



**Special City Council Meeting
Wednesday, April 29, 2015
City Council Chambers
6:00 p.m.**

AGENDA

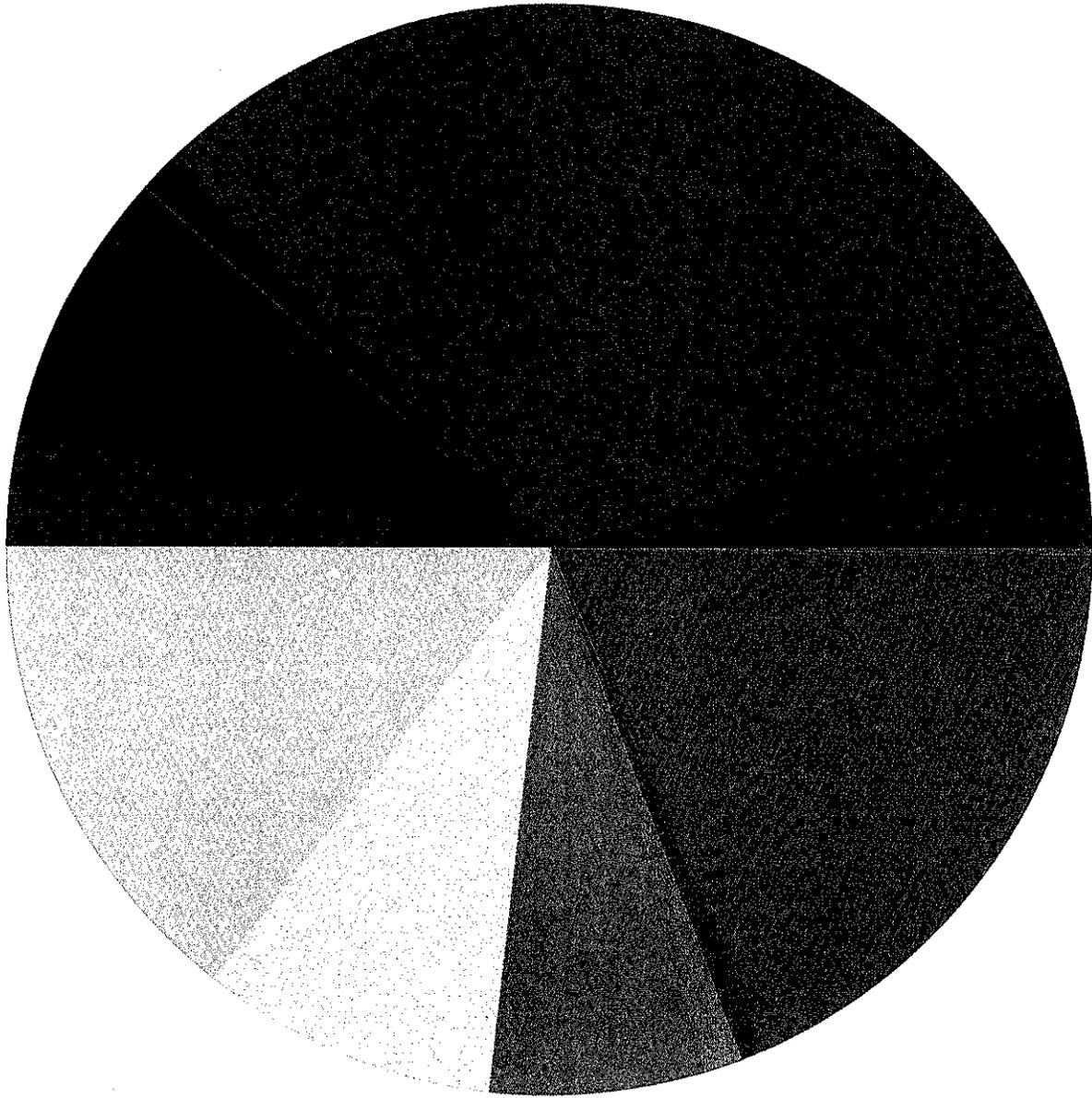
Call to Order

1. Long Range Planning, Goal Setting and Priorities
2. New Business
3. Old Business
4. Adjourn



Long Range Planning & Priorities Discussion (2015-2025)

