

City Council Meeting
Tuesday, October 16, 2007
Windom City Council Chambers
7:30 p.m.
AGENDA



Call to Order
Pledge of Allegiance

1. Approval of Minutes
 - Council Minutes – October 2 & 4, 2007
2. Consent Agenda
 - Receipt of Board & Commission Minutes
 - EDA Commission – October 8, 2007
 - Park and Recreation Commission – October 8, 2007
 - Planning Commission – October 9, 2007
 - Library Board – October 9, 2007
 - Telecommunication Commission – October 10, 2007
 - Street Committee – October 11, 2007
 - Correspondence
 - Robert Williams – Windom Dam
 - Southwest Minnesota Arts and Humanities Council
3. Public Comments – Patrick Koch – Fire Hall Rental Rates
4. Department Heads
5. Telecommunication Commission Rate Change Recommendation
6. Annexation Petition – Sykora Addition
 - Planning Commission Recommendation
7. Fiscal Year 2007 Auditing Services
 - City Audit – Dennis Rick
 - Telecommunication Audit – Olsen Thielen & Co. LTD
8. Airport Maintenance Resolution
9. Personnel Issue – Building Official
10. Regular Bills
11. Unfinished Business
12. New Business
13. Council Concerns
14. Adjourn



City Council Meeting
Windom City Hall, Council Chambers
October 2, 2007
7:30 p.m.

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

2. Roll Call: Mayor: Tom Riordan

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

Council Members Absent: None

City Staff Present: Steve Nasby, City Administrator and Marv Grunig, Electric Utility Manager

3. Pledge of Allegiance

4. Approval of Minutes:

Motion by Fast, second by Ray, to approve the Council minutes from September 18, 2007. Motion carried 5 - 0.

5. Consent Agenda:

- Receipt of Board & Commission Minutes
 - a. Telecommunications Commission – September 12, 2007
 - b. Utility Commission – September 13, 2007
- Correspondence
 - a. Jack Kelly – Windom Dam Information

Motion by Messer, second by Powers, to approve the Consent Agenda. Motion carried 5 - 0.

6. Department Heads:

Marv Grunig, Electric Utility Manager, said that Electric Power Week is coming up and the utility is focusing on energy conservation and energy star programs. He said that energy efficient light bulbs and fixtures are brighter and use 70% less energy and produce 75% less heat than conventional light bulbs. Kitchen lights, living room lights and outdoor lamp posts are typically energy users for lighting in homes. Small changes in lighting, such as using energy efficient bulbs, can account for dramatic energy savings nation-wide. On Saturday, October 6th the local boy and girl scouts would be distributing energy conservation information and an energy efficient light bulb to Windom residents. This energy conservation program is being funded by the Windom Municipal Utility.

7. Coalition of Greater Minnesota Cities – Legislative Update:

Joe Sullivan introduced himself as representing the Coalition of Greater Minnesota Cities (CGMC). Windom is a member of the CGMC and the CGMC provides lobbying and other related services to non-metro municipalities. Sullivan reviewed the CGMC's activities during the 2007 legislative session and highlighted Local Government Aid, Annexation, Transportation and Environmental issues.

8. MnDOT – Highway 60 Intersection Control Evaluation Study:

Motion by Messer, second by Ray, to table action on this item. Motion carried 5 – 0.

9. Annexation Petition – Sykora Addition:

Nasby said that these property owners were requesting voluntary annexation into the City of Windom due to compliance issues with Cottonwood County regarding sanitary sewer.

Motion by Powers, second by Fast, to accept the petition by the Sykora Addition property owners. Motion carried 5 – 0.

Motion by Powers, second by Messer, to refer the proposed annexation to the Planning and Zoning Commission for consideration and recommendation. Motion passed 5 – 0.

10. Regular Bills:

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

11. Contractor Payment:

Powers asked about the status of the issue with the pavement on 4th Avenue between 9th and 10th Streets. Nasby said that at the last construction meeting the consensus was to leave it alone through the winter and look at it again in the spring. He said that the engineer and contractor are aware of the issue and the contractor has the responsibility on workmanship as there is a one-year warranty. Nasby said that he would request the City Engineer to be present at the next Council meeting to provide an update.

Nasby said that the payment on the agenda would bring the contract to within about \$60,000 of completion plus there was about \$59,000 of retainage.

Motion by Messer, second by Ray, to approve a contractor payment to Hjerpe Construction in the amount of \$197,051.80. Motion carried 5 – 0.

12. Unfinished Business:

Powers asked about the status of the permit filed with the MN DNR regarding the repair of the dam. Nasby said that the permit was filed a day or two after the last Council meeting and no reply had yet been received.

13. New Business:

Riordan said that the 2008 City Council schedule shows that the first Tuesday in January is January 1. Since the City Council cannot meet on legal holidays he asked the Council if the meeting could be moved to Wednesday, January 2, 2008.

Motion by Powers, second by Fast, to move the January 1, 2008 meeting to January 2, 2008. Motion carried 5 – 0.

14. Council Concerns:

None

15. Adjourn:

Meeting was reconvened at 8:00 pm.

Motion by Fast, seconded by Powers, to adjourn. Motion carried 5 – 0.

Tom Riordan, Mayor

Attest: _____
Steve Nasby, City Administrator

**Special City Council Meeting
Windom City Hall
October 4, 2007
4:00 p.m.**

1. Call to Order: The meeting was called to order by Mayor Tom Riordan at 4:00 p.m.

2. Roll Call: Mayor: Tom Riordan

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

City Staff Present: Steve Nasby, City Administrator and
Brigitte Olson, Assistant City Administrator

Public: Emily Cenzano

3. Discussion of Preliminary 2008 Budget:

The City Council reviewed the preliminary 2008 City budget with Department Heads.

- Al Baloun, Arena and Pool\Recreation
- Jeff Shirkey, Police Department
- Joan Hunter, Library
- Aaron Backman, EDA
- Brad Bussa, Community Center
- Dan Olsen, Telecommunications
- Gene Lenning, Liquor Store
- Mike Haugen, Water and Wastewater
- Bruce Caldwell, Streets and Parks
- Jim Kartes, Building and Zoning
- Dan Fossing, Fire Department
- Jim Skarphol, Ambulance
- Marv Grunig, Electric
- Steve Nasby, City Office, Mayor & Council, City Hall

The Council will determine a future meeting date to finish the review of the 2008 City Budget at the October 16 City Council meeting.

4. Adjourn:

Motion by Powers, seconded by Fast, to adjourn. Motion carried 5-0.

Preliminary

Meeting adjourned at 9:55 p.m.

Tom Riordan, Mayor

Attest: _____
Steve Nasby, City Administrator

**ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
OCTOBER 8, 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, Kirby Kruse, and Bob Messer.

Also Present: EDA Staff – Aaron Backman, Executive Director, and Mary Hensen, Adm. Asst.; Steve Nasby, City Administrator; Mayor Tom Riordan, Joel Luitjens, WADC Liaison; Representatives from the School Referendum Committee: John Widvey (Interim Superintendent), Rick Frederickson (School Board President), and Eugene Hanchett (High School Band Director); Alice Huebert (Vice President of Bank Midwest), and Pat Halbe (Branch President of United Prairie Bank).

3. Approval of Minutes:

Motion by Commissioner Slette, seconded by Commissioner Messer, to approve the Minutes of the EDA Meeting held on September 10, 2007. Motion carried 3-0.
(Commissioners Kruse and Palm arrived after the vote.)

4. Our School, Our Community, Our Future Committee Presentation: Eugene Hanchett provided the Board with copies of the Committee's handout materials prior to his presentation. Mr. Hanchett, Rick Frederickson, and John Widvey answered questions posed by the Board.

Director Backman had received a request for a testimonial for the Committee's flyer and asked for the consensus of the Board. The consensus was that there would not be an official EDA position. However, individual EDA members can lend their support to the cause in whatever form they choose.

5. EDA Loan Update & Use of Proceeds & Refinancing Discussion (River Bluff Homes): Director Backman reviewed the EDA's existing loans with the Board and answered questions concerning the use of the various EDA funds. President Erickson excused himself from the meeting, passed the gavel to Vice President Palm, and left the room.

The construction loans on the two EDA homes are with Bank Midwest. The terms have been interest-only payments at an interest rate of 8.5% per annum. The loans came due on October 4, 2007; and Bank Midwest has granted an extension until October 8, 2007, to allow the EDA to make a decision concerning these loans. The Spec Building has a loan with Bank Midwest that requires monthly principal and interest payments of \$4,585.50, an interest rate of 7.25%, and has an approximate balance of \$615,380.44.

The sales of Lot 1, Block 2 of Windom Industrial Park and Parcel 1 of the River Bend Center property netted approximately \$306,000 to be used for EDA purposes. Director Backman outlined his proposal for the use of these proceeds and recommended that approximately 75 percent be used for debt reduction and 25 percent used for new development projects. He further recommended that the \$128,000 mortgage on one of the EDA model homes be paid off and that \$100,000 be paid on the principal balance of the spec building loan. He further suggested that \$78,000 be used for additional projects, including the MCCF membership

which allows participating members to leverage up to ten times their investment into the fund.

Motion by Commissioner Slette, seconded by Commissioner Kruse, to approve the following uses of land sales proceeds: \$128,000 to pay off the mortgage on the model home at 325 6th Avenue; \$100,000 as a principal payment on the spec building loan; \$48,000 for future development projects; and \$30,000 for a membership in the Minnesota Community Capital Fund. Motion carried 4-0. (Commissioner Erickson was not present for the vote.)

Alice Huebert, Vice President from Bank Midwest, described their refinancing proposal for the loans on the EDA's model homes at 325 and 427 Sixth Avenue. Bank Midwest is proposing a two-year loan with an interest rate that is ¼ percent below prime. At this time, the initial interest rate would be 7.75%. The interest rate would be reviewed in a year and would then be set at ¼ percent below the prime rate in effect at that time. The costs for the refinancing would be \$92.00 for the recording of the modifications. Pat Halbe, Branch President of United Prairie Bank, described their refinancing proposal which provides for a 3-year fixed rate loan at 7.25% interest per annum with monthly interest-only payments. There will be loan closing costs, including appraisals, mortgage registration tax, filing fees, and miscellaneous fees, etc. totaling approximately \$1,723.00. (The proposals were prepared prior to the EDA's decision to pay off the loan on the house at 325 6th Avenue.) Both representatives were asked if the rates would apply if the mortgage was on one house only, and they indicated affirmatively. After further discussion, the following action was taken.

Motion by Commissioner Slette, seconded by Commissioner Kruse, to approve the refinancing of the loan for the home at 427 Sixth Avenue with United Prairie Bank based on a 3-year fixed rate loan at 7.25% interest per annum with monthly interest-only payments. Motion carried 4-0. (Commissioner Erickson was not present for the vote.)

Motion by Commissioner Kruse, seconded by Commissioner Slette, to designate Nestor Palm, EDA Vice President, to execute any documents required in connection with the refinancing of the loan for 427 Sixth Avenue with United Prairie Bank. Motion carried 4-0. (Commissioner Erickson was not present for the vote.)

Commissioner Erickson then rejoined the meeting and the gavel was returned from Commissioner Palm to Commissioner Erickson.

6. River Bluff Estates:

A. 315 River Bluff Drive – Driveway & Sidewalk: Don and Lois Kraft are the owners of this property which they purchased on July 8, 2005. In the Fall of 2006, Lois Kraft contacted the EDA office concerning their driveway and sidewalk. Panels in the driveway and sidewalk had shifted and moved or settled. Pictures were taken and an inspection of the driveway was made by the Building Official pursuant to a request by Mrs. Kraft. The Krafts left shortly thereafter for the winter. In the Summer of 2007, Mrs. Kraft again contacted the EDA concerning this matter. She asked that the matter be brought to the EDA and delivered a letter dated September 26, 2007, and two estimates for replacement of the driveway and sidewalk. (The Board had received copies of pictures, the letter, and estimates together with a copy of Section 327A.02 (a) of the Minnesota State Building Code.) Because driveways and sidewalks are not structural, the Minnesota State Building Code does not address these types of issues. However, the Building Code does provide a one-year warranty on new residential

construction and longer warranties on mechanical systems and structural items. The one-year warranty would begin on the date of issuance of the Certificate of Occupancy which, in this instance, was June 9, 2003. There was a discussion concerning the amount of time that had elapsed since the completion of the project. After further discussion, the following action was taken.

Motion by Commissioner Messer, seconded by Commissioner Kruse, to deny the request received from Don and Lois Kraft for the EDA to pay replacement costs for the driveway and sidewalk at 315 River Bluff Drive. Motion carried 5-0.

7. River Bend Development – Project Update: Director Backman noted that the groundbreaking occurred on September 11th, the closing was held on September 12th, and construction began on September 13th. The last two weeks they have been doing the groundwork, working on the foundation, and pouring concrete. The Developer advised that the City had been very helpful with the utility work. The liquor store sign was taken down on September 24th for relocation south of the liquor store. The sign is currently being refurbished in Jackson. The Electric Department has been assisting with the relocation of the sign and moving of light poles as needed.

8. North Windom Industrial Park – Sign Update: Quotes had been received from three companies for the design, materials and installation of a vinyl two-sided billboard sign at the North Windom Industrial Park. Lende Signs' proposals were \$8,068 for a 10'X20' sign and \$8,568.00 for a 10'X24' sign. Gove Signs' proposals were \$7,800 for a 10'X20' sign and \$8,400.00 for a 10'X24' sign. The proposals by Snick's Signs were \$4,267.55 for a 10'X20' sign and \$4,414.36 for a 10'X24' sign. None of the proposals include the installation of lighting equipment or installation of electrical service to the sign. There was a discussion concerning the size and lighting of the sign.

Motion by Commissioner Kruse, seconded by Commissioner Palm, to approve the proposal by Snick's Signs for the design, materials and installation of a 10'X24' two-sided vinyl billboard sign at the North Windom Industrial Park for the sum of \$4,414.36. The motion further provided that lighting would not be installed at this time. Motion carried 4-0. (No vote either way was made by Commissioner Messer.)

9. Unfinished Business:

A. Prospect Update: Director Backman briefed the Board concerning a recent conversation he had with a Midwest manufacturing company. Sales have gone well for the company and because of their schedule, they have chosen to wait until Spring of 2008 to visit the area and pursue their expansion plans. Director Backman also briefed the Board concerning conversations he had with a local business that is interested in expanding.

10. New Business:

A. Business Visits Report: Director Backman updated the Board concerning business visits and other meetings since the September 10th report.

B. Blighted Property: Mayor Riordan said that during the budget review, the Council had been discussing options for handling blighted property and renovating empty downtown buildings, and whether there is any money that could be set aside for those purposes by the City and/or EDA.

C. Website: Commissioner Slette asked if it would be possible to utilize the “Got Fiber?” theme (shown on our Highway 60 billboard) in an Internet application. He suggested that when the “Got Fiber?” phrase is typed in on web searches, a link be created that automatically connects the Internet user to the EDA’s webpage. He also advised that he had created the link from www.windowconnects.com to the EDA’s webpage. Director Backman indicated that he would work with Commissioner Slette and City Staff on this matter.

11. Miscellaneous Information

A. Monthly Budget Recap: The Board received copies of the Budget Recap Year-To-Date thru August 31, 2007.

B. River Bluff Townhomes – Monthly Financial Report: The Board received a copy of the financial report provided by Van Binsbergen & Associates for the period ending August 31, 2007.

12. Adjourn: On motion, President Erickson adjourned the meeting at 1:35 p.m.

Trevor Slette, Secretary-Treasurer

Attest: _____
Aaron Backman, Executive Director

**PARK AND RECREATION COMMISSION SPECIAL 2007 BUDGET MEETING
MINUTES OCTOBER 8, 2007**

1. Call to Order: The meeting was called to order by Vice Chairman Kay Clark at 7:08 p.m. in the Council Chambers.
2. Roll Call:

Vice Chair,	Kay Clark
Commission:	Steph Schwalbach, Jeff LaCanne, Sherri Zimmerman & Angie Blanshan
City Staff Present:	Recreation Director, Al Baloun, Park Director Bruce Caldwell
Public:	None
3. Approve Agenda:
**Motion by Blanshan seconded by Zimmerman to approve as written
Motion Carried 4-0**
4. Approve Minutes September 10, 2007
**Motion by Blanshan seconded by Schwalbach to approve as written
Motion Carried 4-0**
5. Park Superintendent Report-Bruce Caldwell
 - a. Park Restrooms will be winterized during the week of October 22nd. Due to the end of the working season with part time staff. The restroom in Island Park by the baseball field will remain open until the football season ends.
 - b. New Playground Tegel's Park
90% of the playground has been installed. Caldwell stated that the cement contractor he lined up to do the curb around the equipment has declined. An ad will be placed yet this fall to get someone on line to install the new curb and then the staff will install the wood chips and open the playground.
 - c. Dam Caldwell informed the commission that the repair estimates were added to the 2008 budget by the city council during the budget hearings.
 - d. Staff Caldwell stated that one of the full time staff members has turned in his resignation and will retire January 31, 2008. Advertisements will begin shortly for the vacancy.
6. Recreation Directors Report- Al Baloun
 - a. Fall Programming
Fall Recreation Programs are wrapping up on Tuesday, October 16 for 4th-6th Grade Flag Football. Soccer and 2nd-3rd grade Flag Football will be done on Thursday, October 11. The 2nd and 3rd grade football players will be putting on an exhibition during halftime of the Wednesday, October 17 Varsity football game. Baloun thanked all the parents that came forward to volunteer coach the football programs.

b. Arena

1. On October 4th the staff started to make ice on the main rink. Due to the warm temps the process has been slow. Baloun is hopeful that by October 22nd the main rink will be ready for skaters.
2. Scheduling Baloun stated that he has been in contact with a group from Spirit Lake Iowa that has expressed interest in renting some ice time for early season. He said if we would get that group it would add around \$1400.00 in additional income for the Arena.
3. Hockey parent's night will be on October 18th. The discussion from them so far is it looks like the numbers of participants will be up from last season.
4. Studio Ice Rink Baloun asked the commission to think about raising the hourly ice rates to \$30.00 for the Hockey Association and \$40.00 for the Figure Skating Association for the 2007-2008 season. The reason for the different is due to the Hockey Associations prior donation to build the rink. This item was tabled until the November meeting.

7. Remick Foundation Grants Discussion

The commission asked the supervisors to put together a list of ideas for the next series of grant applications. They also said it would be good to have someone from the Hockey Association put something together for the new concession stand to help out on the shortage for funding. Clark will work on that item with them.

8. Baloun mentioned that he was asked by the city administrator to have the commission get the department head evaluations completed ASAP

9. Open Mike: None

Adjourn at 7:42 p.m

Change of Date for Next Commission Meeting

Due to the legal holiday on November 12th (Veterans Day)

The next meeting will be held on Tuesday November 13th 7:00 P.M. City Hall Council Chambers

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
OCTOBER 9, 2007**

1. Call to Order: The meeting was called to order by Chairman Hunter at 7:00 p.m.

2. Roll Call & Guest Introductions:

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

Absent: Brad Powers (Council Liaison).

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

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 July 10, 2007. Motion carried 7-0. (Commissioner Cartwright was not present for the vote.)

4. Sykora Addition – Zoning Designation: Jim Kartes advised that the City Council had accepted an application for annexation submitted by all of the property owners in Sykora Addition. The City Council referred the matter to the Planning Commission for a recommendation as to the zoning district for the area proposed for annexation. Sykora Addition is located in Cottonwood County on the north side of Highway 71 between the Hospital and the LaCanne Family Funeral Home. The city limits run in the middle of Highway 71 in that area. (The Commission had received copies of the petition and plat.) The property is surrounded on three sides by agricultural land and the land across the highway is zoned as R-2. A public hearing is not required because the property is not currently located within the city limits. There was a discussion concerning the size of the lots in Sykora Addition and the provisions of the code concerning Zoning Districts A-0 and R-2.

Motion by Commissioner Hacker, seconded by Commissioner Grandprey, and carried recommending that the Council designate the zoning of the Sykora Addition as R-2, Urban 1 & 2 Family. Motion carried 8-0.

