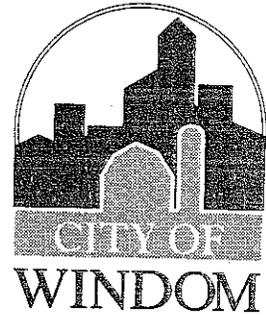


City Council Meeting
Tuesday, September 16, 2008
City Council Chambers
7:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Approval of Minutes
 - Council Minutes – September 2, 2008
2. Consent Agenda
 - Receipt of Board & Commission Minutes
 - EDA – September 8, 2008
 - Park & Recreation Commission – September 8, 2008
 - Library Board – September 9, 2008
 - Utility Commission – September 11, 2008
3. Department Heads
4. License Application
 - Authorization to Dispense Intoxicating Liquor
 - Eagles Club – Oct. 4, 2008 – Windom Comm. Ctr.
 - Temporary On-Sale Liquor License
 - Windom Lions Club – Oct. 11, 2008 – Windom Comm. Ctr.
 - Windom Lions Club – Oct. 25, 2008 – Windom Comm. Ctr.
 - Lawful Gambling Exempt Permit – Windom Area Chamber of Commerce
 - Amplification Permit – Windom Area High School – September 25, 2008
5. Park & Recreation Commission - Rate Recommendation for Skating Fees
6. SEH/MN DOT Intersection Study Presentation
7. Sykora Addition - Plans & Specifications and Call for Quotes
8. Change Time for November 4, 2008 City Council Meeting and Set Dates for Department/Council Budget Meeting
9. Regular Bills
10. Contractor Bill
 - 2008 Seal Coat - Bituminous Paving, Inc - \$49,796.37
11. Unfinished Business
12. New Business
13. Council Concerns
14. Adjourn



**Council Meeting
Windom City Hall, Council Chamber
September 2, 2008
7:30 p.m.**

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

2. Roll Call: Mayor: Tom Riordan

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

Council Members Absent:

City Staff Present: Steve Nasby, City Administrator; Bruce
Caldwell, Street & Park Superintendent;
Mike Haugen, Water\Wastewater
Superintendent; Craig Mueller, Wenck
Associates and Jeremy Rolfes, Telecom

Public Present: Frank _____

3. Pledge of Allegiance

4. Approval of Minutes:

**Motion by Fast, second by Powers, to approve the August 19, 2008 minutes.
Motion carried 5 – 0.**

5. Approval of the Consent Agenda:

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

- Telecommunications Commission – August 18 & 26, 2008
- Park and Recreation Commission – August 18, 2008
- Community Center Commission – August 25, 2008
- Utility Commission – August 27, 2008

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

6. Department Heads:

None

7. Telecommunications Rate Adjustment:

Council member Fast introduced the Resolution No. 2008-27, entitled “RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR TELECOMMUNICATIONS ENTERPRISE FUND” and moved its adoption. The resolution was seconded by Messer and on roll call vote: Aye: Powers, Ray, Fast, Kruse and Messer. Nay: none. Absent: Resolution passed 5-0.

Riordan summarized the rate increases for cable television and internet services. The proposed rate adjustment is an increase of \$2 per package. Other services such as installation would now be charged and the amount for extras such as additional outlets or service calls would also be charged.

Messer asked Riordan to note that the installation fee could be waived. Riordan noted that the charge for installation would be waived if a customer switches to Windomnet from another service provider.

Powers asked if the price increase was due to the cost of programming. Nasby said that the Telecom Commission had discussed the programming and other costs as the contracts for those services are coming up.

Powers asked if the rates were comparable to other communities. Nasby said that the Telecom Commission discussed rates in other communities and specifically Jackson as it compared for cost, channel selection and quality.

8. Sykora Addition Feasibility Report:

Council member Kruse introduced the Resolution No. 2008-28, entitled “RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS FOR SYKORA ADDITION SANITARY SEWER IMPROVEMENT PROJECT” and moved its adoption. The resolution was seconded by Fast and on roll call vote: Aye: Ray, Fast, Kruse, Messer and Powers. Nay: none. Absent: Resolution passed 5 - 0.

Craig Mueller, Wenck & Associates, provided an overview of the three options that were researched regarding the provision of sanitary sewer to these properties. The three options included the following: 1) extension of the sewer main on the west side of Highway 71 and then individual service lines; 2) moving the sewer main to the east side of Highway 71 into a new manhole southeast of the Sykora properties; and 3) moving the sewer main to the east side of Highway 71 into a new manhole across from the Sykora properties. Along with these options were discussions on over-sizing the line from 8” to 10” to accommodate for potential users of the North Windom Industrial Park.

The recommendation from the Utility Commission was to go with Option 3, with an over-sized steel casing underneath Highway 71, as this would place the main line on the east side of Highway 71 to accommodate potential users of the North Windom Industrial Park. The sewer line was not recommended to be increased to 10" as the planned 8" line would handle the anticipated flows from the industrial park.

Messer asked why Option 3 was selected as it does not address future development opportunities adjacent to the Sykora properties, which would be serviced by Option 2. Haugen said that the cost was higher for Option 2, uncertainty on when or if that property would develop and due to the elevation the property would have to use a force main.

Fast noted that the casing under the highway would be over-sized to allow for the future placement of a larger main, if needed. Messer asked about the cost to over-size the casing. Mueller said it would be about \$50 per foot for a total of about \$4,500.

Riordan clarified that the action was to proceed with Option 3 with an over-sized sleeve. Kruse and Fast agreed that was the intent of their motion and second.

9. Preliminary 2009 Budget Levy:

Council member Kruse introduced the Resolution No. 2008-29, entitled "A RESOLUTION ADOPTING PROPOSED PROPERTY TAX LEVY" and moved its adoption. The resolution was seconded by Ray and on roll call vote: Aye: Fast, Kruse, Messer, Powers and Ray. Nay: none. Absent: Resolution passed 5 - 0.

Riordan said that the proposed levy is \$1,526,175 which is 8.55% higher than last year. This number is a preliminary levy and the amount may come down after the Council goes through the budget process.

Nasby said that the State of Minnesota calculates the maximum levy amount based on the 3.9% levy limit and then other special levies such as debt service are added to that amount for the total levy. For Windom the maximum levy was approximately \$1.3 million and the debt service amount was about \$225,000.

10. Establish 2009 Budget Hearing Dates:

Council member Powers introduced the Resolution No. 2008-30, entitled "A RESOLUTION CALLING FOR A PUBLIC HEARING ON THE CITY OF WINDOM 2009 BUDGET" and moved its adoption. The resolution was seconded by Messer and on roll call vote: Aye: Kruse, Messer, Powers, Ray and Fast. Nay: none. Absent: Resolution passed 5 - 0.

Riordan said the hearing dates for the 2009 budget would be December 2, 2008 and, if needed, December 16, 2008.

11. Resolution Accepting Donation:

Council member Messer introduced the Resolution No. 2008-31, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM CORALEE KRUEGER FOR THE CITY OF WINDOM” and moved its adoption. The resolution was seconded by Powers and on roll call vote: Aye: Messer, Powers, Ray, Fast and Kruse. Nay: none. Absent: Resolution passed 5 - 0.

12. Regular Bills:

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

13. Unfinished Business:

Riordan noted that an item pertaining to a construction project on 16th Street was on the agenda. Nasby said that at an earlier Council meeting this issue had come up as there were conflicting recommendations from the Street Committee and Utility Commission and the Council had decided not to add 16th Street to the 2009 Street Project feasibility study. The Utility Commission met in August and was requesting the Council to re-consider.

Fast said that the Utility Commission had not had an opportunity to discuss this until the meeting last week and due to the uncertainty of how the 2009 Street Project was to proceed this was brought back to the Council.

Haugen said that the Utility Commission is interested in seeing the costs and feasibility of doing this project as the sewer infrastructure in this area is questionable.

Powers asked if this could still be included. Mueller and Nasby said it could as the feasibility study is currently underway.

Messer asked if there is an opportunity to take it out of the project. Nasby said that the next step is the acceptance of the feasibility study and ordering of plans and specs and that piece could be taken out before the Council calls for plans and specs. Mueller said it could be included all the way through bidding, but if it is cancelled at that time then there would have been additional costs for design, etc.

Messer said the Street Committee recommended against the inclusion of this section of 16th Street due to traffic concerns.

Powers asked for clarification that the sewer is the problem and not necessarily the condition of the street. Haugen said that the sewer is the issue for him. Caldwell noted that the project would involve a total re-construction curb to curb.

Motion by Kruse, second by Powers, to amend the feasibility study for the 2009 Street Project to include 16th Street, between 4th and 6th Avenue, as an option. Motion carried 5 – 0.

14. New Business:

Messer noted the information in the Council packet regarding the proposed roundabout at the Highway 71\60 intersection. He said that the City participated in an intersection study with MN DOT and this design was the most acceptable option. MN DOT and SEH engineers would be coming to the Council meeting on September 16 to review the study information and answer questions.

15. Council Concerns:

None

16. Adjourn:

Motion by Messer, second by Fast to adjourn the meeting. Motion carried 5 – 0.

Meeting adjourned at 8:02 p.m.

Tom Riordan, Mayor

Attest: _____
Steve Nasby, City Administrator

**ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
SEPTEMBER 8, 2008**

1. Call to Order: The meeting was called to order by President Erickson at 12:05 p.m.
2. Roll Call & Guest Introductions:

EDAWN Commissioners: Juhl Erickson, Trevor Slette, Nestor Palm, Kirby Kruse, and Bob Messer.

Also Present: EDA Staff – Aaron Backman, Executive Director, and Mary Hensen, Adm. Asst.; Steve Nasby, City Administrator; Mayor Tom Riordan; Joel Luitjens, WADC Liaison; and Rahn Larson, Cottonwood County Citizen.
3. Approval of Minutes:

Motion by Commissioner Palm, seconded by Commissioner Kruse, to approve the Minutes of the EDA Meeting held on August 11, 2008. Motion carried 5-0.
4. Public Hearing – Sale of Land – South 83.87 Feet of Lot 1, Block 2, Riverbluff Estates Subdivision:
 - A. President Erickson opened the public hearing at 12:10 p.m. Notice of the public hearing was published in the August 27, 2008, Citizen. The Commissioners had received copies of the proposed Purchase Agreement together with plat maps and photographs of the site. Nathan D. Johnson proposes to purchase the South 83.87 Feet of Lot 1, Block 2 of Riverbluff Estates Subdivision for a total purchase price of \$10,000. (The purchase price of \$10,000 for the sale of an undeveloped lot in this subdivision was previously established by the EDA Board.) Director Backman provided a brief history of the contacts with Mr. Johnson and reviewed the plats, photographs, and the provisions of the purchase agreement with the Board.

President Erickson asked if there were any other questions or comments from anyone in the audience. No other comments were received from anyone present. All public testimony was completed. President Erickson closed the public hearing and referred the matter to the EDA Board for consideration at 12:20 p.m. There was further discussion concerning the proposed purchase.
 - B. Resolution No. 2008-08 (Re: Sale of Land):

Resolution introduced and motion by Commissioner Slette, seconded by Commissioner Kruse, to adopt EDA Resolution No. 2008-08, entitled “Resolution Approving Sale of Property Described as the South 83.87 Feet of Lot 1, Block 2 of Riverbluff Estates Subdivision to the City of Windom, Cottonwood County, Minnesota”.

Upon roll call vote being taken, the following voted in favor thereof: Commissioners Messer, Slette, Erickson, Palm and Kruse; the following voted against the same: None; the following were absent: None.
5. Big Game Expansion Project Update: Director Backman gave a status report on the lot grading and utility installation for the project.
6. Spec Building Update: Director Backman updated the Board concerning ongoing discussions with prospective tenants for the building.

7. Sykora Addition – Infrastructure Update: Director Backman distributed copies of the engineer’s plan for the proposed sewer extension to the Sykora Addition and briefed the Board concerning the next steps in the process.
8. North Windom Industrial Park
 - A. Farm Lease Update: Copies of the current farm lease with Scott Veenker were included in the Board’s packets. Director Backman provided the Board with a history of the existing lease. He further advised the Board as to the current negotiations with the tenant concerning the proposed termination of this lease and the preparation of a new one-year lease for the 2009 crop year. After further discussion, the following action was taken:

Motion by Commissioner Kruse, seconded by Commissioner Palm, to approve the termination of the existing farm lease; to authorize the EDA Executive Director to proceed with the preparation of a new one-year lease with Mr. Veenker for the 2009 crop year at the rate of \$140.00 per acre for 78 acres in the North Windom Industrial Park; and to authorize the EDA President or Vice President to execute the new lease on behalf of the EDA. Motion carried 5-0.
9. Windom Education & Collaborative Center (WECC) Update: Director Backman updated the Board on the activities of the WECC Committee. In August WECC received 12 computers from Dell. The contractors installed new lights, air conditioning units, and ceilings in two classrooms in the north addition of the BARC facility. Toro employees and other volunteers painted the two classrooms. The Committee has also received donated equipment and furniture for the classrooms. The Windom School Board is considering moving the ABE/ESL programs to a third classroom that WECC would manage. The computer lab is slated to be up and running by mid-September and the fall curriculum for classes has been prepared. An open house for WECC is being planned for September 29, 2008.
10. Prospect Update: Director Backman updated the Board concerning prospect contacts.
11. Unfinished Business:
 - A. PM Revolving Loan Fund: Director Backman advised that this item had been added to the agenda. The PM Revolving Loan Fund (RLF) consists of repayments of prior loans made by the City to PM Windom. These loans were comprised of state and federal grants. A representative from the Department of Employment and Economic Development (DEED) had provided information concerning various authorized uses of the RLF funds. An information sheet was distributed to the Board which outlined some of the eligible projects and federal and state requirements for use of these funds.
 - B. SCDP Grant Application: Director Backman reported that this item had been added to the agenda. The Board was provided with an update concerning the status of the grant application, the number of survey responses received from homeowners and rental property owners in the target areas for both Windom and Mountain Lake, the proposed unit distribution between the two cities, recent trends in grant programs, and the next steps in the process.
12. New Business
 - A. Business Visits Report: Director Backman updated the Board concerning business visits, area contacts, meetings and events since the August meeting.

- B. SW Initiative Foundation Leadership Event – 9/15/08 – Marshall: This event will be held at Southwest State University in Marshall. Director Backman will be unable to attend but advised that if any Board members were interested in attending, there is funding available for two registrations at \$99.00 each. President Erickson advised that he was registered to attend through his employer.
 - C. DEED's MN Development Conference – 9/24-9/25/08 – Brooklyn Park: Director Backman reported that he is registered to attend this conference to be held at the Northland Inn on September 24-25, 2008.
13. Miscellaneous Information:
- A. Monthly Budget Recap: The Board received a copy of the monthly budget recap for the period ending July 31, 2008.
 - B. River Bluff Townhomes – Monthly Financial Report: The Board received a copy of the financial report provided by Van Binsbergen & Associates for the period ending July 31, 2008.
14. Adjourn: By consensus, President Erickson adjourned the meeting at 1:03 p.m.

Nestor Palm, Secretary

Attest: _____
Aaron Backman, Executive Director

**PARK AND RECREATION COMMISSION MEETING
MINUTES SEPTEMBER 8, 2008**

1. Call to Order: The meeting was called to order by Chairman Terry Fredin at 7:05 p.m. at City Hall.
2. Roll Call:
Commission Present: Kay Clark, Steph Schwalbach, Brenda Muller,
Angie Blanshan, & Sherri Zimmerman
Commission Absent: Jeff LaCanne & Park Director Bruce Caldwell
City Staff Present: Recreation Director Al Baloun,
Council Liaisons: Jean Fast
Public: None
3. Approve Agenda
Motion by Clark, seconded by Zimmerman
Motion Carried 5-0
4. Approve Minutes, August 18, 2008
Motion by Blanshan, seconded by Clark
Motion Carried 5-0
5. Recreation Directors Budget Report Al Baloun
 - a. Fall Programming – Flag Football (2nd & 3rd Grade and 4th – 6th Grade) has 21 and 38 participants registered for each activity. Numbers are low because of small class sizes in the third and sixth grade. Soccer has 22 participants registered.
 - b. Arena Rates

The following were the recommendations for Daily Rates, Seasonal Skate Rental, and Season Passes as presented for the upcoming Ice Season:
Al Baloun, Recreation Director, recommended an increase in season passes, Seasonal skate rental, skate rental and daily admission rates. Fees were not increased last year and this would help to avoid having large increases in the future and keep the increases gradual. The following are the recommendations for season ice passes:

 - a. Season Family Pass (Oct-March) - Increase \$10 from \$50 to \$60.
 - b. Season Individual Pass (Oct-March) - Increase \$5 from \$30 to \$35.
(Season Pass Family and Individual Excludes Old-timers Hockey.
 - c. Season Pass Old-timers Hockey (Sundays) - Increase \$10 from \$50 to \$60.
 - d. Old-timers Hockey Daily Admission- Increase \$1 from \$5 to \$6.
 - e. Daily Admission- Increase .50 from \$2.50 to \$3.
(Groups save .50 Off Daily Admission)
 - f. Daily Skate Rental- Increase .50 from \$2 to \$2.50.
 - g. Seasonal Skate Rental (Oct- March) – Increase \$10 from \$30 to \$40

Continued Page 2 Park & Recreation Commission Meeting Sept 8, 2008

Rates for these items have not been increased since 2006. Last year hourly Ice Rates were set at \$100 Hour for the upcoming Ice Season (2008-09).

Motion by Blanshan, seconded by Muller to recommend rate increases for skate rental, skate admission & skating passes for the 2008-09 season

Motion Carried 5-0

3. Pool Drain-AI passed around the State of Minnesota permit form to be used to update wading pool. To save money we will be doing the updating of the drains using city employees to complete the project .Work is to be completed this Fall. Permit will be sent in next week and parts ordered.

6. Open Mike: None

Next Park & Recreation Meeting October 13th, 2008 7:00 p.m. Council Chambers
(May have to be changed due to Columbus Day Holiday)

Adjourn at 7:35 p.m.

Windom Library Board Meeting
Windom Library
September 9, 2008
5:05 p.m.

1. Call to order: The meeting was called to order by Freddie Hoppert at 5:05 p.m..

2. Roll Call: Members Present: Freddie Hoppert, Charles Reid, Kathy Hiley,
Anita Winkel and John Duscher.

Members Absent: Mary Erickson and Jan Johnson

Library Staff Present: Dawn Aamot and Joan Hunter

City Council Member Present: Jo Ann Ray

3. Agenda and Minutes:

The minutes were corrected as follows:

Under Librarians report,

"The PDQ's were returned to Fox Lawson to be modified by Fox Lawson." AND

"Joan appeared before the Personnel Committee requesting full-time status. The Personnel Committee indicated that they needed a motion from the library board."

Motion by Anita Winkel, seconded by John Duscher to approve the Agenda and Minutes as corrected.

4. Financial Report

Discussion was held regarding the lack of pictures being rented. Joan is going to ask the city if they plan on having an auction in the near future. If not the library will conduct its own silent auction.

Motion by Charles Reid seconded by Anita Winkel to approve the Financial Report.

5. Librarians Report:

Joan informed the board that the Book Sale was over and considered successful. Twelve boxes of really old, mostly donated books were thrown in the dumpster. Seven boxes were packed up and put in the vault on shelves so moisture won't be a problem.

Joan will soon start the process of discarding books to make room for new ones.

The city clerk has the preliminary budget. Increases need to be held to 3 to 4% over last years budget.

The library will have a substantial increase under maintenance to allow for housekeeping that was left out of last years budget. Joan will be lowering the book budget by a couple of thousand as she has not spent it all in the past.

Each city department head will be appearing before the City Council to go over their departments budget proposals sometime in October.

Space has run out in the drawers that hold the videos. Joan is going to approach the Friends of the Library about replacing the current VHS tapes with DVDs. They will take up less room and be more current with todays technology.

Joan and Dawn have been keeping track of how many patrons use the library after 8 pm on Monday nights. Usually only one patron and at the most there have been 5. In the future the board will discuss the possibility of closing the library at 8 pm on Monday nights and staying open one hour later on either Wednesday or Thursday.

Freddie Hoppert suggested that the Friends of the Library look into getting more information and perhaps supporting the "Books for Africa" program

Dawn reported that the Bridges preschool class will begin coming once a month on Wednesday afternoons in October. She will begin storytime towards the end of September.

September is "Fine Free Month" The staff will be making phone calls to those with overdue books.

Motion by Kathy Hiley and seconded by John Duscher to approve the librarian's report.

6. Old Business:

Joan will be receiving the new PDQ's with correct information at the next department heads meeting. Discussion was held on the requirements listed on the PDQ for head librarian.

7. New Business:

None

8. New Book Suggestions

The board presented their suggestions.

9. Adjourn:

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

Meeting adjourned at 5:28 p.m..

Respectfully submitted,

Kathy Hiley, recording secretary

UTILITY COMMISSION MINUTES
City Hall
September 11, 2008

Call Meeting to Order: The Utility Commission meeting was called to order at 10:00 a.m., on September 11, 2008 in the City Hall Council Chambers.

Members Present: Utility Commission Chairperson: Mike Schwalbach

Members Present: Keith Bloomgren

Member Absent: Chris Johnson

City Council Liaison Absent: Jean Fast

City Staff Present: Steve Nasby, City Administrator; Brigitte Olson, Assistant City Administrator; Mike Haugen, Water/Wastewater Superintendent

Others Present: Craig Mueller, Wenck Associates

APPROVAL OF MINUTES:

Motion by Bloomgren, seconded by Schwalbach, to approve the August 27, 2008 minutes as presented. Motion carried 2-0.

WATER/WASTEWATER ITEMS:

Sykora Addition Sewer Project – Craig Mueller, Wenck Associates presented the Plans and Specifications to the Utility Commission for the Sykora Addition Sewer Project. Mueller said that the discussion is to direct bore the main under highway 71 with a 20” steel casing. The estimated cost of this would be \$250 per foot. An alternative is to use a 20” HDPE pipe as the casing to direct bore under the highway and the engineer’s estimated cost would be \$125 per foot. Both casing types are okay with MN DOT. Mueller recommended going with the HDPE pipe as the casing as it is less expensive.

One other option is to look at direct burying the sewer main in the ditch or directional boring that line as well. There would likely be some cost savings with direct boring vs. burying the main due to not having driveway repairs. Both options for placing the sewer main in the ditch are in the Specifications for Sykora Addition Sanitary Sewer Extension Project.

Schwalbach questioned the general liability amount of \$250,000 for bodily damage and property damage, and the \$500,000.00 for each occurrence and \$500,000.00 aggregate. Nasby said that he would contact Ken Hoffman, City of Windom’s Insurance Agent to see if those amounts are sufficient.

Mueller said that the contract forms and condition of contract are available at the Wenck Office in Windom, MN.

Motion by Bloomgren, seconded by Schwalbach to approve the Plans and Specifications presented by Wenck Associates for the 2008 Sykora Addition Sewer Project.