Project	Estimated Cost	20 Year Bond GO Fund Debt Service Estimate	Other Possible Funding Resources	Priority	Notes
Arena (Replacement - Major Renovation)	\$750,000 to \$6,000,000	\$50,400 to \$403,300	Donations, State Bonding, Sales Taxes, Grants	[]	Ice system 2020 deadline
Economic Development Authority - Incentives	\$1,000,000	\$67,250	Sales Taxes, Grants, Utility Funds, Franchise fees	[]	Could be funded over several years.
Emergency Services Facility (Fire & Ambulance)	\$3,250,000	\$218,500	Ambulance & Liquor Store reserves, State Bonding, Sales Taxes, Utility Fee Adder	[]	Project design to be completed in 2015
Fire Equipment Replacement Fund	\$1,000,000	\$67,250	FEMA grants, USDA loans, Utility Fee Adder, Franchise Fees	[]	Could be funded over several years, assumes two vehicles and assorted gear (SCBA, Turn-outs)
Equipment Fund Reserve (Streets)	\$1,250,000	\$84,000	Utility Fee Adder, Sales Taxes, Franchise Fees	[]	Could be funded over several years, includes Grader, Dump Trucks, Loader, Street Sweeper
Housing Development	\$2,000,000	\$134,500	TIF, State grants, assessments and other tax credits	[]	Dependent on new development to grow tax base
North Windom Industrial Park - Expansion	\$750,000 to \$2,500,000	***\$50,400 to \$168,125***	***Most likely TIF funded - Not GO Bonds*** Federal & State grants, USDA loans	[]	Development should be self-sustaining with TIF
Pool (Replacement - Major Renovation)	\$500,000 to \$4,500,000	\$33,750 to \$302,625	Donations	[]	
Street Project 2017	\$750,000 (GO portion only)	\$50,500		[]	Pending State legislation to provide funds to small cities (under 5,000 population) could be available to help fund projects.
Street Project 2019	\$750,000 (GO portion only)	\$50,500		[]	
Street Project 2021	\$900,000 (GO portion only)	\$60,500		[]	
Street Project 2025	\$900,000 (GO portion only)	\$60,500		[]	



■ Mayor & Council (3%)

■ City Office - General Admin (4%)

■ Planning & Zoning (4%)

■ City Hall Building (1%)

■ Police Department (33%)

■ Fire Department (5%)

■ Emergency Management (>1%)

■ Animal Control (>1%)

■ Street Department (18%)

■ Health\Sanitation (1%)

■ Recreation (1%)

■ Parks (6%)

□ General Fund Capital (9%)

□ General Fund Debt Service (14%)

Approved

**Special Council Meeting
Windom City Hall, Council Chamber
March 19, 2015
5:00 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Corey Maricle at 5:00 p.m.

2. Roll Call: Mayor: Corey Maricle

Council Present: Brian Cooley, Paul Johnson, Dominic Jones (5:15 pm), Bryan Joyce and JoAnn Ray

Council Absent: None

City Staff Present: Steve Nasby, City Administrator; Jim Kartes, Building Official; Brad Bussa, Community Center Director; Dan Olsen, Telecom Manager; Chelsie Carlson, Finance Director\Controller; Brent Brown, Electric Superintendent; Mike Haugen, Water and Wastewater Superintendent; Bruce Caldwell, Streets & Parks Superintendent; Scott Peterson, Police Chief; Dawn Aamot, Library Director; Aaron Backman, EDA Executive Director and Al Baloun, Rec Director

3. Long Range Planning, Goal Setting and Priorities:

Building\Zoning Department

Jim Kartes, Building Official said that the Planning Commission is currently reviewing the nuisance ordinance. He is working on the Comprehensive Plan which needs mapping completed and a review of the language and then it would be submitted to the League of Minnesota Cities for review. Kartes said one of the proposed goals would include a program to demolish blighted properties. There could be some grant funds or HRA monies but the Council would need to take actions to designate an area and identify blighted properties. The cost to demolish a house could range from five thousand to tens of thousands depending on the size and any hazardous materials.

Joyce asked about housing rehabilitation. Nasby said that the EDA had applied for and received several Small Cities Development Program grants for housing rehabilitation and another could be applied for in the future.