5. Review of Proposed Modifications of Chapter 13: Revised copies of Pages 444 through 446 were distributed to the Planning Commission.

Section 13.01: After discussion, the following action was taken:

Motion by Commissioner Wahl, seconded by Commissioner Giefer, and carried to approve the proposed revisions to Section 13.01. Motion carried 8-0.

There was discussion concerning Section 13.02 and additional information regarding proposed revisions of this section will be provided at the next meeting.

6. New Business: Jim Kartes advised of upcoming activities which may require the Planning Commission's review.

7. Adjourn: On motion, Chairman Hunter adjourned the meeting at 8:18 p.m.

Gary Hunter, Chairman

Attest: _____
James Kartes, Zoning Administrator

Windom Library Board Meeting
Windom Library
October 9, 2007
5:05 p.m.

1. Call to order: The meeting was called to order by Freddie Hoppert at 5:05 p.m..
2. Roll Call:
Members Present: Charles Reid, Freddie Hoppert, Kathy Hiley, John Duscher and Anita Winkel.

Members Absent: Jan Johnson and Tina Peiffer

Library Staff Present: Joan Hunter

City Council Member Absent: JoAnn Ray

3. Agenda and Minutes:

Motion by John Duscher, seconded by Charles Reid to approve the Agenda and Minutes.

4. Financial Report:

Joan reported that Tony Thompson requested that the library purchase the Rosetta Stone Spanish learning software. He made a \$500 donation towards this purchase. This software may be checked out by patrons of our library.

The library will be receiving \$4,400 from insurance to cover the cleanup of the basement.

Motion by Anita Winkel, seconded by John Duscher to approve the Financial Report.

5. Librarians Report:

Joan reported that Dawn was attending training today on the new SIRSI-Dynex library software. Joan received training last week on checking out books and will learn about creating reports next week. The library's computers will need additional RAM installed to run the new software.

October 26 will be the last day books may be added to the system. On November 7 the system will be shut down and items will be checked in and out offline. The new system will go live on November 14. "YouSeeMore.com/Plumcreek" won't be used anymore. Joan will find out what the replacement website will be. New library cards will be issued in November. Discussion was held regarding the need to advertise that new cards are available.

Dawn Aamot, Kim Nielsen and Cheryl Lillegard created a scarecrow display for the Chamber's Fall Festival. It won 1st place. Dawn is again hosting an ECFE group at the library once a month.

Motion by Charles Reid and seconded by Kathy Hiley to approve the librarian's report.

6. Old Business:

Joan reported that a roof drain had been redirected and the basement has remained dry during recent rains.

Even though the dampness problem may be solved, Joan is still going to look into installing a dehumidifier in the basement, especially during the summer months. Dawn and Joan are considering purchasing metal saw horses with planks stretched between them to set the boxes of books on that are stored in the basement.

7. New Business:

None

8. New Book Suggestions

The board presented new book suggestions.

9. Adjourn:

Motion by Charles Reid, seconded by John Duscher to adjourn.

Meeting adjourned at 5:23 p.m..

Telecommunication Commission Minutes
October 10, 2007

1. Call to Order: The meeting was called to order by Chair Wendell Woodcock.

2. Roll Call:

Commission Members Present: Wendell Woodcock, Robert Messer,
Paul Voth, Jr.

Commission Members Absent: Jean Fast, Forrest Fosheim.

City Staff Present: Dan Olsen, Telecom Operations Manager, Sally Oltmanns,
Marketing Specialist, Steve Nasby, City Administrator.

Public Present: none

3. Approval of Minutes:

**Motion made by Messer, seconded by Voth, to approve the September 12,
2007, Minutes as written. Motion carried 3-0.**

4. After Hours Answering Service:

Olsen reported that he has been looking into an after hours answering service, BEVCOMM out of Blue Earth. This would help reduce overtime hours for the staff. Currently during a power outage, only one call can be answered at a time. An answering service could assist with this and be able to take those multiple calls. The PUC states that there must be someone on call 24 hours/day. An escalation list would be in effect; this would include Dan Olsen, Steve Nasby and Tom Riordan. Olsen will contact BEVCOMM to get a proposal started.

5. UHF Tower:

Olsen reported that there are three options for the UHF tower. 1. Rent the tower out. 2. Dismantle the tower at a cost of \$6,500. 3. Do nothing. The railroad will be out at the end of the month. Alliant Energy had a generator and a propane tank at the tower and they would like to deed that to the City. This will be looked into. There is only one paying customer for the tower.

Messer commented that each party be contacted to take off their antennas and then advertise to sell or lease the tower out. Olsen stated that he has an estimate of \$30,000 to fix the tower. His suggestion is to dismantle the tower and get rid of the liability to the City. If the tower is dismantled each party would need to be contacted to take down their antennas. If we do not comply with fixing or tearing down the tower the City could be fined. Woodcock recommends that Olsen contacts all parties with antennas and see if they will remove them. He also would like to try and sell the tower on the internet. Nasby stated that there is money available to dismantle the tower but not money to fix it.

6. Director's Report:

Olsen reported that our contract is due for the off air satellites. It has doubled from \$1.00 to \$2.00 which changes the amount from \$1,700 to \$3,400 per month.

Motion made by Voth, seconded by Woodcock to sign the off air satellite contract. Motion passed 2-1. Opposed: Messer.

Olsen handed out the 2008 Budget Summary for the commission to look over.

7. Other Business:

Nasby stated that the City insurance carrier suggested that we deed the ONT's to the Homeowner's and in turn they would be responsible for replacing them if they go bad. He stated maybe we should possibly look into doing this.

8. Next Meeting Date:

The next meeting will be held on Wednesday November 14, 2007, 11:30 a.m.

9. Adjourn:

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

Wendell Woodcock, Chairman

Attest: _____
Steven Nasby, City Administrator\Clerk

**STREET DEPARTMENT COMMITTEE
MINUTES OCTOBER 11, 2007**

1. Call to Order: The meeting was called to order at 6:30 a.m. in the Council Chambers at city hall.

2. Attending: Committee Members: JoAnn Ray & Bob Messer

City Staff Present: Street Superintendent Bruce Caldwell, City Administrator Steve Nasby, City Engineer Wenck Representatives Dennis Johnson & Craig Mueller

Public: None

3. Items Discussed

a. 2007 Street Project Update and Outstanding Issues

Dennis Johnson & Craig Mueller gave a presentation on the project. The dirt & grass seed contractor should be in town today October 11th. Discussion was held concerning the saw cuts or joints in the concrete. It was questioned if they were engineered correctly. After a short inspection a day prior to the meeting, it was recorded that there has been some cracking in the cement panels which will need to be repaired. The uneven road surface on 4th ave between 9th & 10th street was discussed again. The engineers stated that we have three options. 1. Do nothing. 2. Remove & replace the bad panels. 3. Mill the uneven surface. It was also discussed that we could wait until spring after winter's snow plowing to see if the uneven areas were removed. The committee agreed with the engineer's recommendation that the city should hold back \$5000-\$10,000 on the final payment due to these issues if nothing is done to remedy the problem this year. It was also discussed that we shouldn't penalize Hjerpe Construction due to the additional work & inconveniences we place on them.

After the engineers left the meeting, the committee asked Caldwell to talk with the contractors and get their views or opinions concerning services by our engineering firm and report back to the committee accordingly. Caldwell stated that the only issues he had with the engineers was miscommunication between their staff. First and foremost we had problems on where to stop construction on 8th street & 4th ave due to the issues on the south end & the miss alignment of the curb on 13th street due to the absence of an engineer. The one that was on duty had to leave due to a personnel emergency and Wenck didn't get someone else to watch over the sub-contractor in a timely matter, thus the curb was extremely uneven. Also the curb sub-contractor's quality of workmanship was extremely poor and if the engineer was on site during the installation much of this could have been eliminated. If they were present they should have instructed the contractor or make corrective measures immediately.

- b. Brian Bosshart Development at Cottonwood Lake
Due to the new development Mr. Bosshart needs to know if the new road needs to be a public city street or can it be a private road.

Recommendation from the Street Committee; this new road needs to be a public city street with a 70 foot rightaway due to future development along the lake shore frontage. It has to meet our city engineers requirements also.

- c. 2008 Budget

The committee asked Caldwell to prioritize the CIP for next year

1. Purchase a new pickup truck \$27,000
2. Build a new Salt/sand storage building \$50,000
3. Wait on the reconstruction of the street shop

Caldwell checked into the 2009 purchase of a new Payloader, presently it would run around \$140,000 for a new one not including trade in value which could run around \$30,000 - \$40,000 or so.

- d. Evangelical Free Church Curb Replacement

Caldwell updated the committee that he has rejected the new curb which was installed in front of the old Duber's building on 10th street. This is now owned by the church. It was installed poorly and is extremely uneven.

Meeting adjourned at 7:40 a.m.

To: Windom City Council

DRAFT Response to DNR 10-9-2007 correspondence

I am a resident of 805 Des Moines Drive in Windom, located along the Des Moines River. I also hold degrees in Geo-Engineering, Civil Engineering and Technology Management. I am a licensed civil engineer in Minnesota and Wisconsin. I believe it is important that you be made aware of actions the DNR is currently undertaking in Windom that have the potential to cause serious harm to public and private property as a consequence of the agency's efforts to remove the Windom Dam.

I refer you to and ask you to read Attachment A, a copy of our dam group's presentation to the Windom City Council on 9-18-2007 for a background of this dam situation from an affected homeowner's and engineering perspective.

Since the presentation was made, the City has applied for a permit to restore the riverbank to at least achieve the former "status quo". Without actually turning down the permit outright, the DNR has placed numerous burdens upon the city that are impossible to meet in a timely manner, thus achieving the pre-stated and already budgeted goal the DNR has of destroying the dam through a de facto denial of the permit application.

I note the following items in the DNR response to the permit application that are of special concern:

(DNR letter language is in ***Bold Italics***. My response follows in plain type.)

"1. The dam exhibits the capacity for being a drowning machine (hydraulic roller) under certain flow levels. Any significant maintenance project must incorporate a design to eliminate this threat to public safety and bring the dam up to current safety standards."

- There have been no deaths attributable to the dam. In fact there is a demonstrably much greater risk to public safety due to hunting, which the DNR actively supports.
- The proposed riverbank restoration work is arguably not a significant maintenance project to the dam itself; preventing any maintenance work on a public works structure is not responsible stewardship of public assets.
- The Windom Dam Group members would nonetheless support a riprap retrofit as described in our city council presentation and a DNR video presentation. There is no demonstrated urgency or requirement to tie a retrofit to the immediate repair of the dam itself.

"2. When any dam in the State of Minnesota has washed out in the past 10 to 15 years, DNR Dam Safety has required the applicant to meet the same standards as a new dam construction project (Rule 6115.0410). Since the Des Moines River currently bypasses the dam, and thus functions more like a river without a dam, the city must meet the guidelines of Rule."

I note that Rule 6115.0410 Subparagraph 2 actually states:

"Subp. 2. Permit application. A separate application, including a preliminary report for each new dam or each dam proposed to be enlarged, shall be filed with the commissioner upon forms provided by the commissioner which shall contain the following:"

It appears there is no basis in rule or law for this significant assertion of regulatory authority claimed by the DNR. It also appears this claim of authority has applied to failures of the dam itself. The Windom dam structure is fully intact. The failure in question is instead along the riverbank.

“3. The proposed project is not presented as an adequate long-term solution. The dam has a history of washing out around this abutment and will likely wash out again....”

The City did present the proposal as only an interim measure. If the former repair was as described a “temporary measure” then it is noted that the “temporary” repair lasted more than 20 years, which would be a good value on what was likely, a modest investment of public funds. It would still be in effect today if anyone had bothered to correct the downcutting in any sort of a timely manner this past winter or spring when the problem was minor. A more robust repair that takes into account the overtopping concern would in fact be a permanent fix by any reasonable engineering standard.

“4. It is not good engineering practice to allow water to flow over the abutment of a dam. The abutments should be built high enough to keep flow in the channel and flowing over the weir (spillway), not the abutments. It appears that there is not to be enough weir length to pass flood flows (i.e. the spillway is too narrow). Dam Safety inspection records show water was flowing over the left abutment in 1995, 1999, and in 2005.

It is agreed that water flowing over an inadequately protected abutment is not desirable. For this situation it would be appropriate to have a more stable surface on the abutment than loose rock fill. However, major flood flows typically inundate the *entire* Island Park area, essentially submerging the entire dam as the flow tends to cut across the river meander in which the dam is located. For this reason, widening the dam would have no appreciable effect. Removing the dam would have the harmful effect of increasing water velocity significantly in a relatively narrow channel area, thus increasing erosive effects in an area with a large steep slope with public streets and houses.

The beneficial effects of a low head dam spread the flow across the width of the weir (as per discussion from North Dakota State University). This serves to minimize potentially catastrophic erosion effects in the existing Island Park area that has a narrow meandering river channel and steep bank conditions that would be present with an uncontrolled meandering river.

“5. The poor condition of the right (west) abutment must be addressed as well.”

It would appear that scarifying and shotcreting of this concrete would be warranted as part of maintenance work. However this issue is completely unrelated to the failed riverbank. The current actions of the DNR may lead to the undermining and destruction of the dam which would make the abutment repair moot.

“Additional guidance is notable in 6115.0250 Subpart 1A Effect on environment and mitigation. “The DNR commissioner may not issue a permit that causes pollution, impairment, or destruction of the air, water, land, or other natural resources so long as there is a feasible and prudent alternative consistent with the reasonable requirements of the public health, safety, and welfare.

The general beneficial effects of low head dams in urban settings has been demonstrated by North Dakota State University Research. Visual evidence clearly shows that the Des Moines River is a classic meandering river. It will meander and therefore adversely affect public and

private property if not effectively controlled. There is no demonstrated alternative that negates this effect as well as a low head dam. One of the DNR proposals was to create a rock dam which is no substitute for a real, existing, and more robust dam.

It is also noted that the DNR letter on page 3 contains a section citing:

"Subpart 3" – Prohibited work. Public waters...restoration work is prohibited when the work:..."

Various items A thru G are then listed in the letter. The DNR is apparently using this portion of the letter to imply the City may not be allowed to restore the "status quo" ponded environment.

The DNR apparently intentionally omitted Item "H" which states the following:

"Subpart 3 – Prohibited work. Public waters alteration, protection, or restoration work is prohibited when the work:..."

"H. will adversely impact public infrastructure, particularly roads and drainage systems."

This language would have clear application to the Island Park area and potentially the Highway 62 bridge as well. An uncontrolled meandering river will tend to cut directly across Island Park and tend to create an oxbow lake in the existing dam area. Again, as noted by others, low head dams act to stabilize shoreline situations in their pool area.

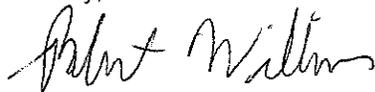
It is also noted the sanitary sewer system for the Rolling Green neighborhood is in the river immediately upstream of the Highway 62 bridge which is immediately upstream of the dam. The Rolling Green neighborhood contains many residences, a nursing home, senior apartments, and an assisted living facility. One of the two watermains serving this neighborhood is immediately downstream of the bridge, closer yet to the dam.

The dam serves to stabilize the riverbed and serves to insulate these pipes from frost heave and freeze thaw effects. Forcing the removal of the dam, which is the clear agenda of the DNR, may leave this critical public infrastructure susceptible to scour, heaving, and freezing.

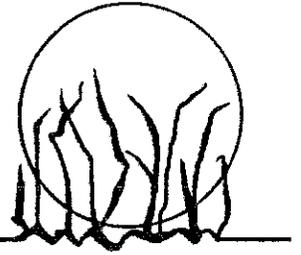
In conclusion, it is evident the DNR is imposing potentially serious increased risks to public and private property if the agency continues to prevent the city from repairing the Windom dam in a timely manner. Not granting the city a permit to repair the dam with reasonable conditions is contrary to the expected position of the DNR set forth in writing to me by 2 DNR staff members. It also places politically driven and very contestable environmental considerations well ahead of sound engineering judgments and evaluations that are a vital component of such major decisions.

We urge the DNR seriously reconsider their position in this matter, and seriously consider that existing low head dams do in fact play a useful role in developed city settings such as found in Windom. As implied in the City Council presentation there are many areas in which the City and DNR can work together to improve the environment as long as the protection of public and private property is a key consideration in the decision making process.

Sincerely,



**Southwest Minnesota
Arts & Humanities Council**



Kindom Mayor and City Council,
On behalf of the Southwest MN
Arts and Humanities Council, I
want to thank you so much for
your recent contribution. It is
support like yours that helps keep
the arts alive in rural Minnesota.
We greatly appreciate this donation
for positive things to keep happening
here in SW MN.

Thanks again!

Cathy Peterson
Cottonwood Co SMAHC Board Rep

10-10-2007

Dear Honorable Mayor and Council Members,

I would like to ask the Council Members to allow the City Administrator "Steve Nasby" to negotiate rental agreements for the Fire hall with non-profit self help organizations that provide a service to the community whose members contribute to the tax base. I am asking that this issue be included on the agenda for Tuesday October 16th, 2007.

Sincerely,
Patrick Koch, Member of Community

Date/Time received: 10/11/07 1:21 PM

Agenda Request Form

(This form can be used only once a month by the same individual(s). It is not a venue to bypass policies and procedures of city commissions and committees.)

Name: Patrick Koch Telephone No. (507) 221-0826

Address: 182 14th Street Windom, MN 56101

Date of Council Meeting: October 16th, 2007 (Agenda item must be turned into the city office by Friday noon preceding the Tuesday meeting.)

Subject: I would like to ask the Council Members to allow the City

Administrator "Steve Nasby" to negotiate rental agreements for the Fire Hall with non-profit self help organizations that provide a service to the community whose members contribute to the tax base

Have you brought this to the attention of the appropriate department head? Yes (Steve Nasby)
Committee? _____

Hand-outs, audio-visual materials (These must be simple and set up directly before you speak and taken down directly afterward): None

This format gives citizens an opportunity to express concerns to the council without expectation of discussion or action. No more than two (2) people should speak on the same topic at one meeting. Remarks should not exceed five (5) minutes per person. They should be directed to the council as a whole and not to any individual member or department head.

Patrick Koch
Signature

RESOLUTION #2007-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

Abstained:

CITY OF WINDOM

**RESOLUTION ESTABLISHING
RATES, CHARGES AND FEES FOR
TELECOMMUNICATIONS ENTERPRISE FUND**

WHEREAS, City Code Section 3.02 authorizes the City Council to establish rates and charges for municipal utilities (including, but not limited to, services, permit fees, connection and meter reading and checking fees, disconnection fees, reconnection fees including penalties for non-payment); and

WHEREAS, the City Council periodically establishes rates and fees for municipal utilities; and

WHEREAS, the Windom Telecommunication Commission recommends to the Windom City Council to change the monthly rate for cable TV packages; and

WHEREAS, it is in the best interests of the City of Windom and its citizens to operate the city enterprise funds in a cost-effective manner.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Windom, Minnesota, as follows:

Change the monthly cable TV package rates, effective January 1, 2008, as follows:

Expanded Basic	\$39.95
Silver	\$48.20
Gold	\$58.20
Sports	\$6.95
Spanish	\$4.95

Adopted this 16th day of October, 2007.

Tom Riordan, Mayor

ATTEST:

Steven Nasby, City Administrator

Telecommunication Commission Minutes
September 12, 2007

1. Call to Order: The meeting was called to order by Chair Wendell Woodcock.

2. Roll Call:

Commission Members Present: Wendell Woodcock, Robert Messer, Forrest Fosheim and Jean Fast.

Commission Members Absent: Paul Voth, Jr.

City Staff Present: Dan Olsen, Telecom Operations Manager, Sally Oltmanns, Marketing Specialist, Steve Nasby, City Administrator.

Public Present: none

3. Approval of Minutes:

Motion made by Fast, seconded by Messer, to approve the August 15, 2007, Minutes as written. Motion carried 4-0.

4. Personnel – Employee Request:

Olsen requested the he have an employee review done due to the fact that he has been in his current position for almost three years and has not had a review. Olsen also requested to review the current job description for his position and rewrite it to his current duties. This will be reviewed by the commission.

