



**Special City Council Meeting
2013 Budget Workshop
Wednesday, October 3, 2012
6:00 p.m.
City Council Chambers**

AGENDA

Call to Order

1. 2013 Capital Plan and Budget - Department Head Meetings
2. New Business
3. Old Business
4. Adjourn



**2013 Budget Workshop
Special City Council Meeting
October 3, 2012
6:00 p.m.
City Council Chamber**

(2013 Capital Plan -- Discussion Schedule)

6:00 pm	Library - Joan Hunter
6:15 pm	Community Center - Brad Bussa
6:30 pm	Telecom - Dan Olsen
6:45 pm	EDA – Aaron Backman
7:00 pm	Arena – Al Baloun
7:15 pm	Pool and Recreation – Al Baloun
7:30 pm	Streets – Bruce Caldwell
7:45 pm	Parks – Bruce Caldwell
8:00 pm	Water – Mike Haugen
8:15 pm	Wastewater – Mike Haugen
8:30 pm	Electric – Marv Grunig
8:45 pm	Police – Scott Peterson
9:00 pm	Fire – Dan Ortman
9:15 pm	Finance – Chelsie Carlson
9:30 pm	Administration, Ambulance and City Hall – Steve Nasby

City of Windom, Minnesota

Capital Improvement Plan

2013 thru 2017

PROJECTS BY DEPARTMENT

Department	Project#	Priority	2013	2014	2015	2016	2017	Total
Administration								
Financial Management Software	ADMIN 001	1	50,000					50,000
Computer Replacement	ADMIN 002	1					17,500	17,500
Copier Replacement	ADMIN 003	1			8,000			8,000
E-Council Project	ADMIN 004	2	4,200					4,200
Administration Total			54,200		8,000		17,500	79,700
Airport								
Jet A Fuel System	AIRPORT 001	2	150,000					150,000
Runway Study and Environmental Review	AIRPORT 002	3		30,000				30,000
Land Acquisition - Runway	AIRPORT 003	2			200,000			200,000
Runway Extension	AIRPORT 004	2				1,200,000		1,200,000
Instrument Landing Equipment	AIRPORT 005	1					250,000	250,000
Airport Total			150,000	30,000	200,000	1,200,000	250,000	1,830,000
Ambulance								
Commercial Scanner	AMB 001	1	5,000					5,000
Defibrulators	AMB 002	1		90,000				90,000
Unit 28 - Ambulance	AMB 003	1			170,000			170,000
Ambulance Total			5,000	90,000	170,000			265,000
Arena								
Door Replacement	ARENA 001	2	7,000	10,000				17,000
Restroom Remodeling	ARENA 002	1	10,000					10,000
Arena Seating & Accessibility	ARENA 003	2	10,000					10,000
Racquetball Court Rehabilitation	ARENA 004	2		15,000				15,000
Zamboni	ARENA 005	2		5,000				5,000
Locker Room Expansion	ARENA 006	2		75,000				75,000
Rink Panel Replacement	ARENA 007	2		70,000				70,000
Install Rink Floor	ARENA 008	3		340,000				340,000
Roof Repair/Rehabilitation	ARENA 009	1			160,000			160,000
Parking Lot Rehabilitation	ARENA 010	2				55,000		55,000
Livestock Building/Riding Rink	ARENA 011	3					200,000	200,000
Carpet Replacement	ARENA 012	2	5,000					5,000
Arena Total			32,000	515,000	160,000	55,000	200,000	962,000
City Hall								
Window Replacement	CH 001	2		20,000				20,000
Office Cube Replacement	CH 002	3			15,000			15,000
Carpet Replacement	CH 003	2	10,000					10,000
ADA Door - Interior	CH 004	2		3,000				3,000
New Heating System	CH 005	1			35,000			35,000
Council Chamber - Presentation Equipment	CH 006	3		3,500				3,500

