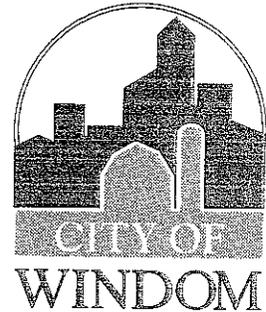


City Council Meeting  
Tuesday, September 1, 2009  
City Council Chambers  
7:30 p.m.



AGENDA

Call to Order

Pledge of Allegiance

1. Approval of Minutes
  - Council Minutes – August 18, 2009
2. Consent Agenda
  - Minutes
    - EDA Commission – August 17, 2009
    - Street Committee – August 18, 2009
3. Department Heads
4. License Applications
  - Amplification Permit – Phat Pheasant Pub – Sept. 11, 2009
5. Annual Firefighters Relief Association Report
6. Park Capital Improvement Project
7. South Dakota Network (SDN) Lease
8. Preliminary 2010 Budget Levy
9. Establish 2010 Budget Discussion and Approval Dates
10. Regular Bills
11. Contractor Payments
  - 2009 Airport Improvement Projects
    - Runway – Wick's Inc. \$791,969.92
    - Taxiway – Wick's Inc. \$214,712.92
12. Unfinished Business
13. New Business
14. Council Concerns
15. Adjourn



**Council Meeting  
Windom City Hall, Council Chamber  
August 18, 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:

City Staff Present: Marv Grunig, Electric Utility Manager; Dan Olsen, Telecommunications Manager; Al Baloun, Recreation Director and Terry Glidden, Telecom

Public Present: Frank Dorpinghaus; Rahn Larsen and Dirk Abraham

3. Pledge of Allegiance

4. Approval of Minutes:

**Motion by Fast, second by Powers, to approve the August 4, 2009 minutes. Motion carried 5 – 0.**

5. Approval of the Consent Agenda:

Kruse said the Consent agenda contained the minutes from the Library Board for August 11, 2009.

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

6. Public Comment:

Frank Dorpinghaus noted that a news story on CBS evening news was about militias and people purchasing guns. The story was very anti militia and critical of groups or people that oppose the government and its actions. In 1990 former Governor Perpich from Minnesota opposed the use of the Minnesota National Guard in the first Gulf war and the federal government asserted control of these troops. Many dictators over history such as

Hitler, Pol Pot and others have opposed gun ownership and restricted rights. The Washington Monument is an obelisk and that is a symbol of idol worship. Mr. Dorpinghaus speaks out against these issues as it is necessary. Edmund Burke once said that the only way for evil to triumph is to do nothing. The federal government is going to control everything and there is no recourse for citizens. An example of this is FEMA when they take total charge and control of everything when they respond to emergencies or disasters. Mr. Dorpinghaus thanked the City Council for the opportunity to speak.

7. Department Heads

Marv Grunig, Electric Utility Manager, invited the City Council to the CMMPA annual meeting that is held on September 22 or 24 in Mankato and encouraged them to attend. An RSVP will come with the invitation they receive in the mail. The meeting will cover carbon management, cap\trade, CIP goals, transmission costs, wholesale power costs and updates on the Big Stone II project.

Messer asked if the Windom Utility was getting power from the Nebraska City plant. Grunig said that it went live in May 2009 and the cost of the power was favorable to the City.

Al Baloun, Recreation Director, noted that the City Pool will be closing on August 19<sup>th</sup> but the swimming beach at Cottonwood Lake will remain open through Labor Day.

Dan Olsen, Telecom Manager, said that the federal stimulus application was submitted and it covered 471 pages. The feedback they have gotten so far has been favorable. Olsen thanked all of the other communities and organizations that participated in the project and helped complete the application.

7. License Application:

Permit for the Use of Amplification Equipment in Public was received from the American Lutheran Church at 906 Prospect Avenue for September 12, 2009 from 7 – 9 p.m. for an outdoor Christian rock concert.

**Motion by Powers, seconded by Ray, to approve the Use of Amplification Equipment in Public was received from the American Lutheran Church at 906 Prospect Avenue for September 12, 2009 from 7 – 9 p.m. Motion carried 5 – 0.**

8. Telecommunication Commission – Cable TV Packages and Rates

Olsen gave a brief overview of the new packages of services including a 10/2 mps internet service. He said that new “Ultimate” package would include basic cable, expanded basic and the former silver and gold cable TV channels, plus music channels, basic telephone, voice mail, caller ID and the new 10/2 internet service. This new package and 10\2 internet service would be available to Residential customers only.

Olsen noted that the new “digital” package is comprised of the Silver and Gold packages and that these two separate packages would no longer be offered.

Fast noted that the digital package is a new offering and people who are already on silver or gold can maintain their current levels of service. Olsen confirmed this is correct.

Messer asked if the new digital package required a set top box. Olsen said it does, and that boxes were needed for the previous silver and gold packages.

Maricle asked if there is a cost for the set top box rental. Olsen said that the first box is free, but additional set top boxes are currently \$2.99 per month.

**Council member Maricle introduced the Resolution No. 2009-31, entitled “RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR TELECOMMUNICATIONS ENTERPRISE FUND”. The resolution was seconded by Fast and on roll call vote: Aye: Messer, Powers, Ray, Fast and Maricle. Absent None. Resolution passed 5 - 0.**

9. Review of Election Equipment Maintenance Contract and Cost:

Nasby said that there was a memorandum in the packet with a copy of the contract for service. The contract was between Cottonwood County and the vendor, but the City of Windom has election machines that are part of the equipment that needs to be maintained and the County is asking that the City of Windom approve participation in the agreement for the maintenance of the election equipment.

**Motion by Messer, and seconded by Fast, to approve the City’s participation in the maintenance of the election equipment as part of Cottonwood County’s contract. Motion carried 5 - 0.**

10. Authorization to Accept Donations:

**Council member Maricle introduced the Resolution No. 2009-32, entitled “AUTHORIZATION TO ACCEPT DONATIONS FROM THE MEALS ON WHEELS BOARD FOR THE WINDOM COMMUNITY CENTER”. The resolution was seconded by Ray and on roll call vote: Aye: Powers, Ray, Fast, Maricle and Messer. Absent None. Resolution passed 5 - 0.**

**Council member Powers introduced the Resolution No. 2009-33, entitled “AUTHORIZATION TO ACCEPT DONATIONS FROM THE AREA CHURCHES AND WINDOM CONVENTION & VISITORS BUREAU TO WINDOMNET”. The resolution was seconded by Fast and on roll call vote: Aye: Ray, Fast, Maricle, Messer and Powers. Absent None. Resolution passed 5 - 0.**

**Council member Ray introduced the Resolution No. 2009-34, entitled “AUTHORIZATION TO ACCEPT DONATIONS FROM THE AMERICAN POSTAL WORKERS UNION LOCAL 2885 FOR THE WINDOM AMBULANCE SERVICE”. The resolution was seconded by Powers and on roll call vote: Aye: Fast, Maricle, Messer, Powers and Ray. Absent None. Resolution passed 5 - 0.**

11. Regular Bills:

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

12. Unfinished Business:

None

13. New Business:

Mayor Kruse said that the Council needed to set a budget workshop to discuss the 2010 budget so the preliminary levy can be set on September 15, 2009.

**Motion by Powers, seconded by Ray, to have a Special City Council meeting on August 25, 2009 at 6:00 p.m. to discuss the 2010 budget. The meeting will be held in the City Council Chamber.**

The 2010 budget meeting will be held on December 1, 2009 and the final budget will be adopted along with the final levy on December 15, 2009. The December 1, 2009 meeting would be at City Hall at 7:30 p.m. and the December 15, 2009 meeting would be at the Windom Community Center at 7:30 p.m.

14. Council Concerns:

Ray thanked the Windom Ambulance Service for their excellent service to the community and for the help they provided to her and her husband on an emergency call.

15. Adjourn

City Council was adjourned by unanimous consent at 7:55 p.m.

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Kirby Kruse, Mayor

Attest:

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Steve Nasby, City Administrator

**STREET DEPARTMENT COMMITTEE  
MINUTES AUGUST 18, 2009**

Call to Order: The meeting was called to order at 5:35 P.M. in the City Hall Council Chambers

Members Attending: Committee Member: Brad Powers, JoAnn Ray

City Staff Present: Street Superintendent Bruce Caldwell, City Administrator Steve Nasby & Wenck Representative Craig Mueller

Public: None

Items Discussed:

1. 2009 Street Project Update to Committee by Wenck Representative Craig Mueller.
  1. A meeting with MR Paving and Hjerpe will be held on August 19, 2009 at 1:00 pm. to schedule the finish work to tie in all the connecting road surfaces and driveways to the new concrete roads.
  2. Landscaping & Seeding items were discussed and the committee stated to Mueller that the landscaping needs to be done ASAP the property owners are getting impatient. The status of the weed issue needs to be addressed prior to seeding with some type of chemical treatment in order to prevent weeds coming back. Powers said the landscaping contractor needs to gradually slope the boulevard dirt to line up with the undisturbed areas. We don't want a dramatic drop off where these areas meet or join and the rocks and debris has to be removed from the boulevards. The committee would like to have these items done before the middle of September.  
Seeding in the island area just north of the 4<sup>th</sup> ave and Langley intersection will be done with prairie grasses and wildflowers that will not grow any taller than 2-2 ½ feet. It was also discussed that we should also plant the boulevard north of the bridge on the west side with the same items. Caldwell will talk to the DNR representative about costs.
  3. Concrete street surface; there has been a couple cement panels that have cracked and they will be addressed in the spring of 2010 before the warranty is done. The cracks have been routed and sealed to prevent any more problems during this time. The committee stated that the road surface appears to be in good condition however Mueller stated the contractor will bring in a device to check the panel elevations to make sure they are within compliance.
  4. Concrete Material Crushing will be done late September at the EDA site.
2. Discussion was held on vacating the old road area that was eliminated in the new construction on south Langley. Due to the utility infrastructure within the current road right of way the committee didn't see any gain by making those changes. If the old road area on Langley were to be vacated then the city would need to make a new utility easement due to this infrastructure. The committee stated the time and expense to vacate the south end and change the right of way plus establishing a new utility easement wouldn't be feasible. Therefore they prefer it remains as is.  
**Note Attachment: Map on showing utilities and right of way lines.**  
Property owners would need to be aware that they can not build any fences within the current right of way which has been the city's policy. Also it is the property owners' responsibility to take care of their lawns and snow removal related items behind the curb as in the past. This is no different than any other street within the city limits.

3. 2009-2010 Budget Review Caldwell handed out the street department 2009 expense report and the 2010 budget proposal to the committee.
4. Signal Lights Maintenance Contract with Mn/Dot on Hwy Corridor.

The committee reviewed a contract that the city and Mn/dot agreed to on May 8, 1985 concerning street lighting and traffic control signals within the highway 60 & 71 corridor.

In general it states the following;

It is the cities responsibility and its cost and expense to (1) maintain the luminaries, (2) re-lamp the traffic control signals and street lights, (3) clean and paint the traffic control signals, cabinets and luminaries pole shaft extensions.

It was stated perhaps we should try to renegotiating a contract with Mn/dot for the maintenance items, that idea failed because the state is cutting back on budgets also so the committee stated it would be doubtful they would agree.

Therefore the committee stated that the city needs to contact the state to get more information on what needs to be done and what contractors have been used in order to get price quotes so that this can be added to the street department 2010 budget.
5. Petition by residences to permanently Post Lakeview ave NO TRUCKS & WATCH FOR CHILDREN. Currently Lakeview has been posted NO TRUCKS & WATCH FOR CHILDREN during the Mn/dot detour. It has been working out rather good according to some of the residences in that area. The petitioners desire to have the city leave the signage up after the detour has been completed and also to enforce the posting appropriately. The residences said they wouldn't have any objection to utility or delivery trucks with specific destination on or near Lakeview ave.  
**Note Attached Petition:**

Powers asked Caldwell if there would be other areas in town that residence may make the same requests. Caldwell said the only one that he could think of would be River Road from County Road 13 south to 4<sup>th</sup> ave. Other than that he said there shouldn't be any problems and he Caldwell also stated he doesn't want a situation where we have to post more streets with this type of signage due to the costs and maintenance.

**Recommendation to continue the NO Trucks and Watch for Children signage on Lakeview Avenue after the Mn/dot detour has been completed and if needed review the signage in one year if there are any complaints or problems.**

**Recommendation approved 2-0.**
6. Waste Disposal for the Street Dept. The committee discussed if it would be feasible to purchase our own waste dumpsters and only pay for emptying them. Nasby said he just had that conversation with a waste hauling company and the cost difference is minimal and not really worth making those changes.
7. Discussion on private party wanting to paint addresses on curbs by Blake Seri  
Caldwell stated that he contacted Jim Kartes about any policies or state ruling concerning property owners posting their buildings with addresses. Kartes said that there is a state ruling and all properties and buildings need to be posted due to fire and emergency related reasons.  
**The committee stated their recommendation is not to approve the permit request to paint building addresses on the city curbs.**  
The committee also stated that the cities Planning and Zoning Officer should enforce the posting of the addresses on the homes and buildings within the community.

8. Discussion on selling the trailer that old generator was on to Donald Paplow who bought the generator at the city, state, county & school auction during the spring. Caldwell & Nasby stated when the generator was sold at the auction the trailer that this generator was on was to be brought back to the street department. The street department staff would need to do some remanufacturing on it so it could be used to haul the skid steer loader and other heavy items. Mr. Paplow has stated that he would like to purchase that trailer because it was designed to haul the generator. Mr. Paplow will be contacted to see if he would be interested in purchasing a replacement trailer for the city that will meet our needs or buy it straight out. If he isn't interested in this option he will be instructed to return our trailer ASAP.
  
9. Request for street closure from Free Church on Sunday September 27, 2009 from 1:30-7:30 pm. on 11<sup>th</sup> street between 5<sup>th</sup> ave and 4<sup>th</sup> ave for their fall festival.  
**Recommendation to approve the request 2-0**
  
10. PM Windom Request for Fencing by Sewer Lagoon on Caldwell Drive. Caldwell said he met Jim Kartes at the site to review the request. The proposal would place the fencing extremely close to the street and within the road right of way. The type of fencing they were planning on using would create extremely large quantities of snow build up on the road surface which would create more expense and maintenance issues for the department.  
Caldwell stated that he denied the request due to the potential of winter snow issues.
  
11. Work Scheduled for the rest of the summer; Staff has been working on repairing bad areas of asphalt around town. Deadline for completion will be in late September. The department also has several trees in the boulevards and parks that need to be removed due to safety or diseased. Continued painting of crosswalks, parking lots and curbs will also be completed before the fall.

Meeting Adjourned at 6:27 pm.

**ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
MINUTES  
AUGUST 17, 2009**

1. Call to Order: The meeting was called to order by President Slette at 12:07 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.; Steve Nasby, City Administrator; and Mayor Kirby Kruse.

3. Approval of Minutes:

**Motion by Commissioner Messer, seconded by Commissioner Palm, to approve the Minutes of the EDA Meeting held on July 13, 2009. Motion carried 4-0.**

(Commissioner Maricle arrived after this vote.)

4. SCDP Grant Update

A. Policies and Repayment Agreement: The Board received a copy of the policies (“procedural guidelines”) for the 2009 grant round of the Small Cities Development Program (SCDP). The policies had been prepared by the Southwest Minnesota Housing Partnership (“the Partnership”) as required by the Minnesota Department of Employment and Economic Development (DEED). The City Council approved these policies on August 4, 2009. The Board also received a copy of the Combination Security Agreement, Note, Repayment Agreement and Lien which the property owners participating in the program will be signing. This agreement was prepared by the Partnership, revised by the City Attorney, and approved by the City Council on August 4, 2009.

B. Future Public Meeting: The Board received a copy of the flyer for the Public Meeting to be held on August 18, 2009, at 6:30 p.m. at the Windom Community Center. This is a joint meeting for the Cities of Windom and Mountain Lake. Notice of the meeting will be forwarded to the Citizen and KDOM and posted in the post office, grocery stores and banks. Representatives from Western Community Action will be present at the meeting to explain the application process and the requirements of the program. Application forms and other supporting information will be distributed to the property owners in attendance at the meeting. Those who are unable to attend the meeting can pick up the application packets at the EDA Office beginning on August 19<sup>th</sup>. Applications will then be accepted and processed by Western Community Action and the rehab process will begin.

5. Commercial Rehab Loan Program:

A. Project Review: At the July 13, 2009, Meeting, the EDA Board approved a loan of up to \$8,000 SCDP funds for a commercial rehab project at 923 Third Avenue. It has been determined that additional gas piping, venting and electrical work needs to be done at the building to comply with life, health & safety requirements. The Board received a copy of the recap sheet for the project and reviewed the project history.

