution is based on the assumption that Wisconsin, which is facing budget challenges of its own, will be in a financial position to agree to do this).

**LGA and MVHC Unallotment Facts**

Cities aids and credits will be reduced by up to 3.31% in 2009 and 7.64% in 2010 based on a city's levy plus aid. The reduction will be capped at \$22 per person in 2009 and \$55 per person in 2010. Cities under 1,000 in population that have a tax base less than the statewide average will not see any reduction in aids or credits. This reduction will be \$44.5 million in 2009 and \$102 million in 2010 for the LGA program and \$19.6 million in 2009 and \$25.9 million for the MVHC. The LGA reduction in 2010 is taken from projected 2010 LGA. Please visit the News section of [www.greatermncitise.org](http://www.greatermncitise.org) to find a run of your city's 2009 and 2010 LGA allocation after unallotment.

**Levying Back Aid Cuts**

For your 2010 levy, you will be able to levy back all of your 2008 and 2009 LGA and MVHC cuts. It is still to be determined when you will be able to levy back your 2010 LGA and MVHC cuts. It will depend on when the state actually makes the unallotment for 2010 LGA and MVHC. Depending on the timing, you will either be able to levy back 2010 cuts in your 2010 or 2011 levy. CGMC will update you as soon as this has been determined.

**After unallotment,  
what is our message?**

Since the governor's unallotment announcement, we've heard from several members who are uncertain about how to respond publically to the latest round of LGA cuts, seeing as the cuts are "not as bad" as they could have been. Although the governor did reduce his originally proposed LGA cut from \$246 million to \$147 million, this still amounts to a **19% reduction of the program in 2010** and will greatly impair the program's ability to reduce property tax and service disparities that would otherwise exist across the state.

That's why our message doesn't change. It is critical that you communicate the impact of the governor's cuts to your community: What services will be



reduced? How many jobs will be lost? How will property taxpayers be impacted? Your residents need to know the importance of the LGA program and how it figures into the affordability, safety, and attractiveness of their community. Attached are some related talking points to use when discussing unallotment.

### **CGMC Board of Directors discusses unallotment lawsuit**

As the media has reported, various interest groups affected by the governor's unallotment have been meeting to discuss a potential lawsuit to challenge the constitutionality of the governor's actions. At today's Board of Director's meeting, the Board considered whether or not CGMC should play a role in this potential lawsuit. The consensus among the Board members and CGMC staff is that, at this point, it is not in the Coalition's best interest to be named in the lawsuit. Instead, the lawsuit should be brought to court by the legislature, not by interest groups. To that end, CGMC will encourage the League of Minnesota Cities and other organizations to form a coalition and send a letter to the legislature and attorney general requesting legal action on the unallotment issue.

### **Summer conference to focus on dealing with LGA cuts, communicating budgets to the public**

The CGMC summer conference, which will be held **July 29 – 31 in Brainerd**, will provide several opportunities to learn more about the outcome of the 2009 legislative session and how your city may be affected. As no surprise, unallotment will be a major discussion point, as will bolstering your city's public relations efforts. As always, we have also invited the legislative leaders and tax chairs to join us for panel discussions on the 2009 session and the outlook for 2010.

Registration materials are attached. If you have any questions, contact Lauren Anderson at [l Anderson@flaherty-hood.com](mailto:l Anderson@flaherty-hood.com). Be sure to sign up today!

### **REMINDER: CGMC to recap session at League annual conference**

If you are attending the League of Minnesota Cities' annual conference, which will be held June 24 – 26 at the St. Paul RiverCentre, be sure to join CGMC for breakfast **Friday, June 26 from 7:30 – 8:30 a.m.** for a session recap. During the presentation, we will discuss the outcome of CGMC initiatives and the governor's unallotment actions. We look forward to seeing you in St. Paul next week!

### **REMINDER: Capitol budget request forms now available**

If your city plans to seek bonding money in 2010, you will need to fill out and submit a capital budget request form to the Minnesota Management & Budget Office by **June 25, 2009**. Details regarding the submission can be found at:

<http://www.mmb.state.mn.us/doc/budget/bud-op/op10/local-gov.pdf>.



