City Council Meeting
Tuesday, June 16, 2009
City Council Chambers
7:30 p.m.

CITY OF WINDOM

AGENDA

Call to Order
Pledge of Allegiance

1. Approval of Minutes
   - Council Minutes – June 2, 2009

2. Consent Agenda
   - Minutes
     - EDA Commission – June 8, 2009
     - Park & Recreation Commission – June 8, 2009
     - Planning & Zoning Commission – June 9, 2009
     - Library Board – June 9, 2009

3. Department Heads

4. Request for Street Closure
   - Portion of 4th Avenue – July 27, 2009 – Windom Chamber of Commerce

5. Planning & Zoning
   - Variance Application – 968 6th Street

6. License Applications
   - Exempt Permit – St. Francis Xavier Church
   - Authorization to Dispense Intoxicating Liquor – Eagles Club
   - Solicitation License – Schwans Home Service Inc.

7. 2008 City Audit – Dennis Rick LTD

8. Resolution for Authorization to Execute MNDOT Grant Agreement for the Municipal Airport

9. Assistance to Firefighters Fire Station Construction Grant

10. Ambulance – ID Theft Prevention Policy

11. Regular Bills

12. Unfinished Business

13. New Business

14. Council Concerns

15. Adjourn

P.O. Box 38 • 444 Ninth Street • Windom, MN 56101 • Phone 507-831-6129 • FAX 507-831-6127

Council Meeting
Windom City Hall, Council Chamber
June 2, 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, Robert Messer, Bradley Powers and JoAnn Ray
Council Members Absent:	Corey Maricle
City Staff Present:	Steve Nasby, City Administrator; Brigitte Olson, Assistant City Administrator; Bruce Caldwell, Street Superintendent; Mike Haugen, Water\Wastewater Superintendent; Al Baloun, Recreation Director; Brian Underwood, Airport Manager; Craig Mueller (Wenck Associates), City Engineer and Terry Glidden, Telecom
Public Present:	Frank Dorpinghaus

3. Pledge of Allegiance

4. Approval of Minutes:

Motion by Fast, second by Ray, to approve the May 19, 2009 minutes. Motion carried 4 – 0.

5. Consent Agenda:

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

- Community Center Commission – May 18, 2009
- Airport Commission – May 21, 2009 and May 29, 2009
- Utility Commission – May 27, 2009

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

6. Public Comment:

Frank Dorpinghaus addressed the City Council regarding activities of the Homeland Security Department. He is not anti-government, but pro-constitutional government and is concerned about individual freedoms. Special interest groups could be classified as extremists or terrorists according to the federal government. Terms such as "global government" and "world currency" have been used by world leaders such as the British Prime Minister. Other actions in tracking people include the requirement for a passport for entering the U.S. or enhanced ID with a micro-chip. Dorpinghaus thanked the City Council for the opportunity to speak.

7. Department Heads:

Mike Haugen, Water\Wastewater Superintendent, noted that in this month's utility bill there was a copy of the annual Consumer Confidence Report for water use. Windom's facility tests were acceptable; however the level of copper in the household test was 1.38 vs. the 1.3 level set by the Minnesota Department of Public Health. This means that the City will need to re-test for copper. The higher copper content is generally caused by the copper lines within individual homes as the City's system does not use copper. To avoid the higher copper water households could run out a glass of water before they use water from their tap for consumption.

Haugen added that the City is not imposing a watering restriction at this time. Powers asked if the aquifer levels were in good condition. Haugen said they are.

Al Baloun, Recreation Director, said that the City Recreation Programs are starting on June 10th so he encouraged the public to be watchful for children and bicycles.

8. License Applications:

Kruse stated that an application for a business solicitation license had been received from Blake Seei.

Powers asked if the City wanted to have addresses painted on the curbs as they are part of the City streets.

Messer said that he would rather not allow the painting of curbs.

Bruce Caldwell, Street Superintendent, said that he would prefer the addresses to be on the homes as required by code. The problem with the painted curbs is that snow will hide the numbers and the paint tends to wear due to weather.

City staff was directed to discuss this matter with the City Attorney's office pertaining to the City's discretion as it related to allowing or prohibiting the painting of curbs.

Motion by Fast, seconded by Ray, to approve a business solicitation license for Blake Seei. Motion failed 4 – 0.

Motion by Messer, seconded by Powers, to table consideration for a business solicitation license for Blake Seei to June 16, 2009. Motion carried 4 – 0.

9. Airport Commission Recommendation:

Craig Mueller, Wenck Associates and Brian Underwood, Airport Manager, introduced themselves. Mueller provided an overview of the airport project and discussed the bid abstract. Both concrete and bituminous options were bid. The Airport Commission met May 21 and recommended concrete as they were looking at the long-term maintenance savings. After consultation with the FAA on the scope of the project it was learned that more of the work had to be funded with federal entitlement funds and not federal stimulus funds. Due to this change, Windom did not have enough federal entitlement funds available this year to do the project with concrete. The City would be about $35,000 to $50,000 short. Subsequently the Airport Commission met again on May 29 and changed its recommendation to bituminous because their priority was getting all of the work done at this time due to the uncertainty of federal money in the future. Mueller said that the FAA and MN DOT representatives had been contacted and they indicated that if Windom opted for the concrete option there is a possibility of borrowing federal entitlement funds from another airport that has unused funds. These airports include Tracy, Houston County and Pipestone. Otherwise the City could front the money and reimburse itself with federal or state funds next year if those funds were available. The risk to the City is if federal funds are not available, but State funds are very likely on a 70\30 basis.

Messer said that he preferred concrete.

Council member Messer introduced the Resolution No. 2009-25, entitled "A RESOLUTION AWARDING THE CONTRACTS FOR THE PROJECT ENTITLED 2009 MUNICIPAL AIRPORT IMPROVEMENT PROJECTS" amended to provide for the concrete option. Changes in the last "Whereas" paragraph included the words "concrete", "Wicks Construction" and "$1,264,221.40"and moved its adoption. The resolution was seconded by Powers and on roll call vote: Aye: Messer, Powers, Ray and Fast. Nay: None. Absent: Maricle. Resolution passed 4 – 0.

Fast asked if the City needed to decide how to cover the shortage now if concrete were the option chosen. Nasby said he would like the Council's direction to purse funds from other airports if there is a shortage. City Council consensus was to contact other airports, MN DOT and the FAA to find other funding.

Powers asked if there was information on white-topping. Mueller said he had not done it but Dennis Johnson from their office has experience and information can be made available.

Kruse asked if the runway would be tiled. Mueller said it would not as the gravel layer in between the existing surface and a new concrete white-top is only three inches.

Mueller handed out an analysis on life-cycle costs and explained the calculations. He discussed the costs and timing of future maintenance and noted that seal-coating is getting expensive and the City recently had to reject its 2009 seal-coat project.

Underwood said that the traffic on the airport is very little and on-going maintenance is needed. In the area completed in 2004 there are cracks in the asphalt and weeds growing up so seal-coating is needed. Having nice, low maintenance airport is a plus. The Airport Commission's primary concern is to have all of the work completed.

Fast said that she does not want to see the funds for an overage to come out of the General Fund and we need to get them from another airport or MN DOT. Ray concurred.

10. 2009 Street Improvement Project:

Mueller said that there is a change order and partial payment request. Haugen said that the change order for $8,000 is for two 12 inch valves that needed to be replaced.

Motion by Messer, seconded by Fast, to approve Change Order #1 in the amount of $8,000 for the 2009 Street Improvement Project. Motion carried 4 – 0.

Motion by Powers, seconded by Ray, to approve Pay Request #1 for the 2009 Street Improvement Project in the amount of $245,607.25. Motion carried 4 – 0.

11. Regular Bills:

Motion by Messer, seconded by Fast, to approve the regular bills. Motion carried 4 – 0.

12. Unfinished Business:

None.

13. New Business:

Nasby noted that the County Assessor had encouraged another City Council member or two to be trained for the Board of Review as Ray's training certificate expires this year. Training is being conducted in Cottonwood and other surrounding counties this summer. A letter from the County Assessor with this information was handed out to the City Council members. Kruse encouraged members to consider their participation.

14. Council Concerns:

None.

15. Adjourn:

Kruse adjourned the meeting by unanimous consent.

Meeting adjourned at 8:15 p.m.

_____
Kirby Kruse, Mayor

Attest: _____
Steve Nasby, City Administrator

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
JUNE 8, 2009

1. Call to Order: The meeting was called to order by President Slette at 12:03 p.m.

2. Roll Call & Guest Introductions:

   EDAWN Commissioners: Trevor Slette, Juhl Erickson, Nestor Palm, Corey Maricle and Bob Messer.

   Also Present: EDA Staff – Aaron Backman, Executive Director, and Mary Hensen, Adm. Asst.; Gene Van Binsbergen and Scott Burdorf from Van Binsbergen & Associates, Inc. of Montevideo, Minnesota.

3. Approval of Minutes:

   Motion by Commissioner Erickson, seconded by Commissioner Palm, to approve the Minutes of the EDA Meeting held on May 11, 2009. Motion carried 5-0.

4. River Bluff Townhomes

   A. Status Report – Gene Van Binsbergen and Scott Burdorf (property and maintenance manager for the River Bluff Townhomes) from Van Binsbergen & Associates, Inc. were present to provide the Board with a status report. Gene Van Binsbergen reported that they had completed their annual inspection of the townhome units this morning. The units are in good condition and there are only a couple issues needing follow-up. Scott Burdorf provided a brief overview including occupancy rates and maintenance expenses. There were only three vacancies during the year. Their office maintains a waiting list which typically allows for a shorter turn-around time in filling vacancies. The townhomes are currently fully occupied.

   There were no major maintenance expenses in 2008. Vinyl was replaced in two units and carpet in one unit. There have been furnace repairs and one water heater has been replaced. These are anticipated expenses as the townhomes were constructed in 2001. A suggestion was made to investigate the possibility that the system will allow replacement of gas water heaters with electric water heaters as the units fail. Mr. Burdorf reviewed the current income guidelines for occupancy of the townhomes. These guidelines cover all units and are verified in the application process. He indicated that there have been no serious issues regarding rent collection and no evictions.

   Director Backman reviewed the May financial statement briefly with the Board and highlighted the reserve account. This account is for the purpose of major repairs to the townhomes and was started by Van Binsbergen & Associates. There was some discussion concerning special assessments listed in the balance sheet. Director Backman will verify the status of the special assessments on the property. The consensus of the Board was that the annual depreciation only needed to be shown on the balance sheet once each year and not prorated on a monthly basis.

   B. Management Agreement – Update: Director Backman provided a history of the management agreement and reviewed the modifications to a proposed new agreement with Van Binsbergen & Associates. Gene Van Binsbergen and Scott Burdorff answered questions from the Board.

   Motion by Commissioner Messer, seconded by Commissioner Palm, to approve the proposed Management Agreement for the River Bluff Townhomes with Van Binsbergen & Associates, Inc. for the period from June 1, 2009, through May 31, 2012,

with compensation for the management company of $42.00 per month per occupied unit for 2009 and $44.00 per month per occupied unit for 2010 and 2011. Motion carried 5-0.

5. USDA Rural Development – Program Options: Director Backman briefed the Board concerning his communications with a USDA Field Representative from Worthington. His discussion concerned requirements of programs which might be available for assistance in funding the industrial park infrastructure and other EDA projects. Director Backman will continue to explore these options further.

6. Landform Wastewater Report – Follow-up Activities: Director Backman provided the Board with an update concerning a follow-up memo by Landform, meetings with PM officials, and responses from engineers retained by PM Windom.

7. Closed Session – Proposed Additional Lease Space – Lot 6, Block 2, Windom Industrial Park Subdivision: Director Backman advised that the closed session pertains to a request to expand the lease space for the EDA's spec building located at 1925 North Redding Avenue. President Slette closed the meeting to the public at 12:56 p.m. Director Backman updated the Board concerning additional preliminary communications with the lessee, requests for estimates forwarded to various engineers and general contractors, and preliminary funding options. The meeting was re-opened to the public at 1:12 p.m.

8. Prospect Update: Director Backman updated the Board concerning discussions with a local businessman regarding alternative office sites and other prospect contacts.

9. New Business
   A. Business Visits/Meetings Report: Director Backman briefly reported to the Board concerning business visits and events since his report in May, 2009.

10. Miscellaneous Information
    A. Monthly Budget Recap: The Board received a copy of the monthly budget report for the period ending April 30, 2009.

    B. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the financial reports provided by Van Binsbergen & Associates for the periods ending April 30, 2009, and May 31, 2009.

11. Adjourn: On motion and by consensus, President Slette adjourned the meeting at 1:23 p.m.

_____
Nestor Palm, Secretary

Attest:_____
Aaron Backman, Executive Director

PARK AND RECREATION COMMISSION MEETING
MINUTES JUNE 8, 2009

1. Call to Order: The meeting was called to order by Terry Fredin at 5:15p.m. in the city hall council chambers.
2. Roll Call:

Commission Present:	Angie Blanshan, Kay Clark & Jeff LaCanne
Commission Absent:	Sherri Zimmerman
City Staff Present:	Recreation Director Al Baloun & Park Superintendent Bruce Caldwell
Council Liaisons:	Corey Maricle attending and JoAnn Ray absent
Public:	Rahn Larson Windom Baseball Assoc

3. Approve Agenda
   Motion by Blanshan, seconded by LaCanne to approve agenda
   Motion Carried 3-0

4. Approve Minutes, May 11, 2009
   Motion by Blanshan, seconded by LaCanne
   Motion Carried 3-0

5. Park Superintendent-Bruce Caldwell
   1. Equipment, Playground Climbing Pyramid & Ball field Outfield fencing Purchase Request
      Caldwell expressed the need to purchase a couple attachments for the Toro infield groomer that we received from the Windom Schools. The unit was completely overhauled but it doesn't have any attachments as the school kept everything for their replacement unit. We are unable to perform all the needed job duties with the unit we now use. Bids were received from MTI for the attachments.
      No quotes were available for the new fencing or playground structure for this meeting. It was stated that once the quotes are received for all the items then the commission will decide what direction to go. It was stated that there are some funds in the CIP account and perhaps some of those moneys could be used for the purchases.

   2. Rahn Larson Windom Baseball Association Request Ron stated on the weekend of June 20th the baseball association will be hosting a tournament for area youth. They wanted to know if the city staff could erect temporary outfield fencing on Wacker field. Caldwell said that shouldn't be a problem and his staff will take care of the request. Also Mr. Larson had concerns about all the gopher holes in the outfields at the WRA complex. Kay Clark said Co-op has a control pellets to eliminate them. Caldwell stated that the staff will fill the holes prior to the event.

   3. Complaint Kastle Kingdom Parking Caldwell received a complaint about the walking trail in front of the Kastle. Recently some users parked their vehicle just south of the asphalt walking trail in front of the playground when a car going through the park drove down the trail creating a dangerous situation for younger kids. Caldwell said without asphalting the entire parking lot then painting parking stall lines it would be difficult to remedy this problem. The individuals making the complaint were instructed to park their vehicle on the asphalt walking trail in front of the kingdom to help prevent the problem of a kid getting hit by passing through vehicles until the lot can be completed in the future.

   4. Island Park Campground Sign the sign has been order from Snick Signs in Jackson. When it is done it will be erected on the backside of the Island Park outfield fence along highway 60/71.

Continued Page 2

6. Recreation Director's Report- Al Baloun
   a. Summer Recreation Programs – The programs start on Wednesday of this week. 40 kids are enrolled in the T-Ball & Tykes league. Baloun said they will have to split up the group into smaller teams. The 30/60 League has around 36 kids this year and he will also split them up to 3 teams. We will host the 30/60 League tournament on July 18th with a round robin type format so that they will all have more games to play during the event.
      Hershey's Track coaches for this year are Emily Grandprey & Craig Kneeland.

   b. Pool- All is a go for opening the swimming pool on Wednesday June 10th weather permitting. The drain covers on both pools were installed and now working correctly. The cement contractor made some repairs to the kids wading pool. Staff is currently painting and taking care of some maintenance items. Swimming lessons begin on June 15th. Baloun stated that in 2010 he will need to budget for concrete repair by the manholes in the main pool prior to opening.

   c. Arena- Staff has been painting and making some repairs in the restrooms. Clark asked if Baloun if he was moving forward on the handicap accessibility area on the lower area of the bleachers. Baloun said he will look into it and report back at a later meeting with details and costs.

   d. Summer Cookout Fund Raiser- Date of the annual cookout will be July 21st. Commission members were asked to volunteer during the late afternoon and early evening event to help prepare and serve foods at the WRA concession building during the recreation playoffs.

7. Open Mike Caldwell stated that the commission packets need to be mailed on Thursday prior to the meeting day to postal delays with some members.

8. Meeting Adjourned at 6:22 pm.
   Next Park & Recreation Meeting July 13, 2009 5:15 p.m. Council Chambers

CITY OF WINDOM
PLANNING COMMISSION
MINUTES
JUNE 9, 2009

1. Call to Order: The meeting was called to order by Chairman Hunter at 7:01 p.m.

2. Roll Call & Guest Introductions:

   Planning Commission: Renee Giefer, Loie Grandprey, Greg Holt, Gary Hunter, Tim Hacker, Marilyn Wahl, and Brad Powers (Council Liaison).

   Absent: Lindsey Cartwright and Greg Pfeffer.

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

   Public Present: Jeremy Wolf and Chris Wolf.

3. Approval of Minutes:

   Motion by Commissioner Hacker, seconded by Commissioner Grandprey, and carried to approve the Planning Commission Minutes for the meeting held on April 14, 2009. Motion carried 6-0.

4. Public Hearing – 7:05 P.M.: Variance Application – 968 Sixth Street – (Applicants/Owners: Jeremy Wolf & Christina Wolf):

   Chairman Hunter opened the public hearing at 7:05 p.m.