5. Auditor's Discrepancy Report:

Auditor's have requested that inventory be done for all items in the telecom department. Olsen stated that we would need someone for approximately 8 hours per month to do the inventory as there are many items large and small to inventory. It was brought to Olsen's attention that possibly the DAC might be able to do this task. Nasby agreed to contact Don Pankratz at the DAC to see if this is a possibility.

6. Turner Media Group:

Turner Media Group has filed bankruptcy. They are the company that had our satellite from the Twin Cities. UVTV has taken over for 30 days with Echo Star looking at the final takeover. If we do not have satellite then there could be spotty reception.

7. UHF Tower:

Olsen contacted the railroad to see if they are still in need of the tower and they have replied that they will not need this as the first of the year. Olsen also contacted Pastor Sajban to see if they were interested in the tower. He is looking into possibly buying the tower for their radio station needs.

Olsen reported that the tower has many repairs that need to be done to it. He stated that he has a report that has been completed by National Tank and Tower on the structure of the Windom based tower. Messer and Nasby have requested to have a copy of the report.

More research will be done on the tower to decide what the final outcome will be.

8. Director's Report:

ONVOY sold out to ZAYO, a company in Colorado.

Olsen reported that we are still picking up new customers in all areas.

9. 2008 Budget:

Olsen presented the budget for 2008 and this was discussed by the commission. This will now be presented to the City Council.

Discussion on raising the price of expanded basis cable package to \$39.95. Rate change to take effect January 1, 2008.

Motion made by Woodcock, seconded by Fast, to raise the price of expanded basic cable package to \$39.95. Rate change to take effect January 1, 2008. Motion carried 4-0.

Discussion that all cable packages and premiums go up \$1.00.

Motion made by Fast, seconded by Woodcock, to raise all cable and premiums by \$1.00. Motion failed 2-2.

Discussion to raise the rate \$1.00 for silver cable package, gold cable package, sports package and the Spanish premium package.

Motion made by Fast, seconded by Fosheim, to raise the rate \$1.00 for silver cable package, gold cable package, sports package and the Spanish premium package. Motion carried 4-0.

Discussion on internet and telephone rates. It was decided at this time to keep the current rates.

10. Next Meeting Date:

The next meeting will be held on Wednesday October 10, 2007, 11:30 a.m.

11. Adjourn:

Motion made by Woodcock, seconded by Fast, to adjourn the meeting. Motion Carried 4-0.



MEMO

To: Mayor and City Council
From: James Kartes, Zoning Administrator
Date: October 11, 2007
Re: Planning Commission Meeting – October 9, 2007

In response to a referral by the City Council, on October 9, 2007, the Planning Commission reviewed the Petition for Annexation filed by the property owners of Sykora Addition, together with plat maps of the area. The Planning Commission considered the size of the lots and the compatibility of various zoning districts.

THE PLANNING COMMISSION RECOMMENDS TO THE CITY COUNCIL:

That the zoning for Sykora Addition be designated as “R-2, Urban 1 & 2 Family”.

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

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

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

JK:mah

**IN THE MATTER OF THE JOINT
RESOLUTION OF THE TOWN OF
GREAT BEND AND THE CITY OF
WINDOM DESIGNATING AN
UNINCORPORATED AREA AS IN
NEED OF ORDERLY ANNEXATION
AND CONFERRING JURISDICTION
OVER SAID AREA OF THE MINNESOTA
OFFICE OF ADMINISTRATIVE HEARINGS/
MUNICIPAL BOUNDARY ADJUSTMENTS
AGENCY PURSUANT TO M.S 414.0325**

**JOINT RESOLUTION #2007-
FOR ORDERLY ANNEXATION**

**INTRODUCED:
SECONDED:**

**Aye:
Nay:
Absent:**

The Township of Great Bend and the City of Windom hereby jointly agree to the following:

1. That the following described area in Great Bend Township is subject to orderly annexation pursuant to Minnesota Statutes 414.0325, and the parties hereto designate this area for orderly annexation, to-wit:

LAND DESCRIPTION: Sykora Addition

Lot 1 – A tract of land in the Southwest Quarter of the Southwest Quarter of Section 24 Township 105 North, Range 36 West of the Fifth Principal Meridian Cottonwood County, Minnesota, more particularly described as follows: Commencing at the Southwest corner of said Section 24; thence, on an assumed bearing, North 89 degrees 38 minutes 20 seconds East along the South line of said Section 24 a distance of 993.40 feet; thence North 0 degrees 00 minutes 00 seconds East a distance of 500.38 feet to a point on the center line of U.S. Highway No. 71 said point being the Point of Tangency of a tangential curve having a radius of 1909.86 feet and central angle of 20 degrees 20 minutes 00 seconds; thence North 31 degrees 26 minutes 00 seconds East along the radian line of said curve a distance of 75.00 feet to the northeasterly right-of-way line of said U.S. Highway No. 71, thence southeasterly along said right-of-way, a distance of 75.61 feet along a tangential curve concave to the southwest having a radius of 1984.86 feet and a central angle of 2 degrees 10 minutes 57 seconds to the point of beginning of the tract to be described; thence North 31 degrees 17 minutes 40 seconds East a distance of 129.89 feet; thence South 55 degrees 09 minutes 13 seconds East a distance of 150.16 feet; thence South 44 degrees 27 minutes 13 seconds West a distance of 1322.55 feet to a point on the northeasterly right-of-way of said U.S. Highway No 71; thence northwesterly along said right-of-way a distance of 120.01 feet along a tangential curve concave to the southwest having a radius of 1984.86 feet and a central angle of 3 degrees 27 minutes 51 seconds to the point of beginning of tract herein described. Said tract contains 0.3 Acres more or less.

Lot 2 – A tract of land in the Southwest Quarter of the Southwest Quarter of Section 24 Township 105 North, Range 36 West of the Fifth Principal Meridian Cottonwood County, Minnesota, more particularly described as follows: Commencing at the Southwest corner of said Section 24; thence, on an assumed bearing, North 89 degrees 38 minutes 20 seconds East along the South line of said Section 24 a distance of 993.40 feet; thence North 0 degrees 00 minutes 00 seconds East a distance of 500.38 feet to a point on the center line of U.S. Highway No. 71, said point being the Point of Tangency of a tangential curve having a radius of 1909.86 feet and central angle of 20 degrees 20 minutes 00 seconds; thence North 31 degrees 26 minutes 00 seconds East along the radian line of said curve a distance of 75.00 feet to the northeasterly right-of-

way line of said U.S. Highway No. 71 to the point of beginning of the tract to be described; thence North 29 degrees 21 minutes 50 seconds East a distance of 122.22 feet; thence South 63 degrees 05 minutes 30 seconds East a distance of 79.93 feet; thence South 31 degrees 17 minutes 40 seconds West a distance of 129.89 feet to a point on said northeasterly right-of-way line; thence northwesterly along said right-of-way line a distance of 75.61 feet along a tangential curve concave to the southwest having a radius of 1984.86 feet and a central angle of 2 degrees 10 minutes 57 seconds to the point of beginning of the tract herein described. Said tract contains 0.2 Acres more or less.

Lot 3 – A tract of land in the Southwest Quarter of the Southwest Quarter of Section 24 Township 105 North, Range 36 West of the Fifth Principal Meridian Cottonwood County, Minnesota, more particularly described as follows: Commencing at the Southwest corner of said Section 24; thence, on an assumed bearing, North 89 degrees 38 minutes 20 seconds East along the South line of said Section 24 a distance of 993.40 feet; thence North 0 degrees 00 minutes 00 seconds East a distance of 500.38 feet to a point on the center line of U.S. Highway No. 71, said point being the Point of Tangency of a tangential curve having a radius of 1909.86 feet and central angle of 20 degrees 20 minutes 00 seconds; thence North 31 degrees 26 minutes 00 seconds East along the radian line of said curve a distance of 75.00 feet to the northeasterly right-of-way line of said U.S. Highway No. 71 this point being the point of beginning of the tract to be described; thence North 58 degrees 34 minutes 00 seconds West along said northeasterly right-of-way a distance of 81.00 feet; thence North 28 degrees 55 minutes 31 seconds East a distance of 115.79 feet; thence South 63 degrees 05 minutes 30 seconds East a distance of 81.91 feet; thence South 29 degrees 21 minutes 50 seconds West a distance of 122.22 feet to said point of beginning of the tract herein described. Said tract contains 0.2 Acres more or less.

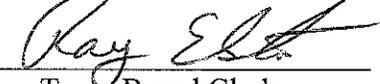
Lot 4 – A tract of land in the Southwest Quarter of the Southwest Quarter of Section 24 Township 105 North, Range 36 West of the Fifth Principal Meridian Cottonwood County, Minnesota, more particularly described as follows: Commencing at the Southwest corner of said Section 24; thence, on an assumed bearing, North 89 degrees 38 minutes 20 seconds East along the South line of said Section 24 a distance of 993.40 feet; thence North 0 degrees 00 minutes 00 seconds East a distance of 500.38 feet to a point on the center line of U.S. Highway No. 71, said point being the Point of Tangency of a tangential curve having a radius of 1909.86 feet and central angle of 20 degrees 20 minutes 00 seconds; thence North 31 degrees 26 minutes 00 seconds East along the radian line of said curve a distance of 75.00 feet to the northeasterly right-of-way line of said U.S. Highway No. 71; thence North 58 degrees 34 minutes 00 seconds West along said northeasterly right-of-way line a distance of 81.00 feet to the point of beginning of the tract to be described; thence continuing North 58 degrees 34 minutes 00 seconds West along said northeasterly right-of-way line a distance of 117.50 feet; thence North 26 degrees 33 minutes 50 seconds East a distance of 106.45 feet East; thence South 63 degrees 05 minutes 30 seconds East a distance of 121.85 feet; thence South 28 degrees 55 minutes 31 seconds West a distance of 115.79 feet to the said point of beginning of the tract herein described. Said tract contains 0.4 Acres more or less.

THE TRACT CONTAINS A TOTAL OF 1.1 ACRES AND IS SUBJECT TO EXISTING EASEMENTS OF RECORD, IF ANY.

2. That the Town Board of the Township of Great Bend and the City Council of the City of Windom, upon passage and adoption of this resolution and upon the acceptance by the Minnesota Office of Administrative Hearings/Municipal Boundary Adjustments, confer jurisdiction upon the Minnesota Office of Administrative Hearings/Municipal Boundary Adjustments Agency over the various provisions contained in this Agreement.

3. That these certain properties, which abut the City of Windom, are presently urban or suburban in nature or are about to become so. Further, the City of Windom is capable of providing services to this area within a reasonable time, and the annexation is in the best interest of the area proposed for annexation. Therefore, these properties would be immediately annexed to the City of Windom.
4. Upon annexation, the City intends to zone the area as R-2.
5. The Town of Great Bend and the City of Windom agree that no alteration of the stated boundaries of this agreement is appropriate. Furthermore, each party agrees that no consideration by Minnesota Office of Administrative Hearings/Municipal Boundary Adjustments is necessary. Upon receipt of this resolution, passed and adopted by each party, the Minnesota Office of Administrative Hearings/Municipal Boundary Adjustments Agency may review and comment, but shall within thirty (30) days, order the annexation in accordance with the terms of this joint resolution.

Approved by the Town of Great Bend this 3 day of Oct, 2007.

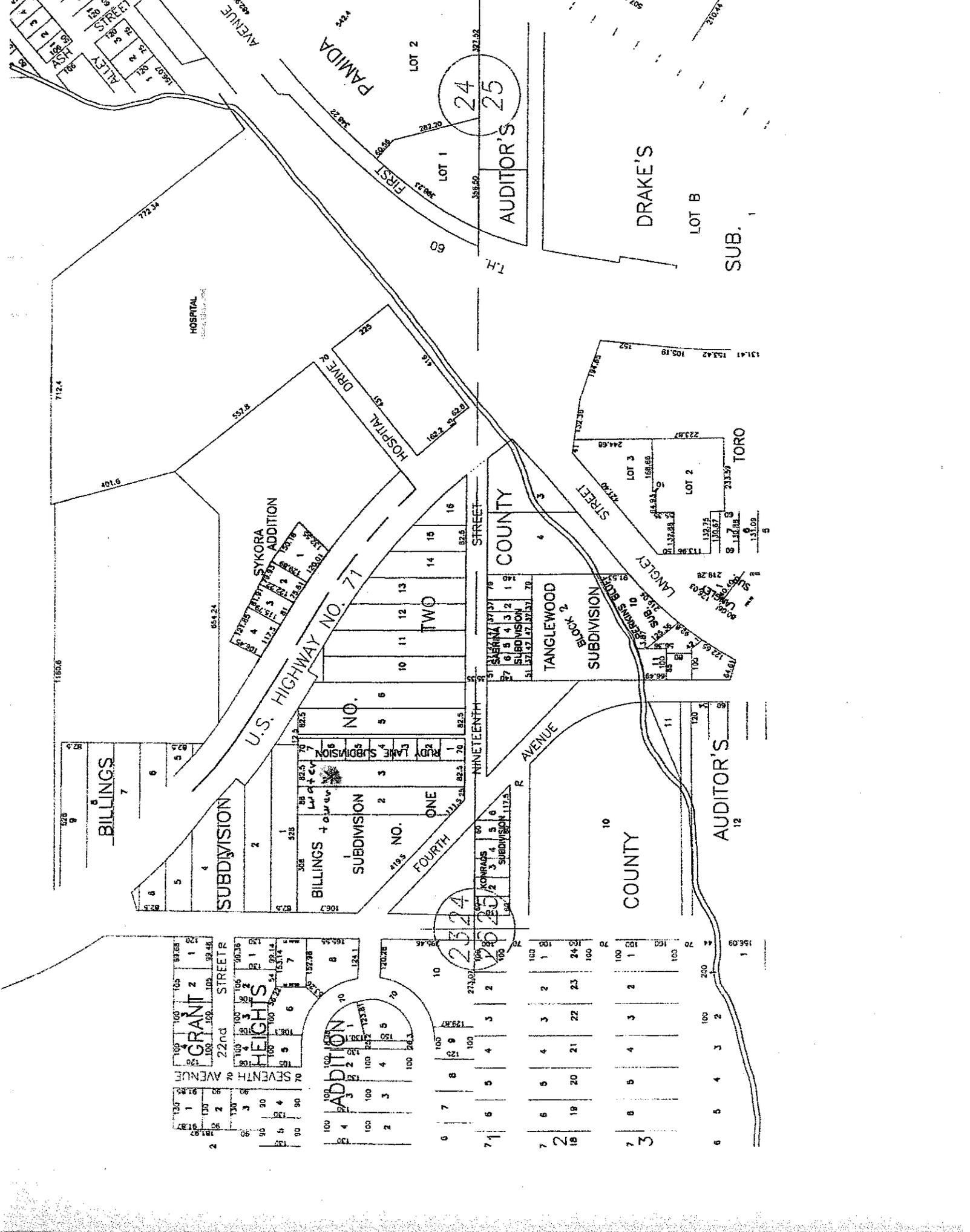
Town of Great Bend
By: 
Town Board Chair
By: 
Town Board Clerk

Approved by the City of Windom this _____ day of _____, 2007.

City of Windom
By: _____
Tom Riordan, Mayor

ATTEST:

Steve Nasby, City Administrator



BILLINGS 7

SUBDIVISION 2

SYKORA ADDITION

U.S. HIGHWAY NO. 71

BILLINGS SUBDIVISION NO. 1

RD. LAKE SUBDIVISION NO. 2

FOURTH AVENUE

NINETEENTH STREET

CONRASS SUBDIVISION NO. 3

TANGLEWOOD SUBDIVISION BLOCK 2

LANGLEY STREET

STREET

COUNTY

COUNTY

COUNTY

AUDITOR'S 12

AUDITOR'S 10

AUDITOR'S 24

AUDITOR'S 25

DRAKE'S SUB. 1

LOT B

LOT 1

LOT 2

LOT 3

LOT 4

LOT 5

LOT 6

LOT 7

LOT 8

LOT 9

LOT 10

LOT 11

LOT 12

LOT 13

LOT 14

LOT 15

LOT 16

LOT 17

LOT 18

LOT 19

LOT 20

LOT 21

LOT 22

LOT 23

LOT 24

LOT 25

LOT 26

LOT 27

LOT 28

LOT 29

LOT 30

LOT 31

LOT 32

LOT 33

LOT 34

LOT 35

LOT 36

LOT 37

LOT 38

LOT 39

LOT 40

LOT 41

LOT 42

LOT 43

LOT 44

LOT 45

LOT 46

LOT 47

LOT 48

LOT 49

LOT 50

LOT 51

LOT 52

LOT 53

LOT 54

LOT 55

LOT 56

LOT 57

LOT 58

LOT 59

LOT 60

LOT 61

LOT 62

LOT 63

LOT 64

LOT 65

LOT 66

LOT 67

LOT 68

LOT 69

LOT 70

LOT 71

LOT 72

LOT 73

LOT 74

LOT 75

LOT 76

LOT 77

LOT 78

LOT 79

LOT 80

LOT 81

LOT 82

LOT 83

LOT 84

LOT 85

LOT 86

LOT 87

LOT 88

LOT 89

LOT 90

LOT 91

LOT 92

LOT 93

LOT 94

LOT 95

LOT 96

LOT 97

LOT 98

LOT 99

LOT 100

LOT 101

LOT 102

LOT 103

LOT 104

LOT 105

LOT 106

LOT 107

LOT 108

LOT 109

LOT 110

LOT 111

LOT 112

LOT 113

LOT 114

LOT 115

LOT 116

LOT 117

LOT 118

LOT 119

LOT 120

LOT 121

LOT 122

LOT 123

LOT 124

LOT 125

LOT 126

LOT 127

LOT 128

LOT 129

LOT 130

LOT 131

LOT 132

LOT 133

LOT 134

LOT 135

LOT 136

LOT 137

LOT 138

LOT 139

LOT 140

LOT 141

LOT 142

LOT 143

LOT 144

LOT 145

LOT 146

LOT 147

LOT 148

LOT 149

LOT 150

LOT 151

LOT 152

LOT 153

LOT 154

LOT 155

LOT 156

LOT 157

LOT 158

LOT 159

LOT 160

LOT 161

LOT 162

LOT 163

LOT 164

LOT 165

LOT 166

LOT 167

LOT 168

LOT 169

LOT 170

LOT 171

LOT 172

LOT 173

LOT 174

LOT 175

LOT 176

LOT 177

LOT 178

LOT 179

LOT 180

LOT 181

LOT 182

LOT 183

LOT 184

LOT 185

LOT 186

LOT 187

LOT 188

LOT 189

LOT 190

LOT 191

LOT 192

LOT 193

LOT 194

LOT 195

LOT 196

LOT 197

LOT 198

LOT 199

LOT 200

LOT 201

LOT 202

LOT 203

LOT 204

LOT 205

LOT 206

LOT 207

LOT 208

LOT 209

LOT 210

LOT 211

LOT 212

LOT 213

LOT 214

LOT 215

LOT 216

LOT 217

LOT 218

LOT 219

LOT 220

LOT 221

LOT 222

LOT 223

LOT 224

LOT 225

LOT 226

LOT 227

LOT 228

LOT 229

LOT 230

LOT 231

LOT 232

LOT 233

LOT 234

LOT 235

LOT 236

LOT 237

LOT 238

LOT 239

LOT 240

LOT 241

LOT 242

LOT 243

LOT 244

LOT 245

LOT 246

LOT 247

LOT 248

LOT 249

LOT 250

LOT 251

LOT 252

LOT 253

LOT 254

LOT 255

LOT 256

LOT 257

LOT 258

LOT 259

LOT 260

LOT 261

LOT 262

LOT 263

LOT 264

LOT 265

LOT 266

LOT 267

LOT 268

LOT 269

LOT 270

LOT 271

LOT 272

LOT 273

LOT 274

LOT 275

LOT 276

LOT 277

LOT 278

LOT 279

LOT 280

LOT 281

LOT 282

LOT 283

LOT 284

LOT 285

LOT 286

LOT 287

LOT 288

LOT 289

LOT 290

LOT 291

LOT 292

LOT 293

LOT 294

LOT 295

LOT 296

GS

6

5

82.5

654.24

401.6

SYKORA ADDITION

106.45	121.85	81.91	79.93	150.16
4	3	2	1	
117.5	115.79	122.22	129.89	132.55
81	81	75.61	120.01	

557.8

DRIVE

HOSPITAL

431

416

162.2

16

TWO

13

15

82.5

U.S. HIGHWAY NO. 77

NO.

