

City Council Meeting
Tuesday, September 2, 2008
City Council Chambers
7:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Approval of Minutes
 - Council Minutes – August 19, 2008
2. Consent Agenda
 - Receipt of Board & Commission Minutes
 - Telecommunication Commission – August 18 & 26, 2008
 - Park & Recreation Commission – August 18, 2008
 - Community Center Commission – August 25, 2008
 - Utility Commission – August – August 27, 2008
3. Department Heads
4. Telecommunication Rate Adjustment
5. Sykora Addition Feasibility Report
6. Preliminary 2009 Budget Levy
7. Establish 2009 Budget Hearing Dates
8. Resolution Accepting Donation
 - Coralee Krueger – Two American Flags
9. Regular Bills
10. Unfinished Business
 - 16th Street – 2009 Street Project Feasibility Study
11. New Business
12. Council Concerns
13. Adjourn



Council Meeting
Windom City Hall, Council Chamber
August 19, 2008
7:30 p.m.

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

2. Roll Call: Mayor: Tom Riordan

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

Council Members Absent:

City Staff Present: Steve Nasby, City Administrator; Mike
Haugen, Water/Wastewater Superintendent;
Al Baloun, Recreation Director; Nestor
Palm, Fire Department; Mark Stevens, Fire
Department; Gerri Burmeister, Hospital
Administrator; Kim Armstrong, Hospital
Financial Officer and Terry Glidden,
Telecom

Public Present: Dirk Abraham and Rahn Larsen

3. Pledge of Allegiance

4. Approval of Minutes:

Motion by Fast, second by Ray, to approve the August 5, 2008 minutes.
Motion carried 5 – 0.

5. Approval of the Consent Agenda:

Riordan said the Consent agenda contained the minutes from the following
Boards and/or Commissions:

- Street Committee – July 29, 2008 & August 13, 2008
- Telecommunications Commission – August 5, 2008
- Economic Development Authority – August 7 and 11, 2008
- Library Board – August 12, 200

Correspondence received from Jackie Jurgens regarding vandalism and curfew.

Fast said that there appears to be an error in the Library Board minutes concerning
a request made to the Council. The request was made to the Personnel

Committee. If there are corrections or revisions to minutes for Boards and Commissions the Council does not see the corrected copies.

Riordan suggested that if the changes were substantial then the minutes could be revised and re-submitted. Nasby asked for clarification on what the standard is for a “substantial” change.

Consensus of the Council was to have Boards and Commissions that revise their minutes to have them marked as “revised” and re-submitted to the Council.

Fast noted that the correspondence pertaining to vandalism also discussed enforcement of curfew. Fast expressed an interest in having the awareness of curfew raised and more stringently enforced. Messer asked if Fast was suggesting the addition of a truant officer. Fast said that is not her intent, but the police as they are patrolling could enforce curfew.

Riordan asked if there is a fine for a curfew violation. If so, how much was the fine? Nasby said he would research this question and report back.

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

6. Department Heads:

Al Baloun, Recreation Director, noted the upcoming hours of operation for the Windom pool. The pool would be open its regular hours until August 24 and after that date it would be open from 12 – 2 pm on August 25 and 27. The last day of operation would be August 27.

Fall recreation programs are getting underway with registration for flag football and soccer to be held at the Arena on August 21st from 5 – 6:30 p.m.

Messer asked about the status of the renovations to the wading pool. Baloun stated that he has contacted two contractors for quotes. He has received one verbal quote and the other firm is scheduling a visit to the pool. Messer asked what firm has provided the verbal quote. Baloun said Aqua-logic and this firm has done other work at the Windom pool. Messer asked Baloun to estimate the cost of the needed repairs. Baloun said a rough estimate is \$6,500, but he does not have any written quotes yet.

Baloun said that he had checked into a vacuum breaker and this type of device was not recommended by Aqua-logic as it too can fail.

Messer asked if this work is still on schedule to be done in the fall of 2008. Baloun said it is.

7. Annual Firefighters Relief Association Report:

Nestor Palm and Mike Haugen introduced themselves as representatives of the Windom Fire Department. Palm said that information relating to the Relief Association audit was in the Council packets and that the fund was solvent for 2007.

Riordan asked if the Council had any questions.

Motion by Kruse, second by Ray, to approve and accept the 2007 Relief Association audit report. Motion carried 5 – 0.

8. 2007 – 2008 Windom Area Hospital Audit:

Gerri Burmeister, Hospital Administrator and Kim Armstrong, Finance Officer introduced themselves. Copies of the Hospital Audit materials were included in the Council packets.

Armstrong stated that the firm of Larson Allen completed the audit. Table 1 on page 3 shows a summary of the hospital's financial condition for the last three year period. Net assets have increased each year with the increase being \$1.2 million for 2007 – 2008. Data in the audit show that in-patient days and admissions are decreasing and that emergency visits and other services are increasing. In the Larson Allen companion statement the financial ratios on Tab B show Windom's hospital as it compares to other hospitals.

Riordan noted that Windom's rankings are very good as it relates to Larson Allen's gold standard.

Armstrong discussed "Community Benefit" which are services to the community. She noted that financial assistance to low income patients was \$51,000 in 2007 and those community health events such as education, classes, public speaking, health fairs, sports screenings, participation in Chamber of Commerce events and the use of interns at the hospital all related to community benefit. The value of the community benefit was \$260,000 for 2007.

Riordan asked if all hospitals reported community benefit. Armstrong said they did.

Powers asked if Larson Allen did the audit last year. Burmeister said "yes" and that Larson Allen has done it for many years. She felt it would be expensive to have a new firm come in and do all the research necessary to perform an audit.

Messer asked if rent is paid to the City of Windom? Burmeister said none is paid.

Messer asked if the hospital makes a contribution to the City's general fund. Burmeister said it does not.

Burmeister noted that she and Nasby had discussed several questions that the Council may have regarding the relationship between the City and the hospital and she would try to address them. On the audit there is a line showing a liability to the City of Windom for \$1.6 million. She said this shows a repayment that was made by the hospital to the City for bond costs it covered years ago when the hospital was not profitable. To her knowledge this number was calculated by the City and the repayment made in 1996 so the debt to the City and/or utility fund was paid off.

Messer asked for the amount of the repayment. Burmeister said \$1.6 million. Messer noted that other enterprise funds like the electric utility and liquor store make contributions to the City general fund and asked if the hospital could help out. Burmeister said she could not answer that question, but would take it back to the board.

Burmeister said that the hospital's management contract with Sanford is as the administrator. Sanford essentially fills this box in the organizational chart and the hospital board makes the policy decisions.

Burmeister said the hospital faces risks to its operations. These include cut-backs for reimbursements from federal and state government and mandates which cost the hospital money. She said the state delayed "re-basing" which is the formula they use to reimburse hospitals and that the current formula is based on 1997 costs. She also stated that bad debt and charity care are increasing.

Burmeister handed out a copy of the master facilities plan building footprint. This plan shows the areas the hospital is planning on renovating or adding in the future.

Fast asked about the timeline for the new projects. Burmeister said the hospital is currently paying off bonds for their most recent project and anticipate finishing that in 2010, which is when they would be looking at taking on the next project.

Powers asked about behavioral health and if anything is planned for provision of care. Burmeister said there is a need, but the professional staffing is lacking.

Messer asked where the current entrance is located as it pertains to the proposed master facility plan handout. Burmeister said it is by the emergency care area.

9. EDA Small Cities Development Program (SCDP) Application:

Riordan noted there is a community need resolution that is needed for the grant application.

Nasby provided a brief overview of the current grant application for housing rehabilitation funds.

Council member Messer introduced the Resolution No. 2008-26, entitled “RESOLUTION IDENTIFYING COMMUNITY DEVELOPMENT PRIORITY AND AUTHORIZING SCDP GRANT APPLICATION” and moved its adoption. The resolution was seconded by Fast and on roll call vote: Aye: Messer, Powers, Ray, Fast and Kruse. Nay: none. Absent: Powers. Resolution passed 5-0.

10. Ordinance Regarding Establishment of Council Salaries:

Riordan said due to the upcoming election the Personnel Committee met and discussed Council salaries. The Personnel Committee unanimously (3 – 0 with Kruse absent) is recommending that the Mayor’s salary be increased by \$600 per year from \$4,600 to \$5,200 and the Council salary be increased by \$500 per year from \$4,000 to \$4,500.

Motion by Messer to approve the ordinance amending the salaries of the Mayor and Council. Motion died for lack of a second.

11. Regular Bills:

Motion by Ray, seconded by Fast, to approve the Regular Bills. Motion carried 5 – 0.

12. Contractor Bill – Hjerpe Construction:

Riordan said this was the final bill for the 2007 Street Project. Nasby said that the actual quantities were less so the overall project cost was only about \$18,000 higher than the original bid even with the addition of \$49,000 for extra work on the south end of 4th Avenue.

Motion by Messer, second by Fast, to approve a contractor bill for Hjerpe Construction in the amount of \$20,320.00. Motion carried 5 – 0.

13. Unfinished Business:

None.

14. New Business:

None

Preliminary

15. Council Concerns:

None

16. Adjourn:

Riordan adjourned the meeting at 8:20 p.m. by unanimous consent.

Tom Riordan, Mayor

Attest: _____
Steve Nasby, City Administrator

Telecommunication Commission Minutes
August 18, 2008

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

2. Roll Call:

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

Commission Members Absent: Paul Voth, Jr.

City Staff Present: Dan Olsen, Telecom Operations Manager, Steve Nasby, City
Administrator

Public Present:

4. Budget Preparation

Olsen presented a draft budget, line item by line item.

5. Next Meeting Date:

The next meeting will be held on Tuesday August 26 at 11:30 a.m.

6. Adjourn:

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

Wendell Woodcock, Chairman

Attest:

Steven Nasby, City Administrator\Clerk

Telecommunication Commission Minutes
August 26, 2008

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

2. Roll Call:

Commission Members Present: Wendell Woodcock, Robert Messer,
Jean Fast

Commission Members Absent: Forrest Foshier, Paul Voth, Jr.

City Staff Present: Dan Olsen, Telecom Operations Manager, Steve Nasby, City
Administrator

Public Present:

4. Budget Preparation:

Motion by Messer, second by Woodcock, to recommend to the Council a raise in the monthly rates for cable television and internet services effective November 1, 2008 by the following amounts:

Basic Cable \$2
Expanded Basic \$2
Silver package \$1
Gold package \$1
Dial-up Internet \$2
Lite Internet \$2
Basic Internet \$2
Super Internet \$2

Motion carried 3 – 0.