Lead/Copper Tap Water Monitoring Report, PWSID 1170006 – Haugen reviewed the lead and copper tap water testing report with the Utility Commission. Haugen said that the public water system has not exceeded the action level for lead and has exceeded the action level for copper. The test results are as follows:

90th percentile lead level = 4 ug/l (rounded as 0 mg/l)
The action level for lead is 15.0 ug/l

90th percentile copper level = 1380 ug/l (rounded as 1 mg/l)
The action level for copper is 1300 ug/l

Haugen said that the recent law 40CFR 141.85 indicates that the occupants of each participating residence of the lead/copper tests must be notified of the results. Within 10 (ten) days after notifying the residents of their results, Haugen must complete the Lead/Copper Results Delivery Certification form and return this to the Minnesota Department of Health. Then the City of Windom will also be on the schedule for a repeat testing procedure in June 2009. Haugen also said that staff are feeding the water with C4, and will continue to do so, and also increasing the dosage of this chemical. Schwalbach was concerned about the residual effects this chemical may have on the public.

APPROVE BILLS:

Motion by Bloomgren, seconded by Schwalbach to approve payment of the Wenck Associates bill in the amount of \$999.10. Motion carried 2-0.

OLD BUSINESS:

None

NEW BUSINESS:

Nasby said that “Professional Service Master Agreement” was included in the packet for their review. This is the contract between the City of Windom and Wenck Associates.

Next meeting date was scheduled for October 7, 2008 at 10:00 in the City Council Chambers.

Meeting was adjourned at 10:40 a.m.

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator



Protecting, maintaining and improving the health of all Minnesotans

September 5, 2008

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 = 4 $\mu\text{g/l}$ (rounded as 0 mg/l).

The action level for lead is 15.0 $\mu\text{g/l}$.

90th percentile copper level = 1380 $\mu\text{g/l}$ (rounded as 1 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 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.

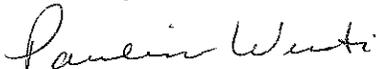
Notification to the participating residences must be made within 30 days by U.S. Mail, hand/direct delivery, or posting. Please refer to the enclosed Certification form for delivery method requirements. If the residence is a rental property, both the occupant(s) of the residence and rental property owner 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. If you would like to receive any of the enclosed documents via e-mail, please send your request to pauline.wuoti@health.state.mn.us.

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. A return envelope is enclosed for your convenience.

Your next round of lead/copper monitoring has been scheduled for June 2009. 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,



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

City of Windom, PWSID No.: 1170006

Distribution System Water Quality Monitoring Results:

WQP Monitoring Summaries	pH (Units)		Ortho-phosphate (mg/L)		Total-phosphate (mg/L)	
	Average	Range	Average	Range	Average	Range
DB, Sep. 1998	7.63	7.5 - 7.7	0.88	0.55 - 1.16	2.37	1.97 - 2.94
DB, Apr. 1999	7.56	7.4 - 7.6	0.81	0.56 - 1.19	2.42	2.03 - 2.72
1998 WQP	7.63	7.5 - 7.7	0.88	0.55 - 1.16	2.37	1.97 - 2.94
1999 WQP	7.51	7.4 - 7.6	0.87	0.55 - 1.35	2.48	2.04 - 2.85
Sep. 2000 WQP	7.28	7.2 - 7.3	1.40	1.12 - 1.93	1.96	1.70 - 2.50
June 2001 WQP	7.33	7.2 - 7.4	1.53	1.31 - 1.88	2.19	2.06 - 2.42
June 2002 WQP	7.43	7.4 - 7.5	2.20	0.99 - 2.94	2.98	1.56 - 4.74
2004 WQP	7.38	6.9 - 7.7	0.60	0.37 - 0.95	0.83	0.50 - 1.58
2005 WQP	7.65	7.4 - 7.8	1.29	1.33 - 1.44	1.97	1.68 - 2.32
2006 WQP	7.43	7.2 - 7.7	1.04	0.82 - 1.21	1.55	1.32 - 1.83
2007 WQP	7.45	7.2 - 7.7	0.98	0.33 - 2.08	1.51	0.60 - 3.12
Jan - Jul 2008	7.27	7.1 - 7.5	0.84	0.71 - 1.07	1.16	0.93 - 1.32
2009 WQP						
2010 WQP						

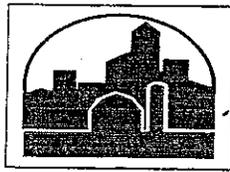
Lead and Copper Monitoring Results:

Tap Monitoring Summaries	Lead Level ($\mu\text{g/L}$)		Copper Level ($\mu\text{g/L}$)	
	90 th Percentile	Range	90 th Percentile	Range
Base Monitoring, October 1992	11.0	<5 - 29.0	3000	80 - 3500
Detect Base, September 1998	1.9	<1 - 18.0	1300	<50 - 1500
Detect Base, April 1999	2.2	<1 - 7.6	1290	248 - 1430
Detect Interim, September 2000	4.0	2.0 - 5.0	1740	204 - 1900
Detect Interim, June 2001	3.0	<2 - 6.0	1300	282 - 1380
Detect Interim, June 2002	<2	<2 - 4.0	1330	54 - 1420
Detect Long Term, June 2005	3.0	<2 - 3.0	1320	43 - 1410
Detect Long Term, Aug 2008	4.0	<2 - 7.0	1380	101 - 2200
Detect Interim				

Corrosion Control Program:

Windom started phosphate treatment in 1993 for copper corrosion control. Over the course of 15 years Windom has tried a variety of poly and blended phosphates such as Nalco 8488, C-5, Aqua-Mag, and C-4. The treatment has been consistently maintained and the lead/copper levels have been significantly reduced. However, in 2007 and 2008, orthophosphate residuals have occasionally fallen below optimal which may be responsible for the increases in copper levels during the most round of the lead/copper testing. Due to the exceedance, Windom will return to Detect Interim tap monitoring in 2009. The Community Public Water Supply (CPWS) Unit recommends that a treatment optimization strategy to be implement to ensure that orthophosphate residuals in the range of 1.0 - 1.5 mg/L be maintained throughout the water distribution system, at all times.

Please contact Ms. Lih-in Rezania at 651-201-4661 with questions on corrosion control treatment or treatment optimization, and pre-notify her of any treatment modifications or changes by emailing lih-in.rezania@state.mn.us.



City of Windom
Windom, Minnesota

Application

For Authorization to Dispense Intoxicating Liquor

To the Windom City Council :

The undersigned hereby applies for authorization to dispense intoxicating liquor on City owned property during a City sponsored event in the City of Windom in accordance with the information given below, City of Windom Code Chapter 5 and Minnesota Statute 340A.404:

Location of Event Windom Comm Center

Date of Event Oct 4, 2008

Hours 4 - Midnight

Type of Event WEDDING Dance Reception

Eagles Club
Name of Individual/Organization

Tony Guelm
Licensee Officers Signature

821 4th Ave
Street Address

Windom MN 56101
City State

507-831-0192
Telephone Number

Application Approved Disapproved
this _____ day of _____, 20_____

City Administrator

License Fee - None \$0.00	
<input checked="" type="checkbox"/>	Copy of On-sale license attached
<input checked="" type="checkbox"/>	Proof of insurance attached
<input checked="" type="checkbox"/>	City named as additional insured
<input checked="" type="checkbox"/>	Licensee has signed the Hold Harmless Agreement

Hold Harmless and Indemnification Agreement

IN CONSIDERATION OF authorization by the Windom City Council to dispense intoxicating liquor on City-owned property or during a City sponsored event, the undersigned licensee hereby agrees to hold harmless the City of Windom, its employees and its agents, from any and all claims for any damages whatsoever arising out of the licensee providing intoxicating liquor under said authorization on the 4th day of Oct, 2008. Further, the undersigned licensee agrees to indemnify the City of Windom for any such claims for damages whatsoever arising out of licensee's dispensing of said intoxicating liquor, including the reimbursement of the City of Windom's costs and disbursements, including reasonable attorneys' fees in defending any such action for claims and damages.

Tony Guelm
Licensee Officers Signature

9-12-08
Date



Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
 444 Cedar Street Suite 133, St. Paul MN 55101-5133
 (651) 201-7507 Fax (651) 297-5259 TTY (651) 282-6555
 WWW.DPS.STATE.MN.US



APPLICATION AND PERMIT
FOR A 1 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION <i>WINDOM LIONS CLUB</i>		DATE ORGANIZED <i>4-14-71</i>	TAX EXEMPT NUMBER <i>E41-6175799</i>	
STREET ADDRESS <i>PO BOX 72 WINDOM</i>		CITY <i>WINDOM</i>	STATE <i>MN</i>	ZIP CODE <i>56101</i>
NAME OF PERSON MAKING APPLICATION <i>DAN OLSEN</i>		BUSINESS PHONE <i>() 507-832-8007</i>	HOME PHONE <i>() 507-831-1359</i>	
DATES LIQUOR WILL BE SOLD <i>10-11-08</i>		TYPE OF ORGANIZATION <input checked="" type="checkbox"/> CLUB <input type="checkbox"/> CHARITABLE <input type="checkbox"/> RELIGIOUS <input type="checkbox"/> OTHER NONPROFIT		
ORGANIZATION OFFICER'S NAME <i>FORREST FOSHEIM PRES</i>		ADDRESS <i>1213 3RD AV WINDOM MN 56101</i>		
ORGANIZATION OFFICER'S NAME <i>DAN JONES SEC</i>		ADDRESS <i>875 20 ST WINDOM MN 56101</i>		
ORGANIZATION OFFICER'S NAME <i>DAN OLSEN TRASH</i>		ADDRESS <i>48255 C RD 28 WINDOM MN 56101</i>		

Location license will be used. If an outdoor area, describe
WINDOM COMMUNITY CENTER

Will the applicant contract for intoxicating liquor service? If so, give the name and address of the liquor licensee providing the service.
NO

Will the applicant carry liquor liability insurance? If so, please provide the carrier's name and amount of coverage.

HENDRICKSON AGENCY, EDEN PRARIE, MN

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL & GAMBLING ENFORCEMENT

CITY/COUNTY _____ DATE APPROVED _____

CITY FEE AMOUNT _____ LICENSE DATES _____

DATE FEE PAID _____

SIGNATURE CITY CLERK OR COUNTY OFFICIAL

APPROVED DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the License for the event



Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
 444 Cedar Street Suite 133, St. Paul MN 55101-5133
 (651) 201-7507 Fax (651) 297-5259 TTY (651) 282-6555
 WWW.DPS.STATE.MN.US



APPLICATION AND PERMIT
 FOR A 1 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION <i>WINDOM LIONS CLUB</i>	DATE ORGANIZED <i>4-14-71</i>	TAX EXEMPT NUMBER <i>E41-6175799</i>	
STREET ADDRESS <i>PO BOX 72</i>	CITY <i>WINDOM</i>	STATE <i>MN</i>	ZIP CODE <i>56101</i>
NAME OF PERSON MAKING APPLICATION <i>DAN OLSEN</i>	BUSINESS PHONE <i>(507) 832-8007</i>	HOME PHONE <i>() 507-831-1359</i>	
DATES LIQUOR WILL BE SOLD <i>10-25-08</i>	TYPE OF ORGANIZATION CLUB CHARITABLE RELIGIOUS OTHER NONPROFIT		
ORGANIZATION OFFICER'S NAME <i>FORREST FUSHEIM PRES</i>	ADDRESS <i>1213 3RD AV WINDOM MN</i>		
ORGANIZATION OFFICER'S NAME <i>DAN JONES SEC</i>	ADDRESS <i>875 20 ST WINDOM MN</i>		
ORGANIZATION OFFICER'S NAME <i>DAN OLSEN TRIAS</i>	ADDRESS <i>48255 COLUMBIA WINDOM MN</i>		

Location license will be used. If an outdoor area, describe

WINDOM COMMUNITY CENTER

Will the applicant contract for intoxicating liquor service? If so, give the name and address of the liquor licensee providing the service.
NO

Will the applicant carry liquor liability insurance? If so, please provide the carrier's name and amount of coverage.

HENDRICKSON Agency, EDEN PRARIE, MN

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL & GAMBLING ENFORCEMENT

CITY/COUNTY _____

DATE APPROVED _____

CITY FEE AMOUNT _____

LICENSE DATES _____

DATE FEE PAID _____

SIGNATURE CITY CLERK OR COUNTY OFFICIAL _____

APPROVED DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT _____

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the License for the event

Minnesota Lawful Gambling
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

Fee is \$50 for each event

For Board Use Only

Check# _____

\$ _____

ORGANIZATION INFORMATION

Organization name: Windom Area Chamber of Commerce Previous gambling permit number: X-05127-08-001

Type of nonprofit organization. Check (✓) one.
 Fraternal Religious Veterans Other nonprofit organization

Mailing address: 303 9th Street City: Windom State/Zip Code: MN 56101 County: Cottonwood

Name of chief executive officer (CEO): Cheryl Hanson Daytime phone number: 507-831-2752

ATTACH A COPY OF ONE OF THE FOLLOWING FOR PROOF OF NONPROFIT STATUS

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

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

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

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

___ **Internal Revenue Service - proof previously submitted to Gambling Control Board**
 If you previously submitted proof of nonprofit status from the Internal Revenue Service, no attachment is required.

GAMBLING PREMISES INFORMATION

Name of premises where gambling activity will be conducted (for raffles, list the site where the drawing will take place):
Business Arts + Recreation Center

Address (do not use PO box): 1012 5th Ave City: Windom Zip Code: 56101 County: Cottonwood

Date(s) of activity (for raffles, indicate the date of the drawing):
Oct 5th 2008

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

*Bingo Raffles *Paddlewheels *Pull-Tabs *Tipboards

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

To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4076.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

If the gambling premises is within city limits, the city must sign this application.

Check (✓) the action that the city is taking on this application.

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

Print city name _____

On behalf of the city, I acknowledge this application.
Signature of city personnel receiving application

Title _____ Date ____/____/____

If the gambling premises is located in a township, both the county and township must sign this application.

Check (✓) the action that the county is taking on this application.

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

Print county name _____

On behalf of the county, I acknowledge this application.
Signature of county personnel receiving application

Title _____ Date ____/____/____

TOWNSHIP: On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.213, subd. 2]]

Print township name _____

Signature of township official acknowledging application

Title _____ Date ____/____/____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature Cheyl Hanson

Date 9 / 12 / 08

Complete an application for each gambling activity:

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

Send application with:

- a copy of your proof of nonprofit status, and
 - \$50 application fee for each event.
- Make check payable to "State of Minnesota."

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

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit. Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.

Questions?

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

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

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

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

RESOLUTION #2008-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

CITY OF WINDOM

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

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

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

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

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

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

Arena

Season Family Pass (Oct-March) - Increase from \$50.00 to \$60.00.

Season Individual Pass (Oct-March) - Increase from \$30.00 to \$35.00.

(Season Pass Family and Individual Excludes Old-timers Hockey)

Season Pass Old-timers Hockey (Sundays) - Increase from \$50.00 to \$60.00.

Old-timers Hockey Daily Admission- Increase from \$5.00 to \$6.00.

Daily Admission - Increase from \$2.50 to \$3.00.

(Groups save .50 Off Daily Admission)

Daily Skate Rental- Increase from \$2.00 to \$2.50.

Seasonal Skate Rental (Oct- March) – Increase from \$30.00 to \$40.00

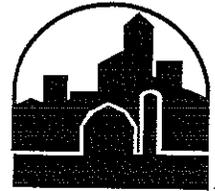
Adopted this 16th day of September, 2008.

Tom Riordan, Mayor

ATTEST:

Steven Nasby, City Administrator

MEMORANDUM



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

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

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

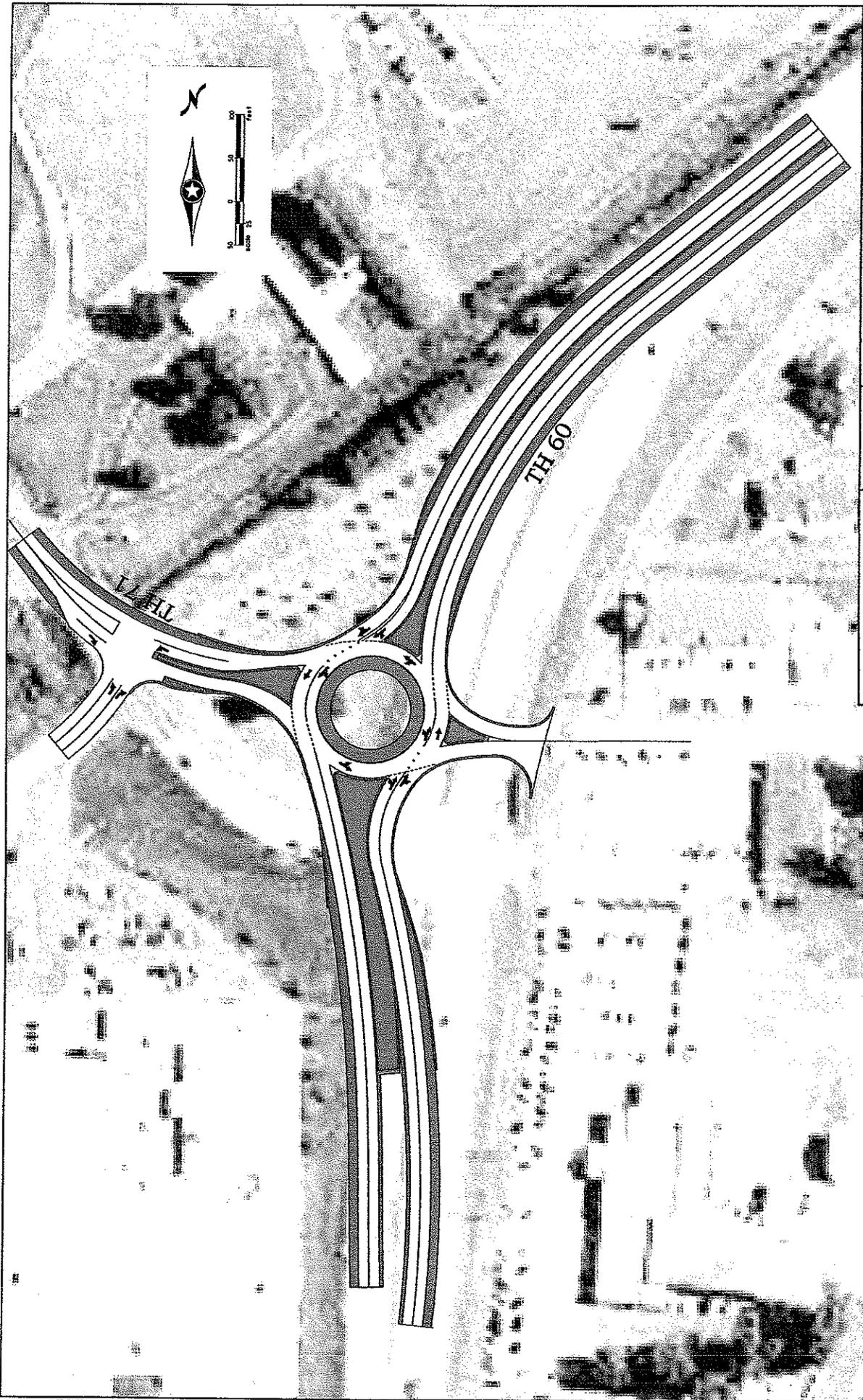
Attached is a diagram featuring a round-about for the Highway 60\71 intersection. This configuration is the result of MN DOT and City preferences. Other options considered were stop lights, other round-about configurations and a 3-lane cross section.

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

Thank you.

Cc: Bruce Caldwell, Street & Park Superintendent

Attachment



 PRINCIPAL: 1651499-2000 3535 ADMIRALS CENTER DR. ST. PAUL, MN 55110		MNTCO101385 DATE: 8/14/2008	TH 60 / TH 71 Roundabout Alternative 3 Winneton, MN	FIGURE No. 5
--	--	-----------------------------------	---	-------------------------------

RESOLUTION #2008-

INTRODUCED:

SECONDED:

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

RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR QUOTES FOR THE SYKORA ADDITION IMPROVEMENT PROJECT

WHEREAS, pursuant to a resolution adopted by the City Council on September 2, 2008, Wenck Associates, Inc. has prepared plans and specifications for the proposed Sykora Addition Sanitary Sewer Improvement Project and has presented such plans and specifications to the Council for approval.

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

1. Such plans and specifications, which are made a part hereof by reference as if fully set forth herein, are hereby approved and shall be filed in the Office of the City Clerk.
2. The City Clerk shall prepare an advertisement for quotes for the making of such improvements, pursuant to the approved plans and specifications, and cause such advertisement to be published in the official paper.
3. Quotes will be received and accepted by the City Clerk until 2:00 p.m. on October 2, 2008. At said time, the quotes will be publicly opened by the City Clerk and Engineer in the City Hall Council Chambers. Quotes will then be tabulated and will thereafter be considered by the City Council. Any contractor whose responsibility is questioned during consideration of the quote will be given an opportunity to address the Council on the issue of responsibility. The quotes for such improvements will be awarded on or before October 7, 2008, at the City Council Meeting scheduled for 7:30 p.m.

Adopted by the Council this 16th day of September, 2008.

Tom Riordan, Mayor

Attest: _____
Steven Nasby, City Administrator

**PROJECT
MANUAL**

**SYKORA ADDITION
SANITARY SEWER
EXTENSION
CITY OF WINDOM**

Wenck File #0045-25

Prepared for:

**CITY OF WINDOM
444 9TH STREET
WINDOM, MN 56101**

SEPTEMBER 2008

WENCK ASSOCIATES, INC.
P.O. BOX 453
WINDOM, MINNESOTA 56101

SYKORA ADDITION SANITARY SEWER EXTENSION

WINDOM, MINNESOTA 56101

NOTICE TO CONTRACTORS

Written quotations will be received until 2:00 P.M. on October 2, 2008, for furnish and install Sanitary Sewer piping and related items.

LOCATION: See Attached Map.

SPECIFICATIONS: See attached Specifications 00510, 00520, 00620, 00630, 00700, 01010, 01025, 01050, 01155, 01530, 02208, 02320, 02535, and 02930.

PUBLIC SAFETY
AND CONVENIENCE: The contractor shall provide adequate signal barricades, and take all necessary precautions for the protection of the work and the safety of the public. All barricades and obstructions shall be protected at night by colored signal lights which shall be of substantial construction and shall be painted white or whitewashed to increase their visibility at night.

COMPLETION DATE AND
LIQUIDATED DAMAGES: The work shall be completed by November 15, 2008. Liquidated damages shall be \$50.00 per working day.

INSURANCE: The contractor shall secure and maintain insurance in the following minimum amounts:

WORKER'S COMPENSATION: Coverage to be provided as per state statutes.

GENERAL LIABILITY:

Bodily Injury
\$500,000.00 per person \$1,000,000.00 each occurrence

Property Damage
\$500,000.00 each occurrence \$1,000,000.00 aggregate

WENCK ASSOCIATES, INC.
P.O. BOX 453
WINDOM, MINNESOTA 56101

SYKORA ADDITION SANITARY SEWER EXTENSION

WINDOM, MINNESOTA 56101

NOTICE TO CONTRACTORS

Written quotations will be received until 2:00 P.M. on October 2, 2008, for furnish and install Sanitary Sewer piping and related items.

LOCATION: See Attached Map.

SPECIFICATIONS: See attached Specifications 00510, 00520, 00620, 00630, 00700, 01010, 01025, 01050, 01155, 01530, 02208, 02320, 02535, and 02930.

