

**City Council Meeting**  
**Tuesday, October 6, 2009**  
**City Council Chambers**  
**7:30 p.m.**



**AGENDA**

Call to Order

Pledge of Allegiance

1. Approval of Minutes
  - Council Minutes –September 15, 2009
2. Consent Agenda
  - Minutes
    - EDA Commission – Sept. 14 & 28, 2009
    - Park & Recreation Commission – Sept. 14, 2009
    - Street Committee –Sept. 15, 2009
    - Community Center Commission – Sept. 28, 2009
    - Utility Commission – Sept. 30, 2009
  - Correspondence
    - Windom Fire Chief - Cheryl Hanson
3. Department Heads
4. License Applications
  - Exempt Permit – Windom Fire Department Relief Association
5. Resolution Accepting Donations
  - Bethlehem Lutheran Church for Channel 3 Equipment
  - Area Banks for Fire Prevention Week
6. Park & Recreation Commission - 2009-2010 Ice Rate Recommendation
7. Telecom Refinancing Bonds – Set Bond Sale Date
8. Disposition of Surplus Equipment – Trailer – Bids Received
9. Regular Bills
10. Contractor Payments –
  - Wenck Associates
    - Airport Runway 75% \$16,301.60
    - Airport Taxiway 25% \$ 5,433.86
  - 2009 Airport Improvement Projects
    - Runway – Wick’s Construction - \$182,920.15
    - Taxiway – Wick’s Construction - \$57,112.89
  - 2009 Street Improvement Project
    - Hjerpe, Inc. - \$131,932.82
  - Sykora Addition
    - M & R Paving - \$8,137.07
11. Unfinished Business
12. New Business
13. Council Concerns



Adjourn

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

**Council Meeting  
Windom City Hall, Council Chamber  
September 15, 2009  
7:30 p.m.**

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

2. Roll Call: Mayor: Kirby Kruse

Council Members: Jean Fast, Brad Powers, Corey Maricle, Robert Messer and JoAnn Ray

Council Members Absent: None

City Staff Present: Steve Nasby, City Administrator; Dan McDonald, City Attorney; Brigitte Olson, Assistant City Administrator; Marv Grunig, Electric Utility Manager; Bruce Caldwell, Street Superintendent; Dan Fossing, Fire Chief and the Windom Fire Department and Terry Glidden, Telecom

3. Pledge of Allegiance

4. Approval of Minutes:

**Motion by Messer, second by Fast, to approve the August 25, 2009 and September 1, 2009 minutes. Motion carried 5 – 0.**

5. Approval of the Consent Agenda:

Kruse said the Consent agenda contained the minutes from the following:

- Utility Commission – September 2, 2009

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

6. Public Comment:

Frank Dorpinghaus discussed the powers of the federal Department of Homeland Security. The Secret Service, Boarder Patrol and FEMA are under control of this department and their powers are far reaching and in an emergency FEMA has control of the National Guard. These agencies are tied to the Council on Foreign Relations and this

organization wields wide national and international power. Dorpinghaus said that the goal of this organization is to create a one world order or world government. Leaders such as President Obama talk about globalization.

Matt Smith addressed the City Council regarding the upcoming personnel discussion. He thanked the Council and the Firefighters for their service. He said that in his experience as a MN patrolman the Windom Fire Department is excellent, which he attributes to Dan Fossing's leadership. Smith noted that the community is full of volunteers in numerous organizations and nation-wide 73% of the fire fighters are in volunteer departments. Smith recognized that rules may have been broken, but he hopes for a satisfactory outcome and that the community can move forward.

7. Department Heads:

Jeff Shirkey, Police Chief said that Officer Shawn Haken had submitted his resignation to pursue another employment opportunity and read Officer Haken's resignation letter thanking the community for his 12 years of service.

Marv Grunig, Electric Utility Manager provided an update on the Big Stone II energy project. The lead developer, Ottertail Power, has decided to pull out of the project due to economic uncertainty, pending federal cap and trade legislation and the unsteady credit market. Windom is an investor in the project through CMMPA. The remaining participants are committed to the project as the need for base load generation is necessary and the costs are more beneficial than other alternatives. Nation-wide about half of all electricity is generated by coal and in Minnesota that percentage is higher. The Department of Energy shows an increasing dependence on coal. If a new lead developer can be found the project will continue to move forward.

Messer asked how much power was Windom to get from the Big Stone II plant. Grunig said about 3.5 megawatts and supplemental power is being sought to cover this need to 2016. Messer asked if the cost of power would go up if Big Stone II was not built. Grunig said that it would go up because other sources have higher generation costs. Messer asked how much Windom would have invested in Big Stone II. Grunig answered about \$10-20 million over the 40 year life of the plant.

Bruce Caldwell, Street Superintendent, updated the City Council on the acquisition of playground equipment that had been approved at the last meeting. The equipment for Witt Park will be upgraded for the same cost as the supplier had discontinued the model we had specified.

Fast asked if the installation of this new equipment would be completed this fall. Caldwell said the priority is the fencing on the ball fields for this fall and then the playground equipment in 2010.

7. License Applications:

*Application for a Temporary On-sale Liquor License for the Lions Club for an event to be held at the Windom Community Center on November 14, 2009.*

**Motion by Messer, seconded by Powers, to approve the Temporary On-sale Liquor License for the Lions Club at the Windom Community Center for November 14, 2009. Motion carried 5 - 0.**

*Application for a Temporary On-sale Liquor License for the Lions Club for an event to be held at the Windom Community Center on December 5, 2009.*

**Motion by Powers, seconded by Ray, to approve the Temporary On-sale Liquor License for the Lions Club at the Windom Community Center for December 5, 2009. Motion carried 5 - 0.**

8. Street Closure Request:

Caldwell said that the E-free Church had requested a street closure on September 27, 2009. After discussion with the Church the request is for the alley by their property not the street. The Street Committee had recommended approval of the request.

**Motion by Messer, and seconded by Fast, to approve the request to close the alley by the E-free Church on September 27, 2009. Motion carried 5 – 0.**

9. Lakeview Avenue – No Trucks Petition:

Caldwell directed the Council to the petition in the packet. This neighborhood has requested that a sign be placed to discourage thru truck traffic. Service trucks are not the issue, but semis are the issue. The street has parking on both sides, there are no sidewalks, the homes are on smaller lots and there are a number of children which the residents feel warrant the restriction of truck traffic. When the MN DOT detour was routed by this neighborhood this summer there was a temporary “No Trucks” sign placed on this street. The neighborhood had a positive response to the temporary sign and is now requesting to have it in place permanently. The Street Committee recommended approval with a review in one year if there were problems.

Ray reiterated that no trucks did not mean service vehicles such as garbage trucks, snow plows or delivery trucks.

Powers confirmed the issue is big trucks such as semis.

Messer asked if there is only a “No Truck” sign how trucks would know which ones are okay and which ones are prohibited.

Powers said this would be a notice to thru trucks that they cannot use this route.

Caldwell said that the Police Chief notes this is hard to enforce and encourages local businesses to be contacted so they are aware of this change.

**Motion by Powers, seconded by Ray, to approve the placement of a “No Trucks” sign on Lakeview Avenue. Motion carried 5 – 0.**

Messer suggested that trucks be limited by weight. Powers replied that it is not the weight of the truck, but the size.

Messer asked if a parking prohibition on one side of the street had been considered. Caldwell said that had not been discussed.

10. Ehlers & Associates – Telecom Bond Re-financing:

Todd Hagen, Ehlers & Associates representative, said that the City had taken out a \$2.65 million temporary bond about three years ago to refund some telecom expenses. This bond is at 3.9% interest and will be due in February 2010. There are some options the City Council can consider. These include 1) pay off the bond; 2) re-finance all or a portion of the issue or 3) refinance this bond and the revenue bond into one issue. Hagen noted that the interest rates on Temporary Bonds are favorable and the City Council could choose to roll this over into another three year issue at a rate of about 2%. This would lower the annual interest payment by about \$40,000. As the City is working towards more revenues and the stimulus project has the potential to contribute some revenues to Windomnet the City could include a 12 – 18 month call on the bond which would enable the City to pay it off before the three year term were up. At this time the recommendation is to proceed with another three year bond and due to the City’s A+ bond rating it should get a good interest rate.

Messer asked if the City’s bond rating was A or A+. Hagen said he thought it was A+, but would have to confirm. Another bond rating call would be needed for this issue as well.

Dan McDonald, City Attorney, asked if the pre-pay feature was okay on a bond of this length. Hagen said yes a 12-18 month call is common. McDonald asked if there was a cost for this early payment feature. Hagen said there was, but it would be \$500 - \$1,000. McDonald asked what the notice was on the pay-off. Hagen replied 45 days. McDonald asked what the current long-term bond rate was and what the length of the lock-out period. Hagen said recent bonds have been about 3.5% with a seven year lock-out.

**Motion by Messer, seconded by Powers, to authorize Ehlers & Associates to move forward with a re-financing of the Temporary GO Bond for another three years. Motion carried 5 – 0.**

11. Personnel Item – Closed Session:

Kruse asked that the Council Chamber be cleared and started the closed session at 8:15 p.m.

Kruse reconvened the regular City Council meeting at 8:43 p.m.

Messer said the recommendation from the Personnel Committee was unanimous. As such, he makes the following motion.

**Motion by Messer, second by Powers, to suspend Dan Fossing from his duties on the Windom Fire Department for six (6) days for Violating City Policy; six (6) days for Insubordination and six (6) days for Non-permitted use of city equipment. These suspensions are to be served consecutively beginning at 12:01 a.m. on September 16, 2009. Motion carried 4 – 1 (Maricle).**

Dan Fossing, Fire Chief, thanked his supporters and read the following statement:

*“To City Council and City Administrator. My name is Dan Fossing and I’ve been a member of the Windom Volunteer Fire Department for more than 21 years and I am current serving as Fire Chief. I was told by the City Administrator not to use a fire truck for personal use for a firefighter’s wedding. On July 11, 2009 I made the decision to allow a fire truck to be used for personal use. I take full responsibility for my actions and am truly sorry.”*

Kruse thanked Fossing and the Windom Fire Department for their service to the community.

11. Regular Bills:

**Motion by Fast, seconded by Maricle, to approve the regular bills as presented. Motion carried 5 -0.**

12. Unfinished Business:

Kruse said that the Council needed to schedule another budget meeting to discuss the Enterprise funds.

**Motion by Powers, second by Maricle, to set a special City Council meeting for September 29, 2009 at 6:00 p.m. to discuss the 2010 budget. Motion carried 5 – 0.**

13. New Business:

Shirkey said that the Personnel Committee had met to consider filling the Police Officer position created by Officer Haken's resignation and recommended to the Council that the position be filled. Kruse noted that the Council had wanted to re-fill City positions on a case-by-case basis due to budget cuts.

**Motion by Messer, second by Ray, to authorize Chief Shirkey to advertise for a Police Officer to fill the open position. Motion carried 5 – 0.**

14. Council Concerns:

Messer thanked Chris Johnson for his work on the Personnel Committee as the Utility Commission representative.

Powers thanked Cottonwood County for re-opening the recycling center at the fairgrounds.

Kruse also thanked Chris Johnson for his participation on the Personnel Committee.

15. Adjourn

City Council was adjourned by unanimous consent at 8:55 p.m.

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Kirby Kruse, Mayor

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

**ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
MINUTES  
SEPTEMBER 14, 2009**

1. Call to Order: The meeting was called to order by President Slette at 12:06p.m.
2. Roll Call & Guest Introductions:  
EDAWN Commissioners: Trevor Slette, Juhl Erickson, Nestor Palm, Corey Maricle and Bob Messer.  
  
Also Present: EDA Staff – Aaron Backman, Executive Director, and Mary Hensen, Adm. Asst.; Steve Nasby, City Administrator; Mayor Kirby Kruse; and Sally Larson, WADC Liaison.
3. Approval of Minutes:  
**Motion by Commissioner Erickson, seconded by Commissioner Palm, to approve the Minutes of the EDA Meeting held on August 17, 2009. Motion carried 5-0.**
4. Spec Building:
  - A. Plans and Specs for Phase II – Update, B. Topographic Mapping, and C. Anticipated Timelines: Director Backman reviewed the process to date. On August 17, 2009, the EDA Board approved the hiring of Langemeier Architects and Engineer Jeff Zabel to prepare plans and specs for the proposed 19,500 square foot addition. Ryan Langemeier and Jeff Zabel were in Windom on August 24, 2009, to view the site and take measurements. They also met with Dennis Esplan from Zieske Land Surveying. There have been numerous conversations between EDA Staff and Mr. Langemeier and Mr. Zabel. It is estimated that the plans and specs should be completed within 1 to 1½ weeks. The Board received copies of the topographic survey of the area for the Phase II addition completed by Zieske Land Surveying. Following completion of the survey, copies were forwarded to the architect and engineer. On September 10, 2009, GeoTek of Sioux Falls completed three 20' soil borings in the area of the proposed addition—one in the Northwest corner, one in the Northeast corner, and one near the middle of the area. The fill was comprised of layers of sand and clay. However, additional compaction of the soil is needed. It is anticipated that the soil boring report will be completed by September 18<sup>th</sup>. Following preparation and approval of the plans and specs, the advertisement for bids will be published for three consecutive weeks. It is anticipated that the bid opening will be held in October. There was a brief discussion concerning financing options.
5. SCDP Grant Update: Director Backman reported on the August 18, 2009, public meeting held at the Windom Community Center. Residents from Windom and Mountain Lake and EDA Staff from both cities were in attendance. Representatives from Western Community Action presented information concerning the program and application process and answered questions. Application packets were available for pickup from the Windom and Mountain Lake EDA Offices beginning on August 19<sup>th</sup>. Western Community Action (WCA) is accepting and reviewing applications. Director Backman further outlined the inspection, approval, and administration processes. To date nine applications have been submitted by Windom residents. It is estimated that this grant round will be open approximately 2½ years.
6. River Bluff Estates – Lot Status: The Board received copies of the map outlining available lots together with copies of the Lot Sales Policy (in effect after March 31, 2008) which established the lot sales price at \$10,000; a summary from the Property Owners Meeting of May 16, 2007; relevant sections of the EDA Minutes from July 9, 2007; and a copy of the

letter sent to property owners in the subdivision. Director Backman advised the Board concerning the sales of lots in the subdivision. Following a brief discussion, it was the consensus of the Board to continue with the lot sales policy currently in effect.

7. WECC Update

A. MNREM Grant: Director Backman announced that WECC had received notification of the award of a \$78,000 grant from the Minnesota Renewable Energy Marketplace (MNREM). The grant funds are to be used for training and workforce development particularly for the renewable energy industry. WECC has proposed courses to train boiler operators and for certification of welders. Partners in this program include POET Biorefining, MN Soybean Processors, and several other local businesses. Director Backman advised that on September 11, 2009, the WECC Board of Directors approved the addition of three new members: Wayne Wormstadt, Randy Dittmann, and Nancy Wepplo.

8. Prospect Summary and Business Visits/Meetings Report: Director Backman has been interacting with Toro management concerning the Spec Building Phase II Project. City Administrator Steve Nasby and Director Backman met with Nancy Wepplo at the Good Samaritan campus for an update on their home care technology system.

9. New Business: Director Backman advised the Board concerning the WECC Open House scheduled for September 27, 2009, from 1:00 to 4:00 p.m.