   Zoning Administrator Jim Kartes advised that Jeremy and Christina Wolf are requesting a variance of side yard setback to allow the construction of a 12' X 36' addition on the west side of their house and garage. The purpose of the addition is to add another stall to their single-car garage and to enlarge an existing bedroom. The frontage of the property is 66 feet which would require a side yard setback of 6.6 feet. The addition would be 4 feet from the side property line and they are requesting a variance of 2.6 feet on the side yard setback. There is an easement for utilities and storm sewer along the applicants' west property line but the easement is entirely on their neighbors' property. Zoning Administrator Kartes reviewed pictures of the lot and the area of the proposed addition with the Commissioners. He further advised that the addition will not affect drainage in that area. The proposed addition meets all the guidelines of the ordinance except for the side yard setback. No questions or comments from any neighbors have been received by the Zoning Office concerning this variance application.

   The Board had received copies of the application and site plan. Information obtained from the Application and from statements made by the Owners Jeremy and Christina Wolf: They would like to construct a 12' X 36' addition for the purpose of adding another stall to the garage and enlarging an existing bedroom. In response to a question as to whether there would be access to the backyard for tree trimming, etc., the Wolfs advised that the shrubs are on their property. However, the trees behind their house are actually the neighbors' trees. They have an access to the backyard on the east side of their property and this access is approximately 7 foot in width.

Chairman Hunter asked if there were any other questions or comments from anyone in the audience. No other comments were received from anyone present. All public testimony was completed and Chairman Hunter referred the matter to the Planning Commission for consideration at 7:11 p.m. After further discussion, the following action was taken.

Motion by Commissioner Grandprey, seconded by Commissioner Giefer, and carried to recommend to the City Council the approval of the application, submitted by Jeremy Wolf and Christina Wolf, requesting a 2.6 foot variance of side yard setback to allow construction of a 12' X 36' addition onto the west side of their house and garage on property located at 968 Sixth Street. The property is described as: A tract of land beginning at a point on the South section line of Section 26, Township 105 North, Range 36 West of the 5th P.M., 150 Feet West of the Southwest corner of Lot 13 of Weld's First Addition to the City of Windom, Cottonwood County, Minnesota; thence North at right angles to said section line a distance of 157 feet; thence at right angles west a distance of 66 feet; thence at right angles south a distance of 157 feet to the south section line of said Section 26; thence at right angles east along said south section line a distance of 66 feet to the point of beginning. (Parcel No. 25-026-0300)

The motion includes that the jurisdictional documents and the findings of fact be made a part of the hearing record.

Findings of Fact:

1. As stated in the narrative herein.

2. That the property in question cannot yield a reasonable use if permitted to be used only under conditions allowed by the regulations governing the district in which it is located.

3. That the owner's plight is not caused by the owner and is due to circumstances unique to the property.

4. That the variance, if granted, will not alter the locality's essential character.

Motion was declared carried 6-0.

Chairman Hunter advised that these recommendations will now come before the Windom City Council at its meeting next Tuesday night, June 16, 2009; and the Council will make the final decision concerning this application.

5. New Business: Jim Kartes updated the Commissioners concerning a potential application for a variance which may come before the Commission in July.

6. Planning Commission Comments, Concerns, Suggestions: One Commissioner related comments she had received concerning the early dates for the spring cleanup. There was a brief discussion concerning nuisance complaints following the spring cleanup and also concerning the City's dog ordinance.

7. Adjourn: On motion, Chairman Hunter adjourned the meeting at 7:29 p.m.

_____

Gary Hunter, Chairman

Attest:_____

James Kartes, Zoning Administrator

Windom Library Board Meeting
Windom Library
June 9 ,2009
5:05 p.m.

1. Call to order: The meeting was called to order by Jan Johnson at 5:05 p.m..

2. Roll Call: Members Present: Kathy Hiley, Anita Winkel, Mary Erickson , Jan Johnson, Charles Reid and Tina Peiffer

Members Absent: John Duscher

Library Staff Present: Joan Hunter and Dawn Aamot

City Council Member Present: Corey Maricle

3. Agenda and Minutes:
Motion by Charles Reid, seconded by Anita Winkel to approve the Agenda and Minutes.

4. Financial Report

Motion by Kathy Hiley seconded by Mary Erickson to approve the Financial Report.

5. Librarians Report:
Joan reported that the library has been ***very*** busy! Many adults have been in not only to use the internet but to check out books! The summer reading program begins on June 15.

Motion by Tina Peiffer and seconded by Anita Winkel to approve the librarian's report.

6. Old Business:
Joan and Dawn both agreed that the new library hours are working well with only a couple of people surprised that the library closes at 8 pm now on Monday nights. Saturdays have been very busy. Library hours may change in the future depending on what cuts the city may have to make. Will know more in a few weeks.

Two new computers have arrived. Dawn and Joan have been working on setting up one of them. VISTA is not working with the library's Work Flow software. Work Flow is supposed to be very compatible with VISTA. They're having difficulty plugging in the scanner and will need to get an adaptor. Charles will be donating mice parts to see if they will solve the problem.

7. New Business:
None.

8. New Book Suggestions

The board presented their suggestions.

9. Adjourn:

Motion by Anita Winkel, seconded by John Duscher to adjourn.

Meeting adjourned at 5:20 p.m..

Respectfully submitted,

Kathy Hiley, recording secretary

MEMO

To: Mayor and City Council

From: James Kartes, Zoning Administrator

Date: June 12, 2009

Re: Planning Commission Meeting – June 9, 2009

At its regular meeting on June 9, 2009, the Planning Commission held a public hearing and made the following recommendations concerning the application which came before the meeting:

1. **VARIANCE APPLICATION:**

Applicants & Owners:	**Jeremy Wolf and Christina Wolf**
Address of Property:	**968 Sixth Street, Windom, MN**
Legal Description:	66' X 157' tract of land in SW¼ of Section 26, Township 105 North, Range 36 West of the 5th P.M. in Windom, Cottonwood County, Minnesota. (Complete description attached to Application.)
Parcel ID#:	**25-026-0300**

The Applicants propose to construct a 12'X36' addition to the west side of their home and garage to add a stall to their single-car garage and enlarge an existing bedroom. The addition will be 4 feet from the side property line. Pursuant to the City Code section on R-1 Districts, they are required to have a side yard setback equal to ten percent of the property's frontage (which would be 6.6 feet). They are asking for a variance of 2.6 feet on the side yard setback.

THE PLANNING COMMISSION RECOMMENDS TO THE CITY COUNCIL:

Approval of the application, submitted by Jeremy Wolf and Christina Wolf, requesting a 2.6 foot variance of side yard setback to allow construction of a 12' X 36' addition onto the west side of their house and garage at 968 Sixth Street.

The motion includes that the jurisdictional documents and findings of fact be made a part of the hearing record.

(Please refer to the Planning Commission Minutes for further details and discussion on these matters.)

I will be present at the City Council Meeting on June 16th to address any questions the Council may have at that time.

Prior to that time if there are any questions, please contact the Planning and Zoning Office at 831-6125.

JK:mah

Building & Zoning Office
City Hall, 444 9th Street, P.O. Box 38
Windom, MN 56101
Phone: 507-831-6125

CITY OF WINDOM PLANNING COMMISSION
PUBLIC HEARING NOTICE
VARIANCE APPLICATION
SETBACK VARIANCE

Pursuant to City of Windom, City Code Sections 11.58 and 11.60, notice is hereby given that the Applicants and Owners, JEREMY and CHRISTINA WOLF, of 968 Sixth Street, Windom, Minnesota, have submitted an application for the granting of a variance for property located on Sixth Street. The property is located within an R-1 District. The Applicants request a variance of the sideyard setback to allow the construction of a garage addition which will have a sideyard setback less than the minimum required by City Code Section 11.18, Subdivision 4. The setbacks are shown on the plot plan which is on file in the Building & Zoning Office in City Hall.

A public hearing to consider this zoning application requesting a variance will be held before the Planning Commission in the **City Council Chambers at City Hall, 444 9th Street, Windom, MN 56101 on Tuesday, June 9, 2009, at 7:05 p.m.**

Those persons wishing to be heard on this application for consideration of a zoning request for a variance are requested to be at this meeting. A plot plan and the application may be reviewed in the Building & Zoning Office at City Hall prior to the Public Hearing.

Legally described as follows:	A tract of land beginning at a point on the South section line of Section 26, Township 105 North, Range 36 West of the 5th P.M., 150 Feet West of the Southwest corner of Lot 13 of Weld's First Addition to the City of Windom, Cottonwood County, Minnesota; thence North at right angles to said section line a distance of 157 feet; thence at right angles west a distance of 66 feet; thence at right angles south a distance of 157 feet to the south section line of said Section 26; thence at right angles east along said south section line a distance of 66 feet to the point of beginning.
Parcel ID #:	25-026-0300
Address of the Property is:	968 Sixth Street, Windom, MN 56101

By Order of the City of Windom

James Kartes, Zoning Administrator

Published: Cottonwood County Citizen (May 27, 2009)

CITY OF WINDOM, MINNESOTA

444 9th Street
Windom, MN 56101
507-831-6125

Case No.: _____
Parcel No.: 25-026-0300
Fee: $150.00
Paid: Ck. 3487 Date: 5-19-09
Date Filed: 5-19-09

APPLICATION FOR CONSIDERATION OF ZONING/SUBDIVISION REQUEST

Applicant(s): Name(s) Jeremy & Christina Wolff
Address 968 6th Street
City Windom State MN Zip 56101 (Phone: 831-1823)

Owner(s): (If other than Applicant)
Name(s) _____
Address _____
City _____ State _____ Zip _____ (Phone: _____)

Property Address: 968 6th Street

Legal Description of Property: Lot(s) _____ Block(s) _____ Addition _____
See Attached
(If metes and bounds, attach description.)

Existing Use of Property: Residence Present Zoning: R-1

Action Requested: Conditional Use Permit _____ Variance X
Subdivision (Sketch Plat) _____ Preliminary Plat _____ Final Plat _____
Planned Unit Development (PUD) _____
Amendment (Text, Rezoning, Comprehensive Plan) – SPECIFY: _____
Other (Specify): _____

Description and Reason for Request (Attach Additional Information if necessary and required)

Variance of 2.6 feet. We want to add a single stall garage and continue back to the end of house and will then enlarge a bedroom. 12X36 Addition

In signing this Application, I/we hereby acknowledge that I/we have read and fully understand the applicable provisions of the Zoning and Subdivision Ordinances and current administrative procedures. I/we further acknowledge the fee explanation, as outlined in the application procedures, and hereby agree to pay the required fee and all statements received from the City pertaining to additional application expenses.

X Chris Wolff Jeremy Wolff Date: 5-18-09
[Signature(s) of Applicant(s)]

ATTACHMENT
TO
ZONING APPLICATION FOR A VARIANCE

APPLICANTS & OWNERS: JEREMY & CHRISTINA WOLF

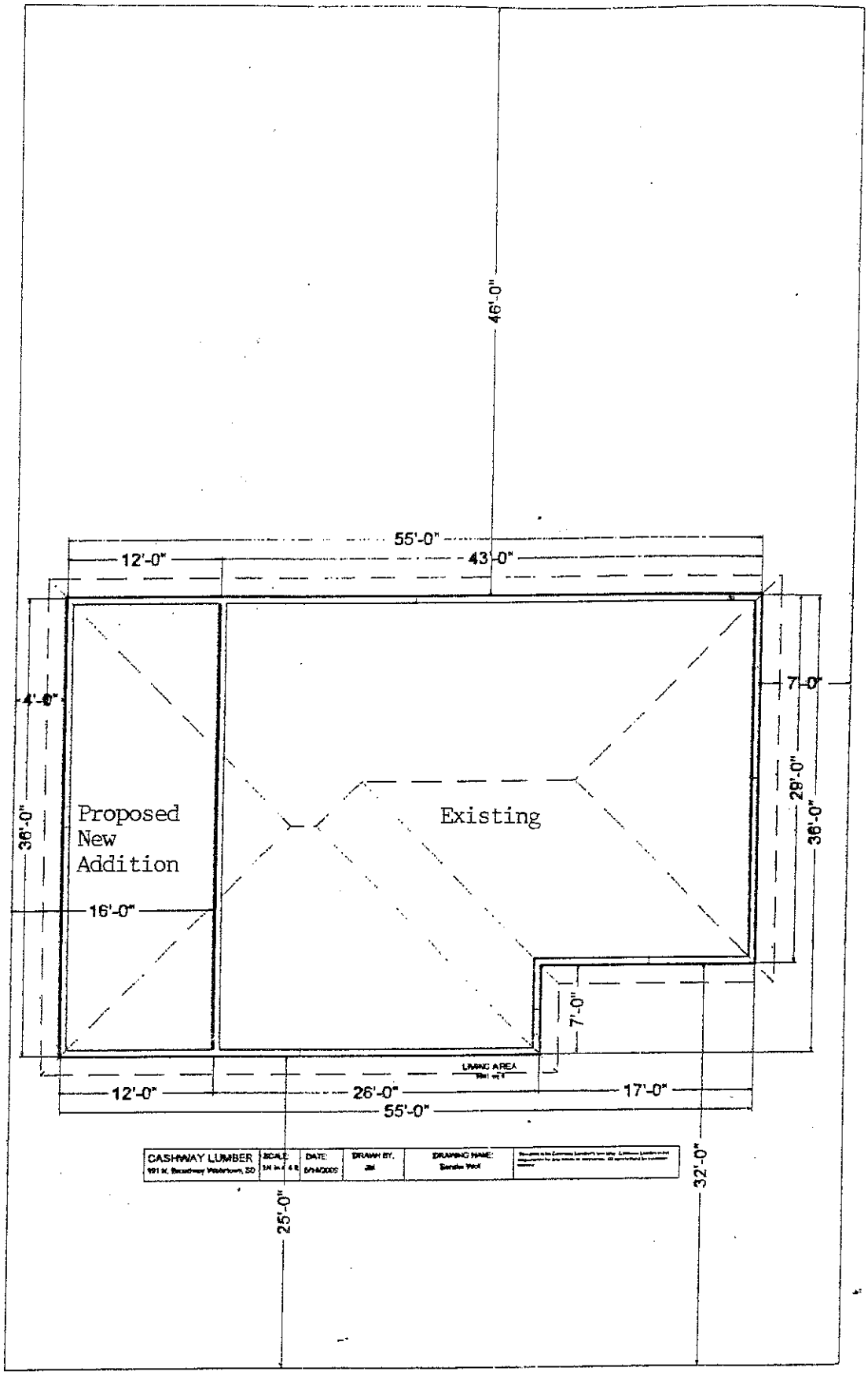
LEGAL DESCRIPTION:

A tract of land beginning at a point on the South section line of Section 26, Township 105 North, Range 36 West of the 5th P.M., 150 Feet West of the Southwest corner of Lot 13 of Weld's First Addition to the City of Windom, Cottonwood County, Minnesota; thence North at right angles to said section line a distance of 157 feet; thence at right angles west a distance of 66 feet; thence at right angles south a distance of 157 feet to the south section line of said Section 26; thence at right angles east along said south section line a distance of 66 feet to the point of beginning.

Jeremy & Christina
Wolf - Owners

Parcel Dimensions:

66' Frontage X
157' Deep



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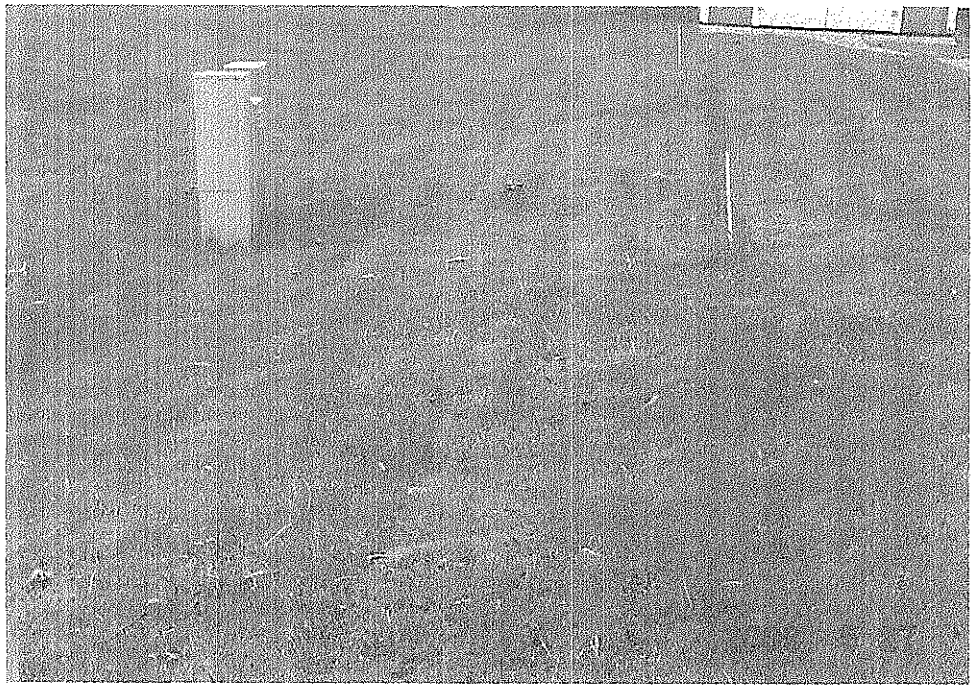
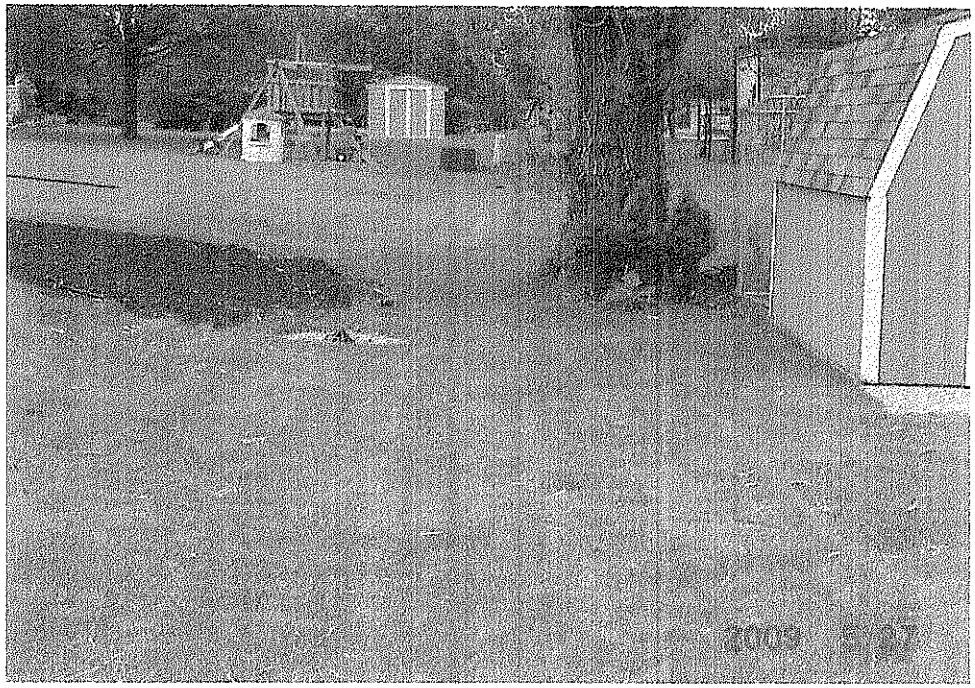
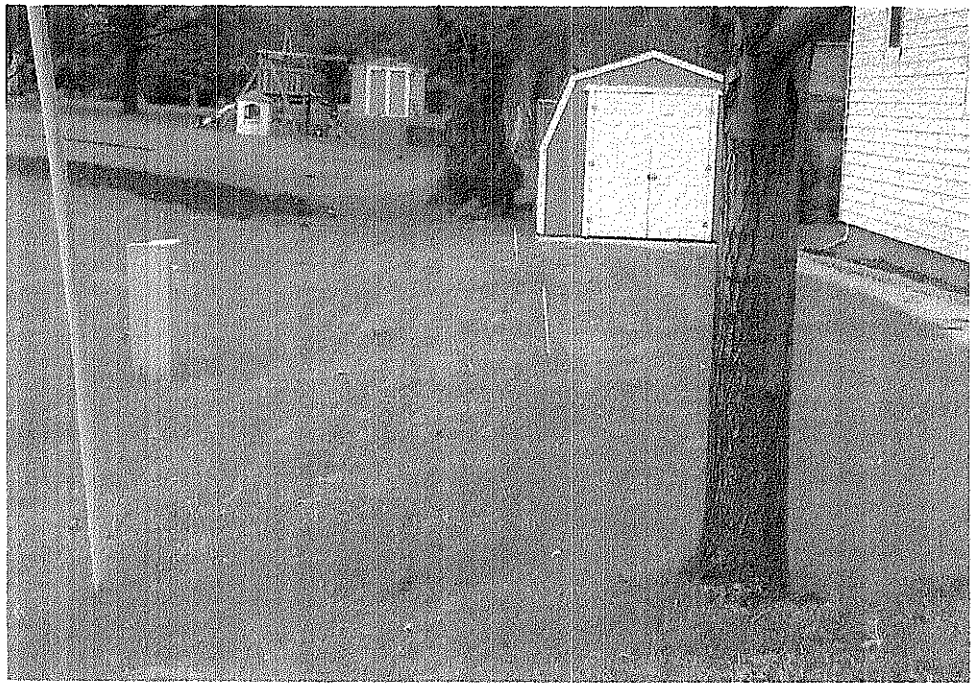
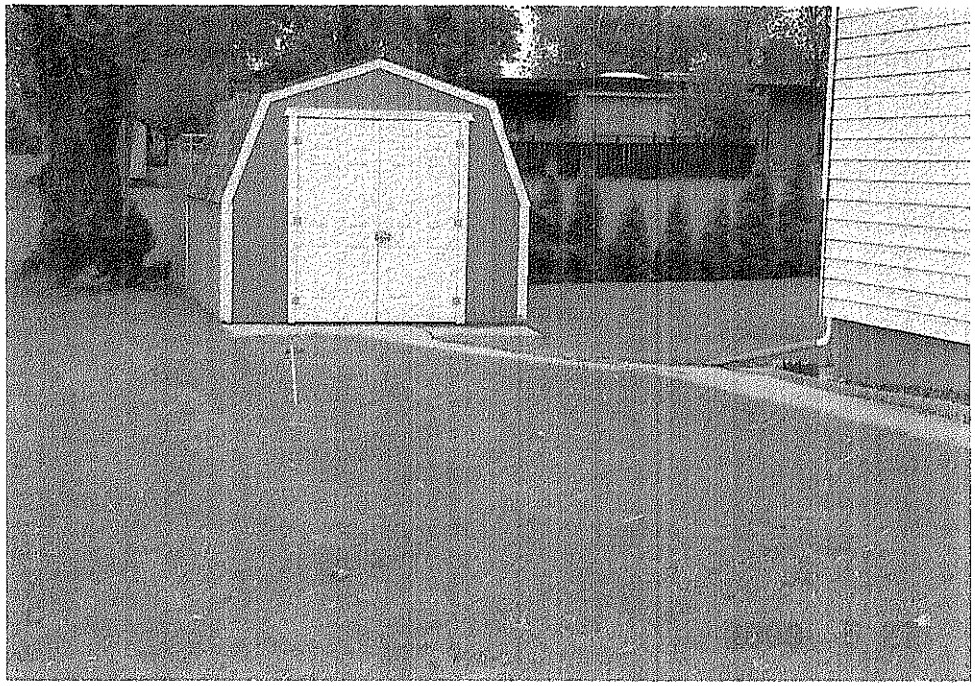
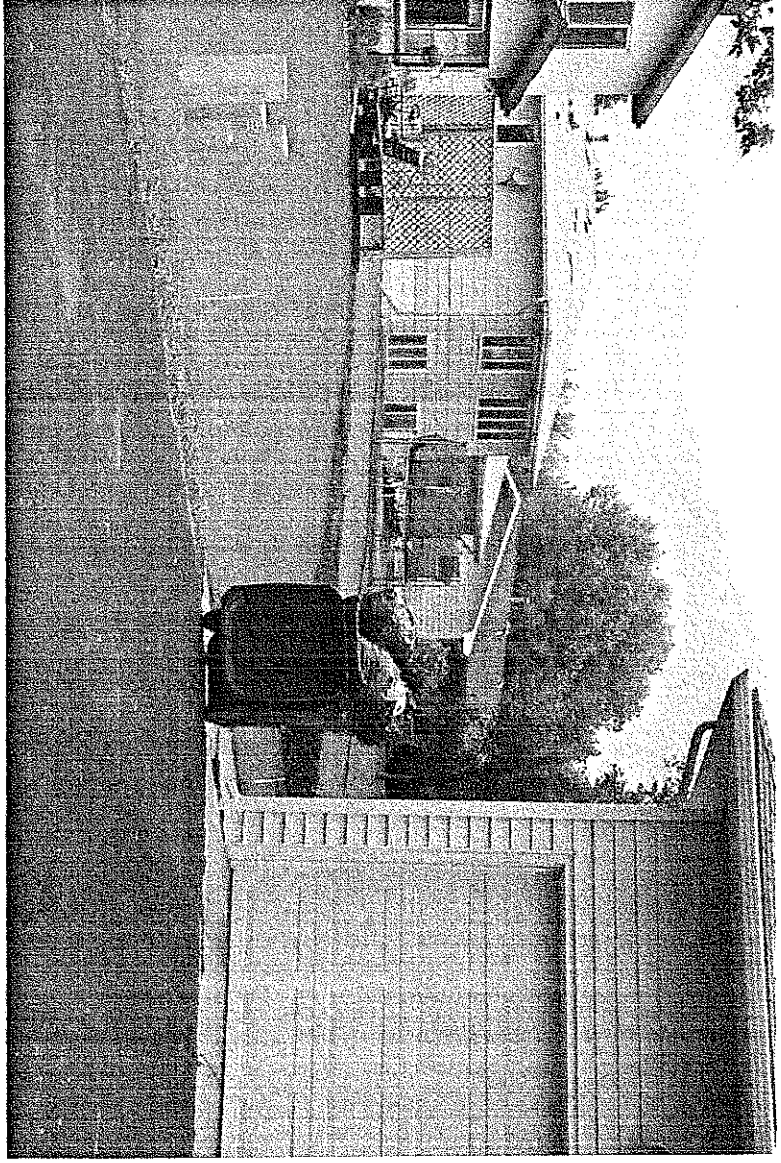
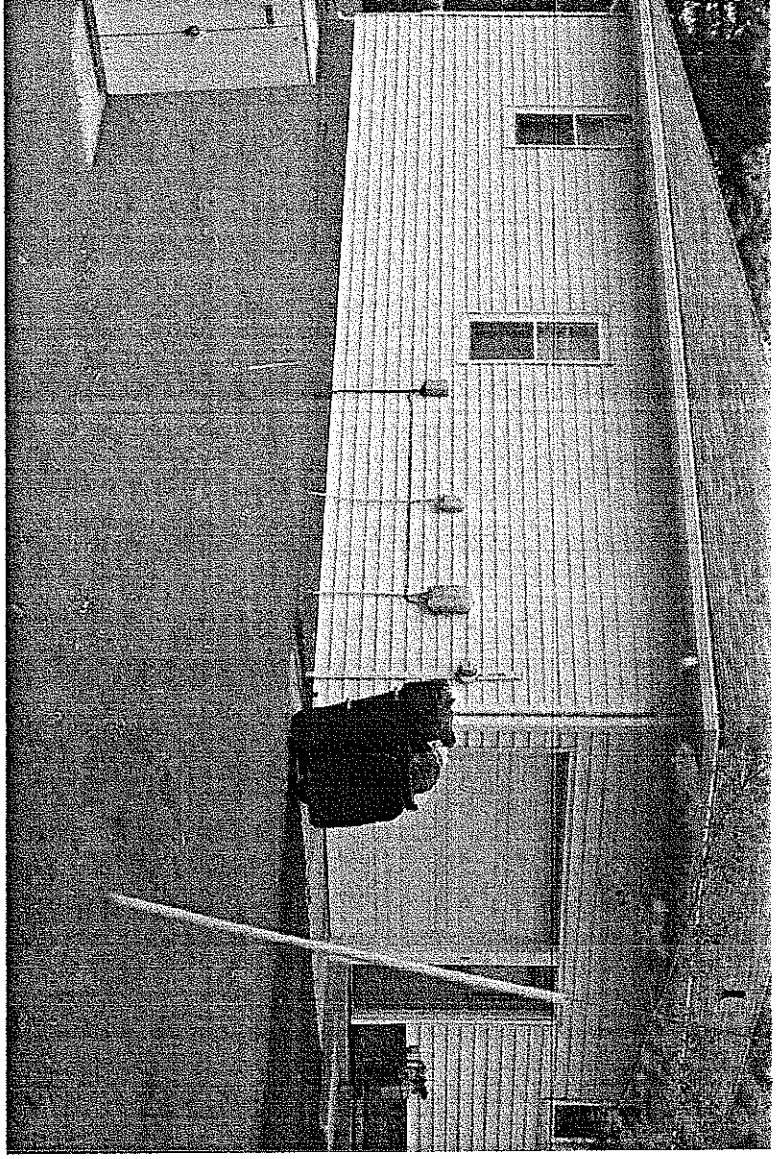


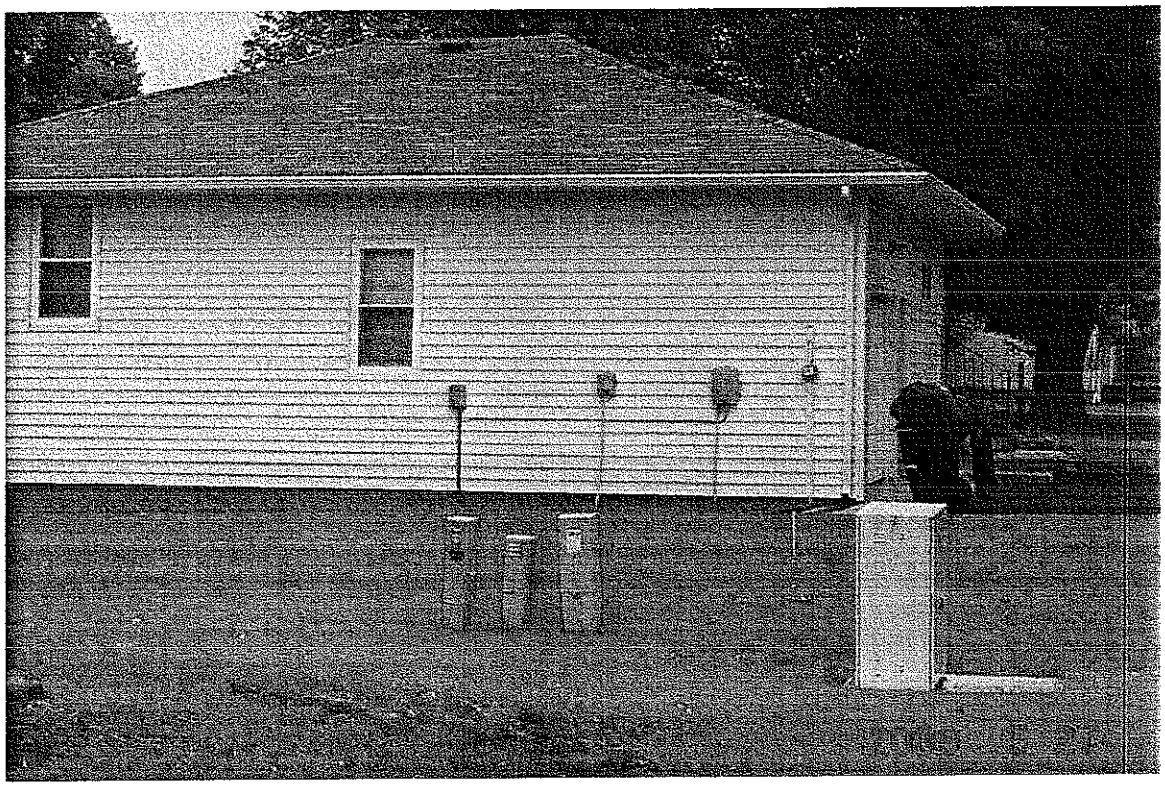












Minnesota Lawful Gambling

LG220 Application for Exempt Permit

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.

Fee is $50 for each event

For Board Use Only
Check#_____
$

ORGANIZATION INFORMATION

Organization name	Previous gambling permit number
St. Francis Xavier Church	17001

Type of nonprofit organization. Check (√) one.

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other nonprofit organization

Mailing address	City	State/Zip Code	County
548 17th St.	Windom	MN	Cottonwood

Name of chief executive officer (CEO)	Daytime phone number
Rev. Andrew D. Olsem	507-831-3300

ATTACH A COPY OF ONE OF THE FOLLOWING FOR PROOF OF NONPROFIT STATUS

★ 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

___ **Internal Revenue Service - 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.

___ **Internal Revenue Service - 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 **Internal Revenue Service - proof previously submitted to Gambling Control Board**
If you previously submitted proof of nonprofit status from the Internal Revenue Service, 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)
St. Francis Xavier Church Education Wing

Address (do not use PO box)	City	Zip Code	County
532 17th St.	Windom	56101	Cottonwood

Date(s) of activity (for raffles, indicate the date of the drawing)
September 13, 2009

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

☒ *Bingo ☒ 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.

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

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

If the gambling premises is within city limits, the city must sign this application.

Check (√) the action that the city is taking on this 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 personnel receiving application

_____

Title_____Date____/____/____

If the gambling premises is located in a township, both the county and township must sign this application.

Check (√) the action that the county is taking on this 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.

____The application is denied.

Print county name _____

On behalf of the county, I acknowledge this application.
Signature of county personnel receiving application

_____

Title_____Date____/____/____

TOWNSHIP: *On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.* [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.213, subd. 2)]

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 Rev. Andrew D. Olsen Date 6 / 4 / 09

Complete an application for each gambing 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.

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 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.

City of Windom
Windom, Minnesota
Application
For Authorization to Dispense Intoxicating Liquor

To the Windom City Council :

The undersigned hereby applies for authorization to dispense intoxicating liquor on City owned property during a City sponsored event in the City of Windom in accordance with the information given below, City of Windom Code Chapter 5 and Minnesota Statute 340A.404:

Location of Event Windom Community Center

Date of Event July 11 2009

Hours 5:00 PM - 12:00 AM

Type of Event Busse - Amundson - wedding

Eagles Club
Name of Individual/Organization

Tony Schulm
Licensee Officers Signature

821 4th Ave
Street Address

Windom MN 56101
City State

507-831-3891
Telephone Number

Application ☐ Approved ☐ Disapproved

this _____ day of _____, 20_____.

City Administrator

License Fee - None $0.00

- [X] Copy of On-sale license attached
- [X] Proof of insurance attached
- [X] City named as additional insured
- [X] Licensee has signed the Hold Harmless Agreement

Hold Harmless and Indemnification Agreement

IN CONSIDERATION OF authorization by the Windom City Council to dispense intoxicating liquor on City-owned property or during a City sponsored event, the undersigned licensee hereby agrees to hold harmless the City of Windom, its employees and its agents, from any and all claims for any damages whatsoever arising out of the licensee providing intoxicating liquor under said authorization on the 11th day of July, 2009. Further, the undersigned licensee agrees to indemnify the City of Windom for any such claims for damages whatsoever arising out of licensee's dispensing of said intoxicating liquor, including the reimbursement of the City of Windom's costs and disbursements, including reasonable attorneys' fees in defending any such action for claims and damages.