Department	Project#	Priority	2013	2014	2015	2016	2017	Total
Television & Sound System - Council Chambers	CH 007	2				20,000		20,000
City Hall Total			10,000	26,500	50,000	20,000		106,500
Community Center								
Meeting Room Maintenance/Improvements	COMM 001	2		21,512				21,512
Dance Floor Replacement	COMM 002	3					14,800	14,800
Sound System	COMM 003	3				14,000	14,000	28,000
Tables/Chair Replacement	COMM 004	1		5,000				5,000
Floor/Carpet Cleaning Machine	COMM 005	1	15,000					15,000
Stage	COMM 006	3		8,500				8,500
Kitchen Equipment Replacement/Upgrades	COMM 007	1	20,000	20,000	20,000	20,000	7,252	87,252
Drinking Fountain Replacement	COMM 008	3		4,800				4,800
Mechanical Systems	COMM 009	1		30,490	30,000	30,000	30,000	120,490
Roof Replacement	COMM 010	1					85,000	85,000
Garage Doors w/ Openers	COMM 011	2					9,800	9,800
Gym Renovation	COMM 012	2					85,000	85,000
Rental Item Replacement	COMM 013	2	9,300					9,300
Outdoor - Grounds and Equipment	COMM 014	2		21,600				21,600
Office Computer Replacement	COMM 015	1			2,000			2,000
Community Center Total			44,300	111,902	52,000	64,000	245,852	518,054
EDA								
North Windom Industrial Park Infrastructure	EDA 001	1	1,950,000					1,950,000
Signage	EDA 002	2	64,000					64,000
Spec Building Expansion	EDA 003	1		1,700,000				1,700,000
EDA Total			2,014,000	1,700,000				3,714,000
Electric								
Distribution System Upgrades	ELE 001	1	250,000	250,000	250,000	250,000		1,000,000
Skid Loader Replacement	ELE 002	2	30,000					30,000
69KV Transmission Improvements	ELE 003	2	100,000					100,000
Misc Equipment - Unidentified	ELE 004	3	20,000	20,000	20,000	20,000		80,000
Digger Derrick Truck	ELE 005	2			250,000			250,000
N. Windom Industrial Park Territory Buy-out	ELE 007	5	0					0
Electric Total			400,000	270,000	520,000	270,000		1,460,000
Fire								
Fire Hall Addition	FIRE 001	1	1,800,000					1,800,000
Rescue Truck	FIRE 002	2	265,000					265,000
Engine Pumper Truck (rural)	FIRE 003	1	285,000					285,000
Quick Attack Truck	FIRE 004	2	75,000					75,000
First Response Truck	FIRE 005	3			125,000			125,000
Turn Out Gear	FIRE 008	1	28,500	28,500			28,500	85,500
Fire Total			2,453,500	28,500	125,000		28,500	2,635,500
Library								
Heating System	LIB 001	2		6,000				6,000
Window Replacement	LIB 002	2	20,000					20,000
Building Repair - Upstairs Wall	LIB 003	3		2,000				2,000
Repaint Library - Interior	LIB 004	2		5,000				5,000
Interior Furnishings - Curtians	LIB 005	3			5,000			5,000
Building Exterior - Door	LIB 006	2			2,000			2,000