10. Miscellaneous Information

A. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the financial reports provided by Van Binsbergen & Associates for the period ending July 30, 2009.

11. Adjourn: On motion and by consensus, President Slette adjourned the meeting at 12:48 p.m.

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Nestor Palm, Secretary

Attest:

\_\_\_\_\_  
Aaron Backman, Executive Director

**ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
MINUTES  
SPECIAL MEETING  
SEPTEMBER 28, 2009**

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

Also Present: EDA Staff – Aaron Backman, Executive Director, and Mary Hensen, Adm. Asst.; Sally Larson, WADC Liaison; Ryan Langemeier and Jeff Zabel.

3. Spec Building – Phase II

A. Review of Plans and Specs: The Board had received copies of the preliminary plans and a draft of the project specifications manual. Ryan Langemeier of Langemeier Architects from North Mankato, Minnesota, and Jeff Zabel of Construction Engineering Services of Mankato, Minnesota, were present to review the preliminary plans and specs for Phase II for the EDA Spec Building. Following review and discussion, the following action was taken.

**Resolution introduced and motion by Commissioner Erickson, seconded by Commissioner Maricle, to adopt EDA Resolution No. 2009-03, entitled “Resolution Approving Plans and Specifications and Authorizing Advertisement for Bids for the Spec Building – Phase II Project”.**

**Upon roll call vote being taken, the following voted in favor thereof: Commissioners Maricle, Slette, Palm, Erickson and Messer; the following voted against the same: None; the following were absent: None.**

4. Adjourn: On motion, President Slette adjourned the meeting at 1:31 p.m.

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Nestor Palm, Secretary-Treasurer

Attest: \_\_\_\_\_

Aaron Backman, Executive Director

**STREET DEPARTMENT COMMITTEE  
MINUTES SEPTEMBER 15, 2009**

Call to Order: The meeting was called to order at 6:45 P.M. at City Hall

Members Attending: Committee Member: Brad Powers, JoAnn Ray

City Staff Present: Street Superintendent Bruce Caldwell & City Attorney Dan McDonald

Public: None

Items Discussed:

1. 2009 Street Project Items

- a. The committee along with Mr. McDonald discussed the changes on Langley due to the new construction. More research will need to be done by Mr. McDonald concerning several options then the committee will meet and make a recommendation.
- b. Green space between Langley & 4<sup>th</sup> ave Seeding. Following some discussion it was decided to plant the area with a standard lawn grass mix rather than prairie wildflower grasses. The change is solely due to long term maintenance with weed control, reduced visibility at the intersection & snow problems. The area north of the 4<sup>th</sup> ave bridge on the west side will be planted with a prairie grass and wildflower mixture late this fall.

2. PM Windom Fence Request At the Street Committee meeting on August 18, 2009 Caldwell said he met Jim Kartes at the site to review PM Windom's request to place a solid privacy fence next to the street on Caldwell Drive near the sanitary lagoons. At that time Caldwell denied the request because this fence could create additional maintenance due to snow drifts and snow buildup on the street.

Following that meeting, Kartes, Caldwell and plant representative Bob McKernan met at city hall and discussed the possibility of installing a privacy fence with removable panels that could be taken down during the winter months which should eliminate the problem of additional snow maintenance. PM Windom was then asked to put together a design and resubmit a new request stating their intentions and Caldwell would forward their request to the street committee.

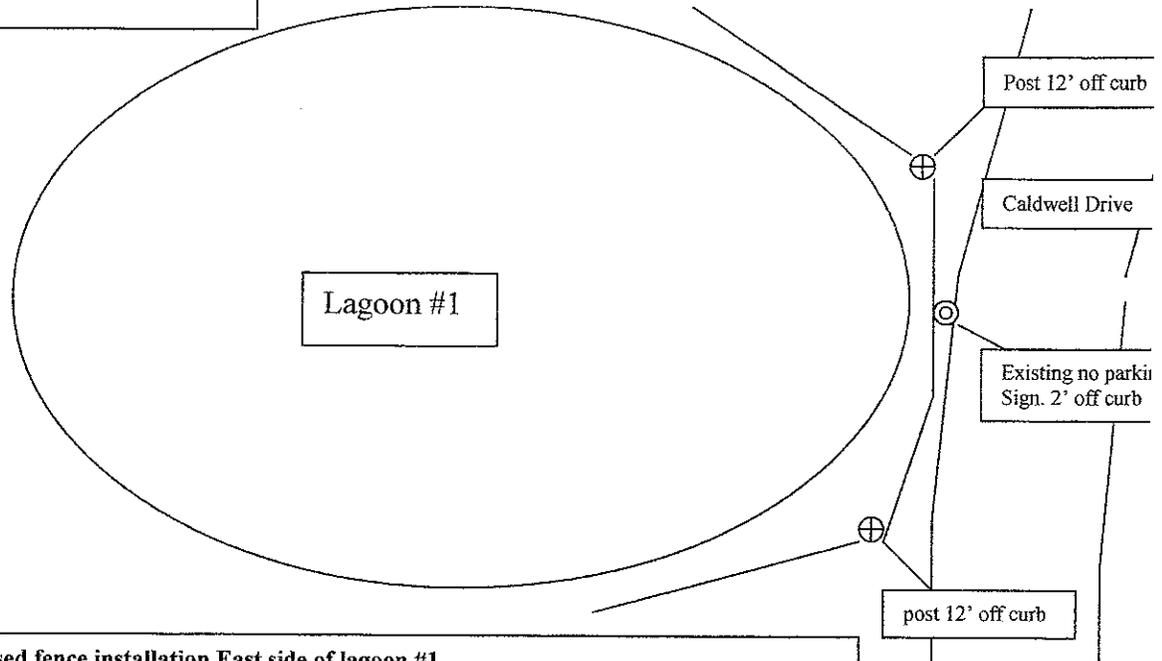
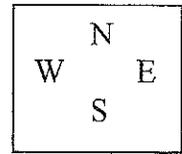
On this date the street committee reviewed the new request from Bob McKernan. It stated that they would like to install 350 lineal feet of 6 foot tall privacy fence from the barn on the west side of the street going north to the employee gravel parking lot. Approximately 110 feet of this fence would have removable panels which are within the road right of way by the lagoon area. During the winter months the removable panels would be taken down by their employees to eliminate any snow issues on the street however the posts would remain in place. The reason for the fencing is for beautification and safety issues around the lagoon.

**The committee agreed to permit PM Windom's request to install a removable fence within the road right of way. The fence panels must be removed from November 1<sup>st</sup>-March 31<sup>st</sup>. This agreement could be revisited at a later date if the fencing creates additional snow removal issues for the street department. If so, this agreement would be denied and the fencing would have to be removed off of city property.**

Caldwell will contact PM Windom to proceed.

Meeting Adjourned at 7:25 p.m.

**PM Beef  
Proposed Fence Installation along Caldwell  
Dr. & East Side of lagoon #1 for  
consideration  
By the City of Windom**



**PM Beef proposed fence installation East side of lagoon #1**

Proposal; 6'x 8' foot wooden privacy fence, approximately 300' around East side of lagoon #1

Due to close proximity to Caldwell Drive at center of lagoon radius fence would be 2' off curb at that point, but would fall back to 12' off curb

Due to the possibility of major snow fall with wind during the period from November through March the North/South section of the proposed fence would be removed each year during that time frame for snow removal

Installation would start upon approval by Bruce Caldwell, [Street & Parks Superintendent ], James Kartes [ Building & Zoning Official ] and upon issuance of a building permit.

Questions concerning this proposal can be directed to the following at PM Beef

Steve Armstrong Vice President of Operations 507-831-2761 ext 246

Bob McKernan Engineering 507-831-2761 ext 231

**PARK AND RECREATION COMMISSION MEETING  
MINUTES SEPTEMBER 14, 2009**

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

Commission Present:	Sherri Zimmerman, Kay Clark, Angie Blanshan & Jeff LaCanne
Commission Absent:	None
City Staff Present:	Recreation Director Al Baloun & Park Director Bruce Caldwell
Council Liaisons:	Corey Maricle Attending, JoAnn Ray Absent
Public:	None
3. Approve Agenda  
**Motion by Blanshan, seconded by LaCanne to approve agenda**  
**Motion Carried 4-0**
4. Approve Minutes, July 13, 2009  
**Motion by Blanshan, seconded by LaCanne**  
**Motion Carried 4-0**
5. 2010 Budgets

Caldwell & Baloun stated that the 2010 budget proposals were issued to the council and they had their first rounds of discussion recently. Baloun said his CIP didn't get in the council packet for discussion but it has been added for further review. Baloun said that there was some discussion about combining part time help between the Community Center & Arena but nothing has been finalized as of yet.
6. Park Superintendent-Bruce Caldwell
  1. The commission was updated that the new playground structure for Witt Park was upgraded by the manufacture to a 13 foot structure for the same costs of the 10 foot design which was originally agreed on. The commission was excited about the upgrade. The structure will be installed in 2010.
  2. The fencing for Lincoln Field has been ordered and it will be installed late fall.
  3. The new attachments from MTI for the infield groomer has been delivered and will be used to take care of the final prep work before the ground freezes up.
  4. Caldwell stated that the campground sign has been installed at Island Park and this past weekend a large group used the facility.
7. Recreation Director's Report- Al Baloun
  - a. Fall Recreation Programs – Number of participants are down for flag football and soccer from last season. The reason for this is due to the smaller class sizes and the slow economy.
  - b. Pool Baloun stated late in the season the Standtrol Chemical Controller broke down for the wading pool and he had to rent a used replacement to finish the year. A new unit will run \$1770.00 with a three year warranty. The commission agreed that it would best to purchase a new unit for the above price rather than buying the used one. The new unit will be installed prior to the 2010 season.

The pool was inspected by the Department of Health Pool Safety Inspector this fall. Baloun said there could be some problems with the three meter diving board meeting all safety standards. If it would not be within compliance the commission will need to decide what they would like to replace it with. Discussion was to add a drop tube slide or something related and they discussed where would the money come from for the improvement.

c. Arena Ice Rates

Baloun and Clark stated that there have been several discussions with the user groups concerning the 2009-2010 ice season rates. Many options were discussed and the following motion was agreed on by all parties. This will be a one year contract.

**Motion by Clark, seconded by Blanshan 2009-2010 ice season rates:**

**\$102.50 per hour for practices**

**\$350.00 per day for ice shows and hockey tournaments**

**\$130.00 per hour for the tournament sectionals**

**\$35 per hour for the studio rink for the Windom Youth Hockey**

**\$40 per hour for studio rink rental for Windom Figure Skating**

**Motion Carried 4-0**

8. Open Mike:

LaCanne asked Baloun for a copy of the final budget report from the cookout fund raiser. Baloun said he will have it for the next meeting.

9. Meeting Adjourned at 6:02 p.m.

## **Note**

**Next Park & Recreation Meeting October 12, 2009 5:15 p.m. Council Chambers**  
After checking with the city employee contract Columbus Day Holiday is not an official day off for staff, therefore this will be the meeting date.

Community Center Commission Minutes  
Monday September 28, 2009

1. Call to Order: The meeting was called to order by President Wayne Maras at 5:38 p.m

2. Roll Call: President: Wayne Maras  
CC Director: Brad Bussa  
Commission Members: Kelly Woizeschke  
Dick Jeffrey  
Hilary Mathis  
Connie Granstra-Absent  
  
Commission Liaisons: Corey Maricle  
Bruce Caldwell-Absent  
Jo Ann Ray-Absent  
  
EDA Director: Aaron Backman-Absent

3. Approval of Minutes:

**Motion by Dick Jeffrey, seconded by Kelly Woizeschke to approve the July 27, 2009 Community Center Commission Minutes. Motion carried 3-0**

4. Additions to the agenda:

Under Director Report added e.) Senior concerns

5. Correspondence:

Rental Surveys reviewed- Nice compliments, discussion on how accommodating Community Center Staff is.

6. President's Report:

A. Policy Review- needs to be reviewed, changed, detail 3.2% policy, was tabled to be addressed at next meeting

7. Director's Report:

- a. Craft show- Oct. 3, sponsored by Chamber and Windom Community Center
- b. Gun and Knife- Oct. 31 & Nov. 1, Senior Center will be Closed Friday Night due to security purposes
- c. 1<sup>st</sup> Budget Draft Review- WCC Director Brad Bussa noted just 1<sup>st</sup> draft would be working on final drafts forth coming, also mentioned with LGA cuts staffing maybe have to consider exchanging work between Arena and Community Center. WCC Commission questioned how that would work with shortage of staff already. Director Bussa stated it was something to keep in mind for the future.

- d. 10 Year Anniversary Open House- discussion on party, also discussed on holding it before Mayors Medal of Honor, Committee was set up with members being Connie Granstra, Hilary Mathis, Wayne Maras, and Brad Bussa. Meeting was set for Oct. 19 @ 5:30pm
- e. Senior Concerns-Outside parking lot lights on Friday nights, discussion on options and Director Bussa will check on costs and options. Bathroom doors to be handicap accessible, Seniors checked with city for grant money. Director Bussa to check into costs.

8. Resource Management:

Schedule of Events: looking good

Income/Expenses: looks good

9. Miscellaneous:

10. Open Forum:

11. Next Meeting:

Monday October 26, 2009 @ 5:30 pm. Sub-Committee: will just meet at regular meeting and put under Presidents Report for discussion. Reminder of meeting for 10 year Committee meeting Oct. 19, 2009 @ 5:30pm

**Adjourn:**

**Motion by Hilary Mathis, seconded by Dick Jeffrey, to adjourn the meeting at 6:49 pm. Motion carried 3-0.**

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Wayne Maras, WCC President

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Connie Granstra, WCC Secretary

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

**UTILITY COMMISSION MINUTES**  
**City Hall, Council Chamber**  
**September 30, 2009**

**Call Meeting to Order:** The Utility Commission meeting was called to order at 10:00 a.m., on September 30, 2009 in the City Hall Council Chamber.

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

Members Present: Chris Johnson and Keith Bloomgren

Members Absent: None

City Council Liaison: Jean Fast

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

Others Present: Kelly Whitacre, Iowa Lakes Regional Water; Gordon Olson, Jackson County Planning & Zoning Administrator; Glorifie Rehnelt

APPROVE MINUTES

**Motion by Johnson, seconded by Bloomgren, to approve the September 2, 2009 minutes as presented. Motion carried 3-0.**

SHANNON REHNELT SEWER ISSUE

Haugen informed the Utility Commission that 40 plus years ago a septic tank was to have been removed at 1083 Lakeview Avenue, and this was not done, however the City of Windom had been billing that property for city sewer. Shannon Rehnelt has been the property owner since 1999, and rented for two (2) years prior to that time. During that time the City has billed out \$2,917.97 in sanitary sewer charges. The purchase agreement also indicates that this property is directly connected into the city sewer. The septic tank was discovered when the electric department was doing work in their back yard. This is a concern to the commission as the property on 1083 Lakeview Avenue is in the city's well head protection area. Glorifie Rehnelt said that they have never had any sewer issues in the last twelve (12) years. Schwalbach wondered if some of the expense for work done to put in City sewer to this property could not be expensed to the landfill account.

Haugen outlined the bills that have been turned in to remedy the project. They are as follows:

Schwalbach Hardware	\$4,662.37
Amundson Dig	\$639.00
City of Windom (Street Repair)	\$300.00

Haugen also informed the Utility Commission that the Vac-All was used on the septic tank and the outlets plugged, once those items were completed that tank was filled in with sand and dirt put back on top and seeded. Haugen also spoke with the City Attorney, who indicated that the City is under no

legal obligations, and he said that he also spoke with Mike Hanson, Cottonwood County Planning and Zoning Officer, who said that the county would pay \$500 towards the project.

