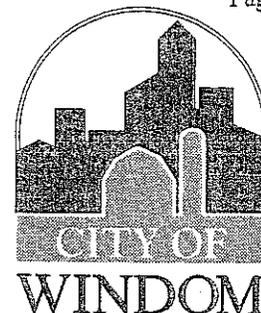


**City Council Meeting**  
**Tuesday, March 6, 2007**  
**Windom City Council Chambers**  
**7:30 p.m.**



**AGENDA**

Call to Order  
Pledge of Allegiance

1. Approval of Minutes
  - Council Minutes – February 20, 2007
2. Consent Agenda
  - Receipt of Board & Commission Minutes
    - EDA – February 15, 2007
    - Utility Commission – February 16, 2007
    - Street Committee – February 19, 2007
    - EDA – February 26, 2007
    - Community Center Commission – February 26, 2007
    - Planning Commission – February 27, 2007
  - Correspondence
    - Ray Watershed Group – Drainage Tile
3. Department Heads
4. Planning & Zoning
  - Conditional Use Permit – 4<sup>th</sup> Avenue Bridge
5. Fire Hall Building Committee Recommendation
6. Community Center
  - Recommendation Regarding Future of Community Center Properties
  - Resolution Accepting Donation from Roger & Ruby Benson
7. Administration Fine – Letter of Support to State Legislators
8. 2007 Seal Coat Project
  - Approve Plans and Spec and Call for Bids
9. Regular Bills
10. Unfinished Business
  - Goal Setting & Visionary Process – Discuss Dates
11. New Business
12. Council Concerns
13. Adjourn



**City Council Meeting  
Windom City Hall, Council Chambers  
February 20, 2007  
7:30 p.m.**

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

2. Roll Call: Mayor: Tom Riordan

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

Council Members Absent: JoAnn Ray

City Staff Present: Steve Nasby, City Administrator; Marv  
Grunig, Electric Superintendent; Jim Kartes,  
Zoning Administrator; and Terry Glidden,  
Telecom

Public: Shawn Veenker and Rahn Larsen

3. Pledge of Allegiance

4. Approval of Minutes:

**Motion by Fast, second by Powers, to approve the Council minutes from  
February 6, 2007. Motion carried 4- 0.**

5. Consent Agenda:

- Receipt of Board & Commission Minutes
  - a. Civil Service Commission – February 5, 2007
  - b. Telcom Commission – February 8, 2007
  - c. Economic Development Authority – February 12, 2007
  - d. Park & Recreation Commission – February 12, 2007
  - e. Planning Commission – February 13, 2007
  - f. Library Board – February 13, 2007
- Correspondence
  - a. 2006 Economic Dev. Authority – Annual Report

Messer asked if the Board and Commission minutes were ‘preliminary’ or ‘approved’. Nasby said that they were ‘preliminary’, but if the Council waited for ‘approved’ minutes there would be a timeliness factor. Riordan acknowledged that there could be 4-6 weeks lag if the Council waited for ‘approved’ minutes.

**Motion by Powers second by Fast, to approve the Consent Agenda with the correction. Motion carried 4 - 0.**

6. Department Heads:

None

7. License Application:

Riordan said that this gaming permit was for the Windom Chamber of Commerce Raffle.

**Motion by Messer, second by Fast, to approve the gaming permit for the Windom Chamber of Commerce. Motion carried 4 - 0.**

8. Planning & Zoning – Conditional Use Permit for 645 Hale Place:

Kartes said that the Planning & Zoning Commission had held a public hearing on a proposed plan for the construction of two commercial storage sheds in an R-2 (Urban Residential District) Zone. Kartes said that a fence would be required on three sides, but not on the side of the property next to the railroad tracks.

Kartes said that all of the conditions have been met and the Planning & Zoning Commission has recommended approval of a conditional use permit.

Powers asked if there was a roof on the salt storage shed. Kartes said that there would be a roof.

Messer asked if there is a groundwater problem on this property. Kartes said that it is not in the floodplain and he is not aware of any water issues. Messer asked if there were any wells. Kartes said that he had not noticed any.

9. CMMPA Project Participation – Brookings\Twin Cities High Voltage Transmission Line (CAPX):

Grunig said that on January 2, 2007 the City Council had approved the participation in this project. At this point the Development Agreement between CMMPA and the City of Windom is ready. Grunig noted that both the Utility Commission and the City Attorney had reviewed the agreement and found it acceptable.

Messer asked if this agreement and cost were for development costs only. Grunig said that is correct and the cost to Windom is 6.68% of the development cost incurred for the CMMPA portion of the overall project. He anticipates this development cost to be about \$130,000 for the City of Windom payable over 3 – 5 years. Grunig said that the construction phase cost of the project to Windom

will also be calculated on a percentage of ownership in the project (6.68%). This cost is shown in the information in the Council packets as \$878,821.

Grunig said that Windom currently has some reserves being held at CMMPA and these reserves would be adequate to cover the first year's development cost.

Fast asked if the proposed project would tie into the renewable energy bill that the legislature just passed requiring 25% of the power be renewable by 2025. Grunig said that this transmission line would be part of the grid that would deliver that wind power.

**Council member Kruse introduced the Resolution No. 2007-09, entitled "RESOLUTION TO APPROVE THE CENTRAL MINNESOTA MUNICIPAL POWER AGENCY (CMMPA) BROOKINGS-TWIN CITIES PROJECT DEVELOPMENT AGREEMENT" and moved its adoption. The resolution was seconded by Fast and on roll call vote: Aye: Powers, Fast, Kruse and Messer. Nay: None. Absent: Ray. Resolution passed 4 - 0.**

10. Ratification of Fire Department Elections:

Riordan read the names of the Fire Chief and Assistant Chiefs. Nasby said that the officers were the same as in 2006.

**Motion by Powers, seconded by Fast, to approve the 2007 Fire Department Election of officers. Motion passed 4 - 0.**

11. Communications Assistance for Law Enforcement Agencies (CALEA) – Contact:

Riordan briefly explained that CALEA is a federal requirement for data tracking or taps for law enforcement. Part of the CALEA compliance is to designate a contact that is available 24\7. Riordan said the recommendation from the Telecom Commission was to designate Dan Olsen, Telecom Manager and have Jeff Dahna as a backup.

Messer added that the CALEA requirement mandates that the designated contact will be able to expend up to \$100,000.

Powers asked if that cost would be paid back by the federal government. Riordan and Nasby said that is the idea.

Fast said that Olsen indicated that this has been a rare occurrence and he is only aware of one that happened in about 14 years.

**Motion by Messer, seconded by Powers, to approve the designation of Dan Olsen and Jeff Dahna as the CALEA contacts for the City of Windom. Motion carried 4 - 0.**

12. Economic Development Authority – DEED Grant Release

Riordan said that this \$450,000 DEED grant was obtained to assist with the infrastructure in the North Windom Industrial Park and it has a matching requirement. To complete the project it is estimated that the cost to Windom would be \$600,000 to \$700,000. He noted that in the correspondence DEED has indicated that if Windom were to voluntarily return these funds that DEED would look favorably on a future request.

**Motion by Fast, seconded by Powers, to release the DEED grant funds.  
Motion carried 4 – 0.**

13. Planning Commission Appointment:

Riordan said that he is nominating Greg Pfeffer.

**Motion by Powers, seconded by Messer, to appoint Greg Pfeffer to the  
Planning Commission. Motion carried 4 – 0.**

14. Resolution for Completion of Highway 60 Expansion:

Nasby said that a revised resolution was handed out prior to the meeting. This revised resolution focuses more attention to the Windom – St. James section of the highway.

Messer said that the Street Committee recommended the revised version. Messer also requested that an effort should be made to get additional support. Nasby said that Mt. Lake, Butterfield and St. James had been contacted and Mt. Lake and Butterfield had responded positively. Nasby said he had not heard anything from St. James. Messer asked that Bingham Lake also be contacted.

**Council member Messer introduced the Resolution No. 2007-10, entitled  
“RESOLUTION IN SUPPORT OF THE COMPLETION OF THE  
EXPANSION OF TRUNK HIGHWAY 60 TO A FOUR-LANE FROM THE  
CITY OF WINDOM TO THE CITY OF ST. JAMES” and moved its  
adoption. The resolution was seconded by Kruse and on roll call vote: Aye:  
Fast, Kruse, Messer and Powers. Nay: None. Absent: Ray. Resolution  
passed 4 - 0.**

15. 311 Phone Number for Non-Emergency City Services:

Riordan said that there was a memo and additional information in the Council packet pertaining to this item. Essentially it is another method of contacting City Hall for routine calls concerning utilities or general questions. The 311 number would be initially available only to Windomnet customers.

Fast said it appeared that many larger cities are already using this 311 for governmental services. The Council requested that Nasby contact Qwest and encourage them to make the 311 number available to their customers as well.

**Motion by Messer, seconded by Fast, to approve Windomnet to implement a 311 City Hall contact number for governmental services. Motion carried 4 – 0.**

16. City Hall Council Chamber – Rental Fee

Nasby said that the staff receives requests for the use of the City Council Chamber by various organizations. Recently a request was made by a metro area business. Nasby said that there is not an existing policy on the use of the Council Chamber. He suggested that organizations, businesses or persons using the Council Chamber should be providing a benefit to the citizens of Windom or be contributing to the tax base.

Messer asked if Nasby had a fee in mind. Nasby said that he was looking for direction at this point and could come up with a fee schedule if that is the direction the Council wanted to pursue. Messer suggested \$45\hour. Powers asked if there was a daily maximum. Nasby suggested a fee that was double the rate of the Community Center, which should be sufficient to direct business to that facility. Messer asked what the rental rate was for the small room at the Community Center. Nasby said he thought it was \$20\hour. Kruse said he thought that was correct. Messer asked if the Commission had not recently raised the fees. Powers said that he was comfortable with saying the fee is double the Community Center rate.

**Motion by Kruse, seconded by Fast, to approve a rental fee for the City Council Chamber that is double the rate of the small room at the Community Center. Motion carried 4 – 0.**

17. Regular Bills:

Powers asked why there were different vendors for EDA snow removal. Nasby said that it was likely that different vendors were used for the River Bluff properties and the commercial property on 3<sup>rd</sup> Avenue.

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

18. Unfinished Business:

None

19. New Business:

None

20. Council Concerns:

Fast said that she and Powers had attended the LMC conference for newly elected officials and one of the discussion areas focused on goal setting and capital planning. She asked if the City Council had done goal setting. Riordan said that they had not during his time on the Council. Nasby said that some capital planning had been started last year with the Department Heads.

The consensus of the City Council was to have Nasby contact the Council members and schedule one or two days for a goal setting discussion.

Riordan said that he would likely be absent during the next City Council meeting in March and that Powers would preside.

21. Adjourn:

Motion by Powers, seconded by Fast, to adjourn. Motion carried 4 – 0.

Meeting adjourned at 8:05 p.m.

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Tom Riordan, Mayor

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

**ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
MINUTES  
SPECIAL MEETING  
FEBRUARY 15, 2007**

1. Call to Order: The meeting was called to order by President Erickson at 12:05 p.m.
2. Roll Call & Guest Introductions:

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

Also Present: EDA Staff – George Howell, Executive Director, and Mary Hensen, Adm. Asst.; Brigitte Olsen, Assistant City Administrator; Mayor Tom Riordan; Joel Luitjens – WADC Liaison; Brad Powers, Rahn Larson, and Pat Halbe.
3. Executive Director Position:

A. Direction from Board: Council Liaison Mayor Riordan suggested that the Board consider revising the minimum requirements for the position and specifically concerning the amount of economic development experience required. He suggested that this action might increase the number of applicants. There was a discussion concerning retaining the educational requirement of a Bachelor's Degree with major coursework in finance, real estate, marketing, economics, local and urban affairs, or a related field. Commissioners felt that City Administrator Steve Nasby could use his prior EDA experience and assist in training the new director if the experience requirement is reduced. George suggested that the City should not underestimate the candidates they could attract and that Steve could act as a mentor for the new director. He suggested that if the individual did not have training in economic development, there are excellent training programs through IEDC and educational institutions in the state. The consensus of the Board was to reduce the experience requirement as follows: Minimum of one year experience or internship in community or economic development field. A graduate degree may be applied as six months' experience. The Board requested that Steve prepare a job announcement and e-mail it to the Board members. There was a discussion concerning the process, including posting, advertising-newspaper, League websites, EDAM, etc; review of applications, and interviews. Commissioners expressed the need to be involved in the review and interview processes as the Director works directly with the EDA Board. There was a discussion concerning the use of a consultant during the interim, and the Board's consensus was to forego that option at this time.
4. Executive Director's Report:

A. Current Projects Update: George Howell had given the Board copies of selected pages from the Strategic Marketing Plan, including target markets, positioning, strategies, tactics and evaluation, and the action grid. George had also given the Board copies of the information he is suggesting for inclusion on the EDA's webpages on the City of Windom's website. President Erickson advised that the Board would probably have to play a bigger role in the interim.
5. Miscellaneous Information: The Board was provided copies of the e-mail concerning the "Get Broadband" video conference scheduled for February 20, 2007, at 10:00 a.m. at the SW TeleCom Co-op office on Highway 71.