# Unallotment Response

## Suggested Quote:

“Minnesota communities were critically hurt today by the governor’s action, and nearly every Minnesotan will personally be affected. It could be in the form of no cop in their kid’s school, higher property taxes, or a local library that is no longer open. Many Minnesotans will think in the coming year that this is not the state they knew, or the state they want it to be.”

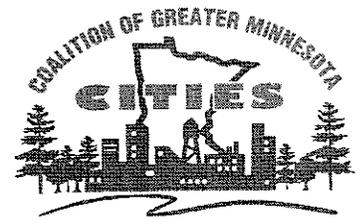
## Talking Points:

- The governor’s cut to LGA is too deep and will greatly damage our city’s ability to provide essential services at an affordable price to property taxpayers.
  - If possible, provide specific examples of how the cuts will affect your city in terms of service delivery and property taxes.
- Over the past six years, Minnesota cities have **lost \$750 million in state aid**, and as a result **property taxes have increased over 65% statewide**. This increase in property taxes, however, has fallen short of replacing the lost aid, so essential city services have also been cut back.
- Within less than a year, the governor has proposed to unilaterally reduce LGA by over \$200 million (taking both the December and June unallotments into account). **This means that the LGA program will take a 19% hit in 2010.**
- **Cities have been more fiscally conservative than the state** over the past six years:
  - While funding for state programs has actually increased 3.2% since 2002, the revenues available for local spending have decreased 13.7%.
  - Furthermore, cities shrunk their workforce by 6% between 2003 and 2008, while the state’s workforce ballooned by 10% in the same period.
- State lawmakers—both Republicans and Democrats—need to put their residents first and prioritize funding for safe, affordable communities. They need to speak out against the governor’s cuts now.
- As always, the city will do everything possible to protect residents from steep property tax increases and painful cuts to services.

# 2009 CGMC Summer Conference

Wednesday, July 29 – Friday, July 31, 2009 • Brainerd

Tentative as of 6/1/09



## Wednesday, July 29

- 2:00 – 4:00 p.m. **Conference Registration**
- 3:00 – 4:00 p.m. **Board of Directors Meeting**
- 4:00 – 5:00 p.m. **Annexation & Land Use: Next Steps**
- 5:00 p.m. **Brainerd City Activities and Dinner**

## Thursday, July 30

- Morning/Afternoon **Optional Activities (TBD)**
- 8:30 – 10:00 a.m. **Conference Registration**
- 10:00 – 11:05 a.m. **Welcome and Labor & Employee Relations Committee Update**  
*Wadena Mayor Wayne Wolden, President of CGMC  
Chris Hood, Flaherty & Hood, P.A.*
- 11:05 – 11:15 a.m. **BREAK**
- 11:15 – 12:45 p.m. **Review of 2009 Session**  
*Tim Flaherty, Flaherty & Hood, P.A.*
- Managing and Communicating City Budgets in the Age of Unallotment**  
*Tim Flaherty, Flaherty & Hood, P.A.*
- 1:00 – 2:00 p.m. **Lunch**  
*Secretary of State Mark Ritchie (invited)*
- 2:00 – 2:15 p.m. **BREAK**
- 2:15 – 3:15 p.m. **Membership Meeting**
  - Election of officers
  - Adoption of budget and assessments
  - Other business
- 3:15 – 3:30 p.m. **BREAK**
- 3:30 – 4:15 p.m. **Property Tax Forum**  
*Sen. Tom Bakk, Sen. Rod Skoe, Rep. Ann Lenczewski, Rep. Paul Marquart, Com. of Revenue Ward Einess (all invited)*
- 4:15 – 4:30 p.m. **BREAK**
- 4:30 – 5:30 p.m. **Legislative Leadership Panel**  
*Senate Majority Leader Larry Pogemiller, Senate Minority Leader David Senjem, Speaker Margaret Anderson Kelliher, House Minority Leader Marty Seifert (all invited)*
- 6:00 – 7:00 p.m. **Social Hour**
- 7:00 – 9:00 p.m. **Legislative Awards Dinner**
- 9:00 p.m. **Post-Dinner Event**