Tony Schulm
Licensee Officers Signature

June 9 09
Date

V#292837

CITY OF WINDOM
APPLICATION FOR BUSINESS SOLI(
Re; City Code, Chapter 6-Sec. 6

* 5 5 2 C Y F *

Solicitor's Name: Tollefson (Last) Mark (First) Orlyn (Middle)

Date of Birth: 11-25-53

Driver's License Number K-401132451905 State of Issue: MN

Address: (Street, City, State, Zip) 21455 230th St., Lucan, MN 56255

Name of Business or Organization: Schwans Home Service Inc

Address of Business or Organization: Corporate Tax
PO Box 127
Marshall MN 56258
507-532-3274 X8848

Fax: 507-537-8225

Purpose of SOLICITATION: frozen food sales

If door to door solicitation indicate area to be solicitated: (✓) Residential District
( ) Commercial District

If Transcient merchant - state location from which merchandise will be sold _____

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

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

6-9-09
Date

Chris Pesch, License Coordinator
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 6-11-09.
Recommendation: Approved X Disapproved _____. If disapproved, give reason: _____

6-11-09
Date

Jeffrey A. Shubee
Police Chief

Approved by the City Council on _____, 19____.

RESOLUTION #2009-

INTRODUCED:

SECONDED:

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

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR THE MUNICIPAL AIRPORT

WHEREAS, the City of Windom will receive a grant offer from the Administrator of the Federal Aviation Administration, through the State of Minnesota Department of Transportation, Office of Aeronautics, for the Airport Improvement Grant program in an amount not to exceed $361,006.00 for airport taxiway reconstruction, crack sealing and seal coating; 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 $361,006.00; and

WHEREAS, the Grant Offer is contingent upon all applicable Federal requirements being met; and

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

1. That the City Council approves the grant offer 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 and any amendments or required documents on behalf of the City of Windom.

Adopted by the Council this 16th day of June, 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 16th day of June, 2009, as shown by the records in my possession.

_____
Steve Nasby, City Administrator

_____
Notary Public
My Commission Expires:_____

MEMORANDUM

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

TO: City Council

FROM: City Administrator Steven

DATE: June 12, 2009

RE: Application for Federal Stimulus Funding – Fire Hall

Under the federal economic stimulus program there is an opportunity to apply for funding for the modification and construction of new fire hall facilities. As you know, the City of Windom has been working on plans for a fire hall expansion for several years.

To date, an architectural firm has been hired for preliminary design and plans. The estimated cost for the fire hall expansion is estimated to be $1.5 to $1.75 million.

The federal economic stimulus grant does not require a local match; however, projects with a local match will score better in the ranking process. To improve the chances for Windom's fire hall application staff is recommending that the City Council consider a 10% local match. This match should be funded through the fire department budget which is spread out over the entire service area.

Since there are no guidelines or thresholds for local match provided within the federal grant application materials the City Council can discuss the amount of match and set it at any amount it feels is appropriate.

A resolution supporting the submission of this federal grant application is required. The resolution in the City Council packet includes proposed 10% match.

If you have any questions please contact me at 831-6129.

RESOLUTION #2009-

INTRODUCED:
SECONDED:
VOTED: **Aye:**
Nay:
Abstained:
Absent:

RESOLUTION SUPPORTING THE SUBMISSION OF A GRANT APPLICATION TO THE "ASSISTANCE TO FIREFIGHTERS FIRE STATION CONSTRUCTION" GRANT PROGRAM

WHEREAS, the City of Windom is committed to the health, safety and welfare of the citizens of Windom, Windom Fire Department members and other emergency response personnel with respect to fire and other hazards; and

WHEREAS, the expansion and modification of the existing fire hall would enhance the department's capabilities with respect to firefighting and other emergency-related activities including emergency management and mutual aid requests; and

WHEREAS, funding to expand and modify the existing fire hall may be available through the Assistance to Firefighters Fire Station Construction Grant Program through the US Department of Homeland Security; and

WHEREAS, it is in the best interests of the City of Windom, its residents and firefighters to submit an application for funding to the Assistance to Firefighters Grant Program through the US Department of Homeland Security to complete an expansion and modification of the existing fire hall; and

WHEREAS, the City of Windom understands that there is no cost-sharing requirement for Fire Station Construction grants. However, the City of Windom and its service territories are willing to commit 10% of the total eligible project costs.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The City Council of Windom, Minnesota, on behalf of the citizens and firefighters of Windom, supports the Windom Fire Department's efforts in pursuing funding through the Assistance to Firefighters Fire Station Grant Program through the US Department of Homeland Security.

2. If the City of Windom receives a grant award, a match to the federal grant funds in an amount of non-federal funds equal to 10% of the total eligible project costs will be made.

3. The City of Windom has legal authority to apply for financial assistance, and the institutional, managerial, and financial capacity to ensure compliance with the grant requirements and completion of the proposed project.

4. The City of Windom has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

5. The Windom City Council hereby authorizes City Administrator Steve Nasby to submit an application to the Assistance to Firefighters Fire Station Construction Grant Program through the US Department of Homeland Security.

6. Upon approval of the application, the City of Windom and the Windom Fire Department certify that they will comply with all applicable laws, policies and regulations as stated in the application and subsequent agreements.

7. The Mayor and City Administrator are hereby authorized, on behalf of the City of Windom, to execute such agreements and contracts as are necessary to implement the project.

ADOPTED this 16th day of June, 2009.

_____
Kirby G. Kruse, Mayor

ATTEST: _____
Steve Nasby, City Administrator

MEMORANDUM

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

TO: City Council

FROM: Ambulance Director

DATE: June 12, 2009

RE: Identification Theft Policy

The federal government requires that all parties requiring identification for service adopt an Identification Theft policy. Included in the City Council packet is a policy for the Windom Ambulance Service. This policy was developed by Sanford Health Services and amended as necessary for use by the Windom Ambulance Service.

The City of Windom has had to adopt a similar Identification Theft policy to cover its provision of municipal utilities.

The Windom Ambulance Service is requesting the City Council to approve the Identification Theft policies as presented. If you have any questions please contact me at 822-0786.

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 shall be required to report the theft to law enforcement as part of the Windom Ambulance Service investigation. The Privacy Officer shall 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 shall 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: 6/2009

REVISED:

REVIEWED:

SIGNED: _____ DATE: _____

James Skarphol, Ambulance Director

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: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

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 Compliance Officer 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 made to the Compliance Committee.

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 their facility CEO or 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 and/or ITP Committee 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;

14.1.2.2service provider arrangements

14.1.2.3significant incidents involving identity theft and Windom Ambulance Service's response;

14.1.2.4and recommendations for material changes to the Program.

14.2 The annual report shall be presented to the Compliance Committee.

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 to the Ambulance Committee.

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. COMMITTEE APPROVAL

17.1 The Ambulance Committee 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: 6/1/09

REVISED:

REVIEWED:

SIGNED: _____ DATE: _____

James Skarphol, Ambulance Director

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
MAYOR & COUNCIL	CONVENT. & VISTOR BU	LODGING TAX	1,386.31
	Total for Department 101		1,386.31*
CITY OFFICE	CMRS - TMS	POSTAGE	443.22
CITY OFFICE	MII LIFE	VEBA	198.40
CITY OFFICE	MN NCPERS LIFE INSUR	INSURANCE	80.00
	Total for Department 103		721.62*
P & Z / BUILDING OFF	CMRS - TMS	POSTAGE	18.29
P & Z / BUILDING OFF	MII LIFE	VEBA	148.80
P & Z / BUILDING OFF	MN NCPERS LIFE INSUR	INSURANCE	24.00
	Total for Department 106		191.09*
CITY HALL	SANDRA HERDER	CLEANING	325.80
CITY HALL	MELISSA PENAS	CLEANING	325.80
	Total for Department 115		651.60*
POLICE	CMRS - TMS	POSTAGE	.42
POLICE	MII LIFE	VEBA	1,398.96
POLICE	MN NCPERS LIFE INSUR	INSURANCE	144.00
	Total for Department 120		1,543.38*
FIRE DEPARTMENT	AMOCO OIL COMPANY	GAS	81.76
FIRE DEPARTMENT	CMRS - TMS	POSTAGE	6.61
	Total for Department 125		88.37*
STREET	AMOCO OIL COMPANY	GAS	335.88
STREET	AMOCO OIL COMPANY	GAS - VOLUME DISCOUNT	-3.88
STREET	CMRS - TMS	POSTAGE	23.17
STREET	LEAGUE OF MN CITIES	DEDUCTIBLE	769.16
STREET	MII LIFE	VEBA	755.44
STREET	MN NCPERS LIFE INSUR	INSURANCE	80.00
	Total for Department 140		1,959.77*
HEALTH & SANITATION	NEAL GRUNEWALD	COMPOST SITE MANAGER	288.00
	Total for Department 145		288.00*
RECREATION	CMRS - TMS	POSTAGE	4.62
	Total for Department 150		4.62*
PARKS	AMOCO OIL COMPANY	GAS	14.39
PARKS	CMRS - TMS	POSTAGE	3.15
PARKS	MII LIFE	VEBA	185.68
PARKS	MN NCPERS LIFE INSUR	INSURANCE	32.00
	Total for Department 165		235.22*
GENERAL	DOUG GRANT	REFUND - EXCAVATION	300.00
	Total for Department 201		300.00*
	Total for Fund 01		7,369.98*

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
LIBRARY	SANDRA HERDER	CLEANING	325.80
LIBRARY	MELISSA PENAS	CLEANING	325.80
	Total for Department 171		651.60*
	Total for Fund 03		651.60*
	TORO	STORM SERVICE	25,000.00
	BANK MIDWEST	SAVINGS ACCOUNT	900,000.00
	Total for Department		925,000.00*
	Total for Fund 09		925,000.00*
AIRPORT	CMRS - TMS	POSTAGE	38.04
AIRPORT	RED ROCK RURAL WATER	WATER	25.30
AIRPORT	SO. CENTRAL ELECTRIC	POWER COST	432.35
	Total for Department 174		495.69*
	Total for Fund 11		495.69*
POOL	CMRS - TMS	POSTAGE	24.98
POOL	SALLY OLTMANNS	PETTY CASH	75.00
	Total for Department 175		99.98*
	Total for Fund 12		99.98*
AMBULANCE	CMRS - TMS	POSTAGE	21.42
AMBULANCE	KIM POWERS	EXPENSE	4.71
AMBULANCE	JIM SKARPHOL	EXPENSE	101.67
AMBULANCE	JIM SKARPHOL	SUPPLIES	28.92
	Total for Department 176		156.72*
	Total for Fund 13		156.72*
MULTI-PURPOSE BUILDI	CMRS - TMS	POSTAGE	23.27
MULTI-PURPOSE BUILDI	MII LIFE	VEBA	284.88
MULTI-PURPOSE BUILDI	MN DEPT OF HEALTH	LICENSE FEE	35.00
MULTI-PURPOSE BUILDI	MN NCPERS LIFE INSUR	INSURANCE	32.00
	Total for Department 177		375.15*
	Total for Fund 14		375.15*
N IND PARK	SO. CENTRAL ELECTRIC	POWER COST	29.37
	Total for Department 147		29.37*
	Total for Fund 18		29.37*
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	4,355.65
LIQUOR	CMRS - TMS	POSTAGE	4.16
LIQUOR	GRIGGS COOPER	MERCHANDISE	2,966.15
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	9,239.95

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
LIQUOR	HOLINKA DISTR. CO.	MERCHANDISE	144.50
LIQUOR	JOHNSON BROS.	MERCHANDISE	3,719.32
LIQUOR	GENE LENNING	EXPENSE	183.37
LIQUOR	MII LIFE	VEBA	371.36
LIQUOR	MN DEPT OF AGRICULTU	LICENSE RENEWAL	77.00
LIQUOR	MN NCPERS LIFE INSUR	INSURANCE	32.00
LIQUOR	MID AMERICA MANUFACT	MERCHANDISE	95.52
	Total for Department 180		21,188.98*
	Total for Fund 60		21,188.98*
WATER	CMRS - TMS	POSTAGE	122.03
WATER	H P SUDS	BILLING CONTRACT SERVICE	112.50
WATER	MIDWEST DATA, INC	SPECIAL SERVICES	29.00
WATER	MIDWEST DATA, INC	UTILITY BILL - SERVICES	761.94
WATER	MII LIFE	VEBA	560.22
WATER	MN NCPERS LIFE INSUR	INSURANCE	40.00
	Total for Department 181		1,625.69*
	Total for Fund 61		1,625.69*
ELECTRIC	AMOCO OIL COMPANY	GAS	300.25
ELECTRIC	AMOCO OIL COMPANY	GAS - VOLUME DISCOUNT	-3.87
ELECTRIC	CMRS - TMS	POSTAGE	137.26
ELECTRIC	H P SUDS	BILLING CONTRACT SERVICE	112.50
ELECTRIC	MIDWEST DATA, INC	SPECIAL SERVICES	13.54
ELECTRIC	MIDWEST DATA, INC	UTILITY BILL - SERVICES	1,571.42
ELECTRIC	MII LIFE	VEBA	1,049.86
ELECTRIC	MN NCPERS LIFE INSUR	INSURANCE	96.00
ELECTRIC	BRAD BUSSA	CLEANING	184.60
ELECTRIC	WAYNE ALINK	ENERGY REBATE	350.00
ELECTRIC	IDA BETH AMUNDSON	ENERGY REBATE	100.00
ELECTRIC	LEO APPEL	ENERGY REBATE	100.00
ELECTRIC	VEERLIN CHRISTIANS	ENERGY REBATE	50.00
ELECTRIC	JANE DANE	ENERGY REBATE	100.00
ELECTRIC	JUDY DOEDEN	ENERGY REBATE	200.00
ELECTRIC	LAVONNE DONAHUE	ENERGY REBATE	100.00
ELECTRIC	FRANKLIN HEIN	ENERGY REBATE	200.00
ELECTRIC	BRADY LYONS	ENERGY REBATE	100.00
ELECTRIC	DON MEYER	ENERGY REBATE	100.00
ELECTRIC	JANE MOLDASCHEL	ENERGY REBATE	200.00
ELECTRIC	MARLENE MURPHY	ENERGY REBATE	200.00
ELECTRIC	PAT SALZWEDEL	ENERGY REBATE	100.00
ELECTRIC	TERRY TEGELS	ENERGY REBATE	200.00
ELECTRIC	RICHARD WIENS	ENERGY REBATE	100.00
ELECTRIC	JEAN WILLSHER	ENERGY REBATE	100.00
	Total for Department 182		5,761.56*
	Total for Fund 62		5,761.56*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
SEWER	AMOCO OIL COMPANY	GAS	260.69
SEWER	CMRS - TMS	POSTAGE	126.92
SEWER	H P SUDS	BILLING CONTRACT SERVICE	112.50
SEWER	MIDWEST DATA, INC	SPECIAL SERVICES	8.54
SEWER	MIDWEST DATA, INC	UTILITY BILL - SERVICES	761.90
SEWER	MII LIFE	VEBA	931.58
SEWER	MN NCPERS LIFE INSUR	INSURANCE	72.00
	Total for Department 183		2,274.13*
	Total for Fund 63		2,274.13*
ARENA	AMOCO OIL COMPANY	GAS	12.64
ARENA	CMRS - TMS	POSTAGE	33.57
ARENA	MII LIFE	VEBA	371.36
ARENA	MN DEPT OF HEALTH	LICENSE FEE	35.00
ARENA	MN NCPERS LIFE INSUR	INSURANCE	32.00
	Total for Department 184		484.57*
	Total for Fund 64		484.57*
	BANK MIDWEST	LOAN PAYMENT	1,119.12
	Total for Department		1,119.12*
ECONOMIC DEVELOPMENT	AARON BACKMAN	EXPENSE	177.10
ECONOMIC DEVELOPMENT	CMRS - TMS	POSTAGE	30.04
ECONOMIC DEVELOPMENT	MII LIFE	VEBA	235.28
ECONOMIC DEVELOPMENT	MN NCPERS LIFE INSUR	INSURANCE	24.00
ECONOMIC DEVELOPMENT	BANK MIDWEST	LOAN PAYMENT	2,880.88
	Total for Department 187		3,347.30*
	Total for Fund 67		4,466.42*
RIVERBLUFF ESTATES	BRADY POWERS	MOWING	210.00
	Total for Department 166		210.00*
	Total for Fund 68		210.00*
	MN 9-1-1 PROGRAM	911 SERVICE	855.64
	Total for Department		855.64*
TELECOMMUNICATIONS	CMRS - TMS	POSTAGE	32.83
TELECOMMUNICATIONS	HEARTLAND TECHNOLOGY	ISP PREPAY SUPPORT CONTR	120.00
TELECOMMUNICATIONS	H P SUDS	BILLING CONTRACT SERVICE	337.50
TELECOMMUNICATIONS	MIDWEST DATA, INC	SPECIAL SERVICES	80.67
TELECOMMUNICATIONS	MIDWEST DATA, INC	UTILITY BILL - SERVICES	1,666.64
TELECOMMUNICATIONS	MII LIFE	VEBA	665.78
TELECOMMUNICATIONS	MN NCPERS LIFE INSUR	INSURANCE	64.00
TELECOMMUNICATIONS	QWEST COMMUNICATIONS		219.05
TELECOMMUNICATIONS	JEREMY ROLFES	SERVICE INTERNET	51.20
TELECOMMUNICATIONS	WOODSTOCK TELEPHONE	TELEPHONE	186.67