Motion by Messer, second by Woodcock, to recommend to the Council that Windomnet begin charging installation fees for Windomnet services as follows:

New customers - \$15 telephone, \$15 internet and \$15 cable television
Installation fee waived for customers converting from a competitor's service
Standard installation \$55
Additional outlets \$55/per
Service call \$55

Motion carried 3 – 0.

5. Next Meeting Date:

To Be called as Needed.

6. Adjourn:

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

Wendell Woodcock, Chairman

Attest:

Steven Nasby, City Administrator\Clerk

**PARK AND RECREATION COMMISSION MEETING
MINUTES AUGUST 18, 2008**

1. Call to Order: The meeting was called to order by Chairman Terry Fredin at 5:45 p.m. in the Council Chambers.
2. Roll Call:

Commission Present:	Kay Clark, Jeff LaCanne, Steph Schwalbach,
Commission Absent:	Brenda Muller, Angie Blanshan, & Sherri Zimmerman & Jean Fast
City Staff Present:	Recreation Director Al Baloun, Park Director Bruce Caldwell
Council Liaisons:	Brad Powers
Public:	None
3. Approve Agenda
Motion by LaCanne, seconded by Clark
Motion Carried 3-0
4. Approve Minutes, July 14, 2008
Motion by Schwalbach, seconded by LaCanne
Motion Carried 3-0
5. Park Director Report: Bruce Caldwell
 1. Update on Projects & Maintenance Items
 - a. WRA-staff has installed line fencing along the baselines at Lincoln Field. Plans are to install cement pads and benches for this field yet this fall.
 - b. Additional Grass seeding & Fertilizing will be done the second week of September.
 - c. Kastle Kingdom will receive wood sealer treatment by contractor in September when kids will be in school. Playground will have to be closed for approximately 3-4 days while that is done.
 - d. Staff has been working on painting shelters and miscellaneous maintenance items throughout the park system.
5. Recreation Directors Budget Report Al Baloun
 - a. Fall Programming

Citizen ads were handed out for fall programming. Youth Flag football for boys & girls grades 2-6 & Fall Soccer for boys & girls grades K to 3 registrations will be Thursday August 21st 5:00-6:30 pm. at the City Arena. League play will begin the week of September 9th and run until October 14th.

b. Pool Update

A flyer stating fall hours was received. The final day for regular hours will be Sunday August 24th. Open hours are from 2-5 pm. For open swim and 6-8 pm. for family swim. The pool will be open Monday August 25th and Wednesday August 27th from 12:00 noon-2:00 pm. only. Due to school activities and college staff leaving the final day will be on the 27th of August.

c. Trails

Baloun gave the commission a report from the trails meeting in Jackson. He said that the Jackson county group is currently working on building and linking old trails to the Spirit Lake area and they are hopeful by obtaining grants and funding to widen the trails to Kilen Woods State Park. In order to build more trails north to Windom, Mt. Lake and other communities, a new trails committee needs to be put together. This would be interested groups & individuals that would like to work on design, land purchases and grants needed to link new systems to existing trails. This committee would be separate from the Park Commission but Commission members could participate in the trails committee if desired. Baloun said he will talk to Ron Gregg from Cottonwood County to get some advise on what has been done up to this point and report at a later to the commission.

6. Open Mike:

LaCanne; wanted to know if Baloun had the final report from the fund raiser cookouts this past month. Baloun will present that information at the next commission meeting. LaCanne also asked about future expenditures for the CIP to possibly asphalt the large parking lot in the WRA. Caldwell stated that we currently don't have enough money in the account for all the paving but it could be possible to pave sections every year if funding is approved by council.

Clark: updated the commission on the fair. The Fair Commission was upbeat on the final outcome.

Next Park & Recreation Meeting September 8, 2008 7:00 p.m. Council Chambers

Adjourn at 6:40 p.m.

Community Center Commission Minutes
Monday August 25, 2008

1. **Call to Order:** The meeting was called to order by President Wayne Maras at 5:30 p.m.

2. **Roll Call:** President: Wayne Maras
CC Director: Brad Bussa
Commission Members: Kelly Woizeschke
La Vonne Swenson
Connie Knorr-Absent

Commission Liaisons: Kirby Kruse
Bruce Caldwell-Absent
Jo Ann Ray-Absent

Public: None

3. **Approval of Minutes:**

Motion by K. Woizeschke, seconded by L. Swenson to approve the July 28, 2008 Community Center Commission Minutes. Motion passed 3-0

4. **Additions to the agenda:**

Nothing New to Report

5. **Correspondence:**

Recent surveys enclosed- All with favorable results, pleased with staff of WCC

6. **President's Report:**

Nothing new to report

7. **Director's Report:**

- a. Review of Liquor and Catering Sub Committee
- b. Wedding Decorations- Commission decided to follow through with the gym ceiling canopy and purchase it. **Motion by L. Swenson and seconded by K. Woizeschke to purchase ceiling decorations. Motion passed 3-0.**
- c. Full Service Kitchen- Commission discussed removing full service kitchen from the brochure and only to be used at the Directors discretion. **Motion by L. Swenson and seconded by K. Woizeschke to remove full service kitchen from brochure and to be used only at Directors discretion. Motion passed 3-0**

- d. Swipe Machine for ID to purchase alcohol- Director reported that used swipe machine has arrived and it works fine. Commission questioned about renting machine out to other liquor providers-will be brought up again at a later date.
- e. Budget Review-Commission discussed budget with Director
- f. Capital Outlay Review-Commission discussed concrete work to be done and the purchase of a carpet scrubber.
- g. Part Time Help- Director discussed ad will be placed in paper again.

8. **Resource Management:**

Schedule of Events: Report looks good, many events scheduled
Income/Expenses: Report enclosed. No questions.

9. **Miscellaneous:**

Commission discussed rental rate for weddings

10. **Open Forum:**

11. **Next Meeting:**

Monday September 22, 2008 @ 5:30 pm

Adjourn:

**Motion by W. Maras, seconded by L. Swenson, to adjourn the meeting at 6:45 pm.
Motion passed 3-0.**

Wayne Maras, CCC President

Connie Knorr, CCC Secretary

Attest: _____
Brad Bussa, Community Center Director

UTILITY COMMISSION MINUTES
City Hall
August 27, 2008

Call Meeting to Order: The Utility Commission meeting was called to order at 10:00 a.m., on August 27, 2008 in the City Hall Council Chamber.

Members Present: Utility Commission Chairperson: Mike Schwalbach, Absent

Vice Chairperson: Keith Bloomgren

Members Present: Chris Johnson

City Council Liaison: Jean Fast

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

Others Present: Craig Mueller, Wenck Associates

APPROVAL OF MINUTES:

Motion by Johnson, seconded by Bloomgren, to approve the July 23, 2008 with a spelling correction on top of page 2. Motion carried 2-0.

WATER/WASTEWATER ITEMS:

Landfill – Craig Mueller, Wenck Associates updated the Utility Commission on the results for the July Sampling event. Vinyl chloride was detected in MW-5 and RW-A, however the detection was below 1.0 ug/l, MW-5A was unable to be sampled due to insufficient water in the well. Mueller did not recommend that the Utility Commission take any action regarding the vinyl chloride levels as they were below MPCA guidelines. The next sampling will be in October 2008.

Water levels – Haugen informed the Utility Commission that as of August 1, 2008 the static well levels are up almost two (2) feet. He also noted that well RW-A is the only well that is left to be service in 2008.

Sykora Addition – Craig Mueller, Wenck Associates reviewed the Sanitary Sewer Feasibility Study for the Sykora Addition. Mueller proposed the options listed below:

- **Option 1** - Sewer Main on West Side of Highway 71, with individual service lines, estimated cost is \$32,662.50

- **Option 2** – Connect to Southwest Existing Manhole and Install new main on East Side of Highway 71, estimated cost is \$49,356.25
- **Option 3** – Connect on Northwest Lamphole (Closest Available Connection) and Install new main on East Side of Highway 71, estimated cost is \$43,437.50

Mueller also said that each option has an alternative. **Option 1** - alternative was to oversize the pipe at an additional cost of \$3,680.00. **Option 2** – alternative was to oversize the pipe at an additional cost of \$6,450.00. **Option 3** – alternative was to oversize the pipe at an additional cost of \$4,700.00. He also indicated that the EDA had previously committed to pay the additional cost to move the main line from the west side of Highway 71 to the east side of Highway 71, at a cost of \$7,962.50.

Motion by Johnson, seconded by Bloomgren, to approve Option 3 for the Sykora Addition Sanitary Sewer project. The Sanitary Sewer would connect to the northwest lamphole and install main on east side of Highway 71, without over sizing the pipe, but installing an oversized casing under Highway 71. Motion carried 2-0.

Water Conservation Rate Requirement – Haugen inform the Utility Commission that the DNR requires the City of Windom have a increasing rate structure. This is the type of structure that is currently in place for the City of Windom water/wastewater. No action necessary at this time.

ELECTRIC ITEMS:

CMMPA/MISSOURI RIVER Service Agreement – Grunig presented the Utility Commission with the press release for two joint-action agencies of Central Minnesota Municipal Power Agency (CMMPA) & Missouri River Energy Services (MRES). This will enable the cost sharing to be split with 72 cities versus the 12 cities that were members of CMMPA. The two agencies will gain efficiencies in sharing resources and costs, which will increase their competitiveness.

Conservation Incentive Program (CIP) – Grunig provided the Commission with the initial selection of programs for the 2009-2010 CIP plan.

Nebraska City Plant Passes Milestone – Grunig informed the Utility Commission that the Nebraska City Plant has reached the 93 percent mark of completion. Start up and testing activities already have started, which will allow OPPD to target a commercial operation date in the spring of 2009.

Big Stone Power Plant II – Minnesota Public Utilities Commission (MPUC) determined the next steps in the BSPII transmission Certificate of Need, and decided the following:

- Direct staff to issue Request for Proposals for expert services to assist the Commission in reviewing assumptions

The assumptions are as follows:

- Future costs of carbon regulation, as they would apply to coal and other alternatives
- The capital costs of supercritical pulverized coal units like Big Stone II, and natural gas and wind alternatives
- Future prices for coal and natural gas fuels

Grunig said that the experts will issue a report to the Commission within 120 days, following the expert being retained. This time frame should be around November 1, 2009.