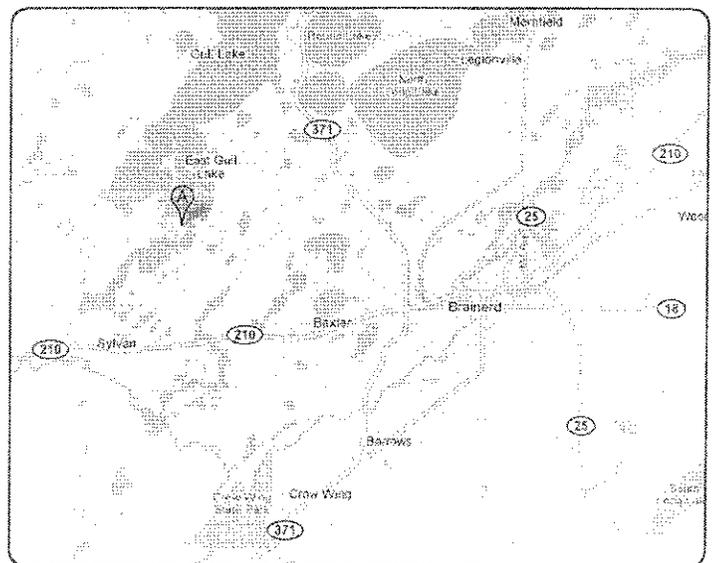
## Friday, July 31

- 7:30 a.m. **Continental Breakfast**
- 8:30 – 9:00 a.m. **Implementing the Clean Water, Land, and Legacy Amendment: Did the Legislature Do Its Job?**
- 9:00 – 10:15 a.m. **“Sustain Winona”: A Nation-Leading Partnership to Promote Energy Conservation and Environmental Stewardship**
- 10:15 – 10:30 a.m. **BREAK**
- 10:30 – 11:30 a.m. **Social Networking: Using Facebook, Twitter, and Other Tools with Your City**
- 11:30 a.m. **Adjourn**

## Conference Hotel Information

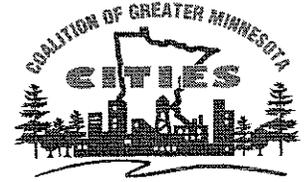
**Cragun's Resort & Hotel on Gull Lake**  
11000 Cragun's Drive | Brainerd, MN 56401  
Fax: 218-825-2727 | [www.craguns.com](http://www.craguns.com)

CGMC Rate: \$137.87 per night for single or double occupancy. Reservations must be made by completing the attached Cragun's reservation form and returning it to the hotel via fax or mail.



**Questions?** Please contact Lauren Anderson at 651-225-8840 or [l Anderson@flaherty-hood.com](mailto:l Anderson@flaherty-hood.com).

# 2009 CGMC Summer Conference Registration



City: \_\_\_\_\_ Phone: \_\_\_\_\_

Name/Title: \_\_\_\_\_ Guest(s): \_\_\_\_\_

Name/Title: \_\_\_\_\_ Guest(s): \_\_\_\_\_

Name/Title: \_\_\_\_\_ Guest(s): \_\_\_\_\_

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

## Wednesday, July 29

- \_\_\_\_\_ 3:00 p.m. **Board of Directors Meeting**
- \_\_\_\_\_ 4:00 p.m. **Annexation & Land Use: Next Steps**
- \_\_\_\_\_ 5:00 p.m. **Brainerd City Activities and Dinner**

## Thursday, July 30

- \_\_\_\_\_ 10:00 a.m. **Labor & Employee Relations Committee Update**
- \_\_\_\_\_ 11:15 a.m. **Review of 2009 Session/ Managing and Communicating City Budgets in the Age of Unallotment**
- \_\_\_\_\_ 1:00 p.m. **Lunch**
- \_\_\_\_\_ 2:15 p.m. **Membership Meeting**
- \_\_\_\_\_ 3:30 p.m. **Property Tax Forum**
- \_\_\_\_\_ 4:30 p.m. **Legislative Leadership Panel**
- \_\_\_\_\_ 6:00 p.m. **Social Hour**
- \_\_\_\_\_ 7:00 p.m. **Legislative Awards Dinner**
- \_\_\_\_\_ 9:00 p.m. **Social Hour**

## Friday, July 31

- \_\_\_\_\_ 7:30 a.m. **Continental Breakfast**
- \_\_\_\_\_ 8:30 a.m. **Clean Water Funding**
- \_\_\_\_\_ 9:00 a.m. **“Sustain Winona” Presentation**
- \_\_\_\_\_ 10:30 a.m. **Social Networking Presentation**

### Return this form to CGMC

Please send this registration form by July 17 to:

Lauren Anderson  
 525 Park St. Suite 470  
 St. Paul, MN 55103  
 llanderson@flaherty-hood.com  
 Fax: 651-225-9088  
 Phone: 651-225-8840

### Hotel Reservations

Cragun's Resort & Hotel on Gull Lake  
 11000 Craguns Drive | Brainerd, MN 56401  
 Fax: 218-825-2727 | www.craguns.com

CGMC Rate: \$137.87 per night for single or double occupancy.