It was determined that staff is to work with Schwalbach Hardware in itemizing their bill to determine which portion of the bill goes towards the septic tank issue, and then bring this item back on the agenda for the October 28, 2009 meeting.

#### SEWER BACK-UP ON FIRST AVENUE

Haugen said that the City had a 12" main jetted under the bridge on Hwy71 to 1<sup>st</sup> Avenue. This was done to un-plug the sanitary sewer main for the property belonging to Jade Soderholm and Jim Nelson. Both of these properties experience water in their basements due to the clog. The wastewater department has not determined the cause of the clog. But Haugen said that it was a detergent plug. Haugen said that this claim is in the hands of the insurance company.

#### CARL BROWN CONSULTING FIRM

Haugen said that he received a quote from the Carl Brown Consulting firm for a rate analysis study on sewer and water rates in the amount of \$6,000. He listed cities that have had this firm perform studies, they are as follows: Clear Lake, Victoria, Spring Lake Park, and Clearwater. Haugen indicated that all of these cities in Iowa were very pleased with the Carl Brown Consulting Firm. No decisions were made at this time for the rate analysis.

#### WATER & WASTEWATER ITEMS

*Copper & Lead Issue* - Haugen said that he is continuing to work with the property owners to determine why lead and copper still exists in their water supply.

*TELEVISED 6<sup>TH</sup> STREET* - Haugen said that he had 6<sup>th</sup> Street televised to prepare for Cottonwood County's street project for 2010. He indicated that the storm sewer on 6<sup>th</sup> Street and Collins Avenue as an issue that will need to be investigated at the time of the project, but said that otherwise the sewer looks fine in that area. At this time Haugen said that he only thought the water main would need to be replaced at the time of the project.

*FISH LAKE SEWER PROJECT* - Whitacre, Iowa Lake Regional Water (ILRW) said that the State of Minnesota has reviewed and approved the Fish Lake Sewer Project, and that the City of Windom's Ordinance has been compared with Jackson County's Ordinance, at which time Olson said that Jackson County's Ordinance will be rewritten and if the City of Windom would like some changes to be made they can be reviewed at that time.

Haugen indicated that Minnesota Pollution Control Agency (MPCA) will add Fish Lake to the new permit for 2010. At which time Whitacre said that ILRW will pay for any additional permitting expenses. Whitacre also inform the commission that this project will be built with room for additional growth, and would be willing to come back to the table to keep the City of Windom Utilities Commission informed at all times. Haugen said that an enclosed sampling building would need to be built between the Windom Street Department and Memory Gardens Cemetery, and that they may need to acquire additional land from the Street Department to do so.

Nasby said that in the contract on 12.2, he felt that this paragraph would need to be rewritten because the first five (5) years there will be no history available for flow and effluent.

ILRW and Jackson County were informed that the contract needed to be reviewed by the City Attorney and approved by the City Council before the process can move forward. Whitacre said that if the City Attorney had questions or issues with the contract that he should contact Don Hemphill Law Office in Spencer, Iowa.

**Motion by Johnson, seconded by Bloomgren to extend the “Memorandum of Understanding” for 90 days until January 1, 2010. Motion carried 3-0.**

*PM Windom Industrial Wastewater Treatment Agreement – Renewal Notice* – Nasby said that he had delivered the letter to Steve Armstrong, Vice President of Operations of PM Windom to inform them that the City’s license with MPCA is in the renewal process, and that at this time we anticipate there may be some changes, limitations or restrictions on the City’s new permit from the State of Minnesota. Nasby indicated that PM Windom seemed receptive to the letter.

*Toro Phase Two (2)* – Backman, EDA Director updated the Utility Commission on phase 2 of the Toro project in the Industrial Park. He said that they are requesting the City add onto the present spec building that is being rented by Toro. The addition will be approximately 130’ by 150’, this project has been approved by the EDA Commission. Backman said that he is anticipating reasonable bids because of the present economy.

#### ELECTRIC ITEMS

*Carl Brown Consulting Firm for Rate Analysis* – Grunig said that he has been in close contact with Carl Brown Consulting Firm and has received an estimate from them for a rate analysis study for approximately \$6,000. Grunig said that he would prefer to wait until the Big Stone II project has been confirmed or rejected to move forward with the rate analysis study, as this would have an impact in the cost of power to our customers. He also felt that Missouri River would give him a more detailed study, as they are familiar with other Minnesota cities.

*Bids for Aerial Lift Device* – Grunig said that he received two bids for the Aerial Lift Device, they are as follows:

Altec	\$95,958.00 with a trade in allowance of \$6,500.00
Dueco	\$90,596.00 with a trade in allowance of \$18,000.00

**Motion by Johnson, seconded by Bloomgren, to accept the apparent low bid from Dueco for the Aerial Lift Device in the amount of \$90,596.00, and in the process of waiting for the Aerial Lift Device advertising the old truck with the option to deny all bids if they are not high enough. Motion carried 3-0.**

*CMMPA ANNUAL MEETING* - Grunig said that Nasby, Olson, Fast, Kruse, Powers and Messer attended the CMMPA Annual meeting in Mankato on Thursday the 24<sup>th</sup> of September. He was pleased with the representation, and gave a brief review of the items that were discussed.

*MMUA Electric Monitor Device* – Grunig passed around the Electric Monitor Device that he has volunteered to install into four (4) homes in Windom. This device is a smart metering system, and by using this device homeowners can find ways to conserve energy, and thus reduce their consumption.

*Turbine* – Grunig said that during the turbine inspection he was informed that the six (6) fuel nozzles need to be replaced. This maintenance needs to be done every 500 hours. If this is not done it can damage the turbine. New nozzles will cost approximately \$5,000 per nozzle and refurbished nozzles with cost approximately \$2,700 per nozzle.

**Motion by Johnson, seconded by Bloomgren, and carried to approve the purchase of the refurbished nozzles for the turbine. Motion carried 3-0.**

REGULAR BILLS

**Motion by Bloomgren, seconded by Johnson to approve payment of the following bills: Wenck Associates for \$212.83, and Wenck Associates for \$1,655.63. Motion carried 3-0.**

OLD BUSINESS

Fast thanked Chris Johnson for all the work that he did on the Personnel Commission during the Fire Department issue. Schwalbach asked if there would be any changes made to inform departments of the rules and expectations. Nasby said that the rules have been in place, they just need to be followed.

NEW BUSINESS

None

On motion the meeting was adjourned at 12:30 p.m.

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

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

TO: Windom Mayor Kirby Kruse  
Councilpersons Jean Fast, Corey Maricle, Bob Messer, Brad Powers, JoAnn Ray

FROM: Cheryl Hanson  
1279 River Road  
Windom, MN. 56101



RE: Personnel Committee's Recommendation to Terminate Fire Chief Dan Fossing

I am writing to urge you to vote against the Personnel Committee's recommendation to terminate Fire Chief Dan Fossing.

I have had the opportunity to interact with Chief Fossing, both on a personal level in regard to a fire that occurred on my farm property, and on a professional level in my position as Windom Area Chamber of Commerce President.

It has been my experience that Chief Fossing is extremely easy to work with, very professional, yet kind and understanding. In my dealings with him, Fossing has ALWAYS done his best to explain the position of the Fire Department, what they can and cannot do and he has been eager to explain the reasons. He has made it a point to make certain that both parties clearly understand what has been discussed, the outcomes of the exchange and the expectations from both sides.

In my opinion, all of the members of Windom's VOLUNTEER Fire Department should be treated as the heroes that they are! I do not understand the reason that the Personnel Committee has recommended such a harsh punishment for what appears to be a minor incident. I believe that Chief Fossing creatively came up with a workable situation to allow one of Windom's heroes to recognize the importance of his volunteer service as a firefighter on one of the most important days of his life, his wedding day.

The members of Windom's Volunteer Fire Department have always been willing to risk their lives at a moment's notice when a fire call goes out. And the Fire Chief takes on the additional responsibility of being the one of the first to survey the situation and take responsibility for EVERYONE who is involved.

I urge you to commend Fossing for his years of exceptional volunteer service to our community, not terminate him. I believe that if you take the recommended action, the negative ramifications will be felt by our community and area residents for years to come!

Thank you for your consideration!

cc: Steve Nasby

# LG220 Application for Exempt Permit

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

Application fee	
If application postmarked or received:	
less than 30 days before the event	more than 30 days before the event
\$100	\$50

<b>ORGANIZATION INFORMATION</b>				Check # _____	\$ _____
Organization name <i>Winoom Fire Department Relief Association</i>			Previous gambling permit number <i>X-34764-08-001</i>		
Type of nonprofit organization. Check one.					
<input type="checkbox"/> Fraternal	<input type="checkbox"/> Religious	<input type="checkbox"/> Veterans	<input checked="" type="checkbox"/> Other nonprofit organization		
Mailing address	City	State	Zip Code	County	
<i>% Mike Lemack P.O. Box 189</i>	<i>Winoom</i>	<i>Mn</i>	<i>56101</i>	<i>Cottonwood</i>	
Name of chief executive officer (CEO) <i>Nestor Palm</i>		Daytime phone number <i>507-831-0311</i>	Email address <i>nestor.palm@taro.com</i>		

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

Do not attach a sales tax exempt status or federal ID employer numbers as they are not proof of nonprofit status.

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.  
 Don't have a copy? This certificate must be obtained each year from:  
 Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155 Phone: 651-296-2803

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

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

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

## GAMBLING PREMISES INFORMATION

Name of premises where gambling activity will be conducted (for raffles, list the site where the drawing will take place)  
*Winoom Community Center*

Address (do not use PO box)	City	Zip Code	County
<i>1750 Cottonwood Lake Dr.</i>	<i>Winoom Mn</i>	<i>56101</i>	<i>Cottonwood</i>

Date(s) of activity (for raffles, indicate the date of the drawing)  
*4-17-10*

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

Bingo\*     Raffles     Paddlewheels\*     Pull-Tabs\*     Tipboards\*

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

To find a licensed distributor, go to [www.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on List of Licensed Distributors, or call 651-639-4076.

Also complete  
Page 2 of this form.

Print Form

Reset Form

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

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

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

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

Signature of city official receiving application

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

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

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

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

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

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

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

Signature of township official acknowledging application

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

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

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

Chief executive officer's signature Nestor E Pal Date 9-23-09

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

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

**Send application with:**

- a copy of your proof of nonprofit status, and
  - application fee for each event.
- Make check payable to "State of Minnesota."

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

**Financial report and recordkeeping required**

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at [www.gcb.state.mn.us](http://www.gcb.state.mn.us). Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.

**Questions?**

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

Print Form

Reset Form

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

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

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

## RESOLUTION #2009-

**INTRODUCED:**

**SECONDED:**

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

### **AUTHORIZATION TO ACCEPT DONATION FROM THE BETHLEHEM LUTHERAN CHURCH TO WINDOMNET**

---

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

**WHEREAS**, the City of Windom has received a donation from Bethlehem Lutheran Church in the amount of \$100.00; and

**WHEREAS**, the donation requires that the funds be used towards the purchase of components to upgrade channel 3 playback equipment including a Leightronix controller, a recordable DVD device, three decks and three cables.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA**, that the City Council accepts the donation in the amount of \$100.00, offered by the Bethlehem Lutheran Church, for use by WindomNet for the upgrade of channel 3 playback equipment.

Adopted by the Council this 6th day of October, 2009.

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

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

## RESOLUTION #2009-

**INTRODUCED:**

**SECONDED:**

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

### **AUTHORIZATION TO ACCEPT DONATIONS FROM AREA BANKS FOR THE WINDOM FIRE DEPARTMENT**

---

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

**WHEREAS**, the City of Windom will be receiving donations of \$72.50 for the Windom Fire Department from each of the following area banks: Bank Midwest, Bank of the West and United Prairie Bank; and

**WHEREAS**, the donations require that the funds be used to purchase fire hats for Fire Prevention Week.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA**, that the City Council accepts the donations in the amount of \$217.50 offered by area banks for use by the Windom Fire Department as set forth herein.

Adopted by the Council this 6th day of October, 2009.

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

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

**RESOLUTION #2009-**

**INTRODUCED:**

**SECONDED:**

**VOTED:     Aye:**

**Nay:**

**Absent:**

**CITY OF WINDOM**

**RESOLUTION ESTABLISHING  
RATES, CHARGES AND FEES FOR  
PARK AND RECREATION FACILITIES**

**WHEREAS,** the City Council has the authority to establish rates and fees for municipal services, admissions and rentals; and

**WHEREAS,** the City Council periodically establishes rates and fees for municipal special revenue funds; and

**WHEREAS,** the Windom Park & Recreation Commission recommends to the Windom City Council to change fees for the following items; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Windom, Minnesota, that fees be amended as follows:

**Arena – Ice Rates 2009-2010 Season**

**Practices - \$102.50 per hour**

**Ice shows and hockey tournaments - \$350.00 per day**

**Tournament sectionals - \$130.00 per hour**

**Studio rink - Windom Youth Hockey - \$35.00 per hour**

**Studio rink - Windom Figure Skating - \$40.00 per hour**

Adopted this 6th day of October, 2009.

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Kirby Kruse, Mayor

ATTEST:

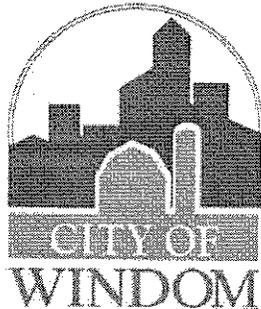
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Steven Nasby, City Administrator

October 6, 2009

Pre-Sale Report for  
\$2,420,000 Temporary General Obligation  
Equipment Certificates, Series 2009

City of Windom, Minnesota



[www.ehlers-inc.com](http://www.ehlers-inc.com)

## Details of Proposed Debt

Proposed Issue: \$2,420,000 Temporary General Obligation Equipment Certificates, Series 2009

Purpose: One purpose is contemplated in the Bonds.

To refund at maturity on February 1, 2010, the City's outstanding Temporary General Obligation Equipment Certificates, Series 2007 which were issued to temporarily finance the acquisition of various capital equipment for the City's telecommunications system.

The proposed finance plan consists of the sources and uses of funds attached to this Report.

Authority: The Certificates are being issued pursuant to Minnesota Statutes, Chapter 475; and Sections 410.32 and 412.301.

Funding Source(s): The Certificates will be secured by the full faith and credit of the taxpayers of the City. This security helps reduce interest costs.

Under Minnesota Statutes, Section 412.301, principal and interest are payable from a tax levy. However, the City has the authority to reduce or cancel the tax levy on an annual basis with any other available money duly appropriated by the City Council for such purpose. It is the intent of the City to replace the tax levy with net revenues from the municipal telecommunications system.

Issuing Process: In order to obtain the lowest interest cost to the City, we will solicit competitive bids to purchase the Certificates from local banks in your area and regional underwriters. A Council meeting will be needed to call for, receive and accept the low bid on the Certificates.

We have included an allowance for discount bidding equal to 1.00% of the principal amount of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of its profit and/or working capital. Thus the underwriter should be able to re-offer the Certificates at or close to par resulting in a lower interest rate on the Certificates.