**Motion by Commissioner Erickson, seconded by Commissioner Palm to approve the commercial rehab project at 923 Third Avenue, approve release of SCDP repayment funds totaling \$10,865 for contractor payments, and approve payment from SCDP repayment funds of administration fees to Western Community Action of up to \$1,600.00 for this project. Motion was defeated 0-5.**

**Motion by Commissioner Erickson, seconded by Commissioner Palm, to approve the proposed commercial rehab project for gas piping, venting, and electrical work at 923 Third Avenue. Motion carried 5-0.**

**Motion by Commissioner Messer, seconded by Commissioner Maricle, to approve the release of SCDP repayment funds totaling \$10,865 for contractor payments in the commercial rehab project at 923 Third Avenue upon Western Community Action's submission to the EDA of appropriate invoices and documentation verifying the owner's approval of the work completed. Motion carried 5-0.**

**Motion by Commissioner Erickson, seconded by Commissioner Palm, to approve payment from the SCDP repayment funds of administration fees to Western Community Action of up to \$1,600.00 for this project upon submission of appropriate invoices. Motion carried 5-0.**

6. River Bluff Estates – Lot Sale Follow-up Report: Director Backman advised the Board that on July 17, 2009, the EDA closed on the sale of Lots 5 and 6, Block 2, Riverbluff Estates Subdivision to Dallas and Betty Smith. Mr. Smith plans to construct a twinhome on these lots. The City's zoning ordinance requires that he obtain a variance to allow a zero lot line side yard setback between the two units. Mr. Smith filed the application; the Planning Commission held a public hearing on July 28, 2009, and recommended approval of the variance; and the City Council approved the variance for the zero lot line setback on August 4, 2009. Construction work began on August 5, 2009.
7. Sykora Addition – Sewer Extension Update: Director Backman reported that work on the sewer extension began on July 15, 2009. During the past month, M & R Paving of New Ulm, Minnesota, bored under Highway 71 and installed the main line. The Sykora Project is currently nearing completion.
8. Closed Session – Proposed Additional Lease Space – Lot 6, Block 2, Windom Industrial Park Subdivision – Continuing Negotiations: President Slette advised that the closed session pertains to continuing negotiations concerning a possible expansion of the lease space for the EDA's spec building located at 1925 North Redding Avenue. President Slette closed the meeting to the public at 12:22 p.m. Director Backman updated the Board concerning additional communications and negotiations with potential lessees, quotes received from various engineers and general contractors, and preliminary funding options. The meeting was re-opened to the public at 1:18 p.m.

**Motion by Commissioner Messer, seconded by Commissioner Maricle, to hire Langemeier Architects and Jeffrey Zabel, P.E. to prepare plans and specifications for a proposed 20,000 square foot addition to the EDA's spec building at a combined cost not to exceed \$19,950.00. Motion carried 5-0.**

9. Prospect Update: Director Backman updated the Board concerning discussions with prospects concerning available sites in Windom. He also advised that the owners of a Mexican restaurant in Worthington are considering opening a location in Windom. They have submitted a purchase offer to the owners of the Mix Bakery property which has been accepted. If everything proceeds as expected, they anticipate a closing on the sale within 60 days.

10. Unfinished Business

A. Blandin Foundation – ICF Participation Letter: Director Backman reported that he had been contacted by Bill Coleman, Program Coordinator for the Blandin Foundation, encouraging Windom to participate in the “Intelligent Community Forum” (ICF) as a demonstration community. This participation could place Windom in a position to be an applicant for a possible grant of federal stimulus funding for the purpose of enhancing broadband innovation and usage. The commitment letters were due by August 14, 2009. Director Backman has been working with Telecom Manager Dan Olsen concerning this proposal and letters of commitment have been sent to the Blandin Foundation.

**Motion by Commissioner Palm, seconded by Commissioner Maricle, approving participation by Windom in the “Intelligent Community Forum” (ICF) as a demonstration community and approving President Slette’s execution of the commitment letter, on behalf of the EDA, for participation in this program. Motion carried 5-0.**

11. New Business

A. Business Visits/Meetings Report: Director Backman briefly reported to the Board concerning business visits and events since his report in July, 2009.

12. 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 June 30, 2009.

B. TIF Disclosure Statement: The City/EDA are required to file TIF Reports with the Office of the State Auditor (OSA) by August 1<sup>st</sup> of each year. Ehlers Inc. assists the City/EDA with the filing of these reports. The Board received a copy of the Disclosure Statement prepared for filing with the OSA and publication in the Citizen.

13. Adjourn: On motion and by consensus, President Slette adjourned the meeting at 1:26 p.m.

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Nestor Palm, Secretary

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

Aaron Backman, Executive Director



*Protecting, maintaining and improving the health of all Minnesotans*

August 11, 2009

Windom City Council  
c/o Mr. Steve Nasby, Administrator  
Windom City Hall  
444 Ninth Street, Box 38  
Windom, Minnesota 56101 - 0038

Dear Council Members:

SUBJECT: Lead/Copper Tap Water Monitoring Report, PWSID 1170006

This letter is to report the results of your recent lead/copper monitoring that is required by the Safe Drinking Water Act. The results revealed the following 90th percentile levels:

90th percentile lead level =  $<2 \mu\text{g/l}$  (rounded as  $< 0.002 \text{ mg/l}$ ).  
The action level for lead is  $15.0 \mu\text{g/l}$ .

90th percentile copper level =  $1210 \mu\text{g/l}$  (rounded as  $1.210 \text{ mg/l}$ ).  
The action level for copper is  $1300 \mu\text{g/l}$ .

Based on these results, your public water system **has not exceeded** the action level for lead and **has not exceeded** the action level for copper.

Recent revisions to 40 CFR 141.85 indicate that you are now required to notify the occupant(s) of each participating residence of the lead/copper results for that location. In addition, you must provide them with an explanation of the health effects of lead/copper, list steps consumers can take to reduce exposure to lead/copper in drinking water, and water utility contact information. The notification must also provide the maximum contaminant level goals, the action levels for lead/copper, and the definitions for these two terms.

Notification to the participating residences must be made within 30 days by U.S. Mail, hand/direct delivery, or posting. Please refer to the enclosed Certification form for delivery method requirements. If the residence is a rental property, both the occupant(s) of the residence and rental property owner must be notified. To assist you in meeting these new requirements, we have enclosed a sample letter and a fact sheet on lead/copper in drinking water. All of the information contained in the sample letter must be included in your letter and provided to the homeowner. If you would like to receive any of the enclosed documents via e-mail, please send your request to [pauline.wuoti@state.mn.us](mailto:pauline.wuoti@state.mn.us).

Windom City Council  
Page 2  
August 11, 2009  
PWSID 1170006

Within 10 days after notifying the residents of their results, you must complete the enclosed Lead/Copper Results Delivery Certification form and return it to us along with a copy of the letter that you sent to the residents notifying them of their results. If you create your own notification letter, be sure to include all of the wording in the enclosed template letter as this is EPA required language. A return envelope is enclosed for your convenience.

Please note that all enclosures are sent to the addressee of this letter. Persons receiving a copy (cc) of the letter do not receive any enclosures. It is the responsibility of the addressee to follow through with the requirements.

Your next round of lead/copper monitoring has been scheduled for June 2012. Sample bottles will be sent to you from a contract laboratory early in the monitoring period. The enclosed report should be placed in your records and a copy maintained on or near the water supply premises and available for public inspection for not less than ten (10) years.

If you have any questions, please contact me at 651/201-4674, or Lih-in Rezanian at 651/201-4661.

Sincerely,

  
for Pauline A. Wuoti  
Community Public Water Supply Unit  
Environmental Health Division  
P.O. Box 64975  
St. Paul, Minnesota 55164-0975

PAW  
Enclosures  
cc: Water Superintendent

Minnesota Department of Health  
List of Sampling Locations and First Draw  
For Lead/Copper Tap Water Monitoring

Sampling Period: 6/1/2009 - 9/30/2009

PWSID: 1170006

PWS Name: Windom

Detect Interim

90<sup>th</sup> Percentile Lead Level: < 2  
90<sup>th</sup> Percentile Copper Level: 1210

Samples Received: 20  
Samples Required: 20

| Site No. | Location (Site Address)      | Tier No. (1-4) | Plumbing Materials |    |       |       | Sample Results   |                    | Collected |
|----------|------------------------------|----------------|--------------------|----|-------|-------|------------------|--------------------|-----------|
|          |                              |                | LSL                | LP | CP/LS | Other | Lead 15.0 (µg/L) | Copper 1300 (µg/L) |           |
| 00001    | 641 18TH ST 56101            | 3              |                    |    | X     |       | < 2              | 70                 | 6/23/2009 |
| 00003    | 2410 RED LEAF CT 56101       | 1              |                    |    | X     |       | < 2              | 220                | 6/23/2009 |
| 00004    | 1220 DRAKE AVE 56101         | 1              |                    |    | X     |       | < 2              | 580                | 6/23/2009 |
| 00006    | 1250 DRAKE AVE 56101         | 1              |                    |    | X     |       | < 2              | 230                | 6/23/2009 |
| 00009    | 1235 DRAKE AVE 56101         | 1              |                    |    | X     |       | < 2              | 860                | 6/24/2009 |
| 00010    | 1225 DRAKE AVE 56101         | 1              |                    |    | X     |       | < 2              | 500                | 6/23/2009 |
| 00011    | 1024 LAKEVIEW 56101          | 3              |                    |    | X     |       | < 2              | 110                | 6/23/2009 |
| 00012    | 1655 17TH ST 56101           | 1              |                    |    | X     |       | < 2              | 1400               | 6/23/2009 |
| 00013    | 2215 WILLNOR 56101           | 1              |                    |    | X     |       | < 2              | 110                | 6/23/2009 |
| 00016    | 1890 NORTH RED LEAF CT 56101 | 1              |                    |    | X     |       | < 2              | 200                | 6/23/2009 |
| 00019    | 814 MINNIE SPETH 56101       | 1              |                    |    | X     |       | < 2              | 40                 | 6/23/2009 |
| 00020    | 650 21ST ST 56101            | 1              |                    |    | X     |       | < 2              | 1210               | 6/23/2009 |
| 00021    | 325 16TH ST 56101            | 1              |                    |    | X     |       | < 2              | 210                | 6/23/2009 |
| 00026    | 1875 NORTH RED LEAF CT 56101 | 1              |                    |    | X     |       | < 2              | 130                | 6/23/2009 |
| 00028    | 843 REDDING AVE 56101        | 3              |                    |    | X     |       | < 2              | 260                | 6/23/2009 |
| 00029    | 123 13TH ST 56101            | 3              |                    |    | X     |       | < 2              | 90                 | 6/23/2009 |
| 00032    | 1535 17TH ST 56101           | 1              |                    |    | X     |       | < 2              | 1230               | 6/23/2009 |
| 00034    | 760 WINNIW 56101             | 3              |                    |    | X     |       | < 2              | 1090               | 6/23/2009 |
| 00039    | 510 12TH ST 56101            | 1              |                    |    | X     |       | < 2              | 900                | 6/23/2009 |
| 00040    | 1129 5TH AVE 56101           | 1              | X                  |    |       |       | 4                | 730                | 6/23/2009 |



**Calculation of Normal Cost**

|                                    | 2009       | 2010       |           |
|------------------------------------|------------|------------|-----------|
| Total Active Member Liabilities    | 607,684    | 667,832    |           |
| Total Deferred Member Liabilities  | 105,838    | 105,838    |           |
| Total Unpaid Installments          | 0          | 0          |           |
| Grand Total Special Fund Liability | A. 713,522 | B. 773,670 |           |
| Normal Cost (Cell B minus Cell A)  |            |            | C. 60,148 |

**Projection of Net Assets for Year Ending December 31, 2009**

Special Fund Assets at December 31, 2008 (RF-08 ending assets) 1

Projected Income for 2009

State Fire Aid (2008 aid may be increased by up to 3.5%)  
 Municipal / Independent Fire Dept. Contributions  
 Interest / Dividends  
 Appreciation / (Depreciation)  
 Member Dues  
 Other Revenues

|    |        |
|----|--------|
| D. | 27,557 |
| E. | 5,000  |
| F. | 35,000 |
| G. | 40,000 |
| H. | 240    |
| L. |        |

Total Projected Income for 2009 (Add Lines D through I) 2

Projected Expenses for 2009

Service Pensions

Member Names:

|  |
|--|
|  |
|  |
|  |
|  |
|  |

J.

Other Benefits

Administrative Expenses

|    |       |
|----|-------|
| K. | 0     |
| L. | 2,500 |

Total Projected Expenses for 2009 (Add Lines J through L) 3

Projected Net Assets at December 31, 2009 (Add Lines 1 and 2, subtract Line 3) 4

**Projection of Surplus or (Deficit) as of December 31, 2009**

Projected Assets (Line 4)  
 2009 Accrued Liability (Page 4, cell A)  
 Surplus or (Deficit) (Line 5 minus Line 6)

|   |         |
|---|---------|
| 5 | 710,561 |
| 6 | 713,522 |
| 7 | (2,961) |

Calculation of Required Contribution

| Year Incurred | Deficit Information - Original |                                 | Deficit Information - Adjusted |                                 |                                |
|---------------|--------------------------------|---------------------------------|--------------------------------|---------------------------------|--------------------------------|
|               | Original Amount                | Amount Retired as of 12/31/2008 | Original Amount                | Amount Retired as of 12/31/2009 | Amount Left to Retire 1/1/2010 |
| 2000          |                                |                                 |                                |                                 |                                |
| 2001          |                                |                                 |                                |                                 |                                |
| 2002          |                                |                                 |                                |                                 |                                |
| 2003          |                                |                                 |                                |                                 |                                |
| 2004          |                                |                                 |                                |                                 |                                |
| 2005          |                                |                                 |                                |                                 |                                |
| 2006          |                                |                                 |                                |                                 |                                |
| 2007          |                                |                                 |                                |                                 |                                |
| 2008          |                                |                                 |                                |                                 |                                |
| 2009          |                                |                                 | 2,961                          |                                 | 2,961                          |
| Totals        |                                |                                 | 2,961                          |                                 | 2,961                          |

|   |                            |    |        |
|---|----------------------------|----|--------|
| Normal Cost (Page 4, cell C)  |                            | 8  | 60,148 |
| Projected Administrative Expense  | Enter 2008 Admin Exp here: | 9  | 2,366  |
| Amortization of Deficit (Total of Original Amount column x 0.10)                |                            | 10 | 296    |
| 10% of Surplus (Line 7 x 0.10)  |                            | 11 | 0      |
| State Fire Aid  |                            | 12 | 27,557 |
| Member Dues   |                            | 13 | 240    |
| 5% of Projected Assets at December 31, 2009 (Line 4 x 0.05)                     |                            | 14 | 35,528 |
| Required Contribution (Add Lines 8, 9 and 10, subtract Lines 11, 12, 13 and 14) |                            | 15 | (432)  |
| <b>No required contribution due in 2010.</b>                                    |                            |    |        |

This Schedule must be fully completed, certified by the relief association officers, forwarded to the municipal clerk/independent secretary on or before August 1, 2009 and submitted to the Office of the State Auditor to be eligible for state fire aid.

Officer Certification

We, the officers of the Windom Fire Relief Association, certify that this Schedule was prepared under Minn. Stat. § 69.772 and that the annual benefit level was established according to the average amount of available financing.

We further certify that based on the financial requirements of the Relief Association's Special Fund for the 2009 calendar year, the required 2010 contribution is \$0. If the bylaws of the Relief Association changed in 2009, we have attached a copy of the amendment or updated bylaws. We have also enclosed a copy of the municipal/board ratification of this amendment if required under Minn. Stat. § 69.772, subd. 6.

Signature of President: [Signature]  
Signature of Secretary: [Signature]  
Signature of Treasurer: [Signature]

NESTOR PALM Name Date 8-25-09  
TODD JANSSEN Name Date 8-25-09  
MIKE HAUGEN Name Date 8-25-09

Municipal Clerk / Independent Secretary Certification

I am the municipal clerk of The City of Windom / secretary of the Windom Fire Relief Association, an independent nonprofit fire fighting corporation. I received on 8-27-09, the completed Schedule from the Windom Fire Relief Association.

I have reviewed Line 15 of the Schedule. If Line 15 shows a required contribution, I certify that I will advise the governing municipal body or the independent nonprofit fire fighting corporation of any required contribution at its next regularly scheduled meeting.

Signature of Municipal Clerk/Secretary of independent nonprofit fire fighting corporation: [Signature]

STEVE NASBY Name Date 8-27-09

(507) 831-6129 Business Telephone

Please provide the telephone numbers for the work location(s) at which you conduct relief association business. THIS INFORMATION IS PUBLIC; IT WILL BE AVAILABLE TO ANYONE ON REQUEST.

Please retain a copy of the Schedule for your records, upload the form to the Office of the State Auditor's website, and submit the signature page to: Office of the State Auditor, Pension Division, 525 Park Street, Suite 500, Saint Paul, MN 55103. Fax: 651-282-5298. Telephone: 651-282-6110.

**City of Windom  
Park & Recreation Commission**

**Date:** 8/27/09  
**To:** Mayor Kirby Kruse and City Council  
**From:** Bruce Caldwell Park Superintendent  
**Re:** 2009 CIP Fund Recommendation to Purchase Park Department  
Fencing, Playground Equipment and Equipment Attachments for  
Ball Field Infield Groomer  
**Attachment:** Recommendation from Park Commission, Price Quotes MTI, AJ  
Henry Fence Co. Clearwater Recreation.

**Windom Recreational Park**

Completion of all out field Fencing at the Lincoln Wacker baseball field  
Quote From; Al Henry Fence Co. LLC St. Peter Mn                      Total **\$6,387.92**  
Freight & Tax Included

**Witt Park**

Elephant Play Single Mast Net 10' Feet High  
Tee-Pee Style center pole climbing cargo net  
Model No.# ECN1000SM  
Quote From; Clearwater Recreation Waconia, Mn                      Total **\$15,363.00**  
Freight & Tax Included

This structure would replace the old metal jungle gym climber

**MTI**

Attachments for ball field infield Toro Groomer                      Total **\$3,573.83**  
(The city received a Toro infield groomer from the Windom School District without attachments. Our city mechanic overhauled and repaired the unit we received the school. The school replaced this older unit with a newer model but all the attachments on the old groomer were put on their new one. Previously city staff used our Toro Workman to groom the infields but due to other jobs that we need to use the workman on the Toro infield groomer is needed and it would do a better job on the infields than the workman).

**All Total            \$25,324.75**

**Note:**

As of 5/6/09 the Park Department CIP account had a total of \$41,683.07.  
Balance after the above expenditures in CIP account \$16,358.32. Attempts to get additional funding from outside sources failed.  
Although this was not discussed with the park commission the balance could possibly be used to help purchase a new Toro mower in 2010 if so all the moneys in the CIP account would be gone.