6. Adjourn: On motion, President Erickson adjourned the meeting at 12:41 p.m.

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Trevor Slette, Secretary-Treasurer

Attest:

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Juhl Erickson, President

## SPECIAL UTILITY COMMISSION MINUTES

February 16, 2007

**Call Meeting to Order:** The Utility Commission meeting was called to order at 10:00 a.m. in the City Council Chambers on February 16, 2007 in Windom, Minnesota.

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

Members Present: Chris Johnson  
Keith Bloomgren

City Council Liaison: Jean Fast

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

**CAPX DEVELOPMENT PROJECT AGREEMENT:** Electric Superintendent reviewed the CapX 345 Kv Transmission Line Project Development Agreement between the City of Windom and Central Minnesota Municipal Power Agency. Discussion centered on legal aspect and development cost estimates and construction time lines.

Utility Commission member Johnson introduced the Resolution No. 2007-01, entitled "RESOLUTION APPROVING THE CENTRAL MINNESOTA MUNICIPAL POWER AGENCY "CMMPA" BROOKINGS-TWIN CITIES PROJECT DEVELOPMENT AGREEMENT" and moved its adoption. The resolution was seconded by Bloomgren and on roll call vote: Aye: Schwalbach, Bloomgren and Johnson. Nay: None. Resolution passed 3-0.

**ELECTRICAL ENERGY PURCHASES (NSP CONTRACT):** Grunig discussed the NSP contract and the intention of CMMPA to purchase more energy from the MISO Day-Ahead energy market, with the hopes of lowering overall costs to the members.

**REGULAR BILLS:** Motion by Bloomgren, seconded by Johnson and carried to approve payment of the following bills: Motion carried 3-0.

Wenck Associates	\$1,190.00
Wenck Associates	\$2,324.43

**NEW BUSINESS:** Water Superintendent, Haugen inform the Utility Commission that Zieske Land Surveying is in the process of surveying the land around Well #6, power line,

water lines to Filter Plant and park entrance. This surveying is the first steps to obtain an easement between the City of Windom and Windom Ready Mix.

On motion meeting adjourned at 10:35 p.m.

\_\_\_\_\_  
Mike Schwalbach, Chairperson

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



**ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
MINUTES  
SPECIAL MEETING  
FEBRUARY 26, 2007**

1. Call to Order: The meeting was called to order by President Erickson at 12:09 p.m.
2. Roll Call & Guest Introductions:  

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

Also Present: EDA Staff – Mary Hensen, Adm. Asst.; Steve Nasby, City Administrator;  
Mayor Tom Riordan; and Joel Luitjens – WADC Liaison.
3. Unfinished Business: The Board received a brief update from City Administrator Steve Nasby concerning the status of the executive director search. Steve advised that the job announcement had been posted and also is being advertised in the Citizen and on websites for the League of Cities for the States of Minnesota, Iowa, South Dakota, and Wisconsin; govtjobs.com, and EDAM.
4. Review of EDA Property List: The Board received copies of the EDA property list together with subdivision maps for Riverbluff Estates Subdivision, Windom Industrial Park Subdivision, and North Windom Industrial Park Subdivision.
5. Property Tour: The Board recessed for the tour at 12:24 p.m. The meeting was re-convened at 2:10 p.m. following the tour.
6. Adjourn: On motion, President Erickson adjourned the meeting at 2:10 p.m.

\_\_\_\_\_  
Trevor Slette, Secretary-Treasurer

Attest:

\_\_\_\_\_  
Juhl Erickson, President



Community Center Commission Minutes

Monday, February 26, 2007

1. Call to Order: The meeting was called to order by President Bruce Olson at 5:30 p.m.

2. <u>Roll Call:</u> President:	Bruce Olson
CC Director:	Brad Bussa
Commission Members:	Mark Stevens
	Wayne Maras
	La Vonne Swenson
	Connie Knorr
Commission Liaisons:	Kirby Kruse
	Bruce Caldwell - absent
	Jo Ann Ray-absent
City Administrator:	Steve Nasby
Public	Ron Becker

3. Approval of Minutes:

**Motion by Knorr, seconded by Swenson to approve the January 22, 2007 Community Center Commission Minutes. Motion carried 4-0**

5. Additions to the agenda:

Approve usage of Senior Center to Seniors

6. Correspondence:

Renters Happy

Letter from Hospital "Not Interested with Aquatic/ Fitness Center at Community Center at this time."

7. President's Report:

Seniors donate \$250.00 a quarter for use of Center.

8. Director's Report:

- a. Relay For Life: Usage of Building as Stated- Passed
- b. 500 Race Party: Not Very Good Crowd, Next Year?.
- c. Employment: NEW Lost 2 People, Have Several Applications

d. MN Assn. of Townships: "No Senior Dining That Day" Motion to Close Senior Center March 22, 2007, Passed Wayne/Mark

e. Donation Wall: Getting Cash Donations to Community Center, Need More Room to Display Plagues.

9. Resource Management:

Schedule of Events: Still booking events.

10. Miscellaneous:

**Resolution, on Senior Citizen's Still Use Senior Center For 2007 As Presented. Passed Wayne First Connie Second.**

11. Open Forum:

**Discussed Land Around Community Center? For Future Business, Would Sell 1/2 Of Overflow Parking Lot, "South 1/2" and Entertaining Options Lot 4 "North" 1<sup>st</sup> Wayne 2<sup>nd</sup> Connie -Passed.**

12. Next Meeting:

Monday March 26, 2007. 5:30 pm

Sub Committee: 5:00 pm - Rates - La Vonne & Connie.

**Adjourn:**

**Motion by Knorr, seconded by Maras, to adjourn the meeting at 6:30 pm. Motion carried 4-0.**

\_\_\_\_\_  
Bruce Olson, CCC President

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

**CITY OF WINDOM  
PLANNING COMMISSION  
SPECIAL MEETING  
MINUTES  
FEBRUARY 27, 2007**

1. Call to Order: The meeting was called to order by Chairman Hunter at 7:07 p.m.

2. Roll Call & Guest Introductions:

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

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

Public Present: Dennis Johnson of Wenck Associates, Inc. and Richard Seydel.

3. Approval of Minutes:

**Motion by Commissioner Grandprey, seconded by Commissioner Hacker, and carried to approve the Planning Commission Minutes for the meeting held on February 13, 2007. Motion carried 5-0.**

4. Public Hearing – 7:10 P.M.: Conditional Use Permit – 4<sup>th</sup> Avenue Bridge Area (Fill) - (Applicant: Wenck Associates on behalf of City of Windom)

Chairman Hunter opened the public hearing at 7:10 p.m.

Zoning Administrator Jim Kartes advised that Dennis Johnson of Wenck Associates, Inc. had filed an application (on behalf of the City of Windom) to bring fill into a floodway in the area of the 4<sup>th</sup> Avenue Bridge. Some of the fill will be placed in the floodway and some in the flood plain. The area of the floodway where fill will be placed is a small area. The city ordinance requires a conditional use permit to allow the placement of fill in a floodway. Jim advised that the Planning Commission's main concern would be whether the addition of fill in the floodway will cause flooding downstream. The plans are to remove the present box culvert and to replace it with two oblong culverts. Dennis Johnson had provided Jim Kartes with results of a study from the U.S. Army Corps of Engineers. The study was available for review at the meeting. Jim Kartes advised that the engineering documentation indicates that the water level would rise approximately 2½ to 3 inches in the area of the field (green space), but would remain at normal levels upstream and downstream from there. Perkins Creek already floods in the field and there are no homes in the field. The engineering data indicates that the addition of fill should only increase the amount of flooding somewhat in the field and not in other areas. Jim advised that he had received a call from a property owner on the east side of 4<sup>th</sup> Avenue who expressed no objections to the addition of fill. Dennis Johnson had spoken with a DNR representative and notice of this hearing had been mailed to the DNR. No further contact had been received from the DNR. Their approval will be required for the "protected waters" permit when the culvert is replaced.

Dennis Johnson pointed out the area of the 4<sup>th</sup> Avenue bridge on the city map. Fill is allowed in a floodway only for safety reasons and only with a conditional use permit. The purpose of the fill is to do some realigning on the curve to remove some of the sharpness of the curve and to widen an area on the west side where a bike path could be constructed in the future. Some fill would be added in the low area near the bridge. He advised that in the future, when the funds are available from MNDOT for the replacement of this bridge, the new culverts will be installed. In response to a question, Dennis indicated that when they make these bridge replacements, they typically install pre-cast culverts instead of replacing the bridge. A diagram was provided that shows the bridge, the sloped area in the location of the winged walls, the current box culvert, the proposed two new

culverts, and a 2' top with the street above that. Dennis advised that currently there is a considerable amount of "head loss" through the bridge. The flow through the two new culverts is to be at the same level or better than the current culvert.

The application for a conditional use permit was filed at this time to allow some of the excess fill from the 2007 4<sup>th</sup> Avenue Project to be placed in the area of the 4<sup>th</sup> Avenue bridge. Dennis advised that the City has purchased approximately 40 feet of property in the floodway (the length of that area up to 19<sup>th</sup> Street). The fill to be placed in the floodway is only 1 to 5 yards. The majority of the fill will be placed on the north side of 4<sup>th</sup> Avenue in a 15' wide strip purchased by the city. The City will push the black dirt out, put in fill materials and compact them, and put the black dirt over it and widen some slopes. DNR requirements will be followed.

The proposed bike path would be approximately 10 feet in width. There may be funds available in the future for the bike path through a grant program associated with the school. The bike path would be for purpose of access to the top of the hill for children riding bikes and would connect with a future path to the school. The proposed bike path would run from the area of Highway 71 and down 4<sup>th</sup> Avenue to 17<sup>th</sup> Street. They are not sure if it will happen, but want to have things in place in case they do receive funds for the path.

Dennis had provided cross sections for the Commission's review and also a letter, dated February 26, 2007, setting forth their findings. Their analysis was performed with HEC 2 data on Perkins Creek provided by the Minnesota Department of Natural Resources. The letter detailed the elevations of the water surface profiles before and after the proposed improvements. These calculations were based on a high flow rate.

Richard Seydel was present and asked Dennis Johnson about the fill to be placed near his property. After the explanation, he indicated that he had no objections to the fill that is being proposed. His other concerns regarding Phase III of the 4<sup>th</sup> Avenue Project will need to be posed to the Street Committee.

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 7:57 p.m. After a brief discussion, the following action was taken.

**Motion by Commissioner Cartwright, seconded by Commissioner Grandprey, and carried to recommend to the City Council the approval of the conditional use permit application, submitted by Wenck Associates, Inc. (on behalf of the City of Windom), to allow the placement of fill, as proposed, in the floodway located in the area of the 4<sup>th</sup> Avenue bridge. The property includes portions of the 1700 and 1800 Blocks of Fourth Avenue and is described as: Part of Lots 10, 11, and 12 in County Auditor's Subdivision No. 4, in the City of Windom, Cottonwood County, Minnesota. (Abbreviated Description.) (Parcel Nos. 25.164.0390 & 25.164.0400—which include other land also.)**

**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 proposed use is not in conflict with the Comprehensive Plan.**
- 3. That the proposed use is not in conflict with the stated intent of the Zoning District in which it is to be located.**
- 4. That the proposed use will not unreasonably harm the public health, safety, and welfare, create a nuisance, or create unreasonable congestion injurious to nearby properties.**

5. That the proposed use does not interfere with the creation of a beneficial environment within its own property boundaries and on adjoining properties.

6. That the proposed use will not interfere with the provision of a reasonable economic benefit to the community.

7. That the provisions for interrelationship between the proposed development and contiguous and noncontiguous adjacent properties will not adversely affect pedestrian and vehicular movement and will not adversely affect the buffering of the service facilities and parking areas.

Motion was declared carried (5-0).

Chairman Hunter advised that these recommendations will now come before the Windom City Council at its meeting next Tuesday night, March 6, 2007; and the Council will make the final decision concerning this application.

5. Other Business/Reports & Unfinished Business: None.
6. New Business: At this time, it appears that the Planning Commission will not be holding a meeting in March.
7. Planning Commission Comments, Concerns, Suggestions: None.
8. Adjourn: On motion by Commissioner Hacker, seconded by Commissioner Cartwright, and carried, the meeting was adjourned at 8:04 p.m.

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Gary Hunter, Chairman

Attest: \_\_\_\_\_  
James Kartes, Zoning Administrator

February 20, 2007

Tom Riordan, Mayor  
City of Windom

Re: North Industrial Project

Dear Sir:

Another year has passed and I have again been asked to contact you and the Council. We are wondering if the report we presented to you on the main tile line repair and expenses to the Ray Watershed Group and the Ray family was ever considered. In this report we stated that the intake tile problems needed to be considered and acted upon. This material was presented to you and the council about 8 months ago, and we were told at that time that you needed some additional time to better get your feet under you and to better familiarize everybody with the problems. At that time we were told that these problems would be addressed in the very near future.

To date, we haven't heard anything. We were also told that this lack of communication would not continue. It seems like nothing has changed!

I urge you to understand that it is a requirement that this tile line be kept up in repair and fully functional at all times, as many adjacent landowners are expecting and paying for the use of this facility. The functioning of this tile line certainly has to be addressed, before any of the North Industrial Site development can take place.