Windom Utilities Milestone – Grunig reported to the Utility Commission that August 1, 2008 marked a milestone for Windom’s 4-man crew converting the last 2.4KV circuit customer at 1204 2nd Avenue to new 13.8 KV circuit 8. This was all done with the existing Electric Department staff. He went on to say that Windom now has a 55 miles 13.8 KV distribution and that is now 60% underground. This voltage upgrade to the electric distribution system was initiated by the Utility Commission in November 1965.

Turbine Generator – Grunig informed the Utility Commission of the issues that he has with the Turbine. They are as follows:

- High cost of insurance
- Maintenance is through Rolls Royce, and they fly in from New York. If there are maintenance issues they could cost approximately \$20,000.
- Obsolete Control System
- Fire Protection system chemical no longer used in generators
- Fuel Cost (350 gallons per hour @ \$4.00 per gallon)
- Build up of gas in oil substation transformer that connects turbine to the grid

Grunig said that he feels the turbine issue needs to be looked at in the next six (6) months, as he feels that it is no longer an efficient producer of energy, and that the only time the turbine is run is for the monthly testing procedure.

Power House Roof – Northern Insulation is working on the power house roof. It should be completed in the next day or so.

REGULAR BILLS:

Motion by Johnson, seconded by Bloomgren, and carried to approve payment of the bill to Wenck Associates in the amount of \$923.99. Motion carried 2-0.

OLD BUSINESS: Johnson informed the Utility Commission that the vote for the Fish Lake Sewer Project had been taken. He indicated that it was close but the final totals are not yet available.

Fast informed the Utility Commission that at the last City Council meeting it was determined not to include the 16th Street sewer replacement in the 2009 Improvement Project feasibility study, as it would impede the flow of traffic as 4th Avenue would be under construction.

Motion by Johnson, seconded by Bloomgren to have the City Council reconsider the recommendation from the Utility Commission to add 16th Street to the 2009 Improvement Project feasibility study, and a final decision could be made once the costs of the project have been established. Motion carried 2-0.

NEW BUSINESS:

New meeting date was set for September 17, 2008.

Mike Schwalbach, Chairperson

Attest: _____
Brigitte Olson, Assistant City Adm.

RESOLUTION #2008-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

Abstained:

CITY OF WINDOM

RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR TELECOMMUNICATIONS ENTERPRISE FUND

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

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

WHEREAS, the Windom Telecommunication Commission recommends to the Windom City Council to change the monthly rate for Telecommunications services; and

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

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

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

Basic	\$23.20
Expanded Basic	\$43.95
Silver	\$53.20
Gold	\$64.20

Change the monthly internet package rates, effective November 1, 2008, as follows:

Dial-up	\$21.95
Internet Lite	\$31.95
Internet Basic	\$37.95
Internet Super	\$67.95

Change the service rates, effective November 1, 2008, as follows:

New customer installation fee \$15.00 per service (Cable TV, Internet & Telephone)

Installation fee is waived for all competitor services that switch to WindomNet

Additional outlet \$55.00

Service call \$55.00

Adopted this 2nd day of September, 2008.

Tom Riordan, Mayor

ATTEST:

Steven Nasby, City Administrator

RESOLUTION #2008-

INTRODUCED:

SECONDED:

VOTED: Aye:
 Nay:
 Absent:

RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS FOR SYKORA ADDITION SANITARY SEWER IMPROVEMENT PROJECT

WHEREAS, a certain petition requesting construction of sanitary sewer for Lots 1, 2, 3 and 4, located in the Sykora Addition, was presented to the Council on August 5, 2008; and

WHEREAS, pursuant to resolution of the Council adopted August 5, 2008, a feasibility report has been prepared by Wenck Associates with reference to the improvement, and this report was received by the Council on August 19, 2008.

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

1. The Council finds and determines that said petition was signed by all owners of real property in the Sykora Addition.
2. Such improvement is hereby ordered as proposed in the Council resolution adopted August 5, 2008.
3. Wenck Associates is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.
4. The benefited property owners will be assessed for the cost of the improvement for the Sykora Addition portion of the project pursuant to Minnesota Statutes, Chapter 429.

Adopted by the Council this 2nd day of September, 2008.

Tom Riordan, Mayor

Attest: _____
Steven Nasby, City Administrator



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E-mail: wenck.windom@wenck.com

August 27, 2008

City of Windom
444 9th Street
Windom, MN 56101

Re: Sykora Addition Sanitary Sewer Feasibility Study

Utility Commission Members:

This letter presents our preliminary finding on the Sykora Addition sanitary sewer extension in the City of Windom. We were requested by the City Council to complete a feasibility report in accordance with Minnesota Statute 429 during the meeting on August 5, 2008.

Field Observations and Measurements –

Currently an 8” sanitary sewer exists on the west side of State Highway 71 extending 529 feet northwest from a manhole located at the junction of 19th Street. An existing manhole is located 357 feet northwest of the 19th Street intersection and a sanitary sewer lamphole is currently in place at the northwest terminus of the pipe.

Existing water main is present along the west side of Highway 71.

Proposed Improvements –

Option 1 – Sewer Main on West Side of Highway 71

Option 1 replaces the current lamphole located at the northwest end of the existing 8” sanitary sewer main with a manhole and extends this piping 368 L.F. northwest along the west side of Highway 71. Three services will be bored beneath 71 to service the three residences in the Sykora Addition.

Water services to the three homes in Sykora Addition would be bored beneath Highway 71 and connected to the existing watermain located on the west side of 71.

Option 2 – Connect to Southeast Existing Manhole and Install Main on East Side of Highway 71

This option would connect the new sanitary sewer extension to the existing south manhole, bore the sewer main 90 lineal feet beneath Highway 71 and direct-bury the new sewer main on the east side of Highway 71 555 L.F. New manholes would be installed at either end of the piping on the east side of Highway 71 and one between them as the distance between the ends is greater than 500 feet.

Water services to the three homes in Sykora Addition would be bored beneath Highway 71 and connected to the existing watermain located on the west side of 71.

Option 3 – Connect to Northwest Lamphole (Closest Available Connection) and Install Main on East Side of Highway 71

This option would connect the new sanitary sewer extension to a new manhole at the same location as the current lamphole. The sewer main would be bored 90 feet beneath Highway 71 and the new sewer main direct-buried along the east side of Highway 71 a distance of 380 feet. New manholes would be installed at the current lamphole location and at either end of the piping on the east side of Highway 71.

Water services to the three homes in Sykora Addition would be bored beneath Highway 71 and connected to the existing watermain located on the west side of 71.

Alternate 1 – Increase Pipe Size for Future Industrial Park Connection

This alternative for all three options includes increasing the sanitary sewer pipe size from an 8" diameter to a 10" diameter. The increase in pipe size would be intended to accommodate future extensions to serve the Industrial Park.

Cost Estimate –

The estimated sanitary sewer costs for **Option 1** is \$32,662.50, **Option 2** is \$49,356.25 and **Option 3** is \$43,437.50.

Increasing the pipe sizes through **Alternate 1** would increase the price of **Option 1** an estimated \$3,680, **Option 2** an estimated \$6,450 and **Option 3** an estimated \$4,700.

The cost estimate tables are attached.

Conclusion and Recommendations –

Based on our analysis, our comments and opinions are as follows:

Option 1

1. The improvements are feasible, cost effective, and can be completed as proposed.
2. Option 1 would provide sanitary sewer service to the Sykora Addition, but the sanitary sewer main would remain on the west side of Highway 71. Future improvements upstream would require this main to be moved across 71 at that time.

Option 2

1. The improvements are feasible, cost effective, and can be completed as proposed.
2. Option 2 would allow easy access to the new sanitary sewer by the property located directly across Highway 71 from the existing southeast manhole for future connection. The cost estimates reflect that the City would assume the added costs for the additional piping from the southeast manhole to be assessed during future connections.

Option 3

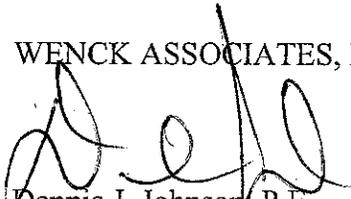
1. The improvements are feasible, cost effective, and can be completed as proposed.

Alternate 1

1. The improvements are feasible, cost effective, and can be completed as proposed.
2. The proposed 8" piping in options 1, 2 and 3 would allow a maximum flow of over 500,000 gallons per day at the proposed grades. This flow should be sufficient to handle future connections by the Industrial Park.
3. The downstream piping from Highway 71 to the lift station is currently 8" diameter piping and would require upgrading in pipe size to handle additional flows if a larger than 8" pipe size would become necessary by Industrial Park connections.

We would be available to discuss this report at your convenience. If you have any questions or require additional information, please call me at (507) 831-2703.

WENCK ASSOCIATES, INC.



Dennis J. Johnson, P.E.

Enclosures

CITY OF WINDOM
ESTIMATE OF PROBABLE COST
UTILITIES
SYKORA ADDITION SEWER EXTENSION
OPTION 1 - SEWER MAIN ON WEST SIDE OF 71

ITEM	UNIT	UNIT PRICE	ESTIMATED QUANTITY	AMOUNT
WATERMAIN				
CORP STOP	EACH	\$200.00	3	\$600.00
CURB STOP	EACH	\$250.00	3	\$750.00
SERVICE	L.F.	\$15.00	360	\$5,400.00
BORE SERVICE	L.F.	\$30.00	300	\$9,000.00
SUBFOUNDATION	C.Y.	\$30.00	20	\$600.00
BIT RESTORE	S.Y.	\$15.00	0	\$0.00
RESTORATION	L.F.	\$1.00	200	\$200.00
TOTAL ESTIMATED CONSTRUCTION COST				\$16,550.00
CONTINGINCIES, ENGINEERING, & LEGAL				\$4,138.00
TOTAL ESTIMATED COST				\$20,688.00

BORE SERVICES

ITEM	UNIT	UNIT PRICE	ESTIMATED QUANTITY	AMOUNT
SEWER				
8" SEWER	L.F.	\$25.00	368	\$9,200.00
MANHOLE CASTING	EACH	\$400.00	2	\$800.00
MANHOLE	L.F.	\$160.00	24	\$3,840.00
SEWER WYE	EACH	\$250.00	3	\$750.00
SERVICE	L.F.	\$30.00	360	\$10,800.00
SUBFOUNDATION	C.Y.	\$20.00	37	\$740.00
TOTAL ESTIMATED CONSTRUCTION COST				\$26,130.00
CONTINGINCIES, ENGINEERING, & LEGAL				\$6,532.50
TOTAL ESTIMATED COST				\$32,662.50
TOTAL CONSTRUCTION COST				\$42,680.00
CONTINGINCIES, ENGINEERING, & LEGAL				\$10,670.50
TOTAL ESTIMATED COST				\$53,350.50