# A J Henry Fence Co. LLC

Phone: 507-246-5855

35674 County Road 63  
St. Peter, MN 56082

Fax: 507-246-5857

To: City of Windom Date: 8/27/09  
P.O. Box 38 Re: 4' high fence materials requote  
Windom, MN 56101 Contact: Bruce Caldwell Fax # 507831-6157

Material Only  F.O.B. Windom Ship Date 1 wk Frt Prepaid  Collect   
 Installed  Post Spacing 10 ft max Concrete: \_\_\_\_\_ Footings: 4' driven  
 Fabric: 9 ga Height: 4 ft Coating: G A W Salvage: K & K Fittings: Ind galv steel  
 Line Post: 2" od ss-30 Top Rail: 1-5/8" ss-30 Middle: na Bottom: na Barb Wire  Yes  No

| Quantity | Description   | Price  |                 |
|----------|---|--------|-----------------|
|          |   | Unit   | Extension       |
| 675      | Lineal feet of 4' high chain link fabric, rails, post, and fittings complete<br>3 ea 3" od ss-30 galvanized pipe end and pull post with fittings. | 5.56   | 3,753.00        |
| 400      | Lineal feet of 4' high chain link fabric, rails, post, and fittings complete<br>2 ea 3" od ss-30 galvanized pipe end post with fittings           | 5.56   | 2,224.00        |
|          | sales tax   | 6.875% | 410.92          |
|          | <b>Materials freight and sales tax Total</b>  |        | <b>6,387.92</b> |

Notes:

This offer expires 15 days from the date appearing at the top of this sheet. This offer may be accepted ONLY by signing and returning a copy of this offer to the seller's office. Acceptance is limited to the terms contained herein only. Upon acceptance this shall constitute a binding contract. Payment terms: Net cash upon receipt of invoice or as otherwise stated herein. The above offer is accepted:

\_\_\_\_\_  
(Full Company Name)  
By: \_\_\_\_\_  
Date: \_\_\_\_\_

A J Henry Fence Co. LLC  
By: *Al Henry*

# PROPOSAL

TO: Park & Recreation Dept.  
 80 Co. Rd. 26  
 Windom, Mn. 56101

ATTN: Bruce Caldwell  
 PHONE: 507-831-6137  
 FAX: 507-831-6127  
 DATE: 06/30/09  
 PROJECT:

FROM: Clearwater Recreation  
 329 East Lake Street  
 Waconia, Mn. 55387

PHONE: 952-442-1820  
 FAX: 952-442-4439  
 REFERENCE:  
 TERMS: Net 30 days

| QUANTITY   | DESCRIPTION   | PRICE EACH   | TOTAL              |
|--|---|--------------|--------------------|
| 1  | ECN1300SM Single Mast Net 13' Height<br>Minimum Area 32' x 32'                              |              | \$14,575           |
| 1  | ECN3000SM Single Mast Net 20' Height<br>Minimum Area 43' x 43'                              |              | \$21,052           |
| 1  | ECN1000SM Single Mast Net 10' Height<br>Minimum Area 27' x 27'<br><br>Mfg. By Elephant Play |              | \$13,495           |
| <p><i>NOTE: This quotation is valid for 30 days.<br/>           Please call for confirmation after that date.<br/>           Prices are NOT based on prevailing wages.</i></p> |   | SUBTOTAL     |                    |
|  |   | SALES TAX    | Add                |
|  |   | FREIGHT      | \$1,868            |
|  |   | INSTALLATION | Not Included       |
|  |   | <b>TOTAL</b> | <b>\$15,363.00</b> |

**Do you need a 24-hour call prior to delivery notice?    Yes    No**

**DISCLAIMER FOR UNKNOWN CONDITIONS:** The following disclaimer applies only when installation is quoted.  
 This quotation is based on the area being free of all debris such as, but not limited to the following: \*Concrete footings or blocks of any type. \*Bedrock or rocky conditions of any type. \*Tree stumps, trees, cans, bottles, metal or any other debris. \*Utilities requiring any holes to be dug by hand. \*If area is not accessible to a bobcat and other equipment necessary for installation. \*If water exists in site area or footings after they are dug. \*Or any other unknown conditions not listed or visible.

FOB Factory  
 Shipment approx. after receipt of order.

Signed by:

\_\_\_\_\_  
 Bill Livingston



PHONE: 763-592-5600  
FAX: 763-592-5700  
TOLL FREE: 800-362-3665  
FAX: 800-362-5444  
WEB: [mtidistributing.com](http://mtidistributing.com)

4830 AZELIA AVENUE NORTH, SUITE 100  
BROOKLYN CENTER, MN 55429

August 27, 2009

Quote Number T6-2009-012

City of Windom  
Attn: Bruce Caldwell  
Co Rd 26, Bldg #80  
Windom, MN 56101

[winst@windomnet.com](mailto:winst@windomnet.com)

Dear Bruce: We are pleased to quote you on the following equipment.

| <b>PRODUCT DESCRIPTION<br/>(2009 GSA pricing – GS-06F-0012R)</b>   | <b>QUOTE</b>      |
|--|-------------------|
| <b>- New Toro Tooth Rake with Mount Kit</b><br>For Sand Pro 14 (Model 08880)   | <b>\$1,356.83</b> |
| <b>- New Rahn Groomer with Heavy Duty and Springtine Scarifier</b><br>For Sand Pro 14 (Model 08880) Includes hitch, lift system,<br>Mount bracket, Broom, and Hardware (non-GSA pricing) | <b>\$2,217.00</b> |

*This quote is valid for 30 days. This quote includes initial setup, service, tax, and delivery.  
New Toro equipment comes with 2 year manufacturer's warranty.*

Thank you for the opportunity to submit this quote. If you have any questions, please call Joe at 763-592-5649 or call Jeremy at 612-877-0847 and we will be happy to help you in any way possible.

Sincerely,

**Joe Buege**

Jeremy Stafne, Joe Buege  
Sales Representatives, Southwest Minnesota



**PARK AND RECREATION COMMISSION MEETING  
MINUTES JULY 13, 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 & Jeff LaCanne

Commission Absent: Angie Blanshan

City Staff Present: Recreation Director Al Baloun & Park Director  
Bruce Caldwell

Council Liaisons: Corey Maricle

Public: Phillip Symens

Approve Agenda

**Motion by Clark, seconded by Zimmerman to approve agenda**

**Motion Carried 3-0**

3. Approve Minutes, June 8, 2009

**Motion by Clark, seconded by Zimmerman**

**Motion Carried 3-0**

4. Phillip Symens Eagle Scout Project Mayflower Park Request

Phillip is working on his Eagle Scout badge and he would like to construct nine disk golf disk holders for each of the tees and our course in the Mayflower Park. He had a display model to show how they would work. In disk golf competitors will have the option to throw several different size disks depending on how far they are from the basket similar to the different clubs used in golf at the county club. There wouldn't be any cost to the city and he would take care of the installation.

**Motion by Clark, seconded by LaCanne to permit Mr. Symens to move forward with this Eagle Scout project in the Mayflower Park.**

**Motion Carried 3-0**

5. Park Superintendent-Bruce Caldwell

1. a. CIP Expenditure Request; Outfield Fencing for Lincoln Wacker Field in the WRA. Cost \$3987.00.

b. New Playground Equipment Witt Park to replace the old outdated Jungle Jim. Cost \$16,290.78

c. Equipment Purchase; Attachments for the Toro infield groomer from MTI. Cost \$3806.12

Total CIP Funding Needed for the above items \$24,083.90 plus freight for Toro items. We currently have \$41,683.07 in the CIP account. Balance in the account after purchases if approved \$17,599.17 which could be used to purchase a new mower in 2010 or 2011.

Caldwell said he has heard there could be a possibility of a non-profit organization helping on the costs for the ball field fencing. Clark stated that we should get quotes to complete all the fencing on the Lincoln Wacker field then all the WRA ball fields will be finished with fencing. Caldwell said he will contact the fencing company and get numbers and also get in touch with a group representative to see if they would be interested in helping with financing.

Continued Page 2

**Motion by Clark, seconded by Zimmerman recommendation is to approve expenditure for all the items listed above (a, b & c) by using our CIP account but if we would receive additional funding from an outside source for some or all the fencing then the commission recommendation is to complete all the fencing at the WRA and the remainder items would be paid out of the CIP account.**

**Motion Carried 3-0**

2. 2010 Park Department Budget Review and Recommendations;

Caldwell stated that it will be extremely difficult to make much for reductions for the 2010 budget. He also stated that he will need to hire at least one part time seasonal person to help keep up with mowing and trim work in the parks next season. Those items are taking up to much of the street department staffs time. The goal is to try and reduce 7.5% of the 2009 budget for 2010. Caldwell did state that the department has been able to reduce the amount of irrigation at the WRA due to the good rains the past few weeks which will help tremendously at years end. Caldwell submitted a preliminary budget to the commission but stated he will have to make more reductions prior to budget meetings in August.

6. Recreation Director's Report- Al Baloun

a. 2010 Budget Discussion- Baloun stated that he needs to either cut or increase revenue for next year. City Hall set a goal of 7.5% or \$27,000 deduction for the Arena, \$7000 for the Pool and \$3000 for the recreation department budgets. Baloun said later in this meeting he will talk about some ideas he has to make up some of the shortfall for the Arena and he will be working on the other items within the next few weeks.

b. Summer Recreation Programs Playoffs will be held the week of July 20<sup>th</sup> at the WRA. Baloun also stated that due to a small turnout for the girls K-3 softball league some girls have been playing in the T-ball program. It was decided that if the number of participants in the girls K-3 softball don't increase then that program will have to be eliminated.

Hershey's track tournament has been completed with 15 area youth moving forward to the district finals. The coaches did a great job this year and they will be returning to help out next year.

Adult Co-Ed Sand Volleyball will have their playoffs August 10<sup>th</sup> & 11<sup>th</sup>.

30/60 League Tournament will be held at the WRA on July 18<sup>th</sup> with 10 teams participating.

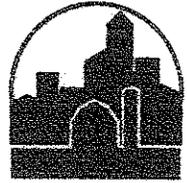
c. Cook Out The annual cook out fund raiser will be held on Tuesday July 21<sup>st</sup> from 4:30-6:30 pm. at the WRA concession building. This is during the recreation playoffs. Baloun asked for volunteers' to help with the concessions and if possible it would be great if they could should show up around 4:00 pm. to help setup otherwise if they can come later in the afternoon that would be fine. The commission also agreed with Baloun that any profits from the fund raiser cookout should be ear marked for the purchase of a new freezer for the concession stand at the WRA.

d. Ice Rates Baloun discussed the budget reduction issues for the Arena and he needs to either cut back on services or raise revenue by either increasing all rates or increasing the amount of rental hours for the all the user groups.



# WINDOM POLICE DEPARTMENT

444 9th St., P. O. Box 38  
Windom, MN 56101  
(507) 831-6134  
Fax: (507) 831-1957



**Jeffrey A. Shirkey, Chief**

---

DATE: August 19, 2009

TO: Street Superintendent Bruce Caldwell

FROM: Chief Jeffrey Shirkey

SUBJECT: Lakeview Petition for Signs...

I do not see any problems with leaving the "No Trucks" and the "Watch for Children" signs, in place on Lakeview Avenue permanently, after the Hwy. 60 detour is finished.

I would like to see a written notice, go to Toro, Windom Ready Mix and any other businesses in town that (petition parties know that are using this route) might be using that route, so they can not say that they were not informed of the new signs.

Also, just an FYI, this will be hard to take care of / enforce, unless we are there and see it happening.

Jeffrey A. Shirkey, Chief  
Windom Police Department



## Reasons For Petition

1. **SAFETY** – of the children and residents of Lakeview Avenue as well as for the casual users including walkers, bikers and other drivers.
2. No alley behind homes on either side of Lakeview Avenue
3. No sidewalks on either side for walkers or children
4. Mostly single car garages on both sides requiring significant on-street parking
5. Curbside mailboxes on west side only.
6. Home Day Care facility
7. Limited school bus stops
8. Many elderly residents
9. Many child residents
10. Lakeview is a convenient - and already well-traveled - route to:
  - .....Community Center (for daily Senior Dining, elections, weddings, gun shows and other large gatherings
  - .....Kastle Kingdom
  - .....Tegels Park
  - .....Cottonwood Lake
  - .....Soft ball fields
  - .....Soccer field
  - .....Skateboard Park
  - .....Snow sliding area
  - .....Walking trails
11. Regularly used for funeral processions to Lakeview Cemetery
12. Increased and unnecessary danger of truck / tour bus / farm machinery traffic due to their
  - ....Size
  - .....Weight
  - .....Limited maneuverability
  - .....Wide turns
13. Other routes designed for heavy traffic in non-residential areas are available.
14. "No Trucks" signs are already displayed in several other areas of Windom
  - Nearest one about 1 block north of Lakeview Avenue past Community Center

Please note: We have no objection to utility or delivery trucks with specific destination on or near Lakeview Avenue.

To the Windom City Council: Lakeview Avenue Petition, August 17, 2009

We, the undersigned residents of Lakeview Avenue in Windom, Minnesota, hereby petition the Windom City Council to take whatever action is necessary to assure that the "No Trucks" and "Watch For Children" signs posted this summer at either end of Lakeview Avenue for the duration of the Highway 60 detour remain in place permanently and enforced appropriately for the safety of the children and residents of Lakeview Avenue as well as for the casual users including walkers, bikers and other drivers.

Page 1

|    |                                     |    |                   |
|----|-------------------------------------|----|-------------------|
| 1  | Harry Hartman<br>1114 LAKEVIEW AVE. | 16 | Keith York        |
| 2  | Carol S Hartman<br>831-4235         | 17 | Ben & Jerilyn Ben |
| 3  | Leanne Peters                       | 18 | Ethan Hunt        |
| 4  | Lorraine Miller                     | 19 | Raguel Rays       |
| 5  | Larry Libra                         | 20 | Ken Rose          |
| 6  | Shirley Libra                       | 21 | Lin Rose          |
| 7  | Jayl Ray                            | 22 | Cileen Aies       |
| 8  | Jayl Wood                           | 23 | Glorie Rehelt     |
| 9  | Darlene Wood                        | 24 | Elaine Larson     |
| 10 | Christine Sommer                    | 25 | Lo Roy Larson     |
| 11 | Peggy Strada                        | 26 | Billy Nephoch     |
| 12 | Karen Naomi Davis                   | 27 | Field Minevo      |
| 13 | Steve Miksch                        | 28 | GARY RENEWAL      |
| 14 | Ron Volkm                           | 29 | RANDY BRINK       |
| 15 | Keith York                          | 30 | DIANNE BRINK      |

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Page 2

|    |                 |    |                     |
|----|-----------------|----|---------------------|
| 31 | Don Myers       | 46 | Judi Madson         |
| 32 | Maria Myers     | 47 | Pat Malcom          |
| 33 | Wayne Carlson   | 48 | Dorothy Doerflinger |
| 34 | Linda Carlson   | 49 | Wana Comala         |
| 35 | Bob Carlson     | 50 | Jason Hasselbroek   |
| 36 | Ruby Wilson     | 51 | J. H.               |
| 37 | Jeff Ann        | 52 | Sam Gott            |
| 38 | Janice          | 53 | Frank               |
| 39 | Heather Weber   | 54 | Ann Knapik          |
| 40 | Jay Weber       | 55 | Keith Herdick       |
| 41 | Branca Calderon | 56 | Opel Hayes          |
| 42 | Michelle Wong   | 57 | Melvin King         |
| 43 | Don Herdick     | 58 | Betty M. King       |
| 44 | Al Mitchell     | 59 | John King           |
| 45 | Alison Mitchell | 60 | Mary Jeffrey        |

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Child Signatures

|    |                  |    |  |
|----|------------------|----|--|
| 1  | Courtney Jensen  | 16 |  |
| 2  | Elizabeth Martin | 17 |  |
| 3  | Elizabeth Weber  | 18 |  |
| 4  | Nathanael Weber  | 19 |  |
| 5  | Rebecca Hacker   | 20 |  |
| 6  | Michaela Hacker  | 21 |  |
| 7  | Heidi Hocker     | 22 |  |
| 8  | Trista Hacker    | 23 |  |
| 9  |                  | 24 |  |
| 10 |                  | 25 |  |
| 11 |                  | 26 |  |
| 12 |                  | 27 |  |
| 13 |                  | 28 |  |
| 14 |                  | 29 |  |
| 15 |                  | 30 |  |