Cooley asked if Windom has any protections for tenants in our ordinance. Kartes replied that the City does not have a rental housing ordinance but does provide tenant's rights information to anyone who contacts their office. Kartes added that some cities like Jackson and Worthington had done rental housing ordinances but success varied and is expensive.

Approved

Windom does not have the staff capacity to implement such a program, but he had done some research of what other cities have done. Cooley thought the Planning and Zoning Commission should research a rental housing ordinance and how it may work in Windom.

It was the consensus of the City Council to add this as a SMART goal for the Building & Zoning Department.

Community Center

Brad Bussa, Community Center Director, reviewed the Community Center's structure and financials. He noted that the staff strives to get 110% satisfaction for the users. There is \$61,000 in reserve funds for equipment which is needed incrementally as the building is over 15 years old. Research is done to keep Windom competitive with other area facilities and there is a benefit to expanding our offerings of rental items. The Community Center has about \$51,000 in donations earmarked for grounds improvements that could include a patio area for outdoor events.

Johnson said he appreciated the goal of improving the outdoor facilities and the work the staff does to keep costs low by doing maintenance and repair.

Telecom Department

Dan Olsen, Telecom Manager, said that the goal is to improve the financial condition of the Telecom fund. An auditing firm is looking at expenses and revenue and new packages will be introduced.

Joyce noted that Olsen had presented 42-47 items listed as preparation for the goals that were to be organized and presented and wondered where that information is for this discussion. Olsen replied that the audit firm is working on packages.

Joyce asked about the status of the City network. Olsen said he is waiting on information. Nasby said the consultant with WW Communications was in Windom on March 18 to meet with department heads and get information on number of cameras, location and type of cameras so the information on location and bandwidth needs can be given to Olsen so the network can be designed and built.

City Office\Financial Department

Chelsie Carlson, Finance Director\Controller, provided an overview of the department functions and staffing. She said that her primary goal is to streamline our financial and billing systems as now there are three systems the staff must use. She is also working to create a back-up plan and procedure manuals so functions can continue.

Jones asked if the back-up is for data or operations. Carlson said it is for staffing emergencies or if staffing changes arise.

Carlson said that her other goals included on-line billing, city network and financial audit improvements to achieve CAFR certification.

Approved

Cooley asked about City Hall's IT and who does work when it is needed. Carlson said that it is done by each staff person if they can, but sometimes outside help is needed. Cooley asked if the Telecom Department does the IT work for the City office. Carlson replied occasionally, but others such as the iCitizen have done the work. Cooley felt it is a resource the City has in the Telecom Department and they should be utilized. Carlson said they have been asked. Joyce said that he too would expect the Telecom Department to help out as needed.

Council took a 10 minute break.

Electric Department

Brent Brown, Electric Utility Manager, said that Toro and PM Windom account for 36% of all power sold so they are the biggest customers. In 1978 and 1999 generators were added to the Windom power plant and can cover 8 – 9 megawatts. The City typically uses 11 – 15 megawatts. In 1999 the City joined CMMPA to purchase power, schedule transmission and provide other support services. About 52% of Windom's power comes from the federal WAPA which is hydro power. The City has invested in ownership of transmission lines through CMMPA and the CAPX project to help off-set transmission costs. The annual budget is \$5.4 million, of which 70% is power purchases. Revenues are about \$5.6 million including a \$175,000 transfer to the City's general fund. There is about \$5.7 million in the utility reserve, which is the Commission's goal. His SMART goals include improving department communications through team meetings, increasing training and completion of the current and long-term maintenance plans.

Jones asked if the linemen are required to have continuing education credits. Brown said there are not requirements but it is encouraged as there are changes in the profession. Jones asked about mandatory safety training. Brown said it is not required; however, Windom provides safety training programs through MMUA.

Brown said that on the maintenance goals they want to replace a transformer so the City could operate at peak load even if the primary transformer is not functioning. This project would be 2016 engineering and 2017 construction. Also the substation relays are 30-35 years old and need to be replaced. This is slated for 2018 – 2019.

Johnson asked if there is value in the old equipment. Brown said that there would be very little value. Johnson asked if there would be an efficiency improvement if these items are completed. Brown said there may be, but a study would need to be done to quantify them.