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
TELECOMMUNICATIONS	CHRIS ZIMMERMAN	MOWING	47.50
	Total for Department 199		3,471.84*
	Total for Fund 69		4,327.48*
	MN NCPERS LIFE INSUR	INSURANCE	32.00
	Total for Department		32.00*
	Total for Fund 70		32.00*
	Grand Total		974,549.32*

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
CITY OFFICE	STEVE NASBY	EXPENSE	70.95
CITY OFFICE	DENISE NICHOLS	MILEAGE	41.59
	Total for Department 103		112.54*
P & Z / BUILDING OFF	VET'S WHOA N'GO	GAS	40.24
	Total for Department 106		40.24*
POLICE	VOYAGER FLEET SERVIC	GAS	110.85
	Total for Department 120		110.85*
FIRE DEPARTMENT	VET'S WHOA N'GO	GAS	189.09
FIRE DEPARTMENT	VOYAGER FLEET SERVIC	GAS	10.51
	Total for Department 125		199.60*
STREET	ERICKSON OIL CO	GAS	343.14
STREET	VET'S WHOA N'GO	GAS	366.32
STREET	VOYAGER FLEET SERVIC	GAS	44.57
	Total for Department 140		754.03*
PARKS	VOYAGER FLEET SERVIC	GAS	79.33
	Total for Department 165		79.33*
GENERAL	BLAKE SEEI	REFUND-PEDDLERS PERMIT/F	60.00
	Total for Department 201		60.00*
	Total for Fund 01		1,356.59*
	HJERPE CONTRACTING I	4TH AVE PROJECT	245,607.25
	Total for Department		245,607.25*
	Total for Fund 09		245,607.25*
POOL	JESSICA TORKELSON-KO	REFUND - SWIM LESSONS	28.00
	Total for Department 175		28.00*
	Total for Fund 12		28.00*
AMBULANCE	VET'S WHOA N'GO	GAS	793.39
	Total for Department 176		793.39*
	Total for Fund 13		793.39*
MULTI-PURPOSE BUILDI	VOYAGER FLEET SERVIC	GAS	47.61
	Total for Department 177		47.61*
	Total for Fund 14		47.61*
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	3,070.40
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	8,690.95
LIQUOR	A H HERMEL CANDY & T	MERCHANDISE	368.12
LIQUOR	PHILLIPS WINE & SPIR	MERCHANDISE	3,177.92

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
LIQUOR	BANK MIDWEST	NSF CHECK - RIVER BEND L	65.99
LIQUOR	BANK MIDWEST	NSF CHECK - RIVER BEND L	70.50
	Total for Department 180		15,443.88*
	Total for Fund 60		15,443.88*
WATER	H P SUDS	BILLING CONTRACT SERVICE	152.19
WATER	VET'S WHOA N'GO	GAS	27.21
WATER	VOYAGER FLEET SERVIC	GAS	236.05
	Total for Department 181		415.45*
	Total for Fund 61		415.45*
ELECTRIC	H P SUDS	BILLING CONTRACT SERVICE	152.19
ELECTRIC	VET'S WHOA N'GO	GAS	27.42
ELECTRIC	VOYAGER FLEET SERVIC	GAS	87.03
	Total for Department 182		266.64*
	Total for Fund 62		266.64*
SEWER	ERICKSON OIL CO	GAS	31.65
SEWER	H P SUDS	BILLING CONTRACT SERVICE	152.19
SEWER	VOYAGER FLEET SERVIC	GAS	99.90
	Total for Department 183		283.74*
	Total for Fund 63		283.74*
ARENA	CENTER STOP	MERCHANDISE	44.70
ARENA	VET'S WHOA N'GO	GAS	106.08
ARENA	VOYAGER FLEET SERVIC	GAS	106.16
	Total for Department 184		256.94*
	Total for Fund 64		256.94*
RIVERBLUFF ESTATES	UNITED PRAIRIE BANK	LOAN PAYMENT	641.47
	Total for Department 166		641.47*
	Total for Fund 68		641.47*
TELECOMMUNICATIONS	B B C AMERICA	SUBSCRIBER	6.50
TELECOMMUNICATIONS	COMCAST MEDIA CENTER	SUBSCRIBER	3.25
TELECOMMUNICATIONS	DISCOVERY DIGITAL NE	SUBSCRIBER	54.61
TELECOMMUNICATIONS	H P SUDS	BILLING CONTRACT SERVICE	456.56
TELECOMMUNICATIONS	KARE	SUBSCRIBER	398.70
TELECOMMUNICATIONS	LIFETIME	SUBSCRIBER	660.00
TELECOMMUNICATIONS	lIFETIME MOVIE NETWO	SUBSCRIBER	30.00
TELECOMMUNICATIONS	NATIONAL CABLE TV CO	SUBSCRIBER	20,323.13
TELECOMMUNICATIONS	TOWER DISTRIBUTION C	SUBSCRIBER	218.26
TELECOMMUNICATIONS	VOYAGER FLEET SERVIC	GAS	87.20
	Total for Department 199		22,238.21*

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
		Total for Fund 69	22,238.21*
		Grand Total	287,379.17*

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
MAYOR & COUNCIL	CITIZEN PUBLISHING C	ADVERTISING	155.80
MAYOR & COUNCIL	DAN'S OFFICE SUPPLY	SUPPLIES	41.51
MAYOR & COUNCIL	MCDONALD & SCHRAMEL	LEGAL FEES	252.00
	Total for Department 101		449.31*
CITY OFFICE	DAN'S OFFICE SUPPLY	SUPPLIES	145.57
CITY OFFICE	MANKATO MOBIL RADIO	MAINT. CONTRACT	6.50
CITY OFFICE	STOREY KENWORTHY	SUPPLIES	7.32
	Total for Department 103		159.39*
P & Z / BUILDING OFF	DAN'S OFFICE SUPPLY	SUPPLIES	53.12
P & Z / BUILDING OFF	DAVIS TYPEWRITER	MAINT CONTRACT	6.50
P & Z / BUILDING OFF	MCDONALD & SCHRAMEL	LEGAL FEES	73.50
P & Z / BUILDING OFF	MANKATO MOBIL RADIO	MAINT. CONTRACT	6.50
P & Z / BUILDING OFF	PAMIDA	SUPPLIES	8.12
P & Z / BUILDING OFF	STOREY KENWORTHY	SUPPLIES	7.20
	Total for Department 106		154.94*
CITY HALL	COLE PAPER INC.	SUPPLIES	332.24
CITY HALL	AMERIGAS - WORTHINGT	WATER TREATMENT	23.38
CITY HALL	COTTONWOOD COUNTY SO	RECYCLING PICK UP	12.00
CITY HALL	CULLIGAN	SERVICE	12.50
CITY HALL	WASTE MANAGEMENT OF	HAUL GARBAGE	89.51
	Total for Department 115		469.63*
POLICE	COTTONWOOD CO TREASU	DISPATCHING	275.00
POLICE	COTTONWOOD CO TREASU	DISPATCHING - MAY 09	275.00
POLICE	COTTONWOOD CO TREASU	RENT	2,400.00
POLICE	DAN'S OFFICE SUPPLY	SUPPLIES	125.55
POLICE	GALLS	SUPPLIES	228.95
POLICE	MCDONALD & SCHRAMEL	LEGAL FEES	2,562.00
POLICE	MANKATO MOBIL RADIO	MAINT. CONTRACT	1,577.55
POLICE	MN WEST COLLEGE - CA	TRAINING	198.00
POLICE	PAMIDA	SUPPLIES	34.08
POLICE	STREICHER'S	EQUIPMENT	86.23
POLICE	STOREY KENWORTHY	SUPPLIES	7.20
POLICE	COUNTRY PRIDE SERVIC	MAINTENANCE	495.36
	Total for Department 120		8,264.92*
FIRE DEPARTMENT	COTTONWOOD CO TREASU	DISPATCHING	212.50
FIRE DEPARTMENT	COTTONWOOD CO TREASU	DISPATCHING - MAY 09	212.50
FIRE DEPARTMENT	DAN'S OFFICE SUPPLY	SUPPLIES	16.39
FIRE DEPARTMENT	GDF ENTERPRISES, INC	MAINTENANCE	19.12
FIRE DEPARTMENT	JERRY'S REPAIR	MAINTENANCE	566.42
FIRE DEPARTMENT	LUCAN COMMUNITY TV I	MAINTENANCE	146.97
FIRE DEPARTMENT	MANKATO MOBIL RADIO	MAINT. CONTRACT	6.50
FIRE DEPARTMENT	QUEST	TELEPHONE	58.66
FIRE DEPARTMENT	RIVERSIDE LAUNDRY	SERVICE	31.95
FIRE DEPARTMENT	SCHWALBACH HARDWARE	MAINTENANCE	13.39
	Total for Department 125		1,284.40*

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
EMERGENCY MANAGEMENT	COTTONWOOD CO TREASU	DISPATCHING	12.50
EMERGENCY MANAGEMENT	COTTONWOOD CO TREASU	DISPATCHING - MAY 09	12.50
EMERGENCY MANAGEMENT	MANKATO MOBIL RADIO	MAINT. CONTRACT	200.00
	Total for Department 130		225.00*
ANIMALS	COTTONWOOD-SLAYTON V	VETERINARY SERVICE	433.10
	Total for Department 135		433.10*
STREET	EARL ANDERSON	MAINTENANCE	357.74
STREET	COTTONWOOD CO HWY DE	MAINTENANCE CRACK SEALIN	3,163.00
STREET	COTTONWOOD CO TREASU	DISPATCHING	125.00
STREET	COTTONWOOD CO TREASU	DISPATCHING - MAY 09	125.00
STREET	WASTE MANAGEMENT OF	HAUL GARBAGE	231.37
STREET	KEMNA-ASA AUTO PLAZA	MAINTENANCE	39.12
STREET	MANKATO MOBIL RADIO	MAINT. CONTRACT	6.50
STREET	MILLS & MILLER, INC	SALT	5,928.13
STREET	M-R SIGNS CO., INC	MATINEANCE	160.51
STREET	QUEST	TELEPHONE	58.66
STREET	SCHWALBACH HARDWARE	MAINTENANCE	122.98
STREET	SOUTHERN MN SPRAY SY	MAINTENANCE	46.60
STREET	STAPLES OIL CO	FUEL	47.07
STREET	COUNTRY PRIDE SERVIC	MAINTENANCE	19.45
STREET	CARQUEST AUTO PARTS	MAINTENANCE	36.08
STREET	WINDOM WRECKING	MAINTENANCE	26.50
STREET	EZ-LINER	MAINTENANCE	607.61
STREET	TRI-STATE RENTAL CEN	MAINTENANCE	139.92
	Total for Department 140		11,241.24*
HEALTH & SANITATION	COTTONWOOD COUNTY LA	SPRING PICK-UP EXP	2,823.34
HEALTH & SANITATION	WASTE MANAGEMENT OF	HAUL GARBAGE	7,131.85
	Total for Department 145		9,955.19*
RECREATION	CITIZEN PUBLISHING C	ADVERTISING	114.80
RECREATION	COCA-COLA BOTTLING C	MERCHANDISE	189.99
RECREATION	SCHWALBACH HARDWARE	MAINTENANCE	3.11
	Total for Department 150		307.90*
PARKS	COLE PAPER INC.	SUPPLIES	230.83
PARKS	COTTONWOOD CO TREASU	DISPATCHING	37.50
PARKS	COTTONWOOD CO TREASU	DISPATCHING - MAY 09	37.50
PARKS	MN DEPT OF EMPLY & E	UNEMPLOYMENT	2,286.33
PARKS	GDF ENTERPRISES, INC	MAINTENANCE	272.48
PARKS	LAMPERTS YARDS, INC.	MAINTENANCE	87.99
PARKS	MTI DISTRIBUTING, IN	MAINTENANCE	137.83
PARKS	NAPA AUTO PARTS	MAINTENANCE	102.30
PARKS	SCHWALBACH HARDWARE	MAINTENANCE	82.46
PARKS	SOUTHERN MINN CONSTR	MAINTENANCE	197.39
PARKS	COUNTRY PRIDE SERVIC	MAINTENANCE	2,890.21
PARKS	CARQUEST AUTO PARTS	MAINTENANCE	2.61
PARKS	BSN SPORTS COLLEGIAT	MAINTENANCE	801.38

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
	Total for Department 165		7,166.81*
	Total for Fund 01		40,111.83*
LIBRARY	BBC AUDIO	BOOKS	112.26
LIBRARY	COTTONWOOD COUNTY SO	RECYCLING PICK UP	12.00
LIBRARY	GALE	BOOKS	230.53
LIBRARY	J & K WINDOWS	CLEANING	15.00
LIBRARY	MICROMARKETING	BOOKS & AUDIO	334.14
LIBRARY	NATL GEOGRAPHIC SOCI	SUBSCRIPTION	17.95
LIBRARY	PLUM CREEK LIBRARY	BOOKS	26.90
LIBRARY	PLUM CREEK LIBRARY	SRP SUPPLIES	44.66
LIBRARY	READERS SERVICE	SUBSCRIPTION	40.22
LIBRARY	READERS DIGEST - AUD	SUBSCRIPTION	23.40
LIBRARY	AGRI-NEWS	SUBSCRIPTION	25.00
LIBRARY	AMISH INSIGHT	BOOK	14.95
LIBRARY	MARTHA STEWART LIVIN	SUBSCRIPTION	44.00
LIBRARY	QUAIL RIDGE PRESS	BOOKS	16.00
LIBRARY	SMART MONEY	SUBSCRIPTION	26.00
	Total for Department 171		983.01*
	Total for Fund 03		983.01*
	LAWSON PRODUCTS	MAINTENANCE	-936.17
	Total for Department		-936.17*
	Total for Fund 04		-936.17*
	WENCK ASSOCIATES, IN	AIRPORT CONSTR PROJECT 0	17,691.40
	Total for Department		17,691.40*
AIRPORT	GDF ENTERPRISES, INC	MAINTENANCE	47.78
	Total for Department 174		47.78*
	Total for Fund 11		17,739.18*
POOL	COCA-COLA BOTTLING C	MERCHANDISE	92.85
POOL	DAN'S OFFICE SUPPLY	SUPPLIES	31.79
POOL	HAWKINS, INC	CHEMICALS	970.76
POOL	GCC ALLIANCE CONCRET	MAINTENANCE	29.39
POOL	A H HERMEL CANDY & T	MERCHANDISE	1,252.68
POOL	JANITOR'S CLOSET, LT	MAINTENANCE	237.92
POOL	SCHWALBACH HARDWARE	MAINTENANCE	589.76
POOL	WINDOM FIRE SAFETY	MAINTENANCE	6.00
	Total for Department 175		3,211.15*
	Total for Fund 12		3,211.15*
AMBULANCE	COTTONWOOD CO TREASU	DISPATCHING	200.00
AMBULANCE	COTTONWOOD CO TREASU	DISPATCHING - MAY 09	200.00

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
AMBULANCE	HIGLEY FORD SALES	MAINTENANCE	23.17
AMBULANCE	KDOM RADIO	ADVERTISING	64.00
AMBULANCE	MANKATO MOBIL RADIO	MAINT. CONTRACT	6.50
AMBULANCE	MN EMERGENCY MED SER	FORMS	85.06
AMBULANCE	NAPA AUTO PARTS	MAINTENANCE	84.93
AMBULANCE	QUEST	TELEPHONE	58.66
AMBULANCE	PRAXAIR DISTRIBUTION	SERVICE	340.09
AMBULANCE	WINDOM AREA HOSPITAL	TESTING - HEP "B"	74.82
	Total for Department 176		1,137.23*
	Total for Fund 13		1,137.23*
MULTI-PURPOSE BUILDI	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	108.18
MULTI-PURPOSE BUILDI	COLE PAPER INC.	SUPPLIES	516.98
MULTI-PURPOSE BUILDI	WASTE MANAGEMENT OF	HAUL GARBAGE	54.23
MULTI-PURPOSE BUILDI	DAN'S OFFICE SUPPLY	SUPPLIES	57.86
MULTI-PURPOSE BUILDI	HEARTLAND PAPER COMP	SUPPLIES	565.95
MULTI-PURPOSE BUILDI	KDOM RADIO	ADVERTISING	140.80
MULTI-PURPOSE BUILDI	SCHWALBACH HARDWARE	MAINTENANCE	49.30
MULTI-PURPOSE BUILDI	STONER INDUSTRIAL, I	SERVICE	83.94
MULTI-PURPOSE BUILDI	STOREY KENWORTHY	SUPPLIES	7.20
MULTI-PURPOSE BUILDI	TOWN 'N COUNTRY	MAINTENANCE	70.00
MULTI-PURPOSE BUILDI	WORTHINGTON DAILY GL	ADVERTISING	28.00
	Total for Department 177		1,682.44*
	Total for Fund 14		1,682.44*
LIQUOR	ENVIROMASTER, INC.	SERVICE	39.41
LIQUOR	BELLBOY CORP	MERCHANDISE	116.00
LIQUOR	CITIZEN PUBLISHING C	ADVERTISING	218.70
LIQUOR	WASTE MANAGEMENT OF	HAUL GARBAGE	50.60
LIQUOR	GRIGGS COOPER	MERCHANDISE	2,939.15
LIQUOR	JOHNSON BROS.	MERCHANDISE	829.10
LIQUOR	PEPSIAMERICAS	MERCHANDISE	176.80
LIQUOR	QUALITY WINE SPIRITS	MERCHANDISE	2,253.66
LIQUOR	S&K LINES	FREIGHT	608.00
LIQUOR	STOREY KENWORTHY	SUPPLIES	7.20
LIQUOR	THE WINE COMPANY	MERCHANDISE	149.00
	Total for Department 180		7,387.62*
	Total for Fund 60		7,387.62*
WATER	CALIFORNIA CONTRACTO	SUPPLIES	83.40
WATER	CITIZEN PUBLISHING C	ADVERTISING	180.60
WATER	COTTONWOOD CO TREASU	DISPATCHING	100.00
WATER	COTTONWOOD CO TREASU	DISPATCHING - MAY 09	100.00
WATER	WASTE MANAGEMENT OF	HAUL GARBAGE	89.51
WATER	DATA-PAC MAILING SYS	MAIL METER RENTAL	52.25
WATER	HAWKINS, INC	CHEMICALS	6,245.72
WATER	GOPHER STATE ONE CAL	LOCATES	14.30