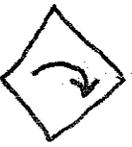
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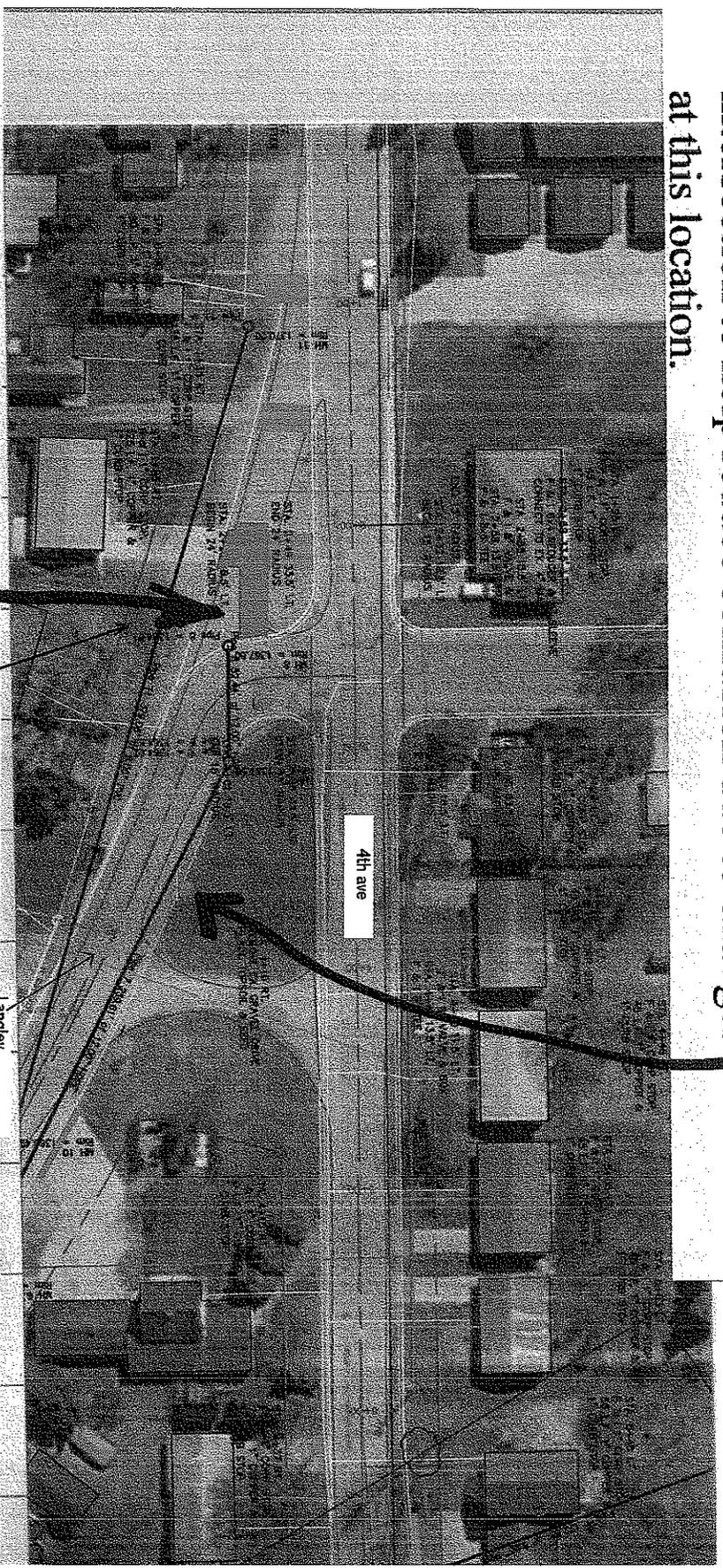
Page 3

|    |                    |    |  |
|----|--------------------|----|--|
| 61 | Denise Nepp        | 76 |  |
| 62 | Christy Nepp       | 77 |  |
| 63 | Nancy Stork        | 78 |  |
| 64 | Donald L. Edler    | 79 |  |
| 65 | Terrian Martin     | 80 |  |
| 66 | Melvin W. Duchesne | 81 |  |
| 67 | John Duchesne      | 82 |  |
| 68 | Rita Fischer       | 83 |  |
| 69 | Tom Fischer        | 84 |  |
| 70 | Gita Shamp         | 85 |  |
| 71 |                    | 86 |  |
| 72 |                    | 87 |  |
| 73 |                    | 88 |  |
| 74 |                    | 89 |  |
| 75 |                    | 90 |  |

# 8/18/09 Street Committee Meeting Proposal



Install **Curve Arrow Sign** for west bound traffic on Langley 125 feet before the 4<sup>th</sup> ave intersection to help reduce confusion due to changes at this location.



Red Line is Existing Road Right of Way

Langley

**7/10/09 Color Purple Driveway Change Approved by Street Committee Oltmann and City Properties.**

# DRAFT

## FLOOR SPACE, POWER AND DARK FIBER AGREEMENT

This Agreement made and entered into this \_\_\_\_ day of September, 2009, by and between the City of Windom (“Windom”), a municipal corporation, and South Dakota Network, LLC, a South Dakota limited liability company (“SDN”) (hereinafter referred to as a “Party” or “Parties” as context permits).

The Parties hereby agree as follows:

1. Windom leases to SDN two (2) 7 foot by 23 inch racks in a structure owned by Windom located at 443 10<sup>th</sup> Street, Windom, MN 56101 (“Leased Space”), subject to the following:
  - a. The lease payment shall be a monthly payment of \$700 per rack per month, the first month’s payment due and payable on the first day of the month after the date of the signing of this Agreement.
  - b. The term of the lease shall be for a period of twenty (20) years from the date of the signing of this Agreement.
  - c. SDN may wish to expand to additional, adjacent racks or adjacent rack space during the term of this Agreement. Windom will provide thirty (30) days notice to SDN before it leases or otherwise utilizes adjacent racks or adjacent rack space to allow SDN to lease such additional racks or rack space at the price stated in subparagraph a to this paragraph before it is leased to or utilized by Windom or third parties.
  - d. Windom will provide two (2) conduits within the building that allows SDN to have a diverse fiber optic cable entrance to and exit from the building.
  - e. Windom leases to SDN access to and the use of fiber optic cable facilities as described in Addendum 1 to this Agreement.
2. SDN will utilize the Leased Space to house equipment necessary to provide telecommunications services and to establish a point of presence in Windom. SDN agrees not to perform any work which alters the building or the Leased Space (e.g. drilling of holes, etc.) without the prior written approval of Windom, which approval will not be unreasonably withheld. Windom will contract for and supervise any initial alterations to the Leased Space necessary for its use by SDN and the provisioning of electrical service and cable access conduits in an amount not to exceed \$2,000. SDN will reimburse Windom for the materials and labor costs incurred upon to the presentation of invoices detailing the cost breakdown for labor and materials.
3. SDN agrees to maintain Workers’ Compensation insurance on any employee who does work or performs any maintenance on the Leased Space, and to further maintain general liability insurance in an amount not less than \$1,000,000. Upon request SDN shall provide current proof of the required insurance coverage to Windom. SDN agrees to add Windom as an additional insured on its insurance coverage.

# DRAFT

4. All work performed by SDN or its contractors shall be in accordance with all applicable building and electrical codes.
5. Windom shall provide to SDN twenty-four (24) hour access to the Leased Space. Windom shall provide all utilities necessary for SDN to operate and maintain its equipment and facilities in the Leased Space, to include but not limited to , commercial power including two (2) redundant -48 VDC power feeds and a duplex 110 VAC outlet. The 110 VAC outlet will be supported by uninterruptible power. The -48VDC power feeds will have battery backup of minimum of eight (8) hours. Both services will be supported for the entire term of this Agreement and will be backed up by a generator capable of handling the entire load. The 110 VAC outlet shall be connected to a dedicated 15 amp circuit breaker and the -48 VDC power leads shall be on separate circuit breakers and supply at least 100 amps A and 100 amps B of current to each rack. Windom shall also provide an intermediate ground bar (IGB) for SDN's use. The IGB shall not have more than 0.0005 ohms resistance to the master ground bar.
6. Throughout the Term, Windom will provide dark fiber, Cat 5/6 and DS3 interconnection cables between SDN's racks within the Leased Space and the telecommunications equipment of third parties located elsewhere within the building at prices mutually agreed to in writing. If it is necessary to install new conduit or fiber within the building to accommodate SDN's request to interconnect with a third party located elsewhere within the building, SDN will pay all reasonable costs of such conduit and fiber/cable installation.
7. SDN shall be responsible, at its sole cost and expense, for any and all repairs, maintenance or adjustments to its equipment. Windom shall provide at least two (2) weeks advance notice to SDN before performing any work within the building or to the dark fibers provided under this Agreement that could reasonably be expected to affect the operation of SDN's equipment in the Leased Space or SDN's use of the dark fibers provided hereunder.
8. Windom agrees that it can provide maintenance services (collectively, "Maintenance") to SDN for the repair, testing and maintenance of the SDN's equipment and facilities within the building and the Windom municipal boundaries and immediately surrounding area; which services are to be provided only at SDN's written request pursuant to the description and additional defined payments specified in Addendum 1 to this Agreement.
9. Each Party agrees to indemnify and hold the other Party harmless from all claims of third parties arising out of or resulting from that Party's negligence or willful misconduct.
10. A Party shall not assign this Agreement to any other entity or party without the express written consent of the other Party. However, either Party shall have the right to assign, convey or otherwise transfer its rights, title, interest and obligations under this Agreement, in whole or in part, to any entity controlled by, controlling or under common control of the Party, or any entity into which the Party may be merged or consolidated or which purchases all or substantially all of the assets of the Party and who agrees in writing to accept and comply with the terms of this Agreement.

# DRAFT

11. Either Party may terminate this Agreement due to a material breach of this Agreement by the other Party, provided: (a) the nondefaulting Party provides the defaulting Party with written notice of such breach, and (b) the defaulting Party fails to cure such breach within thirty (30) days of its receipt of such notice. The Parties agree that in the event Windom sells or otherwise disposes of its ownership of the building in which the Leased Space is located, Windom will provide at least ninety (90) days notice of the sale or change of ownership and work with the new owner to have it accept and comply with the terms of this Agreement. If SDN cannot remain in the Leased Space, Windom will provide written notice of the date by which SDN will be required to vacate the Leased Space, refund to SDN on a prorated basis any amounts already paid for the remaining portion of the then existing term and reimburse SDN for fifty percent (50%) of the reasonable expenses, not to exceed \$15,000, incurred by SDN for relocating its facilities and equipment from the Leased Space.

12. Windom shall be responsible for all real estate taxes and any similar assessment on the Leased Space.

**City of Windom**

**South Dakota Network, LLC**

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

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

Mark Shlanta  
CEO

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

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

# DRAFT

## ADDENDUM NO. 1

### Fiber Optic Facilities Lease

This Addendum is attached to and is specifically made a part of the Agreement between the Parties indicated by the signatures below. The defined terms in the Agreement remain the same for the Addendum. The Effective Date of this Addendum is the Effective Date of the Agreement. The Addendum describes the Services, the term of the Addendum, the prices for the Services, and any other service specific terms and conditions.

**1. Services Description:**      a.      Dark Fiber Facilities. Windom will provide SDN access to and the use of dark fiber strands between the Leased Space, Windom's cross-connect facilities in 443 10th Street, Windom, MN 56101 ("Building Facilities"), and designated nonresidential customers or other points of interconnection within the Windom network as agreed to in Exhibit A to this Addendum. Windom shall perform all fiber splicing and terminate all fiber endings at Windom's expense. SDN shall perform all other physical work with respect to connecting Windom's fiber pairs to SDN's fiber terminals at SDN's expense.

   b.      Maintenance. Windom shall retain or employ, at Windom's sole expense, at least one (1) trained technician who is available to perform the Maintenance. Within two (2) hours of notification to Windom by its alarm reporting system or by SDN of a service outage or equipment failure, trained personnel and test equipment shall be dispatched to the location where the service outage or equipment failure has occurred. In the event of an equipment failure of out-of-service condition, Windom shall regularly and continuously inform SDN of the repair status, the progress of restoration, the estimated time remaining until the restoration of service, and all other significant information concerning service restoration. SDN shall reimburse Windom for Windom's costs and expenses for all labor and materials (excluding equipment) used by Windom in restoring service and which Windom was required to incur in the direct performance of the Maintenance. SDN agrees that payment to Windom for the provision of Services shall be made within thirty (30) days of receiving an invoice for the Maintenance.

**2. Services Term.**      The term for the Services in this Addendum is the same as the term in the customer agreement for which the dark fiber strands are provided. When Services are ordered under this Addendum, the term of the customer agreement will be included in the order.

# DRAFT

**3. Services Pricing.** If the staked route for the dark fiber is less than a mile on any segment (e.g. 0.5 miles or 1.5 miles), the per mile per month price will be prorated and rounded up to the nearest one-tenth mile:

a. Dark Fiber

Dark Fiber per fiber \$100 per route mile per month

b. Maintenance Labor Schedule\*

|                    |   |                              |
|--------------------|---|------------------------------|
| Network Technician | - | \$ 75.00 / Hr (Regular Time) |
| Network Technician | - | \$112.50 / Hr (Overtime)     |

**City of Windom**

**South Dakota Network, LLC**

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

By: \_\_\_\_\_  
Mark Shlanta  
CEO

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

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

\* Maintenance Labor Schedule shall be adjusted annually according to increases in the Consumer Price Index (CPI).



Addendum 1  
28-Aug-09

| Business Name               | Address             | Windom | Additional Information             |
|-----------------------------|---------------------|--------|------------------------------------|
| Sanford Medical Clinic      | 591 - 2nd Avenue N  | Windom |                                    |
| Windom Area Hospital        | 2150 Hospital Drive | Windom |                                    |
| Avera United Medical Clinic | 820 - 2nd Avenue    | Windom |                                    |
| Quest CO Building           |                     | Windom | Street side access only            |
| Alltel Cell tower           |                     | Windom | South of 10th st @ west of 5th Ave |
| Verizon tower               | 867 1st Avenue      | Windom |                                    |
| Zayo hut by the highschool  | 1400 17th street    | Windom |                                    |

# RESOLUTION #2009-

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 2010, upon the taxable property in said City of Windom for the following purposes:

| Levy Purpose       | Levy After<br>all Aids<br>and Reserves |
|--------------------|--|
| General            |  |
| Special Revenue    |  |
| Capital Outlay     |  |
| Debt Service       |  |
| PERA Rate Increase |  |
| LGA Recapture      |  |
| <b>TOTALS</b>      | <b>\$1,731,338.00</b>                  |

**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 1<sup>st</sup> day of September, 2009.

---

Kirby G. Kruse, Mayor

Attest:

---

Steven Nasby, City Administrator

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

| Department           | Vendor Name          | Description              | Amount     |
|----------------------|----------------------|--------------------------|------------|
| CITY OFFICE          | PAMIDA               | SUPPLIES                 | 9.61       |
|                      |                      | Total for Department 103 | 9.61*      |
| P & Z / BUILDING OFF | MIDWEST WIRELESS     | TELEPHONE                | 33.79      |
|                      |                      | Total for Department 106 | 33.79*     |
| POLICE               | UNICEL               | TELEPHONE                | 291.08     |
|                      |                      | Total for Department 120 | 291.08*    |
| STREET               | MN ENERGY RESOURCES  | HEATING                  | 32.94      |
|                      |                      | Total for Department 140 | 32.94*     |
| HEALTH & SANITATION  | NEAL GRUNEWALD       | COMPOST SITE MANAGER     | 160.00     |
|                      |                      | Total for Department 145 | 160.00*    |
| RECREATION           | HARDEES              | MERCHANDISE              | 200.00     |
| RECREATION           | A H HERMEL CANDY & T | MERCHANDISE              | 122.96     |
|                      |                      | Total for Department 150 | 322.96*    |
|                      |                      | Total for Fund 01        | 850.38*    |
|                      | WENCK ASSOCIATES, IN | AIRPORT PROJ 09          | 37,984.01  |
|                      |                      | Total for Department     | 37,984.01* |
|                      |                      | Total for Fund 11        | 37,984.01* |
| POOL                 | A H HERMEL CANDY & T | MERCHANDISE              | 417.69     |
| POOL                 | PAMIDA               | SUPPLIES                 | 144.97     |
| POOL                 | MN ENERGY RESOURCES  | HEATING                  | 1,435.29   |
|                      |                      | Total for Department 175 | 1,997.95*  |
|                      |                      | Total for Fund 12        | 1,997.95*  |
| AMBULANCE            | EAGLES CLUB          | EMT PICNIC SUPPLIES      | 98.82      |
| AMBULANCE            | LEWIS FAMILY DRUG #5 | SUPPLIES                 | 273.90     |
| AMBULANCE            | LONDA POSHEIM        | EMT PICNIC EXPENSE       | 72.33      |
|                      |                      | Total for Department 176 | 445.05*    |
|                      |                      | Total for Fund 13        | 445.05*    |
| MULTI-PURPOSE BUILDI | BRAD BUSSA           | PETTY CASH               | 17.00      |
|                      |                      | Total for Department 177 | 17.00*     |
|                      |                      | Total for Fund 14        | 17.00*     |
| LIQUOR               | BEVERAGE WHOLESALERS | MERCHANDISE              | 188.75     |
| LIQUOR               | COCA-COLA BOTTLING C | MERCHANDISE              | 280.90     |
| LIQUOR               | COLLINS BROTHERS, IN | MERCHANDISE              | 341.50     |
| LIQUOR               | WIRTZ BEVERAGE MN WI | MERCHANDISE              | 359.75     |
| LIQUOR               | HAGEN DISTRIBUTING   | MERCHANDISE              | 4,709.60   |
| LIQUOR               | A H HERMEL CANDY & T | MERCHANDISE              | 353.95     |