PUBLIC SAFETY
AND CONVENIENCE: The contractor shall provide adequate signal barricades, and take all necessary precautions for the protection of the work and the safety of the public. All barricades and obstructions shall be protected at night by colored signal lights which shall be of substantial construction and shall be painted white or whitewashed to increase their visibility at night.

COMPLETION DATE AND
LIQUIDATED DAMAGES: The work shall be completed by November 15, 2008.
Liquidated damages shall be \$50.00 per working day.

INSURANCE: The contractor shall secure and maintain insurance in the following minimum amounts:

WORKER'S COMPENSATION: Coverage to be provided as per state statutes.

GENERAL LIABILITY:

Bodily Injury
\$250,000.00 per person \$500,000.00 each occurrence

Property Damage
\$250,000.00 each occurrence \$500,000.00 aggregate

WENCK ASSOCIATES, INC.
P.O. BOX 453
WINDOM, MINNESOTA 56101

SYKORA ADDITION SANITARY SEWER EXTENSION

WINDOM, MINNESOTA 56101

SCHEDULE OF PRICES

NOTE: BIDS shall include sales tax and all applicable taxes and fees.

ITEM NO.	ITEM	UNIT	UNIT PRICE	ESTIMATED QUANTITY	AMOUNT
<u>OPTION #1 - DIRECT BURY MAIN</u>					
2503.511	F&I 8" PVC Sewer SDR 35 6-8' deep	L.F.	\$ _____	230	\$ _____
2503.511	F&I 8" PVC Sewer SDR 35 8-10' deep	L.F.	\$ _____	110	\$ _____
2503.511	F&I 8" PVC Sewer SDR 35 10-12' deep	L.F.	\$ _____	130	\$ _____
2506.506	Furnish & install manhole Type 4007	L.F.	\$ _____	24	\$ _____
2506.516	Furnish & install manhole casting	EA.	\$ _____	3	\$ _____
0503.602	Furnish & install 8" x 4" sewer wye	EA.	\$ _____	3	\$ _____
2503.511	Furnish & install 4" sewer services	L.F.	\$ _____	150	\$ _____
2504.603	Bore Main under Highway 71 and F&I HDPE Casing	L.F.	\$ _____	60	\$ _____
0451.601	Rock Subfoundation (CV)	C.Y.	\$ _____	47	\$ _____
2104.509	Remove manhole	EA.	\$ _____	1	\$ _____

2531.507	Bituminous Drive	S.F.	\$ _____	1200	\$ _____
2575.511	Turf Restoration	Acre.	\$ _____	0.2	\$ _____
2575.511	Salvage Culvert	EA.	\$ _____	3	\$ _____

OPTION 1 SUBTOTAL: \$ _____

ITEM NO.	ITEM	UNIT	UNIT PRICE	ESTIMATED QUANTITY	AMOUNT
OPTION 2 – DIRECTIONAL BORE BENEATH DRIVEWAYS					

2503.511	F&I 8" PVC Sewer SDR 35 6-8' deep	L.F.	\$ _____	30	\$ _____
2506.506	Furnish & install manhole Type 4007	L.F.	\$ _____	24	\$ _____
2506.516	Furnish & install manhole casting	EA.	\$ _____	3	\$ _____
0503.602	Furnish & install 8" x 4" sewer wye	EA.	\$ _____	3	\$ _____
2503.511	Furnish & install 4" sewer services	L.F.	\$ _____	150	\$ _____
2504.603	Bore Main under Highway 71 and F&I HDPE Casing	L.F.	\$ _____	60	\$ _____
0451.601	Rock Subfoundation (CV)	C.Y.	\$ _____	32	\$ _____
2504.603	Bore 8" Yellowmain SDR 35 Main under Driveways	L.F.	\$ _____	380	\$ _____
2104.509	Remove manhole	EA.	\$ _____	1	\$ _____
2575.511	Turf Restoration	Acre.	\$ _____	0.2	\$ _____

OPTION 2 SUBTOTAL: \$ _____

CONTRACTOR

OWNER

Firm _____

Name City of Windom _____

Address _____

444 9th Street
Address

City _____ State _____ Zip _____

Windom MN 56101
City State Zip

By _____

By _____

Title _____

Title _____

Date _____

Date _____

Telephone No. _____

Fax No. _____

SECTION 00005

TABLE OF CONTENTS

CITY OF WINDOM

Sykora Addition Sanitary Sewer Extension

Class of Work: Utility Improvements

CONTRACT FORMS

Section 00510 - Notice of Award

Section 00520 - Notice to Proceed

Section 00620 - Performance Bond

Section 00630 - Payment Bond

CONDITIONS OF THE CONTRACT

Section 00700 - General Conditions of the Contract for Construction

DIVISION 1 - GENERAL REQUIREMENTS

Section 01010 - Summary of Work

Section 01025 - Measurement and Payment

Section 01050 - Field Engineering

Section 01155 - On-Site Health and Safety Requirements

Section 01530 - Protection of Existing Facilities

DIVISION 2 - SITE WORK

Section 02208 - Granular Bedding

Section 02320 - Excavation and Backfill

Section 02535 - Sanitary Sewer

Section 02930 - Turf Restoration

PLAN SHEETS

Sheet 1 Cover Sheet

Sheet 2 Plan and Profile

Sheet 3 Details

*****END OF SECTION*****

SECTION 00510

NOTICE OF AWARD

To:

Project Title: Sykora Addition Sanitary Sewer Extension

Project Description: The WORK, as defined in contract documents and consists of all labor, materials, tools, permits, bonds, machinery, equipment, and services including utility and necessary for the construction of sanitary sewer and restoration.

The OWNER has considered the Bid submitted by you for the above described work in response to its Request for Quotes dated September 17, 2008, and Instructions to Bidders.

You are hereby notified that your Bid has been accepted for items in the Amount of \$ _____.

You are required by the Instructions to Bidders to execute the Agreement and furnish the required Performance and Payment Bonds, and certificates of insurance within ten (10) calendar days from the date of this notice to you.

You are required to return an acknowledged copy of this Notice of Award to the OWNER.

Date this ___ date of _____, 2008.

City of Windom
(OWNER)

By:

Dennis Johnson, P.E.

Title:

City of Windom Engineer

SECTION 00520

NOTICE TO PROCEED

To: _____ Date: _____

Project: Sykora Sanitary Sewer Extension

You are hereby notified to commence WORK in accordance with the Agreement dated _____, 2008, on or before _____, 2008, and substantial completion of all work is on or before 25 working days from the date of the Notice to Proceed.

City of Windom
 (OWNER)

By: _____
 Dennis Johnson, P.E.

Title: City of Windom Engineer

ACCEPTANCE OF NOTICE

Receipt of the above Notice of Proceed is hereby acknowledged by _____ this the day of _____, 2008.

By: _____

Title: _____

END OF SECTION

SECTION 00620

PERFORMANCE BOND

Any singular reference to CONTRACTOR, SURETY, OWNER, or other party shall be considered plural where applicable.

CONTRACTOR (Name and Address)

SURETY (Name and Principal Place of Business)

CITY OF WINDOM
City Hall
444 9th Street
Windom, MN 56101

CONSTRUCTION CONTRACT

DATE: _____, 2008

AMOUNT: _____

(Written Amount) _____

Description (Project Name and Location):

Sykora Addition Sanitary Sewer Extension

Windom, Minnesota

BOND

DATE: _____, 2008

AMOUNT: _____

(Written Amount) _____

1. Contractor and the Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner for the performance of the Construction Contract, which is incorporated herein by reference.
2. If the Contractor performs the Construction Contract, the Surety and the Contractor shall have no obligation under this Bond, except to participate in conferences as provided in Subparagraph 3.1.
3. If there is no Owner Default, the Surety's obligation under this Bond shall arise after:
 - 3.1. The Owner has notified the Contractor and the Surety at its address described in Paragraph 10 below, that the Owner is considering declaring a Contractor Default and has requested and attempted to arrange a conference with the Contractor and the Surety to be held not later than fifteen days after receipt of such notice to discuss methods of performing the Construction Contract. If the Owner, the Contractor and the Surety agree, the Contractor shall be allowed a reasonable time to perform the Construction Contract, but such an agreement shall not waive the Owner's right, if any, subsequently to declare a Contractor Default; and
 - 3.2. The Owner has declared a Contractor Default and formally terminated the Contractor's right to complete the contract. Such Contractor Default shall not be declared earlier than twenty days after the Contractor and the Surety have received notice as provided in Subparagraph 3.1; and
 - 3.3. The Owner has agreed to pay the Balance of the Contract Price to the Surety in accordance with the terms of the Construction Contract or to a contractor selected to perform the Construction Contract in accordance with the terms of the contract with the Owner.
4. When the Owner has satisfied the conditions of Paragraph 3, the Surety shall promptly and at the Surety's expense take one of the following actions:
 - 4.1. Arrange for the Contractor, with consent of the Owner, to perform and complete the Construction Contract; or
 - 4.2. Undertake to perform and complete the Construction Contract itself, through its agents or through independent contractors: or
 - 4.3. Obtain bids or negotiated proposals from qualified contractors acceptable to the Owner for a contract for performance and completion of the Construction Contract, arrange for a contract to be prepared for execution by the Owner and the contractor selected with the Owner's concurrence, to be secured with performance and payment bonds, executed by a qualified surety equivalent to the bonds issued on the Construction Contract, and pay to the Owner the amount of damages as described in Paragraph 6 in excess of the Balance of the Contract Price incurred by the Owner resulting from the Contractor's default; or
- 4.5. Waive its right to perform and complete, arrange for completion, or obtain a new contractor and with reasonable promptness under the circumstances:
 1. After investigation, determine the amount for which it may be liable to the Owner and, as soon as practicable after the amount is determined, tender payment therefor to the Owner; or
 2. Deny liability in whole or in part and notify the Owner citing reasons therefor.
5. If the Surety does not proceed as provided in Paragraph 4 with reasonable promptness, the Surety shall be deemed to be in default on this Bond fifteen days after receipt of an additional written notice from the Owner to the Surety demanding that the Surety perform its obligations under this Bond, and the Owner shall be entitled to enforce any remedy available to the Owner. If the Surety proceeds as provided in Subparagraph 4.4, and the Owner refuses the payment tendered or the Surety has denied liability, in whole or in part, without further notice the Owner shall be entitled to enforce any remedy available to the Owner.
6. After the Owner has terminated the Contractor's right to complete the Construction Contract, and if the Surety elects to act under Subparagraph 4.1, 4.2, or 4.3 above, then the responsibilities of the Surety to the Owner shall not be greater than those of the Contractor under the Construction Contract, and the responsibilities of the Owner to the Surety shall not be greater than those of the Owner under the Construction Contract. To the limit of the amount of this Bond, but subject to commitment by the Owner of the Balance of the Contract Price to mitigation of costs and damages on the Construction Contract, the Surety is obligated without duplication for:
 - 6.1. The responsibilities of the contractor for correction of defective work and completion of the Construction Contract;
 - 6.2. Additional legal, design professional and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under Paragraph 4; and
 - 6.3. Liquidated damages, or if no liquidated damages are specified in the Construction Contract, actual damages caused by delayed performance or non-performance of the Contractor.

SECTION 00630

PAYMENT BOND

Any singular reference to CONTRACTOR, SURETY, OWNER, or other party shall be considered plural where applicable.

CONTRACTOR (Name and Address)

SURETY (Name and Principal Place of Business)

OWNER (Name and Address)

CITY OF WINDOM
City Hall
444 9th Street
Windom, MN 56101

CONSTRUCTION CONTRACT

DATE: _____, 2008

AMOUNT: _____

(Written Amount) _____

Description (Project Name and Location):

Sykora Addition Sanitary Sewer Extension
Windom, Minnesota

BOND

DATE: _____, 2008

AMOUNT: _____

(Written Amount) _____

1. The Contractor and the Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner to pay for labor, materials and equipment furnished for use in the performance of the Construction Contract, which is incorporated herein by reference.
2. With respect to the Owner, this obligation shall be null and void if the Contractor:
 - 2.1. Promptly makes payment, directly or indirectly, for all sums due Claimants, and
 - 2.2. Defends, indemnifies and holds harmless the Owner from all claims, demands, liens or suits by any person or entity who furnished labor, materials or equipment for use in the performance of the Construction Contract, provided the Owner has promptly notified the Contractor and the Surety (at the address described in Paragraph 12) of any claims, demands, liens or suits and tendered defense of such claims, demands liens or suits to the Contractor and the Surety, and provided there is no Owner Default.
3. With respect to Claimants, this obligation shall be null and void if the Contractor promptly makes payment, directly or indirectly, for all sums due.
4. The Surety shall have no obligation to Claimants under this Bond until:
 - 4.1. Claimants who are employed by or have direct contract with the Contractor have given notice to the Surety (at the address described in Paragraph 12) and send a copy, or notice thereof, to the Owner, stating that a claim is being made under this Bond and, with substantial accuracy, the amount of the claim.
 - 4.2. Claimants who do not have a direct contract with the Contractor:
 1. Have furnished written notice to the Contractor and sent a copy, or notice thereof, to the Owner, within 90 days after having last performed labor or last furnished materials or equipment included in the claim stating, with substantial accuracy, the amount of the claim and the name of the party to whom the materials were furnished or supplied or for whom the labor was done or performed; and
 2. Have either received a rejection in whole or in part from the Contractor, or not received within 30 days of furnishing the above notice any communication from the Contractor by which the Contractor has indicated the claim will be paid directly or indirectly; and
 3. Not having been paid within the above 30 days, have send a written notice to the Surety (at the address described in Paragraph 12) and sent a copy, or notice thereof, to the Owner, stating that a claim is being made under this Bond and enclosing a copy of the previous written notice furnished to the Contractor.
5. If a notice required by Paragraph 4 is given by the Owner to the Contractor or to the Surety, that is sufficient compliance.
6. When the Claimant has satisfied the conditions of Paragraph 4, the Surety shall promptly and at the Surety's expense take the following actions:
 - 6.1. Send an answer to the Claimant, with a copy to the Owner within 45 days after receipt of the claim, stating the amounts that are undisputed and the basis for challenging any amounts that are disputed.
 - 6.2. Pay or arrange for payment of any undisputed amounts.
7. The Surety's total obligation shall not exceed the amount of this Bond, and the amount of this Bond shall be credited for any payments made in good faith by the Surety.
8. Amounts owed by the Owner to the Contractor under the Construction Contract shall be used for the performance of the construction Contract and to satisfy claims, if any, under any Construction Performance Bond. By the Contractor furnishing and the Owner accepting this Bond, they agree that all funds earned by the Contractor in the performance of the Construction Contract are dedicated to satisfy obligations of the contractor and the Surety under this Bond, subject to the Owner's priority to use the funds for the completion of the work.
9. The Surety shall not be liable to the Owner, Claimants or others for obligations of the Contractor that are unrelated to the Construction Contract. The Owner shall not be liable for payment of any costs or expenses of any Claimant under this Bond, and shall have under this Bond no obligations to make payments to, give notices on behalf of, or otherwise have obligations to Claimants under this Bond.
10. The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.
11. No suite or action shall be commenced by a Claimant under this Bond other than in a court of competent jurisdiction in the location in which the work or part of the work is located or after the expiration of one year from the date (1) on which the Claimant gave the notice required by Subparagraph 4.1 or Clause 4.2 (iii), or (2) on which the last labor or service was performed by anyone or the last materials or equipment were furnished by anyone under the Construction Contract, whichever of (1) or (2) first occurs. If the provisions of this paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.
12. Notice to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the signature page. Actual receipt of notice by Surety, the Owner or the Contractor, however accomplished, shall be sufficient compliance as of the date received at the address shown on the signature page.

SECTION 00700

GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION

"Standard General Conditions of the Construction Contract", 2007 Edition, is available at Wenck Associates, Inc., 440 10th Street, Windom, MN 56101.

SECTION 01010

SUMMARY OF WORK

PART 1 - GENERAL

- A. The WORK, in accordance with drawings and technical specifications, consists of all labor, materials, tools, permits, bonds, machinery, equipment, and services necessary for the:
- Construction of sanitary sewer main and services
 - Directional boring and sewer pipe casing
 - Utility locates, relocates, and protection of,
 - Landscaping

The location of the WORK is in Windom, Minnesota.

1.02 CONTRACT METHOD

- A. The WORK hereunder shall be constructed under a unit-price contract and shall be compensation in full for all labor, equipment, materials, supplies, and other items (not specifically mentioned) required to complete the WORK.

1.03 CONTRACTOR'S USE OF PREMISES

- A. Confine operations to construction limits defined on plans. Work is prohibited from 7:00 pm to 7:00 am and on Sundays and legal holidays.
- B. The CONTRACTOR shall, at all times, conduct operations to ensure the least inconvenience to property owners.
- C. The CONTRACTOR shall coordinate use of premises as directed by the OWNER.
- D. The CONTRACTOR is responsible for planning and coordinating any electrical, phone, cable or other outages, as necessary, to avoid delays to the completion of the WORK.
- E. The CONTRACTOR shall assume full responsibility for protection and safekeeping of materials and equipment supplied under this Contract.

PART 2 - PRODUCTS

Not Used

PART 3 - EXECUTION

Not Used

END OF SECTION

SECTION 01025

MEASUREMENT AND PAYMENT

PART 1 - GENERAL

1.01 SUMMARY

- A. Measurement and payment for all contract bid items shall be made as specified under the applicable SECTION of these SPECIFICATIONS.
- B. Unit Quantities Specified:
 - a. Quantities and measurements indicated in the Bid Schedule are for bidding and contract purposes.
 - b. A Change Order may be submitted if the scope of work changes. Change Order approval will be required from the OWNER.
- C. Measurement Criteria:
 - a. Measurement of quantities expressed as a volume are based upon a neat plan line protection to the work limits as determined on the Bid Schedule for each item with no additional allowances for shrinkage, swelling, or creep.
 - b. Measurements of quantities expressed as areas shall be based upon in place square dimensions using mean length and width or radius. Field measurements shall be perpendicular to proposed roadway.
 - c. Measurement of quantities expressed as lineal shall be based on the in place length (with slopes projected flat).
- D. Payment:
 - a. Payment for each lump sum and unit price stated in the Pay Request shall constitute full compensation for all required labor, products, tools, equipment, plant, transportation, services, and incidentals: erections, application on installation of an item of the work required to complete all work specified under that particular item including cleanup, and all costs for doing related work as set forth in these specifications and/or on the Drawings or implied in carrying out their intent. The price bid sum stated in the Pay Request shall be deemed to include an allowance for overhead and profit.
 - b. Final payment for completed work will be made on the basis of quantities accepted by OWNER.
 - c. Requests for payment shall be in accordance with the General and Supplemental Conditions.
 - d. Payment will be made to the limits as specified in the Contract Documents and as shown on the Drawings. The payment for quantities that exceed the contract quantities can only be obtained through an approved Change Order before contract quantities are exceeded. Change Orders shall only be approved in the scope of work specified in the Contract Documents and Drawings.

SECTION 01050

FIELD ENGINEERING

PART 1 – GENERAL

1.01 PRIMARY CONTROL MONUMENTS

- A. The CONTRACTOR shall preserve and maintain any primary horizontal and vertical control monuments set by the ENGINEER.
- B. Monuments or references for primary horizontal and vertical control will be provided by the ENGINEER.
 - 1. Horizontal control will be provided by the ENGINEER at the commencement of the WORK.
 - 2. The CONTRACTOR shall reimburse the ENGINEER at the survey crew rate of \$200.00 per hour for any additional staking required as a result of the CONTRACTOR'S actions.
 - 3. The CONTRACTOR shall reimburse the ENGINEER at the survey crew rate of \$200.00 per hour for any lot corners in place, or set by the ENGINEER, but damaged or lost due to the CONTRACTOR'S actions.

1.02 CONSTRUCTION LINE AND GRADE

- A. CONTRACTOR shall supply a laser unit and experienced field staking personnel.
- B. The CONTRACTOR shall conduct operations to avoid interference with the primary horizontal and vertical control.
- C. The CONTRACTOR shall provide construction staking, except for the one-time vertical and horizontal control by ENGINEER.

1.03 DOCUMENTATION SURVEY

- A. The CONTRACTOR is responsible for documentation survey.

1.04 QUANTITY DETERMINATION SURVEY

- A. The ENGINEER reserves the right to survey at any time to determine quantities, alignments and/or elevations.

1.05 METHOD OF PAYMENT

- A. Work specified in and performed under this section is incidental to the cost of the WORK and any expense is the responsibility of the CONTRACTOR.

PART 2 – PRODUCTS

Not Used

SECTION 01155

ON-SITE HEALTH AND SAFETY REQUIREMENTS

PART 1 – GENERAL

1.01 SUMMARY

- A. Section includes CONTRACTOR responsibility for on-site health and safety requirements throughout the Project.
- B. CONTRACTOR is responsible for implementation and enforcement of safe work practices including, but not limited to
 - 1. Confined Space Entry
 - 2. Electrical Hazards
 - 3. Fall Protection
 - 4. Excavations and Trenches
 - 5. Scaffolds
 - 6. Power Transmission and Distribution
 - 7. Walking/Working Surfaces
 - 8. Materials Handling, Storage, Use, and Disposal
 - 9. Drilling
 - 10. Operation of Equipment
 - 11. Safety of Public
 - 12. Transportation

1.02 METHOD OF PAYMENT

- A. Work specified in and performed under this section is incidental to the cost of the Project and is borne entirely by the CONTRACTOR.

1.03 REGULATORY REQUIREMENTS

- A. Plan for and ensure personnel comply with the provisions of OSHA's General Industry Safety and Health Standards (29 CFR 1910) and Construction Safety and Health Standards (29 CFR 1926) as appropriate.
- B. Comply with applicable sections of Minnesota Rules Chapter 5205.
- C. Comply with applicable laws and regulations of any other public body having jurisdiction for safety of persons or property.

1.04 OPERATIONS AND EQUIPMENT SAFETY

- A. CONTRACTOR shall be responsible for initiating, maintaining and supervising safety precautions and programs in connection with Work. CONTRACTOR shall take necessary precautions for safety of employees on Project site and other persons and organizations that may be affected by Project.

1.06 ENGINEER RESPONSIBILITIES

- A. When OWNER or ENGINEER is required to be present on Project site to perform services, OWNER and ENGINEER will comply with CONTRACTOR'S safety plans, programs and procedures.
- B. If ENGINEER determines CONTRACTOR'S safety plans, programs and procedures do not provide adequate protection for ENGINEER, ENGINEER may direct personnel under the direction of the ENGINEER to leave project site or implement additional safeguards. If taken, these actions will be in furtherance of ENGINEER responsibility to personnel under his direction only, and ENGINEER will not assume responsibility for protection of other persons or property affected by Work.
- C. If ENGINEER observes situations that appear to have potential for immediate and serious injury to persons or property, ENGINEER may warn persons who appear to be affected by such situations. Such warnings, if issued, shall be given based on general humanitarian concerns, and ENGINEER will not, by issuance of any such warning, assume any responsibility to issue future warnings or any general responsibility for protection of persons or property affected by Work.

1.07 SUBMITTALS

- A. Submit HASP to OWNER and ENGINEER within 20 days after Notice to Award. Work shall not proceed until HASP has been submitted and written authorization to proceed has been issued.
 - 1. Submittal of CONTRACTOR'S HASP to ENGINEER is to inform OWNER and ENGINEER so they can comply with HASP during performance of their on-site responsibilities as described in Contract Documents.
 - 2. Submittal of CONTRACTOR'S HASP shall neither impose on ENGINEER'S responsibility for adequacy of HASP nor relieve CONTRACTOR from full responsibility therefore.