If the Certificates are purchased at a lower fee or by a local bank without this fee, the unused allowance will be used to lower your borrowing amount.



- Term/Call Feature:** The Certificates are being issued for a 3-year period. Interest is payable each six months, commencing June 1, 2010. Principal on the Certificates will be due on December 1, 2012. The Certificates will be subject to prepayment at the discretion of the City on June 1, 2011.
- Rating:** The City currently has an underlying "A+" bond rating from Standard & Poor's. It is recommended that the City request a bond rating for this issue as well. Given today's market, we estimate a rating could attract 2 to 3 more bids and save more in interest cost to offset the fee for the rating.
- If the lowest bidder on the Certificates elects to purchase bond insurance, the rating for the issue will be higher than the City's bond rating because this issue will instead carry the rating of the bond insurance company selected by the bidder.
- Bank Qualification:** Because the City is issuing less than \$30,000,000 in the calendar year, the City will be able to designate the Certificates as "bank qualified" obligations. Bank qualified status broadens the market for the Certificates, which can result in lower interest rates. However, today the spread between bank qualified and non-bank qualified rates is minimal due to the large supply of bank qualified bonds.
- Arbitrage Monitoring:** The IRS has imposed rules regarding the amount of interest that the City may earn on bond proceeds. Because the City is issuing less than \$5,000,000 in this calendar year, the proceeds can earn interest without restriction for three years. The City will also need to keep its debt service funds within IRS parameters to avoid penalties on carrying too high of a balance during the life of the issue.
- Other Considerations:** We have reviewed all outstanding indebtedness for the City and find that there are no immediate refunding opportunities for the City at this time.
- We will continue to monitor the market and the call dates for the City and will alert you to any future opportunities.



## Proposed Debt Issuance Schedule

Pre-Sale Review by Council:	October 6, 2009
Distribute Official Statement:	Week of October 19, 2009
Conference with Rating Agency:	Week of October 26, 2009
City Council Meeting to Award Sale of the Certificates:	November 3, 2009
Estimated Closing Date:	December 1, 2009
Series 2007 Certificates Paid:	February 1, 2010

## Attachments

Sources and Uses of Funds  
 Proposed Debt Service Schedule  
 Bond Buyer Index  
 Resolution Authorizing Ehlers to Proceed With Bond Sale

## Ehlers Contacts:

Financial Advisors:	Todd Hagen	(651) 697-8508
	Rebecca Kurtz	(651) 697-8516
Bond Analysts:	Diana Lockard	(651) 697-8534
	Debbie Holmes	(651) 697-8536
Bond Sale Coordinator:	Alicia Aulwes	(651) 697-8523

The Official Statement for this financing will be mailed to the Council Members at their home address for review prior to the sale date.



Resolution No. \_\_\_\_\_

Council Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**Resolution Providing for the Sale of  
\$2,420,000 Temporary General Obligation Equipment Certificates, Series 2009**

- A. WHEREAS, the City Council of the City of Windom, Minnesota, has heretofore determined that it is necessary and expedient to issue the City's \$2,420,000 Temporary General Obligation Equipment Certificates, Series 2009 (the "Certificates"), to refund at maturity the City's outstanding Temporary General Obligation Equipment Certificates, Series 2007 (Telecom System); and
- B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent financial advisor for the Certificates and is therefore authorized to solicit proposals in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

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

1. Authorization; Findings. The City Council hereby authorizes Ehlers to solicit proposals for the sale of the Certificates.
2. Meeting; Proposal Opening. The City Council shall meet at 7:30 p.m. on November 3, 2009, for the purpose of considering proposals for and awarding the sale of the Certificates.
3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Certificates and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following Council Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

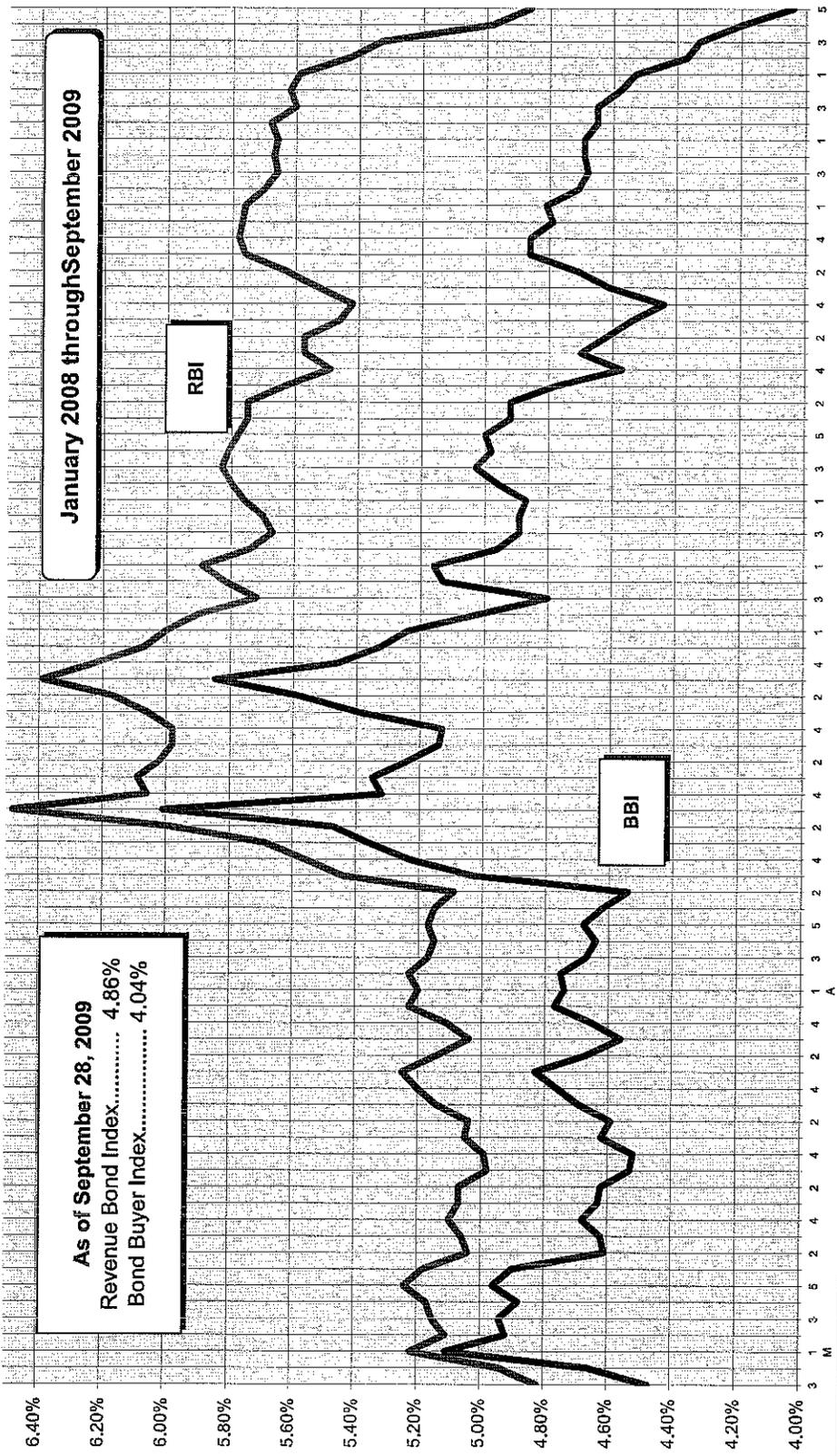
Dated this 6<sup>th</sup> day of October, 2009.

\_\_\_\_\_  
City Administrator



# BOND INDEX

Bond Buyer Index (20 Bond, 20 Years) Revenue Bond Index (25 Bond, 30 Years)



**City of Windom, Minnesota**

Proposed Current Refunding of  
\$2,365,000 Temporary General Obligation Equipment Certificates, Series 2007

**Sources & Uses**

Dated 12/01/2009 | Delivered 12/01/2009

**Sources Of Funds**

Par Amount of Bonds	\$2,420,000.00
Transfers from Prior Issue Debt Service Funds	46,890.31

**Total Sources** **\$2,466,890.31**

**Uses Of Funds**

Total Underwriter's Discount (1.000%)	24,200.00
Costs of Issuance	29,000.00
Deposit to Current Refunding Fund	2,411,890.31
Rounding Amount	1,800.00

**Total Uses** **\$2,466,890.31**

**City of Windom, Minnesota**

Proposed Current Refunding of  
\$2,365,000 Temporary General Obligation Equipment Certificates, Series 2007

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
12/01/2009	-	-	-	-	-
06/01/2010	-	-	26,015.00	26,015.00	-
12/01/2010	-	-	26,015.00	26,015.00	52,030.00
06/01/2011	-	-	26,015.00	26,015.00	-
12/01/2011	-	-	26,015.00	26,015.00	52,030.00
06/01/2012	-	-	26,015.00	26,015.00	-
12/01/2012	2,420,000.00	2.150%	26,015.00	2,446,015.00	2,472,030.00
<b>Total</b>	<b>\$2,420,000.00</b>	<b>-</b>	<b>\$156,090.00</b>	<b>\$2,576,090.00</b>	<b>-</b>

**Yield Statistics**

Bond Year Dollars	\$7,260.00
Average Life	3.000 Years
Average Coupon	2.1500000%
Net Interest Cost (NIC)	2.4833333%
True Interest Cost (TIC)	2.4980560%
Bond Yield for Arbitrage Purposes	2.1500000%
All Inclusive Cost (AIC)	2.9206888%

**IRS Form 8038**

Net Interest Cost	2.1500000%
Weighted Average Maturity	3.000 Years

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
CITY OFFICE	ELECTRIC FUND	UTILITY BILLING	179.57
	Total for Department 103		179.57*
P & Z / BUILDING OFF	ELECTRIC FUND	UTILITY BILLING	54.93
P & Z / BUILDING OFF	MIDWEST WIRELESS	TELEPHONE	27.91
	Total for Department 106		82.84*
CITY HALL	ELECTRIC FUND	UTILITY BILLING	503.53
	Total for Department 115		503.53*
POLICE	ELECTRIC FUND	UTILITY BILLING	68.75
	Total for Department 120		68.75*
FIRE DEPARTMENT	ELECTRIC FUND	UTILITY BILLING	26.21
FIRE DEPARTMENT	QUEST	TELEPHONE	58.86
	Total for Department 125		85.07*
STREET	ELECTRIC FUND	UTILITY BILLING	2,196.76
STREET	WINDOM AUTO VALU	MAINTENANCE	23.93
STREET	KOLANDER TREE SERVIC	SERVICE	600.00
STREET	MIDWEST WIRELESS	TELEPHONE	99.49
STREET	M R PAVING & EXCAVAT	PATCHING	4,499.55
STREET	QUEST	TELEPHONE	58.86
STREET	MN ENERGY RESOURCES	HEATING	33.70
STREET	RUNNING'S SUPPLY	MAINTENANCE	209.28
STREET	CARQUEST AUTO PARTS	MAINTENANCE	80.01
	Total for Department 140		7,801.58*
RECREATION	CONVENT. & VISTOR BU DAMAGE DEPOSIT REFUND		100.00
RECREATION	MN RECREATION & PARK REGISTRATION		125.00
	Total for Department 150		225.00*
PARKS	ELECTRIC FUND	UTILITY BILLING	3,423.61
	Total for Department 165		3,423.61*
	Total for Fund 01		12,369.95*
LIBRARY	ELECTRIC FUND	UTILITY BILLING	374.18
	Total for Department 171		374.18*
	Total for Fund 03		374.18*
	WICKS CONSTRUCTION	2009 AIRPORT CONSTRUCTIO	1,003,151.59
	Total for Department		1,003,151.59*
	Total for Fund 11		1,003,151.59*
POOL	ELECTRIC FUND	UTILITY BILLING	1,187.62
POOL	MN RECREATION & PARK REGISTRATION		130.00
	Total for Department 175		1,317.62*

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
Total for Fund 12			1,317.62*
AMBULANCE	ELECTRIC FUND	UTILITY BILLING	23.26
AMBULANCE	MIDWEST WIRELESS	TELEPHONE	142.40
AMBULANCE	QUEST	TELEPHONE	58.86
AMBULANCE	WINDOM AREA HOSPITAL	SERVICE	1,866.34
Total for Department 176			2,090.86*
Total for Fund 13			2,090.86*
MULTI-PURPOSE BUILDI	ELECTRIC FUND	UTILITY BILLING	1,554.70
MULTI-PURPOSE BUILDI	MIDWEST WIRELESS	TELEPHONE	13.92
MULTI-PURPOSE BUILDI	RUNNING'S SUPPLY	MAINTENANCE	35.25
Total for Department 177			1,603.87*
Total for Fund 14			1,603.87*
N IND PARK	CITY OF WINDOM	SYKORA SEWER EXTENSION	14,880.79
Total for Department 147			14,880.79*
Total for Fund 18			14,880.79*
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	3,554.80
LIQUOR	COCA-COLA BOTTLING C	MERCHANDISE	375.20
LIQUOR	ELECTRIC FUND	UTILITY BILLING	2,058.01
LIQUOR	WIRTZ BEVERAGE MN WI	MERCHANDISE	1,411.67
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	8,186.60
LIQUOR	A H HERMEL CANDY & T	MERCHANDISE	34.53
LIQUOR	JOHNSON BROS.	MERCHANDISE	606.50
LIQUOR	PHILLIPS WINE & SPIR	MERCHANDISE	180.80
LIQUOR	QUALITY WINE SPIRITS	MERCHANDISE	2,771.36
LIQUOR	BANK MIDWEST	NSF CHECK	82.16
LIQUOR	WINE MERCHANTS	MERCHANDISE	576.50
Total for Department 180			19,838.13*
Total for Fund 60			19,838.13*
KEMNA-ASA AUTO PLAZA TRUCK			10,118.00
Total for Department			10,118.00*
WATER	ELECTRIC FUND	UTILITY BILLING	4,728.40
WATER	H P SUDS	BILLING CONTRACT SERVICE	122.08
WATER	MIDWEST WIRELESS	TELEPHONE	45.87
WATER	QUEST	TELEPHONE	58.86
WATER	RUNNING'S SUPPLY	MAINTENANCE	28.88
Total for Department 181			4,984.09*
Total for Fund 61			15,102.09*
ELECTRIC	CENTRAL MINNESOTA MU	CAPX2020 ASSESSMENT-FINA	3,509.00

