



**Special City Council Meeting
Thursday, November 1, 2007
6:00 p.m.
Windom City Council Chambers**

AGENDA

Call to Order
Pledge of Allegiance

1. Liquor Store Sign – Electronic Billboard
2. 2007 Street Improvement Project
 - Set Public Hearing for Assessment
3. 2008 Budget Discussion
4. Adjourn





City of Windom Staff Report

To: Mayor and Windom City Council
From: Aaron Backman, EDA Executive Director
Date: October 26, 2007
Council Meeting Date: November 1, 2007
Item Title/Subject: Authorization to proceed with an Outdoor Electronic Sign to be attached to the Metal Post below the Liquor Store Sign.

Background:

On 6/25/07 the Windom EDA approved the sale of Parcel #1 for the Sanford Medical Clinic project at the corner of Highway 60/71 and 6th Street. Subsequently on 9/12/07, River Bend Development and the EDA closed on the sale of the property. As part of that transaction, the EDA agreed to relocate the existing Liquor Store sign from the north side of the Liquor Store to the south side of the store. On 9/24/07 the sign was removed from the clinic site and taken to Snick's Signs in Jackson for refurbishing. That process continues.

For some time the Windom Convention & Visitors Bureau has sought to put up an electronic sign on Highway 60 to announce a variety of communities events. The challenge has been finding a workable location and doing so within an affordable budget. The CVB Board views the Liquor Store sign relocation as an opportunity that accomplishes both goals.

At the 8/14/07 CVB meeting, members discussed the possibility of pursuing an LED sign that would be placed on the same post as the Liquor Store sign. The placement of an LED sign in this location will enhance the promotion of community events thereby benefitting the local economy. The advantages would include the financial savings of not having to install another metal post or concrete base; the time advantages of utilizing a sign that already meets setback requirements and is currently being worked on; and the location advantages of being 450 feet away from an intersection, with long, unobstructed sight lines on Highway 60/71. It was also understood that the CVB, through the Windom Area Chamber of Commerce, would be responsible for maintaining the sign and the messages that would be placed on the sign.

Since that meeting, the CVB has taken several steps regarding the electronic sign project. Estimates have been obtained from Daktronics for a new two-sided LED sign (See Attached Quote). Communications have been ongoing between Snick's Signs (the sign company's representative) and Daktronics. An engineer has verified the requirements for the sign footing and sign placement to accommodate additional weight and wind variables. Contacts have been made to MNDOT concerning any requirements they may have for the

sign, and the Building and Zoning Official has been consulted as to any city requirements for the additional sign.

The cost for acquisition and installation of the sign is approximately \$25,000 which includes the cost of utility hookups. The overall plan is to fund these expenses through contributions from entities that would benefit from the use of the sign. The CVB has approached numerous organizations. The following entities have agreed to financially participate in the electronic sign project. On 10/15/07, the Business, Arts & Recreation Center (BARC) Board agreed to provide up to \$4,800 for the project. On 10/19/07, the Windom Area Development Corporation (WADC) agreed to loan \$7,500 to the CVB for the project. On 10/23/07, the CVB agreed to provide \$2,500 from its own funds for the project. Additionally, the U.S. Fish & Wildlife Service is looking favorable for a \$1,000 grant for the project. Other entities that are potential contributors include: Toro Foundation, Windom Area Hospital, Windom EDA, Arena, Community Center, and the Cottonwood County Fair.

Up to this time, there has been no means to timely and effectively promote community activities. The economic impacts of this project are positive for the community:

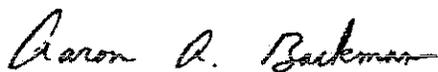
- Increases community and visitor awareness of events and activities available in Windom.
- Increases exposure and participation in events at the Windom Arena, Windom Community Center, BARC, Windom Area Hospital, and other venues.
- Promotes Windom to travelers and potential business prospects.
- Increases revenues for event holders and local businesses.

My purpose for presenting this information to the City Council is to request authorization to attach the new LED sign (below the Liquor Store Sign) on the same sign post. I will be present at the November 1, 2007, Special City Council Meeting to provide additional specifics and answer any questions that you may have concerning this proposed project.

Recommendation:

Given these positive impacts for the community, it is recommended that the Windom City Council approve the placement of an LED community events sign on the Liquor Store sign post.

Respectfully submitted,



Aaron A. Backman
EDA Executive Director

DAKTRONICS

Quote # 274688-1 Rev 0

Snicks Sign Company
 Troy Schnackloth
 960 Hwy 71 North
 Jackson, MN UNITED STATES 56143
 Phone: 507-847-5244
 Fax: 507-847-5244
 Email: snicksign@hotmail.com

12/Oct/2007
 Quote valid for: 90 days
 Terms: 50% W/ORDER, 50% PBS
 FOB: DAKTRONICS
 Delivery: 6-8 weeks