Department	Project#	Priority	2013	2014	2015	2016	2017	Total
Computer Replacement	LIB 007	1	2,000	2,000	2,000	2,000		8,000
Library Total			22,000	15,000	9,000	2,000		48,000
Liquor								
Coolers	LIQUOR 001	1	30,000					30,000
HVAC - Heating	LIQUOR 002	1			20,000			20,000
Parking Lot - Seal Coat additional Asphalt	LIQUOR 003	n/a				18,500		18,500
Computer Replacement	LIQUOR 004	1	2,000					2,000
Liquor Total			32,000		20,000	18,500		70,500
Parks								
Cottonwood Lake - Tegel's Park Road & Parking	PARK 004	2	78,000					78,000
Toro Workman	PARK 008	1			20,000			20,000
Toro Groundsmaster Mower (4000D)	PARK 009	1		55,000				55,000
Toro Groundsmaster Mower (328D)	PARK 010	1				25,000		25,000
Ballfield Groomer	PARK 012	1	28,000					28,000
Restroom Fixtures	PARK 013	3	4,000					4,000
Parks Total			110,000	55,000	20,000	25,000		210,000
Police								
Sidearms - Pistol Replacement	POLICE 001	2		3,500				3,500
Light Bar - Squad Car	POLICE 002	3			1,800			1,800
Raser Replacement	POLICE 003	1				3,800		3,800
Raser Replacement	POLICE 004	1					3,800	3,800
Computer Replacement - Office	POLICE 007	1	2,000					2,000
E-Ticket Printers	POLICE 008	2		1,700				1,700
Police Total			2,000	5,200	1,800	3,800	3,800	16,600
Pool								
Aquatic Lift	POOL 001	1	7,000					7,000
Architectural & Engineering for Pool Project	POOL 002	1	250,000					250,000
Renovated Pool or New Aquatic Center	POOL 003	3		3,500,000				3,500,000
Pool Total			257,000	3,500,000				3,757,000
Recreation								
Scheduling Software Upgrade	REC 001	2	9,300					9,300
Recreation Total			9,300					9,300
Streets								
013 Street Project	STR 001	1	2,400,000					2,400,000
015 Street Project	STR 002	1			2,000,000			2,000,000
017 Street Project	STR 003	1				1,800,000		1,800,000
Mechanic Pick-up Replacement	STR 006	2	28,000					28,000
Pick-up Replacement 3/4 Ton Truck	STR 007	2	29,000					29,000
Shop Tools	STR 008	2	5,600					5,600
Pick-up Replacement 3/4 Ton with Snow Plow	STR 009	2			36,000			36,000
Stump Grinder	STR 014	2	6,155					6,155
Loader Unit	STR 015	2		185,000				185,000
Streets Total			2,468,755	185,000	2,036,000		1,800,000	6,489,755

Department	Project#	Priority	2013	2014	2015	2016	2017	Total
Telecom								
Video Headend Upgrades	TEL 001	1	22,000					22,000
Mini Van - Replacement	TEL 002	3		21,000				21,000
Mobile Studio Contribution	TEL 003	3		10,000				10,000
ISP Server Upgrades	TEL 004	1		4,000				4,000
DC Powerplant	TEL 005	1		33,000				33,000
Headend Building Addition	TEL 006	2			16,000			16,000
Satellite Farm Rebuild	TEL 007	1			25,000			25,000
Meta Switch Rebuild	TEL 008	1				50,000		50,000
Test Equipment Replacement	TEL 009	2					30,000	30,000
Telecom Total			22,000	68,000	41,000	50,000	30,000	211,000
Wastewater								
General Plant Improvement/Maintenance	SEWER 001	2	5,000	5,000		5,000	5,000	20,000
Treatment Plant Upgrade	SEWER 002	1			760,000			760,000
Toro Lawnmower Replacement	SEWER 003	3			15,000			15,000
General Equipment	SEWER 006	3	20,000	20,000	15,000	20,000		75,000
Interceptor/Collection System Improvements	SEWER 007	1	10,000	10,000	10,000	10,000	10,000	50,000
Unit #65 Replacement - 1 Ton Truck	SEWER 008	2	40,000					40,000
Unit #80 Replacment - 1/2 Ton Pick-up Truck	SEWER 009	2		10,000				10,000
Lift Station Improvements	SEWER 010	1	5,000	5,000	5,000	5,000	5,000	25,000
Wastewater Total			80,000	50,000	805,000	40,000	20,000	995,000
Water								
Wells and Well Site	WATER 001	1	5,000	5,000	5,000	5,000	5,000	25,000
Pumping Equipment	WATER 002	1	5,000	5,000	5,000	5,000		20,000
Filter Plant - SCADA	WATER 003	1	250,000					250,000
Filter Plant Improvements	WATER 004	1		15,000	15,000	15,000		45,000
Water Main Improvements	WATER 005	1	5,000	5,000	5,000	5,000	5,000	25,000
Vehicle Replacement 1/2 Ton Pick-up Truck	WATER 006	3		10,000				10,000
Water Meters	WATER 007	1	8,000	8,000	8,000	8,000	8,000	40,000
Hydrants	WATER 008	2	5,000	5,000	5,000	5,000	5,000	25,000
East Tower (Windom Rec Area)	WATER 013	2	546,000					546,000
Unit 61 Replacement - 3/4 Ton Pick-up Truck	WATER 014	2	20,000					20,000
Water Total			844,000	53,000	43,000	43,000	23,000	1,006,000
GRAND TOTAL			9,010,055	6,703,102	4,260,800	1,791,300	2,618,652	24,383,909