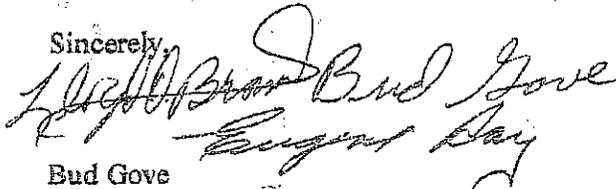
It has been 3 years now. Don't you think we deserve the common courtesy of an explanation from someone? It has been suggested by numerous people of this community that the Council should put this property up for auction, bite the bullet, and take advantage of the recent increase in land prices and throw in the towel on this irresponsible project. Then, reinvest the proceeds in salvaging the Industrial projects that have already been started and not finished. Maybe that is the best proposal that has come down the pike in the last 5 years or so.

Please contact us in the next 30 days as to how you intend to take care of this matter, as we have to proceed with the necessary action to serve our neighbors for the coming year and beyond.

It is our desire to work with the City to facilitate this matter to an agreeable end for everybody concerned without bankrupting the whole community in doing so. I trust that this would be the city's position also.

Thank you for your consideration on this matter at this time.

Sincerely,



Bud Gove  
Lloyd Brand  
Ray Watershed Group

Cc: Citizen Publishing Co  
Worthington Daily Globe  
Kurt Deter, Attorney

Ray Watershed Group  
41796 US Highway 71  
Windom, MN 56101



I apologize for our perceived lack of communication on this issue.

After discussions with the owners of this property, the Windom EDA, here is a synopsis of the discussion.

At present the tile which runs into and out of the EDA's property, as well as that within the property, is at the same level of ability as when it was designed and built. To our knowledge and the information you have provided there have not been any significant upgrades or modifications made to the tile system in the surrounding properties for many, many years. Any work or repairs that have been required on the EDA's section of the tile have been completed in as timely a fashion as possible. The only issues we have seen with the current drainage situation have been during substantially above normal rainfall periods.

As to the use of this land for industrial expansion, the plans for the North Windom Industrial Park have been reviewed by our city engineer and approved by the USDA. As you know, a detailed environmental review process was completed. We are confident that the proposed design of the industrial park meets or exceeds the design of the existing tile system.

If the drainage tile needs to be upgraded, because of a larger water flow due to increases in the water shed outside of the original designs, then these upgrades should be borne by the entire watershed and pro-rated to the percentage of land serviced by the entire tile system. We are open to a discussion on this matter.

Unless there is new information for the Windom EDA or City Council to consider on the existing tile system we will consider this matter closed.

Sincerely,

Tom Riordan  
Mayor

Cc: City Council  
Economic Development Authority



**CITY OF WINDOM, MINNESOTA**

**444 9<sup>th</sup> Street  
Windom, MN 56101  
507-831-6125**

Case No.: \_\_\_\_\_  
Parcel No.: \_\_\_\_\_  
Fee: \$ 150.00  
Paid: Ck. \_\_\_\_\_ Date: \_\_\_\_\_  
Date Filed: \_\_\_\_\_

**APPLICATION FOR CONSIDERATION OF ZONING/SUBDIVISION REQUEST**

**Applicant(s):** Name(s) CITY OF WINDOM  
Address 444 Ninth Street  
City WINDOM State MN Zip 56101 (Phone: 507-831-6130)

**Owner(s):** (If other than Applicant)  
Name(s) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ (Phone: \_\_\_\_\_)

**Property Address:** 4TH AVENUE BRIDGE ACROSS PERKINS CREEK

**Legal Description of Property:** Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Addition \_\_\_\_\_  
(If metes and bounds, attach description.)

**Existing Use of Property:** BRIDGE Present Zoning: \_\_\_\_\_

**Action Requested:** Conditional Use Permit  Variance \_\_\_\_\_  
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)  
The City will be replacing the bridge and would like to make  
the approaches safer by realigning the curve north of the bridge.  
There is also a potential bike path which would widen the cross  
section in the area of the bridge.

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 *Dennis Johnson* Date: 11/22/07  
[Signature(s) of Applicant(s)]

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

**CITY OF WINDOM PLANNING COMMISSION  
PUBLIC HEARING NOTICE  
CONDITIONAL USE PERMIT APPLICATION**

Pursuant to City of Windom, City Code Sections 11.58 and 11.59, notice is hereby given that the Applicant, Dennis Johnson of Wenck Associates, Inc., on behalf of the City of Windom (purchaser), has submitted an application for the granting of a conditional use permit for property around the 4<sup>th</sup> Avenue bridge across Perkins Creek in the City of Windom. The Applicant requests a conditional use permit to allow the addition of fill in a flood plain (Section 11.73) to make the approaches safer and for the possible addition of a bike path in that area. The Code provides that a conditional use permit is required for the addition of fill in a flood plain.

A public hearing to consider this zoning application requesting a conditional use permit will be held before the Planning Commission in the **City Council Chambers at City Hall, 444 9<sup>th</sup> Street, Windom, MN 56101 on Tuesday, February 27, 2007, at 7:10 p.m.**

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

Legally described as follows: Real Estate located in the City of Windom, described as: Part of Lots 10, 11, and 12 in County Auditor's Subdivision No. 4, in the City of Windom, Cottonwood County, Minnesota.  
(Abbreviated Description)

Parcel ID #: 25.164.0390 & 25.164.0400 (These Parcel Nos. cover other land also.)

Address of the Property is: Property in portions of 1700 & 1800 Blocks of Fourth Avenue,  
Windom, MN 56101

By Order of the City of Windom:  
James Kartes, Zoning Administrator

Published: Cottonwood County Citizen (February 14, 2007)



Wenck Associates, Inc.  
440 10th Street  
P.O. Box 453  
Windom, MN 56101

(507) 831-2703  
Fax: (507) 831-5271  
E-mail: wenck.windom@wenck.com

February 26, 2007

City of Windom  
Planning & Zoning Dept.  
444 Ninth Street  
Windom, MN 56101

This letter presents our findings on placing fill along 4th Avenue near the Perkins Creek bridge in Windom, Minnesota. We were requested to determine the effect of a new alignment and cross section in the area.

We performed our analysis with HEC 2 data on Perkins Creek provided by the Minnesota Department of Natural Resources. We modified the cross sections at the 4th Avenue bridge for the cross section being proposed. Our analysis showed the following elevations of the surface profile before and after the improvements.

<u>Cross Section Number</u>	<u>Surface Water Elevation</u>	
	<u>Before</u>	<u>After</u>
0.103 (River Road bridge)	1348.85	1348.85
0.752 (6th Avenue bridge)	1353.55 downstream	1353.55
	1355.17 upstream	1355.17
0.903 (4th Avenue bridge)	1355.80 downstream	1356.03
	1356.29 upstream	1356.29
1.103 (T.H. 71 bridge)	1360.14 downstream	1360.14
	1364.31 upstream	1364.31
1.354 (Vet Clinic bridge)	1367.22 downstream	1367.22
	1367.23 upstream	1367.23

We have provided cross sections for your review also.

WENCK ASSOCIATES, INC.

Dennis Johnson, P.E.

c:windom/4th/fill

# MEMORANDUM



CITY OF WINDOM  
444 9th Street  
P. O. Box 38  
Windom, MN 56101  
Phone: 507-831-6129  
Fax: 507-831-6127

**TO:** City Council  
**FROM:** Fire Hall Building Committee  
**DATE:** February 28, 2007  
**RE:** Fire Hall Building Committee – Recommendation

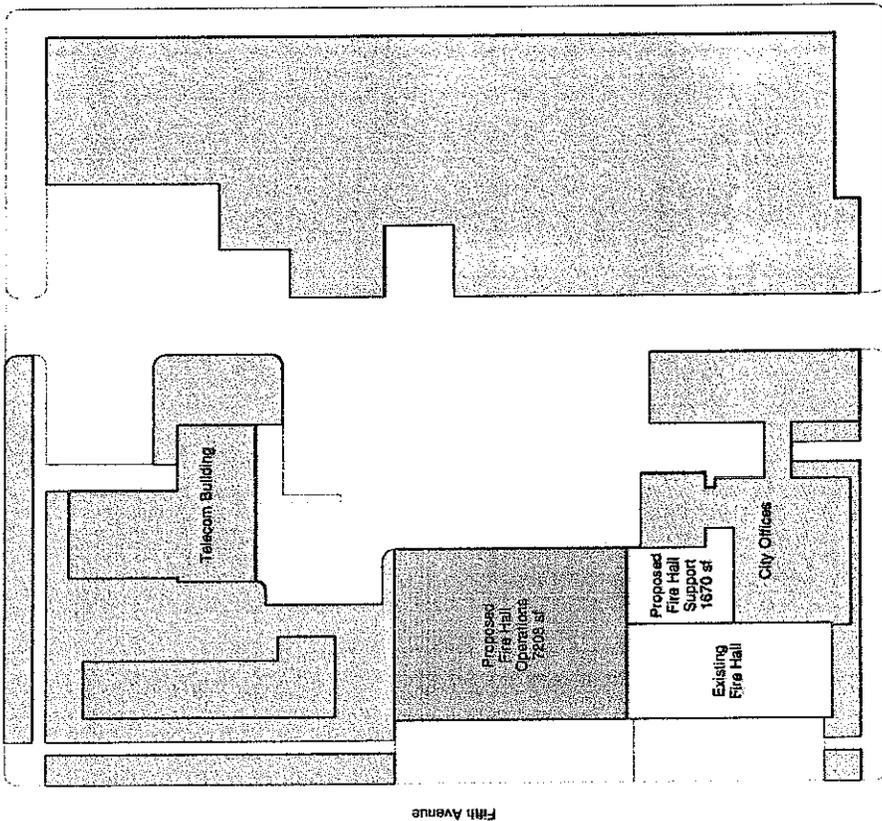
On February 26, 2007 the Fire Hall Building Committee met to discuss a Request for Proposal (RFP) for architectural services (see attachment). During the discussion it was the consensus of the committee to focus the available funding for architectural services on one option. By doing this it will provide the most efficient return for the investment.

The recommendation of the Fire Hall Building Committee is to look at renovation\addition to the existing Fire Hall. This recommendation is supported by the Fire Department as their primary concerns are the central location of the facility and having all of the equipment available on-site.

Also attached to this memorandum are Option A and Option B information sheets that had been prepared for the City by Architects Plus a couple of years ago. These pages contain ‘pros’ and ‘cons’ of renovation\addition and building a new facility; which, may be useful information to you as you consider moving forward with this project.

Staff and the Fire Hall Building Committee is requesting City Council direction on confirming the renovation\addition option and approval to issue the RFP for architectural services.

Attachments

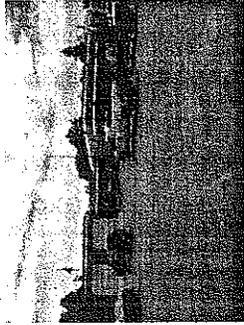


Site Schematic

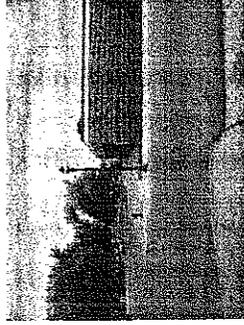
**Site Option A**  
 Addition to existing structure  
**Fire Hall Study**  
 Windom, Minnesota



Viewing Southeast



Viewing Southwest

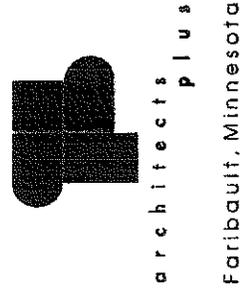


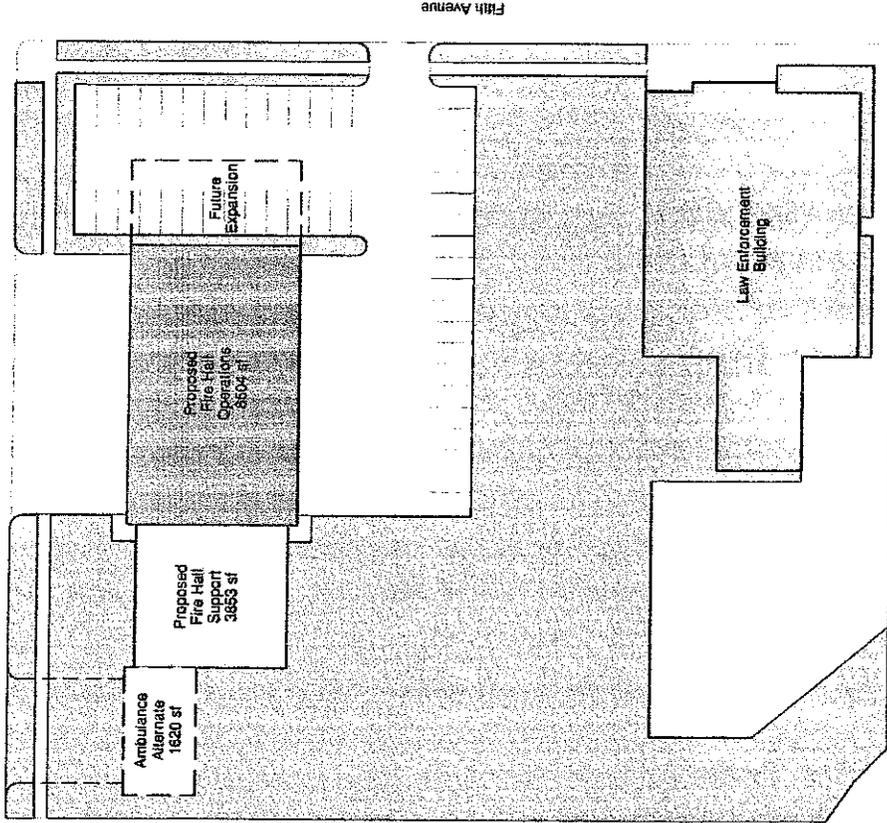
Viewing North

**Committee Comments**

- Pros**
- . Adjacent to City Offices
  - . Less expensive Option
  - . Portion of existing fire hall available for ambulance bays or City Offices expansion
- Cons**
- . Congested Site
  - . Future expansion unlikely
  - . Compromised functionality
  - . Training room smaller than ideal
  - . Some vehicles remain in existing fire hall
  - . No dedicated off-street fire fighter parking