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

| Department           | Vendor Name          | Description              | Amount      |
|----------------------|----------------------|--------------------------|-------------|
| LIQUOR               | JOHNSON BROS.        | MERCHANDISE              | 1,151.11    |
| LIQUOR               | QUALITY WINE SPIRITS | MERCHANDISE              | 7,123.05    |
|                      |                      | Total for Department 180 | 14,508.61*  |
|                      |                      | Total for Fund 60        | 14,508.61*  |
| WATER                | H P SUDS             | BILLING CONTRACT SERVICE | 138.75      |
|                      |                      | Total for Department 181 | 138.75*     |
|                      |                      | Total for Fund 61        | 138.75*     |
| ELECTRIC             | CENTRAL MINNESOTA MU | CIP SERVICES ASSESSMENT  | 3,509.00    |
| ELECTRIC             | CENTRAL MINNESOTA MU | ECO @ HOME SUBSCRIPTION  | 2,824.00    |
| ELECTRIC             | CENTRAL MINNESOTA MU | POWER COST               | 187,230.16  |
| ELECTRIC             | MARV GRUNIG          | EXPENSE                  | 34.10       |
| ELECTRIC             | H P SUDS             | BILLING CONTRACT SERVICE | 138.75      |
|                      |                      | Total for Department 182 | 193,736.01* |
|                      |                      | Total for Fund 62        | 193,736.01* |
|                      | WENCK ASSOCIATES, IN | SYKORA SW PROJECT        | 670.00      |
|                      |                      | Total for Department     | 670.00*     |
| SEWER                | H P SUDS             | BILLING CONTRACT SERVICE | 138.75      |
| SEWER                | MN ENERGY RESOURCES  | HEATING                  | 44.31       |
|                      |                      | Total for Department 183 | 183.06*     |
|                      |                      | Total for Fund 63        | 853.06*     |
| ARENA                | MIDWEST WIRELESS     | TELEPHONE                | 83.39       |
|                      |                      | Total for Department 184 | 83.39*      |
|                      |                      | Total for Fund 64        | 83.39*      |
| ECONOMIC DEVELOPMENT | MIDWEST WIRELESS     | TELEPHONE                | 47.51       |
| ECONOMIC DEVELOPMENT | MN ENERGY RESOURCES  | HEATING                  | 9.60        |
|                      |                      | Total for Department 187 | 57.11*      |
|                      |                      | Total for Fund 67        | 57.11*      |
| TELECOMMUNICATIONS   | H P SUDS             | BILLING CONTRACT SERVICE | 416.25      |
| TELECOMMUNICATIONS   | MN ENERGY RESOURCES  | HEATING                  | 12.83       |
|                      |                      | Total for Department 199 | 429.08*     |
|                      |                      | Total for Fund 69        | 429.08*     |
|                      | MN BENEFIT ASSOCIATI | INSURANCE                | 114.18      |
|                      |                      | Total for Department     | 114.18*     |
|                      |                      | Total for Fund 70        | 114.18*     |

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

| Department  | Vendor Name | Description | Amount      |
|-------------|-------------|-------------|-------------|
| Grand Total |             |             | 251,214.58* |

CITY OF WINDOM  
FM Entry - Invoice Payment - Department Report

| Department           | Vendor Name              | Description              | Amount  |
|----------------------|--------------------------|--------------------------|---------|
| CITY OFFICE          | SUNSHINE FOODS           | SUPPLIES                 | 53.84   |
| CITY OFFICE          | SELECTACCOUNT            | ADM FEE                  | 84.18   |
|                      | Total for Department 103 |                          | 138.02* |
| P & Z / BUILDING OFF | ELECTRIC FUND            | MAINTENANCE              | 27.00   |
| P & Z / BUILDING OFF | JIM KARTES               | EXPENSE                  | 7.68    |
|                      | Total for Department 106 |                          | 34.68*  |
| POLICE               | ELECTRIC FUND            | MAINTENANCE              | 13.50   |
| POLICE               | SECR REV FUND/CITY O     | POSTAGE                  | 45.56   |
| POLICE               | DANA WALLACE             | EXPENSE                  | 5.63    |
|                      | Total for Department 120 |                          | 64.69*  |
| STREET               | ELECTRIC FUND            | MAINTENANCE              | 483.55  |
|                      | Total for Department 140 |                          | 483.55* |
| RECREATION           | SUNSHINE FOODS           | SUPPLIES                 | 99.31   |
| RECREATION           | TRAVIS JANSSEN           | UMPIRE                   | 90.00   |
|                      | Total for Department 150 |                          | 189.31* |
| PARKS                | ELECTRIC FUND            | MAINTENANCE              | 60.80   |
|                      | Total for Department 165 |                          | 60.80*  |
|                      | Total for Fund 01        |                          | 971.05* |
| LIBRARY              | MN ENERGY RESOURCES      | HEATING                  | 40.71   |
|                      | Total for Department 171 |                          | 40.71*  |
|                      | Total for Fund 03        |                          | 40.71*  |
| AIRPORT              | MN DEPT OF ADMINISTR     | TELEPHONE                | 45.00   |
|                      | Total for Department 174 |                          | 45.00*  |
|                      | Total for Fund 11        |                          | 45.00*  |
| POOL                 | SUNSHINE FOODS           | SUPPLIES                 | 139.95  |
|                      | Total for Department 175 |                          | 139.95* |
|                      | Total for Fund 12        |                          | 139.95* |
| AMBULANCE            | JIM AXFORD               | EXPENSE                  | 23.06   |
| AMBULANCE            | ELECTRIC FUND            | MAINTENANCE              | 404.00  |
| AMBULANCE            | WPS MEDICARE PART B      | REFUND - AMBULANCE -DUAN | 376.40  |
|                      | Total for Department 176 |                          | 803.46* |
|                      | Total for Fund 13        |                          | 803.46* |
| MULTI-PURPOSE BUILDI | SUNSHINE FOODS           | SUPPLIES                 | 32.72   |
| MULTI-PURPOSE BUILDI | MN ENERGY RESOURCES      | HEATING                  | 73.51   |
| MULTI-PURPOSE BUILDI | WINDOM AREA CHAMBER      | ADVERTISING              | 15.00   |
|                      | Total for Department 177 |                          | 121.23* |

CITY OF WINDOM  
 FM Entry - Invoice Payment - Department Report

| Department  | Vendor Name                                    | Description              | Amount     |
|---|--|--------------------------|------------|
|   |  | Total for Fund 14        | 121.23*    |
|   | MN DEPT OF EMPLY & E LOAN REPAYMENT SPAP-99-\$ |                          | 2,986.03   |
|   |  | Total for Department     | 2,986.03*  |
| PM REVOLVING LOAN FU MN DEPT OF EMPLY & E LOAN REPAYMENT SPAP-99-\$ |  |                          | 178.97     |
|   |  | Total for Department 172 | 178.97*    |
|   |  | Total for Fund 15        | 3,165.00*  |
| LIQUOR  | BEVERAGE WHOLESALERS                           | MERCHANDISE              | 11,243.45  |
| LIQUOR  | WIRTZ BEVERAGE MN WI                           | MERCHANDISE              | 5,108.92   |
| LIQUOR  | HAGEN DISTRIBUTING                             | MERCHANDISE              | 8,463.80   |
| LIQUOR  | HOLT'S CLEANING SERV                           | CLEANING                 | 275.00     |
| LIQUOR  | JOHNSON BROS.                                  | MERCHANDISE              | 868.35     |
| LIQUOR  | MN ENERGY RESOURCES                            | HEATING                  | 39.23      |
| LIQUOR  | PHILLIPS WINE & SPIR                           | MERCHANDISE              | 1,695.75   |
|   |  | Total for Department 180 | 27,694.50* |
|   |  | Total for Fund 60        | 27,694.50* |
| WATER   | ELECTRIC FUND                                  | MAINTENANCE              | 53.75      |
| WATER   | H P SUDS                                       | BILLING CONTRACT SERVICE | 150.00     |
| WATER   | MIDWEST DATA, INC                              | SPECIAL SERVICES         | 24.33      |
| WATER   | MN ENERGY RESOURCES                            | HEATING                  | 286.24     |
| WATER   | SECR REV FUND/CITY O                           | POSTAGE                  | 22.10      |
|   |  | Total for Department 181 | 536.42*    |
|   |  | Total for Fund 61        | 536.42*    |
|   | B & B TRANSFORMER                              | INVENTORY                | 315.28     |
|   | SECR REV FUND/CITY O                           | REFUND- UTILITY PREPAYME | 500.00     |
|   |  | Total for Department     | 815.28*    |
| ELECTRIC  | CRA PAYMENT CENTER                             | MAINTENANCE              | 196.52     |
| ELECTRIC  | ELECTRIC FUND                                  | MAINTENANCE              | 228.25     |
| ELECTRIC  | H P SUDS                                       | BILLING CONTRACT SERVICE | 150.00     |
| ELECTRIC  | MIDWEST DATA, INC                              | SPECIAL SERVICES         | 24.33      |
| ELECTRIC  | MIDWEST WIRELESS                               | TELEPHONE                | 90.25      |
| ELECTRIC  | MN ENERGY RESOURCES                            | HEATING                  | 20.67      |
| ELECTRIC  | SECR REV FUND/CITY O                           | EXPENSE                  | 3.00       |
| ELECTRIC  | BANK MIDWEST                                   | ACH-AUTO PAY ERROR       | 169.01     |
| ELECTRIC  | BANK MIDWEST                                   | NSF CHECKS               | 519.90     |
|   |  | Total for Department 182 | 1,401.93*  |
|   |  | Total for Fund 62        | 2,217.21*  |
| SEWER   | ELECTRIC FUND                                  | MAINTENANCE              | 31.15      |
| SEWER   | H P SUDS                                       | BILLING CONTRACT SERVICE | 150.00     |
| SEWER   | MIDWEST DATA, INC                              | SPECIAL SERVICES         | 24.33      |

CITY OF WINDOM  
 FM Entry - Invoice Payment - Department Report

| Department           | Vendor Name          | Description              | Amount     |
|----------------------|----------------------|--------------------------|------------|
| SEWER                | MN ENERGY RESOURCES  | HEATING                  | 13.28      |
|                      |                      | Total for Department 183 | 218.76*    |
|                      |                      | Total for Fund 63        | 218.76*    |
| ARENA                | SUNSHINE FOODS       | SUPPLIES                 | 19.41      |
| ARENA                | MN ENERGY RESOURCES  | HEATING                  | 107.75     |
|                      |                      | Total for Department 184 | 127.16*    |
|                      |                      | Total for Fund 64        | 127.16*    |
| ECONOMIC DEVELOPMENT | COMMUNITY CENTER     | ROOM RENT                | 175.00     |
| ECONOMIC DEVELOPMENT | LANDFORM             | SERVICE                  | 880.00     |
| ECONOMIC DEVELOPMENT | SECR REV FUND/CITY O | EXPENSE                  | 7.50       |
|                      |                      | Total for Department 187 | 1,062.50*  |
|                      |                      | Total for Fund 67        | 1,062.50*  |
| RIVERBLUFF ESTATES   | BRADY POWERS         | MOWING                   | 205.00     |
|                      |                      | Total for Department 166 | 205.00*    |
|                      |                      | Total for Fund 68        | 205.00*    |
| TELECOMMUNICATIONS   | BIG TEN NETWORK      | SUBSCRIBER               | 794.94     |
| TELECOMMUNICATIONS   | SUNSHINE FOODS       | SUPPLIES                 | 35.63      |
| TELECOMMUNICATIONS   | H P SUDS             | BILLING CONTRACT SERVICE | 450.00     |
| TELECOMMUNICATIONS   | MIDWEST DATA, INC    | SPECIAL SERVICES         | 72.97      |
| TELECOMMUNICATIONS   | QUEST                | TELEPHONE                | 98.45      |
| TELECOMMUNICATIONS   | QWEST COMMUNICATIONS | LEXIS BILLING SERVICE    | 80.16      |
| TELECOMMUNICATIONS   | WINDOM QUICK PRINT   | CONNECTIOIN              | 1,964.10   |
|                      |                      | Total for Department 199 | 3,496.25*  |
|                      |                      | Total for Fund 69        | 3,496.25*  |
|                      | AFLAC                | INSURANCE                | 332.72     |
|                      | JOHNSON COUNTY COURT | PAYROLL DEDUCTION CDDMO1 | 1,202.00   |
|                      |                      | Total for Department     | 1,534.72*  |
|                      |                      | Total for Fund 70        | 1,534.72*  |
|                      |                      | Grand Total              | 42,378.92* |

OWNER: CITY OF WINDOM  
2009 AIRPORT IMPROVEMENTS

CONTRACTOR:  
WICKS CONSTRUCTION  
DECORAH, IA 52101

PERIOD OF ESTIMATE  
FROM 7/27/2009 TO 8/28/2009

**CONTRACT CHANGE ORDER SUMMARY**

**ESTIMATE**

| NO.               | FmHA Approval<br>Date | Amount    |            |
|-------------------|-----------------------|-----------|------------|
|                   |                       | Additions | Deductions |
| 1                 |                       |           |            |
| 2                 |                       |           |            |
| 3                 |                       |           |            |
| 4                 |                       |           |            |
| 5                 |                       |           |            |
| 6                 |                       |           |            |
| 7                 |                       |           |            |
| 8                 |                       |           |            |
| 9                 |                       |           |            |
| 10                |                       |           |            |
| <b>TOTALS</b>     |                       | \$0.00    | \$0.00     |
| <b>NET CHANGE</b> |                       | \$0.00    |            |

|                                |              |
|--------------------------------|--------------|
| 1. Original Contract.....      | \$323,863.03 |
| 2. Change Orders.....          | \$0.00       |
| 3. Revised Contract (1+2)..... | \$323,863.03 |
| 4. Work Completed*.....        | \$240,741.80 |
| 5. Stored Materials*.....      | \$0.00       |
| 6. Subtotal (4+5).....         | \$240,741.80 |
| 7. Retainage*.....             | \$12,037.09  |
| 8. Previous Payments.....      | \$13,991.79  |
| 9. Amount Due (6-7-8).....     | \$214,712.92 |

\* Detailed breakdown attachment

**CONTRACT TIME**

Original (days) 45  
Revised  
Remaining 13

Starting Date 7/13/2009  
On Schedule  Yes  
Projected Completion  
 No

**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: Jerry Knudsen  
Date: 8-27-09

**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: Craig Wenck  
Date: 8-27-09

**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:

2009 AIRPORT IMPROVEMENTS  
 WINDOM, MINNESOTA 56101

PAY REQUEST #2  
 WICKS CONSTRUCTION  
 ENTITLEMENT FUNDS

| CONTRACT<br>APPROX.<br>QUANTITY | ITEM                             | UNIT | UNIT<br>COST  | THIS PERIOD   |              |               | TOTAL TO DATE |             |          |
|---------------------------------|----------------------------------|------|---------------|---------------|--------------|---------------|---------------|-------------|----------|
|                                 |                                  |      |               | AMOUNT        | QUANTITY     | AMOUNT        | QUANTITY      | AMOUNT      | QUANTITY |
|                                 | <b>BASE BID 2 - CONCRETE</b>     |      |               |               |              |               |               |             |          |
| 0                               | TRAFFIC CONTROL                  | L.S. | \$ 8,750.00   | -             | 0.50         | \$ 4,375.00   | -             | \$ 4,375.00 | 0.50     |
| 550                             | COMMON EXCAVATION                | C.Y. | \$ 13.10      | 7,205.00      | 522.00       | \$ 6,838.20   | -             | \$ 6,838.20 | 522.00   |
| 1440                            | SELECT TOPSOIL BORROW            | C.Y. | \$ 21.35      | 30,744.00     | -            | -             | -             | -           | -        |
| 1287                            | AGGREGATE BASE CL5               | TON  | \$ 12.82      | 16,499.34     | 1,287.00     | 16,499.34     | -             | 16,499.34   | 1,287.00 |
| 1600                            | SALVAGE AGGREGATE                | C.Y. | \$ 2.25       | 3,600.00      | 1,600.00     | 3,600.00      | -             | 3,600.00    | 1,600.00 |
| 7000                            | MILL BITUMINOUS SURFACE          | S.Y. | \$ 1.70       | 11,900.00     | -            | -             | -             | 11,900.00   | -        |
| 7427                            | CONCRETE PAVEMENT                | S.Y. | \$ 11.07      | 82,216.89     | 6,338.00     | 70,161.66     | 11,740.20     | 11,740.20   | 6,338.00 |
| 1031                            | STRUCTURAL CONCRETE              | C.Y. | \$ 103.00     | 106,193.00    | 1,031.00     | 106,193.00    | -             | 106,193.00  | 1,031.00 |
| 3352                            | REIN BARS                        | LB.  | \$ 0.70       | 2,346.40      | 3,352.00     | 2,346.40      | -             | 2,346.40    | 3,352.00 |
| 1.8                             | SEEDING-TURF TYPE                | ACRE | \$ 155.00     | 279.00        | -            | -             | -             | -           | -        |
| 180                             | SEED - TURF TYPE                 | LB   | \$ 3.22       | 579.60        | -            | -             | -             | -           | -        |
| 3.6                             | MULCH-TYPE 1                     | TON  | \$ 128.00     | 460.80        | -            | -             | -             | -           | -        |
| 900                             | COMMERCIAL FERTILIZER (12-12-12) | LB   | \$ 0.42       | 378.00        | -            | -             | -             | -           | -        |
| 0                               | WEAR COURSE MIXTURE              | TON  | \$ 135.00     | -             | -            | -             | -             | -           | -        |
| 0                               | BASE COURSE MIXTURE              | TON  | \$ 135.00     | -             | -            | -             | -             | -           | -        |
| 0                               | BIT. MATL FOR TACK               | GAL. | \$ 10.00      | -             | -            | -             | -             | -           | -        |
| 0                               | EROSION CONTROL                  | L.S. | \$ 5,000.00   | -             | 0.50         | 2,500.00      | -             | 2,500.00    | 0.50     |
|                                 | <b>BASE BID 2 SUBTOTAL</b>       |      | \$ 262,402.03 | \$ 212,513.60 | \$ 11,740.20 | \$ 224,253.80 |               |             |          |