PART 2 – PRODUCTS

Not Used

PART 3 – EXECUTION

3.01 Submit HASP.

END OF SECTION

SECTION 01530

PROTECTION OF EXISTING FACILITIES

PART 1 – GENERAL

1.01 GENERAL

- A. The CONTRACTOR shall protect all existing utilities and improvements not designated for removal and shall restore damaged or temporarily relocated utilities and improvements to a condition equal to or better than they were prior to such damage or temporary relocation.
- B. The CONTRACTOR shall verify the exact locations and depths of all utilities that may interfere with the WORK and, if necessary, shall make exploratory excavations of the interfering utilities. All such exploratory excavations shall be performed as soon as practicable after award of the contract and, in any event, a sufficient time in advance of construction to avoid delays of the CONTRACTOR'S work. When such exploratory excavations shall show the utility location as shown to be in error, the CONTRACTOR shall so notify the ENGINEER.
- C. CONTRACTOR must give 48 hour written notice to all adjacent or affected businesses and homeowners.

1.02 PROTECTION OF STREET OR ROADWAY MARKERS

- A. The CONTRACTOR shall not destroy, remove, or otherwise disturb any existing private or public survey markers, or existing streets, drives and roadways without proper authorization. No excavation shall be started until all survey or other permanent marker points that may be disturbed by the construction operations have been properly referenced and replaced.

1.03 RESTORATION OF PAVEMENT

- A. General: All paved areas cut or damaged during construction shall be replaced according to City standards, except where specific resurfacing requirements have been called for in the Project Manual. The joint between new pavement and existing pavement shall be saw cut in straight lines. Final restoration shall be to pre-construction conditions.
- B. Restoration of Private Driveways: Wherever private driveways have been removed or damaged for purposes of construction, the CONTRACTOR shall at end of work day place suitable temporary replacements and shall maintain them in satisfactory condition until final restoration.

1.04 NOTIFICATION BY THE CONTRACTOR

- A. Prior to any excavation in the vicinity of any existing underground facilities, including all water, sewer, storm drain, gas, petroleum products, or other pipelines; all buried electric power, communications, or television cables; all traffic signal and street lighting facilities; and all roadway and state highway rights-of-way the CONTRACTOR shall notify the owner's or agencies responsible for such facilities not less than 3 days nor more than 7 days

SECTION 02208

GRANULAR BEDDING

PART 1 – GENERAL

1.01 SUMMARY

- A. Work under this section includes descriptions and requirements of the granular bedding material required for construction of the sanitary sewer as shown on the Drawings.

1.02 REFERENCES

- A. American Society for Testing and Materials (ASTM):
 1. ASTM D422 - Standard Method for Particle Size Analysis of Soils.
 2. ASTM D698 – Standard Test Methods for Moisture-Density Relations of Soils and Soil Aggregate Mixtures Using 5.5-lb (2.49 kg) Rammer and 12-inch (305 mm) Drop.
 3. ASTM D1556 - Standard Test Method for Density of Soil in-Place by the Sand Cone Method.
 4. ASTM D1557 - Modified Test Methods for Moisture-Density Relations of Soils and Soil Aggregate Mixtures Using 10.0-lb (4.54 kg) Rammer and 18-in. (457 mm) Drop.
 5. ASTM D2487 - Standard Test Method for Classification of Soils for Engineering Purposes.
- B. MN/DOT Standard Specification refers to “MN/DOT Standard Specifications for Construction, 2005 Edition.”

1.03 SUBMITTALS

- A. Location of off-site source of materials.
- B. Off-site source material analyses.
- C. Proposed haul road plan.

1.04 SOIL MATERIAL SOURCE QUALITY ASSURANCE

- A. Source testing to be performed by CONTRACTOR at no cost to the OWNER.
- B. Provide the following test results for granular drainage layer material test requirements:

Property	Test Method	Frequency
Grain Size Analysis	ASTM D422/D1120	3 test results/source

SECTION 02320

EXCAVATION AND BACKFILL

PART 1 - GENERAL

1.01 SUMMARY

- A. WORK described in this section includes requirements for installing sanitary sewer including requirements for excavation, backfill and compaction.

1.02 REFERENCES

- A. American Society for Testing and Materials (ASTM):
1. ASTM D698 - Standard Test Methods for Moisture Density Relations of Soils and Soil Aggregate Mixtures Using 5.5-lb (2.49-kg) Rammer and 12-in. (305-mm) Drop.
 2. ASTM D4253-83 - Standard Test Method for Maximum Index Density of Soils Using a Vibrating Table.
 3. ASTM D4318-84 - Standard Test Method for Liquid Limit, Plastic Limit, and Plasticity Index of Soils.
 4. ASTM D2321 - Recommended Practice for Underground Installation of Flexible Thermoplastic Sewer Pipe.
 5. ASTM D422 - Standard Method for Particle Size Analysis of Soils.
 6. ASTM D1140 - Standard Test Method for Amount of Material in Soils Finer than the No. 200 (75 um) Sieve.
 7. ASTM D1556 - Standard Test Method for Density of Soil in-Place by the Sand Cone Method.
 8. ASTM D2167 - Standard Test Method for Density and Unit Weight of Soil-in-Place by the Rubber Balloon Method.
 9. ASTM D2487-85 Standard Test Method for Classification of Soils for Engineering Purposes.
 10. ASTM D2922-81 Standard Test Methods for Density of Soil and Soil-Aggregate in-place by Nuclear Methods (Shallow-Depth).
 11. ASTM D3017-88 Standard Test Method for Water Content of Soil and Rock in-Place by Nuclear Methods (Shallow Depth).
- B. Minnesota Department of Transportation (MN/DOT), Standard Specifications for Construction, latest Edition with supplements.
1. MN/DOT 2105 - Excavation and Embankment.
 2. MN/DOT 3149 - Granular Material
- C. City Engineers Association of Minnesota (CEAM), Standard Utilities Construction Specifications, latest Edition.

1.03 DEFINITIONS

- A. Influence Zone Around Piping Area: below limits bounded by line 12 in. above pipe and by 1 horizontal to 2 vertical slope extending outward from that line 1 foot beyond outer edge of pipe or duct.

1.08 WARRANTY

- A. Settlements that occur along any bituminous road or path, curb and gutter, apron, or pipe, during the correction period and are greater than 1 inch as measured by a 10-foot straight edge will be repaired in a matter acceptable to the OWNER at the CONTRACTOR'S expense.
- B. Settlements or interruption of drainage (including blockage) that occur during the correction period will be repaired in a matter acceptable to the OWNER at the CONTRACTOR'S expense.

PART 2 – PRODUCTS

Not Used

PART 3 – EXECUTION

3.01 PREPARATION

- A. The CONTRACTOR shall notify corporations, companies, individuals or authorities owning above or below ground conduits, wires, pipes or other utilities running to property or encountered during excavating operations.
- B. The CONTRACTOR shall cap or remove and relocate services in accordance with the requirements of the owners of services.
- C. The CONTRACTOR shall protect, support, and maintain conduits, wires, pipes, poles, trees, pavement, and other remaining utilities in accordance with requirements of owners of services.
- D. The CONTRACTOR shall remove and replace or compact natural soils or compacted fills softened by frost, flooding or weather.
- E. The CONTRACTOR shall remove unsuitable or unstable material.
- F. The CONTRACTOR shall stabilize and replace unsuitable or unstable material with rock subfoundation.
- G. The CONTRACTOR shall implement traffic control according to ENGINEER approved submittals.
- H. When Crossing under Existing Utility Lines, the CONTRACTOR shall:
 - 1. Use extreme care when excavating in the vicinity of underground utility lines to avoid damage to protective coatings and surfaces.
 - 2. Where possible and as authorized by the utility, temporarily remove the utility line, install the new pipe and reinstall the utility line.
 - 3. When the existing line cannot be removed or is not feasible to remove, securely support, excavate under, backfill under and around the utility line to 100 percent Standard Proctor density.
 - 4. Report and repair damaged lines prior to backfilling trench.

SECTION 02535

SANITARY SEWER

PART 1 – GENERAL

1.01 SECTION INCLUDES

Work under this section shall consist of the construction of sewers and manholes for conveyance of sewage.

1.02 RELATED SECTIONS

A. Section 02320 – TRENCH EXCAVATION AND BACKFILL.

1.03 REFERENCES

The following specifications have been referenced in this Specification:

AASHTO M198	Specification for Joints for Circular Concrete Sewer and Culvert Pipe Using Flexible Watertight Gaskets
AASHTO M294	Specification for Corrugated Polyethylene Pipe, 300-to 1200-mm Diameter
ASTM A276	Stainless and Heat Resisting Steel Bars and Shapes
ASTM A48	Specification for Gray Iron Castings
ASTM A480	Stainless Steel Plate, Sheet, and Strip
ASTM A74	Specification for Cast Iron Soil Pipe and Fittings
ASTM B26	Aluminum Alloy Sand Castings
ASTM B584	Copper Alloy and Sand Castings for General Application
ASTM C76	Specification for Reinforced Concrete Pipe
ASTM C270	Mortar for Unit Masonry
ASTM C361	Specification for Reinforced Concrete Low Head Pressure Pipe
ASTM C443	Specification for Joints for Circular Concrete Sewer and Culvert Pipe, Using Rubber Gaskets
ASTM C478	Specification for Precast Reinforced Concrete Manhole
ASTM C497	Standard Methods of Testing Concrete Pipe, Manhole Sections
ASTM D2000	Standard Classification System for Rubber Products in Automotive Applications
ASTM D4020	U.H.M.W. Polyethylene Molding and Extrusion Material
ASTM D543	Test Method for Resistance of Plastic to Chemicals
ASTM C564	Specification for Rubber Gaskets for Cast Iron Soil Pipe and Fittings
ASTM C700	Specification for Vitrified Clay Pipe
ASTM D2321	Recommended Practice for Installation of Flexible Thermoplastic Sewer Pipe
ASTM D2751	Specification for ABS Pipe and Fittings
ASTM D3034	Specification for PVC Sewer Pipe and Fittings

vertical distance between the watermain or water service and sanitary sewer, or relocated in accordance with the Drawings. When local conditions prevent a vertical separation as described, the following construction shall be used:

1. Sewers passing over or under watermains shall be constructed of materials equal to watermain standards of construction.
2. Watermains passing under sewers shall, in addition, be protected by providing:
 - a. A vertical separation of at least 18 inches between the bottom of the sewer and the top of the watermain.
 - b. Adequate structural support for the sewer to prevent excessive deflection of joints and settling on and breaking the watermains.
 - c. The length of watermain shall be centered at the point of crossing so that the joints will be equidistant and as far as possible from the sewer.
3. Watermains shall be laid at least 10 feet horizontally from any sanitary sewer whenever possible. When local conditions prevent a horizontal separation of 10 feet, a watermain may be laid closer (to a minimum of 4 feet) to a sanitary sewer provided that:
 - a. The sanitary sewer shall be constructed of joints that are equivalent to the watermain standards of construction and shall be pressure tested to assure water tightness prior to backfilling.

1.06 BASIS OF PAYMENT

A. SEWER PIPE

Payment shall be based on lineal feet of installed sewer pipe. Terminal points of measurement will be the pipe end at free outlets; the point of connection with in-place pipe; the center of manholes; the point of centerline intersections at branch fittings; or the point of juncture with other appurtenances or units as defined.

Separation of quantities according to "depth zone classification", when so designated in the Pay Item, will be determined by depth of pipe invert below the ground surface profile.

C. MANHOLES

Manholes of each design designation will be measured by the foot of depth constructed complete-in-place, including the base, and castings as required, measured from top of manhole cover to invert elevation of lowest pipe.

D. SERVICE CONNECTION

Payment for service connections will be measured by number of each constructed complete-in-place as specified and shall include all appurtenances such as wye (or other fitting connecting to main line), plug or bulkhead, and marker. Service connection shall be schedule 40 with watertight gaskets.

E. SERVICE PIPE

Payment for service pipe is per linear foot and shall include necessary bends, to make the connection to the existing services. The rubberized connector (fernco) shall be incidental to the work. Service pipe shall be SDR 26 or schedule 40 PVC.

Wherever connection of dissimilar materials or designs is required, the method of joining and any special fittings employed shall be products specifically manufactured for this purpose and subject to approval by the ENGINEER.

B. POLYVINYL CHLORIDE PIPE AND FITTINGS

Pipe and fittings shall conform to ASTM D3034. PVC plastics shall have a minimum Cell Classification of 1254B or 12454C or 13364B as defined in ASTM D1784. Pipe materials shall have a minimum hydrostatic design stress of 2,000 psi as certified by the Plastic Pipe Institute. Additives and fillers including but not limited to stabilizers, antioxidants, lubricants, colorants, etc., shall not exceed 20 parts by weight per 100 of PVC resin in the compound. Certification of resin compounding shall be provided by the pipe manufacturer prior to shipment to the job site.

PVC pipe and fittings shall have an integral wall bell and spigot joint and a minimum wall thickness conforming to SDR 35 and as shown on the Drawings.

Joints shall conform to ASTM D3212. Joint shall be push-on type only with the bell-end grooved to receive a gasket. Elastomeric seal (gasket) shall have a basic polymer of synthetic rubber conforming to ASTM F477. Natural rubber gaskets will not be accepted.

Each pipe shall be identified with the name of the manufacturer or trademark and code, nominal pipe size in inches, the PVC cell classification and "Specification D3034."

PVC pipe locating wire shall be same as SECTION 02540 – WATERMAIN.

C. METAL SEWER CASTINGS

Metal castings for sewer structures such as manhole frames and covers, similar to Neenah R1642 or equal, shall conform to the requirements of ASTM A-48 (Gray Iron Castings), subject to the following supplementary provisions:

1. Casting assemblies or dimensions, details, weights, and class shall be as indicated in the detailed drawings for the design designation specified. Unless otherwise specified, the castings shall be Class 30 or better.
2. Lid-to-frame surfaces on round casting assemblies shall be machine milled to provide true bearing around the entire circumference.
3. Casting weight shall be not less than 95 percent of theoretical weight for a unit cast to exact dimensions, based on 442 pounds per cubic foot.
4. A Certificate of Compliance shall be furnished with each shipment of castings stating that the materials furnished have been tested and are in compliance with the specification requirements.
5. Unless otherwise specified, sanitary sewer manholes shall have 2 concealed pick holes on edge. (NEENAH R-1642, or approved equivalent.) The lid must be solid with raised letters stating "sanitary sewer".

D. PRECAST CONCRETE MANHOLE

Precast concrete riser sections and appurtenant units (grade rings, top and base slabs, special sections, etc.) used in the construction of manhole and catch basin structures shall conform with the requirements of ASTM C-478, MN/DOT 2506 and the following supplementary provisions:

1. The precast sections and appurtenant units shall conform to all requirements as shown on the detailed drawings.

content within the range of 7 to 10 percent. Mortar shall meet the requirements of ASTM C-270.

H. HIGHWAY CROSSING PIPE

Highway crossing pipe shall be polyethylene (PE) meeting the requirements of ASTM D3408; SDR 17. Fusion joints shall be completed by a certified technician. Wood or plastic shims shall be secured to carrier pipe with stainless steel straps to prevent movement of the carrier pipe within the casing. A minimum of 2 shims is required per carrier pipe section within the casing.

The annular space between casing and carrier pipe will be filled with silica sand. CONTRACTOR shall bulkhead the void between casing and carrier pipe with concrete or mortar at each end of the casing pipe.

I. DIRECTIONAL BORING PIPE

ASTM: Yellowmine shall meet D2241 for Class 160 and shall have O-ring gasketed joints. Adaptors shall be provided for transition to other types of pipe materials. All beds shall be cast iron.

PART 3 – EXECUTION

3.01. INSTALLATION OF PIPE AND FITTINGS

A. INSPECTION AND HANDLING

Proper and adequate implements, tools, and facilities satisfactory to the ENGINEER shall be provided and used by the CONTRACTOR for the safe and convenient prosecution of the work. During the process of unloading, all pipe and accessories shall be inspected by the CONTRACTOR for damage. The CONTRACTOR shall notify the ENGINEER of all material found to have cracks, flaws or other defects. The ENGINEER shall inspect the damaged materials and have the right to reject any materials found to be unsatisfactory. The CONTRACTOR shall promptly remove all rejected material from the site. All materials shall be handled carefully, as will prevent damage to protective coatings, linings, and joint fillings; preclude contamination of interior areas; and avoid jolting contact, dropping, or dumping. All work and materials are subject to tests by the OWNER at such frequency as may be determined by the ENGINEER.

While suspended and before being lowered into laying position, each pipe section and appurtenant unit shall be inspected by the CONTRACTOR to detect damage or unsound conditions that may need corrective action or be cause for rejection. The CONTRACTOR shall inform the ENGINEER of any defects discovered and the ENGINEER will prescribe the required corrective actions or order rejection. Immediately before placement, the joint surfaces of each pipe section and fitting shall be inspected for the presence of foreign matter, coating blisters, rough edges or

C. DIRECTIONAL BORING OF MAINS

Drilling Pilot Hole:

1. Drill pilot hole from entrance point to exit point following vertical and horizontal alignment shown.
2. As pilot hole is advanced, plot actual horizontal and vertical alignment of pilot hole at intervals not exceeding 25 feet. Mark these horizontal and vertical positions in the field. Provide the Engineer with position and inclination of pilot bore.
3. Use drilling fluid under pressure or other method designed by the Contractor to control ground water and to keep the pilot hole open.
4. Alignment Requirements:
 - a. Keep the grade to no shallower than the profile shown and with no intermediate high points that might trap air in pipe after installation.
 - b. Keep curvature of completed pilot hole less than that which will produce wall stresses at 0.50 of yield stress in the pipe after it is installed and subject to maximum working pressure.
 - c. Return pilot hole that is deviating from designed horizontal and vertical alignment to proper alignment with no abrupt changes and at a rate not exceeding 1 foot per 50 feet of the pilot hole.
 - d. Horizontal Alignment of Plot Hole: Within 2 feet of plan data.
5. Acceptance: If pilot hole alignment fails to conform to specified requirements, drill new pilot hole with alignment meeting specified requirements.

Reaming Pilot Hole and Pulling Pipe:

1. Obtain Engineer approval to proceed before enlarging pilot hole and pulling pipe into position.
2. While pulling pipe, enlarge pilot hole ahead of pipe to diameter sufficient for pulling pipe into position.
3. While pulling pipe, handle pipe in manner that does not over-stress pipe.
4. Pull pipe so that a minimum of 10 feet of pipe is exposed at both ends of bore.

Cleaning Pipe Ends:

1. After pulling pipe, clean exposed ends for installation of fittings.

All pipe and fitting ends left open for future connection shall be bulkheaded by approved methods prior to backfilling. Unless otherwise specified or approved, all openings of 24 inches in diameter or less shall be closed off with prefabricated plugs or caps and all openings larger than 24 inches in diameter shall be closed off with masonry bulkheads.

Prefabricated plugs and caps shall be of the same material as the pipe material, or an approved alternate material, and they shall be installed with watertight seal as required for the pipeline joints. Masonry bulkheads shall be constructed with clay or concrete brick to a wall thickness of eight inches.

Bulkheads installed for temporary service during construction may be constructed with two- inch timber planking securely fastened together and adequately braced, as an alternate to the masonry construction.

F. APPURTENANCE INSTALLATIONS

Appurtenance items such as aprons, trash guards, gates and castings shall be installed where and as required by the Drawings and in accordance with such standard detail drawings or supplementary requirements as may be specified.

Casting assemblies installed on manhole or catch basin structures shall be set in a full mortar bed and be adjusted to the specified elevation without the use of shims or blocking.

All sealing surfaces shall be reasonably smooth, clean and free of any form offsets or excessive honeycomb.

The top external portions of the manhole cone shall have a minimum 2 inch high vertical surface. The preparation of this vertical surface when none exists shall be in accordance with the frame seal manufacturer's instructions.

The manhole frame shall be set to the required grade while sitting on the three ¾ inch steel spacers which have been totally embedded in a course of mortar conforming to the requirements of 2.01G.

G. SEWER SERVICE INSTALLATIONS

Main sewer service connections and building service sewer pipe shall be installed as provided for in the Contract and as may be directed by the ENGINEER. The sewer service connections and pipe lines shall be installed in conformance with all applicable requirements of the main sewer installation and as more specifically provided for herein.

The ENGINEER, with the assistance of the CONTRACTOR, shall keep accurate records of all service installations as to type, location, elevation, point of connection and termination, etc. This service record shall be maintained jointly by the CONTRACTOR and ENGINEER on forms provided by the ENGINEER. The service installations shall not be backfilled until all required information has been obtained and recorded.

The main sewer service connection shall consist of installing a Branch Tee or Wye section in the main sewer line at designated locations or providing an insert type Saddle Tee in a pipe cutout where and as permitted or required in lieu of the built-in fitting. Orientation of service connection fitting shall be as shown in the standard drawings unless otherwise directed by the ENGINEER.

Barrel and cone height shall be such as to permit placement of at least two and not more than four standard two-inch precast concrete adjusting rings or as shown on the Drawing immediately below the casting assembly.

Unless otherwise specified or approved, manholes shall have an inside barrel diameter at the bottom of 48 inches minimum and the inside diameter at the top of the cone section and all adjusting rings shall be of the same size and shape as the casting frame. Casting assemblies shall be as specified in the Drawings.

Concrete cast-in-place base shall be poured on undisturbed or firmly compacted foundation material which shall be trimmed to proper elevation. The bottom riser section shall be set in fresh concrete or mortar and all other riser section joints of the tongue and groove design shall be sealed with rubber gaskets. The concrete base under an outside drop connection shall be monolithic with the manhole base.

I. RECONNECTING EXISTING FACILITIES

Disposition of abandoned facilities and reconnection of existing facilities shall be as provided for in the Drawings and Specifications.

J. SANITARY SEWER LEAKAGE TESTING

All sanitary sewer lines, including service connections, shall be watertight and shall be tested for leakage upon completion and before connections are made to the service. Each test section of the sewer shall be subjected to pressure testing, either by hydrostatic or air test method as described below and at the CONTRACTOR'S option. The requirements set forth for maximum leakage shall be met as a condition for acceptance of the sewer section represented by the test.

If the ground water level is greater than three feet above the invert elevation of the upper manhole and the ENGINEER so approves, infiltration testing may be allowed in lieu of the pressure testing, in which case the allowable leakage shall be the same as would be allowed for the Hydrostatic Test.

All testing shall be performed by the CONTRACTOR without any direct compensation being made therefore, and the CONTRACTOR shall furnish all necessary equipment and materials, including plugs and standpipes as required.

1. Air Test Method

The pipeline shall be sealed with plug whose sealing length is greater than the diameter of the pipe and constructed in such a nature that it will not require external blocking or bracing and maintain a seal against the line's test pressure.

All wyes, tees, outlets or ends of lateral streets shall be suitably capped and braced to withstand the internal pressures. Such caps or plugs shall be easily removable.

One plug shall be tapped for the air supply hose and the return air pressure hose. The air supply hose, connected from the compressor to the plug shall be a throttling valve, bleeding valve and shut off valve for control. The air pressure tap shall have a sensitive pressure gauge, 0 to 10 psi range, protected by a gauge cock and a pressure relief valve set at 10 psi.