Reservations must be made by completing the attached Cragun's reservation form and returning it to the hotel via fax or mail.

| Members Attending                                  |       |
|--|-------|
| 1  | \$210 |
| 2  | \$410 |
| 3  | \$615 |
| 4  | \$820 |
| Please include \$32 for each extra guest's dinner. |       |

=

### Total \$

Please make checks payable to CGMC:

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

**PREFERRED LODGING HELD UNTIL  
June 29, 2009**

(Room Rates honored after June 29 but  
room **AVAILABILITY is NOT GUARANTEED**)  
**\$137.87 deposit required with reservation**  
(Reservation will not be processed without deposit)  
No deposit required with Voucher or Purchase Order

Name \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Day Phone(\_\_\_\_) \_\_\_\_\_ / \_\_\_\_\_  
Arrive /Depart Dates: \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_  
E-mail Address \_\_\_\_\_

**Please print clearly**  
Confirmations will be sent to the above address.  
(E-mail address will not be sold, but may be used for special offers by Cragun's)

Please do NOT send me e-mail specials from Cragun's

**SPECIAL REQUESTS**

(i.e. Room Accessibility, Service Animal, Dietary, etc.)  
Explain: \_\_\_\_\_

**INDICATE DEPOSIT METHOD OF PAYMENT**

- Voucher/Purchase order Send with form.
- Check (Send with form - Payable to Cragun's)
- Credit Card (Card charged upon receipt of form)
- Debit Card (Card charged upon receipt of form)

Upon check-in, the debit card will be charged for the remainder of your stay.

**Visa, MasterCard, American Express, Discover cards accepted**

\$ \_\_\_\_\_ Deposit amount to be charged to:  
Card # \_\_\_\_\_ Exp / \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_  
MAIL OR FAX FORM (No phone reservations)  
Cragun's Resort & Hotel on Gull Lake  
11000 Craguns Drive, Brainerd, MN 56401  
Fax Number: (218) 825-2727  
Website: www.craguns.com

**Coalition of Greater MN Cities - CRAGUN'S LODGING RESERVATION  
SUMMER CONFERENCE 2009 July 29 - 31st, 2009**

**ROOMMATE(S)**

List names of people in room \_\_\_\_\_

**ONE-NIGHT PACKAGE INCLUDES**

- Wednesday and/or Thursday nights' lodging
- MN sales tax

\$137.87 per room per night single/double occupancy

**INDICATE WHICH NIGHT(S)**

Wednesday  Thursday

**Lodge Rooms:** Balcony overlooks Gull Lake, fireplace, refrigerator, microwave, coffeemaker, two queens or one king bed. Some with two doubles looking over indoor pool. (All non-smoking rooms)

**\*\* Two-night package receives priority lodging\*\***

All Rooms are Non-Smoking  
\$300.00 charge for smoking in a non-smoking room

**EARLY ARRIVAL (Based on availability)**

I will be arriving Tuesday.  
\$ 137.87 Per Night, Per Room  
Single or Double Occupancy.  
Rate includes MN sales tax.

**STAYOVER OPTION (Based on availability)**

I will be staying the following night(s):  
 Friday,  Saturday  
\$ 191.31 Per Night, Per Room  
Single or Double Occupancy.  
Rate includes MN sales tax.

**CHILDREN RATES**

The per night rate for children 13 and older is \$16 per night, sales tax included. No meals included. Children 12 and under stay free - meals are extra.  
Number of children: \_\_\_\_\_

Age and name of each child: \_\_\_\_\_

**GOLF INFORMATION & TEE TIMES**

To guarantee availability of tee times or to make Reservations at the Legacy Courses at Cragun's call 1-800-272-4867 ext. 8100 or (218) 825-2800.