6

5

3

10

11

12

14

15

1

70

32.5

82.5

92

51

37

47

37

79

STREET

NINETEENTH

RESOLUTION #2007-

INTRODUCED:

SECONDED:

VOTED: Aye:
 Nay:
 Absent:

**RESOLUTION AUTHORIZING EXECUTION OF
MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT
FOR AIRPORT MAINTENANCE AND OPERATION**

WHEREAS, the City of Windom has received notification of the awarding of a grant by the Minnesota Department of Transportation for the purpose of airport maintenance and operation; and

WHEREAS, it is necessary that the City of Windom accept this grant and execute an Agreement with the Minnesota Department of Transportation concerning the terms of the grant.

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

1. That the City of Windom hereby accepts the State of Minnesota Agreement No. 91404 entitled "Grant Agreement for Airport Maintenance and Operation" for the Windom Municipal Airport.
2. The Mayor and City Administrator are hereby authorized to execute this agreement and any amendments on behalf of the City of Windom.

Adopted by the Council this 16th day of October, 2007.

Tom Riordan, Mayor

Attest: _____
Steve Nasby, City Administrator

CERTIFICATION

STATE OF MINNESOTA :
COUNTY OF COTTONWOOD:

I certify that the foregoing Resolution#2007- __ is a true and correct copy of the Resolution adopted by the Windom City Council at an authorized meeting held on the 16th day of October, 2007, as shown by the minutes of the meeting in my possession.

Steve Nasby, City Administrator

Notary Public

My Commission Expires: _____



Minnesota Department of Transportation

Office of Aeronautics
Mail Stop 410
222 East Plato Boulevard
St. Paul, MN 55107-1618

Phone: 651/296-8202
Phone: 651/297-1600
Fax: 651/297-5643
Fax: 651/296-1828

October 3, 2007

Mr. Steven Nasby
City Administrator
City Hall
Post Office Box 38
Windom, MN 56101

Dear Mr. Nasby:

Subject: State Aid for Airport Maintenance and Operation

Enclosed are three copies of the agreement for requesting state aid for eligible costs you may incur for maintaining your airport during the 2008 and 2009 fiscal years from July 1 through June 30 of each year. Also included is a proposed resolution form authorizing the execution of the maintenance and operation agreement. You may use this form or send in the standard resolution form used by your Board or Council. Please return three signed copies of the agreement and resolution with original signatures to Jenny Bahneman of our office (mailing label enclosed).

During the past year there have been expansion projects that have created more airport infrastructure to be maintained. As in the past, to account for this expansion the total available maintenance dollars have been redistributed over the total infrastructure that is in place. The infrastructure calculation and available maintenance funding for your airport is enclosed.

Airport maintenance training continues to be eligible for reimbursement. In 2006 training funds were combined into the maintenance due to under utilization of the training supplement by the majority of public airports. Please request reimbursement for training through your maintenance grant.

Please submit all eligible maintenance costs for the entire fiscal year even if you have reached the maximum amount available under your maintenance agreement. This will help Mn/DOT identify the actual maintenance costs that airports are incurring.

The state will reimburse 2/3 of the documented, routine maintenance costs. Reimbursement will be based on actual time and cost records kept by the municipality. Prior to any reimbursement being made by the state, the municipality must have a zoning authority established, and such authority must have adopted or be in the process of adopting an airport zoning ordinance in accordance with Minnesota Statute. Reimbursement may be denied entirely, or in part, if the airport is not properly maintained.

Page Two
October 3, 2007

It is particularly important during the winter and spring seasons, or when hazardous conditions may exist, to keep the air-traveling public informed of the status or condition of your airport. This is accomplished by notifying Flight Service at their new telephone number 1-877-487-6867.

Sincerely,



Peter D. Buchen, Manager
Airport Development Section

Enclosure

Jenny Bahneman
Airport Development Assistant
Mn/DOT, Office of Aeronautics
222 East Plato Boulevard
Saint Paul, MN 55107-1618

GRANT AGREEMENT FOR AIRPORT MAINTENANCE AND OPERATION

This Agreement is by and between the state of Minnesota acting through its Commissioner of Transportation ("State"), and the City of Windom ("Municipality").

WHEREAS, the Municipality desires the financial assistance of the State for maintenance and operation of the Windom Municipal Airport; and

WHEREAS, the State is willing and authorized by Minnesota Statutes Sections 360.015 and 360.305 to provide financial assistance to the Municipality for its airport.

NOW, THEREFORE, it is agreed as follows:

1. This Agreement is effective upon execution by the Municipality and the State, and will remain in effect for the State fiscal years 2008 and 2009.
2. The Municipality agrees to the limits of State cost participation based upon a formula using runway infrastructure costs. The Municipality has reviewed the runway infrastructure costs assigned to its airport as provided by the State and agrees the costs accurately reflect the infrastructure in place.
3. If paint striping of the airport is a part of this agreement as identified in the runway infrastructure costs, the State will contract for the periodic paint striping of the airport runways and taxiways. The Municipality agrees to the runway infrastructure deduct assigned as its share of airport paint striping. The Municipality agrees to cooperate with the marking operation.
4. The Municipality will keep the landing area and the area around the lights mowed. The grass will be mowed at least 7 feet beyond the lights, and at no time will the grass exceed 6 inches in height on the landing area.
5. If the airport is to remain operational during the winter months, the Municipality will keep at least one landing area, associated taxiway, and apron area cleared of snow and ice to the same priority as arterial roads. Snow banks will be kept down so that aircraft wings will clear them, and landing strip markers and/or lights will remain visible.
6. The airport must pass periodic inspections performed by a representative of the Office of Aeronautics for compliance with the rules of the Department of Transportation and for compliance with this Agreement. If the airport is not so maintained, then no reimbursement will be made hereunder.
7. The State will reimburse the Municipality for 2/3 of the direct, actual maintenance and operation costs not reimbursed by any other source, not to exceed \$15,486.00 of State aid for each State fiscal year.
8. The Municipality will submit a breakdown of its incurred costs to the Director, Office of Aeronautics, on forms supplied by the Office of Aeronautics. In any and all events, costs must be submitted to the Director, Office of Aeronautics, on or before August 1 for each State fiscal year ending June 30. No requests received after August 1 for the preceding State fiscal year will be honored by the State. The State reserves the right to reject items that may not be eligible for reimbursement, and reimbursement may be denied entirely if the airport is not properly maintained in accordance with this Agreement.
9. The Municipality has established a zoning authority for the airport, and such authority has completed, or is in the process of and will complete, with due diligence, an airport zoning ordinance in accordance with Minnesota Statutes Section 360.061 to 360.074.
10. The State may immediately terminate this agreement if the funds necessary to pay the State's share are not received from the Minnesota Legislature or other funding source. The State will provide notice of such lack of funding as soon as possible. Upon such termination, the State will pay the Municipality a pro-rata share for work performed prior to such notice, to the extent that funds are available.

State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

By: J. K. Kelly

Date: 4-28-2007

MAPS Order No: 603222

Municipality

Municipality certifies that the appropriate person(s) have executed the Agreement on behalf of the Municipality as required by applicable resolutions, charter provisions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Commissioner, Minnesota Department of Transportation

By: _____
Director, Office of Aeronautics

Date: _____

Mn/DOT Contract Management

as to form & execution

By: _____

Date: _____

Windom

<u>Item</u>	<u>Quantities</u>	<u>Units</u>	<u>Costs</u>	<u>Total</u>
Paved Runway	6.20	per acre	\$2,242	\$13,893
Turf Runway	0.00	per acre	\$300	\$0
Parallel Taxiway	700	per 100 ft	\$34	\$238
Beacon	1	each	\$110	\$110
LIRL & LITHL	0	per lamp	\$15	\$0
MIRL & MITHL	48	per lamp	\$24	\$1,152
HIRL & HITHL	0	per lamp	\$61	\$0
MALSR	0	per set	\$1,600	\$0
ODAL	0	per lamp	\$80	\$0
PAPI	0	per lamp	\$220	\$0
REIL	4	per lamp	\$80	\$320
VASI	0	per lamp	\$120	\$0
Taxiway Light	3	per lamp	\$24	\$72
Guidance Sign	0	per lamp	\$34	\$0
calculated annual reimbursement			subtotal	\$15,785
paint striping deduction	6.20	per acre	\$48	\$298
08 & 09 reimbursement ceiling			TOTAL	\$15,486
06 & 07 reimbursement ceiling				\$15,486
04 & 05 reimbursement ceiling				\$15,486
02 & 03 reimbursement ceiling				\$13,121
00 & 01 reimbursement ceiling				\$9,888
98 & 99 encumbrance amount				\$8,500

October 8, 2007

To: CITY ADMINISTRATOR STEVE NASBY, MAYOR, AND CITY COUNCIL

Re: APPEAL OF DECISION

Ladies and Gentlemen:

On October 3, 2007, I met with the Personnel Committee concerning a merit raise. Since that time, I have been informed that the Personnel Committee has denied my request.

Therefore, I would like to appeal the decision of the Personnel Committee for the following reasons:

1. Personal bias towards me by certain Personnel Committee members. This personal bias stems from the fact that in the course of the performance of my job duties, I have been required to initiate and follow through on actions that directly affected certain members of the Personnel Committee.
2. Request for more a thorough review of the summary of job duties performed and additional unassigned tasks undertaken by me since my employment in 2001. Materials outlining these duties and tasks were submitted to the Personnel Committee prior to the meeting on October 3rd.

Please consider this letter as my request for a second meeting on the merit raise question and also as my request to bypass the Personnel Committee and meet directly with the Windom City Council.

Respectfully submitted,



James Kartes

**Building Official/Planning & Zoning Officer/Fire Marshal
City of Windom
June 22, 2001**

Job Title: Building Official/Planning & Zoning Officer/Fire Marshal
Grade: 21
Department: Building and Zoning
Supervisor: City Administrator & Planning Commission
Hours Worked: 40 Hrs. (Additional hours may be necessary to fulfill requirements of the job.)

DESCRIPTION OF WORK:

General Purpose of Duties:

Primary responsibility to administer and enforce all city ordinances related to building, mechanical, plumbing, fire, life safety, accessibility, housing and zoning codes. Conduct plan reviews and field inspections to ensure compliance and conformity to State Building Codes and other applicable codes, laws and ordinances. Assess appropriate fees and issue permits, file department reports and inspections. Conduct building and site inspections of residential, commercial and industrial property to ensure compliance with plan drawings, specifications and codes for existing and new structures and development within the City; inspection of other property classes may be involved.

SUPERVISION RECEIVED:

Work under policy guidance and direction from the Planning Commission and the City Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate and supervise the activities of the Building Department, including the evaluation and inspection of construction for compliance with all local, state and federal codes and regulations. Assist and advise the general public, design professionals and construction industry representatives on matters related to building construction. Complete and process in a timely manner all related permits and reports and coordinate the collection of various permit fees.

Apply city ordinances and building codes as they relate to all types of construction. Consults on construction matters with the City Administrator, Fire Chief and the City Engineer as needed.

Review plans for all types of construction to ensure that they meet building & zoning codes, fire codes, health codes, plumbing and mechanical codes, and all other applicable codes.

Conduct on-site inspections of all types of construction for conformity with requirements. Inspections may include, but are not limited to, the following: footings, foundation, site utilities, structural/framing, fire stopping and suppression, fire alarm, plumbing, mechanical,

gas piping, handicap and flood plain regulations. Final occupancy inspections. Issue corrective orders.

Recommend and prepare revisions to ordinances pertaining to building issues.

Investigate complaints as to allegation of violations of the State Building Code and initiate appropriate legal action regarding violations that are not corrected.

Responsible for interpretation and application of building and fire codes and ordinances upon request by interested parties to ensure a clear understanding of and compliance with same.

Assist the City Administrator in the preparation of budget recommendations, provide supporting information and ensure that expenditures are consistent with approved budget.

Review permit applications and issue building permits when requirements are met.

Determine value or valuation of building permit fees in accordance with established codes and city policies.

Issue Certificates of Occupancy upon compliance with all the requirements of the State Building Code and applicable city codes, i.e. zoning ordinance.

Perform annual fire safety inspections for all property within the City of Windom, provide a written report on each inspection, provide notification of violations to owners and conduct follow-up inspections to ensure correction of violations.

Assist Fire Department and Fire Prevention Officer with Fire Incident Reports. Conduct fire investigations and assist the State Fire Marshal investigator. Accompany State Fire Marshal on required inspections within the City of Windom and provide written reports of all inspections, fire prevention activities, and fire incidents.

Maintains filing system for building department including permits, inspection reports and other correspondence and assists office personnel in preparing related reports and documents.

Supervise the activities of the EDA/Building secretary.

Attend meetings such as Planning Commission, City Council, HRA and Economic Development Commission, and participate as required. Research all planning and zoning items. Assist with procedures concerning variance, conditional use, subdivision, and all other zoning applications. Record Planning Commission minutes, receive and present all Planning Commission business. Write all Planning Commission correspondence.

Maintain addressing system for buildings within the City to ensure accuracy and consistency, and assign numbers as needed and requested.

Review flood plain map and respond to inquires concerning location of property in flood plain.

Work closely with city departments in planning of new developments. Attend staff meetings. Work with other city departments as needed.

ADD: write city ordinances

Assist Health Officer with reported violations and complaints.

Perform all other duties as directed by City Council, Planning Commission, or City Administrator.

SPECIAL REQUIREMENTS:

- A. Must possess a valid Minnesota Driver's License with good driving record.
- B. High School diploma or GED.
- C. Must be certified as a Building Official by the Minnesota Department of Administration
- D. Three or more years building construction experience, three to four years building inspection experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. In addition, a thorough knowledge of codes affecting construction, fire and health.
- D. Ability to communicate effectively both orally and in writing.
- E. Must be capable of safely performing physical actions necessary to conduct inspections at/above/below ground level at construction sites.
- F. Four-year college degree, two-year vocational degree, or certificate in apprenticeship program relating to construction.
- G. Supervisory experience.

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of practices and procedures common to construction and development industries.
Knowledge of city ordinances, state statutes, building codes, fire and life safety codes, mechanical codes, plumbing codes and fire codes.

Skill to communicate effectively, both orally and in writing, and communicate complex and technical requirements in terms understandable to the lay person.

Ability to conduct precise plan reviews.

Ability to interpret applicable ordinances, statutes, and codes.

Ability to impartially enforce the requirements of local, state and federal codes and regulations.

Ability to establish and maintain effective working relationships with supervisors, department heads, support person, commission members and the public.

Ability to meet physical requirements of conducting inspections including, but not limited to, being agile to climb into and out of city vehicles and to safely operate city vehicle, capable of twisting, walking and climbing mobility such as required to do on construction sites and buildings, lifting boxes of records, ladders, etc. up to 50 lbs., vision to safely operate vehicles day or night and to decipher maps, blue prints and other text documents under normal lighting.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Mayor

Approval: _____
City Administrator

BUILDING & ZONING OFFICIAL & FIRE MARSHAL

REQUIREMENTS AND DUTIES FOR EACH DEPARTMENT ARE AS FOLLOWS:

BUILDING DEPARTMENT

Required Certification: Certified Building Official

- Certification issued by State of Minnesota through Department of Labor and Industry.
- Re-Certification required every 3 years.
- Certified for plan review, issuance of building permits, construction inspections, and issuance of certificates of occupancy on residential and commercial projects.

Educational Requirements for Re-Certification:

Guidelines are established under MN Statutes Section 16B.65, Subdivision 7.

24 Units (96 Hours) of accredited classes are required for each three-year period.

Additional Credentials Required:

Working Knowledge of the Minnesota State Building Code, Minnesota Electrical Code, Minnesota Plumbing Code, Minnesota Mechanical Code, Minnesota Fire Code, Minnesota Energy Code, Fuel & Gas Code.

Administration of the Minnesota State Building Code is regulated by the State through the Minnesota Department of Labor and Industry, Building Codes and Standards Division. The City of Windom has adopted the Minnesota State Building Code.

Responsibilities and Duties:

- Responsible for administration and enforcement of building, mechanical, plumbing, fire, life safety, and accessibility codes.
 - ♦ Review site plans for compliance with building code, floodplain, and city zoning requirements;
 - ♦ Review building plans for compliance with building code, mechanical code, plumbing code, fire code, energy code, fuel & gas code, and accessibility code;
 - ♦ Communicate with property owners, architects, engineers, and contractors concerning proposed projects;
 - ♦ Arrange pre-construction meetings of utility personnel, engineers, developers, architects, and contractors;
 - ♦ Meet with property owners and answer questions concerning the building code and permit process;
 - ♦ Provide handouts and information to property owners and contractors concerning code requirements;
 - ♦ Issue building permits and collect city permit fees and state surcharge fees;
 - ♦ Collect water and sewer connection fees for new construction;
 - ♦ Verify inspections by special inspectors, such as soils inspectors, electrical inspectors;
 - ♦ Coordinate and perform required inspections required by the building code including, but not limited to, excavation, footings and foundation, underground plumbing, framing, plumbing air and manometer tests, gas piping tests, accessibility requirements, insulation, drywall, fire stopping and suppression, fire alarms, building sprinkler systems, and final certificate of occupancy inspections;
 - ♦ Maintain copies of plans and specifications;
 - ♦ Maintain records of permits, inspections, and certificates of occupancy;

- ♦ Prepare reports for submission to the State, Federal government agencies, ISO;
- ♦ Maintain current library of all State Codes, including building code, fire code, plumbing code, mechanical code, electrical code, energy code, accessibility code, and fuel & gas code;
- ♦ Research code and Minnesota Statutes questions;
- ♦ Prepare correspondence as needed;
- ♦ Distribute handouts to the public for other departments (as requested);
- ♦ Prepare annual reports for City Council.

ZONING DEPARTMENT

Responsibilities and Duties:

- Responsible for administration and enforcement of City's Zoning Ordinance.
 - ♦ Schedule Planning Commission meetings;
 - ♦ Prepare agendas, memos and supplemental materials for matters requiring review or action by the Planning Commission;
 - ♦ Maintain copies of agendas, packet materials, and minutes of Planning Commission meetings;
 - ♦ Communicate with property owners concerning zoning requirements for proposed projects;
 - ♦ Review Zoning Applications, plot plans, and other documents submitted for variances, conditional use permits, zoning changes, and planned unit developments;
 - ♦ Review applications, supporting documents, and preliminary and final plats for proposed subdivisions;
 - ♦ Research code and Minnesota Statutes questions;
 - ♦ Contact Applicants concerning any other documentation required prior to submission of zoning applications to Planning Commission;
 - ♦ Collect filing fees for zoning applications;
 - ♦ Prepare public hearing notice for publication in newspaper and mailing to adjacent property owners;
 - ♦ Determine area required for mailing of public hearing notices and mail notices;
 - ♦ Send a letter to the applicants, with a copy of the public hearing notice, advising of the procedure;
 - ♦ Assemble supplemental materials and prepare Memo for Planning Commission concerning the application submitted and provisions of City's Zoning Ordinance;
 - ♦ Attend Planning Commission Meetings and public hearings of the Planning Commission and provide information concerning City zoning requirements;
 - ♦ Following public hearing, prepare Memo to City Council concerning Planning Commission's findings of fact;
 - ♦ Appear at City Council Meeting and recap public hearing findings and answer any questions posed by the City Council concerning the application, process, and Planning Commission's recommendations;
 - ♦ Following approval of application by City Council, prepare Summary of Zoning Proceedings for filing with Cottonwood County Recorder;
 - ♦ Prepare correspondence as needed;
 - ♦ Maintain records of all applications filed and subsequent proceedings;
 - ♦ Maintain addressing system for homes and buildings within the City and assign numbers as needed and requested;
 - ♦ Provide information to property owners, including site inspections (if necessary), concerning the placement and construction of fences;

- ♦ Complete required reports concerning Planning Commission activities, including the annual report to the City Council.