Groundwater Level over Top of Pipeline	Added Pressure to be Applied to Gauge Pressure Readings
1 foot	0.43 psig
2 feet	0.86 psig
3 feet	1.29 psig
4 feet	1.72 psig
5 feet	2.16 psig
6 feet	2.59 psig
7 feet	3.01 psig
8 feet	3.44 psig
9 feet	3.87 psig
10 feet	4.30 psig

2. Hydrostatic Test Method

After bulkheading the test section, the pipe shall be subjected to a hydrostatic pressure produced by a head of water at a depth of three feet above the invert elevation of the sewer at the manhole of the test section. In areas where ground water exists, this head of water shall be three feet above the existing water table.

The water head shall be maintained for a period of one hour during which time it will be presumed that full absorption of the pipe body has taken place, and thereafter for an extended period of one hour the water head shall be maintained as the test period. During the one hour test period, the measured water loss within the test section, including service stubs, shall not exceed the Maximum Allowable Loss (in Gallons Per Hour per 100 Feet of Pipe) given below for the applicable Main Sewer Diameter.

Main Sewer Diameter (In Inches)	Maximum Allowable Loss* (In Gallons Per Hour Per 100 Feet)
6	0.5
8	0.6
10	0.8
12	1.0
15	1.2
18	1.4
21	1.7
24 & Larger	1.9

* Based on 100 Gallons Per Day Per Pipe Diameter Inch Per Mile

If measurements indicate exfiltration within a test action section is not greater than the allowable maximum, the section will be accepted as passing the test.

3. Test Failure and Remedy

In the event of test failure on any test section, testing shall be continued until all leakage has been detected and corrected to meet the requirements. All repair work shall be subject to approval of the ENGINEER. Introduction of sealant substances by means of the test water will not be permitted.

SECTION 02930

TURF RESTORATION

PART 1 – GENERAL

1.01 DESCRIPTION OF WORK

- A. CONTRACTOR shall apply salvaged topsoil and seed and mulch to all areas disturbed.
- B. CONTRACTOR shall dormant seed and mulch all disturbed areas as final grading is complete.
- C. CONTRACTOR shall follow MN/DOT Specification 2575 turf establishment for seasonal planting dates.
- D. CONTRACTOR shall remove all temporary erosion control materials from the site after re-establishment of vegetated cover.
- E. CONTRACTOR shall furnish all labor, materials, and equipment for fertilizing, seeding, and mulching or sodding the areas where the existing turf has been damaged/destroyed by construction operations under this project.

1.02 REFERENCES

- A. Standard Specifications: "Standard Specifications for Construction", State of Minnesota Department of Transportation, latest edition with supplements.
 - 1. MN/DOT 2575 – Turf Establishment.

1.03 MEASUREMENT AND PAYMENT

- A. Measurement and payment for seed, fertilizer, and mulch shall be by the unit price bid per acre seeded. Payment shall constitute full compensation and include but not be limited to: labor, equipment, materials, preparation, permits, grading, watering, maintenance, replacement and repair, incidentals, and all other costs and expenses not specifically mentioned here necessary to complete the work in accordance with the Contract Documents. Retainage shall be kept until adequate establishment of vegetation as detailed in the NPDES permit and a Notice of Termination of the permit is processed.

PART 2 – PRODUCTS

2.01 GRASS SEED MIX

- A. The grass seed mixture shall be MN/DOT seed mix No. 260.

2.02 TOPSOIL

- A. Topsoil material in accordance with MN/DOT Specification Section 3877.

- H. Immediately following sowing of the fertilizer and seed, all seed areas shall be mulched. Mulch shall be applied at a rate of two (2) tons per acre and disced.
- I. Seeding shall be completed during the season of planting, as specified in MN/DOT Specification 2575 for seed mix 250 and shall be hydroseeded.
- J. CONTRACTOR shall be aware of retainage for seeded areas.

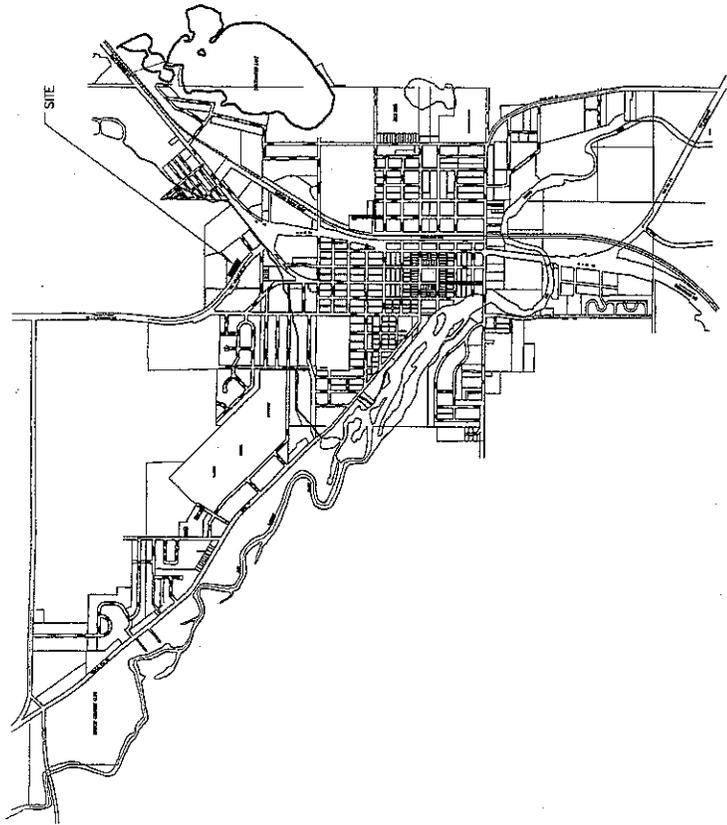
3.04 EROSION CONTROL

- A. Remove erosion control upon request from OWNER.

3.05 CLOSEOUT

- A. Turf shall be accepted by OWNER at end of correction period, provided the turf restoration is satisfactory to OWNER.

END OF SECTION



2008 CITY OF WINDOM SANITARY SEWER IMPROVEMENTS WINDOM, MINNESOTA

COUNCIL

- | | |
|---------------|----------------|
| TOM RIORDAN | MAYOR |
| STEVE NASBY | CLERK |
| JEAN FAST | COUNCIL MEMBER |
| KIRBY KRUSE | COUNCIL MEMBER |
| ROBERT MESSER | COUNCIL MEMBER |
| BRAD POWERS | COUNCIL MEMBER |
| JOANN RAY | COUNCIL MEMBER |

UTILITY COMMISSION

- | | |
|-----------------|--------|
| KEITH BLOOMGREN | MEMBER |
| JEAN FAST | MEMBER |
| CHRIS JOHNSON | MEMBER |
| MIKE SCHWALBACH | MEMBER |

- | | |
|----------------|---------------------|
| BRUCE CALDWELL | STREET SUPT. |
| MARY GRUNIG | ELECTRICAL SUPT. |
| MIKE HAUGEN | WATER & WASTE SUPT. |

DATE: _____
DATE: _____
DATE: _____

PLAN INDEX - 2008 SANITARY SEWER IMPROVEMENTS	
Sheet 1	Sheet 2
Sheet 3	Sheet 4

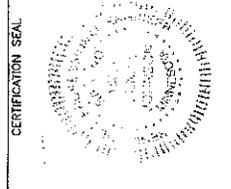
REV	REVISION DESCRIPTION	DWN	APP	REV DATE

Wenck Associates, Inc.
Consulting Engineers
4010 15th Ave S
Minneapolis, MN 55410
Tel: (612) 831-2222
Fax: (612) 831-2223
Web Site: www.wenck.com

DWN BY	CHK'D	APP'D
TNT	DUJ	DUJ
DWG DATE	9/10/2008	
SCALE		

PROJECT: 2008 City of Windom
T.H. 71 Sanitary Sewer Improvements
CLIENT: City of Windom
444 9th Street P.O. Box 38
Windom, MN 56101

SHEET TITLE	
PROJECT NO.	SHEET NO.
0045-25	1 of 3
Cover Sheet	



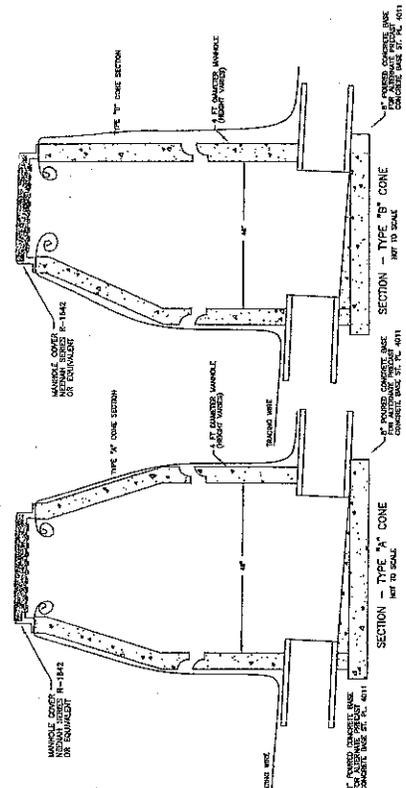
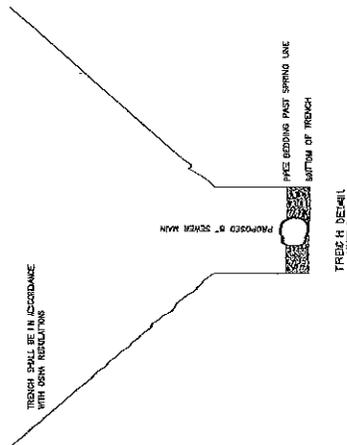
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Dennis J. Johnson DATE: 9/10/2008
 LICENSE NUMBER 15051
 LICENSE EXPIRES DATE IS JUNE 30, 2010

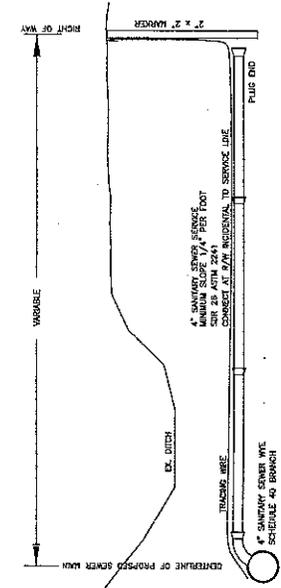
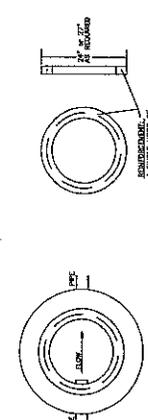
Tabulation of Sewer Quantities

Option 1 - Direct Burial	L.F.	EA
8" Sewer 6-8' Deep	230	
8" Sewer 8-10' Deep	110	
8" Sewer 10-12' Deep	130	
F&I manhole Type 4007	24	3
F&I manhole casting	EA	3
F&I 8"x4" sewer w/e	EA	3
F&I 4" sewer services	L.F.	150
Bore main under highway with casting	L.F.	60
Rock Subunderdation (CV)	C.Y.	47
Remove manhole	EA	1
Bluntious drive	S.F.	1200
Turf Restoration	EA	0.2
Salvage Culvert	EA	3

Option 2 - Horizontal Bore Beneath Driveways	L.F.	EA
8" Sewer 6-8' Deep	30	
F&I manhole Type 4007	V.F.	24
F&I manhole casting	EA	3
F&I 8"x4" sewer w/e	EA	3
F&I 4" sewer services	L.F.	150
Bore main under highway with casting & carrier pipe	L.F.	60
Rock Subunderdation (CV)	C.Y.	32
Bore main under driveways	L.F.	360
Remove manhole	EA	1
Turf Restoration	EA	0.2



- MANHOLE STEP CASTING NO. 043
- MANHOLE STEP CASTING NO. 043 (ALTERNATE) WITH 2\"/>



REV	REVISION DESCRIPTION	CWN	APPL	REV DATE	 Wenck Associates, Inc. Consulting Engineers 440 10th Street Minneapolis, MN 55401 Web Site: www.wenck.com (612) 331-5000 (612) 331-5001	OWN BY	CHK'D	APP'D	PROJECT	SHEET	Sanitary Sewer Details PROJECT NO. D045-25 SHEET NO. 3 of 3 REV. NO.
						TNT	DJW	DJW	2008 City of Windom	TITLE	
				9/10/2008		BWG DATE			T.H. 71 Sanitary Sewer Improvements		
						SCALE			CITY OF WINDOM		
									444 9th Street P.O. Box 38		
									City of Windom		
									Windom, MN 56101		

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
CITY OFFICE	LEAGUE OF MN. CITIES	REGISTRATION	40.00
CITY OFFICE	MII LIFE	VEBA	194.30
	Total for Department 103		234.30*
P & Z / BUILDING OFF	ELECTRIC FUND	MAINTENANCE	17.75
P & Z / BUILDING OFF	MII LIFE	VEBA	145.72
P & Z / BUILDING OFF	TNT FIREWORKS	REFUND	50.00
	Total for Department 106		213.47*
CITY HALL	SANDRA HERDER	CLEANING	339.38
CITY HALL	MELISSA PENAS	CLEANING	339.38
	Total for Department 115		678.76*
POLICE	MII LIFE	VEBA	1,372.76
	Total for Department 120		1,372.76*
FIRE DEPARTMENT	AMOCO OIL COMPANY	GAS	349.75
FIRE DEPARTMENT	MARQUIS X ERICKSON,	PROFESSIONAL SERVICE	1,100.00
	Total for Department 125		1,449.75*
STREET	AMOCO OIL COMPANY	GAS	332.00
STREET	AMOCO OIL COMPANY	VOLUME DISCOUNT	-4.48
STREET	ELECTRIC FUND	MAINTENANCE	485.79
STREET	MII LIFE	VEBA	923.22
	Total for Department 140		1,736.53*
HEALTH & SANITATION	NEAL GRUNEWALD	COMPOSTE SITE MANAGER	128.00
	Total for Department 145		128.00*
PARKS	ELECTRIC FUND	MAINTENANCE	90.45
PARKS	MII LIFE	VEBA	182.23
	Total for Department 165		272.68*
	Total for Fund 01		6,086.25*
LIBRARY	SANDRA HERDER	CLEANING	339.37
LIBRARY	MELISSA PENAS	CLEANING	339.37
LIBRARY	BETTER HOMES & GARDE	SUBSCRIPTION	22.00
	Total for Department 171		700.74*
	Total for Fund 03		700.74*
AIRPORT	MN DEPT OF ADMINISTR	TELEPHONE	21.12
AIRPORT	RED ROCK RURAL WATER	WATER	22.00
AIRPORT	SO. CENTRAL ELECTRIC	POWER COST	270.55
	Total for Department 174		313.67*
	Total for Fund 11		313.67*
MULTI-PURPOSE BUILDI	ELECTRIC FUND	MAINTENANCE	11.10
MULTI-PURPOSE BUILDI	MII LIFE	VEBA	279.38

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
CITY OFFICE	ELECTRIC FUND	UTILITIES	189.86
CITY OFFICE	QUILL CORP	SUPPLIES	138.77
	Total for Department 103		328.63*
P & Z / BUILDING OFF	ELECTRIC FUND	UTILITIES	42.80
	Total for Department 106		42.80*
CITY HALL	ELECTRIC FUND	UTILITIES	-749.40
	Total for Department 115		-749.40*
POLICE	ELECTRIC FUND	MAINTENANCE	19.60
POLICE	ELECTRIC FUND	UTILITIES	75.41
POLICE	VOYAGER FLEET SERVIC	GAS	152.88
	Total for Department 120		247.89*
FIRE DEPARTMENT	ELECTRIC FUND	UTILITIES	71.21
	Total for Department 125		71.21*
STREET	ELECTRIC FUND	UTILITIES	2,417.45
STREET	VOYAGER FLEET SERVIC	GAS	104.38
	Total for Department 140		2,521.83*
RECREATION	LUCAS GOTTO	UMPIRE	540.00
RECREATION	JESSIE BEHRENS	UMPIRE	430.00
RECREATION	JIMMY AMUNDSON	UMPIRE	100.00
RECREATION	KYLE KINTZI	UMPIRE	180.00
RECREATION	RYAN GILBERTSON	UMPIRE	70.00
RECREATION	BILL HOCHSTEIN	UMPIRE	50.00
	Total for Department 150		1,370.00*
PARKS	ELECTRIC FUND	MAINTENANCE	11.67
PARKS	ELECTRIC FUND	UTILITIES	9,991.21
	Total for Department 165		10,002.88*
	Total for Fund 01		13,835.84*
LIBRARY	ELECTRIC FUND	UTILITIES	636.66
	Total for Department 171		636.66*
	Total for Fund 03		636.66*
AIRPORT	ELECTRIC FUND	MAINTENANCE	9.00
	Total for Department 174		9.00*
	Total for Fund 11		9.00*
POOL	ELECTRIC FUND	UTILITIES	1,482.24
	Total for Department 175		1,482.24*
	Total for Fund 12		1,482.24*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
AMBULANCE	JIM AXFORD	AMBULANCE CLOTHING ALLOW	175.00
AMBULANCE	BOUND TREE	EQUIPMENT	300.00
AMBULANCE	ELECTRIC FUND	MAINTENANCE	223.60
AMBULANCE	ELECTRIC FUND	UTILITIES	23.16
AMBULANCE	LONDA FOSHEIM	EXPENSE	21.15
AMBULANCE	KRIS JANSSEN	EXPENSE	38.10
AMBULANCE	BUCKWHEAT JOHNSON	EXPENSE	8.79
AMBULANCE	ROBIN PAPLOW	AMB CLOTHING ALLOWANCE	175.00
AMBULANCE	KIM POWERS	EXPENSE	18.03
AMBULANCE	ALLAN REMPEL	EXPENSE	7.59
AMBULANCE	JIM SKARPHOL	EXPENSE	146.36
AMBULANCE	DARRELL GOEMAN	REFUND - AMBULANCE SERVI	40.00
		Total for Department 176	1,176.78*
		Total for Fund 13	1,176.78*
MULTI-PURPOSE BUILDI	ELECTRIC FUND	MAINTENANCE	42.08
MULTI-PURPOSE BUILDI	ELECTRIC FUND	UTILITIES	2,158.77
		Total for Department 177	2,200.85*
		Total for Fund 14	2,200.85*
LIQUOR	ELECTRIC FUND	UTILITIES	1,496.22
		Total for Department 180	1,496.22*
		Total for Fund 60	1,496.22*
WATER	ELECTRIC FUND	MAINTENANCE	40.07
WATER	ELECTRIC FUND	UTILITIES	5,890.89
WATER	FEDERAL EXPRESS CORP	TRANSPORTATION	171.89
WATER	H P SUDS	BILLING CONTRACT SERVICE	114.17
WATER	VOYAGER FLEET SERVIC GAS		412.13
		Total for Department 181	6,629.15*
		Total for Fund 61	6,629.15*
	AARON HENDRICKS	REFUND - UTILITY PREPAYM	125.00
		Total for Department	125.00*
ELECTRIC	ELECTRIC FUND	UTILITIES	352.48
ELECTRIC	H P SUDS	BILLING CONTRACT SERVICE	114.17
ELECTRIC	BRAD BUSSA	CLEANING	184.60
ELECTRIC	VOYAGER FLEET SERVIC GAS		262.81
ELECTRIC	BANK MIDWEST	NSF CHECK	8.00
		Total for Department 182	922.06*
		Total for Fund 62	1,047.06*
SEWER	ELECTRIC FUND	MAINTENANCE	108.21
SEWER	ELECTRIC FUND	UTILITIES	11,675.51

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
SEWER	H P SUDS	BILLING CONTRACT SERVICE	114.17
SEWER	VOYAGER FLEET SERVIC GAS		194.06
	Total for Department 183		12,091.95*
	Total for Fund 63		12,091.95*
ARENA	ELECTRIC FUND	MAINTENANCE	31.80
ARENA	ELECTRIC FUND	UTILITIES	1,564.62
ARENA	VOYAGER FLEET SERVIC GAS		157.62
	Total for Department 184		1,754.04*
	Total for Fund 64		1,754.04*
	BANK MIDWEST	LOAN PAYMENT	4,000.00
	Total for Department		4,000.00*
ECONOMIC DEVELOPMENT	AARON BACKMAN	EXPENSE	171.99
ECONOMIC DEVELOPMENT	ELECTRIC FUND	UTILITIES	281.57
ECONOMIC DEVELOPMENT	SO. CENTRAL ELECTRIC POWER COST		22.29
	Total for Department 187		475.85*
	Total for Fund 67		4,475.85*
	MN 9-1-1 PROGRAM	911 SERVICE	850.44
	Total for Department		850.44*
TELECOMMUNICATIONS	BIG TEN NETWORK	SUBSCRIBER	1,630.59
TELECOMMUNICATIONS	COMCAST MEDIA CENTER	SUBSCRIBER	13.00
TELECOMMUNICATIONS	ELECTRIC FUND	UTILITIES	1,762.36
TELECOMMUNICATIONS	FOX SPORTS	SUBSCRIBER	4,930.44
TELECOMMUNICATIONS	H P SUDS	BILLING CONTRACT SERVICE	342.49
TELECOMMUNICATIONS	NATIONAL CABLE TV CO	SUBSCRIBER	23,413.67
TELECOMMUNICATIONS	QWEST COMMUNICATIONS	DIRECTORY LISTING	362.55
TELECOMMUNICATIONS	TOWER DISTRIBUTION C	SUBSCRIBER	215.07
TELECOMMUNICATIONS	VOYAGER FLEET SERVIC GAS		150.74
TELECOMMUNICATIONS	WOODSTOCK TELEPHONE	SERVICE	186.67
	Total for Department 199		33,007.58*
	Total for Fund 69		33,858.02*
	COLONIAL LIFE INSURA	INISURANCE	22.05
	Total for Department		22.05*
	Total for Fund 70		22.05*
	Grand Total		80,715.71*