**CRAGUN'S HAS A NO PET POLICY  
And A No Jetskis / Waverunners Policy  
PRIOR NOTIFICATION OF  
CERTIFIED SERVICE ANIMALS REQUIRED**

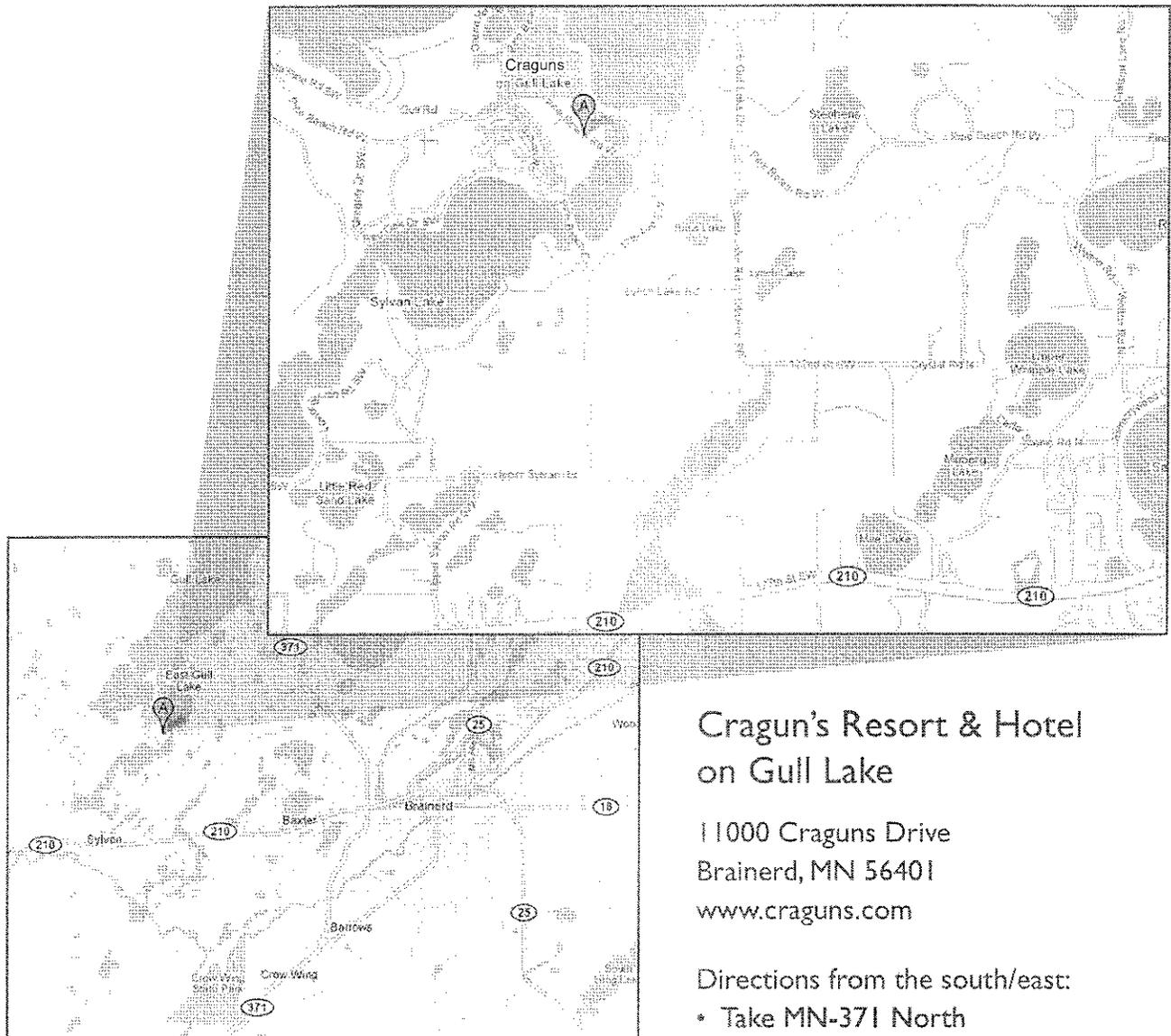
**Cancellation/Refund Policy:**

1. Less than 30 days prior to arrival-NO DEPOSIT REFUND
2. At 30 days or more prior to arrival-REFUND less \$25 processing fee.
3. When using a Voucher or Purchase Order, Cancellation /Refund Policy will apply. 7069/MZ/JW

Complete 1 Form Per Person or Couple.  
Make A Copy Of This Form For Your Records.