City of Windom, Minnesota

Capital Improvement Plan

2013 thru 2017

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	2013	2014	2015	2016	2017	Total
General Fund								
Financial Management Software	ADMIN 001	1	11,500					11,500
Computer Replacement	ADMIN 002	1					3,750	3,750
Copier Replacement	ADMIN 003	1			8,000			8,000
E-Council Project	ADMIN 004	2	4,200					4,200
Jet A Fuel System	AIRPORT 001	2	15,000					15,000
Runway Study and Environmental Review	AIRPORT 002	3		3,000				3,000
Land Acquisition - Runway	AIRPORT 003	2			20,000			20,000
Runway Extension	AIRPORT 004	2				120,000		120,000
Instrument Landing Equipment	AIRPORT 005	1					25,000	25,000
Door Replacement	ARENA 001	2	7,000	10,000				17,000
Restroom Remodeling	ARENA 002	1	10,000					10,000
Arena Seating & Accessibility	ARENA 003	2	10,000					10,000
Racquetball Court Rehabilitation	ARENA 004	2		15,000				15,000
Zamboni	ARENA 005	2		5,000				5,000
Locker Room Expansion	ARENA 006	2		75,000				75,000
Rink Panel Replacement	ARENA 007	2		70,000				70,000
Install Rink Floor	ARENA 008	3		340,000				340,000
Roof Repair/Rehabilitation	ARENA 009	1			160,000			160,000
Parking Lot Rehabilitation	ARENA 010	2				55,000		55,000
Livestock Building/Riding Rink	ARENA 011	3					200,000	200,000
Carpet Replacement	ARENA 012	2	5,000					5,000
Window Replacement	CH 001	2		20,000				20,000
Office Cube Replacement	CH 002	3			15,000			15,000
Carpet Replacement	CH 003	2	10,000					10,000
ADA Door - Interior	CH 004	2		3,000				3,000
New Heating System	CH 005	1			30,000			30,000
Council Chamber - Presentation Equipment	CH 006	3		3,500				3,500
Television & Sound System - Council Chambers	CH 007	2				20,000		20,000
Meeting Room Maintenance/Improvements	COMM 001	2		21,512				21,512
Dance Floor Replacement	COMM 002	3					14,800	14,800
Sound System	COMM 003	3				14,000	14,000	28,000
Tables/Chair Replacement	COMM 004	1		5,000				5,000
Floor/Carpet Cleaning Machine	COMM 005	1	15,000					15,000
Stage	COMM 006	3		8,500				8,500
Kitchen Equipment Replacement/Upgrades	COMM 007	1	20,000	20,000	20,000	20,000	7,252	87,252
Drinking Fountain Replacement	COMM 008	3		4,800				4,800
Mechanical Systems	COMM 009	1		30,490	30,000	30,000	30,000	120,490
Roof Replacement	COMM 010	1					85,000	85,000
Garage Doors w/ Openers	COMM 011	2					9,800	9,800
Gym Renovation	COMM 012	2					85,000	85,000
Rental Item Replacement	COMM 013	2	9,300					9,300
Outdoor - Grounds and Equipment	COMM 014	2		21,600				21,600
Office Computer Replacement	COMM 015	1			2,000			2,000
Rescue Truck	FIRE 002	2	20,000					20,000