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
ELECTRIC	CENTRAL MINNESOTA MU	ENERGY DEVELOPMENT	15,740.00
ELECTRIC	CENTRAL MINNESOTA MU	MMTG TRANSMISSION	8,725.00
ELECTRIC	CENTRAL MINNESOTA MU	POWER COST	193,516.43
ELECTRIC	ELECTRIC FUND	UTILITY BILLING	272.86
ELECTRIC	H P SUDS	BILLING CONTRACT SERVICE	122.10
ELECTRIC	WINDOM AUTO VALU	MAINTENANCE	19.70
ELECTRIC	QUEST	TELEPHONE	55.44
ELECTRIC	RUNNING'S SUPPLY	MAINTENANCE	65.37
ELECTRIC	CARQUEST AUTO PARTS	MAINTENANCE	48.45
ELECTRIC	BANK MIDWEST	NSF CHECK	71.71
	Total for Department 182		222,146.06*
	Total for Fund 62		222,146.06*
	KEMNA-ASA	AUTO PLAZA TRUCK	10,118.00
	Total for Department		10,118.00*
SEWER	ELECTRIC FUND	UTILITY BILLING	11,438.32
SEWER	H P SUDS	BILLING CONTRACT SERVICE	122.08
SEWER	WINDOM AUTO VALU	MAINTENANCE	12.25
SEWER	MIDWEST WIRELESS	TELEPHONE	45.87
SEWER	QUEST	TELEPHONE	260.60
SEWER	MN ENERGY RESOURCES	HEATING	36.79
SEWER	RUNNING'S SUPPLY	MAINTENANCE	100.43
SEWER	CARQUEST AUTO PARTS	MAINTENANCE	102.35
	Total for Department 183		12,118.69*
	Total for Fund 63		22,236.69*
ARENA	ELECTRIC FUND	UTILITY BILLING	1,109.08
ARENA	A H HERMEL CANDY & T	MERCHANDISE	194.17
ARENA	MIDWEST WIRELESS	TELEPHONE	83.39
ARENA	MN RECREATION & PARK	REGISTRATION	125.00
ARENA	RUNNING'S SUPPLY	MAINTENANCE	60.83
	Total for Department 184		1,572.47*
	Total for Fund 64		1,572.47*
ECONOMIC DEVELOPMENT	ELECTRIC FUND	UTILITY BILLING	116.33
ECONOMIC DEVELOPMENT	MIDWEST WIRELESS	TELEPHONE	47.51
	Total for Department 187		163.84*
	Total for Fund 67		163.84*
TELECOMMUNICATIONS	ELECTRIC FUND	UTILITY BILLING	1,608.86
TELECOMMUNICATIONS	H P SUDS	BILLING CONTRACT SERVICE	366.24
	Total for Department 199		1,975.10*
	Total for Fund 69		1,975.10*

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
		LAW ENFORCMENT LABOR UNION DUES	252.00
	LOCAL UNION #949	UNION DUES	1,504.68
		Total for Department	1,756.68*
		Total for Fund 70	1,756.68*
		Grand Total	1,320,579.92*

CITY OF WINDOM  
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
CITY OFFICE	SELECTACCOUNT	ADM FEE	84.18
		Total for Department 103	84.18*
CITY HALL	AMERIGAS - WORTHINGT	WATER TREATMENT	23.46
		Total for Department 115	23.46*
POLICE	FLEET SERVICES DIVIS	LEASE CAR	2,565.56
POLICE	UNICEL	TELEPHONE	288.18
		Total for Department 120	2,853.74*
FIRE DEPARTMENT	CRAIG WOLTER	MILEAGE	29.15
FIRE DEPARTMENT	VOSS SIGNS	SIGNS	269.00
		Total for Department 125	298.15*
STREET	AMUNDSON DIG	MAINTENANCE	359.10
		Total for Department 140	359.10*
HEALTH & SANITATION	NEAL GRUNEWALD	COMPOST SITE MANAGER	160.00
		Total for Department 145	160.00*
		Total for Fund 01	3,778.63*
LIBRARY	MN ENERGY RESOURCES	HEATING	82.00
LIBRARY	USA TODAY	SUBSCRIPTION	182.00
		Total for Department 171	264.00*
		Total for Fund 03	264.00*
AIRPORT	MN DEPT OF ADMINISTR	TELEPHONE	45.00
		Total for Department 174	45.00*
		Total for Fund 11	45.00*
AMBULANCE	JOLYNN NERHUS	EXPENSE	33.60
AMBULANCE	PAULA RAVERTY	EXPENSE	27.41
AMBULANCE	WPS MEDICARE	REFUND -MEDICARE	1,000.01
AMBULANCE	SANDRA POUNDS	REFUND - OVERPAYMENT	150.85
		Total for Department 176	1,211.87*
		Total for Fund 13	1,211.87*
MULTI-PURPOSE BUILDI	MN ENERGY RESOURCES	HEATING	77.48
MULTI-PURPOSE BUILDI	LUTHERAN CHURCH OF O	REFUND - FOR BOOKING ROO	175.00
		Total for Department 177	252.48*
		Total for Fund 14	252.48*
	MN DEPT OF EMPLOY & E	LOAN REPAYMENT SPAP-99-\$	2,998.47
		Total for Department	2,998.47*
PM REVOLVING LOAN FU	MN DEPT OF EMPLOY & E	LOAN REPAYMENT SPAP-99-\$	166.53

CITY OF WINDOM  
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
		Total for Department 172	166.53*
		Total for Fund 15	3,165.00*
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	3,091.92
LIQUOR	COCA-COLA BOTTLING C	MERCHANDISE	481.70
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	4,667.60
LIQUOR	A H HERMEL CANDY & T	MERCHANDISE	906.95
LIQUOR	HOLINKA DISTR. CO.	MERCHANDISE	144.50
LIQUOR	JOHNSON BROS.	MERCHANDISE	2,807.19
LIQUOR	PHILLIPS WINE & SPIR	MERCHANDISE	801.75
		Total for Department 180	12,901.61*
		Total for Fund 60	12,901.61*
WATER	H P SUDS	BILLING CONTRACT SERVICE	166.67
WATER	MN ENERGY RESOURCES	HEATING	333.34
WATER	TONY'S BACKHOE & GRA	MAINTENANCE	300.00
		Total for Department 181	800.01*
		Total for Fund 61	800.01*
	JONAHTAN EKECHI	REFUND - UTILITY PREPAYM	125.00
	JONAHTAN EKECHI	REFUND -STATEMENT CREDIT	.66
	JONAHTAN EKECHI	REFUND -STATEMENT CREDIT	.66
	REBECCA KONZ	REFUND - UTILITY PREPAYM	125.00
		Total for Department	251.32*
ELECTRIC	H P SUDS	BILLING CONTRACT SERVICE	166.66
ELECTRIC	MIDWEST WIRELESS	TELEPHONE	93.75
ELECTRIC	MN ENERGY RESOURCES	HEATING	20.67
ELECTRIC	DEPARTMENT OF ENERGY	POWER COST	102,161.36
ELECTRIC	WINDOM QUICK PRINT	SUPPLIES	161.47
ELECTRIC	BANK MIDWEST	NSF CHECK	720.41
ELECTRIC	JONAHTAN EKECHI	REFUND -STATEMENT CREDIT	9.63
		Total for Department 182	103,333.95*
		Total for Fund 62	103,585.27*
SEWER	H P SUDS	BILLING CONTRACT SERVICE	166.66
SEWER	MN ENERGY RESOURCES	HEATING	32.10
SEWER	JONAHTAN EKECHI	REFUND -STATEMENT CREDIT	9.63
		Total for Department 183	208.39*
		Total for Fund 63	208.39*
ARENA	AMERIPRIDE LINEN CO	SERVICE	67.89
ARENA	MN ENERGY RESOURCES	HEATING	127.81
		Total for Department 184	195.70*

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
Total for Fund 64			195.70*
ECONOMIC DEVELOPMENT	MN ENERGY RESOURCES	HEATING	9.60
ECONOMIC DEVELOPMENT	STAR TRIBUNE	SUBSCRIPTION	117.00
Total for Department 187			126.60*
Total for Fund 67			126.60*
RIVERBLUFF ESTATES	BRADY POWERS	MOWING	365.00
RIVERBLUFF ESTATES	SNICKS SIGNS	MAINTENANCE	326.71
Total for Department 166			691.71*
Total for Fund 68			691.71*
INTERNAL REVENUE SER 720 EXCISE TAX			684.05
JOSE DOMINGUEZ REFUND - STATEMENT CREDI			1.04
JONAHTAN EKECHI REFUND -STATEMENT CREDIT			2.09
AUDREY JURGENS REFUND - STATEMENT CREDI			.05
JOSEPH KOSMON REFUND -STMT CREDIT - TE			2.01
Total for Department			689.24*
TELECOMMUNICATIONS	AT & T	USAGE CHARGES	130.00
TELECOMMUNICATIONS	BLACKBURN MFG. CO.	MAINTENANCE	88.28
TELECOMMUNICATIONS	DATA CONNECTION	MAINTENANCE	3,000.00
TELECOMMUNICATIONS	CREATIVE DESIGN	SHIRTS	477.00
TELECOMMUNICATIONS	DISH NETWORK	SERVICE	3,400.00
TELECOMMUNICATIONS	E-911	MONTHLY 911 SERVICE	43.95
TELECOMMUNICATIONS	H P SUDS	BILLING CONTRACT SERVICE	500.01
TELECOMMUNICATIONS	KDOM RADIO	ADVERTISING	263.00
TELECOMMUNICATIONS	MN DEPT OF COMMERCE	ASSESSMENT	162.97
TELECOMMUNICATIONS	QWEST COMMUNICATIONS	DIRECTORY LISTING	243.94
TELECOMMUNICATIONS	ONVOY, INC	BANDWIDTH BILLING	1,359.49
TELECOMMUNICATIONS	ONVOY, INC	SS7 SERVICE	1,495.60
TELECOMMUNICATIONS	MN ENERGY RESOURCES	HEATING	11.47
TELECOMMUNICATIONS	JEREMY ROLFES	SERVICE INTERNET	51.20
TELECOMMUNICATIONS	RUSHMORE INDUSTRIES,	FREIGHT	43.92
TELECOMMUNICATIONS	SOUTHWEST/WEST CENTR	SERVICE	833.33
TELECOMMUNICATIONS	WINDOM QUICK PRINT	SUPPLIES	89.75
TELECOMMUNICATIONS	WOODSTOCK TELEPHONE	SERVICE	186.67
TELECOMMUNICATIONS	ZAYO BANDWIDTH	BANDWIDTH BILLING	7,209.86
TELECOMMUNICATIONS	CHRIS ZIMMERMAN	MOWING	47.50
TELECOMMUNICATIONS	YELLOW BOOK WEST	AD	246.50
TELECOMMUNICATIONS	JOSE DOMINGUEZ	REFUND-STATEMENT CREDIT	15.27
TELECOMMUNICATIONS	JONAHTAN EKECHI	REFUND -STATEMENT CREDIT	30.45
TELECOMMUNICATIONS	SHUKRI FARAH	REFUND - STATEMENT CREDI	12.65
TELECOMMUNICATIONS	AUDREY JURGENS	REFUND - STATEMENT CREDI	.77
TELECOMMUNICATIONS	JOSEPH KOSMON	REFUND -STMT CREDIT - TE	29.30
Total for Department 199			19,972.88*
Total for Fund 69			20,662.12*

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
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	AFLAC	INSURANCE	279.12
	INTERNAL REVENUE SER	WITHHOLDING TAX	402.19
	JOHNSON COUNTY COURT	PAYROLL DEDUCTION CDDMO1	1,202.00
	MN BENEFIT ASSOCIATI	INSURANCE	114.18
	Total for Department		1,997.49*
	Total for Fund 70		1,997.49*
	Grand Total		149,885.88*

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
MAYOR & COUNCIL	SECR REV FUND/CITY O	EXPENSE	24.83
	Total for Department 101		24.83*
CITY OFFICE	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	32.26
CITY OFFICE	CMRS - TMS	POSTAGE	759.79
CITY OFFICE	MII LIFE	VEBA	198.40
CITY OFFICE	MN NCPERS LIFE INSUR	INSURANCE	80.00
	Total for Department 103		1,070.45*
P & Z / BUILDING OFF	CMRS - TMS	POSTAGE	37.68
P & Z / BUILDING OFF	MII LIFE	VEBA	148.80
P & Z / BUILDING OFF	MN NCPERS LIFE INSUR	INSURANCE	24.00
	Total for Department 106		210.48*
POLICE	COTTONWOOD CO TREASU	RENT	4,200.00
POLICE	KENT F. KELLY	EQUIPMENT	285.61
POLICE	MII LIFE	VEBA	1,213.28
POLICE	MN NCPERS LIFE INSUR	INSURANCE	144.00
POLICE	SECR REV FUND/CITY O	POSTAGE	1.90
POLICE	WINDOM QUICK PRINT	SUPPLIES	76.79
	Total for Department 120		5,921.58*
FIRE DEPARTMENT	AMOCO OIL COMPANY	GAS	102.06
FIRE DEPARTMENT	CMRS - TMS	POSTAGE	23.20
FIRE DEPARTMENT	MIDWEST WIRELESS	TELEPHONE	27.35
FIRE DEPARTMENT	WINDOM AREA HOSPITAL	TESTING	183.64
	Total for Department 125		336.25*
STREET	AMOCO OIL COMPANY	GAS	509.40
STREET	AMOCO OIL COMPANY	VOLUME DISCOUNT	-4.35
STREET	CMRS - TMS	POSTAGE	13.54
STREET	MII LIFE	VEBA	755.44
STREET	MN NCPERS LIFE INSUR	INSURANCE	80.00
STREET	WINDOM AREA HOSPITAL	TESTING	17.00
	Total for Department 140		1,371.03*
RECREATION	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	32.26
RECREATION	CMRS - TMS	POSTAGE	25.86
	Total for Department 150		58.12*
PARKS	CMRS - TMS	POSTAGE	.44
PARKS	MII LIFE	VEBA	185.68
PARKS	MN NCPERS LIFE INSUR	INSURANCE	32.00
	Total for Department 165		218.12*
	Total for Fund 01		9,210.86*
LIBRARY	CMRS - TMS	POSTAGE	.44
	Total for Department 171		.44*
	Total for Fund 03		.44*

CITY OF WINDOM  
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
AIRPORT	CMRS - TMS	POSTAGE	37.18
		Total for Department 174	37.18*
		Total for Fund 11	37.18*
POOL	A & B BUSINESS EQUIP MAINTENANCE CONTRACT		32.26
POOL	CMRS - TMS	POSTAGE	178.88
		Total for Department 175	211.14*
		Total for Fund 12	211.14*
AMBULANCE	CMRS - TMS	POSTAGE	49.25
AMBULANCE	JIM SKARPHOL	EXPENSE	190.71
AMBULANCE	JIM SKARPHOL	SUPPLIES	29.14
AMBULANCE	WINDOM AREA HOSPITAL TESTING		37.41
		Total for Department 176	306.51*
		Total for Fund 13	306.51*
MULTI-PURPOSE BUILDI	A & B BUSINESS EQUIP MAINTENANCE CONTRACT		32.26
MULTI-PURPOSE BUILDI	CMRS - TMS	POSTAGE	46.17
MULTI-PURPOSE BUILDI	MII LIFE	VEBA	284.88
MULTI-PURPOSE BUILDI	MN NCPERS LIFE INSUR	INSURANCE	32.00
		Total for Department 177	395.31*
		Total for Fund 14	395.31*
LIQUOR	A & B BUSINESS EQUIP MAINTENANCE CONTRACT		32.26
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	5,682.30
LIQUOR	CMRS - TMS	POSTAGE	12.66
LIQUOR	CITIZEN PUBLISHING C	SUBSCRIPTION	41.95
LIQUOR	WIRTZ BEVERAGE MN WI	MERCHANDISE	125.36
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	8,298.85
LIQUOR	JOHNSON BROS.	MERCHANDISE	751.14
LIQUOR	MII LIFE	VEBA	371.36
LIQUOR	MN NCPERS LIFE INSUR	INSURANCE	32.00
LIQUOR	MN ENERGY RESOURCES	HEATING	39.23
LIQUOR	PHILLIPS WINE & SPIR	MERCHANDISE	317.99
LIQUOR	QUALITY WINE SPIRITS	MERCHANDISE	3,106.04
		Total for Department 180	18,811.14*
		Total for Fund 60	18,811.14*
WATER	A & B BUSINESS EQUIP MAINTENANCE CONTRACT		32.26
WATER	CMRS - TMS	POSTAGE	250.85
WATER	H P SUDS	BILLING CONTRACT SERVICE	153.28
WATER	MII LIFE	VEBA	560.22
WATER	MN NCPERS LIFE INSUR	INSURANCE	40.00
WATER	SECR REV FUND/CITY O	POSTAGE	6.10
		Total for Department 181	1,042.71*