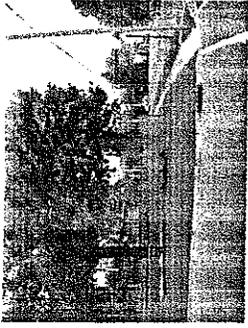
Projected Construction Cost: \$887,800



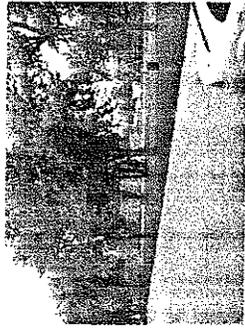


Site Schematic

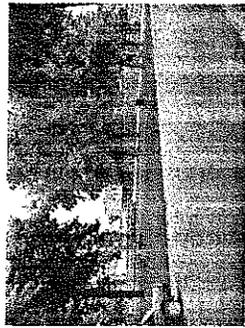
**Site Option B**  
 New free-standing structure  
**Fire Hall Study**  
 Windom, Minnesota



Viewing East



Viewing Southwest



Viewing Northwest

**Committee Comments**

- Pros**
- . Near City Offices
  - . Relative ease of construction
  - . Good emergency vehicle circulation
  - . Room for expansion
  - . Optimal building/site functionality
  - . Additional building amenities
- Cons**
- . Site acquisition cost
  - . Hockey rink, tennis court relocation costs
  - . Greater construction costs

**Projected Construction Cost: \$1,235,700**  
**with ambulance bays: \$1,397,700**



architects  
 plus  
 Faribault, Minnesota

**City of Windom, Minnesota  
City Architectural Services  
REQUEST FOR PROPOSALS (RFP)**

The City of Windom is requesting proposals from Architectural firms for City Architectural Services related to the renovation and/or construction of a new Fire Hall. The City expects to select an Architectural firm that will serve the City for an indefinite period of time, commencing May 1, 2007. Detailed information concerning the City's needs is outlined below.

The community desires to select the best-qualified Architectural firm through the RFP process. The ideal firm should have extensive experience in municipal Architectural services including planning, design, and review of construction projects, preparation of feasibility reports, and construction inspection. The ideal firm will be a full-service firm.

**General Information Regarding the City**

The City of Windom is located in Cottonwood County approximately 125 miles southwest of the Twin Cities.

- The City Council of Windom is made up of one Mayor (four-year term) and Five Council members. The City Administrator/Clerk is accountable to the City Council for implementing Council directives and managing the City. Council meetings are held the 1st and 3rd Tuesdays of each month.
- The City's Fire Department is comprised of 29 volunteer firefighters and 14 pieces of equipment that need to be stored a central location.
- The existing Fire Hall was constructed approximately 43 years ago. It contains six bays and support areas covering approximately 4,100 square feet.

**Project Description**

The City of Windom is planning to construct a fire station located adjacent to the existing Fire Hall at 444 9<sup>th</sup> Street. Two options are being considered:

- a. A new facility is estimated to be approximately 12,650 square feet consisting of approximately 8,800 square feet of operations space and equipment storage and 3,850 square feet of support space. The building will be slab on grade with minimal covered porch area at entry/exits.
- b. An addition to the existing Fire Hall estimated to be approximately 8,800 square feet. Two-Three, double-deep bays (approximately 7,000 square feet) and 1,800 square feet of support space. This option would also include design of approximately 20-40 off-site parking spaces.

The City is accepting proposals for preliminary design and design services to include architectural, mechanical, electrical and plumbing.

## 1. Instructions to Proposers

- A. All proposals should be sent and all questions and correspondence should be directed to:

City of Windom  
Attn: Steven Nasby, City Administrator  
444 9<sup>th</sup> Street  
P.O. Box 38  
Windom, MN 56101  
507-831-6129  
[snasby@windom-mn.com](mailto:snasby@windom-mn.com)

- B. Ten (10) copies of the proposal must be received no later than **4:30 P.M. April 2, 2007**. The copies shall be sealed and clearly identified with "**Proposal for Fire Hall Architectural Services**" by the submittal deadline. Proposals received after the deadline will not be considered.
- C. A person who can be held accountable for all representations must sign each proposal.
- D. The proposal shall be limited to a maximum of 50 pages, printed on one side, including all supporting documentation. Additional material, other than that requested by the City of Windom, will be disregarded.
- E. The City will review the proposals and may schedule interviews for finalist.
- F. Proposers are prohibited from contacting any representative of the City Council, Fire Department or City staff (other than the City Administrator) regarding this proposal.
- G. Right of Rejection and Clarification: The City of Windom reserves the right to reject any and all proposals and to request clarification of information from any proposer. The City of Windom is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.
- H. Denial of Reimbursement: The City of Windom will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.
- I. Right of Withdrawal: A proposal may not be withdrawn before the expiration of ninety (90) days from the proposal due date.
- J. Right of Rejection of Lowest Fee Estimate: The City of Windom is under no obligation to award this project to the proposer having the lowest fee estimate. Evaluation criteria included in this document (and other information deemed pertinent) shall be used in evaluating proposals.
- K. Indemnification: Any proposal shall include a provision that the Proposer, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless

the City of Windom, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services,. The Proposer shall secure and maintain General Liability Insurance as will protect them from claims under the Worker's Compensation acts and from claims for bodily injury, death, or property damage which may arise from the performance of their services under this contract. Further, the proposer shall provide the City of Windom with evidence and the amount of Errors and Omissions Insurance, i.e. Professional Liability Insurance currently in effect.

- L. Rights to Submitted Material: All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts and other documentation submitted by proposers shall be come property of the City of Windom when received.
- M. Proposal Reservations: The City of Windom shall reserve the right to award in whole or in part any proposals received and at it sole discretion may waive any minor immaterial defects in proposals.

## **2. Proposal Contents**

### **A. Title Page**

Show the proposal subject, the name of the proposer's firm, address, telephone number and name of the contact person, and the date.

### **B. Table of Contents**

Include a clear identification of the material by section and by page number.

### **C. Proposing Firm Overview**

- 1) Background information concerning the firm, including the number of years in business under this name and services available from the firm.
- 2) Services available from personnel in the proposing office.
- 3) Other services offered by your firm that may benefit the City of Windom.

### **D. Identification and Qualification of Assigned Personnel**

- 1) The name of the person who will be responsible for the management and administration of service with the City together with a resume describing that person's experience and qualifications.
- 2) The name and resumes of the key professional staff that will be assigned to provide services to the City.
- 3) An organization chart identifying team members and their areas of responsibility.
- 4) A statement committing the aforementioned staff to this proposal.

### **E. Related Experience**

- 1) The firm's experience in performing similar work.
- 2) The firm's demonstrated ability to deliver work on time and within budget.
- 3) List of communities serving as City engineer and number of years.

**F. Proposer's Detailed Approach to the Scope of Services**

- 1) The proposal shall present the firm's detailed approach to the Scope of Work.

**G. Basis for Compensation**

- 1) The proposal shall include a description of a proposed method of compensation. If you are proposing a monthly retainer, indicate what services are to be provided. It is not the intent of the City to select a firm on the basis of compensation, but to negotiate a method of compensation with the successful proposer that best satisfies the mutual needs of the City and the proposer.
- 2) Services provided to review the work of private parties proposing projects in the City shall be charged according to a list of rates created by the Architectural firm and approved by the Council annually.
- 3) Independent Contractor: The proposer represents itself to be an independent contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of the City of Windom. Therefore, the proposer shall assume all legal and financial responsibility for taxes, FICA, employee benefits, workers compensation, insurance and other expenses, and agrees to indemnify, save, and hold harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

**H. List of References and Potential Conflicts**

- 1) A minimum of five references for public clients shall be provided, preferably for comparable city Architectural services performed within the past five years.
- 2) Potential conflicts of interest must be disclosed.

**3. Evaluation of Proposals**

The City of Windom will evaluate firms based on their experience and statements of qualification to perform the preliminary scope of work outlined in the RFP. To ensure that we have the most qualified firm, the City specifically will review and evaluate:

- A. Experience in providing Architectural services to other cities; and
- B. Sampling of municipal projects completed with an emphasis on Fire Hall projects; and
- C. Experience and availability of staff assigned to serve the City of Windom; and
- D. Ability to design within budget and timely completion of design; completeness and accuracy of contract documents; and
- E. References

### **Interviews**

Following an initial review of interested firms, the City of Windom may interview the most qualified firms to more specifically outline the City's needs and the consultants' expertise. The City, however, reserves the right to select a consultant based solely on the quality of proposal submission in lieu of conducting interviews.

## **4. Scope of Work**

The City of Windom is searching for a firm that will provide comprehensive professional services. The general work elements are outlined below.

### **A. General Architectural Services**

- Comprehensive design services including pre-design, a schematic of concept design, design development, construction documents, bidding and negotiations, construction phase administration and project closeout.
- Provide signed and sealed Architectural and Engineering drawings and specifications for all aspects of construction, including but not limited to, the HVAC system, lighting & electrical system, plumbing and structural system. All system specifications shall be based on engineering calculations so as to properly size the systems for the building involved. Current City of Windom, State of Minnesota and IBC Technical Specifications shall be the basis for all designs. All drawings and specifications shall be in sufficient detail to obtain fixed construction bids and apply for building permits.
- Conduct construction observations for general compliance with project specifications.
- Attend pre-bid and pre-construction meetings.
- Provide Fees for Design and Construction Services.
- Provide Hourly Fees for Services not specifically shown in the Scope.
- The building shall be designed to resist a 130 mph, 3 second gust wind speed, and a 110 mph fastest mile wind speed, with all exposure classification "C" per the IBC 2000, or current IBC in use, and Minnesota State Building Code.
- Exterior and interior materials and finishes are anticipated to be as low-maintenance and high-durability, with minimal cost.
- HVAC, electrical and plumbing systems should be high efficiency, cost-effective systems.
- General Description of Spaces includes bays, offices, meeting room, rest room\showers, hose room\hose storage and\or other operational or support areas.
- All appliances will be purchased outside of the construction contract.

- The design shall include development of the immediate site and landscaping, all utilities and utility routing and development of parking areas.
- Reviews construction plans for consistency with State and/or City adopted Architectural specifications, city policies and relevant laws, rules and regulations and ensure council actions are implemented.
- Obtain proper approval and documentation from local, state, and federal authorities prior to implementing projects.
- Provides Architectural services on projects and oversees project management for the construction of this municipal project.

B. Prepare Architectural Reports

- Determine the need for preliminary studies, reviews all preliminary studies for compliance with ordinances, comprehensive plans, Architectural standards and financial guidelines including:
  - Feasibility reports
  - Prepare comments regarding reports, plans and studies of other agencies
  - Presents feasibility studies at public meetings.

C. Design and Bidding Services

- Prepare plans and specifications for the Fire Hall project with the input of City staff and the Fire Department. Present plans and specifications to the City Council for approval.
- Consults with state and federal agencies having jurisdictional authority over the project as warranted.
- Prepare and send Advertisements for Bids to the legal newspaper and the Construction Bulletin for solicitation of bids.
- Reproduce Contract Documents for bidding purposes.
- Review the bids and prepare a bid tabulation.
- Evaluate bids, assist staff in preparing a recommendation to the City Council and assemble and award contracts.

D. Project Management/Construction Services

- Convene a pre-construction conference with staff, contractor, utility company representatives, etc.
- Perform or supervise construction staking and surveying.
- Provide construction observation during construction. Work for this portion of projects shall be at an hourly rate.
- Prepare and maintain necessary documentation, including photographs and/or video if warranted, and a log of the contractor's progress.
- Convene regular construction progress meetings, as required.
- Prepare, review and recommend action for proposed change orders.

- Review and recommend final acceptance by the City. Assist the City in ensuring that contractors have been paid and lien waivers have been acquired.
- Provide as-built drawings upon conclusion of projects to the City.