| CONTRACT | ITEM                                 | APPROX. QUANTITY | UNIT | UNIT COST   | THIS PERIOD   |          |               | TOTAL TO DATE |              |           |               |        |               |  |  |
|----------|--------------------------------------|------------------|------|-------------|---------------|----------|---------------|---------------|--------------|-----------|---------------|--------|---------------|--|--|
|          |                                      |                  |      |             | AMOUNT        | QUANTITY | AMOUNT        | QUANTITY      | AMOUNT       | QUANTITY  | AMOUNT        |        |               |  |  |
|          | <b>OPTION 1 - APRON IMPROVEMENTS</b> |                  |      |             |               |          |               |               |              |           |               |        |               |  |  |
|          | 4" EDGE DRAIN TILE                   | 280              | L.F. | \$ 7.50     | \$ 2,100.00   | \$ -     | \$ -          | 300.00        | \$ 2,250.00  | \$ 300.00 | \$ 2,250.00   | 300.00 | \$ 2,250.00   |  |  |
|          | DRAINAGE AGGREGATE                   | 42               | C.Y. | \$ 18.00    | \$ 756.00     | \$ -     | \$ -          | 41.00         | \$ 738.00    | \$ 41.00  | \$ 738.00     | 41.00  | \$ 738.00     |  |  |
|          | ELECTRIC HEATING ELEMENT             | 1                | L.S. | \$ 8,500.00 | \$ 8,500.00   | \$ -     | \$ -          | -             | \$ -         | \$ -      | \$ -          | 1.00   | \$ 8,500.00   |  |  |
|          | CONCRETE PAVEMENT                    | 90               | S.Y. | \$ 27.00    | \$ 2,430.00   | \$ -     | \$ -          | -             | \$ -         | \$ -      | \$ -          | 90.00  | \$ 2,430.00   |  |  |
|          | STRUCTURAL CONCRETE                  | 16               | C.Y. | \$ 110.00   | \$ 1,760.00   | \$ -     | \$ -          | -             | \$ -         | \$ -      | \$ -          | 16.00  | \$ 1,760.00   |  |  |
|          | INSULATION - 2"                      | 90               | S.Y. | \$ 9.00     | \$ 810.00     | \$ -     | \$ -          | -             | \$ -         | \$ -      | \$ -          | 16.00  | \$ 1,760.00   |  |  |
|          | OPTION 1 SUBTOTAL                    |                  |      | \$          | \$ 16,356.00  | \$       | \$ 13,500.00  |               | \$ 2,988.00  | \$        | \$ 16,488.00  |        | \$ 16,488.00  |  |  |
|          | <b>OPTION 2 - CRACK SEALING</b>      |                  |      |             |               |          |               |               |              |           |               |        |               |  |  |
|          | BITUMINOUS CRACK SEALING             | 9000             | L.F. | \$ 1.65     | \$ 14,850.00  | \$ -     | \$ -          | -             | \$ -         | \$ -      | \$ -          | -      | \$ -          |  |  |
|          | FOG SEAL                             | 2350             | GAL. | \$ 3.50     | \$ 8,225.00   | \$ -     | \$ -          | -             | \$ -         | \$ -      | \$ -          | -      | \$ -          |  |  |
|          | SAND SEAL                            | 2350             | GAL. | \$ 3.50     | \$ 8,225.00   | \$ -     | \$ -          | -             | \$ -         | \$ -      | \$ -          | -      | \$ -          |  |  |
|          | COVER SEAL                           | 2350             | GAL. | \$ 3.50     | \$ 8,225.00   | \$ -     | \$ -          | -             | \$ -         | \$ -      | \$ -          | -      | \$ -          |  |  |
|          | SAND                                 | 180              | TON  | \$ 31.00    | \$ 5,580.00   | \$ -     | \$ -          | -             | \$ -         | \$ -      | \$ -          | -      | \$ -          |  |  |
|          | OPTION 2 SUBTOTAL                    |                  |      | \$          | \$ 45,105.00  | \$       | \$ -          |               | \$ -         | \$        | \$ -          |        | \$ -          |  |  |
|          | <b>TOTALS</b>                        |                  |      | \$          | \$ 323,863.03 | \$       | \$ 226,013.60 |               | \$ 14,728.20 | \$        | \$ 240,741.80 |        | \$ 240,741.80 |  |  |

USDA-FmHA  
Form FmHA 1924-18  
**PARTIAL PAYMENT ESTIMATE - ARRA FUNDS**

CONTRACT NO. 0045-27  
PARTIAL PAYMENT ESTIMATE #2  
PAGE 1 OF 2

OWNER: CITY OF WINDOM  
2009 AIRPORT IMPROVEMENTS

CONTRACTOR:  
WICKS CONSTRUCTION  
DECORAH, IA 52101

PERIOD OF ESTIMATE  
FROM 7/27/2009 TO 8/28/2009

**CONTRACT CHANGE ORDER SUMMARY ESTIMATE**

| NO.        | FmHA Approval<br>Date | Amount    |            |                                | ESTIMATE     |
|------------|-----------------------|-----------|------------|--------------------------------|--------------|
|            |                       | 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*.....        | \$903,301.00 |
| 5          |                       |           |            | 5. Stored Materials*.....      | \$0.00       |
| 6          |                       |           |            | 6. Subtotal (4+5).....         | \$903,301.00 |
| 7          |                       |           |            | 7. Retainage*.....             | \$45,165.05  |
| 8          |                       |           |            | 8. Previous Payments.....      | \$66,166.03  |
| 9          |                       |           |            | 9. Amount Due (6-7-8).....     | \$791,969.92 |
| 10         |                       |           |            |                                |              |
| TOTALS     |                       | \$0.00    | \$0.00     |                                |              |
| NET CHANGE |                       | \$0.00    |            |                                |              |

\*Detailed breakdown attachment

**CONTRACT TIME**

Original (days) 45  
Revised  
Remaining 13

On Schedule  Yes  
 No

Starting Date 7/13/2009  
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.

WICKS CONSTRUCTION  
DECORAH, IA MN  
By: [Signature]  
Date: 8-27-09

**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: 8-27-09

**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:





# Southwest Regional Development Commission

*Serving the Counties of*

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

2401 Broadway Avenue, Suite 1

Stacyton, MN 56172-1142

(507) 836-8547

Fax: (507) 836-8866

E-Mail: [srdc@swrdc.org](mailto:srdc@swrdc.org) / Website: [www.swrdc.org](http://www.swrdc.org)

Gary Sorenson, Chairman

David Benson, Vice-Chairman

Larry Hansen, Treasurer

Lyle Ten Haken, Secretary

SUPPORT/ADMIN/ANNUALREPORT

August 26, 2009

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 2009. 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.

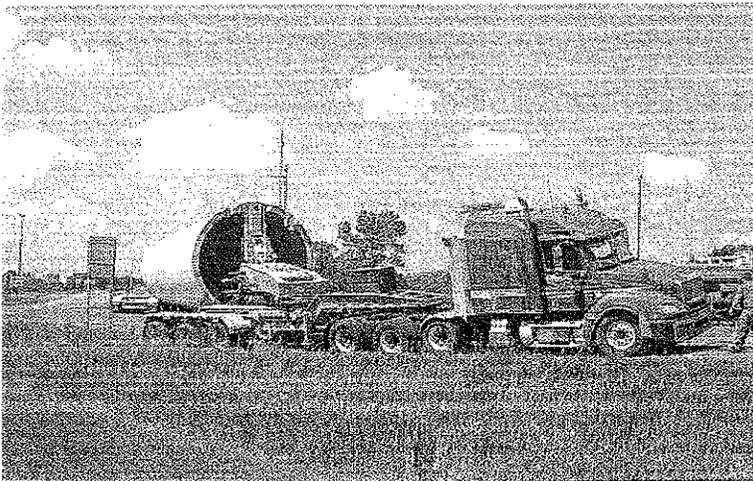
# FY 2009 Annual Report



SOUTHWEST REGIONAL DEVELOPMENT COMMISSION

September 1, 2009

## County Wind Work Group Looks at Impacts



A semi hauling a tower section struggles on the I-90 ramp in Worthington. Photo courtesy Brian Korhals/Worthington Daily Globe.

The SRDC Transportation and Energy staff has been providing assistance to the County Wind Work Group, a subcommittee of County Engineers from Southern Minnesota (MN/DOT Districts 6, 7, 8) and District 7 Permit and planning staff. This subcommittee has been examining infrastructure impacts (over-dimension vehicles, spring weight restrictions, ditches and drainage issues, road and bridge wear) and sharing experiences with past development and how issues were dealt with (best practices). District 7 staff shared the state perspective as well as understanding of

state requirements.

Initially, the project was to develop a uniform template of standards specifically related to wind farm development, it became apparent that an increased awareness of what the existing processes, communication, requirements and activities are involved with wind farm development, the timing, development schedules, and related activities such as transmission lines and power substations, etc was required. Several avenues are being worked

on including a checklist for engineers to use with developers, identification of best practices; a matrix of county contacts with permits needed for southern Minnesota counties is posted on the RMEB website, as well as an examination of roadway consumption as it relates to development.

SRDC staff facilitates communication by notifying the County Engineers and Zoning Administrators in the Region and the Rural Minnesota Energy Board Counties as well as MN Regional Development Commission area contacts when state permitted wind projects are in their areas so they can notify their respective County officials; so they can work with the developers to identify preferred haul routes, local permits, processes and requirements.

For more information:  
<http://www.rmeb.org/Southern%20Minnesota%20PZwebsites.pdf>

### Special points of interest:

- SRDC ELECTS OFFICERS
- PROJECTS OF THE YEAR ANNOUNCED
- FY2010 BUDGET
- LOAN FUNDS AVAILABLE

### Inside this issue:

|   |   |
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| SLAYTON MNRAAA OFFICE CONTINUES TO ASSIST SENIORS   | 2 |
| VOLUNTEERS FUEL RSVP OF SW MN                       | 2 |
| ECONOMIC DEVELOPMENT APPLICATIONS TAKE CENTER STAGE | 3 |
| PROJECTS OF THE YEAR AWARDED                        | 4 |
| FY09 YEAR END PROJECTIONS                           | 5 |
| COMMISSION MEMBERS                                  | 7 |
| STAFF DIRECTORY                                     | 8 |



1-800-333-2433

[www.MinnesotaHelp.info](http://www.MinnesotaHelp.info)

## Slayton MNRAAA Office Continues to Assist Seniors

The Slayton office of the Minnesota River Area Agency on Aging®, Inc. provides services to seniors and their caregivers via the Senior LinkAge Line®. In 2008, there were a total of 23,713 contacts to the Senior LinkAge Line® serving 13,505 unduplicated callers.

The Senior LinkAge Line® continued to be instrumental with Medicare Part D comparisons and enrollments in 2008. Medicare beneficiaries were able to call the Senior LinkAge Line®

for telephone assistance or could meet individually with staff or trained counselors.

Volunteers continue to be a vital part of the Senior LinkAge Line®. Each volunteer completes an initial 18 hour Core Body of Knowledge course and receives a minimum of 12 hours/year thereafter. With the support of the call center staff and volunteers we have had another successful year in providing assistance. Volunteers from the Slayton office contributed 916.5

hours in the 2009 fiscal year. Contact staff if you or someone you know is interested in becoming a volunteer.

In January 2009 a Live Chat option was added to [www.MinnesotaHelp.info](http://www.MinnesotaHelp.info) (aka MinnesotaHelp NOW!). Client Service Center staff in the Slayton office is responsible for statewide requests via live chat and email. Between 1/14/2009 and 6/30/2009 the Slayton office staff answered 595 chats and 356 emails.

"IN 2008,

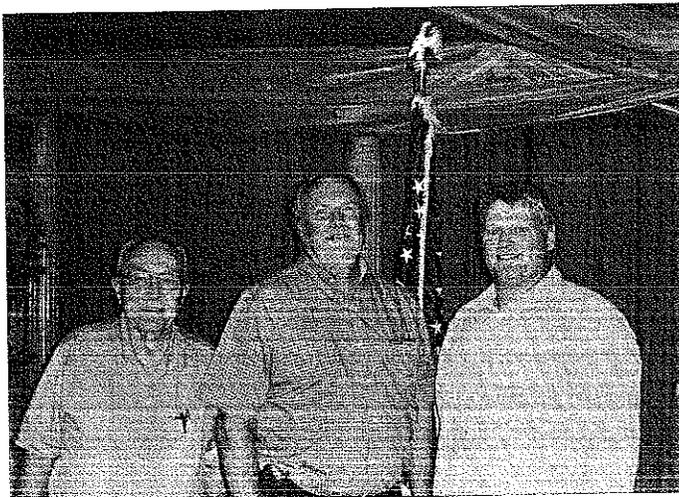
APPROXIMATELY  
2000  
VOLUNTEERS  
PROVIDED OVER  
215,000 HOURS  
OF SERVICE"

## Volunteers Fuel RSVP of SW MN

The Southwest Regional Development Commission provides administrative, finance and support services to RSVP of SW MN as a member of the Joint Powers Board. RSVP of SW MN covers the counties of: Cottonwood, Lincoln, Murray, Nobles, Redwood and Rock. In 2008, approximately 2,000 volunteers provided

over 215,000 hours of service. RSVP provides more than just volunteer recruitment and placement for eligible stations. RSVP of SW MN also offers caregiver education and support (including Powerful Tools for Caregivers and respite), osteoporosis reversal/prevention exercise programs (known as Bone Builders), early memory loss consultation and has been

instrumental in getting the Second Harvest food trucks to SW MN. Many of the programs that RSVP of SW MN focuses on fit nicely with the aging program's focus areas of chronic disease management, communities for a lifetime and caregiver support. For more information please contact Robin Weis at 507-836-, ext. 112 or e-mail at [srlinkage@swrdc.org](mailto:srlinkage@swrdc.org)



## SRDC Elects Officers

The SRDC elected officers at its annual meeting in July. Elected as Chair for a second two year term was Cottonwood County Commissioner Gary Sorenson (right); elected as Secretary for a one year term was Worthington Alderman Lyle Ten Haken, (middle); and elected Treasurer for a one

year term was Lincoln County Commissioner Larry Hansen, (left). Also elected was Nobles County Commissioner David Benson as Vice-Chair, (not pictured).

## Economic Development Applications take Center Stage

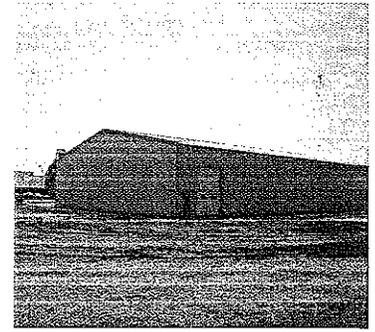
It has been a very active year for the SRDC's economic development staff Nan Larson writing grant applications related to economic growth. SRDC is a Designated Development District from the U.S. Department of Commerce—Economic Development Administration (EDA). As a result, we not only apply for and receive annual planning grant funds to do work in economic development, but also prepare grant applications to meet EDA's strict standards.

An application was prepared on behalf of the City of Pipestone for water and sewer projects with a total project cost estimated of \$9 million. EDA funds are being

sought for \$2.2 million. Staff also prepared an application on behalf of the City of Worthington and its partners to obtain funds to complete a regional Testing and Training Center for bioscience and renewable energy as well as a small business incubator for small or start-up companies to grow in the bioscience field. The total project cost is estimated at \$2.9 million at this time, and approximately \$780,000 is being sought from EDA. The application is in the review process currently. The third application that was submitted to EDA this past year was on behalf of the Agricultural Utilization Research Institute (AURI). The AURI application was

submitted for a National EDA grant program called Regional Innovation Systems Research Project. The effort is entitled the Upper Midwest Rural Prosperity project, which would focus its research on issues facing rural economies. The total estimated project cost is \$514,690 with funds of \$300,000 being sought from EDA. This project has not yet been awarded due to changes in Department of Commerce EDA Administration.

Units of government or non-profit groups related to economic development that are interested in applying for EDA funds should contact Nan Larson for further eligibility information.



The incubator shell building now partially occupied by Wind Energy Systems

## Joint Effort Delivers Unique Local Results

In 2007, Nobles County approached SRDC to revise their groundbreaking comprehensive water resources management plan to serve the County, Nobles Soil & Water Conservation District (SWCD), Kanaranz-Little Rock Watershed District and Okabena-Ocheda Watershed District to meet new Minnesota Board of Water and Soil Resources (BWSR) requirements, which had been significantly changed.

Nobles SWCD and Nobles County Environmental Services brought together a Local Water Management Task Force that included participants from cities and

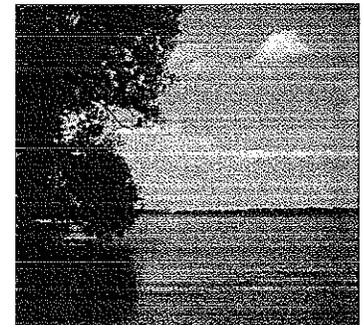
the County, watershed district staff and supervisors, rural water, the Farm Bureau and Farmers Union, private employers and a lake association. BWSR, MPCA, and other state agencies also offered assistance throughout the project. This group met six times over the course of about a year to consider concerns raised by local citizens, as well as local and state government. Priority concerns included; Surface Water Quality, Drainage Management and Public Water Supplies.

The Task Force prioritized potential action items to address these concerns, such

as education about water resources and agricultural best management practices, financial incentives for conservation practices, and flood mitigation projects.

The end result of the joint planning effort is a new Nobles Local Water Management Plan 2009-2018, which preserves the hard work of the original water plan while meeting new state requirements. The plan will serve as the local water plan for BWSR funding, the comprehensive plan for the SWCD, and the watershed management plan for both watershed districts.

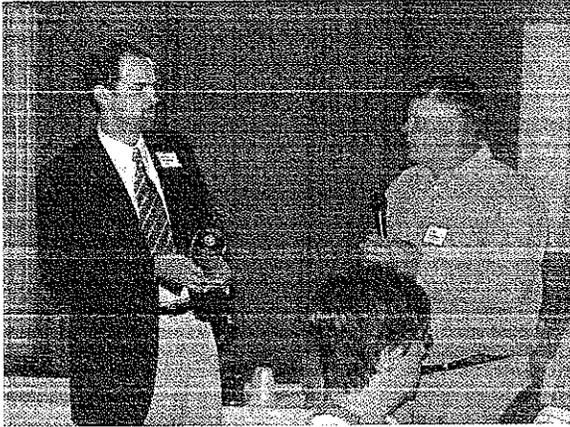
**“AN APPLICATION WAS PREPARED ON BEHALF OF THE CITY OF PIPESTONE FOR WATER AND SEWER PROJECTS WITH A TOTAL PROJECT COST ESTIMATED OF \$9 MILLION. “**



The south shore of Lake Okabena in Nobles County. John Shepard, AICP.