Reference: Chamber of Commerce

Item #	Model	Description	Qty	Price
1	AF-3400-40x80-34-R-2V	Galaxy® 34mm Monochrome Outdoor LED Matrix Display-3400 Series <i>Matrix: 40 pixels high by 80 pixels long Pixel Pitch: 34.00mm LED Color: RED- 64 SHADES Cabinet Dimensions: 5' 0" H X 6' 5" W X 0' 8" D (Approx. Dimensions) Max Power: 1000 Max Watts/face Weight: Uncrated 410 lbs per face; Crated 575 lbs per face</i>	1	\$22,313.00
	Galaxy® Outdoor Display Communication Kit	Choose One of the Following Communication Methods RS232, RS422, Modem, Fiber, Onboard Wire Ethernet, or Fiber Ethernet	1	
	Venus® 1500 Software	One (1) Venus 1500 software license is provided with each display order. Software is compatible with Windows 98, ME, 2000, XP and Vista computer operating systems.	1	
2	FREIGHT	Shipping to site	1	\$517.50
	Service Plans			
3	G1S5-3717	MAIN 1 year GoldSM and 4 year SilverSM Plan for AF-3400-40x80-34-R-2V Galaxy® Display	1	
TOTAL PRICE:				\$22,830.50

Optional Equipment

Item #	Model	Description	Qty	Price
1	Wire Outdoor 4 Conductor W-1234	22 AWG Twisted Pair Shielded Wire (Per Foot)	1	\$0.36
2	Fiber Outdoor 4 Conductor W-1376	65.54/125 µm Multimode Unterminated Fiber Optic Wire (Per Foot)	1	\$1.50
3	Galaxy®/GalaxyPro™ External Temperature Sensor	External Temperature Sensor, For Galaxy®/GalaxyPro™ Displays with Quick Connect	1	\$206.00

Corporate Headquarters:
 331 32nd Avenue
 Brookings, SD 57006 USA
 www.daktronics.com

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DAKTRONICS

Quote # 274685-1 Rev 0

4	Installation Supervision	On site installation supervision, service, and operator training. (Not to exceed 2 field days)	1	\$1,500.00
5	Galaxy® Outdoor Display Serial Radio Upgrade Communications Kit	Price Upgrade From Outdoor Galaxy® Outdoor Communication Kit. Serial Radio Set Includes: 1 Server (Sending) and 1 Client (Receiving)	1	\$495.00
6	Galaxy® Wireless Ethernet Bridge Communication Upgrade Kit	Price Upgrade From Outdoor Galaxy Communication Kit. Radio Set Includes: 1 Server (Sending) and 1 Client (Receiving)	1	\$663.00
7	Webinar Venus® 1500 Software Training	Online software training hosted by Daktronics	1	\$263.00
8	Venus® 1500 6 Month Content Standard Galaxy® Subscription <i>for 6 Months</i>	6 Month content subscription which provides 2 catalog animations and 1 custom still graphic per month. \$30 for each additional month.	1	\$135.00
9	Venus® 1500 6 Month Content Premium Galaxy® Subscription	6 Month content subscription which provides 2 catalog animations and 1 custom still graphic and 1 custom animated promotion per month. \$155 for each additional month.	1	\$608.00
10	Venus® 1500 Catalog Animation (Qty.5-10)	Catalog Animation (Price per animation)	1	\$15.00
11	Venus® 1500 Catalog Animation (Qty.11-20)	Catalog Animation (Price per animation)	1	\$11.25
12	Venus® 1500 Catalog Animation (Qty.21+)	Catalog Animation (Price per animation)	1	\$7.50

Please reference listed sales literature: SL-03101,SL-05660,SL-05962,SL-06346,SL-06394,SL-06417,SL-07862,SL-08766

*\$25,000 ≈ Total Budget**(inc. it for brackets & wiring, etc.)*** 8 weeks for delivery*

Corporate Headquarters:
331 32nd Avenue
Brookings, SD 57006 USA
www.daktronics.com

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RESOLUTION #2007-

INTRODUCED:

SECONDED:

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

RESOLUTION DECLARING THE COSTS TO BE ASSESSED, ORDERING THE CITY ADMINISTRATOR TO PREPARE AN ASSESSMENT ROLL, AND CALLING FOR A PUBLIC HEARING FOR THE "2007 STREET IMPROVEMENT PROJECT"

WHEREAS, costs have been determined for the improvement and said total is the sum of \$1,400,485.00; and

WHEREAS, it is necessary to assess the benefited property for all or a portion of the costs of these improvements pursuant to Minnesota Statutes, Chapter 429.

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

1. The costs of such improvement to be specially assessed are hereby declared to be \$410,250.58.
2. The City Administrator shall calculate the proper amounts to be assessed for such improvement and shall file a copy of such proposed assessments at City Hall for public inspection.
3. Such assessments shall be payable in equal annual installments extending over a period of ten (10) years at an interest rate of six percent (6%) per annum.
4. A public hearing shall be held before the City Council at the City Hall in Windom, Minnesota, on the 20th day of November 2007, at 7:30 p.m. during the regular City Council meeting to consider and vote upon such proposed assessments. At such time and place, all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessments.
5. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessments to be published once in the official newspaper at least two weeks prior to the hearing. The notice shall state the total cost of the improvement.
6. The City Administrator shall also cause notice of said hearing to be mailed to the owner(s) of each parcel, described in the assessment roll, not less than two (2) weeks prior to the hearing. The notice mailed to the owner(s) of each parcel shall specify the amount of the proposed assessment for that particular parcel.

Adopted by the Council this 1st day of November, 2007.

Tom Riordan, Mayor

Attest: _____
Steve Nasby, City Administrator