# Map to Cragun's Resort & Hotel



## Cragun's Resort & Hotel on Gull Lake

11000 Craguns Drive  
Brainerd, MN 56401  
[www.craguns.com](http://www.craguns.com)

### Directions from the south/east:

- Take MN-371 North
- Turn Left at Hwy. 49
- Continue on to Pine Beach Road

### Directions from the north/west

- Take MN-210 East
- Turn Left at County Rd. 18
- Turn Left at Pine Beach Road

**Denise Nichols**

---

**From:** "Mark Marcy" <mark.marcy@co.cottonwood.mn.us>  
**To:** "Alan Wahl" <wbpolice@centurytel.net>; "Audi Nickel" <audinickel@goldcountryseed.com>;  
 "Card, Amy" <Amy.Card@state.mn.us>; "chuck wolle" <hosers25@gmail.com>; "Curtis Madson "  
 <cjmadson@hotmail.com>; "Dan Benz" <windom11man@yahoo.com>; "Dan Ortman"  
 <sunshinefoods10@windomnet.com>; "Dave Watkins " <davetammy@frontiernet.net>; "DeAnn  
 Conrad " <dconrad@bankmidwest.com>; "Denise Nichols" <denise@windom-mn.com>; "Dennis  
 Seibert" <dsieb@frontiernet.net>; "Donna Marcy " <snoopymed40@hotmail.com>; "Doug  
 Scrivens" <gcc-windom@windomnet.com>; "FAST, MARCIA" <FASTM@sanfordhealth.org>;  
 "Gale Bondhus " <assessor.cottonwood@co.cottonwood.mn.us>; "Gary Reif Jackson Co"  
 <gary.reif@co.jackson.mn.us>; "Gordy K. Wstbk Hosp" <kopperug@sanfordhealth.org>; "Jackson  
 Ambulance Service" <jvasmn@qwestoffice.net>; "Jan Johnson Wstbk"  
 <jjohnson@bankmidwest.com>; "Jason Purrington " <jason.purrington@co.cottonwood.mn.us>;  
 "Jeff Shirkey" <jshirkey@windom-mn.com>; "Jim Skarphol " <jkskarp@windomnet.com>;  
 "Magyar, Dave" <david.magyar@poetenergy.com>; "Mark Marcy"  
 <mark.marcy@co.cottonwood.mn.us>; "Mark Temple " <mark.temple@mnwest.edu>; "Mark  
 Warner" <Mark@triumphbanks.com>; "Mary Westerman" <jjames310@centurytel.net>; "Morgan  
 Pederson" <morgenpederson@hotmail.com>; "Rod and Angie Sykora"  
 <RSykora@centurytel.net>; "Ron Kuecker" <diak@windomnet.com>; "Sanborn Fire/Rescue"  
 <sfd@rrcnet.org>; "Scott Thompson " <scottnmargo@yahoo.com>; "Steve Nasby"  
 <snasby@windom-mn.com>; "Tim Hacker " <tim@windomfarmerservice.com>; "Tim Janzen"  
 <janzen.timothy@frontiernet.net>; "Windom FD 52" <52fire@windomnet.com>  
**Sent:** Thursday, June 25, 2009 8:38 AM  
**Subject:** FW: Highway 60 Windom to Butterfield work begins July 7

**PLEASE POST OR MENTION AT YOUR LOCAL MEETINGS- FYI-**

**PLEASE POST IN DISPATCH**

- > Minnesota Department of Transportation
- > News Release
- >
- > Date: June 24, 2009 Contact: Rebecca Arndt 507/304-6106
- > To Be Released: Immediately
- >
- > Highway 60 Windom to Butterfield work begins July 7
- > Traffic detoured July - October
- >
- > Location:
- > Highway 60 from Windom to Butterfield.
- >
- > Timeframe:
- > July 7 - Oct. 2.
- >
- > Traffic Impact:
- > Traffic detoured in stages:
- > • Stage 1 (July 7 - Sept. 5) Windom to Mountain Lake - traffic detoured to
- > 16th Street and Cottonwood Lake Drive in Windom, and Cottonwood County Roads
- > 13 and 1.
- > • Stage 2 (Aug. 23 - Oct. 2) Mountain Lake to Butterfield - traffic detoured
- > to Cottonwood County Road 1, State Highway 30 and Watonwan County Road 5.
- >
- > Project information:
- > The \$5.3 million project consists of a variety of road surface and safety