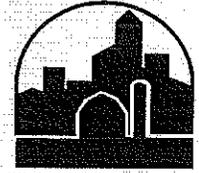
E. Participates in city meetings, including:

- Internal and external meetings with City or other Architectural firms involving Architectural questions and issues.
- Meets with members of the public on the proposed project in order to relate the processes and procedures involved with the project. Reviews bids and plans for conformance with City Standards.
- City Council meetings and work sessions, Building Committee meetings, and other City meetings as needed.

## **5. Terms and Conditions**

- A. The City reserves the right to reject any or all proposals or to negotiate a contract that is in the best interest of the City at the absolute and sole discretion of the City Council.
- B. The firm shall not assign any interest in this proposal and shall not transfer any interest in the same without the prior written consent of the City of Windom.
- C. Termination of Contract: The City of Windom may cancel the contract at any time for breach of contractual obligations by providing the successful proposer with a written notice of such cancellation. Should the City of Windom exercise its right to cancel the contract for such reasons, the cancellation shall be come effective on the date as specified in the notice of cancellation.

# MEMORANDUM



CITY OF WINDOM  
444 9th Street  
P. O. Box 38  
Windom, MN 56101  
Phone: 507-831-6129  
Fax: 507-831-6127

**TO:** City Council

**FROM:** Community Center Commission  
City Administrator  
Community Center Director

**DATE:** March 1, 2007

**RE:** Future Use of Community Center Property

Recently a private business has inquired, through the EDA, about the availability of purchasing property in the Windom Industrial Park Subdivision (please see attached map). The EDA currently owns Lots 1, 5 and 6 in Block 2. Lots 1 and 5 are currently vacant and the Tech Spec Building is located on Lot 6. Lots 1 – 4 in Block 1 are owned by the City and currently used for the Water Treatment Plant (Lot 1), overflow parking for the Community Center (Lot 2), the Community Center (Lot 3) and future Community Center expansion (Lot 4).

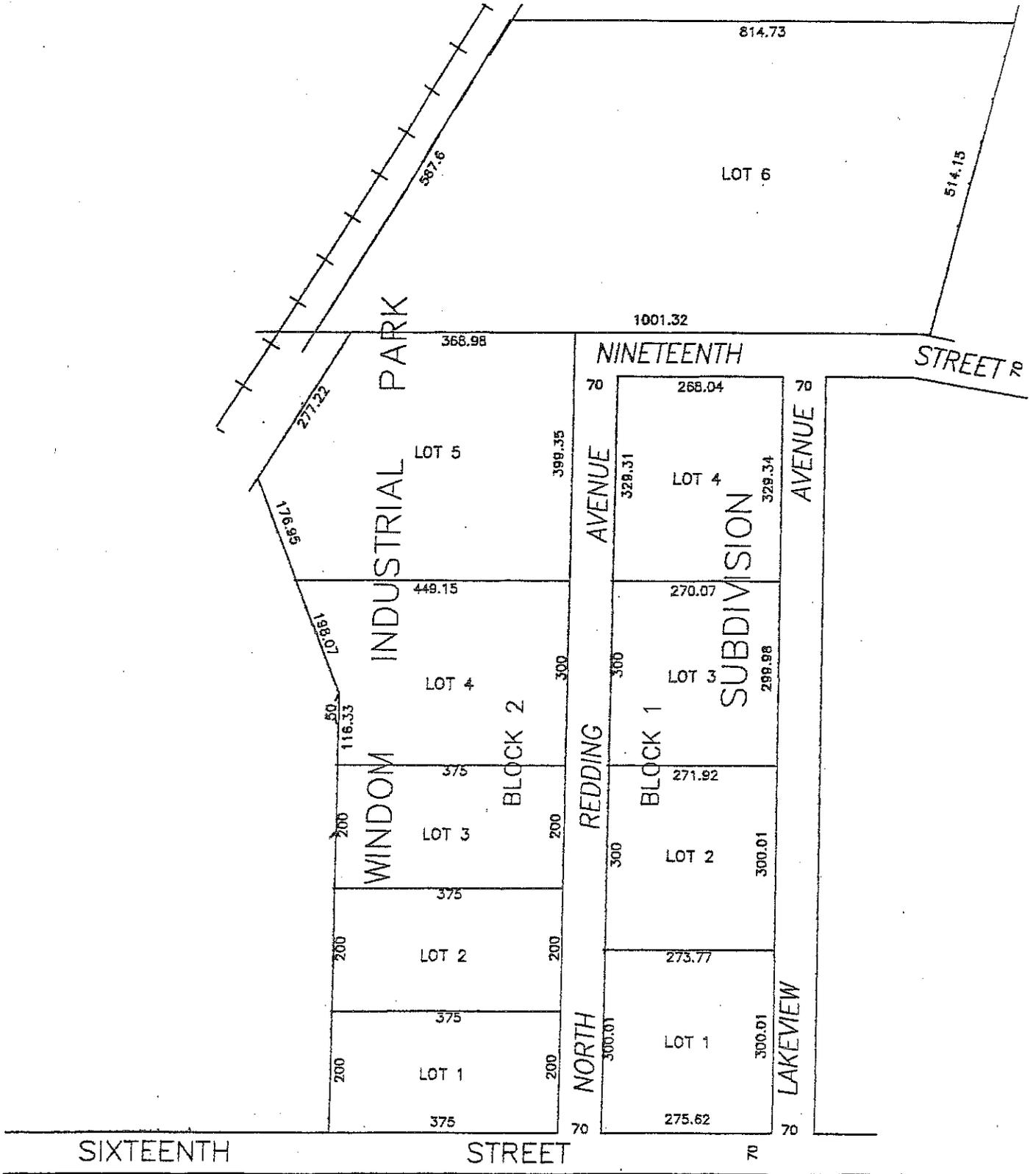
At their February 26, 2007 meeting the Community Center discussed the future uses of Lots 2 and 4 in Block 1 as they pertain to Community Center plans. Following discussion, the Community Center Commission made the following recommendation to the City Council.

*Retain City ownership of Lot 4, Block 1 for future Community Center expansion and retain ownership of the north 1/2 of Lot 2, Block 1 for the continued use as overflow parking. Thus, the south 1/2 of Lot 2, Block 1 could potentially be marketed for commercial\industrial use.*

The minutes from the Community Center Commission meeting are also included in the Council packet for your reference.

Staff is requesting City Council direction so that the vacant City-owned property (Lot 2 and Lot 4 in Block 1) is either wholly or partially available for commercial\industrial development or is to be held for future City use.

Attachment



**RESOLUTION #2007-**

**INTRODUCED:**

**SECONDED:**

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

**AUTHORIZATION TO ACCEPT A DONATION FROM  
ROGER & RUBY BENSON FOR THE WINDOM COMMUNITY CENTER**

---

**WHEREAS**, Minnesota State Statute §465.03 requires that any city accepting a grant or gift of real or personal property shall accept such by resolution of the governing body expressing the terms prescribed by the donor; and

**WHEREAS**, the City of Windom has received a donation from Roger & Ruby Benson in the amount of \$1,000.00 for the Windom Community Center.

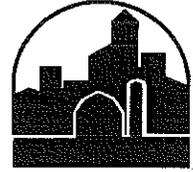
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA**, that the City Council accepts the donation in the amount of \$1,000.00 offered by Roger & Ruby Benson for use by the Windom Community Center for capital improvements.

Adopted by the Council this 6th day of March, 2007.

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

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

# MEMORANDUM



CITY OF WINDOM  
444 9th Street  
P. O. Box 38  
Windom, MN 56101  
Phone: 507-831-6129  
Fax: 507-831-6127

**TO:** City Council

**FROM:** City Administrator  
Police Chief

**DATE:** February 28, 2007

**RE:** Administrative Fine Authority Legislation

A bill that would allow cities to impose administrative penalties for low-level moving violations is moving forward in the Minnesota Legislature. House File (HF) 847 and Senate File (SF) 785 are companion pieces of legislation which have been introduced and are moving through the committees.

There has been discussion on this issue in recent years and the authority of cities to issue this type of administrative penalty is clouded. This legislation is intended to provide a clear statutory authority to use administrative fines for traffic enforcement. The League of Minnesota Cities is supportive of this effort as is local law enforcement.

The issue is that increased surcharges from the State. In 2003 the State surcharge was increased from \$35 to \$60 and then in 2005 it was increased again to \$72. This State surcharge brings the cost of a minimum ticket to about \$120 with only \$13 - \$20 going back to the jurisdiction that issues the ticket for violation. City and law enforcement officials are concerned about the fiscal impact a \$120 ticket has on citizens. In addition, the issue of an ever-increasing un-even distribution of revenue has emerged.

Staff is requesting the City Council's support of HF 847 and SF 785 in the form of a letter to legislators. If you have questions please contact Jeff Shirkey, Police Chief at 831-6134 or myself.

ADVERTISEMENT FOR BIDS  
CITY OF WINDOM, MINNESOTA 56101

Sealed proposals will be received until: 2:00 P.M. on the 3<sup>RD</sup> day Of April, 2007 at the office of the City Clerk for the following project. Proposals will be opened and read publicly at the aforesaid time by the City Clerk and the Engineer. The decision for Award of Contract will be made by the City Council on or before a Regular meeting on April 17, 2007 at 7:30 P.M.

2007 SEAL COAT IMPROVEMENTS

This work consists of approximately 13000 gallons bituminous material for seal coat and 600 tons of cover aggregate on various City streets and parking lots.

Proposals shall be properly endorsed and delivered in an envelope marked: BIDS FOR CITY OF WINDOM SEAL COAT IMPROVEMENTS and shall be addressed to: City Clerk, 444 Ninth Street, Windom, MN 56101.

All proposals shall be submitted on the bidders own letterhead in facsimile of the proposal form enclosed in the specifications, or by utilizing the proposal form enclosed with the specifications by typing or writing in ink the name of the bidder at the top of the form.

All bids must be accompanied by a certified check, cash deposit, or bid bond equal to at least five (5%) of the amount of the total bid, made payable to the City of Windom.

No bidder may withdraw his bid or proposal for a period of sixty (60) days after date of opening of bids.

The successful bidder will be required to furnish a bond in the amount equal to 100% of the contract price, said bond to be issued by a responsible surety approved by the owner, and shall remain in effect for a period of one year from and after final acceptance.

The owner reserves the right to reject any or all bids and to waive informalities therein.

Plans and Specifications are available at the office of the City Clerk and the Engineer, Wenck Associates, Inc., where they are available for examination. Copies may be obtained from the Engineer, Wenck Associates, Inc., P.O. Box 453, 440 Tenth Street, Windom, MN 56101 upon receipt of Fifteen Dollars (\$15.00) per set (non-refundable) to cover handling and mailing charges.

BY ORDER OF THE CITY COUNCIL  
Steve Nasby, City Clerk

Published in the Cottonwood County Citizen:  
Dates: March 7 and 14, 2007.

SCHEDULE OF PRICES

BIDDER agrees to perform all of the work described in the  
CONTRACT DOCUMENTS for the following unit prices or lump sums:

NOTE: BIDS shall include sales tax and all applicable taxes and fees.

BIDDER must fill in unit prices in numerals, make extension  
for each item and total.

<u>ITEM NO.</u>	<u>ITEM</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>ESTIMATED QUANTITY</u>	<u>AMOUNT</u>
<u>BASE BID I – RED ROCK:</u>					
2356.505	Bituminous material for seal coat RC-800 or MC-800	GAL.	\$ _____	13000	\$ _____
2356.507	Seal coat aggregate "red rock"	TON	\$ _____	600	\$ _____
				TOTAL:	\$ _____

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
CITY HALL	FREDIN CONSTRUCTION	ROOF REPAIR	102.30
		Total for Department 115	102.30*
POLICE	LANGUAGE LINE SERVIC	TRANSLATION	25.76
		Total for Department 120	25.76*
STREET	MN ENERGY RESOURCES	HEATING	1,927.54
		Total for Department 140	1,927.54*
		Total for Fund 01	2,055.60*
LIBRARY	FREDIN CONSTRUCTION	ROOF REPAIR	101.65
		Total for Department 171	101.65*
		Total for Fund 03	101.65*
	J-CRAFT	TRUCK	38,020.83
		Total for Department	38,020.83*
		Total for Fund 04	38,020.83*
AIRPORT	HARTLAND AVIATION	FUEL	15,239.42
		Total for Department 174	15,239.42*
		Total for Fund 11	15,239.42*
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	384.50
LIQUOR	LOCHER BROTHERS INC	MERCHANDISE	1,368.10
LIQUOR	GRIGGS COOPER	MERCHANDISE	1,383.26
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	1,719.65
LIQUOR	JOHNSON BROS.	MERCHANDISE	765.71
LIQUOR	QUALITY WINE SPIRITS	MERCHANDISE	2,516.97
LIQUOR	WINE MERCHANTS	MERCHANDISE	413.75
		Total for Department 180	8,551.94*
		Total for Fund 60	8,551.94*
	WENCK ASSOCIATES, IN	WATERMAIN REPAIR	1,190.00
		Total for Department	1,190.00*
WATER	WENCK ASSOCIATES, IN	LANDFILL	2,346.43
		Total for Department 181	2,346.43*
		Total for Fund 61	3,536.43*
ELECTRIC	CENTRAL MINNESOTA MU	DUES	1,000.00
ELECTRIC	CENTRAL MINNESOTA MU	ENERGY DEVELOPMENT	8,818.94
ELECTRIC	CENTRAL MINNESOTA MU	MMTG TRANSMISSION	1,502.84
ELECTRIC	CENTRAL MINNESOTA MU	TRANSMISSION	29,912.93
ELECTRIC	CENTRAL MINNESOTA MU	UP POWER	216,594.19
ELECTRIC	BANK MIDWEST INSURAN	SURETY BOND	100.00