CITY OF WINDOM
ESTIMATE OF PROBABLE COST
UTILITIES
SYKORA ADDITION SEWER EXTENSION
**OPTION 2 - SEWER MAIN FROM SOUTHEAST MANHOLE
AND UNDER HIGHWAY 71**

ITEM	UNIT	UNIT PRICE	ESTIMATED QUANTITY	AMOUNT
WATERMAIN				
CORP STOP	EACH	\$200.00	3	\$600.00
CURB STOP	EACH	\$250.00	3	\$750.00
SERVICE	L.F.	\$15.00	360	\$5,400.00
BORE SERVICE	L.F.	\$30.00	300	\$9,000.00
SUBFOUNDATION	C.Y.	\$30.00	20	\$600.00
BIT RESTORE	S.Y.	\$15.00	0	\$0.00
RESTORATION	L.F.	\$1.00	200	\$200.00
TOTAL ESTIMATED CONSTRUCTION COST				\$16,550.00
CONTINGINCIES, ENGINEERING, & LEGAL				\$4,138.00
TOTAL ESTIMATED COST				\$20,688.00

ITEM	UNIT	UNIT PRICE	ESTIMATED QUANTITY	AMOUNT
SEWER				
8" SEWER	L.F.	\$25.00	645	\$16,125.00
MANHOLE CASTING	EACH	\$400.00	3	\$1,200.00
BORE MAIN	L.F.	\$125.00	90	\$11,250.00
MANHOLE	L.F.	\$160.00	36	\$5,760.00
SEWER WYE	EACH	\$250.00	3	\$750.00
SERVICE	L.F.	\$18.00	150	\$2,700.00
SUBFOUNDATION	C.Y.	\$20.00	65	\$1,300.00
TURF RESTORATION	ACRE	\$2,000.00	0.2	\$400.00
TOTAL ESTIMATED CONSTRUCTION COST				\$39,485.00
CONTINGINCIES, ENGINEERING, & LEGAL				\$9,871.25
TOTAL ESTIMATED COST				\$49,356.25
TOTAL ESTIMATED CONSTRUCTION COST				\$56,035.00
CONTINGINCIES, ENGINEERING, & LEGAL				\$14,008.75
TOTAL ESTIMATED COST				\$70,043.75

CITY OF WINDOM
ESTIMATE OF PROBABLE COST
UTILITIES
SYKORA ADDITION SEWER EXTENSION
**OPTION 3 - SEWER MAIN TO NORTHWEST MANHOLE
AND UNDER HIGHWAY 71**

ITEM	UNIT	UNIT PRICE	ESTIMATED QUANTITY	AMOUNT
WATERMAIN				
CORP STOP	EACH	\$200.00	3	\$600.00
CURB STOP	EACH	\$250.00	3	\$750.00
SERVICE	L.F.	\$15.00	360	\$5,400.00
BORE SERVICE	L.F.	\$30.00	300	\$9,000.00
SUBFOUNDATION	C.Y.	\$30.00	20	\$600.00
BIT RESTORE	S.Y.	\$15.00	0	\$0.00
RESTORATION	L.F.	\$1.00	200	\$200.00
TOTAL ESTIMATED CONSTRUCTION COST				\$16,550.00
CONTINGINCIES, ENGINEERING, & LEGAL				\$4,138.00
TOTAL ESTIMATED COST				\$20,688.00

ITEM	UNIT	UNIT PRICE	ESTIMATED QUANTITY	AMOUNT
SEWER				
8" SEWER	L.F.	\$25.00	470	\$11,750.00
BORE MAIN	L.F.	\$125.00	90	\$11,250.00
MANHOLE CASTING	EACH	\$400.00	3	\$1,200.00
MANHOLE	L.F.	\$160.00	36	\$5,760.00
SEWER WYE	EACH	\$250.00	3	\$750.00
SERVICE	L.F.	\$18.00	150	\$2,700.00
SUBFOUNDATION	C.Y.	\$20.00	47	\$940.00
TURF RESTORATION	ACRE	\$2,000.00	0.2	\$400.00
TOTAL ESTIMATED CONSTRUCTION COST				\$34,750.00
CONTINGINCIES, ENGINEERING, & LEGAL				\$8,687.50
TOTAL ESTIMATED COST				\$43,437.50
TOTAL ESTIMATED CONSTRUCTION COST				\$51,300.00
CONTINGINCIES, ENGINEERING, & LEGAL				\$12,825.00
TOTAL ESTIMATED COST				\$64,125.00

CITY OF WINDOM
ESTIMATE OF PROBABLE COST
UTILITIES
SYKORA ADDITION SEWER EXTENSION
ALTERNATE 1 - INCREASE IN PIPE SIZE

	OPTION 1 PRICE INCREASE		
10" SEWER	L.F. \$35.00	368	\$12,880.00
	TOTAL PRICE INCREASE		\$3,680.00
	OPTION 2 PRICE INCREASE		
10" SEWER	L.F. \$35.00	645	\$22,575.00
	TOTAL PRICE INCREASE		\$6,450.00
	OPTION 3 PRICE INCREASE		
10" SEWER	L.F. \$35.00	470	\$16,450.00
	TOTAL PRICE INCREASE		\$4,700.00

100% ASSESSED (WITHOUT OVERSIZING)	OPTION 1	OPTION 2	OPTION 3
TOTAL COST	\$57,030.50	\$76,493.75	\$68,825.00
SAN SEWER (CITY SHARE)*	\$0.00	\$5,918.75	\$0.00
WATER OPTION	\$20,688.00	\$20,688.00	\$20,688.00
EDA COMMITMENT TO MOVE TO E. SIDE	\$0.00	\$7,962.50	\$7,962.50
EDA PIPE OVERSIZE COMMITMENT	\$3,680.00	\$6,450.00	\$4,700.00
TOTAL TO ASSESS	\$32,662.50	\$35,474.50	\$35,474.50

	ALL OPTIONS	OPTION 1	OPTION 2	OPTION 3
LOT	WATER	SEWER	SEWER	SEWER
Lot 1 Blk 1	\$6,896.00	\$10,887.50	\$11,824.83	\$11,824.83
Lots 2 and 3 Blk 1	\$6,896.00	\$10,887.50	\$11,824.83	\$11,824.83
Lot 4 Blk 1	\$6,896.00	\$10,887.50	\$11,824.83	\$11,824.83
Totals	\$20,688.00	\$32,662.50	\$35,474.50	\$35,474.50

* INCLUDES 175 L.F. 8" SEWER, SUBFOUNDATION MATERIALS AND CONTINGENCIES

RESOLUTION #2008-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

A RESOLUTION ADOPTING PROPOSED PROPERTY TAX LEVY

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDOM,
COTTONWOOD COUNTY, MINNESOTA, AS FOLLOWS:**

1. That the following sums of money are hereby proposed to be levied for the current year, collectible in 2009, upon the taxable property in said City of Windom for the following purposes:

Levy Purpose	Levy After all Aids and Reserves
General	
Arena Capital Outlay	
Pool Fund	
Pool Capital Outlay	
Library	
Library Capital Outlay	
EDA	
Debt Service	
PERA Rate Increase	
TOTALS	\$1,526,175.00

BE IT FURTHER RESOLVED AS FOLLOWS:

1. The City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Cottonwood County, Minnesota.

Adopted this 2nd day of September, 2008.

Tom Riordan, Mayor

Attest:

Steven Nasby, City Administrator

RESOLUTION #2008-

INTRODUCED:

SECONDED:

VOTED: Aye:
 Nay:
 Absent:

A RESOLUTION CALLING FOR A PUBLIC HEARING ON THE CITY OF WINDOM 2009 BUDGET

WHEREAS, the City Council of the City of Windom will be establishing the 2009 City of Windom Budget; and

WHEREAS, Minnesota statutes require that a public hearing be held.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, AS FOLLOWS: That a public hearing will be held regarding the 2009 City of Windom Budget on December 2, 2008, at 7:00 p.m. at the Windom City Hall in the City Council Chambers.

BE IT FURTHER RESOLVED, that if necessary, a continuation hearing will be held on December 16, 2008, at 7:00 p.m. at the Windom City Hall in the City Council Chambers.

Adopted by the City Council this 2nd day of September, 2008.

Tom Riordan, Mayor

Attest: _____
Steven Nasby, City Administrator

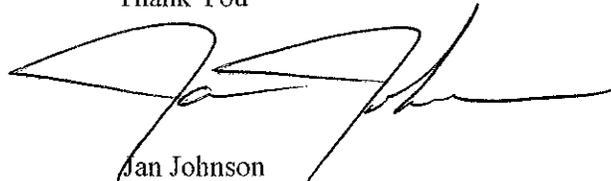
OFFICE OF
JAN JOHNSON
COTTONWOOD COUNTY AUDITOR/TREASURER

900 THIRD AVENUE
WINDOM MN 56101
AUDITOR (507) 831-1905
PROPERTY TAX (507) 831-1342
FAX (507) 831-4553

DATE: August 7th 2008
TO: City Clerks
FROM: Jan Johnson
RE: Truth in Taxation Hearing (TNT)

Enclosed is a calendar with the county and school district dates for their TNT meetings and continuation hearings. Please have your council set a date and time for your hearing and continuation . This must be certified by September 15th , 2008. Do not set your hearing at the same time as the School District or the County
If you have any questions , please contact me.