CITY FIRE MARSHAL

Responsibilities and Duties:

- Responsible for administration and enforcement of Minnesota Fire Code adopted by City.
 - ♦ Review building plans for compliance with fire code;
 - ♦ Review any proposed modifications or change in use of a building to verify compliance with fire code;
 - ♦ Update checklist for use by Fire Department for inspection of existing buildings;
 - ♦ Assist Fire Department, as needed, with building inspections for compliance with fire code;
 - ♦ Prepare correspondence as needed.

ADDITIONAL RESPONSIBILITIES:

ENFORCEMENT OF PUBLIC NUISANCE ORDINANCE (CITY CODE CHAPTER 13)

- Responsible for administration and enforcement of City's Public Nuisance Ordinance.
 - ♦ Receive public complaints (in person, by phone, by written communications);
 - ♦ Receive complaints referred by City Personnel/Councilmembers/Commissioners and Police Department;
 - ♦ Investigate site and photograph area;
 - ♦ Prepare and send cleanup letters to owners/tenants of property;
 - ♦ Do follow-up inspection following cleanup deadline;
 - ♦ Notify Police Department of any noncompliance with cleanup letters;
 - ♦ Provide supplemental information to Police Department;
 - ♦ Maintain records of correspondence and photographs and disposition of complaint.

ISSUANCE OF ADDITIONAL PERMITS AND REQUIRED INSPECTIONS

- Responsible for issuance of additional permits and inspections related to building code and zoning activities.
 - ♦ Review applications and issue sign permits in conformance with City's sign ordinance;
 - ♦ Review applications and issue demolition permits;
 - ♦ Review applications and issue permits for the moving of buildings;
 - ♦ Review applications and issue permits for the sale of consumer fireworks;
 - ♦ Perform inspections for compliance with sign, demolition, moving, and fireworks permits;
 - ♦ Receive applications for sewer and water connections which are directed to Water/Wastewater Department.

FLOODPLAIN MATTERS

- Responsible for communications concerning floodplain matters.
 - ♦ Communicate with FEMA, land surveyors, insurance professionals, banks, and the public concerning location of property in the flood plain;
 - ♦ Advise concerning construction requirements and restrictions in floodplain areas;
 - ♦ Prepare correspondence as needed.

BUDGET PREPARATION AND MONITORING

- Responsible for preparation of proposed budget for Building & Zoning Departments.
 - ♦ Prepare preliminary budget;
 - ♦ Allocate expenses to appropriate accounts;
 - ♦ Verify that expenditures are consistent with approved budget.

INTERACTION WITH PUBLIC, GOVERNMENT AGENCIES, CITY DEPARTMENTS:

- Responsible for providing information to the public concerning building code and zoning requirements.
 - ♦ Provide handouts to the public and answer questions concerning building code and zoning requirements;
 - ♦ Communicate with engineers and architects concerning building code and zoning requirements;
 - ♦ Provide information and handouts to contractors and lumberyards concerning building code requirements;
 - ♦ Communicate with state agencies concerning requirements mandated by the state, interpretation questions, and questions posed by the public or contractors;
 - ♦ Interact with State Inspectors, including Electrical Inspector, Plumbing Inspector, State Fire Marshal;
 - ♦ Interact with City Department Heads and Staff concerning code requirements, proposed construction projects, pre-construction meetings, easements, and other city matters;
 - ♦ Research answers to questions from City Administrator, City Department Heads, Boards and Committees;
 - ♦ Supervise City Hall maintenance and repair activities;
 - ♦ Prepare correspondence as needed.

MEETING PARTICIPATION:

- Responsible for participation in meetings that relate to building, zoning, and fire marshal activities.
 - ♦ Attend meetings of departments, boards and commissions as needed or requested including, but not limited to, City Council, EDA, HRA, and Fire Department committees.

HAZARDOUS BUILDINGS:

- Responsible for inspection of hazardous buildings and follow-up procedures.
 - ♦ Receive requests from Health Department, Police Department or other governmental agencies;
 - ♦ Accompany representatives of Health Department, Police Department, and other agencies to complete an inspection of the building for life, health, safety, and fire code issues;
 - ♦ Prepare inspection report;
 - ♦ If required, communicate with City Attorney concerning hazardous building;
 - ♦ Present report and supplemental materials to City Council for issuance of order concerning demolition/remediation of property;
 - ♦ In conjunction with City Attorney, monitor compliance with City Council's Order and submit required supplemental orders;
 - ♦ Complete follow-up inspections;

- ♦ Prepare any required reports and correspondence as needed.

ADDITIONAL RESPONSIBILITIES UNDERTAKEN:

DRAFTING AND REVISION OF CITY ORDINANCES

- Assumed responsibility for preparation and submission of proposed ordinances and revisions to City ordinances related to building, zoning and other areas as requested by the City.
 - ♦ Chapter 4 – Construction Licensing, Permits and Regulations
 - Prepared Ordinance based on State Directives/Format;
 - Submitted Ordinance to City Council for approval.
 - ♦ Chapter 13 - Public Nuisance Ordinance
 - Drafted Ordinance for review by Planning Commission and City Attorney;
 - Completed requested revisions;
 - Submitted Ordinance to City Council for approval.
 - ♦ Chapter 6, Section 6.51 – Adult Businesses and Uses
 - Drafted Ordinance for review by City Attorney;
 - Completed requested revisions;
 - Submitted Ordinance to City Council for approval.
 - ♦ Chapter 10, Section 10.12, Subd. 9 – Limitation of Ownership (of Pets)
 - Drafted Ordinance for review by City Attorney;
 - Completed requested revisions;
 - Submitted Ordinance to City Council for approval.
 - ♦ Chapter 11 - Land Use Regulations (Zoning)
 - Drafted Ordinance for review by Planning Commission and City Attorney;
 - Revised City Zoning map for review by Planning Commission;
 - Completed requested revisions;
 - Submitted Ordinance to City Council for approval.
 - ♦ Chapter 12 – Subdivision Regulations (Platting)
 - Drafted Ordinance for review by Planning Commission and City Attorney;
 - Completed requested revisions;
 - Submitted Ordinance to City Council for approval.
 - ♦ Chapter 10, Section 10.10, Subd. 5 – Consumer Fireworks: Sale, Storage, Possession and Use
 - Drafted Ordinance for review by City Attorney;
 - Completed requested revisions;
 - Submitted Ordinance to City Council for approval.

COMPREHENSIVE PLAN

- Responsible for review and revision of City's Comprehensive Plan.
 - ♦ Formed Voluntary Committee for revision of plan;

- ♦ Assisted with assignment of chapters to committee members;
- ♦ Provided submitted materials to Committee for review;
- ♦ Assisted with preparation of survey questions and preparation of survey form;
- ♦ Assisted with mailing and collection of survey responses;
- ♦ Reviewed, revised and submitted chapter revisions to Committee;
- ♦ Provided drafts of chapters, assigned to this Department, for review by Committee;
- ♦ Compiled revised chapters;
- ♦ Currently in the process of updating chapters prior to submission to the LMC attorneys for review.

JAMES P. KARTES
P.O. 311
Pipestone, Mn. 56164
H (507) 825-0010 W (507) 825-3324

OBJECTIVE

To continue to work for a municipality in the scope of building and zoning and other areas as needed.

WORK HISTORY

City of Pipestone – August 1999 to present

Building Official/Zoning Administrator

- Plan review and permit application review to ensure they conform to all state codes and all city ordinances.
- Issue permits
- Record and maintain all forms, administrative and inspection reports
- Make all required inspections for building projects and zoning that are deemed necessary.
- Interpret city ordinances, state code, specs, etc. to assist contractors, developers, and the general public.
- Update Comprehensive plan, Zoning Ordinance, Assessment Policy, City Code Book, and Nuisance Ordinance.
- Set agenda and notice for all public hearings and meetings dealing with all aspects of zoning. Included are Planning Commission meetings, Variance, Conditional Use. Maintain and record minutes to all meeting.
- Update City maps and plats
- Work with all city departments and County EDA in planning of new developments.

Home Inspection Service – 1988 to present

Residential and Commercial Inspections

- Structural
- Electrical, Plumbing, Heating, and Air Conditioning
- Quality, Condition and life expectancy of all major systems
- General interior, including ceilings, walls, floors, windows, insulation, ventilation, etc.
- General exterior, including roof, gutter, chimney, siding, drainage, etc.

JAMES P. KARTES
P.O. 311
Pipestone, Mn. 56164
H (507) 825-0010 W (507) 825-3324

OBJECTIVE

To continue to work for a municipality in the scope of building and zoning and other areas as needed.

WORK HISTORY

City of Pipestone – August 1999 to present

Building Official/Zoning Administrator

- Plan review and permit application review to ensure they conform to all state codes and all city ordinances.
- Issue permits
- Record and maintain all forms, administrative and inspection reports
- Make all required inspections for building projects and zoning that are deemed necessary.
- Interpret city ordinances, state code, specs, etc. to assist contractors, developers, and the general public.
- Update Comprehensive plan, Zoning Ordinance, Assessment Policy, City Code Book, and Nuisance Ordinance.
- Set agenda and notice for all public hearings and meetings dealing with all aspects of zoning. Included are Planning Commission meetings, Variance, Conditional Use. Maintain and record minutes to all meeting.
- Update City maps and plats
- Work with all city departments and County EDA in planning of new developments.

Home Inspection Service – 1988 to present

Residential and Commercial Inspections

- Structural
- Electrical, Plumbing, Heating, and Air Conditioning
- Quality, Condition and life expectancy of all major systems
- General interior, including ceilings, walls, floors, windows, insulation, ventilation, etc.
- General exterior, including roof, gutter, chimney, siding, drainage, etc.

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
CITY OFFICE	MII LIFE	VEBA	186.16
CITY OFFICE	MN NCPERS LIFE INSUR	INSURANCE	80.00
CITY OFFICE	QUILL CORP	SUPPLIES	55.57
CITY OFFICE	SECR REV FUND/CITY O	BANK DRAFT	5.00
CITY OFFICE	SELECTACCOUNT	ADM FEE	112.70
	Total for Department 103		439.43*
P & Z / BUILDING OFF	ELECTRIC FUND	MAINTENANCE	24.60
P & Z / BUILDING OFF	MII LIFE	VEBA	139.62
P & Z / BUILDING OFF	MN NCPERS LIFE INSUR	INSURANCE	24.00
	Total for Department 106		188.22*
CITY HALL	SANDRA HERDER	CLEANING	303.60
CITY HALL	MELISSA PENAS	CLEANING	303.60
	Total for Department 115		607.20*
POLICE	DONNA MARCY	CLOTHING ALLOWANCE	325.00
POLICE	ELECTRIC FUND	MAINTENANCE	39.42
POLICE	SHAWN HAKEN	CLOTHING ALLOWANCE	325.00
POLICE	TODD HYATT	CLOTHING ALLOWANCE	325.00
POLICE	KENT F. KELLY	CLOTHING ALLOWANCE	325.00
POLICE	MII LIFE	VEBA	1,312.27
POLICE	MN NCPERS LIFE INSUR	INSURANCE	144.00
POLICE	DEBRA NESSETH	TRAINING	5.85
POLICE	KEVIN L. PATTERSON	CLOTHING ALLOWANCE	325.00
POLICE	CONOCO PHILLIPS FLEE	GAS	32.33
POLICE	JEFFREY SHIRKEY	CLOTHING ALLOWANCE	325.00
POLICE	BRUCE TONINATO	CLOTHING ALLOWANCE	325.00
POLICE	DANA WALLACE	CLOTHING ALLOWANCE	325.00
	Total for Department 120		4,133.87*
FIRE DEPARTMENT	AMOCO OIL COMPANY	GAS	33.83
FIRE DEPARTMENT	ELECTRIC FUND	MAINTENANCE	17.58
FIRE DEPARTMENT	FIRE RELIEF ASSOC.	CONTRIB TO FIRE RELIEF	36,524.00
	Total for Department 125		36,575.41*
STREET	AMOCO OIL COMPANY	GAS	1,027.89
STREET	ELECTRIC FUND	MAINTENANCE	1,315.82
STREET	MII LIFE	VEBA	963.93
STREET	MN NCPERS LIFE INSUR	INSURANCE	89.00
	Total for Department 140		3,396.64*
HEALTH & SANITATION	NEAL GRUNEWALD	COMPOST SITE MANAGER	128.00
	Total for Department 145		128.00*
PARKS	ELECTRIC FUND	MAINTENANCE	729.14
PARKS	MII LIFE	VEBA	174.17
PARKS	MN NCPERS LIFE INSUR	INSURANCE	16.00
PARKS	CONOCO PHILLIPS FLEE	GAS	85.87
	Total for Department 165		1,005.18*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
Total for Fund 01			46,473.95*
LIBRARY	SANDRA HERDER	CLEANING	303.60
LIBRARY	JOAN HUNTER	SUPPLIES	44.47
LIBRARY	MELISSA PENAS	CLEANING	303.60
Total for Department 171			651.67*
Total for Fund 03			651.67*
COTTONWOOD CTY SHERI PAYMENT FOR RACOM-REPEAT			1,200.00
Total for Department			1,200.00*
Total for Fund 04			1,200.00*
HJERPE CONTRACTING I 07 STREET CONSTRUCTION			197,051.80
Total for Department			197,051.80*
Total for Fund 07			197,051.80*
UHF TV	FEDERATED RURAL ELEC USAGE		167.96
Total for Department 173			167.96*
Total for Fund 10			167.96*
AIRPORT	MN DEPT OF ADMINISTR TELEPHONE		19.60
AIRPORT	RED ROCK RURAL WATER WATER		24.20
AIRPORT	SO. CENTRAL ELECTRIC POWER COST		260.60
Total for Department 174			304.40*
Total for Fund 11			304.40*
AMBULANCE	ELECTRIC FUND	MAINTENANCE	289.08
AMBULANCE	KIM POWERS	EXPENSE	4.89
AMBULANCE	ALLAN REMPEL	EXPENSE	31.78
AMBULANCE	JIM SKARPHOL	CAR SEAT	52.26
AMBULANCE	JIM SKARPHOL	EXPENSE	37.02
AMBULANCE	DOUG WESTERMAN	EXPENSE	22.90
Total for Department 176			437.93*
Total for Fund 13			437.93*
MULTI-PURPOSE BUILDI	MII LIFE	VEBA	360.33
MULTI-PURPOSE BUILDI	MN DEPT OF ADMINISTR TELEPHONE		19.60
MULTI-PURPOSE BUILDI	MN NCPERS LIFE INSUR	INSURANCE	48.00
MULTI-PURPOSE BUILDI	LORA SACKS	MAINTENANCE	16.61
Total for Department 177			444.54*
Total for Fund 14			444.54*
PM REVOLVING LOAN FU	BANK MIDWEST	LOAN PAYMENTS	3,830.79

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
Total for Department 172			3,830.79*
Total for Fund 15			3,830.79*
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	3,513.85
LIQUOR	LOCHER BROTHERS INC	MERCHANDISE	4,055.45
LIQUOR	GENERAL FUND	PENALTY FOR NON-COMP-LIQ	1,000.00
LIQUOR	GRIGGS COOPER	MERCHANDISE	1,557.76
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	8,367.10
LIQUOR	JOHNSON BROS.	MERCHANDISE	1,453.27
LIQUOR	MII LIFE	VEBA	348.34
LIQUOR	MN NCPERS LIFE INSUR	INSURANCE	28.00
LIQUOR	MN ENERGY RESOURCES	HEATING	35.54
LIQUOR	QUALITY WINE SPIRITS	MERCHANDISE	36.00
LIQUOR	WINE MERCHANTS	MERCHANDISE	830.00
Total for Department 180			21,225.31*
Total for Fund 60			21,225.31*
WATER	ELECTRIC FUND	MAINTENANCE	24.81
WATER	H P SUDS	BILLING CONTRACT SERVICE	118.66
WATER	MII LIFE	VEBA	525.50
WATER	MN NCPERS LIFE INSUR	INSURANCE	40.00
WATER	CONOCO PHILLIPS FLEE	GAS	66.90
WATER	MIKE HAUGEN	EXPENSE	305.30
Total for Department 181			1,081.17*
Total for Fund 61			1,081.17*
SECR REV FUND/CITY O UTILITY PREPAYMENT REFUN			500.00
THERESA KRUEGER REFUND-UTILITY PREPAY FO			125.00
MELISSA VONGSY REFUND - UTILITY PREPAYM			125.00
Total for Department			750.00*
ELECTRIC	AMOCO OIL COMPANY	GAS	637.61
ELECTRIC	AMOCO OIL COMPANY	VOLUME DISCOUNT	-10.37
ELECTRIC	ELECTRIC FUND	MAINTENANCE	180.22
ELECTRIC	MARV GRUNIG	EXPENSE	70.81
ELECTRIC	H P SUDS	BILLING CONTRACT SERVICE	118.70
ELECTRIC	MIDWEST WIRELESS	TELEPHONE	89.96
ELECTRIC	MII LIFE	VEBA	984.92
ELECTRIC	MN NCPERS LIFE INSUR	INSURANCE	89.00
ELECTRIC	SECR REV FUND/CITY O	POSTAGE	5.21
ELECTRIC	BANK MIDWEST	NSF CHECK	172.94
ELECTRIC	PHIL ANDERSON	ENERGY REBATE	200.00
ELECTRIC	TAMI ANDERSON	ENERGY REBATE	100.00
ELECTRIC	LAVERNE BREUER	ENERGY REBATE	100.00
ELECTRIC	ALVIN CARTER	ENERGY REBATE	100.00
ELECTRIC	BEN DERICKSON	ENERGY REBATE	100.00
ELECTRIC	JAMEY HOCKSTEIN	ENERGY REBATE	100.00

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
ELECTRIC	MARILYN HOLT	ENERGY REBATE	200.00
ELECTRIC	TRACY HORKEY	ENERGY REBATE	100.00
ELECTRIC	BRAD LARSEN	ENERGY REBATE	100.00
ELECTRIC	NANCY MICHALSKI	ENERGY REBATE	275.00
ELECTRIC	JAMES L NELSON	ENERGY REBATE	50.00
ELECTRIC	JIM ROBINSON	ENERGY REBATE	200.00
ELECTRIC	CAROLINE SCHULZ	ENERGY REBATE	50.00
ELECTRIC	M D SILVER	ENERGY REBATE	200.00
ELECTRIC	JENNIFER SQUIRES	ENERGY REBATE	100.00
ELECTRIC	BILL VOSS	ENERGY REBATE	100.00
ELECTRIC	ROBERT WIRTZ	ENERGY REBATE	100.00
	Total for Department 182		4,514.00*
	Total for Fund 62		5,264.00*
SEWER	AMOCO OIL COMPANY	GAS	322.16
SEWER	ELECTRIC FUND	MAINTENANCE	21.73
SEWER	H P SUDS	BILLING CONTRACT SERVICE	118.66
SEWER	MII LIFE	VEBA	873.85
SEWER	MN NCPERS LIFE INSUR	INSURANCE	72.00
	Total for Department 183		1,408.40*
	Total for Fund 63		1,408.40*
ARENA	AMOCO OIL COMPANY	GAS	8.17
ARENA	MII LIFE	VEBA	174.17
ARENA	MN NCPERS LIFE INSUR	INSURANCE	25.00
ARENA	MN ENERGY RESOURCES	HEATING	138.65
	Total for Department 184		345.99*
	Total for Fund 64		345.99*
	BANK MIDWEST	LOAN PAYMENTS	4,585.50
	Total for Department		4,585.50*
ECONOMIC DEVELOPMENT	AARON BACKMAN	MILEAGE	148.41
ECONOMIC DEVELOPMENT	MII LIFE	VEBA	220.71
ECONOMIC DEVELOPMENT	MN NCPERS LIFE INSUR	INSURANCE	24.00
ECONOMIC DEVELOPMENT	SECR REV FUND/CITY O	BANK DRAFT	4.00
	Total for Department 187		397.12*
	Total for Fund 67		4,982.62*
RIVERBLUFF ESTATES	BRADY POWERS	MOWING	273.00
RIVERBLUFF ESTATES	BANK MIDWEST	LOAN PAYMENTS	1,813.32
	Total for Department 166		2,086.32*
	Total for Fund 68		2,086.32*
	SECR REV FUND/CITY O	CONVERTER REFUND	85.00