6/25/2009

- > improvements:
- > • Concrete repairs from Windom to Butterfield.
- > • Spot overlay at west end of Mt. Lake.
- > • Approach and joint repair on three bridges.
- > • Guardrail work at three bridges.
- > • Pedestrian curb ramp reconstruction and access closures in Windom.
- > • Signal improvements in Windom.
- > • "Prepare to stop" warning lights for northbound traffic south of Windom.
- > • Lighting at rural intersections.
- > • Left turn lanes added at Cottonwood County Road 2 in Bingham Lake and POET
- > Ethanol Plant entrance (Township Road 134) for westbound traffic.
- > • Right turn lane extension at POET Ethanol Plant for eastbound traffic.
- > • Rumble strips Mountain Lake in westbound overlay area.
- > • Re-striping the entire project.
- >
- > In addition, the following traffic safety improvements on Highway 14 North
- > Mankato to Nicollet are included as part of this project:
- > • Lighting at several rural intersections.
- > • Centerline rumble stripes.
- > • Re-striping the entire project.
- >
- > Mn/DOT urges motorists to plan ahead, watch for detour signs, and be alert
- > for workers in the work zone. For updated statewide traffic, construction,
- > weather and travel information, visit [www.511mn.org](http://www.511mn.org).
- >
- > PAY ATTENTION or pay the price.
- > #####

**Mark R. Marcy, Director**  
**County Safety/Training/Weather Coordinator**  
**Cottonwood County Emergency Management**  
**902 5th Avenue**  
**Suite 101**  
**Windom, Minnesota, 56101**

**(507) 832-8255 (Office)**  
**(507) 832-8254 (Fax)**  
**(507) 822-0885 (24 hour cell)**

**E-mail: [mark.marcy@co.cottonwood.mn.us](mailto:mark.marcy@co.cottonwood.mn.us)**  
**[www.co.cottonwood.mn.us](http://www.co.cottonwood.mn.us)**

***"An organization can not expect to grow and prosper if the skills of it's people never do" (unknown)***

*"This e-mail (including any attachments) may contain information which is confidential. This e-mail (including any attachments) is intended only for the use of the person or entity to whom it is addressed. If you have received this e-mail in error, do not distribute, copy or disseminate. Return the e-mail to the sender, delete the e-mail, and notify the sender by telephone at (507) 832-8255.*

**Denise Nichols**

---

**From:** "Mark Marcy" <mark.marcy@co.cottonwood.mn.us>  
**To:** "Jason Purrington " <jason.purrington@co.cottonwood.mn.us>; "Gary Sorenson" <gjsorenson@centurytel.net>; "Steve Nasby" <snasby@windom-mn.com>  
**Cc:** "Alan Wah!" <wbpolice@centurytel.net>; "Audi Nickel" <audinickel@goldcountryseed.com>; "Card, Amy" <Amy.Card@state.mn.us>; "chuck wolle" <hosers25@gmail.com>; "Curtis Madson " <cjmadson@hotmail.com>; "Dan Benz" <windom11man@yahoo.com>; "Dan Ortman" <sunshinefoods10@windomnet.com>; "Dave Watkins " <davetammy@frontiernet.net>; "DeAnn Conrad " <dconrad@bankmidwest.com>; "Denise Nichols" <denise@windom-mn.com>; "Dennis Seibert" <dsieb@frontiernet.net>; "Donna Marcy " <snoopymed40@hotmail.com>; "Doug Scrivens" <gcc-windom@windomnet.com>; "FAST, MARCIA" <FASTM@sanfordhealth.org>; "Gale Bondhus " <assessor.cottonwood@co.cottonwood.mn.us>; "Gary Reif Jackson Co" <gary.reif@co.jackson.mn.us>; "Gordy K.Wstbk Hosp" <kopperug@sanfordhealth.org>; "Jackson Ambulance Service" <jvasmn@qwestoffice.net>; "Jan Johnson Wstbk" <jjohnson@bankmidwest.com>; "Jeff Shirkey" <jshirkey@windom-mn.com>; "Jim Skarphol " <jkskarp@windomnet.com>; "Magyar, Dave" <david.magyar@poetenergy.com>; "Mark Marcy" <mark.marcy@co.cottonwood.mn.us>; "Mark Temple " <mark.temple@mnwest.edu>; "Mark Warner" <Mark@triumphbanks.com>; "Mary Westerman" <jjames310@centurytel.net>; "Morgan Pederson" <morgenpederson@hotmail.com>; "Rod and Angie Sykora" <RSykora@centurytel.net>; "Ron Kuecker" <diak@windomnet.com>; "Sanborn Fire/Rescue" <sfd@rrcnet.org>; "Scott Thompson " <scottnmargo@yahoo.com>; "Tim Hacker " <tim@windomfarmservice.com>; "Tim Janzen" <janzen.timothy@frontiernet.net>; "Windom FD 52" <52fire@windomnet.com>  
**Sent:** Thursday, June 25, 2009 8:52 AM  
**Attach:** Pandemic Tabletop Invite.doc  
**Subject:** FW: Invites for August Tabletop