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
MAYOR & COUNCIL	CITIZEN PUBLISHING C	ADVERTISING	867.60
MAYOR & COUNCIL	CONVENT. & VISTOR BU	LODGING TAX	3,360.66
MAYOR & COUNCIL	LEAGUE OF MN CITIES	DUES	3,893.00
MAYOR & COUNCIL	MCDONALD & SCHRAMEL	LEGAL FEES	446.50
		Total for Department 101	8,567.76*
ELECTIONS	CMRS - TMS	POSTAGE	23.52
		Total for Department 102	23.52*
CITY OFFICE	CMRS - TMS	POSTAGE	546.02
CITY OFFICE	CITIZEN PUBLISHING C	BATTERY BACK-UP	149.08
CITY OFFICE	DAN'S OFFICE SUPPLY	SUPPLIES	588.56
CITY OFFICE	HEARTLAND TECHNOLOGY	BILLING SYSTEM FIRE FWAL	40.00
CITY OFFICE	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.78
		Total for Department 103	1,329.44*
P & Z / BUILDING OFF	CMRS - TMS	POSTAGE	16.71
P & Z / BUILDING OFF	DAN'S OFFICE SUPPLY	SUPPLIES	41.05
P & Z / BUILDING OFF	HEARTLAND TECHNOLOGY	BILLING SYSTEM FIRE FWAL	40.00
P & Z / BUILDING OFF	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.78
P & Z / BUILDING OFF	VET'S WHOA N'GO	GAS	123.53
		Total for Department 106	227.07*
LEGAL	MCDONALD & SCHRAMEL	CONFERENCE	349.65
		Total for Department 110	349.65*
CITY HALL	AMERIGAS - WORTHINGT	WATER TREATMENT	23.38
CITY HALL	COTTONWOOD COUNTY SO	RECYCLING PICK UP	12.00
CITY HALL	WASTE MANAGEMENT OF	HAUL GARBAGE	81.47
CITY HALL	HEARTLAND PAPER COMP	SUPPLIES	208.07
CITY HALL	SCHWALBACH HARDWARE	MAINTENANCE	69.49
		Total for Department 115	394.41*
POLICE	CMRS - TMS	POSTAGE	.84
POLICE	COTTONWOOD CO TREASU	DISPTACHING	275.00
POLICE	COTTONWOOD CO TREASU	RENT	1,200.00
POLICE	MCDONALD & SCHRAMEL	LEGAL FEES	2,764.50
POLICE	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	22.50
POLICE	PAMIDA	SUPPLIES	234.94
POLICE	COUNTRY PRIDE SERVIC	MAINTENANCE	70.00
POLICE	WINDOM QUICK PRINT	SUPPLIES	494.70
POLICE	SIRCHIE FINGER PRINT	SUPPLIES	266.93
POLICE	L-3 COMMUNICATIONS	MAINTENANCE	234.36
		Total for Department 120	5,563.77*
FIRE DEPARTMENT	CMRS - TMS	POSTAGE	11.03
FIRE DEPARTMENT	COTTONWOOD CO TREASU	DISPTACHING	212.50
FIRE DEPARTMENT	DAN'S OFFICE SUPPLY	SUPPLIES	34.44
FIRE DEPARTMENT	ELECTRIC FUND	MAINTENANCE	132.08
FIRE DEPARTMENT	HEIMAN FIRE EQUIP. C	MAINTENANCE	38.14
FIRE DEPARTMENT	LAMPERTS YARDS, INC.	MAINTENANCE	156.73

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
FIRE DEPARTMENT	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.78
FIRE DEPARTMENT	MUNICIPAL EMERGENCY	MAINTENANCE	894.00
FIRE DEPARTMENT	QUEST	TELEPHONE	47.07
FIRE DEPARTMENT	RUNNING'S SUPPLY	MAINTENANCE	44.82
FIRE DEPARTMENT	SCHWALBACH HARDWARE	MAINTENANCE	13.82
FIRE DEPARTMENT	VET'S WHOA N'GO	GAS	53.68
FIRE DEPARTMENT	WINDOM AREA HOSPITAL	TESTING	123.00
	Total for Department 125		1,767.09*
EMERGENCY MANAGEMENT	COTTONWOOD CO TREASU	DISPTACHING	12.50
EMERGENCY MANAGEMENT	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	200.00
	Total for Department 130		212.50*
ANIMALS	COTTONWOOD-SLAYTON V	VETERINARY SERVICE	166.85
	Total for Department 135		166.85*
STREET	AMUNDSON DIG	MAINTENANCE	223.65
STREET	CMRS - TMS	POSTAGE	3.03
STREET	COTTONWOOD CO HWY DE	MAINTENANCE	201.71
STREET	COTTONWOOD CO TREASU	DISPTACHING	125.00
STREET	WASTE MANAGEMENT OF	HAUL GARBAGE	124.94
STREET	DAN'S OFFICE SUPPLY	SUPPLIES	127.40
STREET	ERICKSON OIL CO	GAS	662.01
STREET	WINDOM AUTO VALU	MAINTENANCE	281.35
STREET	JOHNSON HARDWARE	MAINTENANCE	35.12
STREET	KRUBGER BODY SHOP	MAINTENANCE	279.82
STREET	LAMPERTS YARDS, INC.	MAINTENANCE	4.57
STREET	MCDONALD & SCHRAMEL	LEGAL FEES	408.50
STREET	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.78
STREET	MESSER MACHINE & MFG	MAINTENANCE	46.87
STREET	MIDWEST WIRELESS	TELEPHONE	99.26
STREET	M-R SIGNS CO., INC	MAINTENANCE	341.61
STREET	QUEST	TELEPHONE	47.07
STREET	RUNNING'S SUPPLY	MAINTENANCE	140.09
STREET	SCHWALBACH HARDWARE	MAINTENANCE	132.99
STREET	SOUTHERN MN SPRAY SY	MAINTENANCE	53.25
STREET	VET'S WHOA N'GO	GAS	372.25
STREET	WENCK ASSOCIATES, IN	08 SEAL COAT	2,717.00
STREET	WINDOM AREA HOSPITAL	TESTING	17.00
STREET	COUNTRY PRIDE SERVIC	MAINTENANCE	1,868.73
STREET	WINDOM FARM SERVICE	MAINTENANCE	133.55
STREET	CARQUEST AUTO PARTS	MAINTENANCE	166.14
STREET	CONSOLIDATED READY M	MAINTENANCE	38.61
STREET	SOUTHERN MINN INSPEC	INSPECTION	342.05
STREET	WINTER EQUIPMENT CO.	MAINTENANCE	2,404.77
	Total for Department 140		11,404.12*
RECREATION	CENTER SPORTS	SUPPLIES	62.00
RECREATION	CITIZEN PUBLISHING C	ADVERTISING	160.20
RECREATION	HEARTLAND IMAGE	SHIRTS	127.50

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
RECREATION	SCHWALBACH HARDWARE	MAINTENANCE	7.75
	Total for Department 150		357.45*
PARKS	CMRS - TMS	POSTAGE	2.52
PARKS	CITIZEN PUBLISHING C	ADVERTISING	160.20
PARKS	COLE PAPER INC.	SUPPLIES	136.08
PARKS	COTTONWOOD CO TREASU	DISPTACHING	37.50
PARKS	WASTE MANAGEMENT OF	HAUL GARBAGE	286.65
PARKS	ERICKSON OIL CO	GAS	197.05
PARKS	GDF ENTERPRISES, INC	MAINTENANCE	21.45
PARKS	WINDOM AUTO VALU	MAINTENANCE	103.70
PARKS	JOHNSON HARDWARE	MAINTENANCE	50.60
PARKS	LAMPERTS YARDS, INC.	MAINTENANCE	337.03
PARKS	MESSER MACHINE & MFG	MAINTENANCE	21.37
PARKS	MTI DISTRIBUTING, IN	MAINTENANCE	651.21
PARKS	RUNNING'S SUPPLY	MAINTENANCE	25.55
PARKS	SCHWALBACH HARDWARE	MAINTENANCE	524.19
PARKS	WINDOM AREA HOSPITAL	TESTING	34.00
PARKS	COUNTRY PRIDE SERVIC	MAINTENANCE	243.24
PARKS	CARQUEST AUTO PARTS	MAINTENANCE	20.55
PARKS	MC BROOM CONST. CO.	MAINTENANCE	73.00
	Total for Department 165		2,925.89*
	Total for Fund 01		33,289.52*
	WENCK ASSOCIATES, IN	SYKORA SW PROJ	1,455.00
	Total for Department		1,455.00*
	Total for Fund 02		1,455.00*
LIBRARY	CENTER POINT LARGE P	BOOKS	41.34
LIBRARY	CITIZEN PUBLISHING C	ADVERTISING	50.40
LIBRARY	COTTONWOOD COUNTY SO	RECYCLING PICK UP	12.00
LIBRARY	DAN'S OFFICE SUPPLY	SUPPLIES	301.07
LIBRARY	DEMCO	SUPPLIES	68.79
LIBRARY	GALE	BOOKS	262.22
LIBRARY	INGRAM	BOOKS	1,551.48
LIBRARY	J & K WINDOWS	SERVICE	15.00
LIBRARY	MAYO CLINIC HEALTH L	SUBSCRIPTION	27.00
LIBRARY	MICROMARKETING	BOOKS & AUDIO	392.63
LIBRARY	PEOPLE	SUBSCRIPTION	116.07
LIBRARY	PLUM CREEK LIBRARY	PLAT BOOK/PERFORMER	69.00
LIBRARY	RECORDED BOOKS, LLC	AUDIO	133.00
LIBRARY	READERS SERVICE	BOOK	18.46
LIBRARY	SCHWALBACH HARDWARE	MAINTENANCE	43.49
LIBRARY	TIME LIFE BOOK	BOOK	45.90
LIBRARY	UPSTART	BOOKMARKERS	138.94
LIBRARY	USA TODAY	SUBSCRIPTION	164.00
LIBRARY	COUNTRY LIVING	SUBSCRIPTION	15.97
LIBRARY	ATLANTIC	SUBSCRIPTION	19.95

CITY OF WINDOM
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Department	Vendor Name	Description	Amount
LIBRARY	FAMILY FUN	SUBSCRIPTION	19.95
LIBRARY	HOUSE BEAUTIFUL	SUBSCRIPTION	21.97
LIBRARY	NATIONAL WILDLIFE FE	SUBSCRIPTION	15.00
LIBRARY	PAPERCRAFTS	SUBSCRIPTION	19.97
LIBRARY	SATURDAY EVENING POS	SUBSCRIPTION	25.97
LIBRARY	VICTORIA	SUBSCRIPTION	19.98
	Total for Department 171		3,609.55*
	Total for Fund 03		3,609.55*
	ALEX AIR APPARATUS, JAWS		34,416.50
	Total for Department		34,416.50*
	Total for Fund 04		34,416.50*
	WENCK ASSOCIATES, IN AIRPORT PROJECT 08		2,250.85
	Total for Department		2,250.85*
AIRPORT	CMRS - TMS	POSTAGE	81.83
AIRPORT	SCHWALBACH HARDWARE	MAINTENANCE	36.74
	Total for Department 174		118.57*
	Total for Fund 11		2,369.42*
POOL	AMERICAN RED CROSS	LESSONS	330.00
POOL	CMRS - TMS	POSTAGE	51.17
POOL	HAWKINS, INC	CHEMICALS	391.56
POOL	MN ENERGY RESOURCES	HEATING	1,749.95
POOL	SCHWALBACH HARDWARE	MAINTENANCE	27.37
	Total for Department 175		2,550.05*
	Total for Fund 12		2,550.05*
AMBULANCE	CMRS - TMS	POSTAGE	29.90
AMBULANCE	COTTONWOOD CO TREASU	DISPTACHING	200.00
AMBULANCE	EMERGENCY MEDICAL PR	SUPPLIES	145.90
AMBULANCE	WINDOM AUTO VALU	MAINTENANCE	163.00
AMBULANCE	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.78
AMBULANCE	MIDWEST WIRELESS	TELEPHONE	92.82
AMBULANCE	QUEST	TELEPHONE	47.07
AMBULANCE	PRAKAIR DISTRIBUTION	SERVICE	488.34
AMBULANCE	VET'S WHOA N'GO	GAS	1,521.18
AMBULANCE	DOUG WESTERMAN	EXPENSE	58.38
AMBULANCE	WINDOM AREA HOSPITAL	SERVICE	1,560.20
AMBULANCE	WINDOM AREA HOSPITAL	TESTING	51.00
AMBULANCE	ASHLEY JENSEN	REFUND	7.05
AMBULANCE	LILLIAN KOEHN	REFUND	7.34
	Total for Department 176		4,377.96*
	Total for Fund 13		4,377.96*

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
MULTI-PURPOSE BUILDI	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	98.34
MULTI-PURPOSE BUILDI	CMRS - TMS	POSTAGE	29.34
MULTI-PURPOSE BUILDI	CITIZEN PUBLISHING C	ADVERTISING	356.25
MULTI-PURPOSE BUILDI	COLE PAPER INC.	SUPPLIES	361.84
MULTI-PURPOSE BUILDI	WASTE MANAGEMENT OF	HAUL GARBAGE	108.46
MULTI-PURPOSE BUILDI	GARY'S ELECTRIC	MAINTENANCE	359.43
MULTI-PURPOSE BUILDI	HEARTLAND PAPER COMP	SUPPLIES	117.45
MULTI-PURPOSE BUILDI	WINDOM AUTO VALU	MAINTENANCE	4.15
MULTI-PURPOSE BUILDI	KDOM RADIO	ADVERTISING	622.32
MULTI-PURPOSE BUILDI	LAMPERTS YARDS, INC.	MAINTENANCE	74.02
MULTI-PURPOSE BUILDI	MIDWEST WIRELESS	TELEPHONE	13.73
MULTI-PURPOSE BUILDI	PRAXAIR DISTRIBUTION	SERVICE	11.24
MULTI-PURPOSE BUILDI	RUNNING'S SUPPLY	MAINTENANCE	2.12
MULTI-PURPOSE BUILDI	SCHWALBACH HARDWARE	MAINTENANCE	183.64
MULTI-PURPOSE BUILDI	STONER INDUSTRIAL, I	SERVICE	83.94
	Total for Department 177		2,426.27*
	Total for Fund 14		2,426.27*
LIQUOR	ENVIROMASTER, INC.	SERVICE	39.41
LIQUOR	BELLBOY CORP	MERCHANDISE	1,415.98
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	4,208.45
LIQUOR	CMRS - TMS	POSTAGE	9.58
LIQUOR	CITIZEN PUBLISHING C	ADVERTISING	230.83
LIQUOR	COCA-COLA BOTTLING C	MERCHANDISE	527.00
LIQUOR	WASTE MANAGEMENT OF	HAUL GARBAGE	45.79
LIQUOR	FIELDSTONE VINEYARDS	MAINTENANCE	239.40
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	6,755.40
LIQUOR	A H HERMEL CANDY & T	MERCHANDISE	1,890.11
LIQUOR	HOLT'S CLEANING SERV	CLEANING	265.00
LIQUOR	JOHNSON BROS.	MERCHANDISE	5,136.90
LIQUOR	PAMIDA	SUPPLIES	18.59
LIQUOR	PEPSIAMERICAS	MERCHANDISE	302.70
LIQUOR	PHILLIPS WINE & SPIR	MERCHANDISE	1,942.90
LIQUOR	QUALITY WINE SPIRITS	MECHANDISE	120.00
LIQUOR	S&K LINES	FREIGHT	719.20
LIQUOR	SCHWALBACH HARDWARE	MAINTENANCE	2.81
LIQUOR	7-UP BOTTLING	MERCHANDISE	89.70
LIQUOR	FRESH START 2000	SUPPLIES	40.00
	Total for Department 180		23,999.75*
	Total for Fund 60		23,999.75*
	HD SUPPLY WATERWORKD	MAINTENANCE	2,719.96
	Total for Department		2,719.96*
WATER	CMRS - TMS	POSTAGE	164.74
WATER	CITIZEN PUBLISHING C	ADVERTISING	138.60
WATER	COTTONWOOD CO TREASU	DISPTACHING	100.00
WATER	WASTE MANAGEMENT OF	HAUL GARBAGE	81.47

CITY OF WINDOM
 PM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
WATER	DEFRIES COLLISION CE	REPAIRS	848.88
WATER	HAWKINS, INC	CHEMICALS	4,294.78
WATER	GOPHER STATE ONE CAL	LOCATES	16.58
WATER	WINDOM AUTO VALU	MAINTENANCE	45.50
WATER	JIFFY-JR. PRODUCTS	SUPPLIES	171.91
WATER	MCLAUGLIN & SCHULZ,	MAINTENANCE	484.57
WATER	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.78
WATER	MIDWEST DATA, INC	CABS PROCESSING	801.74
WATER	MIDWEST WIRELESS	TELEPHONE	42.40
WATER	MN DEPT OF HEALTH	REGISTRATION	75.00
WATER	MN VALLEY TESTING	TESTING	56.25
WATER	QUEST	TELEPHONE	47.07
WATER	PRAXAIR DISTRIBUTION	SERVICE	18.11
WATER	HD SUPPLY WATERWORKD	MAINTENANCE	180.09
WATER	WENCK ASSOCIATES, IN	LANDFILL	999.10
WATER	CARQUEST AUTO PARTS	MAINTENANCE	39.52
	Total for Department 181		8,612.09*
	Total for Fund 61		11,332.05*
	B & B TRANSFORMER	INVENTORY	10,863.00
	BORDER STATES ELECTR	MAINTENANCE	3,058.86
	BURMEISTER ELECTRIC	MAINTENANCE	17,572.92
	J. H. LARSON	MAINTENANCE	469.33
	ODDSON UNDERGROUND	MAINTENANCE	8,631.50
	RESCO	INVENTORY	2,671.02
	RON'S ELECTRIC	MAINTENANCE	1,094.51
	STAPLES OIL CO	FUEL	840.02
	WERNER ELECTRIC	MAINTENANCE	1,000.99
	DOUG DEEL	REFUND - UTILITY PREPAYM	125.00
	Total for Department		46,327.15*
ELECTRIC	CENTRAL MINNESOTA MU	ENERGY DEVELOPMENT	8,713.00
ELECTRIC	CMRS - TMS	POSTAGE	74.52
ELECTRIC	CITIZEN PUBLISHING C	ADVERTISING	204.00
ELECTRIC	COTTONWOOD CO TREASU	DISPTACHING	187.50
ELECTRIC	WASTE MANAGEMENT OF	HAUL GARBAGE	81.08
ELECTRIC	GOPHER STATE ONE CAL	LOCATES	16.58
ELECTRIC	JOHNSON HARDWARE	MAINTENANCE	1.07
ELECTRIC	KDOM RADIO	ADVERTISING	696.46
ELECTRIC	MCLAUGLIN & SCHULZ,	MAINTENANCE	869.47
ELECTRIC	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.78
ELECTRIC	MESSER MACHINE & MFG	MAINTENANCE	34.21
ELECTRIC	MIDWEST DATA, INC	CABS PROCESSING	801.74
ELECTRIC	MN DEPT OF COMMERCE	ASSESSMENT	1,086.03
ELECTRIC	MN MUNICIPAL UTILITI	2008 DUES	1,051.65
ELECTRIC	QUEST	TELEPHONE	44.31
ELECTRIC	SANFORD LABORATORIES	TESTING	34.18
ELECTRIC	SCHWALBACH HARDWARE	MAINTENANCE	57.43
ELECTRIC	STONER INDUSTRIAL, I	SERVICE	67.96

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
ELECTRIC	UTILITIES PLUS ENERG	MAINTENANCE	9,292.49
ELECTRIC	VET'S WHOA N'GO	GAS	42.00
ELECTRIC	WERNER ELECTRIC	MAINTENANCE	149.35
ELECTRIC	WINDOM AREA DEVELOPM	INDUSTRIAL DEVELOPMENT	1,200.00
ELECTRIC	WINDOM AREA HOSPITAL	TESTING	51.00
ELECTRIC	CARQUEST AUTO PARTS	MAINTENANCE	30.97
ELECTRIC	CONSOLIDATED READY M	MAINTENANCE	206.35
	Total for Department 182		24,999.13*
	Total for Fund 62		71,326.28*
SEWER	CENTER STOP	FUEL SALES	27.54
SEWER	CMRS - TMS	POSTAGE	119.45
SEWER	COTTONWOOD CO TREASU	DISPTACHING	100.00
SEWER	DEFRIES COLLISION CE	REPAIRS	848.87
SEWER	HAWKINS, INC	CHEMICALS	764.20
SEWER	GOPHER STATE ONE CAL	LOCATES	16.58
SEWER	WINDOM AUTO VALU	MAINTENANCE	4.03
SEWER	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.77
SEWER	MIDWEST DATA, INC	CABS PROCESSING	801.74
SEWER	MIDWEST WIRELESS	TELEPHONE	42.40
SEWER	MN POLLUTION CONTROL	PERMIT FEE	240.00
SEWER	MN VALLEY TESTING	TESTING	2,373.60
SEWER	QUEST	TELEPHONE	316.95
SEWER	SCHWALBACH HARDWARE	MAINTENANCE	145.44
SEWER	WINDOM AREA HOSPITAL	TESTING	34.00
SEWER	CARQUEST AUTO PARTS	MAINTENANCE	35.67
SEWER	SIEMENS WATER TECHNO	MAINTENANCE	155.58
SEWER	SOUTHERN MINN INSPEC	INSPECTION	171.03
	Total for Department 183		6,202.85*
	Total for Fund 63		6,202.85*
ARENA	AMERIPRIDE LINEN CO	SERVICE	94.25
ARENA	ASCAP	LICENSE TO PLAY MUSIC	300.67
ARENA	CMRS - TMS	POSTAGE	29.31
ARENA	WASTE MANAGEMENT OF	HAUL GARBAGE	125.33
ARENA	SUNSHINE FOODS	SUPPLIES	71.89
ARENA	HEARTLAND PAPER COMP	SUPPLIES	321.21
ARENA	WINDOM AUTO VALU	MAINTENANCE	1.80
ARENA	KDOM RADIO	ADVERTISING	70.00
ARENA	LAMPERTS YARDS, INC.	MAINTENANCE	38.34
ARENA	MANKATO MOBIL RADIO	MAINTENANCE CONTRACT	5.77
ARENA	MILLER SELLNER EQUIP	MAINTENANCE	34.04
ARENA	RUNNING'S SUPPLY	MAINTENANCE	84.82
ARENA	SCHWALBACH HARDWARE	MAINTENANCE	392.41
ARENA	STONER INDUSTRIAL, I	SERVICE	9.52
ARENA	VET'S WHOA N'GO	GAS	183.38
	Total for Department 184		1,762.74*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount

Total for Fund 64			1,762.74*
ECONOMIC DEVELOPMENT	CMRS - TMS	POSTAGE	152.89
ECONOMIC DEVELOPMENT	CITIZEN PUBLISHING C	ADVERTISING	198.00
ECONOMIC DEVELOPMENT	DAN'S OFFICE SUPPLY	SUPPLIES	401.98
ECONOMIC DEVELOPMENT	FAST FACILITY	SERVICE	146.00
ECONOMIC DEVELOPMENT	SUNSHINE FOODS	SUPPLIES	49.03
ECONOMIC DEVELOPMENT	HEARTLAND TECHNOLOGY	BILLING SYSTEM FIRE FWAL	40.00
ECONOMIC DEVELOPMENT	KDOM RADIO	ADVERTISING	327.00
ECONOMIC DEVELOPMENT	MCDONALD & SCHRAMMEL	LEGAL FEES	161.50
ECONOMIC DEVELOPMENT	LAMAR	SIGN AND INSTALLATION	325.00
Total for Department 187			1,801.40*
Total for Fund 67			1,801.40*
RIVERBLUFF ESTATES	UNITED PRAIRIE BANK	LOAN PAYMENT	641.48
Total for Department 166			641.48*
Total for Fund 68			641.48*
	ROBERT BADEN	REFUND - STATEMENT CREDI	5.54
	WANDA HELMBRECHT	REFUND - STATEMENT CREDI	.60
	BONNY MESSER	REFUND - STATEMENT CREDI	4.00
	WILLIAM SCHMOLL	REFUND - STATEMENT CREDI	.32
	BONNIE WILLARD	REFUND - STATEMENT CREDI	1.66
Total for Department			12.12*
TELECOMMUNICATIONS	B B C AMERICA	SUBSCRIBER	6.75
TELECOMMUNICATIONS	CMRS - TMS	POSTAGE	19.60
TELECOMMUNICATIONS	WASTE MANAGEMENT OF	HAUL GARBAGE	71.96
TELECOMMUNICATIONS	DISCOVERY DIGITAL NE	SUBSCRIBER	57.38
TELECOMMUNICATIONS	DLT SOLUTIONS INC	SUPPORT CONTRACT	280.80
TELECOMMUNICATIONS	GOPHER STATE ONE CAL	LOCATES	49.71
TELECOMMUNICATIONS	SUNSHINE FOODS	SUPPLIES	19.20
TELECOMMUNICATIONS	GRAYBAR ELECTRIC CO	PREMISE INSTALL MATERIAL	510.55
TELECOMMUNICATIONS	KDOM RADIO	ADVERTISING	88.00
TELECOMMUNICATIONS	LOCATORS & SUPPLIES,	MAINTENANCE	29.59
TELECOMMUNICATIONS	MIDWEST DATA, INC	CABS PROCESSING	2,405.22
TELECOMMUNICATIONS	NEW STAR SALES & SER	COPIER MAINTENANCE	35.00
TELECOMMUNICATIONS	ODDSON UNDERGROUND	MAINTENANCE	4,870.00
TELECOMMUNICATIONS	CALIX	MAINTENANCE	464.11
TELECOMMUNICATIONS	RFD TV	SUBSCRIBER	204.30
TELECOMMUNICATIONS	RUNNING'S SUPPLY	MAINTENANCE	88.11
TELECOMMUNICATIONS	SCHWALBACH HARDWARE	MAINTENANCE	152.14
TELECOMMUNICATIONS	STONER INDUSTRIAL, I	SERVICE	38.14
TELECOMMUNICATIONS	VET'S WHOA N'GO	GAS	103.14
TELECOMMUNICATIONS	WINDOM BAKERY	EXPENSE	22.27
TELECOMMUNICATIONS	ROBERT BADEN	REFUND - STATEMENT CREDI	85.23
TELECOMMUNICATIONS	DOUG DEEL	REFUND - CABLE CREDIT ON	20.80
TELECOMMUNICATIONS	WANDA HELMBRECHT	REFUND - STATEMENT CREDI	9.32

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
TELECOMMUNICATIONS	BONNY MESSER	REFUND - STATEMENT CREDI	95.78
TELECOMMUNICATIONS	WILLIAM SCHMOLL	REFUND - STATEMENT CREDI	4.95
TELECOMMUNICATIONS	BONNIE WILLARD	REFUND - STATEMENT CREDI	24.11
	Total for Department 199		9,756.16*
	Total for Fund 69		9,768.28*
	Grand Total		211,329.10*

USDA-FmHA Form FmHA 1924-18 <p style="text-align: center;">PARTIAL PAYMENT ESTIMATE</p>	CONTRACT NO. 0045-18 PARTIAL PAYMENT ESTIMATE FINAL <hr/> PAGE 1 OF 2
--	---

OWNER: CITY OF WINDOM 2008 SEAL COAT	CONTRACTOR: BITUMINOUS PAVING, INC. ORTONVILLE, MN 56278	PERIOD OF ESTIMATE FROM 8/5/2008 TO 8/6/2008
---	--	---

CONTRACT CHANGE ORDER SUMMARY				ESTIMATE	
NO.	FmHA Approval Date	Amount			
		Additions	Deductions		
1				1. Original Contract.....	\$53,450.00
2				2. Change Orders.....	\$0.00
3				3. Revised Contract (1+2).....	\$53,450.00
4				4. Work Completed*.....	\$49,796.37
5				5. Stored Materials*.....	
6				6. Subtotal (4+5).....	\$49,796.37
7					
8				7. Retainage*.....	\$0.00
9				8. Previous Payments.....	\$0.00
10				9. Amount Due (6-7-8).....	\$49,796.37
TOTALS		\$0.00	\$0.00		
NET CHANGE		\$0.00		* Detailed breakdown attachment	

CONTRACT TIME	
Original (days)	Starting Date 8/5/2008
Revised	On Schedule <input type="checkbox"/> Yes
Remaining	Projected Completion 8/6/2008
	<input type="checkbox"/> 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.

BITUMINOUS PAVING, INC
 ORTONVILLE, MN 56278
 By: *[Signature]*
 Date: 9-4-08

ARCHITECT OR ENGINEER'S CERTIFICATION:

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

Architect or Engineer: WENCK ASSOCIATES
 By: *[Signature]*
 Date: 9-4-08

APPROVED BY OWNER

Owner: CITY OF WINDOM

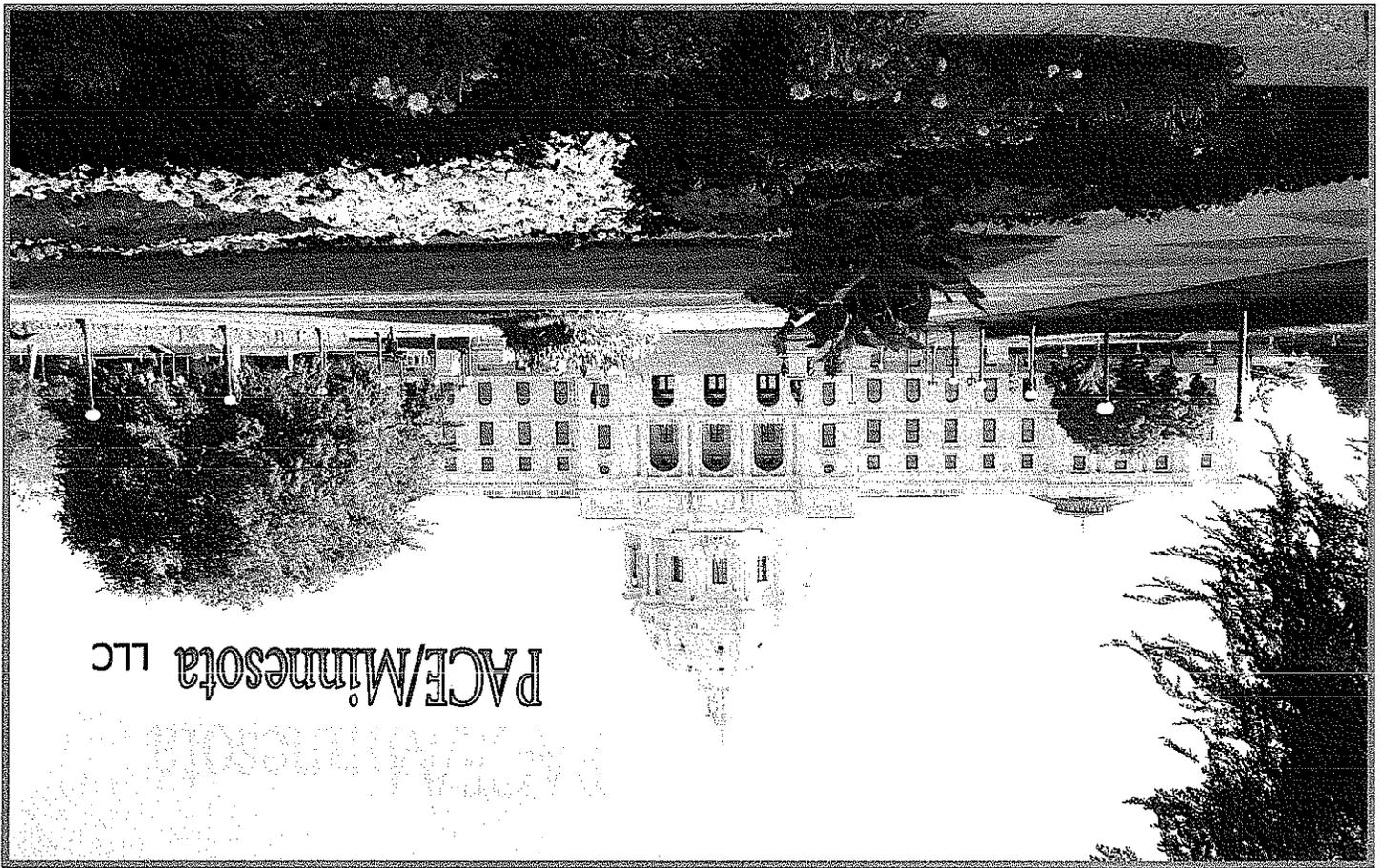
By: _____
 Date: _____

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: _____

2008 SEAL COAT Windom, MN 56101													
PAY REQUEST FINAL													
CONTRACT		THIS PERIOD		PREVIOUS TOTAL		TOTAL TO DATE							
ITEM	APPROX QUANTITY	UNIT	COST	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	AMOUNT
BITUMINOUS MATERIAL	13700	GAL	\$ 2.50	\$ 34,250.00	13735.89	\$ 34,339.73	0	\$ -	13735.89	\$ 34,339.73		\$ 34,339.73	
RED ROCK	600	TON	\$ 32.00	\$ 19,200.00	483.02	\$ 15,456.64	0	\$ -	483.02	\$ 15,456.64		\$ 15,456.64	
TOTAL				\$ 53,450.00		\$ 49,796.37		\$ -		\$ 49,796.37		\$ 49,796.37	



PACE/Minnesota LLC

Government Relations & Public Policy Consulting

Jill Sletten, Legislative Consultant

www.jillsletten@pacemn.com ~ 651.260.2484

Because of our ability to build professional relationships with all members of the legislature we have been able to secure major state funding dollars for non-profit organizations. Our work also includes bonding dollars for a performing arts and education center as well as building a coalition to secure legislation to build a stadium. Our ability to navigate through the process has given us success in areas of eminent domain, transportation, constitutional amendments, tax and energy issues.

"As a contract lobbyist for the past 12 years my experience in legislative strategy has rewarded clients with bonding and appropriation dollars, legislative and public policy shaping".

"Having a trusted voice that can understand and advocate issues is critical to the success and goals our clients want achieved".

uncommon ideas with a common sense approach.

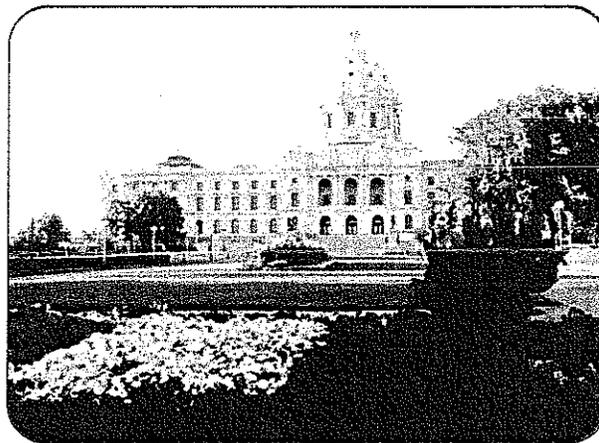
PACE/Minnesota LLC First National Bank Building 332 Minnesota St. Saint Paul, MN 55101-1314 www.pacemn.com

PACE/Minnesota LLC is a comprehensive government relations and public policy consulting firm whose motto is "*thinking about tomorrow's future, starts today*".

PACE/Minnesota takes pride in how we have developed excellent working relationships with legislators and public officials from local, state and national levels. Our business focus is about building "relationships" and we feel that this is a key and vital component to the successful lobbying efforts of PACE/Minnesota.

The vote of each legislator is important and we take none for granted. That is why PACE/Minnesota has developed excellent rapport with legislators and leaders on both side of the aisle.

Building strong professional relationships with legislators is more than just knowing them...it's knowing their districts, their constituents and the issues most important to them.



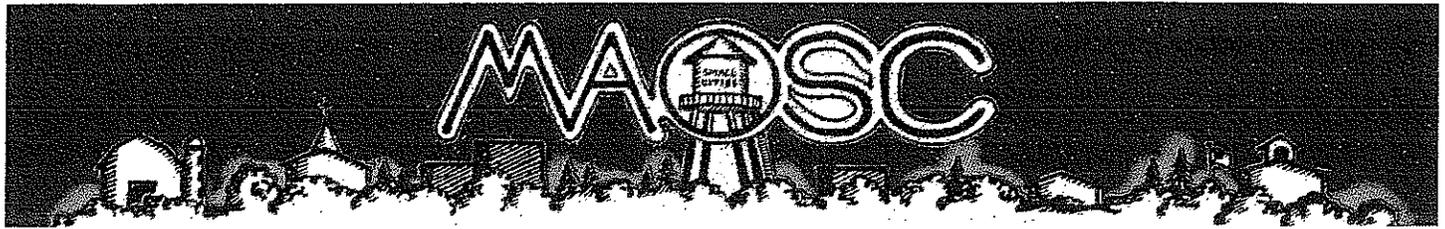
Minnesota State Capitol

We built our reputation on a commitment to maintaining a trusting working relationship with policy makers. That assures our clients the best representation.

We have a commitment to integrity and loyalty; a resourcefulness to assure quality; an insight to see your vision; and a trust to maintain strong and lasting relationships. These are the values that PACE/Minnesota works hard to maintain every day, and believe are the tools necessary to assure that you, our client, is provided the best and most comprehensive representation at the legislature.

As a Minnesota firm, we have the vast experience and professional relationships with state, local and national policy makers that can help your company or organization achieve the public policy goals and visibility you seek.

RELATIONSHIPS ~ COMMITMENT ~ RESOURCEFULNESS ~ INSIGHT ~ TRUST ~ LOYALTY



Minnesota Association of Small Cities

The Minnesota Association of Small Cities is an organization whose purpose is to stimulate the communication among small cities and to facilitate an interchange of ideas among these communities.

The MAOSC is dedicated to and supported by Minnesota cities of 5,000 people or less. The MAOSC provides a network of member cities that communicates and advocates for enhancing the quality of life that will keep our small cities thriving.

MAOSC's emphasis is on "small city" needs and inequities. Our mission is to enhance the quality of life in our small cities through advocacy, networking and collaboration.



MAOSC provides information that helps small cities develop strong growing communities.

Through our newsletters, annual seminars, meetings with legislators and our continued interaction at the Minnesota State Legislature, our voice is heard.

We bring to the state capitol a coalition of over 350 small cities to bring attention to the concerns of the small cities. Issues like LGA, wastewater treatment facilities, transportation funding, affordable housing, annexation and environmental issues and other small city unique needs.

Join us today and become one of those voices. Your participation is vital to the continued growth of our small cities the "backbone" of Minnesota and the values we represent.

www.maosc.org

The Minnesota Association of Small Cities is governed by a 12-member board of directors. Ten board members represent specific regions of Minnesota and two serve at large.

The MAOSC is represented at the Minnesota State Capitol by our legislative team who monitor and lobby our issues, meet with legislators and administrates our association.

We understand the importance that our voices be heard at the state capitol. We know that building strong relationships with our elected officials is key to preserving our rural communities. You can help be a part of our voice by joining the Minnesota Association of Small Cities.

For a yearly fee, your membership will include:

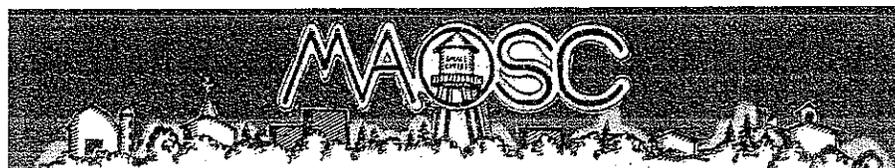


- participation in the annual board meetings
- updates on MAOSC issues during the legislative session
- representation at the state capitol by our legislative team
- participation in legislative forums
- legislative end of session summary
- 4 newsletters a year about small city issues

We all share the same goals of keeping our small cities a great place to live. Join the MAOSC now to help our communities meet the new challenges we face each day. Help us find new solutions to those challenges so that our homes, families, businesses and recreational areas will remain strong and vital to the well-being of Minnesota.

For more information about how you can become a member, please call or email:

Dave Engstrom, Executive Director 651.214.5263 daveengrstom@pacemn.com
Jill Sletten, Legislative Consultant 651.260.2484 jillsletten@pacemn.com



Visit our web site at www.maosc.org
Minnesota Association of Small Cities

2008 Minnesota Legislative Session Review

The 2008 Legislature solved the \$935 million budget shortfall, using a combination of \$355 million in spending cuts, \$100 million in corporate tax changes, and \$500 million from the state's Rainy Day Fund. Other areas of interest include:

- ~ Property tax relief and \$60 million in the form of LGA to cushion the effects of levy limits.
- ~ Education bill provides an additional \$51 per student in one-time aid to school districts.
- ~ Transportation package that will invest \$6.6 billion in new resources over 10 years.
- ~ \$24 million compensation fund established for the survivors of the I-35 Bridge collapse.
- ~ Establish Lake Vermilion State Park.
- ~ Provide \$70 million in funding for the Central Corridor Light-Rail Line.

State and Local Government

With bipartisan support in both houses of the legislature, a bill was approved to allow local units of government to define "dependents" as it relates to health care benefits. With the change in law, local units of government will be able to include siblings, parents, or domestic partners, *if they choose to do so*. The change would put local government units on a level playing field with other states and large businesses. At this time, the legislation was sent to the Governor, but no signed into law.

Levy limits were included in the Omnibus Tax Bill, limiting the amount cities and counties will be able to increase levies. A levy limit of 3.9% for three years for cities over 2,500. Certain exceptions will apply, such as allowing cities to increase levies beyond this limit if police and fire costs exceed the previous years' costs. School levies also are exempt from this limit.

The Omnibus Tax Bill provides a total of \$128 million in aids to local governments in 2010-11. The LGA increase is \$42 million a year beginning in 2010. Inflationary increases of 2% and 4% are provided in 2011 and 2012, respectively.

A victory for MAOSC is the inclusion of a provision to increase the per capita calculation for small cities less than 5000 to \$8.50. The current law has a \$6.00 per capita for cities under 2500.

Business, Jobs and Economic Development

The Legislature's Omnibus Economic Development Policy bill contains new initiatives to support Minnesota workers and spur economic growth in communities across the state. The bill contains a 13-week extension until June 30, 2009 of unemployment benefits for workers in counties that have been hit hardest by recent job losses. These included counties where the unemployment rate is 1.8 times the state average of at least 4.6% for the previous 12 months.

Energy

The Legislature passed a measure that will allow local governments to use lease-purchasing agreements or the state's Microenergy Loan Program to finance energy-efficiency improvements or renewable-energy projects.

Environment and Natural Resources

The Legislature passed legislation that proposes an amendment to Minnesota's constitution that will dedicate an additional $3/8^{\text{th}}$ of 1% of the states sales tax revenue for investment for outdoor preservation and cultural programs. 33% of this dedicated sales tax revenue would go to the Clean Water Fund to protect water quality. At least 5% of the Clean Water fund must be spent only to protect drinking water sources.

ISTS licensing for those individuals who work on individual sewage treatment systems with a flow of 10,000 gallons of water per day, are to be professionally licensed.

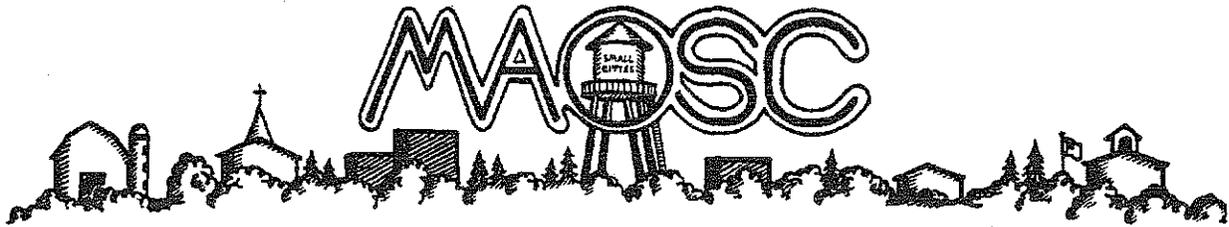
Outdoor bonding includes: \$25 million for RIM to reserve for restoration of wetlands and grasslands; \$20 million for a new state park on Lake Vermilion; \$15 million for state trails; \$19 million for state park and recreation development; \$5 million for state wildlife management; and \$6 million for forest restoration and conservation easements.

For more detail on these programs log onto www.senate.mn. To see what bills the Governor vetoed log onto www.state.mn.us

Jill Sletten, PACE/Minnesota LLC, and lead lobbyist for the MAOSC and Dave Engstrom, Executive Director for MAOSC, prepared this summary.

jillsletten@pacemn.com 651.260.2484 daveenstrom@pacemn.com 651.260.214.5263

www.pacemn.com



MINNESOTA ASSOCIATION OF SMALL CITIES

2008 – 2009 MEMBERSHIP DUES

The Minnesota Association of Small Cities looks forward to working with and for your city during 2007 and 2008. The following is information relating to the dues structure of MAOSC. If you have any questions about this information, please contact Administrator Jackie Sura at 651-602-6262. Thank you in advance for your membership.