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
WATER	SUNSHINE FOODS	SUPPLIES	19.39
WATER	HJERPE CONTRACTING I	WATER MAIN BREAK ON 17TH	2,808.50
WATER	JIFFY-JR. PRODUCTS	SUPPLIES	35.56
WATER	KDOM RADIO	ADVERTISING	306.70
WATER	MANKATO MOBIL RADIO	MAINT. CONTRACT	6.50
WATER	MN VALLEY TESTING	TESTING	56.25
WATER	QUEST	TELEPHONE	58.66
WATER	RON'S ELECTRIC	MAINTENANCE	1,361.10
WATER	SCHWALBACH HARDWARE	MAINTENANCE	105.71
WATER	HD SUPPLY WATERWORKD	MAINTENANCE	362.64
WATER	STOREY KENWORTHY	SUPPLIES	7.20
WATER	COUNTRY PRIDE SERVIC	MAINTENANCE	62.22
	Total for Department 181		12,056.21*
	Total for Fund 61		12,056.21*
	BURMEISTER ELECTRIC	MAINTENANCE	341.00
	DAKOTA SUPPLY GROUP	MAINTENANCE	7,604.10
	Total for Department		7,945.10*
ELECTRIC	B & B TRANSFORMER	MAINTENANCE	4,526.25
ELECTRIC	BORDER STATES ELECTR	INVENTORY	18,433.22
ELECTRIC	BURMEISTER ELECTRIC	MAINTENANCE	3,243.78
ELECTRIC	CITIZEN PUBLISHING C	ADVERTISING	539.26
ELECTRIC	COTTONWOOD CO TREASU	DISPATCHING	187.50
ELECTRIC	COTTONWOOD CO TREASU	DISPATCHING - MAY 09	187.50
ELECTRIC	WASTE MANAGEMENT OF	HAUL GARBAGE	89.21
ELECTRIC	DATA-PAC MAILING SYS	MAIL METER RENTAL	52.25
ELECTRIC	GOPHER STATE ONE CAL	LOCATES	14.29
ELECTRIC	KDOM RADIO	ADVERTISING	473.00
ELECTRIC	LAWSON PRODUCTS	MAINTENANCE	979.00
ELECTRIC	MANKATO MOBIL RADIO	MAINT. CONTRACT	6.50
ELECTRIC	MN DEPT OF COMMERCE	ASSESSMENT	1,089.99
ELECTRIC	MISSOURI RIVER ENERG	AIR AUDIT/INFRARED AUDIT	4,328.00
ELECTRIC	QUEST	TELEPHONE	58.66
ELECTRIC	SCHWALBACH HARDWARE	MAINTENANCE	69.72
ELECTRIC	STONER INDUSTRIAL, I	SERVICE	67.96
ELECTRIC	STOREY KENWORTHY	SUPPLIES	7.20
ELECTRIC	WINDOM AREA DEVELOPM	INDUSTRIAL DEVELOPMENT	1,200.00
ELECTRIC	CARQUEST AUTO PARTS	MAINTENANCE	2.74
	Total for Department 182		35,556.03*
	Total for Fund 62		43,501.13*
	HD SUPPLY WATERWORKD	MAINTENANCE	58.84
	Total for Department		58.84*
SEWER	CALIFORNIA CONTRACTO	SUPPLIES	83.40
SEWER	COTTONWOOD CO TREASU	DISPATCHING	100.00
SEWER	COTTONWOOD CO TREASU	DISPATCHING - MAY 09	100.00

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
SEWER	DATA-PAC MAILING SYS	MAIL METER RENTAL	52.25
SEWER	ENVIRONMENTAL TOXICI	TESTING	650.00
SEWER	ENVIRONIMENTAL RESOU	MAINTENANCE	250.65
SEWER	FEDERAL EXPRESS CORP	TRANSPORTATION	447.40
SEWER	HAWKINS, INC	CHEMICALS	1,887.45
SEWER	GCC ALLIANCE CONCRET	MAINTENANCE	489.90
SEWER	GOPHER STATE ONE CAL	LOCATES	14.29
SEWER	JIFFY-JR. PRODUCTS	SUPPLIES	35.56
SEWER	LAWSON PRODUCTS	MAINTENANCE	55.74
SEWER	MCDONALD & SCHRAMEL	LEGAL FEES	31.50
SEWER	MANKATO MOBIL RADIO	MAINT. CONTRACT	6.50
SEWER	MN VALLEY TESTING	TESTING	2,520.60
SEWER	QUEST	TELEPHONE	119.92
SEWER	SCHWALBACH HARDWARE	MAINTENANCE	54.74
SEWER	STOREY KENWORTHY	SUPPLIES	7.20
SEWER	CARQUEST AUTO PARTS	MAINTENANCE	7.12
	Total for Department 183		6,914.22*
	Total for Fund 63		6,973.06*
ARENA	AMERIPRIDE LINEN CO	SERVICE	67.65
ARENA	COCA-COLA BOTTLING C	MERCHANDISE	172.89
ARENA	COTTONWOOD-SLAYTON V	VETERINARY SERVICE	220.00
ARENA	WASTE MANAGEMENT OF	HAUL GARBAGE	137.77
ARENA	FRANKS SHOE REPAIR	MAINTENANCE	22.50
ARENA	GCC ALLIANCE CONCRET	MAINTENANCE	592.84
ARENA	SUNSHINE FOODS	SUPPLIES	111.43
ARENA	A H HERMEL CANDY & T	MERCHANDISE	351.63
ARENA	KDOM RADIO	ADVERTISING	70.00
ARENA	LAMPERTS YARDS, INC.	MAINTENANCE	32.09
ARENA	SCHWALBACH HARDWARE	MAINTENANCE	1,209.53
ARENA	STONER INDUSTRIAL, I	SERVICE	9.52
ARENA	STOREY KENWORTHY	SUPPLIES	7.20
	Total for Department 184		3,005.05*
	Total for Fund 64		3,005.05*
ECONOMIC DEVELOPMENT	CITIZEN PUBLISHING C	ADVERTISING	90.00
ECONOMIC DEVELOPMENT	DAN'S OFFICE SUPPLY	SUPPLIES	256.31
ECONOMIC DEVELOPMENT	DAVIS TYPEWRITER	MAINT CONTRACT	6.50
ECONOMIC DEVELOPMENT	SUNSHINE FOODS	SUPPLIES	55.41
ECONOMIC DEVELOPMENT	PAMIDA	SUPPLIES	8.12
ECONOMIC DEVELOPMENT	QUALITY GLASS	MAINTENANCE	578.69
ECONOMIC DEVELOPMENT	STOREY KENWORTHY	SUPPLIES	7.20
ECONOMIC DEVELOPMENT	WINDOM QUICK PRINT	ADVERTISING	199.00
	Total for Department 187		1,201.23*
	Total for Fund 67		1,201.23*
TELECOMMUNICATIONS	CITIZEN PUBLISHING C	ADVERTISING	106.20

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
TELECOMMUNICATIONS	COLE PAPER INC.	SUPPLIES	170.51
TELECOMMUNICATIONS	WASTE MANAGEMENT OF	HAUL GARBAGE	77.81
TELECOMMUNICATIONS	DATA-PAC MAILING SYS	MAIL METER RENTAL	156.75
TELECOMMUNICATIONS	GLOBAL GOV'T/EDUCATI	MAINTENANCE	270.93
TELECOMMUNICATIONS	GOPHER STATE ONE CAL	LOCATES	42.87
TELECOMMUNICATIONS	MCDONALD & SCHRAMEL	LEGAL FEES	52.50
TELECOMMUNICATIONS	NATIONAL CABLE TV CO	EQUIPMENT	1,116.63
TELECOMMUNICATIONS	NEW STAR SALES & SER	COPIER MAINTENANCE	35.00
TELECOMMUNICATIONS	SCHWALBACH HARDWARE	MAINTENANCE	4.78
TELECOMMUNICATIONS	STONER INDUSTRIAL, I	SERVICE	38.14
TELECOMMUNICATIONS	STOREY KENWORTHY	SUPPLIES	21.60
TELECOMMUNICATIONS	WINDOM QUICK PRINT	CONNECTION	1,957.20
	Total for Department 199		4,050.92*
	Total for Fund 69		4,050.92*
	COLONIAL LIFE INSURA	INSURANCE	22.05
	Total for Department		22.05*
	Total for Fund 70		22.05*
	Grand Total		142,125.94*

Coalition of Greater Minnesota Cities

CGMC in Brief

June 11, 2009

Contact: Tim Flaherty
651-225-8840

Meeting with DOR yields new information, but no news of final LGA cut amount

Earlier today, Tim Flaherty and Steve Peterson met with Commissioner of Revenue Ward Einess to continue their discussion of LGA unallotment from last week. Commissioner Einess indicated that the final LGA cuts will be less than the governor's original proposal ($246 million over the next biennium), but at this time it is unknown how much less the cuts will actually be. The commissioner also disclosed that the cuts will be based off of a city's levy plus aid rather than its adjusted net tax capacity, which is the method the House proposed and CGMC supports. Cuts to cities will most likely be capped on a per capita basis or with some consideration to a city's tax base.

Albert Lea Tribune: Next governor should be from greater MN

The Albert Lea Tribune weighed in on the recent barrage of lawmakers announcing their candidacy for governor in a recent editorial (see attached). The paper makes several compelling points that the state's next leader should come from greater Minnesota.

CGMC Labor & Employee Relations seminars cover timely topics in light of LGA cuts

Nearly 85 CGMC members and representatives of other greater Minnesota cities and counties attended the **2009 CGMC Labor & Employee Relations Spring Seminars** in Brainerd and Mankato on May 21 and June 4, respectively. Attendees heard presentations from Flaherty & Hood staff and insurance consultants, received detailed materials, and engaged in discussions on numerous public sector labor and personnel issues related to managing public employees and restructuring local government in response to the looming cuts to LGA. The seminar agenda is attached with a full description of the program. All attendees left the seminar feeling more informed and confident on handling such matters. In the event that members would like to receive an electronic copy of the seminar materials, please email Bonnie Oaks at bmoaks@flaherty-hood.com or call 651-225-8840. If you have any questions on any labor and employment matters impacting your city, please do not hesitate to contact us for assistance.

REMINDER: CGMC summer conference registration materials now available

Registration materials are now available for this year's CGMC summer conference, which will be held **July 29 – 31 in Brainerd**. The conference will include several timely presentations on topics such as a review of the 2009 session, budgeting in the face of unallotment, and how to strengthen your city's public relations efforts. As always, we have also invited the legislative leaders and tax chairs to join us for panel discussions.

Registration materials are attached. If you have any questions, contact Lauren Anderson at llanderson@flaherty-hood.com.

Cragun's Resort and Hotel on Gull Lake, which will be the site of our conference, has provided the attached information on the various recreation activities available for guests. Please note that all guests receive a free round of golf at the resort's par three course and on-demand shuttle services between the golf course and the resort.

REMINDER: Capital 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.

Albert Lea Tribune

Editorial: For governor, vote no to metro

Published Monday, June 8, 2009

There are many politicians considering throwing their hats in the ring in the race for Minnesota governor.

Let's just say this right from the start: No matter the party, the next governor should come from Greater Minnesota.

The past three governors have come from the Twin Cities metropolitan area.

Republican Tim Pawlenty is from Eagan. Jesse Ventura is from Brooklyn Park. Arne Carlson hails from Minneapolis.

It has been since Jan. 7, 1991, when Rudy Perpich of Hibbing left office, that the governor Minnesota was from outside of the metro. That was 18 years ago, and, if an outstate man or woman wins, it will have been 20 years ago by the time a new governor takes the oath of office on Jan. 4, 2011.

Being from Greater Minnesota gives a governor a better idea of the struggles that cities, counties and schools in the outstate have gone through and a better idea of the whether those residents are getting back the taxes they are paying to the state. And it gives an idea of the increased property taxes they have had to pay because of lacking state returns to local governments. ("Returns" seems to be a better term than local government "aid.")

Here's another political reality: The legislators in the metro area find ways to come together for the good of the metro; whereas the outstate legislators tow party lines even to the disadvantage of the outstate. In other words, it is easy for the metro area to divide the outstate lawmakers with ideology.

Having a governor from Greater Minnesota offsets this metro advantage.

Plus, outstate legislators seem to favor a strong Twin Cities, thinking it is good for all Minnesotans; whereas metro legislators tend to complain about any outstate advantages.

Being from Greater Minnesota thus gives a governor a better understanding of being a regional center — such as Albert Lea or Bemidji — and having to battle against the political and economic advantages of the Twin Cities area.

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. Tam 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**

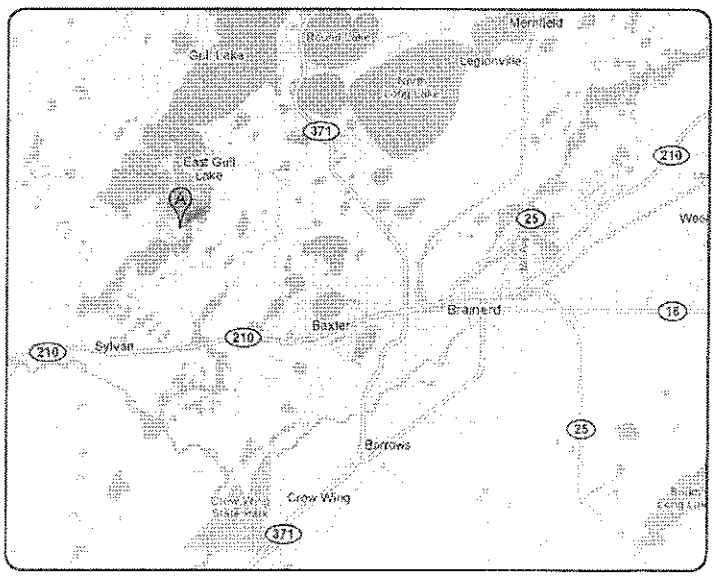
Friday, July 31

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 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.



Questions? Please contact Lauren Anderson at 651-225-8840 or llanderson@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

Coalition of Greater MN Cities - CRAGUN'S LODGING RESERVATION

SUMMER CONFERENCE 2009 July 29 – 31st, 2009

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

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.

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

ROOMMATE(S)

List names of people in room

_____

_____

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

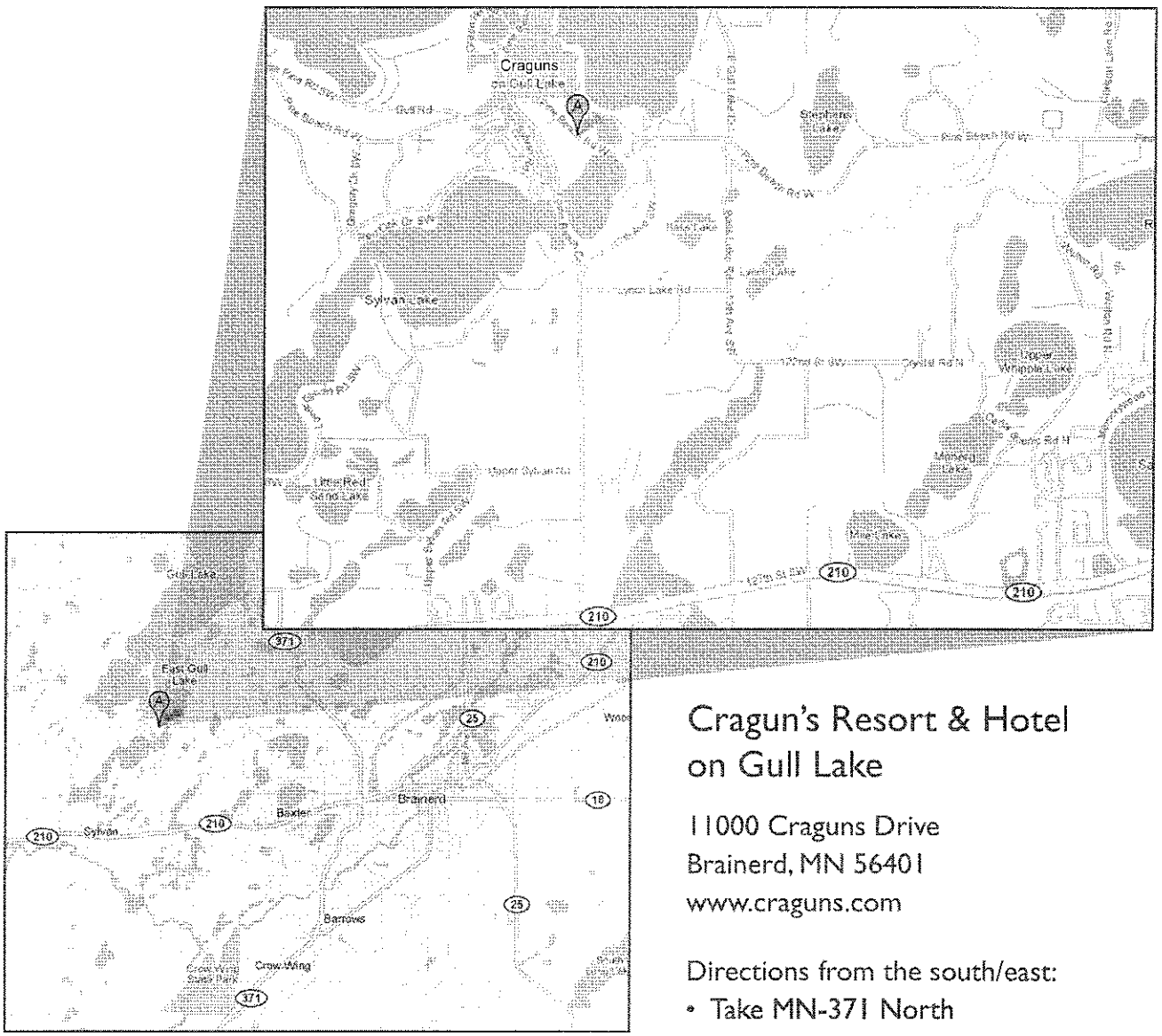
To guarantee availability of tee times or to make Reservations at the Legacy Courses at Cragun's call 1-800-272-4867 ext. 8100 or (218) 825-2800.