Thank You



Jan Johnson
Cottonwood County Auditor/Treasurer

<u>SCHOOL DISTRICTS</u>	<u>HEARING DATE & TIMES</u>	<u>CONTINUATION DATE</u>
S/D # 81 Comfrey	December 1, 2008 7:30 pm	December 10, 2008 7:30 pm
S/D # 173 Mountain Lake	December 1, 2008 5:30 pm	December 9, 2008 6:00 pm
S/D # 2898 Westbrook/Walnut Grove	December 1, 2008 6:00 pm	December 8, 2008 6:00 pm
S/D # 177 Windom	December 1, 2008 7:00 pm	December 8, 2008 6:00 pm
S/D # 330 Heron Lake/Okabena	December 9 2008 6:30 pm	December 16, 2008 5:00 pm
S/D # 505 Fulda	December 8 2008 5:15 pm	December 15, 2008 5:00 pm
S/D # 2884 Red Rock Central	December 2, 2008 7:00 pm	December 15, 2008 6:30 pm
SD # 836 Butterfield/Odin	December 8, 2008 6:00 pm	December 9, 2008 6:00 pm

CITIES

CITY OF WINDOM

CITY OF WESTBROOK

CITY OF MOUNTAIN LAKE

COUNTY December 4, 2008 5:05 pm

RESOLUTION #2008-

INTRODUCED:

SECONDED:

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

AUTHORIZATION TO ACCEPT A DONATION FROM CORALEE KRUEGER FOR THE CITY OF WINDOM

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, Coralee Krueger is a supporter of the City of Windom and the Windom City Council; and

WHEREAS, the City of Windom has recently received a donation of two 3x5 American flags from Coralee Krueger. The value of the flags is \$53.65; and

WHEREAS, the donor requests that the flags be used during holidays and special occasions on the city square area.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council hereby accepts the donation of the flags valued at \$53.65 given by Coralee Krueger for use as set forth herein.

Adopted by the Council this 2nd day of September, 2008.

Tom Riordan, Mayor

Attest: _____
Steven Nasby, City Administrator

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
CITY OFFICE	MN DEPT OF LABOR & I	REGISTRATION	35.00
CITY OFFICE	U S POSTAL SERVICE	POST OFFICE BOX RENT	85.00
CITY OFFICE	SELECTACCOUNT	ADM FEE	86.01
		Total for Department 103	206.01*
P & Z / BUILDING OFF	MIDWEST WIRELESS	TELEPHONE	21.50
P & Z / BUILDING OFF	VET'S WHOA N'GO	GAS	134.71
		Total for Department 106	156.21*
CITY HALL	MN ENERGY RESOURCES	HEATING	14.91
		Total for Department 115	14.91*
POLICE	FLEET SERVICES DIVIS	LEASE CAR	2,581.06
POLICE	UNICEL	TELEPHONE	291.70
		Total for Department 120	2,872.76*
FIRE DEPARTMENT	ACS GOVERNMENT SYSTE	MAINTENANCE CONTRACT	106.37
FIRE DEPARTMENT	VET'S WHOA N'GO	GAS	136.68
		Total for Department 125	243.05*
STREET	MN ENERGY RESOURCES	HEATING	39.37
STREET	RUNNING'S SUPPLY	MAINTENANCE	540.63
STREET	VET'S WHOA N'GO	GAS	598.81
STREET	UNIVERSITY OF MINNES	REGISTRATION	85.00
		Total for Department 140	1,263.81*
HEALTH & SANITATION	NEAL GRUNEWALD	COMPOST SITE MANAGER	160.00
		Total for Department 145	160.00*
PARKS	RUNNING'S SUPPLY	MAINTENANCE	3.06
		Total for Department 165	3.06*
		Total for Fund 01	4,919.81*
LIBRARY	GE MONEY BANK/AMAZON	SUBSCRIPTION	17.10
LIBRARY	MN ENERGY RESOURCES	HEATING	68.20
		Total for Department 171	85.30*
		Total for Fund 03	85.30*
	JD PROPERTY MANAGEME	ERNEST MONEY FOR PROP PU	100.00
	JOYCE NIELSEN	ERNEST MONEY FOR PROP. P	100.00
	RICHARD SEYDEL	ERNEST MONEY FOR PROP PU	100.00
		Total for Department	300.00*
		Total for Fund 09	300.00*
POOL	MN ENERGY RESOURCES	HEATING	151.38
		Total for Department 175	151.38*
		Total for Fund 12	151.38*

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
AMBULANCE	VET'S WHOA N'GO	GAS	2,511.35
		Total for Department 176	2,511.35*
		Total for Fund 13	2,511.35*
MULTI-PURPOSE BUILDI	MN ENERGY RESOURCES	HEATING	157.63
		Total for Department 177	157.63*
		Total for Fund 14	157.63*
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	7,611.15
LIQUOR	GRIGGS COOPER	MERCHANDISE	7,170.53
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	5,059.10
LIQUOR	JOHNSON BROS.	MERCHANDSIE	26.41
LIQUOR	QUALITY WINE SPIRITS	MERCHANDISE	2,405.66
LIQUOR	7-UP BOTTLING	MERCHANDISE	67.20
		Total for Department 180	22,340.05*
		Total for Fund 60	22,340.05*
WATER	H P SUDS	BILLING CONTRACT SERVICE	121.67
WATER	MN ENERGY RESOURCES	HEATING	626.80
		Total for Department 181	748.47*
		Total for Fund 61	748.47*
ELECTRIC	CENTRAL MINNESOTA MU	POWER COST	296,202.03
ELECTRIC	H P SUDS	BILLING CONTRACT SERVICE	121.67
ELECTRIC	MN ENERGY RESOURCES	HEATING	14.91
ELECTRIC	RUNNING'S SUPPLY	MAINTENANCE	225.26
ELECTRIC	VET'S WHOA N'GO	GAS	44.80
ELECTRIC	BANK MIDWEST	NSF CHECKS \$278.17 & \$10	387.52
ELECTRIC	TERRY BURMEISTER	ENERGY REBATE	100.00
ELECTRIC	JOHN DUSCHER	ENERGY REBATE	200.00
ELECTRIC	LAURA FRESK	ENERGY REBATE	100.00
ELECTRIC	JASON HASSEBROOK	ENERGY REBATE	100.00
ELECTRIC	AARON HENDRIKS	ENERGY REBATE	50.00
ELECTRIC	JARED KOCH	ENERGY REBATE	100.00
ELECTRIC	RANDY KREMMIN	ENERGY REBATE	275.00
ELECTRIC	TRISTAN LYONS	ENERGY REBATE	200.00
ELECTRIC	ROBERT MAYDEN	ENERGY REBATE	200.00
ELECTRIC	MARY MOHLENCAMP	ENERGY REBATE	100.00
ELECTRIC	EVONNE PETERSON	ENERGY REBATE	100.00
ELECTRIC	ARNIE OLSON	ENERGY REBATE	100.00
ELECTRIC	BRENT QUIRING	ENERGY REBATE	100.00
ELECTRIC	DARLEEN ST JOHN	ENERGY REBATE	50.00
		Total for Department 182	298,771.19*
		Total for Fund 62	298,771.19*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
SEWER	H P SUDS	BILLING CONTRACT SERVICE	121.67
SEWER	MN ENERGY RESOURCES	HEATING	88.96
SEWER	RUNNING'S SUPPLY	MAINTENANCE	69.97
		Total for Department 183	280.60*
		Total for Fund 63	280.60*
ARENA	MIDWEST WIRELESS	TELEPHONE	77.08
ARENA	RUNNING'S SUPPLY	MAINTENANCE	47.91
ARENA	VET'S WHOA N'GO	GAS	474.60
		Total for Department 184	599.59*
		Total for Fund 64	599.59*
ECONOMIC DEVELOPMENT	MIDWEST WIRELESS	TELEPHONE	47.03
ECONOMIC DEVELOPMENT	MN ENERGY RESOURCES	HEATING	9.59
ECONOMIC DEVELOPMENT	LAMAR	SIGN AND INSTALLATION	325.00
		Total for Department 187	381.62*
		Total for Fund 67	381.62*
TELECOMMUNICATIONS	AT & T	USAGE CHARGES	125.00
TELECOMMUNICATIONS	B B C AMERICA	SUBSCRIBER	7.00
TELECOMMUNICATIONS	DISCOVERY DIGITAL NE	SUBSCRIBER	59.54
TELECOMMUNICATIONS	DISH NETWORK	SERVICE	3,400.00
TELECOMMUNICATIONS	H P SUDS	BILLING CONTRACT SERVICE	364.99
TELECOMMUNICATIONS	MIDWEST DATA, INC	SPECIAL SERVICES	1,020.00
TELECOMMUNICATIONS	OLSEN THIELEN & CO.,	SERVICE	713.35
TELECOMMUNICATIONS	ZAYO BANDWIDTH	BANDWIDTH BILLING	3,477.87
TELECOMMUNICATIONS	ZAYO BANDWIDTH	SERVICE	3,528.97
TELECOMMUNICATIONS	MN ENERGY RESOURCES	HEATING	16.01
TELECOMMUNICATIONS	LAMAR	SIGN AND INSTALLATION	495.00
		Total for Department 199	13,207.73*
		Total for Fund 69	13,207.73*
	MN BENEFIT ASSOCIATI	INSURANCE	96.18
		Total for Department	96.18*
		Total for Fund 70	96.18*
		Grand Total	344,550.90*

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
MAYOR & COUNCIL	CONVENT. & VISTOR BU	LODGING TAX	3,029.69
	Total for Department 101		3,029.69*
CITY OFFICE	INCODE CMS	NEW SERVER	200.00
CITY OFFICE	SUNSHINE FOODS	SUPPLIES	8.26
CITY OFFICE	STEVE NASBY	EXPENSE	63.77
CITY OFFICE	MN NCPERS LIFE INSUR	INSURANCE	80.00
CITY OFFICE	BANK MIDWEST INSURAN	SURETY BOND-STEVE NASBY	144.00
	Total for Department 103		496.03*
P & Z / BUILDING OFF	WINDOM AUTO VALU	MAINTENANCE	103.39
P & Z / BUILDING OFF	MN NCPERS LIFE INSUR	INSURANCE	24.00
	Total for Department 106		127.39*
CITY HALL	ELECTRIC FUND	MAINTENANCE	12.54
	Total for Department 115		12.54*
POLICE	MN SHERIFFS' ASSOCIA	SERVICE	58.36
POLICE	MN NCPERS LIFE INSUR	INSURANCE	144.00
	Total for Department 120		202.36*
FIRE DEPARTMENT	MIDWEST WIRELESS	TELEPHONE	28.17
	Total for Department 125		28.17*
ANIMALS	SUNSHINE FOODS	SUPPLIES	2.58
	Total for Department 135		2.58*
STREET	ENVIROSIDE	TESTING	225.00
STREET	WINDOM AUTO VALU	MAINTENANCE	213.95
STREET	MN NCPERS LIFE INSUR	INSURANCE	96.00
	Total for Department 140		534.95*
RECREATION	SUNSHINE FOODS	SUPPLIES	266.61
	Total for Department 150		266.61*
PARKS	WINDOM AUTO VALU	MAINTENANCE	107.85
PARKS	MN NCPERS LIFE INSUR	INSURANCE	32.00
	Total for Department 165		139.85*
	Total for Fund 01		4,840.17*
LIBRARY	JOAN HUNTER	POSTAGE	35.05
	Total for Department 171		35.05*
	Total for Fund 03		35.05*
	HJERPE CONTRACTING I	CONTRACT	20,320.00
	Total for Department		20,320.00*
	Total for Fund 07		20,320.00*