Jones asked what the roles of the transformers are in the system. Brown replied that the transformers step down the power from 69KV to levels that go into our distribution system and then smaller transformers in the neighborhoods step down the power to a level that can be used in homes.

Brown said the department is also looking at the gas turbine to replace or retire the unit. He added that an electric rate study is starting in 2015 that will be conducted by MRES and funded by CMMPA.

Water\Wastewater Departments

Mike Haugen, Water\Wastewater Superintendent, said that the wastewater plant was constructed in 1995 and has a 1.83 million gallon per day capacity. The staff has on-call 24x7 responsibilities and assigned weekends. Haugen reviewed the capital improvement plan items and noted that Windom has applied for its draft permit renewal, which may require some plant upgrades to meet new standards. Other projects will include replacement of the collection systems coinciding with street reconstruction projects.

Cooley asked if the plant can be expanded if needed. Haugen replied that there could be additional clarifiers and aeration basins added to expand capacity.

Haugen said the wastewater plant received a 2014 compliance award.

Haugen said the water facilities provide drinking water to the City of Windom, City of Bingham Lake, POET bio-refinery and Red Rock Rural Water System. The total current use is about 700,000 to 800,000 gallons per day, which is down from past use due to POET developing another water source. He noted that PM Windom is now using water as one of their wells is down for rehabilitation or repair. The water plant was built in 1998. A recent review by the Minnesota Department of Health was positive. The water towers will need to be re-painted in three to five years and the sand filter will need to be rehabilitated. A water meter replacement project has been approved and the work on replacing all the meters will start April 28. The well head protection plan required by the State is underway with phase I already completed.

Johnson asked if the static aquifer levels are staying consistent. Haugen replied that the aquifers have had the normal winter drop, but overall the levels have been holding up well.

Streets and Parks Departments

Bruce Caldwell, Streets & Parks Superintendent, said that the Street Department budget is about \$550,000 and the Parks budget is \$190,000. There are 3.5 FTE for staffing in streets and .5 FTE for Parks plus part-time seasonal staff. His department also has a position that is split 50/50 between mechanic and streets. He noted there are about 25 miles of asphalt streets, three and one half miles of concrete streets, and seven miles of alleys and three miles of gravel roads. There are 95.5 acres of parks with 10 shelters and eight restrooms.

Cooley asked about volunteer help. Caldwell said the garden club does some flowers in the parks and several years ago there was a school activity to help pick up trash.

Joyce said the school event was Community Pride day and it had not been done the last couple of years due to lack of someone to organize it. He asked if an Adopt-a-Park program would be worthwhile. Caldwell said that this is a good idea and it will be passed to the Parks & Recreation Commission for discussion. Joyce noted that it will be important to have year to year consistency in that program.

Mari Harris said that Finding Windom group could help organize Community Pride day.

Approved

Caldwell said one goal for the Parks is to expand the camping slots to accommodate larger units. Currently our facility is an overnight for people and not a destination as our amenities are modest and spaces too small. For the Street goals Caldwell said that there is \$75,000 budgeted for 2015 street repairs and other longer-range goals include continuing education for staff, completion of a new pavement management study, complete reconstruction of 6th Avenue from Highway 62 to Highway 60 and reconstruction of the City public parking lot behind City Hall and the businesses on the west side of the square.

Johnson said that there is a lot of traffic on 6th Avenue and the street is narrow.

Police Department

Scott Peterson, Police Chief, said that the department budget is \$944,000 and the department is enforcing federal, state and local laws. There are seven sworn officers and a records clerk.

The goals include purchase of a video simulation unit for training on use of force, creation of a teen leadership program, continuing education for officers, Chiefs Association credentialing and body cameras. Peterson noted the body camera goal is several years in the future. The department has applied for a grant for the video simulation unit and if it were offered there would be a 20% match requirement and the cost of the system is estimated to be around \$16,000.

Library

Dawn Aamot, Library Director, said there are three goals for the library. The first is helping to instill a passion for reading, personal growth and life-long learning.

Joyce said that he wants to see the outreach to kids via electronic means such as Facebook and good reads. Also, by helping parents to become engaged in reading that builds those habits in the children as they are taught to read.