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
Total for Department 182			257,928.90*
Total for Fund 62			257,928.90*
ARENA	COTTONWOOD COUNTY AG BUILDING RENT		4,150.00
Total for Department 184			4,150.00*
Total for Fund 64			4,150.00*
ECONOMIC DEVELOPMENT LEAGUE OF MN CITIES	INSURANCE		694.00
Total for Department 187			694.00*
Total for Fund 67			694.00*
	BANK OF THE WEST	CD - TELECOM	1,000,000.00
	BANK MIDWEST	TELECOM SAVINGS	300,000.00
Total for Department			1,300,000.00*
TELECOMMUNICATIONS	AT & T	USAGE CHARGE	142.48
TELECOMMUNICATIONS	CDW GOVERNMENT INC	SERVICE	1,964.19
TELECOMMUNICATIONS	WASTE MANAGEMENT OF	HAUL GARBAGE	70.20
TELECOMMUNICATIONS	E-911	MONTHLY 911 SERVICE	40.00
TELECOMMUNICATIONS	MIDWEST DATA, INC	SERVICE	578.42
TELECOMMUNICATIONS	QWEST	TELEPHONE	263.94
TELECOMMUNICATIONS	BANK MIDWEST	BANK DRAFT FEE	3.00
TELECOMMUNICATIONS	BANK MIDWEST	COPYWRITE ROYALTY	1,460.00
Total for Department 199			4,522.23*
Total for Fund 69			1,304,522.23*
Grand Total			1,634,801.00*

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
MAYOR & COUNCIL	JEAN FAST	TRAINING EXPENSE	177.00
		Total for Department 101	177.00*
P & Z / BUILDING OFF	MIDWEST WIRELESS	TELEPHONE	19.84
		Total for Department 106	19.84*
CITY HALL	MN ENERGY RESOURCES	HEATING	2,154.13
		Total for Department 115	2,154.13*
POLICE	MN CHIEFS OF POLICE	REGISTRATION	320.00
POLICE	DANA WALLACE	EXPENSE	255.84
POLICE	JEFF SHIRKEY	EXPENSE	11.53
		Total for Department 120	587.37*
FIRE DEPARTMENT	BJ VIDEO PRODUCTIONS	VIDEO - 2006 YR - FIRE D	320.00
FIRE DEPARTMENT	LENDE SIGNS & GRAPHI	SERVICE	108.63
FIRE DEPARTMENT	LINDA ORTMAN	CLEANING	45.00
FIRE DEPARTMENT	SMOKE EATERS	PUBLICATION	159.50
		Total for Department 125	633.13*
STREET	MIDWEST WIRELESS	TELEPHONE	69.46
		Total for Department 140	69.46*
		Total for Fund 01	3,640.93*
LIBRARY	MN ENERGY RESOURCES	HEATING	1,390.72
LIBRARY	READER'S DIGEST	SUBSCRIPTION	28.98
LIBRARY	READERS DIGEST - AUD	AUDIO CASSETTE	22.33
		Total for Department 171	1,442.03*
		Total for Fund 03	1,442.03*
POOL	MN RECREATION & PARK	REGISTRATION	135.00
		Total for Department 175	135.00*
		Total for Fund 12	135.00*
AMBULANCE	TIM HACKER	EXPENSE	25.94
AMBULANCE	NORTH MEMORIAL EMS E	TRAINING	592.48
AMBULANCE	KIM POWERS	EXPENSE	78.80
AMBULANCE	MN WEST COMMUNITY	SERVICE	101.00
		Total for Department 176	798.22*
		Total for Fund 13	798.22*
MULTI-PURPOSE BUILDI	MIDWEST WIRELESS	TELEPHONE	12.39
MULTI-PURPOSE BUILDI	MN ENERGY RESOURCES	HEATING	2,950.48
		Total for Department 177	2,962.87*
		Total for Fund 14	2,962.87*

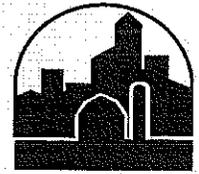
CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
PM REVOLVING LOAN	FU BANK MIDWEST	LOAN PAYMENT	3,830.79
		Total for Department 172	3,830.79*
		Total for Fund 15	3,830.79*
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	3,170.55
LIQUOR	LOCHER BROTHERS INC	MERCHANDISE	5,186.90
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	2,631.30
LIQUOR	JOHNSON BROS.	MERCHANDISE	2,195.85
LIQUOR	MN ENERGY RESOURCES	HEATING	291.23
LIQUOR	PHILLIPS WINE & SPIR	MERCHANDISE	7,073.87
		Total for Department 180	20,549.70*
		Total for Fund 60	20,549.70*
WATER	MN ENERGY RESOURCES	HEATING	961.17
		Total for Department 181	961.17*
		Total for Fund 61	961.17*
ELECTRIC	MIDWEST WIRELESS	TELEPHONE	78.45
ELECTRIC	HSBC BUSINESS SOLUTI	SUPPLIES	322.66
ELECTRIC	MN ENERGY RESOURCES	HEATING	816.05
ELECTRIC	TOM KEFFELER	ENERGY REBATE	100.00
ELECTRIC	DONALD MEYER	ENERGY REBATE	50.00
		Total for Department 182	1,367.16*
		Total for Fund 62	1,367.16*
SEWER	MICHEAL HAUGEN	REGISTRATION - MWOA	45.00
SEWER	MN ENERGY RESOURCES	HEATING	159.47
		Total for Department 183	204.47*
		Total for Fund 63	204.47*
ARENA	MIDWEST WIRELESS	TELEPHONE	43.27
ARENA	MN ENERGY RESOURCES	HEATING	2,609.42
		Total for Department 184	2,652.69*
		Total for Fund 64	2,652.69*
	BANK MIDWEST	LOAN PAYMENT	4,585.50
		Total for Department	4,585.50*
ECONOMIC DEVELOPMENT	MIDWEST WIRELESS	TELEPHONE	67.76
ECONOMIC DEVELOPMENT	MN ENERGY RESOURCES	HEATING	464.00
		Total for Department 187	531.76*
		Total for Fund 67	5,117.26*

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
RIVERBLUFF ESTATES	BANK MIDWEST	LOAN PAYMENT	1,692.43
		Total for Department 166	1,692.43*
		Total for Fund 68	1,692.43*
TELECOMMUNICATIONS	LIFETIME	SUBSCRIBER	590.48
TELECOMMUNICATIONS	LIFETIME MOVIE NETWO	SUBSCRIBER	30.00
TELECOMMUNICATIONS	MN ENERGY RESOURCES	HEATING	293.89
TELECOMMUNICATIONS	TOWER DISTRIBUTION C	SUBSCRIBER	203.66
		Total for Department 199	1,118.03*
		Total for Fund 69	1,118.03*
	AFLAC	INSURANCE	154.02
	MN BENEFIT ASSOCIATI	INSURANCE	96.18
		Total for Department	250.20*
		Total for Fund 70	250.20*
		Grand Total	46,722.95*

# MEMORANDUM



CITY OF WINDOM  
444 9th Street  
P. O. Box 38  
Windom, MN 56101  
Phone: 507-831-6129  
Fax: 507-831-6127

**TO:** City Council  
**FROM:** City Administrator  
**DATE:** March 1, 2007  
**RE:** Goal-setting\Visioning Meeting

At the February 20, 2007 Council meeting it was the consensus of the Council to plan for a goal-setting meeting. This initial event can be structured over a weekend or over several evenings.

The Community Center is already staffed on Monday – Wednesday evenings for other events through the month of March and on Wednesday nights in April; as such we could use any of the available meeting rooms. The upcoming weekend schedule for March – April is as follows:

March 10	Hoppe Wedding
March 17	Texas Hold Em Poker
March 24	No events scheduled (no staffing)
March 31	Lion's Pancake – event set up
April 7	No events scheduled (no staffing)
April 14	Ducks Unlimited Banquet
April 21	Fireman's Dance
April 28	No events scheduled (no staffing)

Enclosed in the Council packet is an informational piece that was used in Dickenson County, Iowa for their recent visioning process. This piece is designed to help facilitate discussion.

If there are requests for resources for this meeting, such as for a third-party facilitator or information that has to be prepared, please let me know and staff can begin to make the necessary arrangements.

1. Evidence of Community Pride
2. Emphasis on Quality in Business and Community Life
3. Willingness to Invest in the Future
4. Participatory Approach to Community Decision Making
5. Cooperative Community Spirit
6. Realistic Appraisal of Future Opportunities
7. Awareness of Competitive Positioning
8. Knowledge of the Physical Environment
9. Active Economic Development Program
10. Deliberate Transition of Power to a Younger Generation of Leaders
11. Acceptance of Women in Leadership Roles
12. Strong Belief in and Support for Education
13. Problem-Solving Approach to Providing Health Care
14. Strong Multi-Generational Family Orientation
15. Strong Presence of Traditional Institutions that are Integral to Community Life
16. Sound and Well-Maintained Infrastructure
17. Careful Use of Fiscal Resources
18. Sophisticated Use of Information Resources
19. Willingness to Seek Help from the Outside
20. Conviction that, in the Long Run, You Have to Do It Yourself

20  
**CLUES  
TO  
RURAL  
COMMUNITY  
SURVIVAL**



**Heartland Center for Leadership Development**  
 941 O Street • Suite 920 • Lincoln, Nebraska 68508  
 Phone: 1-800-927-1115 • Fax: 402-474-7672  
[www.heartlandcenter.info](http://www.heartlandcenter.info) • Email: [info@heartlandcenter.info](mailto:info@heartlandcenter.info)

# **Clues to Rural Community Survival**

**Heartland Center for Leadership Development**

**Vicki Luther**

**and**

**Milan Wall**

**Co-Directors**

## Background

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### *Why are some rural communities coping with fundamental restructuring when others seem to have surrendered to crisis?*

With that question in mind, the Heartland Center for Leadership Development undertook in-depth case studies of five rural Nebraska communities with populations ranging 450 to 6,000. The communities were selected from among 20 small towns that were identified as surviving the economic trends stemming from the agricultural crisis of the 1980s.

The communities were selected by the Nebraska Governor's Policy Research Office, which sponsored the studies. They were selected based on a review of:

- census data
- labor statistics
- geographic representation
- population size
- nominations from people knowledgeable about the state.

Since the original studies were undertaken, 15 other thriving small towns in 14 states have been the subject of similar research. The case studies were developed to:

- provide an alternative, positive perspective on rural communities that might contrast with the "dying community" image that has become commonly accepted.
- provide information to policy makers for potential use in guiding programs of local and state governments.
- provide an information base for leadership development activities aimed at leaders in rural communities.

**Method of Study.** After gathering background information on each community from available state, federal and private information resource banks, community leaders were identified and contacted. In each community, both positional leaders and reputational leaders were interviewed (in person or by phone) and each was asked a series of questions under four topics: *Quality of Life*, *The Economy*, *Leadership*, and *Planning for the Future*. Information gathered in those interviews was combined with impressions gained from community visits and other informational materials, analyzed for characteristics in common across all communities, and used as background to write community profiles.

**Conclusions.** A synthesis of insights into community success led to development of a series of possible "clues to rural community survival," and these clues were analyzed and re-analyzed following each community study. Finally, the clues were formalized into the list of *20 Clues to Rural Community Survival* included in these materials.

# **20 Clues to Rural Community Survival**

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- 1. Evidence of Community Pride**
- 2. Emphasis on Quality in Business and Community Life**
- 3. Willingness to Invest in the Future**
- 4. Participatory Approach to Community Decision-Making**
- 5. Cooperative Community Spirit**
- 6. Realistic Appraisal of Future Opportunities**
- 7. Awareness of Competitive Positioning**
- 8. Knowledge of the Physical Environment**
- 9. Active Economic Development Program**
- 10. Deliberate Transition of Power to a Younger Generation of Leaders**
- 11. Acceptance of Women in Leadership Roles**
- 12. Strong Belief in and Support of Education**
- 13. Problem-Solving Approach to Providing Health Care**
- 14. Strong Multi-Generational Family Orientation**
- 15. Strong Presence of Traditional Institutions that are Integral to Community Life**
- 16. Sound and Well-Maintained Infrastructure**
- 17. Careful Use of Fiscal Resources**
- 18. Sophisticated Use of Information Resources**
- 19. Willingness to Seek Help from the Outside**
- 20. Conviction that, in the Long Run, You Have to Do It Yourself**

# 20 Clues to Rural Community Survival

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## An Annotated List

- 1. Evidence of Community Pride**

Successful communities are often showplaces of community care and attention, with neatly trimmed yards, public gardens, and well-kept public parks. But pride also shows up in other ways, especially in community festivals and events that give residents the chance to celebrate their community, its history and heritage.
- 2. Emphasis on Quality in Business and Community Life**

People in successful communities believe that something worth doing is worth doing right. Facilities are built to last, and so are homes and other improvements. Newer brick additions to schools are common, for example, and businesses are built or expanded with attention to design and construction detail.
- 3. Willingness to Invest in the Future**

Some of the brick and mortar investments are most apparent, but these communities also invest in their future in other ways. Residents invest time and energy in community improvement projects, and they concern themselves with how what they are doing today will impact on the lives of their children and grandchildren in the future.
- 4. Participatory Approach to Community Decision-Making**

Authoritarian models don't seem to exist in these communities, and power is deliberately shared. People still know who you need on your side to get something done, but even the most powerful of opinion leaders seem to work through the systems—formal as well as informal—to build consensus for what they want to do.
- 5. Cooperative Community Spirit**

Successful rural communities devote more attention to cooperative activities than to fighting over what should be done and by whom. The stress is on working together toward a common goal and the focus is on positive results. They may spend a long time making a decision, and there may be disagreements along the way, but eventually, as one small town leader put it, “stuff does get done.”