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
	SECR REV FUND/CITY O	UTILITY PREPAYMENT REFUN	.00
	Total for Department		85.00*
TELECOMMUNICATIONS	FOX SPORTS	SUBSCRIBER	4,739.76
TELECOMMUNICATIONS	H P SUDS	BILLING CONTRACT SERVICE	355.98
TELECOMMUNICATIONS	LIFETIME	SUBSCRIBER	599.28
TELECOMMUNICATIONS	LIFETIME MOVIE NETWO	SUBSCRIBER	30.00
TELECOMMUNICATIONS	MIDWEST WIRELESS	TELEPHONE	229.25
TELECOMMUNICATIONS	MII LIFE	VEBA	624.58
TELECOMMUNICATIONS	MN NCPERS LIFE INSUR	INSURANCE	80.00
TELECOMMUNICATIONS	SECR REV FUND/CITY O	BANK DRAFT	3.50
	Total for Department 199		6,662.35*
	Total for Fund 69		6,747.35*
	AFSCME	UNION DUES	214.50
	LOCAL UNION #949	UNION DUES	1,504.78
	MN NCPERS LIFE INSUR	INSURANCE	32.00
	Total for Department		1,751.28*
	Total for Fund 70		1,751.28*
	Grand Total		295,455.48*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
MAYOR & COUNCIL	CONVENT. & VISTOR BU	LODGING TAX	3,561.65
MAYOR & COUNCIL	WINDOM BAKERY	SENATORS LUNCH EXPENSE	269.13
	Total for Department 101		3,830.78*
CITY OFFICE	CMRS - TMS	POSTAGE	333.54
CITY OFFICE	ELECTRIC FUND	UTILITY BILLING	188.60
	Total for Department 103		522.14*
P & Z / BUILDING OFF	CMRS - TMS	POSTAGE	12.74
P & Z / BUILDING OFF	ELECTRIC FUND	UTILITY BILLING	89.48
P & Z / BUILDING OFF	MN DEPT OF LABOR & I	BLDG PERMIT SURCHARGE	613.06
P & Z / BUILDING OFF	VET'S WHOA N'GO	GAS	47.69
	Total for Department 106		762.97*
CITY HALL	ELECTRIC FUND	UTILITY BILLING	649.60
CITY HALL	SCHWICKERT COMPANY	CITY HALL ROOF REPAIR	13,785.00
	Total for Department 115		14,434.60*
POLICE	CMRS - TMS	POSTAGE	.41
POLICE	ELECTRIC FUND	UTILITY BILLING	81.52
POLICE	VET'S WHOA N'GO	GAS	55.53
	Total for Department 120		137.46*
FIRE DEPARTMENT	CMRS - TMS	POSTAGE	7.14
FIRE DEPARTMENT	ELECTRIC FUND	UTILITY BILLING	26.92
FIRE DEPARTMENT	QUEST	TELEPHONE	115.02
FIRE DEPARTMENT	VET'S WHOA N'GO	GAS	52.62
	Total for Department 125		201.70*
STREET	CMRS - TMS	POSTAGE	.82
STREET	ELECTRIC FUND	UTILITY BILLING	3,129.83
STREET	ERICKSON OIL CO	GAS	357.93
STREET	QUEST	TELEPHONE	115.02
STREET	VET'S WHOA N'GO	GAS	761.19
	Total for Department 140		4,364.79*
PARKS	ELECTRIC FUND	UTILITY BILLING	3,379.71
	Total for Department 165		3,379.71*
	Total for Fund 01		27,634.15*
LIBRARY	ELECTRIC FUND	UTILITY BILLING	478.15
LIBRARY	JOAN HUNTER	MILEAGE	38.80
	Total for Department 171		516.95*
	Total for Fund 03		516.95*
UHF TV	ELECTRIC FUND	UTILITY BILLING	25.07
	Total for Department 173		25.07*
	Total for Fund 10		25.07*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
AIRPORT	CMRS - TMS	POSTAGE	7.31
		Total for Department 174	7.31*
		Total for Fund 11	7.31*
POOL	CMRS - TMS	POSTAGE	1.64
POOL	ELECTRIC FUND	UTILITY BILLING	255.90
POOL	MN RECREATION & PARK REGISTRATION		187.00
		Total for Department 175	444.54*
		Total for Fund 12	444.54*
AMBULANCE	CMRS - TMS	POSTAGE	13.61
AMBULANCE	ELECTRIC FUND	UTILITY BILLING	36.79
AMBULANCE	KRIS JANSSEN	EXPENSE	26.50
AMBULANCE	QUEST	TELEPHONE	115.02
AMBULANCE	JIM SKARPHOL	EXPENSE	189.52
AMBULANCE	VET'S WHOA N'GO	GAS	474.88
AMBULANCE	DOUG WESTERMAN	EXPENSE	38.04
		Total for Department 176	894.36*
		Total for Fund 13	894.36*
MULTI-PURPOSE BUILDI	CMRS - TMS	POSTAGE	18.94
MULTI-PURPOSE BUILDI	ELECTRIC FUND	UTILITY BILLING	2,164.11
MULTI-PURPOSE BUILDI	LIQUOR FUND - RIVER	MERCHANDISE	50.19
		Total for Department 177	2,233.24*
		Total for Fund 14	2,233.24*
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	2,505.80
LIQUOR	BRAU BROTHERS BREWIN	MERCHANDISE	48.00
LIQUOR	CADBURY SCHWEPPES BO	MERCHANDISE	45.60
LIQUOR	CMRS - TMS	POSTAGE	3.28
LIQUOR	LOCHER BROTHERS INC	MERCHANDISE	2,113.05
LIQUOR	ELECTRIC FUND	UTILITY BILLING	1,107.38
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	5,504.45
LIQUOR	HOLINKA DISTR. CO.	MERCHANDISE	71.50
LIQUOR	QUALITY WINE SPIRITS	MERCHANDISE	4,755.48
		Total for Department 180	16,154.54*
		Total for Fund 60	16,154.54*
WATER	CMRS - TMS	POSTAGE	297.93
WATER	ELECTRIC FUND	UTILITY BILLING	6,780.02
WATER	H P SUDS	BILLING CONTRACT SERVICE	168.67
WATER	QUEST	TELEPHONE	115.02
WATER	MIKE HAUGEN	EXPENSE	36.86
		Total for Department 181	7,398.50*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
Total for Fund 61			7,398.50*
	MIKE MACHO	REFUND - UTILITY PREPAYM	125.00
	VATSANA NALY	REFUND - UTILITY PREPAYM	125.00
Total for Department			250.00*
ELECTRIC	CMRS - TMS	POSTAGE	700.64
ELECTRIC	ELECTRIC FUND	UTILITY BILLING	267.54
ELECTRIC	H P SUDS	BILLING CONTRACT SERVICE	168.67
ELECTRIC	QUEST	TELEPHONE	115.02
ELECTRIC	BRAD BUSSA	CLEANING	184.60
ELECTRIC	DEPARTMENT OF ENERGY	POWER COST	64,384.54
ELECTRIC	BANK MIDWEST	NSF CHECK	228.52
ELECTRIC	ARLENE JOHNSON	REIMBURSE CREDIT BAL-WCA	324.00
ELECTRIC	CARA SMITH	REFUND FOR CREDIT BAL 01	3.73
Total for Department 182			66,377.26*
Total for Fund 62			66,627.26*
SEWER	CMRS - TMS	POSTAGE	292.92
SEWER	ELECTRIC FUND	UTILITY BILLING	12,236.33
SEWER	BRICKSON OIL CO	GAS	18.74
SEWER	H P SUDS	BILLING CONTRACT SERVICE	168.67
SEWER	QUEST	TELEPHONE	115.02
Total for Department 183			12,831.68*
Total for Fund 63			12,831.68*
ARENA	CMRS - TMS	POSTAGE	39.90
ARENA	ELECTRIC FUND	UTILITY BILLING	2,823.38
ARENA	MN RECREATION & PARK	REGISTRATION	186.00
ARENA	VET'S WHOA N'GO	GAS	86.52
Total for Department 184			3,135.80*
Total for Fund 64			3,135.80*
RIVERBLUFF TOWNHOMES	ELECTRIC FUND	UTILITY BILLING	45.55
Total for Department 186			45.55*
Total for Fund 66			45.55*
	BANK MIDWEST	PAYMT F/RIVERBLUFF HOME	100,000.00
Total for Department			100,000.00*
ECONOMIC DEVELOPMENT	CMRS - TMS	POSTAGE	25.49
ECONOMIC DEVELOPMENT	ELECTRIC FUND	UTILITY BILLING	573.21
ECONOMIC DEVELOPMENT	BANK MIDWEST	PAYMT F/RIVERBLUFF HOME	46.00
Total for Department 187			644.70*
Total for Fund 67			100,644.70*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
	BANK MIDWEST	PAYMT F/RIVERBLUFF HOME	128,000.00
	Total for Department		128,000.00*
RIVERBLUFF ESTATES	BANK MIDWEST	PAYMT F/RIVERBLUFF HOME	170.67
	Total for Department 166		170.67*
	Total for Fund 68		128,170.67*
	MN 9-1-1 PROGRAM	911 SERVICE	741.68
	Total for Department		741.68*
TELECOMMUNICATIONS	CMRS - TMS	POSTAGE	636.75
TELECOMMUNICATIONS	ELECTRIC FUND	UTILITY BILLING	1,712.89
TELECOMMUNICATIONS	H P SUDS	BILLING CONTRACT SERVICE	505.99
TELECOMMUNICATIONS	JEREMY ROLFES	SERVICE INTERNET	51.20
TELECOMMUNICATIONS	VET'S WHOA N'GO	GAS	77.31
	Total for Department 199		2,984.14*
	Total for Fund 69		3,725.82*
	COLONIAL LIFE INSURA	INSURANCE	22.05
	Total for Department		22.05*
	Total for Fund 70		22.05*
	Grand Total		370,512.19*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
MAYOR & COUNCIL	CITIZEN PUBLISHING C	ADVERTISING	45.00
MAYOR & COUNCIL	GODFATHER'S PIZZA	EXPENSE	26.34
MAYOR & COUNCIL	MCDONALD & SCHRAMEL	LEGAL FEES	921.50
MAYOR & COUNCIL	SUBWAY	EXPENSE	28.60
	Total for Department 101		1,021.44*
CITY OFFICE	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	83.48
CITY OFFICE	DAN'S OFFICE SUPPLY	SUPPLIES	113.65
CITY OFFICE	HEARTLAND TECHNOLOGY	BILLING SYSTEM FIRE WALL	40.00
CITY OFFICE	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.78
CITY OFFICE	MN MUNICIPAL UTILITI	SAFETY COMP	771.00
CITY OFFICE	PITNEY BOWES	POSTAGE METER	59.50
	Total for Department 103		1,073.41*
P & Z / BUILDING OFF	DAN'S OFFICE SUPPLY	SUPPLIES	186.47
P & Z / BUILDING OFF	DAVIS TYPEWRITER	MAINTENANCE	55.04
P & Z / BUILDING OFF	HEARTLAND TECHNOLOGY	BILLING SYSTEM FIRE WALL	40.00
P & Z / BUILDING OFF	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.78
P & Z / BUILDING OFF	MN MUNICIPAL UTILITI	SAFETY COMP	578.25
P & Z / BUILDING OFF	PITNEY BOWES	POSTAGE METER	59.50
	Total for Department 106		925.04*
LEGAL	MCDONALD & SCHRAMEL	LEGAL SUPPLIES	63.74
	Total for Department 110		63.74*
CITY HALL	AMERIGAS - WORTHINGT	WATER TREATMENT	23.38
CITY HALL	COTTONWOOD COUNTY SO	RECYCLING PICK UP	12.00
CITY HALL	WASTE MANAGEMENT OF	HAUL GARBAGE	79.09
CITY HALL	MN DEPT OF LABOR & I	BLDG PERMIT SURCHARGE	10.00
	Total for Department 115		124.47*
POLICE	COTTONWOOD CO TREASU	DISPATCHING	275.00
POLICE	COTTONWOOD CO TREASU	RENT	1,200.00
POLICE	DAN'S OFFICE SUPPLY	SUPPLIES	126.13
POLICE	HIGLEY FORD	MAINTENANCE	12.84
POLICE	MCDONALD & SCHRAMEL	LEGAL FEES	3,325.00
POLICE	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	22.50
POLICE	MN BUREAU OF CRIMINA	REGISTRATION	350.00
POLICE	NEW STAR SALES & SER	MAINTENANCE	75.00
POLICE	PAMIDA	SUPPLIES	40.45
POLICE	PITNEY BOWES	POSTAGE METER	59.50
POLICE	STREICHER'S	EQUIPMENT	163.43
POLICE	TRAVEL MANAGEMENT	LEASE CAR	2,430.00
POLICE	COUNTRY PRIDE SERVIC	MAINTENANCE	393.16
POLICE	WINDOM QUICK PRINT	SUPPLIES	90.90
	Total for Department 120		8,563.91*
FIRE DEPARTMENT	COTTONWOOD CO TREASU	DISPATCHING	212.50
FIRE DEPARTMENT	KKOJ	ADVERTISING	49.50
FIRE DEPARTMENT	LUCAN COMMUNITY TV I	MAINTENANCE	21.30
FIRE DEPARTMENT	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.78

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
FIRE DEPARTMENT	MUNICIPAL EMERGENCY	MAINTENANCE	725.00
FIRE DEPARTMENT	RIVERSIDE LAUNDRY	SERVICE	27.96
FIRE DEPARTMENT	NEPM - ASI #279381	SUPPLIES	198.75
	Total for Department 125		1,240.79*
EMERGENCY MANAGEMENT	COTTONWOOD CO TREASU	DISPATCHING	12.50
EMERGENCY MANAGEMENT	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	200.00
	Total for Department 130		212.50*
ANIMALS	COTTONWOOD-SLAYTON V	VET SERVICE	321.30
ANIMALS	J.P. COOKE COMPANY	DOG/CAT LICENSE TAGS	43.69
	Total for Department 135		364.99*
STREET	COLE PAPER INC.	SUPPLIES	178.83
STREET	COTTONWOOD CO HWY DE	MAINTENANCE	532.50
STREET	COTTONWOOD CO TREASU	DISPATCHING	125.00
STREET	WASTE MANAGEMENT OF	HAUL GARBAGE	121.31
STREET	DAN'S OFFICE SUPPLY	SUPPLIES	210.34
STREET	GDF ENTERPRISES, INC	MAINTENANCE	544.51
STREET	H & L MESABI INC	MAINTENANCE	1,407.33
STREET	HIGLEY FORD	MAINTENANCE	39.09
STREET	WINDOM AUTO VALU	MAINTENANCE	77.68
STREET	LAMPERTS YARDS, INC.	MAINTENANCE	16.45
STREET	MCDONALD & SCHRAMEL	LEGAL FEES	57.00
STREET	MCLAUGHLIN & SCHULZ,	MAINTENANCE	386.00
STREET	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.78
STREET	MESSER MACHINE & MFG	MAINTENANCE	17.34
STREET	MIDWEST WIRELESS	TELEPHONE	108.41
STREET	MN DEPT OF LABOR & I	BLDG PERMIT SURCHARGE	20.00
STREET	MN MUNICIPAL UTILITI	SAFETY COMP	2,313.24
STREET	NORTHLAND CHEMICAL C	SUPPLIES	121.31
STREET	PITNEY BOWES	POSTAGE METER	59.50
STREET	PRAXAIR DISTRIBUTION	SERVICE	73.09
STREET	RUNNING'S SUPPLY	MAINTENANCE	194.70
STREET	SCHWALBACH HARDWARE	MAINTENANCE	33.81
STREET	SOUTHERN MINN CONSTR	MAINTENANCE	3,483.64
STREET	UNIQUE PAVING MATERI	WINTER MIX	433.61
STREET	WENCK ASSOCIATES, IN	SEAL COAT	105.00
STREET	WINDOM FIRE SAFETY	MAINTENANCE	15.00
STREET	CARQUEST MOTOR PARTS	MAINTENANCE	35.12
	Total for Department 140		10,715.59*
RECREATION	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	29.32
	Total for Department 150		29.32*
PARKS	COTTONWOOD CO TREASU	DISPATCHING	37.50
PARKS	DAN'S OFFICE SUPPLY	SUPPLIES	210.34
PARKS	WINDOM AUTO VALU	MAINTENANCE	41.54
PARKS	LAMPERTS YARDS, INC.	MAINTENANCE	8.29
PARKS	MN MUNICIPAL UTILITI	SAFETY COMP	385.54

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
PARKS	MTI DISTRIBUTING COM	MAINTENANCE	310.71
PARKS	SCHWALBACH HARDWARE	MAINTENANCE	34.41
PARKS	SOUTHERN MINN CONSTR	MAINTENANCE	168.11
PARKS	COUNTRY PRIDE SERVIC	MAINTENANCE	308.85
	Total for Department 165		1,505.29*
	Total for Fund 01		25,840.49*
LIBRARY	AMERICAN GIRL	SUBSCRIPTION	22.95
LIBRARY	BEC AUDIO	BOOKS	57.00
LIBRARY	CENTER POINT LARGE P	BOOKS	38.34
LIBRARY	COOK'S COUNTRY	SUBSCRIPTION	24.95
LIBRARY	COTTONWOOD COUNTY SO	RECYCLING PICK UP	12.00
LIBRARY	CUISINE AT HOME	SUBSCRIPTION	24.00
LIBRARY	DEMCO	SUPPLIES	83.86
LIBRARY	THOMSON GALE	BOOKS	259.87
LIBRARY	HOME COOKING	SUBSCRIPTION	15.97
LIBRARY	INGRAM	BOOKS	1,809.11
LIBRARY	J & K WINDOWS	CLEANING	30.00
LIBRARY	MICROMARKETING	BOOKS & AUDIO	444.70
LIBRARY	MN DEPT OF LABOR & I	LICENSE	10.00
LIBRARY	PLUM CREEK LIBRARY	HEAD PHONES	24.96
LIBRARY	PLUM CREEK LIBRARY	WATCHGUARD	85.00
LIBRARY	RECORDED BOOKS, LLC	AUDIO TAPES	247.40
LIBRARY	READERS SERVICE	BOOKS	35.66
LIBRARY	SCHWALBACH HARDWARE	MAINTENANCE	120.15
LIBRARY	SPORTS AFIELD	SUBSCRIPTION	29.97
LIBRARY	TASTE OF HOME	BOOK	28.98
LIBRARY	VANITY FAIR	SUBSCRIPTION	29.95
LIBRARY	WORLD ALMANAC EDUCAT	ALMANAC	9.95
LIBRARY	GARDEN GATE	SUBSCRIPTION	38.00
LIBRARY	ROSETTA STONE LTD	AUDIO TAPES	598.95
	Total for Department 171		4,081.72*
	Total for Fund 03		4,081.72*
	MANKATO MOBIL RADIO	MAINTENANCE	22,286.95
	Total for Department		22,286.95*
	Total for Fund 04		22,286.95*
	WENCK ASSOCIATES, IN	STREET IMP (4TH)	17,143.15
	Total for Department		17,143.15*
	Total for Fund 07		17,143.15*
AIRPORT	COOPER CROUSE - HIND	MAINTENANCE	220.78
AIRPORT	SCHWALBACH HARDWARE	MAINTENANCE	6.37
AIRPORT	WINDOM FARM SERVICE	MAINTENANCE	66.36
	Total for Department 174		293.51*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
Total for Fund 11			293.51*
POOL	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	29.32
POOL	MN DEPT OF LABOR & I	BLDG PERMIT SURCHARGE	10.00
POOL	SCHWALBACH HARDWARE	MAINTENANCE	1,163.58
POOL	WERNER ELECTRIC	MAINTENANCE	91.01
Total for Department 175			1,293.91*
Total for Fund 12			1,293.91*
	MANKATO MOBIL RADIO	MAINTENANCE	3,243.72
Total for Department			3,243.72*
AMBULANCE	ARROW MANUFACTURING	MAINTENANCE	56.28
AMBULANCE	COTTONWOOD CO TREASU	DISPATCHING	200.00
AMBULANCE	HIGLEY FORD	MAINTENANCE	159.11
AMBULANCE	WINDOM AUTO VALU	MAINTENANCE	12.19
AMBULANCE	MANKATO MOBIL RADIO	MAINTENANCE	296.00
AMBULANCE	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.78
AMBULANCE	MIDWEST WIRELESS	TELEPHONE	92.79
AMBULANCE	WINDOM AREA HOSPITAL	SERVICE	1,083.41
AMBULANCE	COUNTRY PRIDE SERVIC	MAINTENANCE	15.00
AMBULANCE	CARQUEST MOTOR PARTS	MAINTENANCE	114.79
Total for Department 176			2,035.35*
Total for Fund 13			5,279.07*
MULTI-PURPOSE BUILDI	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	29.32
MULTI-PURPOSE BUILDI	WASTE MANAGEMENT OF	HAUL GARBAGE	105.30
MULTI-PURPOSE BUILDI	SUNSHINE FOODS	SUPPLIES	18.39
MULTI-PURPOSE BUILDI	KDOM RADIO	ADVERTISING	137.60
MULTI-PURPOSE BUILDI	MN MUNICIPAL UTILITI	SAFETY COMP	963.75
MULTI-PURPOSE BUILDI	SCHWALBACH HARDWARE	MAINTENANCE	53.16
MULTI-PURPOSE BUILDI	STONER INDUSTRIAL, I	SERVICE	83.94
MULTI-PURPOSE BUILDI	TOWN 'N COUNTRY	USED WASHER	186.38
MULTI-PURPOSE BUILDI	WERNER ELECTRIC	MAINTENANCE	39.26
Total for Department 177			1,617.10*
Total for Fund 14			1,617.10*
LIQUOR	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	29.32
LIQUOR	ENVIROMASTER, INC.	SERVICE	39.41
LIQUOR	CITIZEN PUBLISHING C	ADVERTISING	120.20
LIQUOR	COCA-COLA BOTTLING C	MERCHANDISE	317.60
LIQUOR	CULLIGAN	SERVICE	20.86
LIQUOR	WASTE MANAGEMENT OF	HAUL GARBAGE	54.76
LIQUOR	A H HERMEL CANDY & T	MERCHANDISE	1,178.23
LIQUOR	KDOM RADIO	ADVERTISING	36.00
LIQUOR	MN MUNICIPAL UTILITI	SAFETY COMP	771.00
LIQUOR	PEPSIAMERICAS	MERCHANDISE	190.25