Aamot said the other goals include evaluating the library resources and collections and expanding e-books, e-magazines and having tablets for on-line users. Another goal is to utilize the library space efficiently.

Maricle noted the space study. Aamot said that the Friends of the Library were paying for a consultant to visit our library and make recommendations on ways to maximize the space.

Cooley said that he noticed that the County was discussing a reduction in library funding. Aamot said that the County Commissioners did bring that up and that she is planning on attending their meeting on April 20 with other library supporters to stress the importance of library services.

Johnson said the building the library is housed in is getting older and could use some maintenance. Aamot said that there will be re-painting and the windows do need to be replaced. Nasby noted that the boiler maybe replaced to as part of an efficiency fund.

Economic Development Authority

Aaron Backman, Executive Director, said that the EDA goals were discussed by the EDA Board and approved earlier this year. These goals include completion of the infrastructure for the North Windom Industrial Park (NWIP) that is estimated at \$750,000. Funding would be from a Federal EDA grant or State grants, but both would require about 50% local match that would be paid from land sales or TIF funds. The second goal is related to the expansion of housing and encouraging all types of housing and mixed types. The third goal is working with local employers to expand in the community. Fourth, expand the size of the NWIP now that a number of the lots have been sold. Last, work with the State and others to plan a new residential subdivision.

Ray noted that revitalization of the downtown is a need, but would also benefit from the stated goals.

Joyce asked about redevelopment funds for businesses and housing. Backman said that the EDA had done several rounds of Small Cities Development Program grants for housing rehabilitation and would likely submit another application in a year or so. Commercial redevelopment loans are available through a revolving loan fund the City started to assist women-owned businesses or those in ownership transition.

Backman said that very recently the City had meet with local representatives from the Toro Company and that Toro had provided some funds to the Audubon International organization as part of Toro's 100 year celebration. The Audubon Foundation is offering to work with two communities on community projects such as sustainability. Toro is offering Windom the opportunity to participate. Backman would work with other staffers and community groups to take on this initiative unless the City Council had some concerns.

Arena

Al Baloun, Recreation Director, said that the Arena was built in 1975 and the building is showing its age and many of the capital items for this year and the future totaling \$1.275 million are targeting maintenance. The goals he has are updating the web site to expand the on-line offerings and create a Twitter account for recreation programming updates. Another goal includes updating brochures and advertisements for promotional events to "sell" the Arena. The final goal is to complete a plan to address the R22 ice making system as this must be phased out by 2020 as part of a federal mandate. This will be expensive.

Jones asked if there were any State funds for the R22 system replacement. Baloun said there is a program similar to the Mighty Ducks funds and this could provide some funds.

Pool

Baloun said that the Windom swimming pool is 50 years old in 2015. Due to its age it needs many improvements and maintenance. A first step is the community survey to help determine the wants of the community and interest in supporting the pool.

Jones said that he was initially unsure of the survey, but is now in favor of proceeding.

Approved

Motion by Joyce second by Cooley to approve the Recreation Director to place a community survey regarding the swimming pool into the April 2015 utility bills. Motion carried 5 – 0.

Baloun said there is a need for more Spanish language information in the community education book and other information that is available to residents, especially for the summer programs. He is also looking into a soccer coordinator as this sport is growing.

Jones suggested the men's league soccer participants as a good place to start.

Ray left the meeting.

Airport

Nasby said that the goals of the Airport were to continue on the Capital Improvement Plan as approved by the FAA. While a majority of the projects are 90% federally funded the City could have some expensive items even at the 10% match. Currently, the runway justification study is underway and this will be the first project in the plan to come up pending the outcome of the study.

Administration

Nasby said that the items he had for goals included a community outreach survey to help trend citizen's satisfaction with City services. Another goal included establishing a youth liaison on the City Council, which had been in the Council's 2012 long range goals.

Joyce said with the City and School Board using the video we should look at creating a YouTube channel so the meetings can be posted on-line. A student does the taping for the school and that a student could also be utilized by the City. There would be a cost for equipment upgrades and it may be over \$5,000. He would also like to see all the Agendas for Board and Commission meetings posted on Channel 3 roll-up.