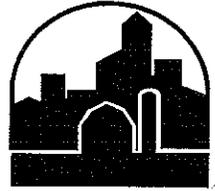
CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
AMBULANCE	SUNSHINE FOODS	SUPPLIES	62.99
AMBULANCE	JOLYNN NERHUS	EXPENSE	11.97
	Total for Department 176		74.96*
	Total for Fund 13		74.96*
MULTI-PURPOSE BUILDI	SUNSHINE FOODS	SUPPLIES	3.32
MULTI-PURPOSE BUILDI	MN NCPERS LIFE INSUR	INSURANCE	32.00
	Total for Department 177		35.32*
	Total for Fund 14		35.32*
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	3,856.05
LIQUOR	BATCHELLER'S EVER-GR	SERVICE	49.57
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	7,722.85
LIQUOR	HOLINKA DISTR. CO.	MERCHANDISE	64.50
LIQUOR	JOHNSON BROS.	MERCHANDISE	2,142.10
LIQUOR	MN NCPERS LIFE INSUR	INSURANCE	32.00
LIQUOR	MN ENERGY RESOURCES	HEATING	35.54
LIQUOR	PHILLIPS WINE & SPIR	MERCHANDISE	3,698.70
LIQUOR	VERLO ADRIAN INC	SERVICE	300.44
	Total for Department 180		17,901.75*
	Total for Fund 60		17,901.75*
WATER	INCODE CMS	NEW SERVER	103.44
WATER	H P SUDS	BILLING CONTRACT SERVICE	133.34
WATER	MN NCPERS LIFE INSUR	INSURANCE	40.00
	Total for Department 181		276.78*
	Total for Fund 61		276.78*
ELECTRIC	INCODE CMS	NEW SERVER	103.44
ELECTRIC	DITCH WITCH PLATINUM	MAINTENANCE	875.65
ELECTRIC	H P SUDS	BILLING CONTRACT SERVICE	133.34
ELECTRIC	WINDOM AUTO VALU	MAINTENANCE	1.38
ELECTRIC	MIDWEST WIRELESS	TELEPHONE	89.38
ELECTRIC	MN NCPERS LIFE INSUR	INSURANCE	96.00
ELECTRIC	HSBC BUSINESS SOLUTI	SUPPLIES	138.43
ELECTRIC	BANK MIDWEST	NSF CHECK	61.89
	Total for Department 182		1,499.51*
	Total for Fund 62		1,499.51*
SEWER	INCODE CMS	NEW SERVER	103.43
SEWER	H P SUDS	BILLING CONTRACT SERVICE	133.33
SEWER	MN NCPERS LIFE INSUR	INSURANCE	72.00
	Total for Department 183		308.76*
	Total for Fund 63		308.76*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
ARENA	SUNSHINE FOODS	SUPPLIES	36.49
ARENA	MN NCPERS LIFE INSUR	INSURANCE	32.00
ARENA	MN ENERGY RESOURCES	HEATING	158.92
ARENA	PETERSON FEED	WOOD CHIPS	4,975.90
	Total for Department 184		5,203.31*
	Total for Fund 64		5,203.31*
ECONOMIC DEVELOPMENT	AARON BACKMAN	EXPENSE	188.37
ECONOMIC DEVELOPMENT	COMMUNITY CENTER	RENT	235.00
ECONOMIC DEVELOPMENT	MN NCPERS LIFE INSUR	INSURANCE	24.00
	Total for Department 187		447.37*
	Total for Fund 67		447.37*
	BANK MIDWEST	TELECOM CD	1,067,847.88
	Total for Department		1,067,847.88*
TELECOMMUNICATIONS	INCODE CMS	NEW SERVER	103.43
TELECOMMUNICATIONS	H P SUDS	BILLING CONTRACT SERVICE	399.99
TELECOMMUNICATIONS	MIDWEST WIRELESS	TELEPHONE	397.91
TELECOMMUNICATIONS	MN NCPERS LIFE INSUR	INSURANCE	64.00
TELECOMMUNICATIONS	QUEST	TELEPHONE	98.17
TELECOMMUNICATIONS	QWEST COMMUNICATIONS	LEXIS BILLING SERVICE	211.98
TELECOMMUNICATIONS	ONVOY, INC	BANDWIDTH BILLING	3,477.87
TELECOMMUNICATIONS	WINDOM QUICK PRINT	CONNECTION	1,957.20
TELECOMMUNICATIONS	ZAYO BANDWIDTH	SERVICE	3,528.97
	Total for Department 199		10,239.52*
	Total for Fund 69		1,078,087.40*
AFSCME	UNION DUES		225.96
JOHNSON COUNTY COURT	PAYROLL DEDUCTION	CDDMO1	1,202.00
LOCAL UNION #949	UNION DUES		1,463.62
MN NCPERS LIFE INSUR	INSURANCE		32.00
	Total for Department		2,923.58*
	Total for Fund 70		2,923.58*
	Grand Total		1,131,953.96*

MEMORANDUM



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

TO: City Council
FROM: City Administrator *SEH*
DATE: August 27, 2008
RE: Intersection Study Update

As you may recall, the City is participating with MN DOT on an intersection study. This study was researching the Highway 60\71 corridor within Windom. The Street Committee, MN DOT and staff have held a couple of discussions concerning the traffic data and possible options.

Attached is a diagram featuring a round-about for the Highway 60\71 intersection. This configuration is the result of MN DOT and City preferences. Other options considered were stop lights, other round-about configurations and a 3-lane cross section.

The engineers for this study from SEH and MN DOT staff would like to present the information on the intersection study to the City Council on September 16. If you have questions or would like additional information please contact Bruce Caldwell or myself and we can coordinate it through MN DOT or SEH.

Thank you.

Cc: Bruce Caldwell, Street & Park Superintendent

Attachment

JIM VICKERMAN
Senator 22nd District
2252 221st Street
Tracy, MN 56175
And
226 State Capitol Building
75 Rev. Dr. Martin Luther King, Jr. Blvd.
St. Paul, MN 55155
Phone: 651-296-5650
Email: Sen.jim.vickerman@senate.mn



Senate

State of Minnesota

August 22, 2008

Steve Nasby
City Administrator
P.O. Box 38
444 Ninth Street
Windom, MN 56101

RE: Bridge Funding – 4th Avenue in Windom

Dear Steve,

I talked with the State Aid Program Engineer at MNDOT who confirmed that the bridge funding you seek would normally be part of the 2010 bonding request the agency submits to the state legislature.

I believe that there will be an effort to put together a small bonding bill in the 2009 legislative session and I can introduce special legislation to try and get our Windom bridge funded earlier. I'll need your assistance, with respect to testimony and documentation, to make that happen during session. Perhaps you could provide me with a brief synopsis of how the bridge fits in with your economic development plans. I will then share that information with Senator Keith Langseth, Chair of the Senate Capital Investment Committee, so that we can call this project to his attention early in the legislative process.

Sincerely,

A handwritten signature in cursive script that reads "Jim Vickerman".

Senator Jim Vickerman
JV: TM

Main Identity

From: "Mark Marcy" <mark.marcy@co.cottonwood.mn.us>
To: "Alan Wah!" <wbpolice@centurytel.net>; "curtis madson" <cjmadson@hotmail.com>; "Scott Thompson" <scottnmargo@yahoo.com>; "Mary Westerman" <jjames310@centurytel.net>; "Rod and Angie Sykora" <RSykora@centurytel.net>; "Dan Benz" <windom11man@yahoo.com>; "chuck wolle" <hosers25@gmail.com>; "Wendy Meyer" <city@mountainlake.govoffice.com>; "Dave Watkins" <davetammy@frontiernet.net>; "Mark Stevens" <Mark.Stevens@dot.state.mn.us>; "Jim Skarphol" <jkskarp@windomnet.com>; "Steve Nasby" <snasby@windom-mn.com>; "Jeff Shirkey" <jshirkey@windom-mn.com>; "Jason Purrington" <jason.purrington@co.cottonwood.mn.us>; "Ron Gregg" <ron.gregg@co.cottonwood.mn.us>; "Gary Sorenson" <gjsorenson@centurytel.net>; "John Oeltjenbruns" <joeltj@mchsi.com>; "Kelly Thongvivong" <cottonwood.commissioners@co.cottonwood.mn.us>; "Norman Holmen" <holmenn1@tier-3.net>; "Ron Kuecker" <diak@windomnet.com>; "Tom White" <tewhite@windomnet.com>
Cc: "Mark Marcy" <mark.marcy@co.cottonwood.mn.us>; "Card, Amy" <Amy.Card@state.mn.us>
Sent: Friday, August 22, 2008 3:08 PM
Attach: NIMS letter 08222008.doc
Subject: NIMS compliance

To all:

Attached is a document explaining which NIMS courses you should be working towards.

Just a reminder: **ALL** elected officials need to take the training. In addition, all first responders, public works officials, etc. also need to take the training.

If there are any questions, please let me know.

****NOTE:** the IS 300 and IS 400 courses are NO LONGER ONLINE. If you need to take one of those courses, please contact me ASAP, so I can set up a NIMS instructor to come to Cottonwood County to teach the class. (These courses used to be 3 hours each, but are now quite a bit longer, and MUST be taken in the class room. If you already took the 16 hour "MNIMS" course, you are still compliant, and don't need to take the 300 and 400 courses).

Please distribute this to all Fire Chiefs, EMS Directors, Public Works Directors, Public Health, any/all department heads in your city/county, etc. This affects everyone.