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

Map to Cragun's Resort & Hotel



Cragun's Resort & Hotel on Gull Lake

11000 Craguns Drive
Brainerd, MN 56401
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

2009 Summer Fun For Everyone at Cragun's

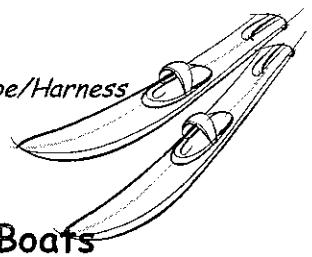
Skiing Accessories

Available at Marina for rental. Quality equipment by O'Brien. Advance reservations accepted.

Skis/Ropes/Harness
$10.00/hr, $15.00/4 hrs

Wake Board & Knee Board /Rope/Harness
$10.00/hr, $15.00/4 hrs

Double Tube/Rope/Harness
$15.00/hr, $40.00/4 hrs



Ski / Fish / Cruise Boats

Runabout with 115 hp motor. Great for skiing, fishing or tours of Gull Lake. Gas not included. (3 available)
$60/hr, $180/4 hrs, $300/8 hrs, $360/12 hrs

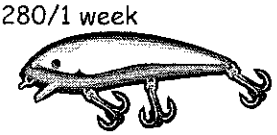
Horseshoe Pits

Located on the north beach, equipment is available to check out at the Marina free of charge.

Fishing Boats

14' aluminum boats. Rates include fuel. (5 available)
$15/hr, $45/4 hrs, $75/8 hrs, $280/1 week

Fishing Poles
$3/hr, $5/4 hrs, $10.00/8 hrs



Fish Locator
Available for rent: $5/hr, $15/4hrs, $25/8hrs.

Pontoons

Fish with friends and family or just cruise scenic Gull Lake aboard one of our pontoons.
Rates include fuel. (7 available)
$60/hr, $180/4 hrs, $300/8 hrs, $360/12 hrs

Paddle Boats

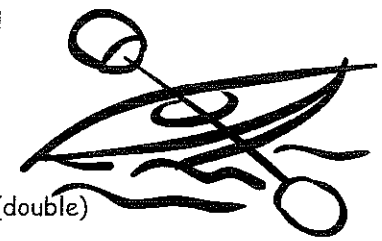
Try a paddleboat with a good friend. Enjoy Gull Lake together and get in shape at the same time.
$6.00/hr.

Hydrobikes

It's fun! It's easy! It's fast!
$8/hr. (single)
$12/hr. (double)

Kayaks

Try them out!
$8/hr. (single); $12/hr. (double)



Water-Ski Program

We have a qualified instructor on our 22' Gekko Tournament Style Ski Boat. This is the ultimate ski machine with the 350 inboard. All skill levels are welcome, beginners, wake boarders, slalom skiers and bare footers. We guarantee beginners will get up on skis!

Private Water-Ski Lessons
Arrange at Marina ext. 8006
All skill levels are welcome. Includes all gear & fuel.
$90/hr, $50/30 minutes

Cragun's Guide Service

Local, professional guide service available upon request.
A 24 hour notice is required.
Contact the Marina staff to hook you up.
½ day/$250 full day/$450
Family Fishing Trip- 2 hour guided fishing trip on a large, safe comfortable Bennington Pontoon where you will learn the ins and outs of pan fishing. $175.00 for family of four, $10 for each additional person (Max. 8 people)

Rowboats and Canoes

Oars, paddles and Coast Guard certified life preservers are provided free to our guests. No reservations are required.

Items for sale at our Marina

Fishing licenses, tackle, bait, fish cleaning, styro coolers, batteries (auto and marine), 12" barbecue grills, gasoline, sunglasses, boat supplies, souvenir clothing and MORE! Call Ext. 8006.

Sport Centre

Our Indoor Sport Centre offers tennis, volleyball, basketball, running track, exercise equipment, & sauna.

Tennis or Volleyball Court Rental
$10.00/hr

Sport Centre Rental Games

$15 per game/Day
Get the equipment in the Sport Centre.

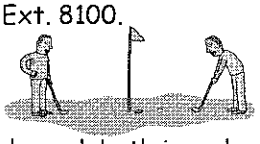
BlongoBall-*Ring the bolos on the rungs.*
Bags-*Throw bean bags at a board with a hole in it.*
Polish Horseshoes-*Throw washers at a board with 3 holes in it. Points are awarded for each score made.*

Cragun's Marina will neither launch, service nor allow tie-ups at the dock or beach of any personal watercraft (jet skis, jet bikes, etc.) or boats with above exhausts.
Prices are subject to change. Minnesota tax rates not included.

2009 Summer Fun For Everyone at Cragun's

Golf

Let Cragun's Golf Desk "fit you to a tee" at our Robert Trent Jones Jr. Golf Complex. The "Legacy at Cragun's" offers a true golfing challenge for every caliber of golfer. Call Ext. 8100.



Pools

An outdoor pool and children's pool, both in a glass windscreen enclosure, and whirlpool/sauna are located below The Hungry Gull Restaurant. The indoor pool, whirlpool and sauna are located in Cragun's main building.

Camp Cragun's

Providing young people (Ages 4-12) with the opportunity to develop new friendships and skills through a variety of high quality activities in a safe, well supervised, friendly environment. Sign-up in the Lobby or at the Welcome Reception.

Dates Available

May 2 - June 6 - Saturday mornings 9am - noon
June 9 – Sept 5 – Mon., Wed., & Sat. 9am - 3pm
September 6 - October 25 - Saturday Mornings 9am -12

Activity Schedule

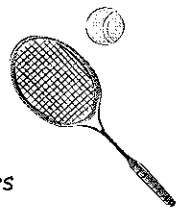
Half Day	9am - 11:30 or 12:30 - 3pm	$9.00 per child
Lunch	11:30 – 12:30pm	$5.00 per child
Full Day	9am to 3pm	$16.00 per child

*** Price includes a Camp Cragun's T-shirt
***Morning session is more activity geared. The afternoons are more swimming related.

Hiking Trails

Take a nature hike along the Black Tern Trail located on the south end of the resort. Or hike on one of the many trails in the Pillsbury State Forest. Directions available in the Marina.

Outdoor Tennis



The outdoor court is free for our guests.

Tennis Racquets

$2.00/first hour, $1.00/subsequent hours

Tennis Balls

$4.50/can of new balls (used balls are free)

Gull Lake Spa

Cragun's Gull Lake Spa and Salon overlooking beautiful Gull Lake has nine private stations featuring **relaxation massage, hot stone massage, exfoliating body treatments, and facial massage**. Special flyer available. For more info call ext. **#8009**

Bikes

Enjoy a scenic bike ride around the resort or on the biking/hiking trails across from our entrance.

Mountain Bikes

$6.00/first hour, $4.00/subsequent hours

Kid's Golf Adventure

A chance for kids age 9-17 to get over to the golf course and work on their golf game. This will include golf/putting practice, and some golf games. Offered Tuesday and Friday, 9 am-12 pm. $17/child charge.

Also Golf Clinics available for all ages Monday Saturday. $15.00 per person.

Kids/Teen Water Adventure

Extra Activities for Kids ages 7-12 and Teens ages 13-19! This is a chance for the kids and teens to get out on the water Activities. An extra charge is assessed for these activities.

Kids/Teen Adventure Skiing/tubing/wakeboarding

Ages 7-19, $20/person. Offered most mornings/afternoons (during season), weather permitting.

Family Entertainment

Medallion Hunts	***Bingo***
Magician/Juggler	***Carnivals***
Ice Cream Social	***Bonfires***
Horse-drawn Trolley Rides	***Pontoon rides***
"Get Wild" Animal Show	***Fishing Clinic***
Golf Clinics (extra Charge)	***Teen Fear Factor***
Family Survivor	***Movie on the Lake***

Prices are subject to change. Minnesota tax rates not included.
Cragun's does now allow the use of any form of firework on property.
Rev. March 23, 2009

Main Identity

From: "LMC Info" <lmcinfo@lmc.org>
To: "General legislative" <legislative@listserv.lmc.org>
Sent: Thursday, June 11, 2009 3:16 PM
Subject: [legislative] Unallotment and levy limit update

This morning, June 11, staff from the League along with representatives of Metro Cities, the Coalition of Greater Minnesota Cities, the Minnesota Association of Small Cities, the North Metro Mayors Association and the Cities of St. Paul and Minneapolis met with Department of Revenue Commissioner Ward Einess to discuss the pending budget-balancing unallotments being developed and to again plead the city case for smaller reductions in LGA and MVHC.

Based on today's meeting here is what we now know:

-The budget-balancing unallotments for 2009 and 2010 aids and credits could be officially announced as early as next week but definitely before the end of June. The administration has not finalized all of the details, but the remaining decisions have been narrowed.

-The cuts to cities and counties will almost certainly be computed as a percentage of each city's levy plus aid (certified 2009 levy plus certified 2009 LGA plus taconite aids). This is the same basis used for the December 2008 unallotment reductions and it is the basis that has most frequently been used by the legislature and governor when cuts have been imposed.

-They are strongly considering a reduced cut for small cities, most likely those cities under 1,000 population that have below average property tax bases. They have not finalized the details, but it might include an exemption from 2009 cuts or a reduced 2009 cut. For 2010, all cities will likely experience a cut, presumably as a flat percentage of levy plus aid.

-They are considering a per capita or tax base limit on the magnitude of the cut that an individual city might experience.

-The Commissioner stated that as of today, no city will have a cut greater than the original cuts proposed by the governor in his January budget. Unfortunately, he could not provide us with specifics of the magnitude or exact structure of the cuts. Estimates of the Governor's original proposed cuts, along with the House and Senate proposals can be found here.

-The 2010 cuts will almost certainly be larger than the cuts in 2009 in order to allow cities the most flexibility and longest time frame to make budgetary adjustments. There is a possibility that the 2009 cuts could be structured so the July 2009 reduction is less than the December 2009 reduction. Again, this "backloading" will give cities more time for budgetary adjustments.

-The interaction of LGA and levy limits continues to be a complicated issue. Levy limit cities will clearly have the authority to declare special levies in 2010 to replace all or part of the losses for the December 2008 and the 2009 unallotments. However, the pending 2010 reductions are more problematic. The timing of the official 2010 unallotments will determine whether cities will be able to levy for the loss in 2010 or in 2011.

If the 2010 unallotments are officially carried out in the near future, cities will be able to levy for the 2010 aid/credit loss with their pay 2010 levy. However, several cities have told us that due to the economy and local budget concerns, there is no way their city can raise taxes to cover the 2008, 2009 and 2010 losses in one budget year. However, if the 2010 unallotment reductions are carried out sometime after January 15 of 2010, cities would be able to declare a special levy for the 2010 unallotment with their levy for pay 2011. Under this scenario, the Department would still make an announcement about what the 2010 cuts would be, but the actual unallotment (i.e. the reduction of the appropriation by state officials in the state's accounting system) would not technically occur until next January. If you have thoughts about these timing issues related to the 2010 cuts, please contact Gary Carlson at gcarlson@lmc.org or Rachel Walker at rwalker@lmc.org.

-

IPD Update—Small Rise in the IPD

Earlier this week, the U.S. Department of Commerce, Bureau of Economic Analysis released updated information on the *implicit price deflator for state and local governments* (IPD) for the first quarter of 2009. Based on the new information, the change in the IPD is now 0.8600 percent, which is slightly higher than the 0.7629 percent first computed in late April. As with the IPD data released in late April, this new information is subject to revision before the Department of Revenue computes the 2010 levy limits in July. According to the Department, they will fix the IPD used for levy limits on July 1.

The 2008 levy limit agreement reached between the governor and legislators set the levy adjustment at the lesser of 3.9 percent or the actual IPD, which means that 2010 levy limits will be calculated with IPD growth of roughly 0.86 percent. Last year, the IPD was calculated at 6.1 percent, but the IPD provision in the levy limit law limited the allowable inflation adjustment to 3.9 percent--more than two percentage points below the actual rate of inflation.

The levy limit law also allows for two additional levy growth adjustments to reflect growth in city service base. These two adjustments—one for the percent increase in households within each city and the other for one-half of the percent growth in taxable market value of all property types due to the new construction of commercial and industrial property within each city will also be at historic lows for most cities due to the economic weakness in the residential and commercial construction industries.

The League has posted updated information on how to estimate your 2010 levy limits. The document also features an extensive FAQ section on using special levies. The levy limit guidance is currently available on the League's website. As noted above, keep in mind that the IPD shown in the levy limit documents will be updated by July 1.

If you have any questions on levy limits or the implicit price deflator, contact Gary Carlson at gcarlson@lmc.org or Rachel Walker at rwalker@lmc.org.

Please do not reply to the sender of this message, as it comes from an un-monitored mailbox. Learn about all LMC events at www.lmc.org.

You are currently subscribed to legislative as: snasby@windom-mn.com
To unsubscribe send a blank email to leave-146398-26555.93b11c0513adfa6f2b53b35dd3d472bb@listserv.lmc.org

Coalition of Greater Minnesota Cities

CGMC in Brief

June 4, 2009

Contact: Tim Flaherty
651-225-8840

CGMC meets with the Commissioner of Revenue

Rochester Mayor Adele Brede joined Tim Flaherty and Steve Peterson Tuesday for a meeting with the Commissioner or Revenue Ward Einess. The meeting focused on the impacts of unallotment on CGMC cities and how to best limit the cuts. The Commissioner could not give too much detail about the forthcoming cuts, since most of the decisions on unallotment have yet to be determined. What is known is the governor needs to cut about $1 billion in spending, after a $1.7 billion school payment shift. Cuts will be coming out of property tax aids and credits, health and human services, and higher education. The target for property tax aids and credits is very dependent on how much can be cut in other areas, many of which are complicated by matching federal funds. Look for a final unallotment decision sometime in mid-June.

Levying back unalloted aid under the current levy limit formula

The levy limit formula is based on a city's levy plus the aid it receives from the state. Under normal circumstances, if aid is reduced for a city in 2010, the city could levy the lost aid amount back for 2010 in addition to the increase allowed under the levy limit. If aid is unalloted, a city can levy the unalloted aid back the following year under a special levy. This means in 2010, a city will be able to levy back all of their 2008 and 2009 unalloted aid, but none of their 2010 unallotment. In 2011, cities will be able to levy back their 2010 unalloted aid. This definition of the levy limit statute is still being investigated by the Department of Revenue, but this is their current belief of the levy limit laws.

In case you were at the lake...

The big news this week was that Governor Pawlenty has given notice that he will not be running for a third term. Within 24 hours of this announcement, House Minority Leader Marty Siefert (R-Marshall) stepped-down from his leadership position and is contemplating a run for governor. Rep. Siefert will continue to lead his party until a new leader is chosen near the end of June.

Rep. Siefert's resignation may put pressure on Speaker Margret Anderson-Kelliher (DFL-Minneapolis) to follow suit, as it was reported today on WCCO that she is also considering running for governor's office. WCCO also reported that St. Paul Mayor Chris Colman and Minneapolis Mayor R.T. Rybak are considering adding their names to the slew of other gubernatorial candidates.

CGMC President on *At Issue*

Wadena Mayor Wayne Wolden, President of the Coalition of Greater Minnesota Cities, appeared on *At Issue* with Tom Hauser Sunday morning. To watch the program segment, click here: http://kstp.com/article/89/ (program segments rotate in the video player, so you may have to wait for the correct segment to appear).

Registration materials now available for CGMC Summer Conference

Registration materials are now available for this year's CGMC summer conference, which will be held **July 29 – 31 in Brainerd**. The conference will include several timely presentations on topics such as a review of the 2009 session, budgeting in the face of unallotment, and how to strengthen your city's public relations efforts. As always, we have also invited the legislative leaders and tax chairs to join us for panel discussions. Registration materials are attached. If you have any questions, contact Lauren Anderson at llanderson@flaherty-hood.com.

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

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2:15 – 3:15 p.m.	**Membership Meeting** • Election of officers • Adoption of budget and assessments • Other business
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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**

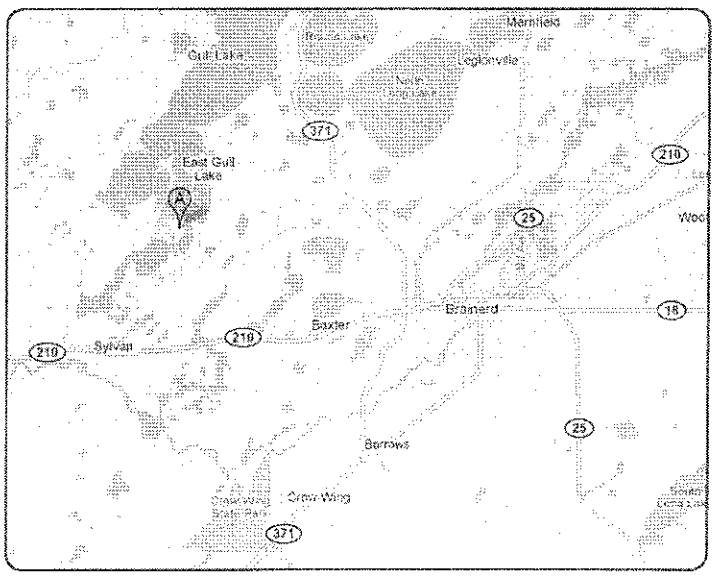
Friday, July 31

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 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.