Fire and Ambulance

Nasby said the primary goal for these two services is the construction of the Emergency Services Facility. The other goals include the replacement of equipment and recruitment of new participants.

New Business

Nasby said the City staff had quotes from two recycling firms related to City-wide clean-up. The two quotes were handed out for the Council to review.

Motion by Johnson second by Joyce to accept the quote from SW Recycling. Motion carried 4 – 0 (Ray absent).

4. Old Business:

None.

Approved

5. Adjournment:

Mayor Maricle adjourned the meeting by unanimous consent at 10:27 p.m.

Corey Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

MEMORANDUM



CITY OF WINDOM
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 Windom, MN 56101
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TO: City Council
FROM: City Administrator *See*
DATE: February 24, 2015
RE: Managing Long-Term Debt Overview

For the City Council’s long range planning and prioritization meeting the information below is intended to provide a background of the City’s outstanding debt, upcoming payments and debt capacity.

The City of Windom has both long-term and short-term debt funding prior capital projects as shown on the 2014 Statement of Bonded Indebtedness ending December 31, 2014 (please see attached). These debt service payments are made by revenues from the general fund, enterprise funds and special assessments.

Debt Service Measurement and Capacity

One measurement used by bond rating agencies compares the debt service level to general governmental expenditures (non-enterprise) less capital outlay. The rationale statement from Standard & Poors on the bond rating for the City and Telecom Refunding Bond issue acknowledged that Windom’s level of carrying charges was “elevated” in 2011. Since that time the City has paid down on its loans, but it has also taken out a large \$4.4 million bond for the 2013 Street Project and a \$625,000 bond for fire equipment and the North Windom Industrial Park. The ratio calculation used by rating agencies may vary, but the basic premise on debt service level holds.

The following is a table showing the City’s debt service obligations for the next five years, the current debt service percentages (General Fund Debt payments only) and if there were issuance of \$100,000 of new debt. Since the amount of general government spending is anticipated to be stable and not projected to increase significantly in the next five years (or more); the percent of debt service will increase if additional debt is issued prior to the retirement of existing debt.

	2015	2016	2017	2018	2019
Debt Service (GO Bonds & Loans)	\$422,214	\$446,185	\$378,241	\$410,952	\$342,401
Est. General Fund Expenditures (non-Capital and assuming 2% inflation)	\$2,346,840	\$2,393,777	\$2,441,652	\$2,490,485	\$2,540,295
Current Carrying Charge of General Fund Debt Service Only	18.0%	18.6%	15.5%	16.5%	13.5%
Carrying Charge w/\$100,000 of New Debt to the General Fund	22.3%	22.8%	19.8%	20.5%	17.4%

Debt Service Related to Property Tax Levy Measurement

A second measurement for a City's long-term financial health is the comparison of general obligation bond debt, and/or other debt service, paid from the General Fund as it relates to the property tax levy. Generally accepted principles are that a City would be considered financially healthy with a 15-20% debt service level relative to the tax levy, a moderate level between 20-25% and concerns with excesses over 25%. These are not absolute categories as numerous other factors are considered by the bond rating agencies and financial advisors. The table below shows the current debt service from the General Fund and assumes a modest 1.7% annual increase in the property tax levy, which has been about the average annual increase over the last five years.

	2015	2016	2017	2018	2019
Debt Service (GO Bonds & Loans)	\$422,214	\$446,185	\$378,241	\$410,952	\$342,401
Tax Levy (assuming 1.7% increases)	\$1,718,887	\$1,748,108	\$1,777,826	\$1,808,049	\$1,838,786
Current Level of Debt Service Paid From the General Fund compared to the Property Tax Levy	24.6%	25.5%	21.3%	22.8%	18.6%
Level of D\S to Tax Levy with additional \$100,000 of Debt	30.4%	31.2%	26.9%	28.3%	24.0%
If 25% Debt Service Policy Limit – Additional G.O. Debt Available	\$7,508	(\$9,158)	\$66,215	\$41,060	\$117,295

Debt Service as a Percentage of Market Value Measurement

This is a measurement tool used in State Statute; however, it is not a reliable comparison or benchmark because much debt is unaccounted for due to exceptions in the law. The law says that a City is limited to the amount of General Obligation Bonds it may issue to 3% of total Market Value. The measurement has its limitations due to many factors including:

- Positive and negative short-term economic factors related to property values
- GO debt issued with other enterprise revenues and/or special assessments do not count toward the 3% threshold (which is why Windom has no GO debt currently counting against the State's debt limit although we do have GO debt obligations)
- State law changes such as the recent Market Value Exclusion (this eliminated \$30 million from Windom's taxable market value).