# FY 2009 Annual Report

## Projects of the Year Awarded



Chair Sorenson presents a Project of the Year Award to Scott Johnson from SW Mental Health

At its Annual Meeting in July, the SRDC gave two project of the year awards. The first was presented to Scott Johnson, Executive Director of the Southwestern Mental

Health Center for their work in developing the Unity House, a residential treatment facility in Worthington.

This project demonstrated how the SRDC works in collaboration with other local and regional entities to bring much needed services to the region. Funding for the Unity House was partially provided through the efforts of SRDC Chair Gary Sorenson, Executive Director Jay Trusty

and Deputy Director Nan Larson in working with former Senator Norm Coleman's office to receive federal funding.

Construction on Unity House is scheduled to begin in September of 2009 according to Johnson and when completed will house up to ten patients as they transition from inpatient treatment.

**"MAYNARDS SAW TO THE NEEDS OF ITS CUSTOMERS BY OFFERING FREE TRIPS TO OTHER MAYNARDS STORES"**

The second award went to Maynards Foods of Westbrook in recognition of their extraordinary commitment to southwest Minnesota.

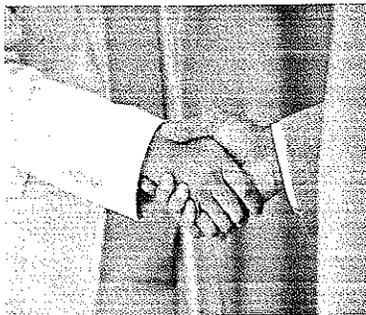
During reconstruction of their Westbrook store following a devastating fire, Maynards saw to the needs of its customers by offering free trips to other Maynards stores in other communities, thus allowing residents to

have access to a grocery store without having to travel long distances. Accepting for Maynards was Westbrook Store Manager Tony Staples.



Chair Sorenson and Commissioner Kolar present a Project of the Year Award to Tony Staples from Maynards

## Revolving Loan Funds Available



The SRDC currently has loan funds available for businesses from its EDA Revolving Loan Fund. The purpose of the loan fund is to provide gap financing to assist start-up or existing retail, service, manufacturing, and distribution businesses with fixed asset, working capital, and real estate

financing.

Since its inception in 1995 the SRDC's Revolving Loan Fund has written 107 loans totaling \$5,715,797, leveraging \$23,878,123 in private funding, creating 576 jobs and retaining 871 jobs.

Whether you are a business owner looking to expand or

an entrepreneur looking to start a new business, the SRDC Revolving Loan Fund may be able to assist you. For further information please contact Deputy Director Nan Larson at 507-836-8547 or email her at [nanlarson@swrdc.org](mailto:nanlarson@swrdc.org)

# FY 2009 Annual Report

|   | FY09 Final<br>Budget | Year End<br>Projections |
|---|----------------------|-------------------------|
| <b>Revenues</b>                           |                      |                         |
| Taxes                                     | 275,000.00           | 283,297.33              |
| Contract for Services                     | 206,921.00           | 208,970.55              |
| MN/DOT                                    | 50,000.00            | 50,000.00               |
| Economic Development Administration       | 54,628.00            | 54,628.00               |
| MNRAAA-Federal-Admin/Pdc                  | 58,920.00            | 60,478.37               |
| MNRAAA-Federal-I&A                        | 230,782.00           | 198,284.59              |
| MNRAAA-State-I&A                          | 137,276.00           | 146,964.18              |
| Eldercare Dev. Partnership                | 37,965.00            | 39,031.00               |
| CERTS Funds                               | 80,199.00            | 94,889.70               |
| Department of Public Safety-Hazard        | 44,560.00            | 39,950.62               |
| Commission Vehicle Receipts               | 21,000.00            | 22,392.33               |
| Interest & Miscellaneous                  | 18,685.00            | 18,425.49               |
| Reserves-Capital Equipment                | 13,875.00            | 15,778.69               |
| <b>Total Revenues</b>                     | <b>1,229,811.00</b>  | <b>1,233,090.85</b>     |
| <b>Expenditures</b>                       |                      |                         |
| Committee Expenses                        | 48,100.00            | 43,943.65               |
| Salaries & Fringe                         | 911,598.00           | 891,993.19              |
| Travel                                    | 85,550.00            | 73,937.62               |
| Office Space Costs                        | 48,200.00            | 43,222.31               |
| Postage                                   | 10,900.00            | 10,003.15               |
| Communications                            | 10,978.00            | 8,439.61                |
| Printing/Publication                      | 10,862.00            | 9,838.07                |
| Supplies                                  | 17,265.00            | 18,155.31               |
| Insurance                                 | 2,500.00             | 3,220.54                |
| Depreciation-Equipment                    | 15,432.00            | 14,798.51               |
| Computer Expenses                         | 9,528.00             | 8,982.08                |
| Professional Services                     | 11,550.00            | 12,428.05               |
| Program Match                             | 12,905.00            | 10,525.50               |
| Other                                     | 9,310.00             | 9,496.42                |
| CERTS Mini-grants                         | 40,000.00            | 47,787.95               |
| Equipment                                 | 12,875.00            | 15,778.69               |
| Debt Service-Principle & Interest         | 11,800.00            | 11,800.00               |
| Building Lease Payment                    | 9,628.00             | 9,627.90                |
| <b>Total Expenditures</b>                 | <b>1,278,981.00</b>  | <b>1,243,978.55</b>     |
| <b>Revenues Over (Under) Expenditures</b> | <b>(49,170.00)</b>   | <b>(10,887.70)</b>      |

# FY 2009 Annual Report

## SOUTHWEST REGIONAL DEVELOPMENT COMMISSION

### FY10 Budget

July 1, 2009 - June 30, 2010

#### Revenues

|   |                  |
|---|------------------|
| Tax Levy  | 281,000          |
| MNRAAA-Adm/Pdc Funds                            | 77,337           |
| MNRAAA-Information & Assistance Funds           | 225,284          |
| Client Service Center Funds                     | 141,194          |
| MNRAAA-Eldercare Development Partnership-EDP    | 39,031           |
| Economic Development Administration             | 63,628           |
| MN Department of Transportation                 | 50,000           |
| MN Department of Transportation-Transit Office  | 16,231           |
| Current Contracts                               | 178,454          |
| Dept. Public Safety-Hazard Mitigation           | 63,188           |
| CERTS Funds-MN Project-Blandin, DOC-Xcel & MPCA | 0                |
| Interest Earned & Miscellaneous                 | 10,100           |
| Reserves used for Equipment/Building Purchases  | 16,000           |
| <b>Total Revenues</b>                           | <u>1,161,447</u> |

POTENTIAL  
CONTRACTS OR  
GRANTS  
CURRENTLY IN  
PROCESS EQUAL  
\$86,869-  
\$104,869 AND  
ARE NOT  
INCLUDED IN THIS  
BUDGET

#### Expenditures

|                                      |                  |
|--------------------------------------|------------------|
| Committee Expense                    | 43,600           |
| Salaries & Fringe                    | 951,731          |
| Staff Travel                         | 67,251           |
| Office Space                         | 48,000           |
| Postage                              | 11,610           |
| Communications                       | 11,900           |
| Print/Publication                    | 15,760           |
| Supplies-Mtg/Wkshp Expenses          | 14,870           |
| Insurance                            | 3,200            |
| Depreciation (Non-building)          | 18,791           |
| Audits                               | 5,400            |
| Computer                             | 8,828            |
| Equipment                            | 16,000           |
| Other                                | 8,854            |
| Consultant/Contracted Services/Legal | 3,550            |
| MNRAAA, Inc. match                   | 12,905           |
| Certs minigrants                     | 0                |
| Debt Service-Principal & Interest    | 11,800           |
| Office Building Principal Payment    | 10,167           |
| <b>Total Expenditures</b>            | <u>1,264,217</u> |
| <b>Overall Balance</b>               | <u>-102,770</u>  |

|  |                |
|--|----------------|
| Reserve for FY10 bond payments 6/30/09 est | 199,000        |
| Tax Revenue (Bond) - 1 year                | 232,080        |
| Allowance for delinquencies (5%)-2.5%PY    | -5,802         |
| Bond Payment -August, 2009                 | -11,598        |
| Bond Payment-February, 2010                | -206,597       |
| Reserve for Future Bond Payments 6/30/10   | <u>207,083</u> |

# FY 2009 Annual Report

## FISCAL YEAR 2009 SOUTHWEST REGIONAL DEVELOPMENT COMMISSION MEMBERS

### FY2009 PROJECT REVIEWS

During Fiscal Year 2009 the Southwest Regional Development Commission reviewed 31 projects from within the Region to avoid duplication and insure wise use of public funds. If you are interested in receiving a complete listing of the project reviews for FY09, please contact the SRDC office.

## Audited Governmental Activities for the Year Ended June 30, 2008

### Revenues

|                              |                  |
|------------------------------|------------------|
| Program Revenues             |                  |
| Charges for Services & Other | 255,859          |
| Operating Grants             | 608,408          |
| General Revenues             |                  |
| Property Taxes—General       | 275,796          |
| Property Taxes—Debt Service  | 234,135          |
| Interest Revenues            | 123,984          |
| <b>Total Revenues</b>        | <b>1,498,182</b> |
| <b>Expenses</b>              |                  |
| Government Activities        | 1,286,789        |
| <b>Total Expenses</b>        | <b>1,286,789</b> |
| <b>Change in Net Assets</b>  | <b>211,393</b>   |
| <b>Beginning Net Assets</b>  | <b>1,566,829</b> |
| <b>Ending Net Assets</b>     | <b>1,778,222</b> |

|                   |                                  |
|-------------------|----------------------------------|
| 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       |
| Dave Henkels      | Jackson County Commissioners     |
| Mary Meneely      | Lincoln County Municipalities    |
| Eloise Hauschild  | Lincoln County Town Boards       |
| Larry Hansen**    | Lincoln County Commissioners     |
| Cynde Livingston  | 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      |
| Chad Cummings     | Nobles County Municipalities     |
| Paul Langseth     | 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       |
| Gary Dahms        | Redwood Co Commissioners         |
| Fabian Deutsch    | Rock County Municipalities       |
| Steve Top         | 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       |
| Vacant            | Region Eight School Boards       |
| Adolfo Avila      | Region Eight Cultural Diversity  |
| Dan Snobl         | SW Center for Independent Living |
| Sandy Demuth      | SW MN Private Industry Council   |
| Richard Shrubb    | Southwest MN Higher Education    |
| Craig Myers       | Health & Human Services          |

\*\* Indicates Current & FY2009 Executive Comm. Members

\*Indicates Current SRDC Board Members

Thank You to the following SRDC Commissioners whose terms expired in FY2009: Joanne Myrvik, Craig Rubis, Eugene Short, Liz Struve, Vern VanderPol, Steve Thovson, John Faber and Tim Blume

The FY 2008 Audit was conducted by Richard W. Holmberg, LTD, Certified Public Accountant, Marshall, Minnesota. The auditor's report expresses an unqualified opinion on the General Purpose Financial Statements of the Southwest Regional Development Commission.



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



Rear from left: Jay Trusty, Doreen Veenhuis, Linda Tobias, Rhonda Wynia, Julie Stewart, Dianne Crowley, John Shepard. Front from left: Robin Weis, Helen Brinks, Gail Radke, Mandy Mesman. Not pictured, Nan Larson, Annette Bair, Kathy Schreiber.

### 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              |
| Robin Weis -----         | Aging Program Director                | srlinkage@swrdc.org | 112              |
| Annette Bair -----       | Physical Development Director         | phydev@swrdc.org    | 101              |
| Dianne Crowley -----     | Finance Director                      | dcrowley@swrdc.org  | 104              |
| John Shepard, AICP ----- | Development Planner                   | jshepard@swrdc.org  | 103              |
| Gail Radke -----         | Senior Outreach Specialist            | gailr@swrdc.org     | 202              |
| Rhonda Wynia -----       | Administrative Specialist             | rwynia@swrdc.org    | 114              |
| Helen Brinks -----       | Account Specialist                    | hbrinks@swrdc.org   | 116              |
| Linda Tobias --          | Information & Referral Specialist III | lindat@swrdc.org    | 109              |
| Julie Stewart --         | Information & Referral Specialist II  | julies@swrdc.org    | 203              |
| Kathy Schreiber -----    | Administrative Assistant II           | srdc@swrdc.org      | 110              |
| Doreen Veenhuis -----    | Administrative Assistant I            | doreenv@swrdc.org   | 115              |
| Mandy Mesman -----       | MNRAAA Contract Staff                 | MandyM@swrdc.org    | 204              |



# CITIES BULLETIN

ONLINE EDITION

## MnDOT finalizes 20-year transportation and highway investment plans

Issue 27

Published: August 26, 2009

The Minnesota Department of Transportation (MnDOT) announced Monday that it has finalized its 2009-2028 Minnesota Statewide Transportation Policy Plan. The plan, "Your Destination ... Our Priority," sets a long-range vision for transportation in Minnesota and identifies transportation system needs, goals, and priorities for the next 20 years.

"Accountability and transparency were important in developing this plan," said Transportation Commissioner Tom Sorel. "We sought input from the public and stakeholders who help guide our future investments and decisions. The result is a policy plan for developing and maintaining a safe, efficient transportation system for the future."

Last updated in 2003, the plan is based on analysis of transportation trends and issues in Minnesota. The plan differs from its predecessor in that it identifies some new challenges, including a growing, aging, and more diversified population as well as energy and environmental concerns. It also highlights some opportunities for new approaches to improve safety, manage congestion, and expand alternative modes of transportation.

Multiple planning efforts for other modes are also underway that will expand upon the policies and strategies of the plan, including the Greater Minnesota Transit Plan, Intercity Bus Study, and the Statewide Freight and Passenger Rail Plan.

"The plan is multi-modal and multi-jurisdictional," Sorel said. "It outlines strategies to move Minnesota forward and identifies where MnDOT and partners should work together to meet the state's transportation needs."

MnDOT has concurrently updated the Statewide and District Highway Investment Plans for the 2009-2028 time period. The plan lays out priorities for projected available funding during the next 20 years.

"It establishes a balanced program of investments that help achieve strategic priorities of safety, mobility, and infrastructure preservation," Sorel said. "But it's just a snapshot in time. It may change as future revenue and costs change."

The Minnesota Statewide Transportation Policy Plan and the Statewide and District 20-year Highway Investment Plans are available on the MnDOT web site. Additionally, a summary of public comments received and response to these comments is available.

Paper copies of the statewide policy and highway plans will be available for review at the MnDOT Central Office in St. Paul, 395 John Ireland Blvd., or at district headquarters offices throughout the state by Sept. 1. To request this document in an alternative format, contact MnDOT at [ADArequest@dot.state.mn.us](mailto:ADArequest@dot.state.mn.us) or (651) 366-4718.



# CITIES BULLETIN

ONLINE EDITION

## Truth-in-taxation process clarification

Issue 27

Published: August 26, 2009

The 2009 Legislature adjourned without passing a technical corrections bill to the amended truth-in-taxation (TNT) laws. Because of this, there has been continuing discernment by the Minnesota Department of Revenue (DOR) on how to interpret the changes made to TNT law in keeping with legislative intent.

The latest summary for the TNT process is listed below. This is based on the most current information from the DOR. The League of Minnesota Cities (LMC) has updated the online version of its *Budget Guide for Cities* (see pages 69-72).

For more information, contact **Jeanette Behr**, LMC, at [jbehr@lmc.org](mailto:jbehr@lmc.org) or (651) 281-1228; or **Shawn Wink**, DOR, at [shawn.wink@state.mn.us](mailto:shawn.wink@state.mn.us).

### TNT summary for cities over 500 in population

**From now until Sept. 15:** Figure out which council meeting will include discussion of the city budget and allow the public to comment. (This meeting must be scheduled for 6 p.m. or later and it must occur after Nov. 24.)

**From now until Sept. 15:** At any meeting when council adopts a *proposed* budget, announce information about the public comment or hearing meeting and note it in council minutes. (Publish these minutes as you usually do; if you typically do not publish minutes, you need not publish these meeting minutes.)

**On or before Sept. 15:** Give the county auditor specific information about the public hearing meeting, including:

- The time and place of one meeting at which the budget and levy will be discussed and at which citizens will be allowed to speak. (This meeting must occur at or after 6 p.m. and after Nov. 24.)
- A phone number that city taxpayers may call if they have questions related to the auditor's property tax notice.
- An address where comments will be received by mail.

**Between Nov. 25 and Dec. 26:** Hold the public meeting. (*Council may adopt a final budget at this meeting, but is not required to do so.*)

**Between Nov. 25 and Dec. 28:** Adopt a final budget.

**On or before Dec. 24:** Certify final tax levies to the county auditor.

### TNT summary for cities under 500 in population

**On or before Sept. 15:** Certify a proposed property tax levy to the county auditor.

**On or before Dec. 24:** Certify a final levy to the county auditor. However, if a city determines that the proposed tax levy is also the final tax levy, then the city may simply notify the county auditor of this determination and need not do another certification of a final levy.



# CITIES BULLETIN

ONLINE EDITION

## Revenue Recapture Program available to help cities collect debts

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Issue 27

Published: August 26, 2009

By *Alexis Stangl*

Cities may use the Department of Revenue (DOR) Revenue Recapture Program to collect debts owed to the city. The Revenue Recapture Program authorizes the DOR to “recapture” taxpayer refunds or lottery winnings and apply them to debts the taxpayer owed to state agencies, the University of Minnesota, and certain local government units, including cities.

Revenue Recapture can be used only for collecting debts from individuals, not from businesses or corporations. The city may use Revenue Recapture for debts that a person is legally obligated to pay that are \$25 or more. There are certain debts that do not qualify for the Revenue Recapture Program, including debts for which the time period allowed by law for collection has expired.