- 6. Realistic Appraisal of Future Opportunities** Many of the communities have already learned an important strategic lesson, namely building on your assets and minimizing your weaknesses. Few small communities believe that they are likely to land a giant industry. Many of them say they wouldn't want one if it came along, fearing too much dependence on one employer would be dangerous. The successful communities know that a more realistic approach considers the community and the region as the context for future opportunities.
- 7. Awareness of Competitive Positioning** The thriving communities know who the competition is and so the businesses. Everyone tries to stress local loyalty as a way to help, but many businesses also keep tabs on their competitors in other towns—they don't want any of the hometown folks to have an excuse to go elsewhere. This is an area in which the recognition of community assets—people, associations and institutions—is vitally important. The comparison of one town to another is a significant means to spur improvements.
- 8. Knowledge of the Physical Environment** Importance of location is underscored continuously in local decision-making, as business and civic leaders picture their community in relation to others. Beyond location, however, communities must also be familiar with what they have locally. For example, the issue of preservation and protection of natural resources must be balanced with development options. Communities that manage this balance have a long-term approach to both environmental preservation and economic development.
- 9. Active Economic Development Program** An organized and active approach to economic development is common in successful communities. This type of approach depends on public and private sector resources working hand in hand. Private economic development corporations are common, either as a subcommittee or an outgrowth of a Chamber of Commerce or commercial club. However, it's clear that the most successful towns emphasize retaining and expanding existing businesses as well as trying to develop new businesses. This is a "gardening not hunting" model of economic development.
- 10. Deliberate Transition of Power to a Younger Generation of Leaders** Young leadership is more the rule than the exception in thriving rural communities. In many cases, these young people grew up in town and decided to stay or returned later to raise a family. In just as many situations, they are people who have decided to make a life in the community even though they grew up elsewhere. However, it's typical in a successful community to have a formal or informal means for established leaders to bring new recruits into public service.

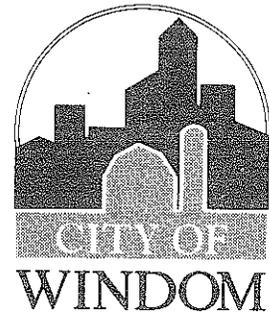
- 11. Acceptance of Women in Leadership Roles** Women hold positions of leadership in these rural communities, and those roles extend beyond the traditional strongholds of teacher, nurse or librarian. In successful communities, women take on roles as mayors, law enforcement officers, non-profit managers, business owners, etc. In many communities, this inclusion is expanded to minorities, newcomers and all types of non-traditional leaders.
- 12. Strong Belief in and Support of Education** Good schools are a point of pride as well as a stable employment force, and rural community leaders are very much aware of their school's importance. However, this characteristic goes beyond the K-12 system to include an approach to life-long learning that puts education at the center of many community activities. Whether adult education is targeted at skills and job performance or hobbies and recreation, the successful community makes the most of education at all levels.
- 13. Problem-Solving Approach to Providing Health Care** Local health care is a common concern in rural communities, but strategies for delivery vary, depending on community needs. While one community may decide that keeping a doctor in residence should be the priority, another may choose to train as many people as possible as EMTs or to use telecommunications to augment a clinic. The point here is the variety of solutions to a common problem.
- 14. Strong Multi-Generational Family Orientation** These are family-oriented communities, with activities often built around family needs and ties. But the definition of family is broad, and it includes younger as well as older generations and people new to the community. A typical example of this attitude is the provision of child care for community town hall meetings, thus allowing young families to attend.
- 15. Strong Presence of Traditional Institutions that are Integral to Community Life** Churches are often the strongest force in this characteristic, but other types of community institutions such as newspapers and radio stations, hospitals and schools fill this role also. Service clubs retain a strong influence in social activities as well as in community improvement efforts.

- 16. Sound and Well-Maintained Infrastructure** Thriving rural communities understand the importance of physical infrastructures—such as streets, sidewalks, water systems, sewage treatment plants—and efforts are made to maintain and improve them. In these communities, a clean-up day includes public parks and playgrounds, business owners keep sidewalks repaired, and volunteer labor and donated materials go a long way to maintaining public buildings.
- 17. Careful Use of Fiscal Resources** Frugality is a way of life in successful small communities, and expenditures are made carefully. People aren't afraid to spend money, when they believe they should, and then, typically, things are built to last. But neither are they spendthrifts. Expenditures are often seen as investments in the future of the community.
- 18. Sophisticated Use of Information Resources** Rural community leaders are knowledgeable about their communities beyond the knowledge base available in the community. In one town, for example, retail sales histories from a state university were studied for trend information. In another, census data was used to study population change. In many communities, computer links to the world wide web have made all types of information available.
- 19. Willingness to Seek Help from the Outside** There's little reluctance to seek help from outside resources. These communities understand the system of accessing resources, ranging from grants for infrastructure improvement to expertise about human service programs. Competing for such resources successfully is a source of pride for local leaders.
- 20. Conviction that, in the Long Run, You Have to Do It Yourself** Although outside help is sought when appropriate, it is nevertheless true that thriving small towns believe that their destiny is in their own hands. They are not waiting for some outsider to save them, nor do they believe that they can sit and wait for things to get better. Making a hometown a good place to live for a long time to come is a proactive assignment, and these local leaders know that no one will take care of a town as well as the people who live there.

## Community Strengths and Weaknesses

The following is a list of 20 characteristics found among thriving communities, based on research conducted by the Heartland Center for Leadership Development. The Heartland Center found that thriving communities will tend to possess a variety of these characteristics, but not all 20 characteristics. Review these characteristics. Based on your community, rate each characteristic as a strength (+), a weakness (-), or as neutral (/).

<i>Characteristic</i>	+	-	/
1. Evidence of community pride			
2. Emphasis on quality in business and community life			
3. Willingness to invest in the future			
4. Participatory approach to community decision-making			
5. Cooperative community spirit			
6. Realistic appraisal of future opportunities			
7. Awareness of competitive positioning			
8. Knowledge of the physical environment			
9. Active economic development program			
10. Deliberate transition of power to a younger generation of leaders			
11. Acceptance of women in leadership roles			
12. Strong belief in and support of education			
13. Problem-solving approach to providing health care			
14. Strong multi-generational family orientation			
15. Strong presence of traditional institutions that are integral to community life			
16. Sound and well-maintained infrastructure			
17. Careful use of fiscal resources			
18. Sophisticated use of information resources			
19. Willingness to seek help from the outside			
20. Conviction that, in the long run, you have to do it yourself			



# CITY OF WINDOM

## PRESS RELEASE

DATE: March 1, 2007  
SUBJECT: Informational Telephone Numbers

### Windomnet Short Digit Codes

The City of Windom is pleased to announce the addition of 311 and 611 as short digit dialing codes to the Windomnet system. These numbers are designed to be a convenience to Windomnet customers in contacting City Hall and the Windomnet office.

A description of all of the available short digit codes available within the community is as follows:

<b>311</b>	<b>City Hall – Non Emergency Calls</b>	<b>(Windomnet Customers Only)</b>
411	Directory Assistance	(All Customers)
511	Travel Information	(All Customers)
<b>611</b>	<b>Windomnet Service Repair</b>	<b>(Windomnet Customers Only)</b>
711	Hearing Impaired	(All Customers)
811	Gopher One Call – Free Locating Service	(All Customers)
911	Emergency – Police, Fire & Ambulance	(All Customers)

For additional information please contact City Hall at 831-6129 or Windomnet at 832-8000.





March 1, 2007

U.S. Senator Amy Klobuchar  
United States Senate  
Washington, D.C. 20510

**RE: City of Windom – Telecommunications Project**

Dear Senator Klobuchar:

Thank you for visiting the City of Windom. We certainly appreciated to talk with you and your staff about the City's fiber optic system (Windomnet).

In discussions with your staff, the possibility of requesting federal funding for Windomnet was mentioned as a possibility as the City is looking at expanding the system to provide broadband to other rural communities. Enclosed for your review and consideration is an Appropriations Form. Our request appears to fit within the program areas of Commerce and Rural Development.

If you or your staff have any questions about Windomnet or need additional information please contact Steven Nasby, City Administrator, at 507.831.6129 or via e-mail at [snasby@windom-mn.com](mailto:snasby@windom-mn.com).

Sincerely,

Tom Riordan  
Mayor

Cc: Congressman Tim Walz  
Windom City Council

Enclosure



**FISCAL YEAR 2008 APPROPRIATIONS REQUEST FORM  
SENATOR AMY KLOBUCHAR**

**DUE BY MARCH 5, 2007**

1. **Date Submitted:** February 28, 2007
2. **Name of Submitting Institution:** City of Windom - Telecommunication  
  
**Address of Submitting Institution:** 444 9<sup>th</sup> Street, PO Box 38
3. **City :** Windom      **Zip:** 56101
4. **Contact at Submitting Institution: Name and title:** Steve Nasby, City Administrator

**Phone:** 507-831-6129

**Email:** snasby@windom-mn.com

5. **Project Title:** Windom - Fiber to the Premises (FTTP) System

**Project Description –** The City of Windom would use the federal funds to retire debt incurred in the development of the FTTP system. A reduced debt load would enable the Windom system an opportunity to work on the creation of regional partnerships with surrounding communities. Through this partnership Windom will be able to help provide affordable bandwidth to small rural communities thus enabling them to provide services to their residents, businesses and enhance their abilities to attract economic development.

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6. Appropriations bills fund the federal government for a year. What is the amount of funding being requested for the current year?

\$ 5,917,500

7. What Appropriation Bill(s) and the Program Title/Account for the project? (if you are unsure, please leave this blank) :

Appropriation Bill	Program Title/Account/Agency:
Commerce, Justice, Science and Regulated Agencies	
Agriculture, Rural Development, FDA and Related Agencies	

8. Has this project ever received funding in past appropriations bills? If you have previously received funding in the form of an earmark, please list the amount of money this project has received over the past 5 appropriations cycles.

Year	Amount	Appropriation or Other Bill, Program Title/Account/Agency
None	----	----

9. Has your organization ever received federal funding in the form of an earmark in an appropriations bill for a project other than the one for which you are currently requesting support? No

10. If yes, please name the project and year that it was funded: N/A

11. This request is our Institution's #1 priority (Please provide a numeric value).

This is the sole request from the City of Windom

12. Is this program included in the President's budget? If yes, for how much?

Not that we are aware of at this time.

13. If this is a transportation request, is the project part of the State Transportation Improvement Plan?

N/A - This is not a transportation request

14. Which Senators/Representatives (outside of the Minnesota delegation) are also making this request? (Please include name of lead staffer, and phone number for each office)

None – only Congressman Walz (D-MN) has been contacted.

15. What is this project's total cost? (if unsure, your best estimate)

\$11,835,000

16. What percentage of the total cost of the project are you requesting from the federal government?

50%

17. List ALL anticipated sources of funding for the project, and the amount you expect to receive from each source. (e.g. State, Local, Private)

The City of Windom funded many of the preliminary planning and development costs from City reserves; however the entire cost of the FFTP system was funded through an issuance of revenue and general obligation bonds. Revenue Bonds account for \$9,470,000 and General Obligation Bonds are in the amount of \$2,365,000.

18. List the amount that you have raised to date and the amount of work you have completed.

As of February 2007 the final bond (General Obligation Bond of \$2,365,000) was put in place. The Windom FTTP system is over 90%+ completed and is operational within the community.

19. Provide a one-page summary that describes your proposed project, explains how the project meets the criteria of the bill and program title that you have selected, and how the project benefits the State of Minnesota.

**Project Description:**

The Windom project provides state of the art telecommunication services (telephone, data and video) through fiber optics to the premises (FTTP) system. Fiber optic system has the capability to provide up to 100 megabits of bandwidth to every residential and commercial customer, which means the system is able to be **1,785 times faster than 56K dial up or about 350 times faster than base DSL connections.** Presently hardware being used in homes and businesses is not widely available to utilize this level of bandwidth; however, advancing technology is rapidly developing that demands higher speeds and bandwidth. As both hardware and technology evolve the delivery of services, education, and commerce will become increasingly commonplace and with the FTTP system Windom has in place it is positioned to be the leader in the provision of telecommunication services in the State. The project is nearly completed to service the City of Windom; however, expansions of the system to provide additional services and grow the system to enable it to serve other surrounding, rural communities is not yet feasible due to the debt service on the capital investment.