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
Total for Fund 61			1,042.71*
	SECR REV FUND/CITY O	EXPENSE	625.00
	ERIC BREINER	REFUND - UTILITY PREPAYM	125.00
	CHAR SCHMIDT	FUND - UTILITY PREPAYMEN	125.00
	ALISON ZIMMER	REFUND - UTILITY PREPAYM	125.00
Total for Department			1,000.00*
ELECTRIC	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	32.33
ELECTRIC	AMOCO OIL COMPANY	GAS	612.25
ELECTRIC	AMOCO OIL COMPANY	VOLUME DISCOUNT	-4.35
ELECTRIC	CMRS - TMS	POSTAGE	290.90
ELECTRIC	H P SUDS	BILLING CONTRACT SERVICE	153.29
ELECTRIC	MII LIFE	VEBA	1,049.86
ELECTRIC	MN NCPERS LIFE INSUR	INSURANCE	96.00
ELECTRIC	SALLY OLTMANN	ENERGY REBATE	100.00
ELECTRIC	SECR REV FUND/CITY O	EXPENSE	6.00
ELECTRIC	RICK CLERC	ENERGY REBATE	100.00
ELECTRIC	ERIC HANSON	ENERGY REBATE	50.00
ELECTRIC	RICHARD ISDER	ENERGY REBATE	50.00
ELECTRIC	DON A JOHNSON	ENERGY REBATE	50.00
ELECTRIC	ALLAN KARSCHNIK	ENERGY REBATE	100.00
ELECTRIC	ANDY KLASSEN	ENERGY REBATE	200.00
ELECTRIC	TODD MATTISON		100.00
ELECTRIC	DAN ORTMANN	ENERGY REBATE	100.00
ELECTRIC	GEORGE ROBINSON	ENERGY REBATE	100.00
Total for Department 182			3,186.28*
Total for Fund 62			4,186.28*
SEWER	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	64.52
SEWER	AMOCO OIL COMPANY	GAS	166.93
SEWER	CMRS - TMS	POSTAGE	239.50
SEWER	ELECTRIC FUND	UTILITY BILLING	80.20
SEWER	H P SUDS	BILLING CONTRACT SERVICE	153.28
SEWER	MII LIFE	VEBA	931.58
SEWER	MN NCPERS LIFE INSUR	INSURANCE	72.00
Total for Department 183			1,708.01*
Total for Fund 63			1,708.01*
ARENA	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	32.26
ARENA	AMOCO OIL COMPANY	GAS	76.98
ARENA	CMRS - TMS	POSTAGE	31.56
ARENA	MII LIFE	VEBA	371.36
ARENA	MN NCPERS LIFE INSUR	INSURANCE	32.00
Total for Department 184			544.16*
Total for Fund 64			544.16*

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
	ELECTRIC FUND	LOAN PAYMENT TO ELECTRI	658.54
	Total for Department		658.54*
ECONOMIC DEVELOPMENT	AARON BACKMAN	EXPENSE	191.40
ECONOMIC DEVELOPMENT	CMRS - TMS	POSTAGE	162.17
ECONOMIC DEVELOPMENT	ELECTRIC FUND	LOAN PAYMENT TO ELECTRI	290.95
ECONOMIC DEVELOPMENT	MII LIFE	VEBA	235.28
ECONOMIC DEVELOPMENT	MN NCPERS LIFE INSUR	INSURANCE	24.00
ECONOMIC DEVELOPMENT	SECR REV FUND/CITY O	EXPENSE	4.50
	Total for Department 187		908.30*
	Total for Fund 67		1,566.84*
TELECOMMUNICATIONS	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	96.78
TELECOMMUNICATIONS	CMRS - TMS	POSTAGE	75.93
TELECOMMUNICATIONS	H P SUDS	BILLING CONTRACT SERVICE	459.84
TELECOMMUNICATIONS	MIDWEST WIRELESS	TELEPHONE	302.53
TELECOMMUNICATIONS	MII LIFE	VEBA	665.78
TELECOMMUNICATIONS	MN NCPERS LIFE INSUR	INSURANCE	64.00
TELECOMMUNICATIONS	QUEST	TELEPHONE	98.51
TELECOMMUNICATIONS	QWEST COMMUNICATIONS	LEXIS BILLING SERVICE	76.12
TELECOMMUNICATIONS	WINDOM AREA HOSPITAL	TESTING	51.00
	Total for Department 199		1,970.49*
	Total for Fund 69		1,970.49*
	MN NCPERS LIFE INSUR	INSURANCE	32.00
	Total for Department		32.00*
	Total for Fund 70		32.00*
	Grand Total		40,023.07*

**Invoice**

August 31, 2009  
Invoice No: 902750



Wenck Associates, Inc.  
1800 Pioneer Creek Center  
P.O. Box 249  
Maple Plain, MN 55359-0249

(763) 479-4200  
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Brigitte Olson  
City of Windom  
P.O. Box 38  
Windom, MN 56101

Project 0045-27 2009 Airport Reconstruction

**Professional Services Through August 31, 2009**

**Professional Personnel**

		Hours	Rate	Amount
Halvorson, Anthony	8/13/2009	4.00	70.00	280.00
CONSTRUCTION STAKING				
Halvorson, Anthony	8/26/2009	4.50	64.00	288.00
CONSTRUCTION INSPECTION				
Halvorson, Anthony	8/27/2009	2.50	64.00	160.00
CONSTRUCTION INSPECTION				
Holm, Kasey	8/4/2009	1.50	70.00	105.00
prepare for concrete pour				
Holm, Kasey	8/5/2009	9.50	70.00	665.00
oversee concrete pour and sampl				
Holm, Kasey	8/6/2009	2.00	70.00	140.00
Strip beam molds				
Holm, Kasey	8/10/2009	2.00	70.00	140.00
check grade on hanger				
Holm, Kasey	8/11/2009	9.00	70.00	630.00
take concrete samples				
Holm, Kasey	8/12/2009	12.00	70.00	840.00
take concrete samples of center Runway				
Holm, Kasey	8/13/2009	9.50	70.00	665.00
take concrete samples runway center				
Holm, Kasey	8/24/2009	12.30	70.00	861.00
Take concrete samples				
Holm, Kasey	8/25/2009	8.80	70.00	616.00
Take concrete samples				
Holm, Kasey	8/26/2009	10.30	70.00	721.00
Concrete Samples				
Holm, Kasey	8/27/2009	8.00	70.00	560.00
Concrete Sampling				
Holm, Kasey	8/28/2009	3.50	70.00	245.00
Concrete Sampling & Radius mark out				
Johnson, Dennis	8/3/2009	2.00	150.00	300.00
Supervision				
Johnson, Dennis	8/4/2009	2.00	150.00	300.00
Supervision				
Johnson, Dennis	8/5/2009	1.00	150.00	150.00
Supervision				
Johnson, Dennis	8/10/2009	3.00	150.00	450.00
Supervision				

*11-20-09  
Ok to pay  
Airport  
Runway  
8-5-09  
[Signature]*

INVOICES ARE DUE UPON PRESENTATION. Invoice balances not paid within thirty (30) days of invoice are subject to 1-1/2% 18% annum) interest/finance charge. Remittance Address: PO Box 249, Maple Plain, MN 55359 - Federal Tax ID #41-1520095

Johnson, Dennis Supervision	8/12/2009	2.00	150.00	300.00
Johnson, Dennis Supervision	8/17/2009	1.00	150.00	150.00
Johnson, Dennis Supervision	8/18/2009	1.00	150.00	150.00
Johnson, Dennis Supervision	8/24/2009	2.00	150.00	300.00
Mueller, Craig field work	8/4/2009	3.00	70.00	210.00
Mueller, Craig field work	8/5/2009	6.00	70.00	420.00
Mueller, Craig field work	8/18/2009	2.00	70.00	140.00
Mueller, Craig field work	8/19/2009	4.00	70.00	280.00
Mueller, Craig project management	8/20/2009	1.00	70.00	70.00
Mueller, Craig field work	8/24/2009	8.50	70.00	595.00
Mueller, Craig field work	8/25/2009	6.00	70.00	420.00
Mueller, Craig field work	8/26/2009	3.00	70.00	210.00
Mueller, Craig field work and pay request	8/27/2009	3.00	70.00	210.00
Mueller, Craig field work	8/28/2009	2.50	70.00	175.00
Mueller, Craig field work	8/31/2009	3.50	70.00	245.00
Nelson, Dennis concrete preparation	8/3/2009	2.00	70.00	140.00
Nelson, Dennis inspection	8/10/2009	3.00	70.00	210.00
Nelson, Dennis concrete testing	8/11/2009	8.50	70.00	595.00
Nelson, Dennis concrete testing	8/12/2009	12.50	70.00	875.00
Nelson, Dennis concrete testing	8/13/2009	5.50	70.00	385.00
Nelson, Dennis process contractor payroll reports	8/13/2009	3.50	70.00	245.00
Nelson, Dennis concrete inspection	8/19/2009	4.00	70.00	280.00
Nelson, Dennis reweiw contractor payrolls	8/19/2009	2.00	70.00	140.00
Nelson, Dennis cip mtg in mankato	8/25/2009	5.00	70.00	350.00
Nelson, Dennis reweiw contrator payroll	8/26/2009	1.00	70.00	70.00
Nelson, Dennis concrete inspection	8/27/2009	6.00	70.00	420.00

Project	0045-27	2009 Airport Reconstruction		Invoice	902750
Thurmer, Todd	8/3/2009	2.00	70.00	140.00	
Construction Inspection					
Thurmer, Todd	8/4/2009	2.00	70.00	140.00	
Construction Inspection					
Thurmer, Todd	8/5/2009	8.00	70.00	560.00	
Construction Inspection					
Thurmer, Todd	8/6/2009	9.00	70.00	630.00	
Construction Inspection					
Thurmer, Todd	8/7/2009	9.00	70.00	630.00	
Construction Inspection					
Thurmer, Todd	8/10/2009	3.00	70.00	210.00	
Construction Inspection					
Thurmer, Todd	8/12/2009	12.50	70.00	875.00	
Construction Inspection					
Thurmer, Todd	8/13/2009	5.00	70.00	350.00	
Construction Inspection					
Thurmer, Todd	8/17/2009	8.00	70.00	560.00	
Construction Inspection					
Thurmer, Todd	8/18/2009	8.00	70.00	560.00	
Construction Inspection					
Thurmer, Todd	8/19/2009	5.00	70.00	350.00	
Construction Inspection					
Thurmer, Todd	8/25/2009	1.00	64.00	64.00	
Construction Inspection					
Thurmer, Todd	8/26/2009	10.50	64.00	672.00	
Construction Inspection					
Thurmer, Todd	8/31/2009	2.50	70.00	175.00	
Construction Inspection					
Totals		294.40		21,617.00	
<b>Total Labor</b>					<b>21,617.00</b>
<b>Reimbursable Expenses</b>					
Field Supplies - Reimbursable				118.46	
<b>Total Reimbursables</b>				<b>118.46</b>	<b>118.46</b>
<b>Total Invoice Amount</b>					<b>\$21,735.46</b>

USDA-FmHA Form FmHA 1924-18 <b>PARTIAL PAYMENT ESTIMATE - ARRA FUNDS</b>		CONTRACT NO. 0045-27 PARTIAL PAYMENT ESTIMATE #3	
		PAGE 1 OF 2	
OWNER: CITY OF WINDOM 2009 AIRPORT IMPROVEMENTS		CONTRACTOR: WICKS CONSTRUCTION DECORAH, IA 52101	PERIOD OF ESTIMATE FROM 8/29/2009 TO 9/29/2009

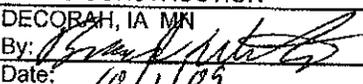
CONTRACT CHANGE ORDER SUMMARY				ESTIMATE	
NO.	FmHA Approval Date	Amount			
		Additions	Deductions		
1				1. Original Contract.....	\$940,358.37
2				2. Change Orders.....	\$0.00
3				3. Revised Contract (1+2).....	\$940,358.37
4				4. Work Completed*.....	\$1,041,056.10
5				5. Stored Materials*.....	\$0.00
6				6. Subtotal (4+5).....	\$1,041,056.10
7				7. Retainage*.....	\$0.00
8				8. Previous Payments.....	\$858,135.95
9				9. Amount Due (6-7-8).....	\$182,920.15
10					
TOTALS		\$0.00	\$0.00		
NET CHANGE		\$0.00			

\* Detailed breakdown attachment

Original (days) 45		On Schedule <input type="checkbox"/> Yes <input type="checkbox"/> No	Starting Date	7/13/2009
Revised			Projected Completion	
Remaining 0				

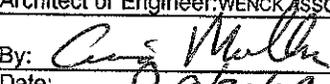
**CONTRACTOR'S CERTIFICATION:**

The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.

WICKS CONSTRUCTION  
DECORAH, IA MN  
By:   
Date: 10/1/09

**ARCHITECT OR ENGINEER'S CERTIFICATION:**

The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.

Architect or Engineer: WENCK ASSOCIATES  
By:   
Date: 9/30/09

**APPROVED BY OWNER**

Owner: CITY OF WINDOM  
By: \_\_\_\_\_  
Date: \_\_\_\_\_

**ACCEPTED BY FmHA:**

The review and acceptance of this estimate by FmHA does not attest to the correctness of the quantities shown or that the work has been performed in accordance with the contract documents.