This program is not intended to replace other methods of collection, but rather to provide another tool for cities to use in collecting debt. Cities should be aware that when there is more than one debt submitted for a person, there is an established hierarchy to determine who will be paid first, with cities likely being in the lowest priority category. If this is the case, cities may want to consider if other collection options are available and pursue those options as well.

If the city wishes to participate in the program, it must follow the process designed by DOR. To start the process, the city must register with DOR as a “recapture claimant agency.” This can be done by contacting **Karen Carlson**, DOR, at [karen.l.carlson@state.mn.us](mailto:karen.l.carlson@state.mn.us) or (651) 556-4758.

Once the city is registered, it will be able to file claims. There is no fee to file a claim, but if a refund is recaptured, there will be a \$15 fee for each claim deducted from the refund. A claim remains in effect until the debt is paid or cancelled. More information is available on the DOR web site.

For more information, contact **Alexis Stangl**, LMC, at [astangl@lmc.org](mailto:astangl@lmc.org) or (651) 281-1227; or **Jeanette Behr**, LMC, at [jbehr@lmc.org](mailto:jbehr@lmc.org) or (651) 281-1228.

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# CITIES BULLETIN

ONLINE EDITION

## Federal stimulus recovery zone bonding may be available for cities

Issue 27

Published: August 26, 2009

*By Jennifer O'Rourke*

Cities that are interested in economic development projects should check with their counties about two bonding programs for local governments. These programs, which are included in the American Recovery and Reinvestment Act of 2009 (ARRA), are the Recovery Zone Economic Development Bonds (RZEDBs) and the Recovery Zone Facility Bonds (RZFBs).

The ARRA earmarks \$10 billion nationwide for the RZEDBs and \$15 billion for the RZFBs. For Minnesota, that breaks down to about \$330 million for the two programs.

All cities may be able to access the funds through the counties, which are allotted amounts based on population. Cities should take the opportunity to contact their county about what local projects might be in line, or what plans exist for the bonds. The cities of Minneapolis and St. Paul receive separate bonding allocations through these two programs in addition to the county funds.

This information was conveyed recently to the League of Minnesota Cities (LMC) and the Association of Minnesota Counties (AMC) at a meeting led by state Department of Employment and Economic Development (DEED). There seems to be some flexibility in the implementation of these programs, and both organizations were asked to contact their members in order to start the conversation about how these funds would be spent. On Aug. 31, state staff will make a presentation on the federal bonding dollars to the Minnesota Association of Professional Community Economic Developers, which is staffed by AMC.

While contacting the county is the first step, you may also contact **Paul A. Moe**, DEED, at [paul.a.moe@state.mn.us](mailto:paul.a.moe@state.mn.us) or (651) 259-7111. Ultimately, Minnesota Management & Budget will have oversight of the allocation of bonds.

### **About RZEDBs**

The ARRA earmarks \$10 billion of the RZEDBs. These are governmental bonds to be used for governmental purposes that will allow the county/large municipality to borrow on a lower cost than traditional tax-exempt financing. RZEDBs may be issued for purposes of promoting development or other economic activity, including public infrastructure and construction of public facilities or job training and educational facilities, in an area that has been designated by the county/large municipality as a recovery zone.

RZEDBs are taxable bonds (the interest earned by the holders of the bonds is subject to taxation and the rate of interest paid by the county/large municipality would presumably be higher than that on tax-exempt bonds). However, the federal government would reimburse the county/large municipality for 45 percent of the interest paid; thus making the true cost of the interest paid lower than that paid on tax-exempt bonds.

### **About RZFBs**

The ARRA earmarks \$15 billion of RZFBs. These bonds permit counties/large municipalities to provide tax-exempt financing for projects that historically would not qualify (e.g., large manufacturing plants, distribution centers, hotels, research parks, etc.). RZFBs are private activity bonds and are classified as

“exempt facility bonds” for tax purposes. RZFBs may be issued for any depreciable property that (1) was acquired after the date of designation of a “recovery zone;” (2) was originally used in the recovery zone; and (3) has been used as a “qualified business.” “Qualified business” is defined to include any trade or business, except for residential rental facilities or other specifically listed “bad projects” (e.g., golf courses, massage parlors, gambling facilities, etc.). A volume cap is not required for RZFBs, and there is no prohibition on acquiring existing property.

For more information, contact **Jennifer O’Rourke**, LMC, at [jorourke@lmc.org](mailto:jorourke@lmc.org) or (651) 281-1261.

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# CITIES BULLETIN

ONLINE EDITION

## Speaker appoints House Jobs Task Force

Issue 27

Published: August 26, 2009

By *Jennifer O'Rourke*

Speaker of the House Rep. Margaret Anderson Kelliher (DFL-Minneapolis) announced recently her appointments to a new 36-member House Jobs Task Force. The focus of the group will be on economic development, capital investments, and tax policies with the goal of creating significant job growth in Minnesota.

The new task force will develop a plan for the 2010 legislative session, building off of some of the legislative proposals from the 2009 session, according to DFL Caucus press documents. A special emphasis will be placed on bio-business, construction, and green jobs. Heading the committee will be:

- Rep. Alice Hausman (DFL-Saint Paul)—Chair of the Capital Investment Committee.
- Rep. Ann Lenczewski (DFL-Bloomington)—Chair of the Taxes Committee.
- Rep. Tom Rukavina (DFL-Virginia)—Chair of the Higher Education and Workforce Development Committee.

The task force is expected to begin meeting next month and hold sessions throughout the fall in preparation for the 2010 legislative session. Going back to the 2009 session, there were numerous proposals, which took existing economic development policies or city financing tools, such as tax increment and the local building permit process, and made changes to those systems in order to create more jobs or stimulate the construction and banking industries.

With the state's budget in dire straits, straight up state appropriations for these programs had virtually no chance, and policymakers were desperate to find creative solutions to deal with Minnesota's predicament. Much of the various proposals fell through in the final days of the legislative session for a variety of reasons, and many walked away vowing to come back next session with new ideas and energy.

Members of the task force are: Rep. Sarah Anderson (R-Plymouth), Rep. Karla Bigham (DFL-Cottage Grove), Rep. Robin Brown (DFL-Albert Lea), Rep. Mark Buesgens (R-Jordan), Rep. Lyndon Carlson (DFL-Crystal), Rep. Randy Demmer (R-Hayfield), Rep. Denise Dittrich (DFL-Champlin), Rep. Keith Downey (R-Edina), Rep. Patti Fritz (DFL-Faribault), Rep. Bob Gunther (R-Fairmont), Rep. Alice Hausman (DFL-St. Paul), Rep. Jeff Hayden (DFL-Minneapolis), Rep. Larry Howes (R-Walker), Rep. Gail Kulick Jackson (DFL-Milaca), Rep. Al Juhnke (DFL-Willmar), Rep. Jeremy Kalin (DFL-North Branch), Rep. Ann Lenczewski (DFL-Bloomington), Rep. Diane Loeffler (DFL-Minneapolis), Rep. Tim Mahoney (DFL-St. Paul), Rep. Sandra Masin (DFL-Eagan), Rep. Carol McFarlane (R-White Bear Lake), Rep. Denny McNamara (R-Hastings), Rep. Terry Morrow (DFL-St. Peter), Rep. Joe Mullery (DFL-Minneapolis), Rep. Michael Nelson (DFL-Brooklyn Park), Rep. Kim Norton (DFL-Rochester), Rep. Mike Obermueller (DFL-Eagan), Rep. Michael Paymar (DFL-St. Paul), Rep. Paul Rosenthal (DFL-Edina), Rep. Tom Rukavina (DFL-Virginia), Rep. Bev Scalze (DFL-Little Canada), House Majority Leader Rep. Tony Sertich (DFL-Chisholm), Rep. Linda Slocum (DFL-Richfield), Rep. Loren Solberg (DFL-Grand Rapids), Rep. Phillip Sterner (DFL-Rosemount), Rep. Jean Wagenius (DFL-Minneapolis).

The League of Minnesota Cities (LMC) will monitor the work of this task force leading into the next legislative session. As a schedule of public meetings is made available, it will be published in the *Cities Bulletin*.

For more information, contact **Jennifer O'Rourke**, LMC, at [jorourke@lmc.org](mailto:jorourke@lmc.org) or (651) 281-1261.

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Coalition of Greater Minnesota Cities

# CGMC in Brief

August 27, 2009

Contact: Tim Flaherty  
651-225-8840

## Rep. Marquart discusses goals of LGA study group with city groups

On Monday, Rep. Paul Marquart (DFL-Dilworth) convened a meeting of various city groups, including CGMC, to discuss his expectations of the LGA study group. The LGA study group was put into law during the 2008 session and will have its first meeting October 15. The group is charged with making recommendations to improve the LGA formula by December 2010.

At Monday's meeting, Marquart relayed that the group's first meeting will focus on reviewing the impacts of the current LGA formula and determining the study group's scope (i.e., should the group also make recommendations on other property tax relief programs). Marquart indicated that he would be in favor of investigating new alternative formulas to see if a larger consensus of support could be reached among all cities. Flaherty & Hood, P.A. policy analyst Steve Peterson will be representing CGMC on the LGA study group

## League of Minnesota Cities discusses state budget deficit, unallotment policy positions

The League of Minnesota Cities' Fiscal Futures committee met Thursday in St. Paul to lay groundwork for its 2010 policies, which include positions on future state budget deficits and the unallotment statute. Flaherty & Hood, P.A. attorney/lobbyist J.D. Burton attended the meeting on behalf of CGMC.

At the meeting, the Fiscal Futures committee amended a position to state that, when addressing future state budget deficits, the legislature must not further reduce funding for property tax relief programs to cities.

Regarding unallotment, the Fiscal Futures committee amended a position to state that the unallotment statute should be modified to place a reasonable statutory limit on the amount/percentage/timing of the state's budget that can be unallotted during a biennium without legislative approval. The Fiscal Futures committee will meet again at the end of September before sending their full slate of recommendations to the League's Board of Directors.

## House forms jobs taskforce

Last week, Speaker of the House Margaret Anderson Kelliher (DFL-Minneapolis) appointed 36 House members to a jobs taskforce, which will submit job-creating plans during the 2010 session. According to the group's news release, the taskforce "will focus on economic development, capital investments, and tax policies that will create significant job growth for Minnesotans." The taskforce is expected to begin meeting in September.

The task force will be co-chaired by Rep. Alice Hausman (DFL-St. Paul), chair of



the House Capital Investment Finance Division; Rep. Ann Lenczewski (DFL-Bloomington), chair of the House Taxes Committee; and Rep. Tom Rukavina (DFL-Virginia), chair of the House Higher Education and Workforce Development Finance and Policy Division. A full list of the taskforce's members can be found here:

<http://www.house.leg.state.mn.us/hinfo/sessiondaily.asp?yearid=2007&storvid=1930>

### **Hearing held on Heritage Amendment spending**

The House Cultural and Outdoor Resources Finance Division held an informational hearing on August 25, which Flaherty & Hood, P.A. attorney/lobbyist Elizabeth Wefel attended. At the hearing, representatives of affected government agencies, including the Minnesota Pollution Control Agency, the Department of Administration, the Department of Agriculture, and the Board of Water and Soil Resources provided updates on the progress of implementing the recently passed law regarding the spending and monitoring receipts of the legacy amendment sales tax. These agencies are developing 10-year and 25-year plans for spending the receipts of the sales tax. The Department of Natural Resources is analyzing the state inventory of parks and trails and performing gap analysis to determine the areas of highest need.

The University of Minnesota Water Resources Center is providing project leadership for making recommendations on funding of the clean water funds. A Citizen/Stakeholder Advisory Group will gather information to inform the project. An interagency leadership team has also been formed to better coordinate funds among the 7 agencies responsible for clean water funding in the state.

### **Legacy Amendment to fund studies on emerging water contaminants**

As a result of funding from the Legacy Amendment, Minnesota will be on the forefront of studying "emerging water contaminants." A recent article from [www.MinnPost.com](http://www.MinnPost.com) provides more detail on these studies. The money will pay for the equivalent of four full-time scientists to look at the impact of contaminants such as antibacterial soap on drinking water. The goal of these studies is to ensure that drinking water is adequately protected. The results, however, may impact water treatment in cities. View the full article here:

[http://www.minnpost.com/markneuzil/2009/08/26/11113/legacy\\_funds\\_to\\_target\\_emerging\\_water\\_contaminants\\_and\\_water\\_protection](http://www.minnpost.com/markneuzil/2009/08/26/11113/legacy_funds_to_target_emerging_water_contaminants_and_water_protection)

### **MEETING: Legacy Amendment funding for greater Minnesota parks and trails**

In addition to funding clean water, the Legacy Amendment creates a "statewide" grant program for parks and trails. A coalition of greater Minnesota counties and cities, called the Greater Minnesota Regional Park & Trail Providers, has formed to ensure that this funding is distributed fairly between greater Minnesota and the Twin Cities metro area. Your city is invited to attend the coalition's next informational meeting, which will be held September 9 at 10:00 a.m. in Little Falls. Attached is a letter with further details.

### **CGMC is tweeting!**

CGMC is now on Twitter! Follow us at [greatermncities](https://twitter.com/greatermncities). Other exciting communications efforts are in the works, so stay posted!



(COVER LETTER)

Date: July 28, 2009

To: Cities & Counties of Greater MN  
From: Chuck Wocken, Stearns County Parks

RE: MEETING OF GREATER MINNESOTA LOCAL JURISDICTIONS ABOUT LEGACY AMENDMENT PARK & TRAIL FUNDING & STUDIES

During the last state legislative session a coalition of 27 counties and 5 cities from Greater Minnesota joined together to represent the need for PARK & TRAIL FUNDS from the Legacy Amendment to be available for Greater Minnesota. Some funds were set aside in 2010 & 2011 in a "statewide" grant program which are available to the Twin Cities Metro Region and all of Greater Minnesota. A steering committee of counties involved in the legislative efforts felt a need to gather all Greater Minnesota jurisdictions to meet and learn how recent legislation will impact future funding.

The Legislature established mandatory studies by the University of Minnesota and the Department of Natural Resources to inventory parks & trails of regional and statewide significance, to develop a definition of regional parks & trails, to study park & trail needs statewide, and to recommend a 10-year strategic parks & trails coordination plan and 25-year long funding framework. Essentially, if your jurisdiction is, or will be involved in providing a regional park or trail, this meeting is a "don't miss" opportunity. It will help you understand how recent legislation and future plans will affect your funding potential.

The current criteria used by the DNR Greater MN Regional Park grant program follows:

- 1) Size: 100+ acres (with exceptions based on use characteristics, special features, etc.)
- 2) Use: Evidence that the park serves at least a regional clientele (as opposed to mostly local).

Other related factors may include evidence that the facility draws tourists from outside the local area.

- 3) Recreation Activities Offered: The park should provide outdoor recreation facilities and activities that are primarily natural resource based (camping, picnicking, hiking, swimming, boating, canoeing, fishing, nature study). A related measure is the range of these activities accommodated within the park (e.g., a park with a beach, campground and boat launch facilities is more likely to attract a regional clientele than a park with only one of these facilities).

- 4) Special Features: Unique or unusual geologic features, historically significant sites, zoos, or parks containing characteristics that are of statewide significance.

- 5) Scarcity of Recreational Resources: The park provides public natural resource based recreational opportunities that are not otherwise available within a reasonable distance. These might include water-based activities, such as swimming, fishing and boating; interpretive nature trails; public campgrounds; etc.

Speakers at this meeting will describe what information is needed from local jurisdictions and how it will be gathered. Also, DNR staff involved in grant programs critical to Greater Minnesota Regional Park & Trail providers will be there to update you on immediate funding opportunities.

Greater Minnesota jurisdictions involved in the legislative efforts last session were: Becker County, Beltrami County, Benton County, Blue Earth County, Carlton County, Chisago County, Clearwater County, Cottonwood County, Douglas County, Isanti County, Jackson County, Kanabec County, Kandiyohi County, Lyon County, Le Sueur County, Marshall County, McLeod County, Meeker County, Nicollet County, Olmsted County, Sherburne County, Sibley County, Stearns County, Todd County, Winona County, Wright County, City of St. Cloud, City of Monticello, City of Duluth, City of Rochester, City of Redwood Falls, and City of East Grand Forks.

# **GREATER MINNESOTA REGIONAL PARK & TRAIL PROVIDERS**

*local units of government outside the Metropolitan Area that provide close-to-home nature opportunities in regional parks and on regional trails.*

## **LEGACY AMENDMENT SALES TAX FUNDING FOR PARKS & TRAILS**

**To: All Cities & Counties in Greater Minnesota**

**Date: Wednesday, September 9, 2009**

**Time: 10 a.m. to 2 p.m.**

**Location: INITIATIVE FOUNDATION, 405 – 1<sup>st</sup> St. S.E., Little Falls, MN 56345**

### Agenda

- 1) Welcome by Initiative Foundation
- 2) Goal of Meeting and Introductions
- 3) Opening Comments by State Sen. Rick Olseen, Harris, MN: supporter of Greater MN Regional Parks & Trails legislation.
- 4) Mary Vogel, University of MN, Center for Changing Landscapes Statewide study.
- 5) Laurie Young, Project Mgr. for the *"State and Regional Parks and Trails Plans - A Collaborative Project"*
- 6) DNR Park & Trail Funding Survey due July 17, 2009 comments.
- 7) Grant funding for regional Parks & Trails in Greater MN, Wayne Sames, DNR Office of Management & Budget, and Andrew Korsberg, DNR Trail Grant Program.
- 8) Organization of Greater MN for Study and legislative purposes.

LUNCHEON NOTE: Lunch will be on your own. We will break from 11:30 a.m. – 12:15 p.m. to allow you time to go to a café or to brown-bag it.

Did you know:

- There are 27 different cities and 38 different counties that provide regional parks or trails in Greater MN;
- 67% of all outdoor recreation hours happen within 30 minutes of your home?

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