**Criteria of the Bill:**

Rural Development and Commerce are the two appropriations bills that are applicable. This project promotes both rural development (increased level of services to residents and businesses) and commerce through the retention and attraction of businesses.

**Benefits to the State of Minnesota:**

Our FTTP system benefits the whole State of Minnesota as it can act as a hub for the provision of services to other communities and as an example or model for other communities to follow. Windom has been invited to speak at a number of seminars, conferences and work shops regarding our project. Additionally, tours of the facilities are routinely being requested and provided to interested parties. Representatives of the City are continuously working with both private and public sector organizations to promote broadband and help them learn the lessons Windom has experienced.

20. If the applicant is a nonprofit or private entity, please provide some background information about your organization, including its history,

**mission, and the community served.**

The City of Windom is a municipality with 4,471 persons. Windom serves as the county seat of Cottonwood County (12,167 population). Like many rural Minnesota communities, the demographics of Windom and Cottonwood County show a decline in population, an aging population and household incomes significantly below State median incomes.

The City has a long and successful history of providing municipal utilities including water, wastewater and electric.

The mission of the City is to maintain a high quality of life for its citizens, provide quality and affordable services to residential and commercial customers and to promote business and industry.

Due to an inability to encourage private investment to provide high speed data services the City turned to its citizens for input. The community's desire to offer up to date telecommunications services, and to position the City for retaining and attracting industry\businesses, the citizens of Windom voted overwhelmingly through a referendum to pursue a municipally owned telecommunications system. The FTTP project connects approximately 99.5% of all residential and commercial properties so that everyone had equal access and opportunities.

- 21. If represented by a lobbyist or organization, please provide the name of contact person, name of organization (if applicable), address, phone number, and email address.**

N/A – The City of Windom is not represented by a lobbyist.

**PART 1 – GENERAL INFORMATION:**

<b>1. Name of Project:</b>	
Windom Telecommunications Fiber to the Premises (FTTP) System	
<b>2. Summarize your project in 3-4 sentences:</b>	
The City of Windom would use the federal funds to retire debt incurred in the development of the FTTP system. A reduced debt load would enable the Windom system an opportunity to work on the creation of regional partnerships with surrounding communities. Through this partnership Windom will be able to help provide affordable bandwidth to small rural communities thus enabling them to provide services to their residents, businesses and enhance their abilities to attract economic development.	
<b>3a) How much are you requesting in FY2008?</b>	<b>3b) If a multi-year request, please include a year-by-year funding breakdown:</b>
\$ 5,917,500	N/A – Only a FFY08 Request
<b>4. What is the total project cost and federal/state/other breakdown?</b> <i>(note: some funding agencies require non-federal project funding matches)</i>	
\$11,835,000 is the total project cost. The City of Windom funded many of the preliminary planning and development costs from City reserves; however the entire cost of the FTTP system was funded through an issuance of revenue and general obligation bonds. Revenue Bonds account for \$9,470,000 and General Obligation Bonds are in the amount of \$2,365,000.	
<b>5. If you receive this earmark, will the project be completed and/or self-sufficient? If not, why not? When do you anticipate that this project will be completed or self-sufficient? For how many additional years do you anticipate asking for this earmark?</b>	
If the federal funds are awarded the project would be completely self-sufficient and have the ability to expand the delivery of services to other rural communities.	
<b>6. Have you received federal funding for this project in the past? If so, please list the fiscal year and funding level:</b>	
No – this project has not received any Federal or State funding.	
<b>7a) Which Appropriations bill is most appropriate for your project request?</b> <i>(select from drop down menu below)</i>	<b>7b) Which agency and account should your project be funded within?</b>
Agriculture Commerce	Rural Development ?
<b>8. Have you requested this project from any other congressional office? If so, which?</b>	
Senator Amy Klobuchar	

## **PART 2 – PROJECT INFORMATION:**

### **1. What is the justification for the project?**

*(ie: Why is the project needed? What problem will it solve? What gap will it fill?)*

The City of Windom is a municipality with 4,471 persons. Windom serves as the county seat of Cottonwood County (12,167 population). Like many rural Minnesota communities, the demographics of Windom and Cottonwood County show a decline in population, an aging population and household incomes significantly below State median incomes.

The mission of the City is to maintain a high quality of life for its citizens, provide quality and affordable services to residential and commercial customers and to promote business and industry.

Due to an inability to encourage private investment to provide high speed data services and the failure of the private sector to make DSL or broadband available, the City turned to its citizens for input. The community's desire to offer up to date telecommunications services, and to position the City for retaining and attracting industry\businesses, the citizens of Windom voted overwhelmingly through a referendum to pursue a municipally owned telecommunications system. The FTTP project connects approximately 99.5% of all residential and commercial properties so that everyone had equal access and opportunities.

Agriculture (Rural Development) and Commerce are the two appropriations bills that are applicable. This project promotes both rural development (increased level of services to residents and businesses) and commerce through the retention and attraction of businesses.

### **2. What impact will the project have on Minnesota's First District?**

*(ie: Will it create jobs? Bring cutting edge technology to the state? Lead to new businesses or commercialization opportunities? Help Minnesota compete for government and industry contracts?)*

Our FTTP system benefits the First District as it can act as a hub for the provision of services to other communities and as an example or model for other communities to follow.

The Windom project provides state of the art telecommunication services (telephone, data and video) through fiber optics to the premises (FTTP) system. Fiber optic system has the capability to provide up to 100 megabits of bandwidth to every residential and commercial customer, which means the system is able to be **1,785 times faster than 56K dial up or about 350 times faster than base DSL connections**. Presently hardware being used in homes and businesses is not widely available to utilize this level of bandwidth; however, advancing technology is rapidly developing that demands higher speeds and bandwidth. As both hardware and technology evolve the delivery of services, education, and commerce will become increasingly commonplace and with the FTTP system Windom has in place it is positioned to be the leader in the provision of telecommunication services in the State. The project is nearly completed to service the City of Windom; however, expansions of the system to provide additional services and grow the system to enable it to serve other surrounding, rural communities is not yet feasible due to the debt service on the capital investment.

This project will allow Windom, and eventually other rural communities, to attract new jobs and industries into the area. Additionally, this technology will assist with the areas growth in agriculture, wind energy and other alternative energy enterprises.

Windom has been invited to speak at a number of seminars, conferences and work shops regarding our project. Additionally, tours of the facilities are routinely being requested and provided to interested parties. Representatives of the City are continuously working with both private and public sector organizations to promote broadband and help them learn the lessons Windom has experienced.

### **3. What are the primary project objectives?**

*(In separate bullets, list your top 3-4 project objectives and describe your plans to achieve each objective)*

1) Build a Fiber to the Premises (FTTP) System within the City of Windom – This portion of the project is well underway and over 90% completed.

2) Expansion of the Windomnet System – As the system is completed and services are provided to the citizens of Windom the costs of the system will be off-set through revenues generated from operations. Due to the very high cost of capital equipment and operation it is not feasible for many communities to offer cutting edge technology. The goal of the Windomnet project is to be self-sufficient and have the resources available to expand the availability of broadband to surrounding rural communities. Federal funds are needed to off-set the prohibitive cost of building a FTTP system, thus allowing Windomnet to act as a hub and wholesaler of broadband and build out the system to other communities.

3) Retention of Business\Industry and Attraction of High Tech Industries to Rural Minnesota -- The Windomnet system offers unparalleled opportunities to provide cutting edge technology to business. Our level of broadband (up to 100 megabits) can act as leading the way for economic development and allow rural Minnesota to compete with the metro areas for high-paying jobs and industry.

### **4. What other partners (universities, businesses, groups) are involved in this project?**

None.

*Note: Please attach any additional information you think would be useful in describing your project.*

**PART 2 – CONTACT INFORMATION:**

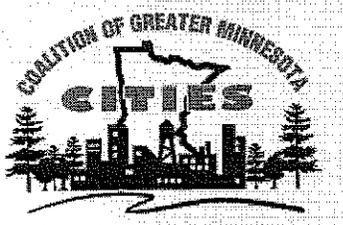
<b>Grantee Organization:</b>	City of Windom				
<b>Address:</b>	444 9 <sup>th</sup> Street, PO Box 38				
<b>City:</b>	Windom	<b>State:</b>	MN	<b>Zip</b>	56101
<b>Contact Person:</b>	Steven Nasby			<b>Title:</b>	City Administrator
<b>Phone:</b>	507.831.6129	<b>Fax:</b>	507.831.6127	<b>Cell:</b>	319.321.2637
<b>Email:</b>	snasby@windom-mn.com				

<b>Agency Sponsor: (Include the name and contact information of any federal agency representative who supports your project request)</b>					
<b>Agency:</b>	N/A				
<b>Contact Person:</b>				<b>Title:</b>	
<b>Phone:</b>			<b>Email</b>		

**PART 3 – FOR DEFENSE REQUESTS ONLY:**

<b>If you are requesting funds from the Department of Defense, please provide the following information, in addition to the above.</b>	
<b>Budget Account and Service/Agency:</b> (ie: R&D, Army; O&M, Air Force; R&D, Air Force)	N/A
<b>Program Element:*</b> (for R&D projects only)	
<b>Line Number:*</b> (for procurement and R&D accounts)	
<b>Line Item Title*</b>	
<b>Does this project fulfill a validated military requirement? If so, please cite the relevant DOD documents.</b>	

\* These can be found in FY2008 P-1 and R-1 documents on the DOD comptroller website: [www.dod.mil/comptroller](http://www.dod.mil/comptroller)



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

March 1, 2007

Contact: Sarah Kleppe  
651.225.8840

### **Disappointing February Revenue Forecast Unveiled**

The February forecast was released with few surprises. As expected, there will be little or no surplus this biennium with inflation factored into state spending. Moreover, signs point to less economic growth in the future. If economic growth slows, we should brace ourselves for a round of state budget deficits.

### **CGMC Phosphorus bill introduced in House**

The CGMC-sponsored phosphorus bill (HF 1520) was introduced in the House Thursday. The bill is being carried by **Rep. David Dill, DFL-Crane Lake**. Its co-sponsors include; **Reps. David Olin, DFL-Thief River Falls; Kathy Tingelstad, R-Andover; and Tom Hackbarth, R-Cedar**.

**Sen. Keith Langseth, DFL-Glyndon**, is the chief author of the Senate companion bill (SF 1435). The bill's co-sponsors include: **Sens. Dave Senjem, R-Rochester; Dan Skogen, DFL-Hewitt; Tom Saxhuag, DFL-Grand Rapids; and LeRoy Stumpf, DFL-Plummer**.

If passed, the legislation would prevent the Minnesota Pollution Control Agency (MPCA) from imposing an arbitrary, statewide 1mg/L phosphorus standard on new and expanded discharges starting July 1. Phosphorus limits would continue to be set by the MPCA on a case-by-case basis.

If the MPCA rule goes into effect in July, cities—and their customers—would be burdened with the hefty expense of building wastewater treatment facilities that conform to the new limit, even though the MPCA has not provided scientific evidence suggesting that the new wastewater discharge standard will improve water quality.

The bill is expected to be heard in the House within the next two weeks. The CGMC will continue to monitor the issue and will let members know when to contact legislators to seek their support.



## Transportation update

**Greater Minnesota House Delegation Chairs Reps. Randy Demmer, R-Hayfield and David Dill, DFL-Crane Lake**, cancelled the inaugural meeting that was to be held tonight at the Flaherty & Hood, P.A. offices due to the snow. The next meeting will be held March 7.

Two suburban legislators, **Sen. Dan Larson, DFL-Bloomington and Rep. Melissa Hortman, DFL-Brooklyn Park**, have introduced a bill authorizing the Metropolitan Council to impose a half-cent, metro-wide sales tax for transit and transportation. The bill requires a metro-wide referendum.

The CGMC is in favor of a metro sales tax for transit, because it would ease the burden that light rail transit is placing on state funds and make it easier for greater Minnesota to get its share of state transit funding.

## Rochester Mayor Brede testifies

**Mayor Ardell Brede**, Rochester, made a presentation to the House Ways and Means Committee during its visit to the Kellogg Middle School in Rochester February 26. Mayor Brede explained how the cumulative \$22 million loss in Local Government Aid (LGA) funding since 2003 has increased property taxes in Rochester and hampered the city's ability to address the needs of its citizens.

Mayor Brede also discussed transportation funding. He told the committee that highway funding is inadequate to meet Minnesota's transportation needs. He said Rochester needs increased transit funding to address the needs of a growing population.

## Balanced Growth Grants Available

1000 Friends of Minnesota has received grant funds from the McKnight Foundation to assist growing communities with the implementation of their balanced growth visions. The organization is now accepting applications. Please visit their website at [www.1000fom.org](http://www.1000fom.org) for an application and more information about the program.

If you have questions, please contact Liz Boyer at [lboyer@1000fom.org](mailto:lboyer@1000fom.org) or call 651.312.1000. **Applications will be accepted through April 13.**