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
LIQUOR	S&K LINES	FREIGHT	434.20
		Total for Department 180	3,191.83*
		Total for Fund 60	3,191.83*
WATER	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	58.64
WATER	CALIFORNIA CONTRACTO	SUPPLIES	189.20
WATER	CITIZEN PUBLISHING C	COMP SUPPORT	90.00
WATER	COTTONWOOD CO TREASU	DISPATCHING	100.00
WATER	GRUNEWALD GRAVEL	SERVICE	500.00
WATER	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.78
WATER	MN MUNICIPAL UTILITI	SAFETY COMP	963.75
WATER	MN VALLEY TESTING	TESTING	56.25
WATER	PITNEY BOWES	1/4 PAYMENT-MAILER/INSER	576.40
WATER	PITNEY BOWES	POSTAGE METER	59.50
WATER	RUNNING'S SUPPLY	MAINTENANCE	144.80
WATER	SCHWALBACH HARDWARE	MAINTENANCE	9.55
WATER	HD SUPPLY WATERWORKD	MAINTENANCE	130.81
WATER	WENCK ASSOCIATES, IN	WATERMAIN REPAIR	693.00
WATER	WERNER ELECTRIC	MAINTENANCE	534.90
WATER	WESTRUM LEAK DETECTI	SERVICE	1,125.00
		Total for Department 181	5,237.58*
		Total for Fund 61	5,237.58*
	B & B TRANSFORMER	INVENTORY	1,469.70
	BORDER STATES ELECTR	MAINTENANCE	163.33
	DIRECT ELECTRIC SUPP	INVENTORY	312.43
	J. H. LARSON	MAINTENANCE	504.48
	ODDSON UNDERGROUND	BORING	9,896.00
	RESCO	MAINTENANCE	3,420.78
	WERNER ELECTRIC	MAINTENANCE	307.67
	WESCO DISTRIBUTION,	SUPPLIES	5,014.55
		Total for Department	21,088.94*
ELECTRIC	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	29.32
ELECTRIC	BORDER STATES ELECTR	MAINTENANCE	71.46
ELECTRIC	CITIZEN PUBLISHING C	ADVERTISING	222.30
ELECTRIC	CITIZEN PUBLISHING C	COMP SUPPORT	90.00
ELECTRIC	COTTONWOOD CO TREASU	DISPATCHING	187.50
ELECTRIC	WASTE MANAGEMENT OF	HAUL GARBAGE	78.72
ELECTRIC	DAKOTA SUPPLY GROUP	MAINTENANCE	99.31
ELECTRIC	DHL EXPRESS	SERVICE	17.39
ELECTRIC	GRUNEWALD GRAVEL	SERVICE	294.00
ELECTRIC	WINDOM AUTO VALU	MAINTENANCE	5.95
ELECTRIC	JOHNSON HARDWARE	MAINTENANCE	46.49
ELECTRIC	KDOM RADIO	ADVERTISING	208.00
ELECTRIC	LAMPERTS YARDS, INC.	MAINTENANCE	7.84
ELECTRIC	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.78
ELECTRIC	MN MUNICIPAL UTILITI	CONNECTOR LAYOUT	250.00

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
ELECTRIC	MN MUNICIPAL UTILITI	SAFETY COMP	3,856.47
ELECTRIC	PITNEY BOWES	1/4 PAYMENT-MAILER/INSER	576.40
ELECTRIC	PITNEY BOWES	POSTAGE METER	59.50
ELECTRIC	PLASTIC TECHNIQUES,	MAINTENANCE	444.30
ELECTRIC	RUNNING'S SUPPLY	MAINTENANCE	178.38
ELECTRIC	SCHWALBACH HARDWARE	MAINTENANCE	2.65
ELECTRIC	SEH	SERVICE	7,917.55
ELECTRIC	SKARSHAUG TESTING LA	TESTING	298.24
ELECTRIC	STONER INDUSTRIAL, I	SERVICE	67.96
ELECTRIC	WESCO DISTRIBUTION,	SUPPLIES	42.49
ELECTRIC	WINDOM AREA DEVELOPM	INDUSTRIAL DEVELOPMENT	1,200.00
ELECTRIC	WINDOM FIRE SAFETY	MAINTENANCE	10.00
ELECTRIC	CARQUEST MOTOR PARTS	MAINTENANCE	227.04
	Total for Department 182		16,495.04*
	Total for Fund 62		37,583.98*
SEWER	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	120.08
SEWER	CALIFORNIA CONTRACTO	SUPPLIES	189.20
SEWER	CITIZEN PUBLISHING C	COMP SUPPORT	90.00
SEWER	COTTONWOOD CO TREASU	DISPATCHING	100.00
SEWER	WASTE MANAGEMENT OF	HAUL GARBAGE	79.09
SEWER	HAWKINS, INC	CHEMICALS	1,109.46
SEWER	GENERATOR SYSTEM SER	MAINTENANCE	205.95
SEWER	GRAHAM TIRE	TIRES	386.38
SEWER	MCDONALD & SCHRAMEL	LEGAL FEES	76.00
SEWER	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.77
SEWER	MN DEPT OF LABOR & I	BLDG PERMIT SURCHARGE	10.00
SEWER	MN MUNICIPAL UTILITI	SAFETY COMP	1,734.75
SEWER	MN VALLEY TESTING	TESTING	2,584.30
SEWER	NORTH SHORE ANALYTIC	TESTING	125.00
SEWER	QUEST	TELEPHONE	204.48
SEWER	PITNEY BOWES	1/4 PAYMENT-MAILER/INSER	576.40
SEWER	PITNEY BOWES	POSTAGE METER	59.50
SEWER	RUNNING'S SUPPLY	MAINTENANCE	7.07
SEWER	SCHWALBACH HARDWARE	MAINTENANCE	258.70
SEWER	USA BLUE BOOK	SUPPLIES	90.57
	Total for Department 183		8,012.70*
	Total for Fund 63		8,012.70*
ARENA	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	29.32
ARENA	AMERIPRIDE LINEN CO	SERVICE	72.51
ARENA	CARLSON & STEWART	INSPECTION	2,155.28
ARENA	CENTER STOP	MERCHANDISE	99.00
ARENA	CITIZEN PUBLISHING C	ADVERTISING	84.00
ARENA	COTTONWOOD-SLAYTON V	VET SERVICE	150.00
ARENA	WASTE MANAGEMENT OF	HAUL GARBAGE	128.99
ARENA	DAN'S OFFICE SUPPLY	SUPPLIES	88.68
ARENA	FORTUNE TRANSPORTATI	FREIGHT	386.40

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
ARENA	JANITOR'S CLOSET, LT	SUPPLIES	339.44
ARENA	JOHNSON HARDWARE	MAINTENANCE	1.38
ARENA	KDOM RADIO	ADVERTISING	70.00
ARENA	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.77
ARENA	MESSER MACHINE & MFG	MAINTENANCE	3.83
ARENA	MN MUNICIPAL UTILITI	SAFETY COMP	963.75
ARENA	PITNEY BOWES	POSTAGE METER	59.50
ARENA	PRO CELLULAR	EQUIPMENT	31.94
ARENA	RUNNING'S SUPPLY	MAINTENANCE	97.37
ARENA	SCHWALBACH HARDWARE	MAINTENANCE	499.81
ARENA	STONER INDUSTRIAL, I	SERVICE	9.52
ARENA	SIOUX EMPIRE FAIR AS	STALLS	1,697.28
	Total for Department 184		6,973.77*
	Total for Fund 64		6,973.77*
ECONOMIC DEVELOPMENT	BRADLEY & DEIKE, P.A	PROFESSIONAL SERVICE	390.00
ECONOMIC DEVELOPMENT	CITIZEN PUBLISHING C	ADVERTISING	134.00
ECONOMIC DEVELOPMENT	DAN'S OFFICE SUPPLY	SUPPLIES	186.45
ECONOMIC DEVELOPMENT	DAVIS TYPEWRITER	MAINTENANCE	55.04
ECONOMIC DEVELOPMENT	HEARTLAND TECHNOLOGY	BILLING SYSTEM FIRE WALL	40.00
ECONOMIC DEVELOPMENT	MCDONALD & SCHRAMEL	LEGAL FEES	275.50
ECONOMIC DEVELOPMENT	MN MUNICIPAL UTILITI	SAFETY COMP	771.00
ECONOMIC DEVELOPMENT	PITNEY BOWES	POSTAGE METER	59.50
ECONOMIC DEVELOPMENT	SUBWAY	EXPENSE	30.54
	Total for Department 187		1,942.03*
	Total for Fund 67		1,942.03*
TELECOMMUNICATIONS	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	63.16
TELECOMMUNICATIONS	AT & T	USAGE CHARGES	261.88
TELECOMMUNICATIONS	BUDCO	SUPPLIES	82.23
TELECOMMUNICATIONS	CITIZEN PUBLISHING C	COMP SUPPORT	270.00
TELECOMMUNICATIONS	WASTE MANAGEMENT OF	HAUL GARBAGE	70.20
TELECOMMUNICATIONS	E-911	MONTHLY 911 SERVICE	43.80
TELECOMMUNICATIONS	SUNSHINE FOODS	SUPPLIES	21.06
TELECOMMUNICATIONS	HEARTLAND TECHNOLOGY	ISP PREPAY SUPPORT CONTR	1,500.00
TELECOMMUNICATIONS	HIGLEY FORD	MAINTENANCE	213.61
TELECOMMUNICATIONS	WINDOM AUTO VALU	MAINTENANCE	4.15
TELECOMMUNICATIONS	KDOM RADIO	ADVERTISING	1,088.00
TELECOMMUNICATIONS	MCDONALD & SCHRAMEL	LEGAL FEES	38.00
TELECOMMUNICATIONS	MIDWEST DATA, INC	CABS PROCESSING	578.98
TELECOMMUNICATIONS	MN DEPT OF COMMERCE	ASSESSMENT	76.35
TELECOMMUNICATIONS	MN MUNICIPAL UTILITI	SAFETY COMP	1,927.50
TELECOMMUNICATIONS	QWEST	LIS ACCOUNT	270.65
TELECOMMUNICATIONS	NEUSTAR, INC.	SERVICE	54.33
TELECOMMUNICATIONS	OLSEN THIELEN & CO.,	SERVICE	1,134.27
TELECOMMUNICATIONS	PITNEY BOWES	1/4 PAYMENT-MAILER/INSER	1,152.80
TELECOMMUNICATIONS	PITNEY BOWES	POSTAGE METER	59.50
TELECOMMUNICATIONS	SCHWALBACH HARDWARE	MAINTENANCE	59.60

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
TELECOMMUNICATIONS	SIJAMBO CAFE	EXPENSE	42.60
TELECOMMUNICATIONS	STONER INDUSTRIAL, I	SERVICE	38.14
TELECOMMUNICATIONS	WINDOM BAKERY	EXPENSE	56.66
TELECOMMUNICATIONS	WINDOM QUICK PRINT	CONNECTION	1,957.20
TELECOMMUNICATIONS	WINDOM QUICK PRINT	SUPPLIES	118.22
TELECOMMUNICATIONS	CARQUEST MOTOR PARTS	MAINTENANCE	127.54
TELECOMMUNICATIONS	WOODSTOCK TELEPHONE	SERVICE	186.67
	Total for Department 199		11,497.10*
	Total for Fund 69		11,497.10*
	Grand Total		152,274.89*



Minnesota Department of Natural Resources

175 County Road 26, Windom, MN 56101
(507) 831-2900

October 9, 2007

City of Windom
Steve Nasby - Administrator
444 9th Street
Windom, MN 56101

RE: PERMIT APPLICATION DATED 09/20/2007, DAM MAINTENANCE, DES MOINES RIVER, COTTONWOOD COUNTY, NW¼ of Section 36, T105N-R36W.

Dear Mr. Nasby:

The Department of Natural Resources has reviewed your application for a permit to perform maintenance on the Des Moines River Dam that is on city property located in the NW¼ of Section 36, T105N-R36W, City of Windom, in Cottonwood County. The permit application consists of a proposal to fill in the dam breach eroded area landward of the east abutment with clay and rock (5,000 sq. ft., 8-10 feet high).

Minnesota Statutes, Chapter 103G, requires: "*In all permit applications, the applicant has the burden of proving that the proposed project is reasonable, practical, and will adequately protect public safety and promote the public welfare.*" I have consulted with the engineering staff in the DNR Dam Safety section, and after our review of the application and information that the City provided, we cannot discern whether the proposal meets any of these expectations identified in statute 103G. Therefore, the city must provide notably more detailed engineering information for an adequate assessment. Those deficient elements are summarized in detail below.

1. The dam exhibits the capacity for being a drowning machine (*hydraulic roller*) under certain flow levels. Any significant maintenance project must incorporate a design to eliminate this threat to public safety and bring the dam up to current safety standards.

2. When any dam in the State of Minnesota has washed out in the past 10 to 15 years, DNR Dam Safety has required the applicant to meet the same standards as a new dam construction project (Rule 6115.0410). Since the Des Moines River currently bypasses the dam, and thus functions more like a river without dam, the city must meet the guidelines of Rule. These standards include plans, specifications, a cost estimate, and a review of the hydrology, hydraulics, soils, structural elements, erosion protection, public safety, benefits, environmental compliance, etc. **The current application does not have any of these engineered plans or specifications, nor does it address any of the larger social, safety, and ecological issues.** Further, 6115.041 Subpart 5 states that "*The applicant must engage professional engineer(s) registered in the state of Minnesota who are proficient in dam engineering to prepare the engineering documents, plans, and specifications, to inspect the construction,*

DNR Information: 651-296-6157 • 1-888-646-6367 • TTY: 651-296-5484 • 1-800-657-3929

An Equal Opportunity Employer
Who Values Diversity



Printed on Recycled Paper Containing a
Minimum of 10% Post-Consumer Waste

or enlargement, and to establish operation and maintenance procedures for the structure." No engineering qualifications as such are presented in the application.

3. The proposed project is not presented as an adequate long-term solution. The dam has a history of washing out around this abutment and will likely wash out again if similarly filled in with rock and/or soil. In response to the dam washout of 1984, at the request of the Windom City Council, a letter dated 10/26/1984 from Sioux Engineering Staff Engineer C. Allen Ringquist states "***It is my opinion, as an engineer, that filling in the eroded area with non-compacted, non-pervious materials is, at best, a temporary and undesirable attempt to solve the problem.***" The DNR supports the city engineer's assertion, even 24 years after it was submitted to the City of Windom staff and council. DNR Dam Safety will not approve a design that has repeatedly failed in the past.

4. It is not good engineering practice to allow water to flow over the abutment of a dam. The abutments should be built high enough to keep flow in the channel and flowing over the weir (*spillway*), not the abutments. It appears that there is not to be enough weir length to pass flood flows (*i.e. the spillway is too narrow*). Dam Safety inspection records show water was flowing over the left abutment in 1995, 1999, and in 2005.

5. The poor condition of the right (*west*) abutment must be addressed as well.

The obligation of the DNR is further noted in Rule 6115.0150 "**PURPOSE AND STATUTORY AUTHORITY.** *The purpose is to provide for the orderly and consistent review of permit applications in order to conserve and utilize the water resources of the state in the best interest of its people. In deciding whether to issue permits, the department is guided by the policies and requirements declared in Minnesota Statutes. The proposed development must also be consistent with the goals and objectives of applicable federal, state, and local environmental quality programs and policies, including but not limited to shoreland management, floodplain management, water surface use management, boat and water safety, wild and scenic rivers management, water quality management, recreational or wilderness management, critical areas management, scientific and natural areas management, and protected species management.*"

Additional guidance is notable in 6115.0250 Subpart 1a Effect on environment and mitigation. "*The DNR commissioner may not issue a permit that causes pollution, impairment, or destruction of the air, water, land, or other natural resources so long as there is a feasible and prudent alternative consistent with the reasonable requirements of the public health, safety, and welfare.*"

Further, Rule 6115.0215 RESTORATION OF PUBLIC WATERS,

Subpart 1 – Goals, states "*It is the goal of the department to encourage the restoration of public waters to:*

- A. *improve and protect fish and wildlife habitat and the diversity of the habitat;*
- B. *preserve the natural character of public waters and their shoreline zones;*
- C. *encourage the use of natural materials for shoreline zone protection and restoration;*
- D. *limit the removal of natural materials from the beds of public waters; and*
- E. *prevent erosion and siltation of public waters, while maintaining natural processes.*

Subpart 2 - Scope. *This part applies to placement, construction, reconstruction, repair, relocation, abandonment, or other work needed to restore or protect public waters or to removal of any materials, structure, fill, water level control, excavation, or drainage device placed on or in public waters.*

Subpart 3 - Prohibited work. Public waters alteration, protection, or restoration work is prohibited when the work:

- A. is detrimental to significant fish and wildlife habitat and there are no feasible, practical, or ecologically acceptable means to mitigate the effects;
- B. takes threatened or endangered species listed in chapter 6134 without authorization by the commissioner according to parts 6212.1800 to 6212.2300;
- C. obstructs navigation or creates a water safety hazard, as determined by the commissioner;
- D. violates the regulations of any local zoning authority or water management agency;
- E. results in the creation of land above the ordinary high water level that is not deemed essential by the commissioner as part of the project;
- F. uses materials that are not clean and free of pollutants, nutrients, and exotic species sources;
- G. manipulates water levels solely to satisfy private interests."

Therefore, I am placing your permit application on hold until such engineering and supplemental information is provided and approved by DNR staff. As referenced in state rule and statute, we are compelled to protect public safety, while preserving and enhancing the characteristics of our public waters ecosystems. I look forward to working with you and the City Council toward that goal. If you have any questions regarding the action taken on your permit, please contact me by e-mail at tom.kresko@dnr.state.mn.us or by phone at (507) 831-2900, extension #224.