Source	Project#	Priority	2013	2014	2015	2016	2017	Total
Quick Attack Truck	FIRE 004	2	40,000					40,000
First Response Truck	FIRE 005	3			8,000			8,000
Turn Out Gear	FIRE 008	1	28,500	28,500			28,500	85,500
Heating System	LIB 001	2		6,000				6,000
Window Replacement	LIB 002	2	10,000					10,000
Building Repair - Upstairs Wall	LIB 003	3		2,000				2,000
Repaint Library - Interior	LIB 004	2		5,000				5,000
Interior Furnishings - Curtians	LIB 005	3			5,000			5,000
Building Exterior - Door	LIB 006	2			2,000			2,000
Computer Replacement	LIB 007	1	2,000	2,000	2,000	2,000		8,000
Cottonwood Lake - Tegel's Park Road & Parking	PARK 004	2	78,000					78,000
Toro Workman	PARK 008	1			20,000			20,000
Toro Groundsmaster Mower (4000D)	PARK 009	1		55,000				55,000
Toro Groundsmaster Mower (328D)	PARK 010	1				25,000		25,000
Ballfield Groomer	PARK 012	1	28,000					28,000
Restroom Fixtures	PARK 013	3	4,000					4,000
Sidearms - Pistol Replacement	POLICE 001	2		3,500				3,500
Light Bar - Squad Car	POLICE 002	3			1,800			1,800
Taser Replacement	POLICE 003	1				3,800		3,800
Taser Replacement	POLICE 004	1					3,800	3,800
Computer Replacement - Office	POLICE 007	1	2,000					2,000
E-Ticket Printers	POLICE 008	2		1,700				1,700
Aquatic Lift	POOL 001	1	7,000					7,000
Architctural & Engineering for Pool Project	POOL 002	1	250,000					250,000
Scheduling Software Upgrade	REC 001	2	9,300					9,300
Mechanic Pick-up Replacement	STR 006	2	28,000					28,000
Pick-up Replacement 3/4 Ton Truck	STR 007	2	29,000					29,000
Shop Tools	STR 008	2	5,600					5,600
Pick-up Replacement 3/4 Ton with Snow Plow	STR 009	2			36,000			36,000
Stump Grinder	STR 014	2	6,155					6,155
Loader Unit	STR 015	2		185,000				185,000
General Fund Total			664,555	945,102	359,800	289,800	506,902	2,766,159
GRAND TOTAL			664,555	945,102	359,800	289,800	506,902	2,766,159

Page 2					
	* TREAS.CASH			CHECKING	
FUND	\$38,353	RECEIPTS	DISBURSED	CASH	INV.
TIF 1-3 Spec. Bldg.	\$6,654	\$0	\$6,639	\$15	
TIF 1-4 Toro	\$0	\$0	\$0	\$0	
TIF 1-6 Riverbend St. S	\$0	\$0	\$0	\$0	
TIF 1-8 Dwntwn Redev.	\$0	\$0	\$0	\$0	
TIF 1-10 Runnings	\$0	\$0	\$0	\$0	
TIF 1-11 Quiring	\$3,085	\$0	\$0	\$3,085	
TIF 1-12 PM Windom	\$2,206	\$0	\$0	\$2,206	
TIF 1-14 Spec Bldg II	\$0	\$0	\$2,760	(\$2,760)	
TIF 1-15 Staples	\$0	\$0	\$0	\$0	
Liquor	\$204,678	\$285,230	\$270,920	\$218,988	
Water	(\$166,128)	\$214,397	\$217,924	(\$169,655)	
Electric	\$1,472,578	\$2,093,528	\$1,940,771	\$1,368,274	\$257,061
Sewer	\$18,523	\$201,228	\$314,523	(\$94,772)	
Arena	(\$80,996)	\$24,762	\$84,530	(\$150,383)	\$9,619
Cable TV	(\$111,472)	\$162	\$228	(\$111,538)	
River Bluff Townhomes	(\$16,619)	\$0	\$679	(\$17,298)	
Economic Development	(\$16,246)	\$6,877	\$41,409	(\$50,778)	
River Bluff Estates	\$37,984	\$0	\$5,611	\$32,373	
Telecom	(\$78,518)	\$307,144	\$665,923	(\$437,297)	
TOTALS	\$1,924,399	\$3,751,815	\$4,882,806	\$366,655	\$426,753
*Includes Checking & Investments					