Questions? Please contact Lauren Anderson at 651-225-8840 or llanderson@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

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11000 Craguns Drive | Brainerd, MN 56401
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CGMC Rate: $137.87 per night for single or double occupancy.

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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

Coalition of Greater MN Cities - CRAGUN'S LODGING RESERVATION

SUMMER CONFERENCE 2009 July 29 – 31st, 2009

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

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.

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

ROOMMATE(S)

List names of people in room

_____

_____

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

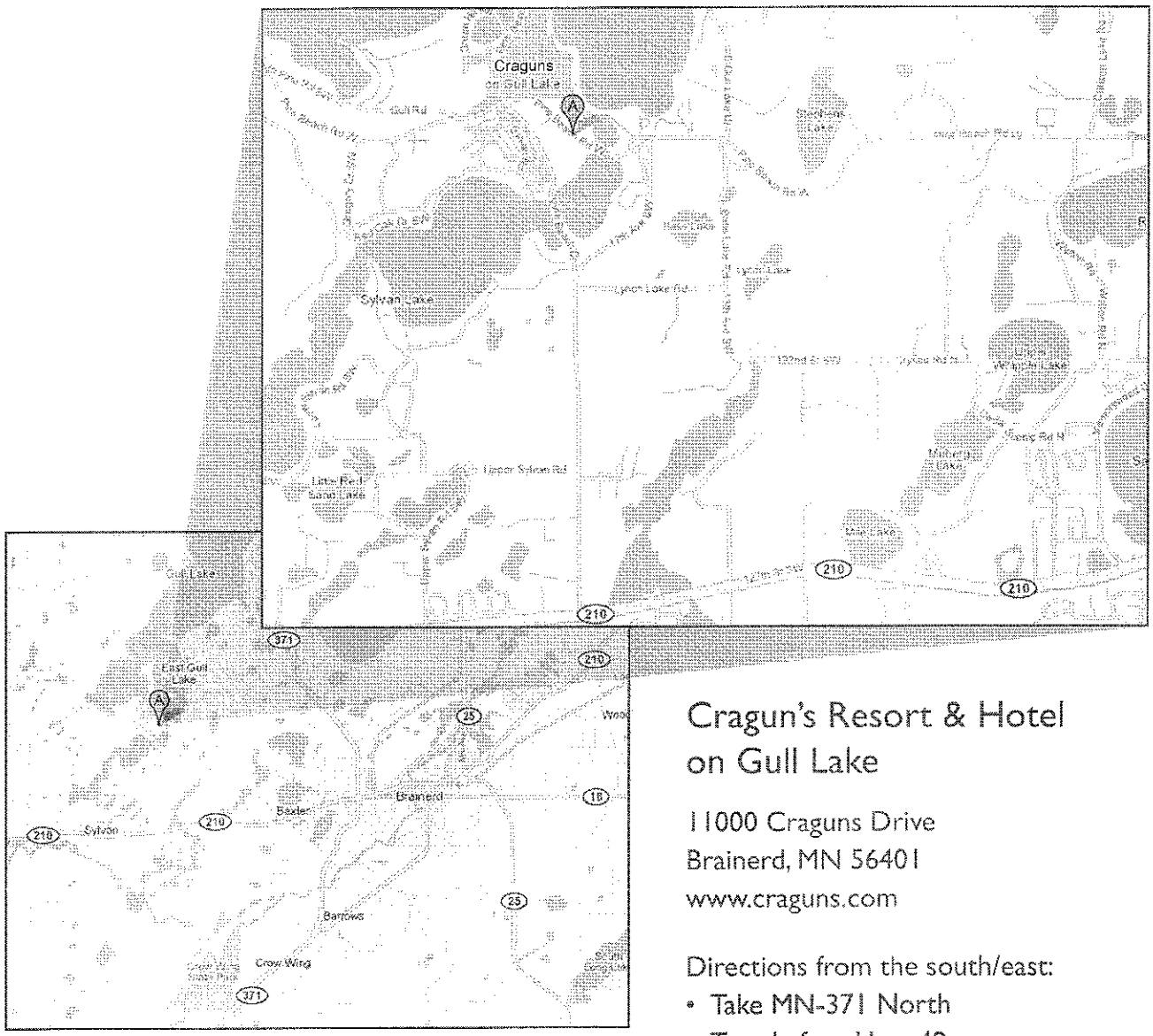
To guarantee availability of tee times or to make Reservations at the Legacy Courses at Cragun's call 1-800-272-4867 ext. 8100 or (218) 825-2800.

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

Map to Cragun's Resort & Hotel



Cragun's Resort & Hotel on Gull Lake

11000 Craguns Drive
Brainerd, MN 56401
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

CITIES BULLETIN
ONLINE EDITION

Cities given authority to issue administrative fines for some traffic violations

Issue 21 **Published: June 3, 2009**

By Anne Finn

Just days after the 2009 legislative session adjourned, Gov. Pawlenty signed into law a bill that allows local units of government and the State Patrol to enforce low-level traffic offenses with administrative citations. Language in the new law, chapter 158, does *not* change authority or requirements pertaining to administrative enforcement of non-traffic ordinances.

The language, which was amended onto SF 492 (Sen. Dan Skogen, DFL-Hewitt/Rep. Brita Sailer, DFL-Park Rapids), a transportation bill pertaining to mini-truck registration, represents a compromise among city, county, and law enforcement organizations. It passed on bipartisan votes of 47-17 in the Senate and 122-8 in the House.

The language in the new law closely resembles the provisions in the first engrossment of HF 1517 (Rep. Larry Hosch, DFL-St. Joseph) and SF 1894 (Sen. Tarryl Clark, DFL-St. Cloud), legislation supported by the League. It allows local units of government and the State Patrol to issue administrative citations for a limited list of traffic offenses.

Key components of the measure include the following:

A local unit of government may, by ordinance, authorize its police officers to issue administrative citations.

- A local unit of government that implements an administrative enforcement policy must use a uniform administrative ticket that will be designed by the Department of Public Safety.
- The ordinance must contain a process for a violator to appeal the citation, and the process must involve a neutral third party such as an administrative hearing officer.
- The violations eligible for an administrative citation are (1) speeding less than 10 miles per hour above the posted limit; (2) stop line violations; and (3) equipment violations such as a cracked windshield.
- The amount of the administrative fine is $60.
- When a local unit of government issues the citation, two-thirds of the fine is retained by the issuing authority and one-third must be given to the state.
- When the State Patrol issues the citation, two-thirds of the fine is retained by the state, and one-third is turned over to the local jurisdiction where the citation was issued.

The new law will take effect on Aug. 1, 2009. However, the Department of Public Safety has until Oct. 1, 2009, to design the uniform administrative ticket. This time gap may be problematic for cities that are already using administrative fines for traffic enforcement because beginning Aug. 1, the uniform administrative traffic ticket will be required.

The League of Minnesota Cities (LMC) intends to request that the department expedite the administrative ticket design process so that it aligns with the effective date of the new law. Further, the League is in the

process of preparing more detailed information about the new law to assist cities that want to use this new authority.

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

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LEAGUE OF MINNESOTA CITIES

CITIES BULLETIN
ONLINE EDITION

League meets with Revenue commissioner about unallotment

Issue 21 **Published: June 3, 2009**

By Gary Carlson

Last Thursday, the League of Minnesota Cities (LMC) and several other city organizations met with Department of Revenue Commissioner Ward Einess to discuss the pending budget-balancing unallotments being developed and to plead the city case for smaller reductions in local government aid (LGA) and market value homestead credits (MVHC).

Also attending the meeting were representatives from Metro Cities, the Coalition of Greater Minnesota Cities, the Minnesota Association of Small Cities, the North Metro Mayors Association, and the cities of St. Paul and Minneapolis

The budget bills approved by the governor left roughly a $2.7 billion deficit in the state's upcoming 2010-2011 biennial budget. During the last days of the 2009 session, which ended May 18, the governor indicated that he would address any remaining shortfall through unallotment. The Legislature sent him a last-minute bill that would have plugged the remaining budget deficit largely by "shifting" $1.8 billion in school revenues, but that bill also included roughly $1 billion in tax increases and, as a result, he vetoed the bill.

Last week, Einess indicated that the administration has not yet finalized plans for unallotment, but he reiterated that city and county programs are likely targets. He also said various commissioners are getting input from stakeholder groups. The administration believes that through unallotment, it can "shift" approximately $1.8 billion in school funding, as the Legislature had proposed, which would leave approximately $900 million in additional unallotment actions to address the remaining shortfall.

Einess said the governor asked him to analyze a variety of city and county aid/credit reduction scenarios, including proposals similar to the governor's original January budget proposal that would have cut city LGA and MVHC by roughly $100 million in 2009 and $182 million in 2010. He went on to say that they have looked at scenarios with smaller city cuts as well.

The city organizations suggested that in terms of fairness, the cuts to LGA and MVHC should be measured relative to the LGA/MVHC share of the state's budget, which would result in a total biennial cut of roughly $155 million for the forecasted 2010-2011 state budget. Under the plan proposed by the governor in his January budget, the total cut to city LGA/MVHC would have been $282 million—which is in addition to the $66 million in unallotment reductions imposed last December by the governor.

The commissioner stated that the "proportional cut" was the concept pursued by the Senate and that the governor continues to oppose a straight proportional cut. Instead, the governor has stated that state programs must be prioritized, and cuts should be apportioned relative to these priorities. Einess did reiterate that the $282 million cut scenario is but one of the alternatives that he has considered and that most of the alternatives have been computed based on somewhat lower amounts.

The commissioner asked the city representatives for suggestions on how to structure the cuts to minimize the disruption and impacts on city operations. The group suggested that "backloading" the cuts into the second

year of the biennium—making the 2009 cuts smaller and the 2010 reductions larger—would provide more time and opportunity for cities to adjust budgets. The group also suggested that the 2009 cut could be backloaded into the December 2009 aid and credit distributions. By preserving the full first half of LGA distribution in July and the full first half MVHC distribution in October, cities would likely have at least a short-term improvement in their cash flow situation for the remainder of the 2009 budget.

The group also discussed the issue of levy limits and whether backloading the cuts could create unintentional problems for cities covered by levy limits (those over 2,500 in population) due to the fact that levy limits are likely be computed based on the full appropriation for LGA and not the amount after unallotment. As it currently stands, levy limit cities will be able to declare "special levies" (levies outside the levy limit) in 2010 for the December 2008 unallotment cuts and the 2009 unallotment reductions. However, it currently appears that the levy limit statute will not allow cities to replace 2010 LGA and MVHC losses until the 2011 levy year.

Einess asked about exempting or imposing a reduced cut on small cities or other cities that might be identified as being least able to handle an LGA/MVHC reduction. The group supported the concept of making sure that no city is irreparably harmed by unallotment reductions and went on to suggest that the commissioner consider establishing a process that would allow any city affected by unallotment reductions to appeal to the commissioner if the unallotment would create an extreme fiscal hardship. The idea was not immediately rejected, but the commissioner said he would have to think about whether the unallotment statute would permit such a process and whether the department could handle the processing of appeals.

The meeting concluded with an offer by the commissioner to meet again before the final unallotment announcement is made public in order to consider any other problems or unanticipated issues that might result.

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

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LEAGUE OF MINNESOTA CITIES

CITIES BULLETIN
ONLINE EDITION

Update: Municipal construction report threshold increased

Issue 21 **Published: June 3, 2009**

By Hue Nguyen

As part of the Legislature's efforts to provide mandate relief to municipalities, chapter 152, the local government mandate relief bill authored by Rep. Mike Nelson (DFL-Brooklyn Park) and Sen. Ann Rest (DFL-New Hope), amends *Minnesota Statutes*, section 326B.145. This statute requires that each municipality annually report by June 30 all construction- and development-related fees collected by the municipality from developers, builders, and subcontractors. Previously, municipalities had to report if the cumulative fees collected exceed $5,000. Chapter 152 temporarily increases the threshold to $10,000 for reports due June 30, 2009, to June 30, 2013.

The report must include: (1) the number and valuation of units for which fees were paid; (2) the amount of building permit fees, plan review fees, administrative fees, engineering fees, infrastructure fees, and other construction- and development-related fees; and (3) the expenses associated with the municipal activities for which fees were collected.

The Department of Labor and Industry (DLI) has made an online reporting system available on its web site.

Questions about this report should be directed to **Michael Godfrey**, DLI, at Michael.godfrey@state.mn.us or (651) 284-5862.

For more information, contact **Hue Nguyen**, LMC, at hnguyen@lmc.org or (651) 281-1260.

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LEAGUE OF MINNESOTA CITIES

CITIES BULLETIN
ONLINE EDITION

Levy limits, the IPD, and unallotment

Issue 21 **Published: June 3, 2009**

By Gary Carlson

Despite a strong push by the League of Minnesota Cities (LMC) to repeal levy limits during the 2009 session and the fact that the House and Senate included identical positions within their respective omnibus tax bills, levy limits will remain in place for at least the 2010 budget year.

The Legislature and governor did enact a few relatively minor modifications to levy limits that were included in chapter 88 (HF 1298), the tax bill the governor signed into law on May 16.

Unfortunately, several circumstances have now converged, including a dramatic decline in the implicit price deflator (IPD) and the apparent certainty of unallotment, that raise questions about the potential combined impact on the ability of cities with populations over 2,500 to formulate budgets for 2010 and possibly 2011.

The IPD challenge

In late April, the U.S. Department of Commerce Bureau of Economic Analysis released IPD for the first quarter of 2009. The IPD will decline to a mere 0.7629 percent, which will serve as the levy limit inflation adjustment for the 2010 tax year. Based on information contained in the last state budget forecast, the state was expecting the IPD to decline to roughly 1.2 to 1.4 percent. The IPD data released in late April is subject to revision before the state Department of Revenue computes the 2010 levy limits in July, but generally, the final figure does not vary significantly from the initially released data.

The 2008 levy limit agreement reached between the governor and legislators sets the levy adjustment at either 3.9 percent or the actual IPD, whichever is less. This means that 2010 levy limits will be calculated with IPD growth of roughly 0.76 percent. Last year, the IPD was calculated at 6.1 percent, but the IPD provision in the levy limit law limited the allowable inflation adjustment to 3.9 percent—more than two percentage points below the actual rate of inflation.

The levy limit law also allows for two additional levy growth adjustments to reflect growth in city service base. These two adjustments—one for the percent increase in households within each city and the other for one-half of the percent growth in new construction of commercial and industrial property within each city—will also be at historic lows for most cities due to the economic weakness in the residential and commercial construction industries.

The unallotment challenge

The levy limit statutes (*Minnesota Statutes*, sections 275.70-275.75) were constructed on the basis of a more traditional legislative process, where the levy limits and the intertwined local government aid (LGA) appropriation are decided by the end of a legislative session. In a typical year, the distribution of LGA is certified by the Department of Revenue by the end of July, and levy limits are computed by the end of August.

This timeline is important because annual changes in the distribution of LGA have a direct but inverse impact on the levy limit of an individual city. For example, if a city receives more LGA, the levy limit

calculated for that city reduces the city's levy authority and if the city receives less LGA, its levy limit increases.

Unfortunately, the unallotment process does not necessarily mesh with the levy limit and property tax timelines. For example, last December's unallotments occurred only days after cities certified their 2009 property tax levies and, as a result, cities could not modify their property tax levies for 2009. The League has had preliminary discussions with the Department of Revenue, but it is not yet known how the pending unallotments for 2009 and 2010 LGA and market value homestead credits (MVHC) will cycle into the levy limit calculations.

The League worked with the Minnesota Inter-County Association during the 2008 legislative session to get a special levy authority enacted that allows a city to declare a special levy for unallotment reductions in LGA and MVHC. In addition, the recently enacted tax bill, chapter 88, includes a provision suggested by the League that will allow cities to recertify their property tax levy by Jan. 15 if a December unallotment occurs. It now appears that these two provisions could be extremely helpful as cities affected by levy limits navigate the 2008 unallotment as well as the pending 2009 unallotment reductions.

According to the Department of Revenue's preliminary interpretation of the levy limit statutes, it appears that any unallotment reductions in 2008 and 2009 LGA or MVHC could be declared as a "special levy" for 2010. Special levies are not covered by levy limits and are in addition to the limited levy of a city. Even if the December 2009 reductions are not announced until December, cities could recertify their levy before Jan. 15, 2010, and recover that loss with their 2010 property tax levy.

Unfortunately, the pending unallotment of LGA and MVHC in 2010 is even more complicated and the law is less clear. According to a preliminary interpretation of the levy limit statutes, the Department of Revenue believes that levy limits will be calculated using the current law appropriation for LGA—or approximately $537 million for 2010 rather than the reduced distribution under the pending unallotment. Using this artificially high appropriation figure for LGA will translate into lower 2010 levy limits for cities. If levy limits are computed in this manner, cities will not have the option to replace 2010 losses of LGA or MVHC until 2011.

Chapter 88 also includes a levy limit provision suggested by the League that will treat future cuts in MVHC in a way that is similar to the treatment of LGA cuts. Under the current levy limit law, future certified reductions in LGA that are computed with the July certification will automatically result in an increase in a city's levy limit. In contrast, MVHC is a replacement for a portion of a city's property tax levy and as a result, current law does not allow an affected city to similarly replace future reductions in MVHC. Under chapter 88, cities that lose MVHC will now be allowed to declare a special levy for the estimated subsequent year loss.

Even with all of these confusing levy limit interactions, the immense levy increases necessary to replace aid losses will not be practical for many cities. The League will be studying this aspect of levy limits very carefully and we will likely need to amend state law next year.

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

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