I recently completed a required online assessment tool through the NIMS integration center, and learned that there are a lot of people in Cottonwood county that need to have further NIMS training... In the past, they (FEMA/NIMS integration center) told us that eventually, all grant funding would be tied to this training, to ensure NIMS compliance. That is now becoming fact- they are tracking who takes the classes, and will in the very near future take NIMS compliance into account when dispersing grant dollars to Counties and Cities... this includes Fire Act grants, Law Enforcement grants, Roads/Bridges grants, and other grants. Please make sure your entity is NIMS compliant- if you need help, let me know-

**Mark R. Marcy, Director/Deputy Sheriff
 Cottonwood County Emergency Management
 Cottonwood County Sheriff's Office
 902 5th Avenue
 Windom, Minnesota, 56101**

**(507) 831-1375 (Office)
 (507) 831-1957 (Fax)
 (507) 822-0885 (24 hour cell)
 (507) 645-1968 (pager)**

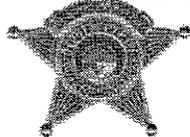
8/22/2008

COTTONWOOD COUNTY

Emergency Mgmt.



Sheriff's Office



MARK MARCY

Emergency Management Director - Deputy Sheriff

902 5th Ave. • Windom, MN 56101

Phone: (507) 831-1375 • Fax: (507) 831-1957

e-mail: mark.marcy@co.cottonwood.mn.us

08-22-2008

NIMS COMPLIANCE

(National Incident Management System)

To: All public employees, first responders, elected officials, Fire, Law Enforcement, EMS, Corrections, Commissioners, City Council members, Department Heads, and ANYONE would reasonable respond to any emergency of any type, or be involved in ANY emergency of any kind: this is a reminder of which classes YOU MUST have done for your city/county/agency to remain "NIMS COMPLIANT".

Firefighters must complete: IS 700; IS 100, IS 200 and IS 800.

Fire Chiefs, Assistant Chiefs, Captains, Lieutenants, Commanders, : IS 700; IS 100; IS 200; IS 300; IS 400; IS 800

Law Enforcement: IS 700; IS 100, IS 200 and IS 800.

Chiefs, Sheriff, Sergeants, Command staff: IS 700; IS 100; IS 200; IS 300; IS 400; IS 800

Corrections/Dispatchers: IS 700; IS 100, IS 200 and IS 800.

EMT's/First Responders: IS 700; IS 100, IS 200 and IS 800.

EMS directors, captains, etc: IS 700; IS 100; IS 200; IS 300; IS 400; IS 800

ALL Elected Officials (township officials, commissioners, city council, - anyone who is elected to a position) : IS 700; IS 100, IS 200 and IS 800.

Public Works Employees: IS 700; IS 100, IS 200

Public Works Supervisors/foremen: IS 700; IS 100; IS 200; IS 800

Department heads (all dept. heads): IS 700; IS 100; IS 200; IS 300; IS 400; IS 800

The courses (IS 100, IS 200, IS 700 and IS 800) can be taken online at:

<http://training.fema.gov/IS/crslist.asp>

If you need IS 300 and IS 400, Please contact me ASAP. I can line up an instructor to come to Cottonwood County to teach the courses (they must be taken in the classroom)

If there are any other questions, please contact me at (507) 831-1375, (507) 822-0885 or E-mail me at: mark.marcy@co.cottonwood.mn.us Thank you!!



ADMIN/ANNUALREPORT

Southwest Regional Development Commission

Serving the Counties of

Cottonwood • Jackson • Lincoln • Lyon • Murray • Nobles • Pipestone • Redwood • Rock

2401 Broadway Avenue
Suite 1
Slayton, MN 56172-1142
(507) 836-8547
Fax: (507) 836-8866
E-Mail: srdc@swrdc.org / Website: www.swrdc.org

Gary Sorenson, Chairman
David Benson, Vice-Chairman
Larry Hansen, Treasurer
Robert Bymes, Secretary

August 26, 2008

MEMO TO: Region 8 City Clerks/Administrators

MEMO FM: Rhonda Wynia, SRDC Administrative Specialist

MEMO RE: SRDC Annual Report

Enclosed please find the SRDC's Annual Report for Fiscal Year 2008. We are mailing you one copy for your files and one copy to share with your Mayor/Council Members at your next City Council meeting.

Thank you and if questions please feel free to contact the SRDC Offices at 507/836-8547.

FY 2008 ANNUAL REPORT

Special points of interest:

- RLF has busiest year yet
- Monogram Meat Snacks in Chandler wins Project of the Year Award
- Maddy Forsberg retires
- Transform 2010 underway



Damage to a road caused by flood water. The road collapsed around a drainage pipe that ran under the road.

Southeast Minnesota Flooding Emphasizes the Importance of Hazard Mitigation Planning

Natural and man-made disasters can strike any place and at any time. Flooding or tornados, terrorism or pandemic flu, local units of government must be ready to react. In the 21st century, it has become apparent that reaction is not enough. We have to plan ahead and take action before disaster strikes.

In an article published in the *Minneapolis Star Tribune* on December 17, 2007, the necessity for anticipating problems is highlighted. "Some business owners in southeastern Minnesota who saw their livelihood washed away in last summer's floods are now facing delays of up to a year...The counties where the businesses were located had never prepared what are called local hazard mitigation plans, which the federal

government requires before it will distribute money to buy out individual properties in flood-prone areas."

"That's not a coincidence," Kristen Sailer, spokeswoman for Minnesota Homeland Security and Emergency Management (HSEM) was quoted as saying. "Other regions of the state have regional development commissions that provided staffing and expertise in preparing the plans. But the regional development commission in southeastern Minnesota dissolved some time ago."

The Southwest Regional Development Commission, (SRDC) is working with counties and cities in our region to mitigate hazards—a process to reduce loss of life and property in the

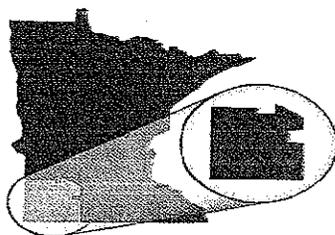
event of problems. For example, the Federal Emergency Management Agency (FEMA) and Minnesota HSEM approved the *Rock County All Hazard Mitigation Plan* this year. This qualifies Rock County to apply for federal pre-disaster funding programs.

SRDC and Nobles, Murray and Redwood counties completed the first round of all-hazard mitigation plans in 2003-2005, and will be required to update plans in the coming year. Jackson County's mitigation plan was submitted to HSEM and FEMA this year. SRDC Development Planner John Shepard, AICP, is currently working with Pipestone, Lyon, Cottonwood and Lincoln counties to complete their plans.

Inside this issue:

SW ED Pros	2
CERTS	2
RLF Update	3
Call Center Stats	3
Project of the Year	4
FY 08 Financials	5
FY 09 Budget	6

SRDC Deputy Director Nan Larson serves in the capacity of Coordinator and Secretary for the Southwest Economic Development Professionals (SW ED Pros) Group. SW ED Pros is a group of professionals in Region 8 who either work full-time in economic development (members) or support economic development through their work (sponsors).



Southwest Minnesota
ECONOMIC • DEVELOPMENT
PROFESSIONALS

The group meets quarterly in various locations throughout the region, with a current contact list of over fifty. Agenda topics include opportunities for joint marketing, presentations on resources available, legislative updates, training, and networking

about how we can work together to accomplish joint economic goals for the area.

If you have an interest in learning more, presenting information, or being added to the contact list, please contact Nan Larson for further information.

"SW CERT assisted in the development and funding of the Community Wind Handbook and awarded 3 mini grants, totaling \$15,000."

Clean Energy Resource Teams (CERTs)

The Clean Energy Resource Teams (CERTs) project, launched in 2003, connects people with the technical resources needed to identify and implement community-scale energy efficiency and clean energy projects. The Teams are diverse: individuals; small business owners; farmers; members of environmental groups; local utility

representatives; academics; local, state and federal government staff and elected leaders -- and all share common goals and values: strong communities, local jobs, and secure, clean, reliable energy.

SW CERT assisted in the development and funding of the Community Wind Handbook and awarded 3 mini grants, totaling

\$15,000. Funding for this project is provided by: Office of Energy Security-MN Dept. of Commerce, The Blandin Foundation, Minnesota Pollution Control Agency, University of Minnesota Institute for Renewable Energy and the Environment and Regional Sustainable Development Partnerships and the U.S. Department of Energy.

Minnesota Congressional Members Awarded NADO Congressional Partnership Awards

Seventh District Congressman Collin Peterson, Eight District Congressman James Oberstar and Senator Amy Klobuchar were recipients of Congressional

Partnership Awards by the National Association of Development Organizations, (NADO). This biennial program honors members of

Congress who have demonstrated outstanding leadership in promoting regional community and economic development.



FY 2008 Direct Services

The Aging Program at the SRDC, an office of the Minnesota River Area Agency on Aging, continues to provide direct services to clients through the Senior LinkAge Line® and the Client Service Center.

The Senior LinkAge Line is an information and assistance service designed to aid older

adults and their families to find community based services and to assist with Medicare and insurance issues. In the last year, the Slayton office had 23,188 contacts serving 12,431 people in the 27 county MNRAAA planning and service area.

In 2006 the SRDC added the statewide Client Service Center (CSC) to

the services it provides to seniors. The CSC provides in-depth follow up and assistance for particularly difficult Medicare Part D problems and served 1,628 seniors during FY 2007.



Big Year for SRDC Revolving Loan Fund

It has been a very active year for the SRDC's revolving loan fund (RLF) program. A total of 20 loan applications were submitted and reviewed by staff and the loan committee; with 12 moving ahead and closed, 3 pending closure, 4 withdrawn, and one denied. The loan commitments for FY '08 totaled \$765,050. In addition, staff worked with many more potential

applicants who did not move forward with submitting an application to SRDC.

We currently have 52 active loans, which is the largest in the history of the loan pool. As these are higher-risk loans by their nature and coupled with the current economic downturn, an above-normal level of servicing issues were also handled this year.

Since its inception, the RLF has done 104 loans totaling \$5.6 million, with total project costs of \$41 million. They include manufacturing, service, and retail businesses. The average size loan is \$53,000. Over 1378 jobs have been created or retained.

Applications are accepted on an on-going basis. Please contact Nan Larson for further information.

"We currently have 52 active loans, which is the largest in the history of the loan pool."

Forsberg Retires

After serving the SRDC and the region's seniors with distinction for 29 years, Aging Director Maddy Forsberg retired from the SRDC at the end of 2007. Maddy was instrumental in the development of the Southwest Area Agency on Aging and later led the aging program through

the transition to the 27 county Minnesota River Area Agency on Aging.

Maddy leaves the Aging Program in the capable hands of new Aging Program Director Robin Weis.



SRDC Chair Gary Sorenson presents Maddy Forsberg with a token of the agency's appreciation for her 29 years of service.