CITY OF WINDOM, MINNESOTA					
REVENUE DISBURSEMENTS & FUND BALANCE					
3/30/2012					
	* TREAS.CASH			CHECKING	
FUND	1-Jan-12	RECEIPTS	DISBURSED	CASH	INV.
General	\$2,152,823	\$134,592	\$522,064	\$374,333	\$1,391,018
PIR Regular	\$437,500	\$5,436	\$104,913	(\$89,105)	\$427,128
Library	\$42,562	\$906	\$41,926	(\$22,536)	\$24,078
Equipment/F.A.	(\$124,194)	\$7,503	\$146,768	(\$358,775)	\$95,316
Airport	(\$45,596)	\$51,514	\$36,135	(\$30,217)	
Pool Operating	\$29,689	\$0	\$6,734	\$22,955	
Ambulance	\$1,007,463	\$117,345	\$82,382	\$386,853	\$655,573
Multipurpose Center	(\$38,455)	\$20,519	\$70,538	(\$139,516)	\$51,042
Rev. Loan Fund	\$656,160	\$0	\$0	\$625,534	\$30,626
EDA Rev. Loan	\$24,536	\$1	\$0	\$6,249	\$18,288
SCDP Pay	\$8,657	\$10,661	\$6,735	\$12,583	
Hospital Debt Service	\$0	\$0	\$0	\$0	
Capital Project	(\$67,170)	\$238,421	\$256,523	(\$85,272)	
TIF Riverbluff Est.	\$1,314	\$0	\$26,703	(\$25,389)	
TIF 1-1 Harwin	\$77,086	\$0	\$0	\$77,086	
TIF 1-2 Pamida	\$112,274	\$0	\$0	\$112,274	
TIF 1-3 Spec. Bldg.	\$174	\$0	\$0	\$174	
TIF 1-4 Toro	\$1,566	\$0	\$0	\$1,566	
TIF 1-6 Riverbend St. S	\$26,012	\$0	\$0	\$26,012	

3/2010

Page 2					
	* TREAS.CASH			CHECKING	
FUND		RECEIPTS	DISBURSED	CASH	INV.
TIF 1-8 Dwntwn Redev.	\$24,570	\$0	\$0	\$24,570	
TIF 1-10 Runnings	(\$64)	\$0	\$0	(\$64)	
TIF 1-11 Quiring	\$3,021	\$0	\$0	\$3,021	
TIF 1-12 PM Windom	\$53,911	\$0	\$0	\$53,911	
TIF 1-14 Spec Bldg II	(\$64)	\$0	\$0	(\$64)	
TIF 1-15 Staples	\$0	\$0	\$0	\$0	
Liquor	\$458,940	\$367,668	\$351,416	\$475,192	
Water	\$686,687	\$351,027	\$348,110	\$689,604	
Electric	\$4,740,942	\$1,892,728	\$1,699,331	\$1,580,485	\$3,353,854
Sewer	\$719,211	\$1,536,419	\$817,837	\$1,437,793	
Arena	\$65,578	\$28,462	\$75,443	(\$32,120)	\$50,717
River Bluff Townhomes	(\$48,846)	\$0	\$0	(\$48,846)	
Economic Development	\$56,806	\$16,412	\$31,485	(\$739)	\$42,472
River Bluff Estates	(\$3,540)	\$0	\$401	(\$3,941)	
Telecom	(\$475,595)	\$535,888	\$768,588	(\$2,208,230)	\$1,499,935
TOTALS	\$10,583,958	\$5,315,502	\$5,394,032	\$2,865,381	\$7,640,047
*Includes Checking & Investments					