Five Year Debt Review

Using the data shown above, the City is at a threshold regarding issuance of new debt paid from the General Fund through 2019. Overall, the bond market interest rates are projected to start moving higher in July or September 2015 as the Federal Reserve Bank starts increasing its lending rates.

In 2017 the City would have a small capacity to pay debt service due to the retirements of the LMC Loan and the 2006A Refunding Bond. Even if the City is categorized by a bond agency as having an "elevated" level of debt, the City would still have the opportunity to issue additional debt; however, this new debt would likely carry some degree of higher interest rates due to the debt load or lower bond rating.

Capital Improvement Plan

The 5-year Capital Plan includes a number of higher priced projects that include equipment purchases, (fire trucks, motor grader, sweeper and dump trucks) upgrades to facilities/infrastructure (e.g. Street Projects) and the possibility of new buildings (e.g. Arena, Emergency Services Facility and Pool). These projects need to be prioritized within the parameters of the City's ability to carry and repay debt.

Estimated Cost of Borrowing

Current data show that if the City were to issue \$1 million in General Obligation Debt at 3% interest the annual debt service payment would be \$83,776 per year over 15 years or \$67,216 per year over 20 years. This calculation shows the cost of borrowing \$1 million with repayments only by the general fund.

Often projects have multiple sources for repaying the debt in addition to the general fund tax levy. For example, the 2013 Street Project had a \$4.4 million 20-year bond issue, but due to the inclusion of special assessments, water funds and wastewater funds the amount of the bond being repaid through the general fund property tax levy is \$1.395 million with an annual payment of about \$96,000.

New Revenue for Paying Debt Service on Additional Capital Projects

City Council discussions regarding several of the capital projects have included ideas for the generation of additional revenue from new fees, transfers from City-owned enterprises and consideration of a local option sales tax. Other possibilities to cover additional debt service could include the elimination of the annual capital improvement spending and/or cutting operational costs through the reduction or elimination of City services.

If the City Council chooses to maintain existing operations and budgeting practices, new or additional revenue will be necessary if the community wishes to pursue the capital projects that have been identified.

Local Government Aid Assumption

Please note that Local Government Aid (LGA) comprises about 60% of the City's General Fund budget. In 2015 the City is budgeting \$1.4 million in LGA receipts. In future years should there be significant reductions or elimination of LGA the City will be forced to drastically cut spending or raise taxes. This State/City partnership needs to be part of the considerations when making long-term decisions on debt as operational costs can be adjusted to account for changes in revenue, but not debt service payments.

**City of Windom
Current Debt Service Paid from General Funds**

<u>Project Name</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
2013 Street Project	\$98,378	\$97,118	\$95,859	\$94,599	\$93,339
2012A (05 & 07 Street Project)	\$83,425	\$101,136	\$91,356	\$124,950	\$133,833
2006A June Court	\$2,936	\$2,936	\$0	\$0	\$0
2009 Street Project	\$53,771	\$56,606	\$53,771	\$56,486	\$58,194
2006 Dump Truck\Plow	\$14,125	\$0	\$0	\$0	\$0
Street Shop – LMC Loan	\$54,645	\$54,588	\$0	\$0	\$0
2011B (2003 Street Project Refi)	\$80,034	\$78,706	\$82,325	\$80,247	\$0
2013 Equipment Bond	\$34,900	\$26,095	\$25,930	\$25,670	\$28,035
2015 JD Loader Lease	\$0	\$29,000	\$29,000	\$29,000	\$29,000
TOTAL	\$422,214	\$446,185	\$378,241	\$410,952	\$342,401

City of Windom, Minnesota
 City of Windom -- Capital Improvement Plan
 2015 thru 2019