Dues Structure

<u>Population</u>	<u>Base</u>	<u>Per Capita</u>
0 – 1,000	\$ 120.00	\$ 0.45
1,001 – 2,000	\$ 150.00	\$ 0.45
2,001 – 5,000	\$ 200.00	\$ 0.45

2007 – 2008 Annual Dues Statement

City of

Membership Bas	\$
Population of (____) multiplied by 0.45 per capital	\$
Total Dues	\$

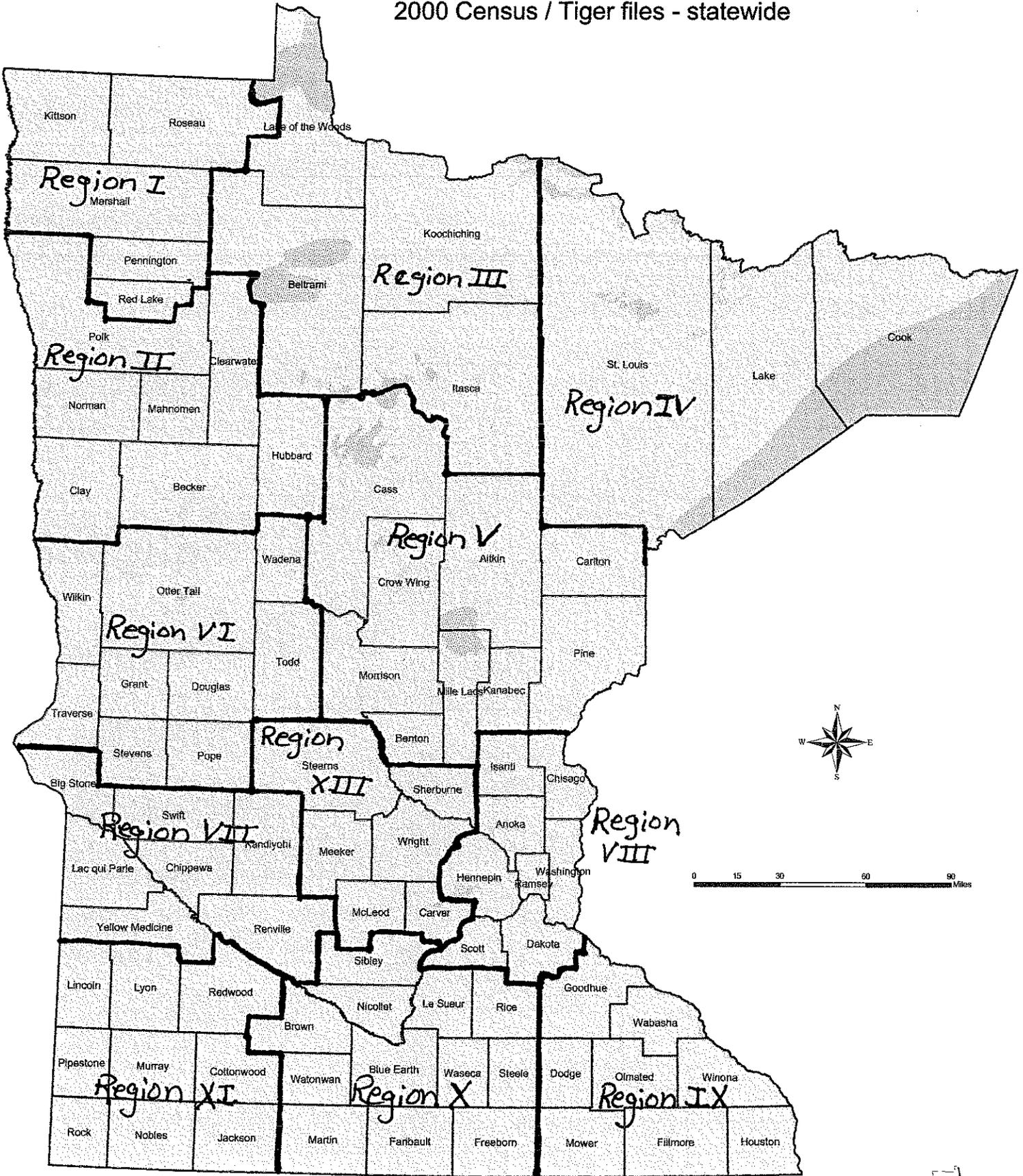
Dues may be remitted to:

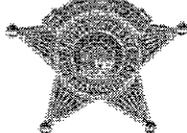
Minnesota Association of Small Cities
332 Minnesota St. W1450 St. Paul, MN 55101-1314
Phone: 651-214-5263 Fax: 651-602-9976
daveengstrom@pacemn.com
www.moaosc.org

Payment from public funds authorized by Minnesota Statutes governing city operation and functions

County Boundaries

2000 Census / Tiger files - statewide





08-22-2008

NIMS COMPLIANCE

(National Incident Management System)

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

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

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

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

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

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

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

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

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

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

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

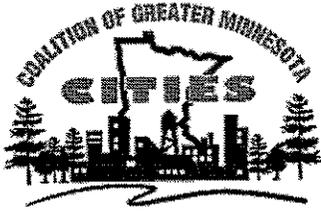
Department heads (all dept. heads): IS 700; IS 100; IS 200; IS 300; IS 400; IS 800

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

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

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

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



Coalition of Greater Minnesota Cities

CGMC in Brief

August 28, 2008

Contact: Tim Flaherty
(651) 225-8840

CGMC Strongly Encourages Members to Attend LMC's LGA Summits

The 2008 Legislature created a local government aid (LGA) study commission to develop reforms to the LGA program. The League of Minnesota Cities (LMC) wants to make sure cities have a voice in this process.

To prepare for the legislative study, the League this fall is hosting three LGA summits, where participants will have an opportunity to discuss the LGA program and develop ideas to reform it. Don't miss this chance to voice your concerns and share your ideas about this important topic.

The 2008 Legislature increased funding for LGA and enacted formula modifications to address some of the issues with the current system. However, these formula changes are only temporary. The Legislature's LGA study commission is required to make recommendations on permanent LGA reforms to the Legislature by 2010. The League will bring recommendations from the LGA summits to the study commission.

Dates and locations for the free LGA summits are:

- **Thur., Sept. 4:** Jack's House Family Entertainment Center in Brainerd
- **Tues., Sept. 16:** Community Center in Independence
- **Wed., Oct. 1:** Community Bank in Northfield

Each summit will run from 1:00 to 4:00 p.m. Registrants will receive background information on the LGA program prior to the summit. League staff will also describe some of the program's history and walk through the mechanics of the formula at each summit. In addition, participants will brainstorm and develop recommendations, which will be brought to a League-created LGA working group as well as the legislative study commission.

To learn more and reserve your spot at one of the three free forums, visit the [League website](#). The summits are free, but pre-registration is requested for planning purposes.

For more information, contact **Gary Carlson**, LMC, at gcarlson@lmc.org or (651) 281-1255; or **Rachel Walker**, LMC, at rwalker@lmc.org or (651) 281-1236.



**Dodge Center Joins
CGMC**

CGMC welcomes Dodge Center as the Coalition's newest member! Please join us in welcoming our 81st member city!

**Mark Your Calendar
for CGMC Fall
Conference**

Don't miss CGMC's fall conference! This year's conference, hosted by Willmar, will be held November 20 – 21. Each year, CGMC conducts important business at the fall conference, such as strategizing for the upcoming legislative session. Be sure to attend and have your city's voice heard at these important work sessions! Stay tuned for registration materials and an agenda.



Main Identity

From: "Mark Marcy" <mark.marcy@co.cottonwood.mn.us>
To: "Alan Wahl" <wbpolice@centurytel.net>; "Brigitte Olson" <Brigitte@windom-mn.com>; "Bruce Toninato" <bsoninato@windom-mn.com>; "Card, Amy" <Amy.Card@state.mn.us>; "chuck wolle" <hosers25@gmail.com>; "Comfrey Fire/Rescue" <comfreyfr@frontiernet.net>; "Curtis Madson" <cjmadson@hotmail.com>; "Dan and Pam Fossing" <pamfossing@yahoo.com>; "Dan Benz" <windom11man@yahoo.com>; "Dan MacDonald (windcityatt)" <danmac@windomnet.com>; "Dan Ortman" <sunshinefoods10@windomnet.com>; "DeAnn Conrad" <dconrad@bankmidwest.com>; "Denise Nichols" <denise@windom-mn.com>; "Doug Scrivens" <gcc-windom@windomnet.com>; "Doug Storey" <doug.storey@co.cottonwood.mn.us>; "Eric Hanson" <eric.hanson@windom.k12.mn.us>; "FAST,MARCIA" <FASTM@sanfordhealth.org>; "Gale Bondhus" <assessor.cottonwood@co.cottonwood.mn.us>; "Gary Sorenson" <gjsorenson@centurytel.net>; "Gordy K.Wstbk Hosp" <koppenrug@sanfordhealth.org>; "Jan Johnson Wstbk" <jjohnson@bankmidwest.com>; "Jason Purrington" <jason.purrington@co.cottonwood.mn.us>; "Jay Grandprey" <jgrandprey@msn.com>; "Jeff Shirkey" <jshirkey@windom-mn.com>; "Jerry Hayes" <jerry.hayes@co.cottonwood.mn.us>; "Jim Skarphol" <jkskarp@windomnet.com>; "John Oeltjenbruns" <joeltj@mchsi.com>; "Magyar, Dave" <david.magyar@poetenergy.com>; "Mark Marcy" <mark.marcy@co.cottonwood.mn.us>; "Mark Stevens" <mark.stevens@dot.state.mn.us>; "Mark Warner" <Mark@triumphbanks.com>; "Marlene Smith" <marlene.smith@co.cottonwood.mn.us>; "Mary Westerman" <jjames310@centurytel.net>; "Morgan Pederson" <morgenpederson@hotmail.com>; "Norm Holmen" <holmenn@frontiernet.net>; "Rod and Angie Sykora" <RSykora@centurytel.net>; "Ron Kuecker" <diak@windomnet.com>; "Scott Thompson" <scottnmargo@yahoo.com>; "Steve Nasby" <snasby@windom-mn.com>; "Tim Hacker" <tim@windomfarmservice.com>; "Tim Janzen" <janzen.timothy@frontiernet.net>
Cc: "Ron Gregg" <ron.gregg@co.cottonwood.mn.us>; "Steve Nasby" <snasby@windom-mn.com>; "Mike Haugen work" <winwater@windom-mn.com>; "Marv Grunig" <marvg@windom-mn.com>; "Windom Street Dept." <winst@windomnet.com>; "Wendy Meyer" <city@mountainlake.govoffice.com>; "Rod Hamilton" <rep.rod.hamilton@house.mn>; "Rahn Larson" <rahn1@windomnews.com>; "Kenneth Bradford" <kenbradford@frontiernet.net>; "Dave Watkins" <davetammy@frontiernet.net>; "Kelly Thongvivong" <cottonwood.commissioners@co.cottonwood.mn.us>; "Norman Holmen" <holmenn1@tier-3.net>; "Tom White" <tewhite@windomnet.com>
Sent: Monday, September 08, 2008 10:35 AM
Attach: MN Intro Ron Whitehead.doc; Cottonwood Agenda.doc
Subject: FW: Cottonwood Kickoff Meeting, October 22

Good morning-

Please read the below email, and look at the attachments regarding the Cottonwood County communications meeting.

This meeting is **EXTREMELY IMPORTANT** for Fire, Law Enforcement, Public Works, EMS, Health Care, government officials and Emergency Management officials. **PLEASE PLAN TO ATTEND**, or have an authorized person from your agency or department attend!!!

The meeting will be informational, AND, officials from Federal Engineering will be asking for your input, what you think of the system we currently have in place, what could be better, etc. Your thoughts and opinions will be heard, and listened to- in the design and build out of a new communications system. Again- please plan to attend...

Meeting date: Wednesday, October 22nd
 Meeting time: 7:00 p.m. to 9:30 p.m.
 Meeting location: Law Enforcement Center- EOC/basement meeting rooms
 Meeting Agenda: (See attachment)

If you are unable to attend the meeting at 7 pm, please let me know- there is a possibility that we can have a short, condensed version of the meeting at 5 pm-

If there are any questions, please contact either Sheriff Purrington (831-1375

9/8/2008

jason.purrington@co.cottonwood.mn.us)
OR Mark Marcy- 831-1375 mark.marcy@co.cottonwood.mn.us

Thanks- see you there!

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

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

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

"An organization can not expect to grow and prosper if the skills of it's people never do" (unknown)

From: Jason Purrington [<mailto:Jason.Purrington@co.cottonwood.mn.us>]
Sent: Monday, September 08, 2008 8:30 AM
To: 'Mark Marcy'
Subject: FW: Cottonwood Kickoff Meeting, October 22

Subject: Cottonwood Kickoff Meeting, October 22

Jason,

As per our conversation, I am providing additional information about what we are planning to do in the state of Minnesota. It is important to understand, Federal Engineering (*FE*) views themselves as your consultants, although we are being paid by the Minnesota Department of Public Safety (DPS). DPS has made it clear to us that we are to present to each county we work in a series of three alternatives along with pricing over a ten-year period so that decision-makers in county governments can make an informed decision about the future of the counties radio systems.

Attached is an introduction written by Ron Whitehead with the Minnesota Department of Public Safety that does a great job in explaining what we would like to accomplish during our initial kick-off meeting. We can, of course customize this meeting to your specifications. As per our conversation, we are planning the Cottonwood County Kickoff meeting during the evening of October 22. I will meet with you at 4:00 p.m. that day to discuss the meeting, and our project plans. We will depend upon you to set up the time, place, and location for this meeting.

In addition, as a reminder, I have asked Gary Niernberger and Doug Petrie to contact you within the next couple of days to set up a date and time when a Federal Engineering team may survey your radio infrastructure.

9/8/2008

As the Project Manager for the Southwest Region of Minnesota, I will serve as your single point of contact for this project. Please feel free to contact me with any questions or concerns you may have.

I look forward to meeting with you and start working in Cottonwood County.

Best regards,

Dennis

Dennis Hausman
Senior Consultant
Federal Engineering
Direct: 360.915.6193
Cellular: 360.870.8977

Agenda

Cottonwood County Public Safety Radio Kickoff Meeting

October 22, 2008

Time of Meeting: 7:00 p.m.

2 Hours, 30 Minutes

Meeting called by: Jason Purrington
Type of meeting: Informational Meeting

Agenda topics

30	Introduction - Project and Scope	Dennis Hausman
60	Radio 101	Dennis Hausman
60	Open discussion/Questions and Answers	Dennis Hausman

**Local & Regional Public Safety Communication Assessments
Minnesota Department of Public Safety
Division of Emergency Communication Networks**

Introduction

DPS has contracted with Federal Engineering to conduct local assessments of public safety communication infrastructure within each county. The purpose of these assessments is to give each county a clear assessment of the current status of their communication infrastructure, of their need to upgrade that infrastructure with respect to the 2013 VHF narrow banding requirement and of the cost and benefits of each potential alternative (VHF analog, VHF digital, or 700/800 MHz).

Questions

1. Identify Public Safety Communication Sites

You will find attached a map of your county identifying the public safety communication tower sites within your county based on FCC license data. As part of the assessment, Federal Engineering will be inspecting your existing public safety tower sites and the equipment located at those sites. We would ask you to verify the location of all public safety communication sites serving your county, including those operated by local governments and non-governmental public safety agencies (police departments, fire departments, emergency medical service providers and public works departments). You will be asked to help coordinate the time of and access to these sites for inspection by Federal Engineer's personnel.

2. Identify all Public Safety services operating within your County and a contact person

You will be asked to identify all public safety agencies serving the county, including sheriff, police, fire, emergency medical services and public works agencies. Federal Engineering has prepared a computer based survey to gather information necessary to determine the current public safety communication capabilities and needs for the county. We would ask for your assistance in assuring participation by identifying a contact person and in encouraging their participation. Additionally, we would ask you to identify any tribal governments within your county and whether they operate separate public safety services.

3. Planning for a County Kick Off meeting

As part of the assessment and survey, Federal Engineering will be conducting at least one county kick off meeting for local public safety officials within the county. A portion

of the meetings will be designed to raise participants understanding of the changing environment for public safety communications and to provide a basis for their participation in the survey to identify their present and future public safety communication needs. This will be your county meeting with Federal Engineering making the presentations. As such, we will need to coordinate a date, time and location for the meeting. Additionally, we would ask you to give us some feedback as to the level of preliminary education and background that might be needed (Radio 101).

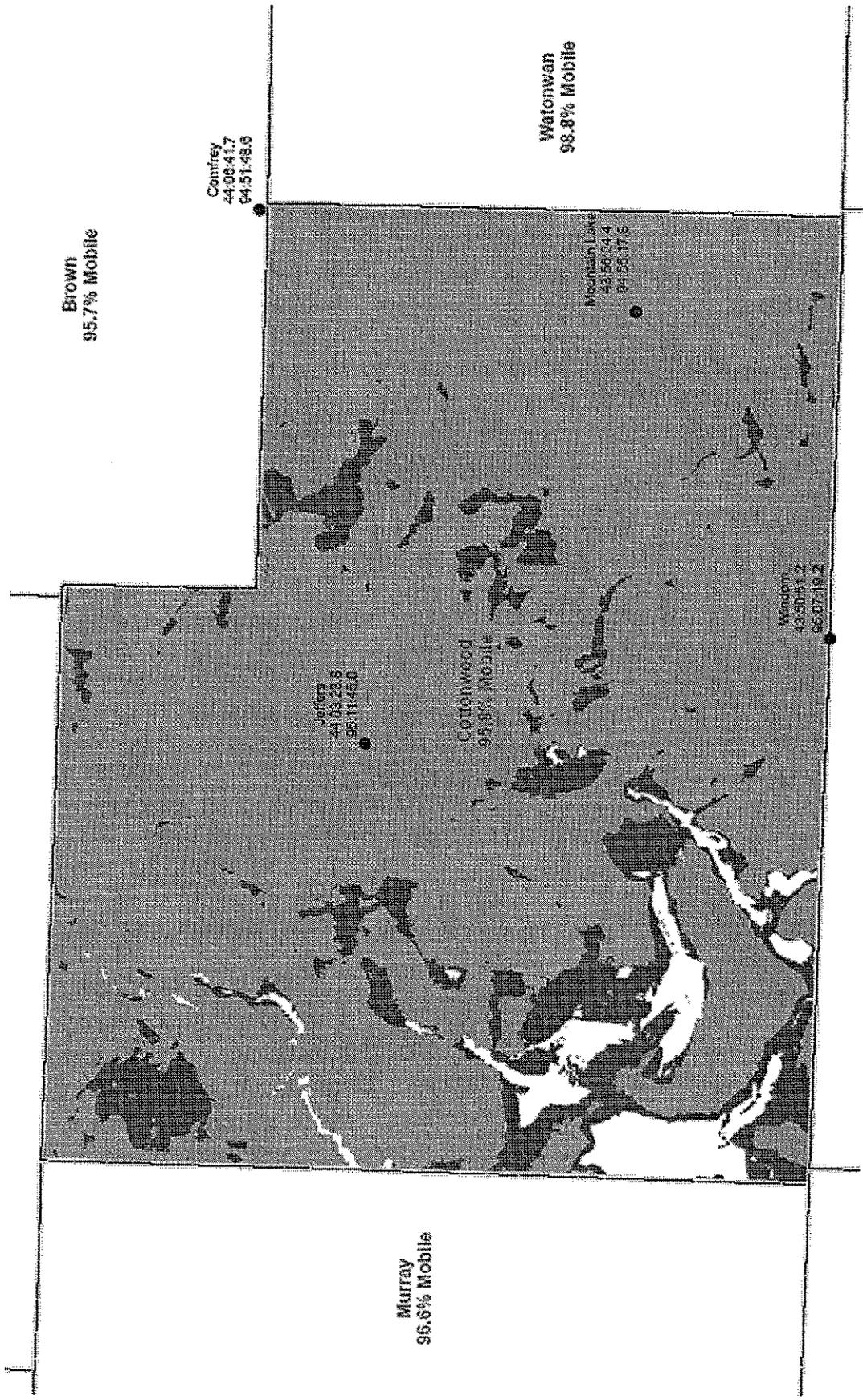
4. Identify your maintenance shop for communication equipment

Federal Engineering will be contacting your communication equipment maintenance shop to obtain additional information about your equipment. We would ask that you encourage them to participate and to provide the requested information.

Conclusion

It should be noted, this assessment is designed to address your counties need to determine the status and future strategy for public safety communication. From that perspective, Federal Engineering is intent upon establishing a communication plan with you and to determine any specific issues you believe are critical to a sound and credible assessment of public safety communication needs within your county.

We are also intent upon gathering information needed for public safety interoperable communication planning at the regional level and at a state level. As such, the surveys will be gathering information needed to develop local and regional Tactical Interoperable Communication Plans (TICP).



Brown
95.7% Mobile

Confrey
44:06:41.7
94:51:48.6

Watonwan
98.8% Mobile

Mountain Lake
43:56:24.4
94:55:17.6

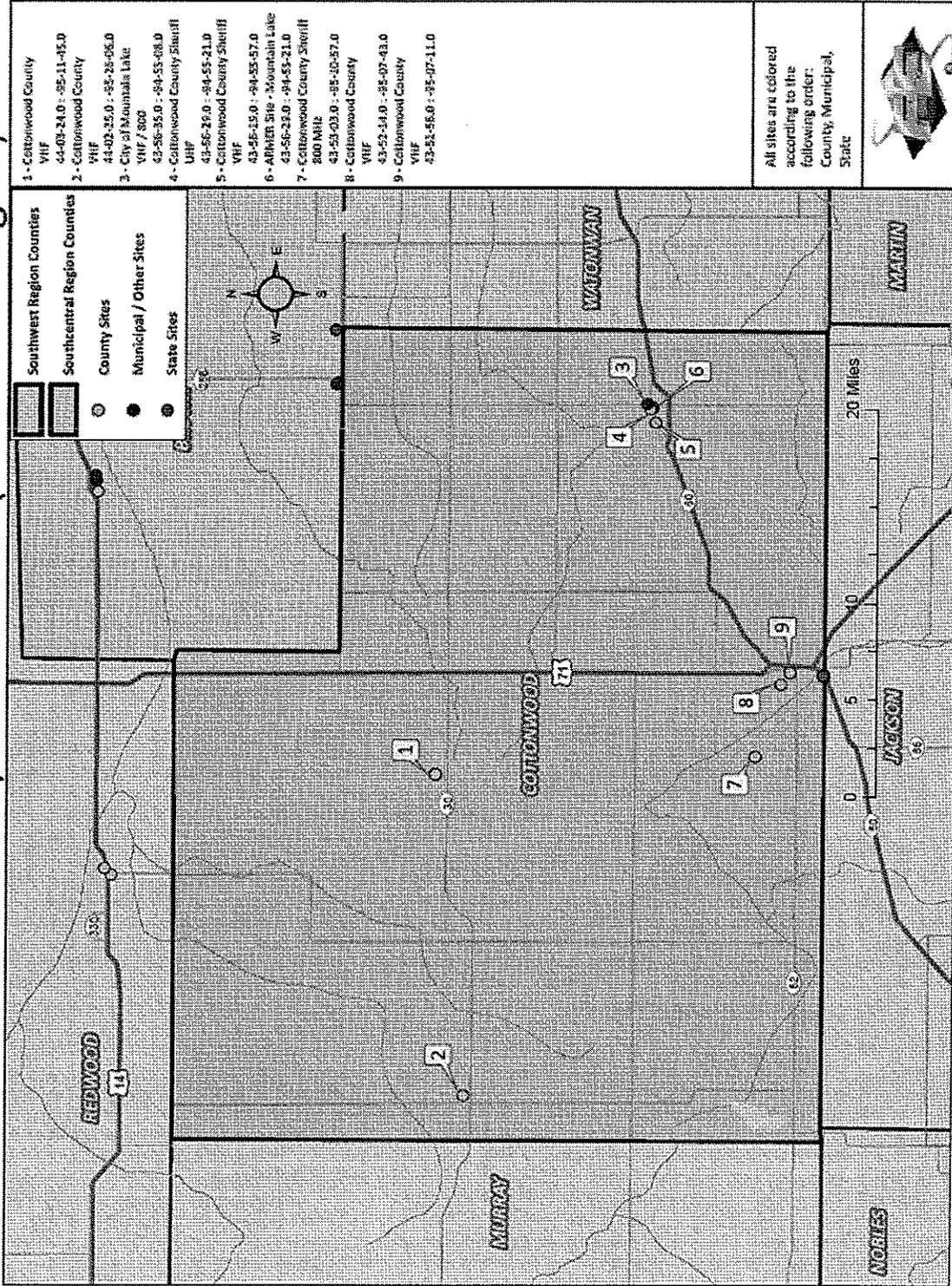
Jeffers
44:03:23.3
95:11:45.0

Cottonwood
95.8% Mobile

Warden
43:50:51.2
95:07:19.2

Murray
96.8% Mobile

Cottonwood County Transmitters (Southwest Region)



You are cordially invited to

Plum Creek Library System's Annual Appreciation Dinner

September 17th 2008

Minnesota Community Center

129 East 1st Street (Hwy 68)
Minnesota, MN

5:30 Tour of proposed new library facility

6:00 Social Gathering – Community Center

6:15 Welcome address: Mark Ranum

6:30 Two meat catered Buffet

6:50 Guest Speaker: Representative Marty Seifert

7:20 Presentation of Awards

Door prizes throughout the evening



PCLS will collect \$ 11.00 at the door

RSVP on or before September 12th (return this to your local library, drop me an e-mail @ clang@plumcreeklibrary.net , or call 1-800-439-3492)

- Yes I will be attending the Annual Meeting Dinner
- No, I'm unable to attend the Annual Appreciation Dinner
- Number of guest attending with me _____ (do not include yourself)
- Yes I will be touring the proposed library facility (5:30 to 6 p.m.)

Name _____