Sincerely,



Tom Kresko
Area Hydrologist
WATERS DIVISION

ec: Dave Leuthe, DNR Regional Hydrologist
David Studenski, US Army Corps of Engineers
Kay Clark, Cottonwood SWCD
Michael Hanson, Cottonwood County ZA
Brent Ihnen, DNR Conservation Officer
Bob Davis, DNR Area Fisheries Manager
Todd Kolander, DNR Ecological Services
Randy Markl, DNR Area Wildlife Manager

Main Identity

From: "Sarah L. Kleppe" <skleppe@flaherty-hood.com>
Sent: Thursday, October 11, 2007 10:19 AM
Attach: CGMC 2007 Fall Conference Preliminary Agenda.pdf; 2007 CGMC Fall Conference Registration.pdf
Subject: CGMC - Fall Conference - November 7-9!

Greetings CGMC members!

The CGMC Fall Conference is just around the corner! We will be meeting Wednesday, November 7 - Friday, November 9 at the Arrowwood Conference Center in Alexandria. The Fall Conference is a time for city officials from across the state to get together and learn about legislative issues and set policy for the upcoming legislative session. It is also an opportunity to introduce new council members, mayors, and potential cities to the work the coalition does.

All members are invited to attend all events on the agenda (but *please* let us know which meetings you will attend so we can have enough materials/food).

We are very excited to have a great group of speakers lined up for the conference:

- **DEED Commissioner Dan McElroy:** *Governor's new Strategic Entrepreneurial Economic Development (SEED) program*
- **Dane Smith,** Growth & Justice: *Are we falling behind?*
- **Matt Entenza,** chair & founder of Minnesota 2020 and **Lee Egerstrom,** fellow of Minnesota 2020: *Economic Development and Greater Minnesota*
- **Rushford Mayor Les Ladewig:** *Update on Rushford after the flood*
- **Sen. Ann Lynch, DFL-Rochester,** and **Sen. Bill Ingebrigtsen, R-Alexandria:** *First term legislators review their first year in the Legislature*
- **Lori Sturdevant,** *Star Tribune* columnist: *The Leadership Drought in Minnesota*

Please note that a CGMC Labor & Employee Relations Committee meeting has been added to the agenda for Wednesday at 1 p.m. All CGMC members are invited to attend. If you are not yet a member of the committee, please contact either Chris Hood (cmhood@flaherty-hood.com) or Brandon Fitzsimmons (bmfitzsimmons@flaherty-hood.com) for information.

We are also delighted that members of the Senate Capital Investment Committee will join us for the Wednesday night dessert reception at 8 p.m.

Please see the revised agenda, fill out the attached registration form, and make you hotel reservations for this important conference!

Thank you!
Sarah

Sarah L. Kleppe
Public Affairs Associate
Flaherty & Hood, P.A.
525 Park Street
Suite 470
Saint Paul, MN 55103
Phone: 651.259.1919
Fax: 651.225.9088

<<CGMC 2007 Fall Conference Preliminary Agenda.pdf>> <<2007 CGMC Fall Conference Registration.pdf>>

No virus found in this incoming message.

Checked by AVG Free Edition.

Version: 7.5.488 / Virus Database: 269.14.8/1063 - Release Date: 10/11/2007 9:11 AM

10/11/2007



2007 CGMC Fall Conference

Registration

Wednesday, November 7 - Friday, November 9
Arrowwood Conference Center, Alexandria

City: _____

Names/titles: _____

Guest(s): _____

Names/titles: _____

Guest(s): _____

Names/titles: _____

Guest(s): _____

Please mark how many people are attending each event

Wednesday, November 7

- _____ 1 p.m. CGMC Labor & Employee Relations Meeting
- _____ 2 p.m. CGMC Local Government Aid (LGA)/Property Tax Committee Meeting
- _____ 3:30 p.m. Board of Directors Meeting
- _____ 6 p.m. Dinner at Weston Station – please choose one of the options below:
 - _____ # 9 oz. Filet mignon
 - _____ # Center cut pork chops
 - _____ # Sea scallops
- _____ 8 p.m. Dessert Reception at Sixth Avenue Wine and Ale

Dietary requests:

- _____ Vegetarian
- _____ Gluten-free
- _____ Low-salt/low-cal
- _____ Other: _____

Thursday, November 8

- _____ 8:45 a.m. Continental Breakfast/Meeting
- _____ 11:45 a.m. Lunch (grilled chicken on green salad)
- _____ 1 p.m. CGMC Programs & Budget
- _____ # 6:30 p.m. Dinner – Lori Sturdevant, *Star Tribune*: The Leadership Drought in Minnesota (filet and salmon)

Friday, November 9

- _____ 8 a.m. Continental Breakfast/Meeting

Hotel Reservations

Please call **Arrowwood** to book your hotel room at the special CGMC rate (starting at \$84 plus tax) before **October 24**.

Arrowwood Conference Center

Phone: 1.866.386.5263
2100 Arrowwood Lane NW
Alexandria, MN 56308

Registration Fees

- _____ \$160 per person - Wednesday, Thursday, and Friday
- _____ \$120 per person - Thursday and Friday
- _____ \$ 30 per person - Wednesday guest dinner(s)
- _____ \$ 30 per person - Thursday guest dinner(s)
- _____ TOTAL

Please make checks payable to CGMC.

Bill me Payment enclosed I'll pay at the conference

By **November 5**, please send completed registration form to:

Flaherty & Hood, P.A.
525 Park Street, Suite 470
Saint Paul, MN 55103
Fax: 651.225.9088

The three-day registration fee includes materials; Wednesday reception and dinner; Thursday continental breakfast, lunch, and dinner; and Friday continental breakfast. Beverages at the reception and dinners are not included.

The two-day registration fee includes materials; Thursday continental breakfast, lunch, and dinner; and Friday continental breakfast. Beverages at the dinner are not included.

Registration Questions: Shelly Walsh – phone: 651.259.1913 or slwalsh@flaherty-hood.com

General Questions: Sarah Kleppe – phone: 651.259.1919 or sikleppe@flaherty-hood.com



2007 CGMC Fall Conference

Preliminary Agenda

Wednesday, November 7 - Friday, November 9
Arrowwood Conference Center, Alexandria, Ma.

Wednesday, November 7

1 p. CGMC Labor & Employee Relations Committee

2 p. CGMC Local Government Aid (LGA)/Property Tax Committee Meeting

3:15 p. BREAK

3:30 p. Board of Directors Meeting

- Recommendations on CGMC's positions, strategies, and budget to full membership
- Other business

5 p. BREAK

5:30 p. Carpool to Dinner
Front Lobby

6 p. Dinner
Weston Station
4417 State Hwy. 27
Ph: 320.763.6677

Carpool to Dessert Reception

8 p. Reception
Sixth Avenue Wine and Ale
115 Sixth Avenue East
Ph: 320.759.2277

Carpool to Arrowwood

Thursday, November 8

8:15 a. Breakfast & Economic Development Discussion
DEED Commissioner Dan McElroy: *SEED*

8:45 a. Dane Smith, Growth & Justice: *Are we falling behind?*

9:45 a. BREAK

10 a. Matt Entenza, chair & founder of Minnesota 2020
Lee Egerstrom, fellow of Minnesota 2020: *Greater Minnesota:*

11:15 a. BREAK

11:30 a. Rushford Mayor Les Ladewig: *City Update*

11:45 a. Lunch with Speakers – First Term Legislators
- Sen. Ann Lynch, DFL-Rochester
- Sen. Bill Ingebrigtsen, R-Alexandria

1 p. Overview of CGMC's Programs and Budget:

Annexation

1:45 p. BREAK

2 p. Environment

2:30 p. Economic Development

2:45 p. BREAK

3 p. LGA/Property Taxes

3:45 p. BREAK

4:10 p. Transportation

4:30 p. Adjourn

5-6 p. Social Hour

6:30 p. Dinner with Speaker –

Lori Sturdevant, *Star Tribune* columnist:
The Leadership Drought in Minnesota

Friday, November 9

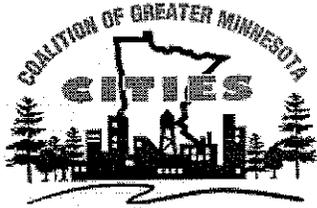
8 a. Full Membership Breakfast Meeting

- CGMC positions, strategies, and budget
- Other business

11 a. Adjourn

All events at Arrowwood unless otherwise noted
Speakers are confirmed unless otherwise noted

Registration Questions: Shelly Walsh – phone: 651.259.1913 or slwalsh@fisherly-wood.com
General Questions: Sarah Kleppe – phone: 651.259.1919 or skleppe@fisherly-wood.com



Coalition of Greater Minnesota Cities
CGMC in Brief

October 11, 2007

Contact: Sarah Kleppe
651.225.8840

**CGMC Mayors meet
with Speaker
Kelliher**

Mayors Ardell Brede, Rochester; Tom Kuntz, Owatonna; H. Dan Ness, Alexandria; Mark Voxland, Moorhead; and Gary Zellmer, North Mankato, along with Flaherty & Hood, P.A.'s Tim Flaherty and Nancy Larson met with House Speaker Margaret Anderson Kelliher Monday.

The delegation told the speaker that cities in greater Minnesota were disappointed that Local Government Aid and transportation was not addressed during the Sept. 11 special session. Kelliher said she and Gov. Tim Pawlenty had agreed to put LGA on the special session agenda but the House Republican Caucus rejected the plan.

**CGMC Annexation
Committee to Meet
Oct. 25 in St. Paul**

The Annexation Committee will meet at the Flaherty & Hood, P.A. offices (525 Park Street, Suite 470, St. Paul, 55103) from **10 a.m. to 1 p.m. Oct. 25**. Members will put their annexation reform recommendations into a program that will be presented to the CGMC membership at the Fall Conference. RSVP to Bradley at 651.259.1911.

**Comments
Submitted for
Phosphorus Rule**

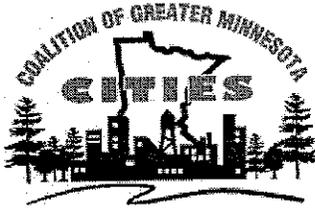
On Oct. 10, the CGMC submitted a second set of comments to Administrative Law Judge Steve Mihalchick on the Minnesota Pollution Control Agency's proposed Phosphorus Rule. The CGMC's comments focused on the agency's elimination of the "affects" and "measurable impacts" tests for new and expanding wastewater treatment discharges. The agency is replacing the tests with a statewide 1 mg/L phosphorus limit for all new and expanded discharges.

The CGMC opposes the proposed statewide phosphorus limit because it is arbitrary, will be incredibly expensive, and will lead to no improvement in water quality. The CGMC also argued that the agency's solution to create off-ramps would "shift the burden of establishing the correct limit to the cities instead of the state. The MPCA knows very well that most cities simply do not have the knowledge or resources to pursue the correct limit through an off ramp." The CGMC's comments to the ALJ are available at www.greatermncities.org/environment.htm.

**CGMC Fall
Conference**

Be sure to call Arrowwood (1.866.386.5263) to book your hotel room at the special CGMC rate (starting at \$84 plus tax) for the CGMC Fall Conference November 7-9. All members are welcome to attend!





Coalition of Greater Minnesota Cities
CGMC in Brief

October 4, 2007

Contact: Sarah Kleppe
651.225.8840

CGMC Members and Lobbyists meet with Legislative Leaders

In the last few weeks, **Tim Flaherty** and other Flaherty & Hood, P.A. staff met with **Senate Majority Leader Larry Pogemiller, DFL-Minneapolis**, and **House Speaker Margaret Anderson Kelliher, DFL-Minneapolis**, to discuss several issues, including the CGMC's disappointment that transportation and Local Government Aid were not a topic of the most recent special session. Legislative leaders were told that transportation and LGA will continue to be priorities for the coalition in the 2008 session.

Kelliher has agreed to meet with CGMC mayors next week to hear from them firsthand.

Transportation Group Considers Interim Funding For I-35 Bridge

The Transportation Contingent Appropriations Group convened to discuss **Gov. Pawlenty's** request to authorize MnDOT to spend an additional \$195 million in anticipated federal funds for the I-35W reconstruction. Without this authorization, MnDOT says it will have to delay other state projects.

MnDOT has contacted the department's district administrators to notify them that a portion of their budgets may be delayed. The MnDOT central office will offer "guidance" on the projects that should be delayed. Some districts have already submitted their lists to the Office of Investment Management.

Until federal funds are received, MnDOT officials said the department will need to borrow money from the General Fund. The federal bridge funds are in the federal transportation appropriations bill, and **President Bush** has threatened to veto the bill if it exceeds his budget request. Some legislators are skeptical the funding will ever arrive due to the political climate in Washington.

Recent estimates indicate that bridge reconstruction will cost \$143 million more than committed by the federal government. Based on this estimate, **Finance Commissioner Tom Hanson** testified that MnDOT will be asking for additional financial assistance in the 2008 legislative session.

Pogemiller and Kelliher said Gov. **Pawlenty** knew he would need legislative approval to spend an additional \$195 million and did not relay that need in any negotiations prior to calling the Sept. 11 special session.



Fall Recruiting Efforts Under way

The CGMC is focusing recruitment efforts on cities that have expressed an active interest in the coalition over the last several months.

Letters have been sent to the mayors of **Avon, Blooming Prairie, Cannon Falls, Dodge Center, Elbow Lake, Ellendale, Goodview, Hutchinson, Medford, and Morris** inviting them and others from their cities to the CGMC's fall conference in Alexandria. Their registration fees for the conference will be waived.

If you know anyone from these cities, a personal invitation call or email from you might encourage them to attend. Contact Flaherty & Hood, P.A.'s **Bradley Peterson** at bmpeterson@flaherty-hood.com or 651.259.1911 if you have questions.

Governor Unveils New Economic Development Initiative

On September 25 the governor announced a new economic development program, the Strategic Entrepreneurial Economic Development (SEED) initiative, which will focus on small businesses in greater Minnesota.

According to the governor's press release, "SEED will facilitate business development through 22 new or expanded programs." The governor is proposing to fund the initiative with \$20 million from the general fund and \$50 million in one-time bonding in 2008.

The governor's initiative includes a proposal to create an "Office of Entrepreneurship" within the Department of Employment and Economic Development.

DEED Commissioner Dan McElroy has been invited to the CGMC's fall conference to discuss the new initiative on Nov. 8 at the Arrowwood Conference Center. More information about the SEED program is online at www.deed.state.mn.us/PDFs/SEED-Brochure.pdf.

Fall Conference Set For Alexandria

The CGMC's Fall Conference is **Nov. 7-9 at Arrowwood Conference Center in Alexandria**. Information about the conference is on the CGMC's website at www.greatermncities.org/calendar.htm.

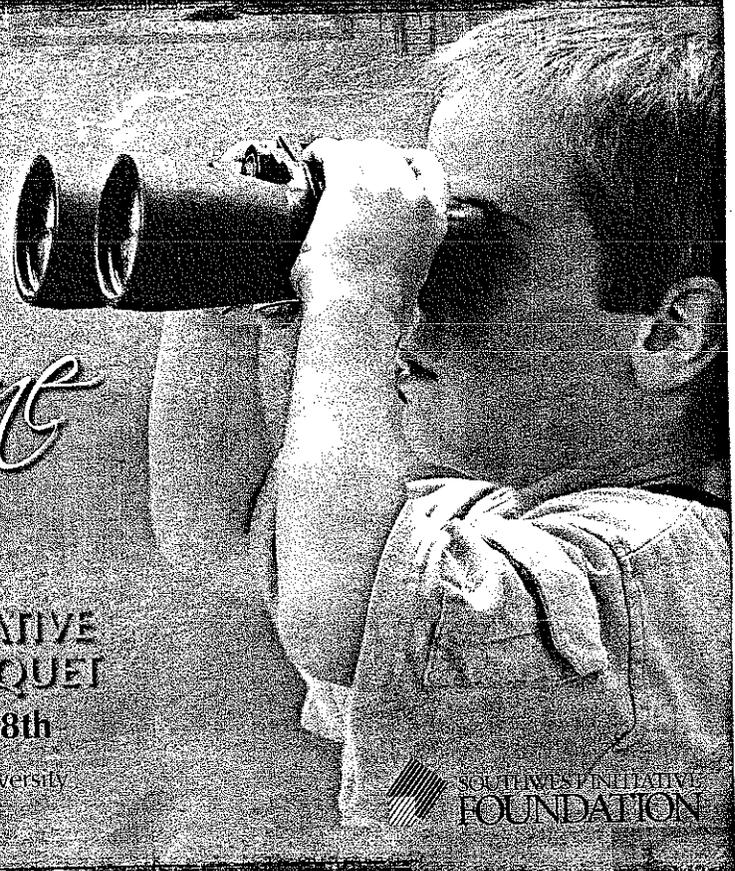
Please call Arrowwood (1.866.386.5263) to book your hotel room at the special CGMC rate (starting at \$84 plus tax).



15 3rd Avenue NW
PO Box 428
Hutchinson, MN 55350
Phone: (800) 594-9480 or (320) 587-4848
E-mail: info@swifoundation.org
Web site: www.swifoundation.org



Just Imagine



**SOUTHWEST INITIATIVE
FOUNDATION BANQUET**

Thursday, November 8th

Southwest Minnesota State University
Conference Center
Marshall, Minnesota



Join us as we

Just Imagine

and celebrate the opportunities southwest Minnesota has to prepare for a bright and prosperous future.

Free Workshops

3:30 p.m. - 5:00 p.m. — Classrooms — Optional

CAPTURING THE ENERGY

A discussion about renewable energy and the new possibilities this industry provides for southwest Minnesota.

BUILDING INCLUSIVE COMMUNITIES

A presentation by Dr. Okokon-Udo, founder, president and CEO of "Distinctive Leader Options, Inc.," about the changing face of Minnesota communities.

CREATING A VISION

Join Southwest Initiative Foundation President/CEO, Sherry Ristau, for an interactive dialogue about creating a regional vision for southwest Minnesota.

GROWING RESOURCES

For those involved with a SWIF Community Foundation or Designated Fund, attend this panel discussion to hear the best fundraising practices of other local volunteers.

Social Time

5:00 p.m. — Ticketed Bar — 2nd Floor, Conference Center

Please join us for a special time of connecting with other guests as you enjoy an art display featuring youth artists from southwest Minnesota.

Program

6:30 p.m. - 9:00 p.m. — Conference Room

DINNER

A three-course, sit-down dinner.

MUSICAL ENTERTAINMENT

Enjoy the great talent of some of southwest Minnesota's young people.

MINI-DOCUMENTARY PREMIERE

A film produced by the Southwest Initiative Foundation to celebrate the best of what southwest Minnesota is today, and create a vision for what it can be in the future.

SOUTHWEST INITIATIVE FOUNDATION AWARD

Recognizing a person, business or organization that personifies SWIF's mission and has made extraordinary contributions to the Foundation and to southwest Minnesota.

RSVP EARLY!

We have limited seating capacity for this event, so send your payment and RSVP card, or register online at www.swifoundation.org early to reserve your attendance. Cost is \$20 per person.

Visit www.swifoundation.org/newsevents.html for directions, as well as workshop and event details.

RSVP by October 25th

MAIL WITH CHECK TO:
SWIF PO BOX 428 HUTCHINSON, MN 55350
REGISTER ONLINE AT: www.swifoundation.org

yes!

I/We will be attending the SWIF Annual Banquet.

I prefer a vegetarian entrée.

First and last names of all attendees: (use back side of card if needed)

1. _____ 3. _____
2. _____ 4. _____
Contact Address _____ E-mail Address _____
City _____ Phone w/ Area Code _____

Enclosed is my check to SWIF for \$20 per person to attend the **Just Imagine** banquet, for a total of: \$ _____

yes!

I/We will be attending a workshop prior to the banquet.
(See your invitation for details.)

Please choose one: **CAPTURING THE ENERGY** **BUILDING INCLUSIVE COMMUNITIES** **CREATING A VISION** **GROWING RESOURCES**
Number of people attending the workshops _____



CONTACT WITH QUESTIONS:
Patti Rutledge at 1-800-594-9480 or
pattir@swifoundation.org