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

USDA-FmHA Form FmHA 1924-18 <b>PARTIAL PAYMENT ESTIMATE - ENTITLEMENT FUNDS</b>	CONTRACT NO. 0045-27 PARTIAL PAYMENT ESTIMATE #3 PAGE 1 OF 3
OWNER: CITY OF WINDOM 2009 AIRPORT IMPROVEMENTS	CONTRACTOR: WICKS CONSTRUCTION DECORAH, IA 52101
PERIOD OF ESTIMATE FROM 8/29/2009 TO 9/29/2009	

CONTRACT CHANGE ORDER SUMMARY				ESTIMATE	
NO.	FmHA Approval Date	Amount			
		Additions	Deductions		
1				1. Original Contract.....	\$323,863.03
2				2. Change Orders.....	\$0.00
3				3. Revised Contract (1+2).....	\$323,863.03
4				4. Work Completed*.....	\$293,985.63
5				5. Stored Materials*.....	\$0.00
6				6. Subtotal (4+5).....	\$293,985.63
7				7. Retainage*.....	\$14,699.28
8				8. Previous Payments.....	\$222,173.46
9				9. Amount Due (6-7-8).....	\$57,112.89
10					
TOTALS		\$0.00	\$0.00		
NET CHANGE		\$0.00			

\* Detailed breakdown attachment

<b>CONTRACT TIME</b>	
Original (days) 45 Revised Remaining 0	On Schedule <input type="checkbox"/> Yes <input type="checkbox"/> No Starting Date <u>7/13/2009</u> Projected Completion _____

<b>CONTRACTOR'S CERTIFICATION:</b>  The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.  <u>WICKS CONSTRUCTION</u> <u>DECORAH, IA MN</u> By: <u><i>[Signature]</i></u> Date: <u>10-1-09</u>	<b>ARCHITECT OR ENGINEER'S CERTIFICATION:</b>  The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.  Architect or Engineer: <u>WENCK ASSOCIATES</u> By: <u><i>[Signature]</i></u> Date: <u>9/30/09</u>
--	--

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

USDA-FmHA Form FmHA 1924-18 <p style="text-align: center;"><b>PARTIAL PAYMENT ESTIMATE</b></p>	CONTRACT NO. 0045-23 PARTIAL PAYMENT ESTIMATE #4 PAGE 1 OF 3
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OWNER: CITY OF WINDOM 2009 STREETS	CONTRACTOR: HJERPE, INC HUTCHINSON, MN 55350	PERIOD OF ESTIMATE FROM 8/1/2009 TO 9/29/2009
---------------------------------------	--	--

CONTRACT CHANGE ORDER SUMMARY				ESTIMATE	
NO	FmHA Approval Date	Amount			
		Additions	Deductions		
1	5/28/09	\$8,000.00		1. Original Contract.....	\$1,158,294.95
2				2. Change Orders.....	\$8,000.00
3				3. Revised Contract (1+2).....	\$1,166,294.95
4				4. Work Completed*.....	\$1,256,275.35
5				5. Stored Materials*.....	\$0.00
6				6. Subtotal (4+5).....	\$1,256,275.35
7				7. Retainage*.....	\$25,125.51
8				8. Previous Payments.....	\$1,099,217.02
9				9. Amount Due (6-7-8).....	\$131,932.82
10					
<b>TOTALS</b>		<b>\$8,000.00</b>	<b>\$0.00</b>		
<b>NET CHANGE</b>		<b>\$8,000.00</b>			

\* Detailed breakdown attachment

<b>CONTRACT TIME</b>	
Original (days) 75 Revised Remaining 0	On Schedule <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Starting Date <u>4/29/2009</u> Projected Completion _____

**CONTRACTOR'S CERTIFICATION:**

The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work which previous payment estimates was issued and payments received from the owner and that current payment shown herein is now due.

HJERPE, INC  
 HUTCHINSON, MN  
 By: [Signature]  
 Date: 9/30/09

**ARCHITECT OR ENGINEER'S CERTIFICATION:**

The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.

Architect or Engineer: WENCK ASSOCIATES  
 By: [Signature]  
 Date: 9/30/09

**APPROVED BY OWNER**

Owner: CITY OF WINDOM  
 By: \_\_\_\_\_  
 Date: \_\_\_\_\_

**ACCEPTED BY FmHA:**

The review and acceptance of this estimate by FmHA does not attest to the correctness of the quantities shown or that the work has been performed in accordance with the contract documents.

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

USDA-FmHA Form FmHA 1924-18		CONTRACT NO. 0048-25 PARTIAL PAYMENT ESTIMATE #2	
PARTIAL PAYMENT ESTIMATE		PAGE 1 OF 3	
OWNER: CITY OF WINDOM SYKORA ADDITION SANITARY SEWER		CONTRACTOR: M&R PAVING NEW ULM, MN 56073	PERIOD OF ESTIMATE FROM 01/2009 TO 01/26/2009
CONTRACT CHANGE ORDER SUMMARY			
		ESTIMATE	
NO.	FmHA Approval Date	Amount Additions	Decreases
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
TOTALS		\$0.00	\$0.00
NET CHANGE		\$0.00	
		* Detailed breakdown attachment	
CONTRACT TIME			
Original (days)		On Schedule <input type="checkbox"/> Yes <input type="checkbox"/> No	Starting Date 7/2/2009
Revised			Proposed Completion
Remaining			
CONTRACTOR'S CERTIFICATION:		ARCHITECT OR ENGINEER'S CERTIFICATION:	
<p>The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this agreement estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor the work which produce payment estimates - no course and payments received from the owner, and the current payment shown herein is now due.</p>		<p>The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.</p>	
M & R PAVING NEW ULM, MN MN By: <i>[Signature]</i> Date: 9/30/09		Architect or Engineer: WENCK ASSOCIATES By: <i>[Signature]</i> Date: 9/30/09	
APPROVED BY OWNER		ACCEPTED BY FmHA:	
Owner: CITY OF WINDOM By: Date:		The review and acceptance of this estimate by FmHA does not relate to the correctness of the quantities shown or that the work has been performed in accordance with the contract documents. By: Date:	

# WINDOM FIRE DEPARTMENT

444 9th St  
WINDOM MN 56101

To: Mayor Kirby Kruse  
Windom City Council Members  
City Administrator Steve Nasby

Date: October 1, 2009

Re: Funeral Escort Policy

The Members of the Windom Fire Department offer to the general public the use of a Windom Fire Truck to be used in local funeral processions. This policy would closely mirror the current policy that the Windom Police Department is currently using for funeral escorts. There would be a \$50.00 charge, paid to the City of Windom for this service, and the Windom Fire Truck would have to remain within the City Limits of Windom.

If any emergency calls were to occur at anytime during the funeral escort the Fire Truck and any participating firefighters would immediately respond to the call. This ceremonial duty would be strictly volunteer for the participating firefighters.

If you have any questions about this matter please let me know.

Dan Ortmann



Acting Fire Chief  
Windom Fire Department

# OFFICE OF COTTONWOOD COUNTY ASSESSOR

---

900 THIRD AVENUE, WINDOM, MN 56101

(507)-831-2458

**GALE BONDHUS, SAMA**  
COUNTY ASSESSOR

LISA WILL, CMA  
DEPUTY ASSESSOR

ALAN CONERS, CMAS  
SENIOR APPRAISER

JEAN GODE, CMA  
APPRAISER

JILL DEFRIES  
TECHNICIAN

SUSAN AMUNDSON, CMA  
OFFICE MANAGER

September 11, 2009

TO: City of Windom  
c/o Steve Nasby, City Clerk  
PO Box 38  
Windom, MN 56101

## 2009 Assessment of the City of Windom

Agricultural, Seasonal Recreational,  
And Residential of 3 units or less  
2,000 Parcels @ \$12.09

\$24,180.00

Commercial, Industrial  
Apartment and Utility Property  
266 Parcels @ \$15.12

\$4,021.92

Exempt, Unimproved Land  
167 Parcels @ \$7.55

\$1,260.85

Total \$29,462.77

Amount Due 10/15/2009

\$14,731.39

Amount Due 11/15/2009

\$14,731.38

Total \$29,462.77

Please make checks payable to "Cottonwood County Treasurer" and mail to:

Gale Bondhus  
Cottonwood County Assessor  
900 Third Avenue  
Windom, MN 56101

## Part VII. Table of motions

(Note: Also see discussion under Part VI – A. Parliamentary procedure)

There are three basic types of motions: privileged motions, subsidiary motions, and main motions. Privileged motions take precedence over subsidiary motions; subsidiary motions take precedence over main motions. The following charts of motions are listed in order of precedence and are based upon *Robert's Rules of Order Newly Revised*, 10th Edition (2000):

*Chart A: Privileged motions—A privileged motion is a motion that does not relate to the business at hand. Such a motion usually deals with items that require immediate consideration.*

Motion	Requires a second	Can interrupt speaker	Debatable	Amendable	Votes required to pass	Can be reconsidered
<b>Fix a time to adjourn.</b>	✓			✓	Majority	✓
<b>To adjourn.</b>	✓				Majority	
<b>Recess.</b> (A motion to take an intermission.)	✓			✓	Majority	
<b>Raise a question of privilege.</b> (A motion referring to a matter of personal concern to a member. Examples are asking to have the heat turned up, the windows opened, less noise, or requesting that the motion be stated again.)		✓			Usually, no vote is taken. The chair decides.	
<b>Call for the orders of the day.</b> (Forces the consideration of a postponed motion.)		✓			Usually, no vote is taken. The chair decides.	

**Chart B: Subsidiary motions**—A subsidiary motion is a motion that assists the group in disposing of the main motion.

Motion	Requires a second	Can interrupt speaker	Debatable	Amendable	Votes required to pass	Can be reconsidered
<b>Lay on the table.</b> (To postpone discussion temporarily.)	✓				Majority	
<b>Previous question or call for the question.</b> (To stop debate and force an immediate vote.)	✓				2/3	✓
<b>Postpone to a definite time.</b>	✓		✓	✓	Majority	✓
<b>Commit or refer.</b> (A motion to refer to a smaller committee.)	✓		✓	✓	Majority	If group has not begun consideration of a question.
<b>Amend.</b>	✓		✓	✓	Majority	Y
<b>Postpone indefinitely.</b>	✓		✓		Majority	Affirmative vote only

**Chart C: Main motions**—A main motion is a formal proposal that is made by a member that brings a particular matter before the group for consideration or action.

Motion	Requires a second	Can interrupt speaker	Debatable	Amendable	Votes required to pass	Can be reconsidered
<b>Any general motion, resolution, or ordinance.</b>	✓		✓	✓	Majority	✓
<b>Take from the table.</b>	✓				Majority	
<b>Reconsider.</b> (To reconsider a motion already passed/defeated.)	✓	✓	✓		Majority	
<b>Appeal or challenge a ruling of the chair.</b>	✓	✓	Depends		Majority	✓
<b>Rescind.</b> (A motion to strike out a previously adopted motion, resolution, bylaw, etc.)	✓		✓	✓	Varies, based on motion	Negative vote only

**Main Identity**

---

**From:** "Strub, Brian" <BStrub@lmc.org>  
**To:** "General legislative" <legislative@listserv.lmc.org>  
**Sent:** Wednesday, September 16, 2009 12:30 PM  
**Subject:** [legislative] LMC Regional Meetings start next week!  
 The League of Minnesota Cities annual fall Regional Meetings are just around the corner!

In fact, they start next week in Parker's Prairie (Sept 23) and McIntosh (Sept 24) and continue through October.

Below you will find a list of the dates and locations for this year's meetings, along with an agenda for the day. Registration and other details can be found online at <http://www.lmc.org/page/1/regionalmtgs09.jsp>

The LMC annual Regional Meetings provide a convenient setting for city officials to learn about municipal issues of common concern, connect with their statewide association staff, and most importantly an opportunity to share and network with other city leaders from their area. Additionally, city officials enjoy the opportunity to visit informally with state and federal legislators from the surrounding area during the social time and over dinner.

I hope that you will attend the meeting closest to you, and that you find value in this learning and networking opportunity. See you this fall!

**2009 League of Minnesota Cities Regional Meeting Agenda**

12:30 p.m. **Attendee check-in**  
 1 p.m. **Fire Relief Association Pensions—Are You on the Hook for Some Unexpected Obligations?** *Tom Grundhoefer, LMC General Counsel*  
 1:30 p.m. **Legislative Update** *Gary Carlson, LMC Director of Intergovernmental Relations*  
 2:30 p.m. **Demonstration of HR E-learning Courses** *Laura Kushner, LMC HR Director*  
 3 p.m. **Break**  
 3:15 p.m. **Roundtable Discussion: Cities Dealing with the Fiscal Crisis** *Kevin Frazell, LMC Member Services Director*  
 4:15 p.m. **Social Media 101** *Stephanie Wallingford, LMC Marketing Manager*  
 5:15 p.m. **Social time & dinner**  
 6:15 p.m. **Welcome from host mayor & comments** *LMC Executive Director Jim Miller*  
 6:45 p.m. **Comments from Ardell F. Brede on his LMC Presidential Initiative**  
*Rochester Mayor and LMC President, Ardell Brede*  
 7 p.m. **Adjourn**

**2009 League of Minnesota Cities Regional Meeting Dates/Locations:****Sept. 23—Parkers Prairie**

Parkers Prairie Community Center  
 201 W. Main St., Parkers Prairie, MN 56361

**Sept. 24—McIntosh**

McIntosh Community Center  
 115 Broadway N.W., McIntosh, MN 56556

**Sept. 30—Virginia**

Virginia Elks Club  
 220 5th Ave. N., Virginia, MN 55792

**Oct. 1—Princeton**

The Princeton Party House  
 Riverside Mall  
 120 N. Rum River Dr., Princeton, MN 55371

**Oct. 7—Marshall**

Best Western Marshall Inn  
 1500 E. College Dr., Marshall, MN 56258

**Oct. 8—Willmar**

The Kandi Entertainment Center  
500 S.E. 19th Ave., Willmar, MN 56201

**Oct. 28—Mankato**

Holiday Inn  
101 E. Main St., Mankato, MN 56001

(Note: The hotel name is changing to Mankato City Center Hotel, effective Oct. 1. The address will remain the same.)

**Oct. 29—Stewartville**

Stewartville Civic Center  
120 City Center, Stewartville, MN 55976  
Intersection of MN Hwy. 30 & U.S. Hwy. 63

**Nov. 19—St Paul**

Crowne Plaza St. Paul Riverfront Hotel  
11 East Kellogg Boulevard, St. Paul, MN 55101

Tell your city story!

Again, Regional Meetings info is online at [www.lmc.org/page/1/regionalmtgs09.jsp](http://www.lmc.org/page/1/regionalmtgs09.jsp)

Brian Strub, Policy Coordinator *[Tell Your City Story click here to learn more](#)*  
League of Minnesota Cities  
[bstrub@lmc.org](mailto:bstrub@lmc.org) | [www.lmc.org](http://www.lmc.org)  
145 University Avenue West | Saint Paul, MN 55103  
Tel: 651-281-1256 | Toll free: 800-925-1122 | Fax: 651-215-4113  
*Connecting & Innovating since 1913*  
Visit the LMC blog: [mncitiesmatter.blogspot.com](http://mncitiesmatter.blogspot.com)

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You are currently subscribed to legislative as: [snasby@windom-mn.com](mailto:snasby@windom-mn.com)  
To unsubscribe send a blank email to [leave-152224-26555.93b11c0513adfa6f2b53b35dd3d472bb@listserv.lmc.org](mailto:leave-152224-26555.93b11c0513adfa6f2b53b35dd3d472bb@listserv.lmc.org)



# CITIES BULLETIN

ONLINE EDITION

## State revenue collections rebound slightly

Issue 29

Published: September 23, 2009

By Gary Carlson

State revenue collections are running \$40 million, or 2.3 percent, above forecasted levels for the first two months of the current fiscal year, which started July 1.

For just the month of August, state revenue collections were \$46.7 million, or 4.8 percent, higher than forecasted levels, according to a memo that Minnesota Management and Budget (MMB, formerly the Department of Finance) Commissioner Tom Hanson sent Gov. Pawlenty on Sept. 10. The table below reports the changes in August revenue collections by broad category of revenue.

### Monthly receipts for August 2009 (in millions)

	Estimated	Actual	Variance
Individual income tax	\$441.2	\$463.2	+\$22.0
Sales tax	356.5	387.3	+30.8
Corporate income tax	7.1	19.0	+11.9
Motor vehicle sales tax	5.7	7.0	+1.3
Other revenue	157.9	138.6	-19.3
<b>Total</b>	<b>\$968.4</b>	<b>\$1015.1</b>	<b>+\$46.7</b>

Hanson's memo points out that all revenue figures are preliminary and subject to revision and that monthly revenue variances should be interpreted with great caution. Large collection variances may be caused by variations in the rate at which receipts are received and processed and differences in the rate at which refunds are issued.