If anyone is interested, please let me know ASAP. I would like to send off a group registration Monday morning.

I think it is especially important for City Council, County Commissioners, City Administrators, and local first responders to attend.

Thanks

**Mark R. Marcy, Director**  
**County Safety/Training/Weather Coordinator**  
**Cottonwood County Emergency Management**  
**902 5th Avenue**  
**Suite 101**  
**Windom, Minnesota, 56101**

**(507) 832-8255 (Office)**  
**(507) 832-8254 (Fax)**  
**(507) 822-0885 (24 hour cell)**

**E-mail: [mark.marcy@co.cottonwood.mn.us](mailto:mark.marcy@co.cottonwood.mn.us)**  
**[www.co.cottonwood.mn.us](http://www.co.cottonwood.mn.us)**

*"An organization can not expect to grow and prosper if the skills of it's people never do" (unknown)*

*"This e-mail (including any attachments) may contain information which is*



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## Pandemic Influenza Community Tabletop Exercises

Historically, novel influenza virus outbreaks come in phases, or waves. Normally, the first wave of a novel influenza outbreak is mild, followed by a more severe wave months later. As we have seen with this H1N1 virus, the current wave has been mild. Additional waves, as they occur, should be cautiously considered to be more aggressive. An influenza pandemic affects not just the healthcare community, but all the members of our community. The Centers for Disease Control estimate that up to 40% of the nation's workforce could be affected during an influenza pandemic. The purpose of this tabletop series is to engage our community partners and help them better prepare for additional waves of H1N1 virus this fall.

We would like to invite you to participate in our tabletop series to gather more information as to how you can better prepare your family, organization, emergency response agency, business or congregation for this event.

The dates are as follows;

**August 18<sup>th</sup>, 2009 – 9AM to Noon**

This tabletop will consist of an education session about pandemics and the currently circulating H1N1 strain. It will then examine how the second wave of H1N1 may present and the impacts it may have on your community. Participants will talk through the scenario and develop a foundational knowledge to become better prepared.

**September 1<sup>st</sup>, 2009 – 9AM to Noon**

This Tabletop will pick up where the first one ends, bringing the participants into the peak of the second wave. Participants will work through a severe case scenario and discuss contingencies that would assist their community in response.

Please forward this invitation on to your community partners to include Public Health, Emergency Management, EMS, Law Enforcement, School Districts, Ministerial Associations, Business, Local Government and other Community Leaders.

The tabletops will be hosted at specific Sanford Hospitals and Clinics in their home communities. This is designed to increase attendance and to also bring

local community partners to the same table to discuss the events as a group without the interruption of other group discussions.

Sanford Facilities are reminded to work with their videoconferencing people to ensure connections.

Please RSVP your intent to participate in this educational event to "*Sanford Jackson Medical Center*"

Contact person: Karen Anderson or Jeni Beckel

847-2420

[andekare@sanfordhealth.org](mailto:andekare@sanfordhealth.org)