Monogram Expansion Wins Project of the Year Award

In mid 2007, SRDC was asked to be a co-financer in a collaboration of lenders to make business expansion possible in Chandler: Monogram Meat Snacks.

Monogram Food Solutions, a start-up company in 2004, acquired the former Sara Lee Corporation facility in Chandler in 2007, saving many jobs in Murray County and changing the

name to Monogram Meat Snacks. A significant expansion occurred in 2007 when Monogram added jerky production to the facility. Monogram had set a goal of 53 NEW jobs with this project and has already surpassed that at over 100 jobs created. The economic impact of this business in the region beyond employment has been remarkable.

In order to make this deal possible many lenders/ agencies worked together, including the City of Chandler, Murray County EDA, MN Dept. of Employment and Economic Development, the Southwest Initiative Foundation, AgStar Financial services and the SRDC. The award was presented at the SRDC's Annual Meeting on July 10th at Key Largo.



Karl Schledwitz, Executive Chairman of Monogram Food Solutions addresses attendees at the SRDC Annual Meeting

"In the next 50 years, most of the growth in Minnesota's population will occur in persons over 50."

Transform 2010 Prepares Minnesota for Aging Population

In the next 50 years, most of the growth in Minnesota's population will occur in persons over 50. In order to prepare Minnesota for the demographic realities represented by the aging of the baby boom generation, the MN Dept. of Human Services (DHS),

in partnership with the MN Board on Aging and the MN Dept. of Health launched Transform 2010.

Five themes were identified during this process: 1. Redefining Work and Retirement. 2. Supporting Caregivers of all Ages. 3. Fostering

Communities for a Lifetime, Improving Health and Long-Term Care. 5. Maximizing Use of Technology. For more information on this program, contact Transform.2010@state.mn.us or visit the DHS website www.dhs.state.mn.us/2010

Long Time Employees Recognized

Finance Director Dianne Crowley and Administrative Specialist Rhonda Wynia were recognized at the SRDC Annual Meeting for thirty years of outstanding service to the SRDC.

Also recognized at the

meeting were Account Specialist Helen Brinks, 20 years; Administrative Assistant II Kathy Schreiber, 15 years; and Aging Program Director Robin Weis, 10 years. The Commission congratulates them all on their service!



Rhonda Wynia, (left) and Dianne Crowley celebrate thirty years with the SRDC.

FY 08 Budget and Year End Projections

	FY08 Final Budget	Year End Projections
Revenues		
Taxes	266,000.00	275,796.26
Contract for Services	221,994.00	244,984.47
MN/DOT	50,000.00	50,000.00
Economic Development Administration	54,628.00	54,628.00
MNRAAA-Federal-Admin/Pdc	60,744.00	56,239.00
MNRAAA-Federal-I&A	222,150.00	213,369.00
MNRAAA-State-I&A	141,213.00	140,868.00
Eldercare Dev. Partnership	27,185.00	32,603.00
CERTS Funds	54,561.00	36,573.62
Department of Public Safety-Hazard	29,465.00	23,293.75
Commission Vehicle Receipts	21,000.00	20,922.47
Interest & Miscellaneous	31,165.00	29,111.68
Reserves-Capital Equipment	29,820.00	27,328.29
Total Revenues	1,209,925.00	1,205,717.54
Expenditures		
Committee Expenses	44,600.00	44,857.01
Salaries & Fringe	875,432.00	874,926.63
Travel	82,448.00	80,162.39
Office Space Costs	47,700.00	47,182.63
Postage	10,800.00	10,133.66
Communications	12,390.00	9,787.67
Printing/Publication	14,742.00	9,376.69
Supplies	15,956.00	10,191.82
Insurance	2,500.00	3,180.52
Depreciation-Equipment	12,924.00	11,408.57
Computer Expenses	12,365.00	9,754.37
Professional Services	10,750.00	9,478.16
Program Match	0.00	6,452.50
Other	9,060.00	7,804.58
CERTS Mini-grants	15,000.00	1,774.14
Equipment	31,400.00	27,328.29
Debt Service-Principal & Interest	11,800.00	11,800.00
Building Lease Payment	9,118.00	9,118.07
Total Expenditures	1,218,985.00	1,184,717.70
Revenues Over (Under) Expenditures	-9,060.00	20,999.84

Southwest Regional Development Commission FY09 Budget

July 1, 2008 - June 30, 2009

Revenues

Tax Levy	275,000
MNRAAA-Adm/Pdc Funds-CY2008	39,683
MNRAAA-Adm/Pdc Funds-CY2009	35,254
MNRAAA-Information & Assistance Funds-CY2008	121,500
MNRAAA-Information & Assistance Funds-CY2009	117,201
State CSC Funds	133,407
MNRAAA-Eldercare Development Partnership	27,185
Economic Development Administration	54,628
MN Department of Transportation	50,000
Current Contracts	183,880
Dept. Public Safety-Hazard Mitigation	45,690
CERTS Funds-MN Project-Blandin, DOC-Xcel & MPCA	80,199
Interest Earned & Miscellaneous	47,775
Inkind Match for Programs	32,911
Reserves used for Equipment/Building Purchases	20,000
Total Revenues	<u>1,264,313</u>

Expenditures

Committee Expense	50,550
Salaries & Fringe	929,341
Staff Travel	91,835
Office Space	48,200
Postage	10,900
Communications	12,609
Print/Publication	13,110
Supplies-Mtg/Wkshp Expenses	16,591
Insurance	3,200
Depreciation (Non-building)	16,225
Audits	7,200
Computer	10,020
Equipment	20,000
Other	10,087
Consultant/Contracted Services/Legal	3,750
MNRAAA, Inc. match	12,905
Regional Projects	40,000
Program Inkind Match	32,911
Debt Service-Principal & Interest	11,800
Office Building Principal Payment	9,628
Total Expenditures	<u>1,350,862</u>
Balance	<u><u>-86,549</u></u>

Reserve for FY08/FY09 bond payments 6/30/07-08	101,124
Tax Revenue (Bond) - 1 year	232,080
Allowance for delinquencies (5%)-2.5%PY	-5,802
Bond Payment -August, 2007, 2008	-14,922
Bond Payment-February, 2008, 2009	-204,922
Reserve for Future Bond Payments 6/30/08-09	<u>107,558</u>

"The SRDC typically develops its budget with a gap in revenues to account for grants and contracts that are acquired over the course of the year."



*The SRDC remembers long-time
Commissioner and Board
Member Jack Keers who passed
away on April 1, 2008*

**Audited Governmental Activities for
the Year Ended June 30, 2007**

Revenues

Program Revenues	
Charges for Services & Other	323,440
Operating Grants	575,334
General Revenues	
Property Taxes—General	268,805
Property Taxes—Debt Service	232,150
Interest Revenues	36,391
Total Revenues	1,436,120

Expenses

Government Activities	1,217,482
Total Expenses	1,217,482
Change in Net Assets	218,638
Beginning Net Assets	1,361,699
Ending Net Assets	1,580,337

**FISCAL YEAR 2008 SOUTHWEST REGIONAL
DEVELOPMENT COMMISSION MEMBERS**

Rocky Kolar* --- Cottonwood County Municipalities
 Darrell Holmberg --- Cottonwood County Town Boards
 Gary Sorenson** --- Cottonwood Co Commissioners
 Darrel Hage --- Jackson County Municipalities
 Richard Peterson --- Jackson County Town Boards
 Craig Rubis* --- Jackson County Commissioners
 Mary Meneely --- Lincoln County Municipalities
 Eloise Hauschild --- Lincoln County Town Boards
 Larry Hansen** --- Lincoln County Commissioners
 Joanne Myrvik --- Lyon County Municipalities
 Lori Grant --- Lyon County Town Boards
 Bob Fenske* --- Lyon Co Commissioners
 Miron Carney --- Murray County Municipalities
 Charles V. Swan --- Murray County Town Boards
 Bill Sauer* --- Murray County Commissioners
 John Faber --- Nobles County Municipalities
 Tim Blume --- Nobles County Town Boards
 David Benson** --- Nobles County Commissioners
 Harry L. Hansen --- Pipestone County Municipalities
 Wally Bucher --- Pipestone County Town Boards
 Marv Tinklenberg* --- Pipestone County Commissioners
 Marlo Sander --- Redwood County Municipalities
 Werner Fischer --- Redwood County Town Boards
 Gene Short** --- Redwood Co Commissioners
 Fabian Deutsch --- Rock County Municipalities
 Vern Vander Pol --- Rock County Town Boards
 Robert Jarchow* --- Rock County Commissioners
 Bob Byrnes** --- City of Marshall
 Lyle TenHaken* --- City of Worthington
 Dan Zimansky* --- Region Eight School Boards
 Dick Gewerth --- Region Eight School Boards
 Adolfo Avila --- Region Eight Cultural Diversity
 Steve Thovson --- SW Center for Independent Living
 Sandy Demuth --- SW MN Private Industry Council
 Liz Struve --- Southwest MN State University
 Craig Myers --- Health & Human Services

** Indicates Current & FY2007 Executive Committee Members

*Indicates Current SRDC Board Members

The FY 2007 Audit was conducted by Minehart, McKee & Associates, Certified Public Accountants, Marshall, Minnesota. The auditor's report expresses an unqualified opinion on the General Purpose Financial Statements of the Southwest Regional Development Commission.

Thank You to the following SRDC Commissioners whose terms expired in FY2008: Paul Langseth and Eric Lemm.

"Providing professional expertise and leadership to enhance regional opportunities"

Southwest Regional Development Commission

2401 Broadway Avenue
Slayton, MN 56172

Phone: 507-836-8547

Fax: 507-836-8866

E-mail: srdc@swrdc.org



www.swrdc.org

The Southwest Regional Development Commission (SRDC) is a nine county regional development commission made up of representatives from local units of government and public interest groups in Cottonwood, Jackson, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood and Rock Counties. The purpose of the SRDC is to "work with and on behalf of local units of government to develop plans or implement programs to address economic, social, physical, and governmental concerns."

CURRENT SRDC STAFF MEMBERS

<u>Name</u>	<u>Title</u>	<u>Email</u>	<u>Extension</u>
Jay Trusty -----	Executive Director	execdir@swrdc.org	106
Nan Larson -----	Deputy Director	nanlarson@swrdc.org	108
Dianne Crowley -----	Finance Director	dcrowley@swrdc.org	104
Annette Bair -----	Physical Development Director	phydev@swrdc.org	101
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John Shepard, AICP -----	Development Planner	jshepard@swrdc.org	103
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