The report is in contrast to the pessimistic July Economic Update that indicated the state's general fund revenues ended fiscal year 2009 on June 30 with general fund revenues \$150 million lower than forecast. In that report, individual income tax receipts were the primary source of the shortfall, down \$232 million, or 3.2 percent, from forecast. Receipts from the corporate income tax, the motor vehicle sales tax, and other taxes and revenues actually exceeded projections by a combined \$98 million. To see the July Economic Update, visit the [MMB website](#).

The July Economic Update was important because the \$150 million revenue decline reduced the general fund balance carried forward from the previous 2008-2009 biennium to the 2010-2011 biennium. Specifically, the painful actions taken by the 2009 Legislature and governor to balance the 2010-2011 biennial budget were predicated on the state starting the 2010-2011 biennium with a \$350 million cash flow account and a budgetary balance of \$188 million. The \$150 million in reduced 2009 revenues suggests that the budget reductions crafted by the Legislature and subsequent unallotments by the governor may have been insufficient to actually balance the state's general fund budget.

However, if the positive revenue variances contained in the August revenue collection report continue, the state budget for 2010-2011 could begin to recover. A more complete report covering the July, August, and September receipts will be issued as part of MMB's October Economic Update. In addition, MMB will release a full budget forecast of revenues and expenditures in late November or early December. That forecast will provide lawmakers with the first glimpse of the status of the state's budget as they enter the 2010 legislative session.

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

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LMC Board  
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# CITIES BULLETIN

ONLINE EDITION

## Early estimates show reductions in funding levels for PERA plans

Issue 29

Published: September 23, 2009

By Gary Carlson

As expected, the Public Employees Retirement Association (PERA) took a hit in fiscal year 2009, which ended on June 30. The PERA Board of Directors learned this month that the market value of its assets has declined 19 percent.

The Board got the news on Sept. 10, when the fund's consultant delivered a report with early estimates of the status of the Coordinated Plan and the Police and Fire Plan. With last fall's precipitous decline in the investment markets, the news did not come as a surprise.

This asset decline, coupled with changes in the liabilities of the funds, has reduced the overall actuarial funding ratio for the Coordinated Plan from 73.6 percent to 70.4 percent over the last year. The Police and Fire Plan declined from 88.4 percent to 83.5 percent during the same 12 months.

The technique used to compute the actuarial valuation of the pension plans uses a five-year smoothing technique that yields smaller immediate increases and decreases in the actuarial funding ratio. This technique is intended to smooth out large market swings over five years in order to give a more realistic picture of the long-term trends for the funds. However, for these recent estimates in the funding of the plans, the smoothing significantly reduces calculated losses of the funds. Using a straight market value calculation of the funding ratio—actual current market value of plan assets relative to plan liabilities yields a funding ratio for the Coordinated Plan of 54 percent while the Police and Fire Plan would be at 63.9 percent.

The difference between the calculation of the actuarial value of assets and the market value of assets means that the funding ratios will likely decline for several more years as the market declines of the past year are phased in. Still, to the degree that the investment markets continue to rise, the recent 19 percent loss of asset value would be offset by a five-year phase-in of market value gains.

According to PERA Executive Director Mary Vanek, it is doubtful PERA can fully recover from these recent investment losses through the return on future investments alone. In addition, the Board is conducting an "experience study" that will look at trends in factors that impact the liability of the funds including such factors as life expectancy, employment trends, payroll growth, retirement trends, and termination assumptions. When coupled with the recent investment losses, the Board will probably have to make some corrective recommendations to the Legislature over the next two years.

According to Vanek, the Board will have to evaluate all options to close the funding gap. She indicated that the PERA Board will be looking at every detail of the plan design to determine what is in the best interest of long-term sustainability for all the plans administered by PERA.

Under a 2005 law change, PERA can increase or decrease both the employer and employee contribution rates by up to 0.25 percent per year if a deficiency or a sufficiency is estimated to exist for a two-year period. Under this new law, the contributions could be increased as early as July 1, 2012.



# CITIES BULLETIN

ONLINE EDITION

## Focus on New Laws: Public employers required to buy American-made apparel and safety equipment

Issue 29

Published: September 23, 2009

By Hue Nguyen

The 2009 omnibus economic development and housing budget bill (chapter 78) includes a new “buy American” requirement.

The provision prohibits public employers from knowingly purchasing, acquiring, or furnishing—or requiring an employee to purchase or acquire—apparel or public safety equipment that is not manufactured in the United States. This includes any uniform or other item of apparel over which an employee has no discretion in selecting except for selecting the proper size. It also includes safety equipment and protective accessories.

In addition to the buy American requirement, preference must be given to purchases from manufacturers who pay an average annual income, including wages and benefits, equal to at least 150 percent of the federal poverty guideline, adjusted for a family of four.

Public employers include cities, towns, school districts, metropolitan or regional agencies, public corporations, political subdivisions, special districts, municipal fire departments, nonprofit firefighting organizations, the University of Minnesota, Minnesota State Colleges and Universities, the state, and state agencies.

Exceptions are made if a similar item is not manufactured or available for purchase in the United States. The new mandate becomes effective Jan. 1, 2010, or upon expiration of valid contracts entered into by public employers prior to June 1, 2009, whichever is later.

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

LMC Board  
of Directors

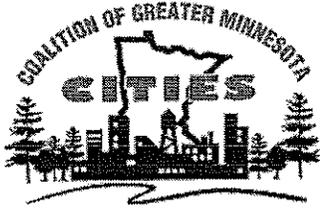
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Coalition of Greater Minnesota Cities

# CGMC in Brief

September 17, 2009

Contact: Tim Flaherty  
651-225-8840

## CGMC to launch LGA issue ad for gubernatorial race next Thursday

CGMC will be jumping into the 2010 gubernatorial race next week by launching an online LGA issue ad. The ad aims to cement LGA as a top-tier issue in the upcoming election and urges voters to ask candidates about their position on LGA.

The ad launch will include a press conference at the Capitol Thursday, September 24 at 10:30 a.m. We urge any available city officials to join us in St. Paul for this important event. We will gather at the Flaherty & Hood offices at 9:30 a.m. prior to the press conference for some preparation before heading over to the Capitol.

We will then be taking the issue ad on the road to Mankato (Thursday at 3:30 p.m.), Duluth (Friday at 9:30 a.m.), and Bemidji (Friday at 2:00 p.m.). Locations are to be determined. We will keep you posted so that you can attend a press conference closest to you.

## CGMC Board to meet with gubernatorial candidates; Rep. Marty Seifert up first

Following next Thursday's press conference at the Capitol, the CGMC Board of Directors will meet at the Flaherty & Hood offices to react to the press conference, discuss guidelines for the gubernatorial election, and preview CGMC committee activity for the 2010 legislative session. At 1:00 p.m., gubernatorial candidate Rep. Marty Seifert (R-Marshall) will join the Board for a discussion of CGMC's positions on LGA, land use, and economic development. We intend to hold similar meetings with other gubernatorial candidates throughout the next year.

CGMC members not on the Board of Directors are welcome to attend Thursday's meeting. Please see the attached agenda and RSVP to Colleen Millard at [cfmillard@flaherty-hood.com](mailto:cfmillard@flaherty-hood.com) as soon as possible so that we can have an accurate headcount for the day. **Board members: Please note that this is an updated agenda from the one you received earlier.**

## Sign up to serve on a CGMC committee!

If you are interested in helping CGMC set its policies for the upcoming critical legislative session, we encourage you to sign up to serve on one of our committees (see attached sign-up form for more details). The time commitment consists of a few conference calls this fall and during the legislative session. Committee members may also be asked to lobby specific legislators on a particular issue. **Sign-up forms are due Friday, October 2**, so sign up today!



## **Meeting of Greater Minnesota Regional Park and Trail Providers reveals an uphill battle**

On September 9, the Greater Minnesota Regional Park and Trail Providers met in Little Falls to review prior legislative activity, hear from representatives of the Department of Natural Resources and the University of Minnesota, and to discuss future legislative activity. Bradley Peterson from Flaherty & Hood, P.A. attended the meeting and was impressed by the turnout of over 40 units of local government including 12 CGMC member cities.

This group of counties and cities all operate regional parks and trails and had mounted an unsuccessful effort last year to dedicate a portion of the park and trail money from the voter approved sales tax Legacy Amendment to parks and trails in greater Minnesota. While the majority of the money went to the DNR for state parks and trails or to the Met Council, a relatively small portion was made available for regional parks and trails across the state (including the metro area). This funding amounts to \$3.3 million in 2010, and \$4.1 million in 2011. Compare this with total amounts of \$27.8 million for the biennium for both state parks and trails and the Met Council.

The group also heard about efforts to assemble an inventory of regional parks and trails that the legislature commissioned the University of Minnesota to undertake and complete by January 15, 2011. The Legacy legislation also commissioned the DNR to convene a stakeholder process that will recommend to the legislature a 10 and 25 year strategic plan for the use of parks and trails money from the Legacy account. These plans are to be submitted to the legislature by February 15, 2011.

After attending the meeting, it is quite clear that greater Minnesota regional park and trail providers are going to need to be much better organized in the future if they are going to be able to influence either the level of funding provided for greater Minnesota or the strategic plans that are being developed.

## **Parks and Trails Legacy Grant Program applications available**

The Minnesota Department of Natural Resources has opened the grant application period for parks and trails grants referenced above. The information can be found here: [http://www.dnr.state.mn.us/grants/recreation/pt\\_legacy.html](http://www.dnr.state.mn.us/grants/recreation/pt_legacy.html). Project applications must include a 25% local match and requested funds must be at least \$20,000, but no more than \$500,000. Applications are due to the DNR by November 13, 2009.

## **Public hearing and comment period on Greater Minnesota Transit Plan**

The Minnesota Department of Transportation recently announced it will hold a video conference public hearing to allow interested parties opportunity to review and comment on the Greater Minnesota Transit Plan 2010-2030. The plan examines transit service needs in greater Minnesota, along with analysis on future levels of funding.

Access to the public hearing will be available at 15 locations statewide from 3:00 – 7:00 p.m., Thursday, October 8. Exact locations, and a copy of the plan, may be found at [www.dot.state.mn.us/transit/transitplan/outreach.html](http://www.dot.state.mn.us/transit/transitplan/outreach.html).

The comment period on the transit plan closes Monday, October 19, 2009 at 4:30 p.m. Comments will be accepted via email, fax, phone or mail.



**Applications for Environmental Assistance Grants now being accepted**

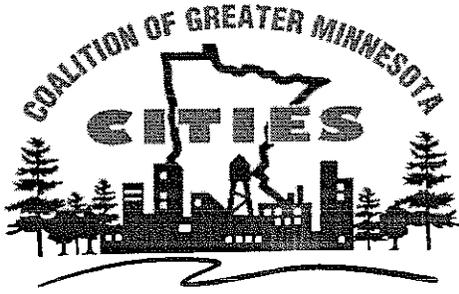
The Minnesota Pollution Control Agency (MPCA) has issued three requests for proposals soliciting projects for the Environmental Assistance (EA) Grant Program. Applications will be accepted in three areas: Waste Prevention and Reduction, Source-Separated Composting, and Stormwater Sources. The latter two are specifically targeted at local government units. All grants must be matched by 25% of total project costs, either through cash or in-kind services.

You can learn more regarding the priority areas for these grants and the application process at <http://www.pca.state.mn.us/grants/eagrants.html>. Applications are due November 3, 2009.

**Applications for Environmental Assistance Loan Program now being accepted**

The MPCA has also issued an RFP for loan applications for the Environmental Assistance Loan Program. Preference is given to small businesses and political subdivisions. Project priorities include pollution prevention, source reduction, recycling, and source-separated composting. Applications can be found at <http://www.pca.state.mn.us/grants/ealoans.html>.





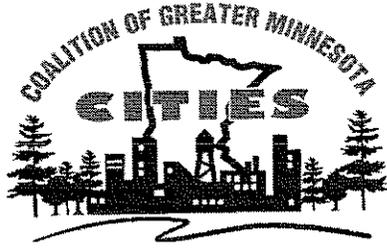
## CGMC Board of Directors Meeting Thursday, September 24, 2009

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

### Agenda

- |            |  |   |
|------------|--|---|
| 11:00 a.m. | 1. Welcome and Introductions   | <i>Mayor Tim Strand, St. Peter<br/>CGMC President</i> |
|            | 2. Reaction to Press Conference  | <i>(Discussion)</i>                                   |
|            | 3. Role of the CGMC Board  | <i>Tim Flaherty</i>                                   |
| 11:30 a.m. | 4. CGMC Guidelines for Gubernatorial Campaign                                      | <i>Tim Flaherty</i>                                   |
| 12:00 p.m. | 5. Preview of CGMC Issues and CGMC Committee Activity for 2010 Legislative Session | <i>Flaherty &amp; Hood, P.A.</i>                      |
|            | 6. Greater Minnesota Environmental Trust: Update and Funding Request               | <i>Tim Flaherty</i>                                   |
|            | 7. CGMC Media Program  | <i>Erin Flaherty</i>                                  |
| 1:00 p.m.  | 8. Candidate Meeting: Rep. Marty Seifert (R-Marshall)                              |   |
| 2:00 p.m.  | 9. Other Business  |   |
|            | 10. Report of Site Selection Committee for 2010 CGMC Summer Conference             | <i>Mayor Tim Strand, St. Peter<br/>CGMC President</i> |
| 2:45 p.m.  | Adjourn  |   |

**NOTE:** A CGMC press conference will be held at the State Capitol on the same day at 10:30 a.m. and a pre-meeting briefing at 9:30 a.m. at Flaherty & Hood offices. CGMC Board Members should attend if possible.



# CGMC Committee Sign-Up Form

Become an active member of the Coalition by joining one of our committees! Each CGMC program area has a committee to enhance and guide the work of Coalition lobbyists and occasionally lobby at the Capitol. The descriptions and goals of each committee are highlighted below. Time commitment is minimal; most meetings are held via conference call.

1. **Property Tax/LGA.** Minimize cuts to LGA program, advocate for a fair LGA formula, and promote LGA and property tax relief through an extensive media campaign.
2. **Land Use & Infrastructure Management.**
  - a. *Annexation & Land Use:* Generate support for and pass CGMC's Land Use Reform and Annexation bills.
  - b. *Transportation:* Ensure fair allocation of state transportation money.
  - c. *Environment & Energy:* Monitor legislation to prevent unnecessary mandates, identify funding opportunities for cities.
3. **Economic Development:** Monitor economic development legislation. Advocate funding for the Greater Minnesota Business Infrastructure Grant Program and Redevelopment Grant Program.
4. **Labor & Employee Relations:** The Committee coordinates efforts to help greater Minnesota local units of government manage personnel issues and negotiate labor contracts. Additionally, the Committee gives cities access to consultation services on labor relations and public employment issues impacting their individual city on a reduced fee-for-service basis.

To join a committee, please complete this form and return to Colleen Millard via:  
 Email: [cfmillard@flaherty-hood.com](mailto:cfmillard@flaherty-hood.com) Phone: 651-225-8840 Fax: 651-225-9088

**Yes!** I would like to join: (please circle)

<b>Property Tax/LGA Committee</b>	<b>Land Use &amp; Infrastructure Management Committee</b>
<b>Economic Development Committee</b>	Annexation and Land Use Sub-Committee
<b>Labor &amp; Employee Relations Committee</b>	Transportation Sub-Committee
	Environment and Energy Sub-Committee

Name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_