PROJECTS BY DEPARTMENT

Department	Project#	Priority	2015	2016	2017	2018	2019	Total
Administration								
Computer Replacement	ADMIN 002	1	1,750	4,000	4,000	4,000		13,750
Administration Total			1,750	4,000	4,000	4,000		13,750
Airport								
Runway Extension Study and Environmental Review	AIRPORT 002	3		70,000				70,000
Land Acquisition - Runway	AIRPORT 003	2		200,000				200,000
Runway Extension - Construction	AIRPORT 004	2			1,000,000			1,000,000
Instrument Landing Equipment	AIRPORT 005	1			250,000			250,000
Runway Extension Design	AIRPORT 006	1		100,000				100,000
Crosswind Runway Design	AIRPORT 007	3				150,000		150,000
Crosswind Runway Land Acquisition	AIRPORT 008	2					900,000	900,000
Mower Replacement	AIRPORT 009	3		17,000				17,000
Airport Total				387,000	1,250,000	150,000	900,000	2,687,000
Ambulance								
Unit 29 - Ambulance Replacement	AMB 003	1				200,000		200,000
Unit 27 - Ambulance Replacement	AMB 005	1		200,000				200,000
Radio Equipment Replacement	AMB 006	1					100,000	100,000
Ambulance Total				200,000		200,000	100,000	500,000
Arena								
Racquetball Court Rehabilitation	ARENA 004	2	15,000					15,000
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			350,000			350,000
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
Ice System Replacement	ARENA 013	1					350,000	350,000
Arena Total			15,000	145,000	405,000	160,000	550,000	1,275,000
City Hall								
Window Replacement	CH 001	2		20,000				20,000
Television & Sound System - Council Chambers	CH 007	2		25,000				25,000
Tuckpointing	CH 008	2			50,000			50,000
City Hall Total				45,000	50,000			95,000
Community Center								
Meeting Room Maintenance/Improvements	COMM 001	2		21,512				21,512

Department	Project#	Priority	2015	2016	2017	2018	2019	Total
Dance Floor Replacement	COMM 002	3			14,800			14,800
Sound System	COMM 003	3		14,000	14,000			28,000
Stage	COMM 006	3		8,500				8,500
Equipment Replacement/Upgrades	COMM 007	1	0	20,000	7,252			27,252
Mechanical Systems	COMM 009	1	0	30,000	30,000			60,000
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
Outdoor - Grounds and Equipment	COMM 014	2		17,200				17,200
Office Computer Replacement	COMM 015	1	2,000					2,000
Community Center Total			2,000	111,212	245,852			359,064
EDA								
Spec Building Expansion	EDA 003	2			1,700,000			1,700,000
N. Windom Industrial Park Infrastructure - Phase 2	EDA 004	3	720,000					720,000
EDA Total			720,000		1,700,000			2,420,000
Electric								
Distribution System Upgrades	ELE 001	1	300,000	300,000	300,000	300,000		1,200,000
Misc Equipment - Unidentified	ELE 004	3	40,000	40,000	40,000	40,000		160,000
Digger Derrick Truck	ELE 005	2	250,000					250,000
Electric Total			590,000	340,000	340,000	340,000		1,610,000
Fire								
Emergency Services Building	FIRE 001	1		2,200,000				2,200,000
Engine Pumper Truck (rural)	FIRE 003	1		385,000				385,000
First Response Truck	FIRE 005	3		150,000				150,000
City Engine/Pumper	FIRE 006	1				400,000		400,000
Radio Replacement	FIRE 007	1					75,000	75,000
Turn Out Gear	FIRE 008	1			0	0	0	0
SCBA Equipment	FIRE 009	2	98,000					98,000
Fire Total			98,000	2,735,000	0	400,000	75,000	3,308,000
Library								
Heating System	LIB 001	2		6,000				6,000
Window Replacement	LIB 002	2			20,000			20,000
Repaint Library - Interior	LIB 004	2	5,000					5,000
Computer Replacement	LIB 007	1	0	2,000				2,000
Library Total			5,000	8,000	20,000			33,000
Liquor								
HVAC - Heating	LIQUOR 002	1	20,000					20,000
Parking Lot - Seal Coat additional Asphalt	LIQUOR 003	3		18,500				18,500
Computer Replacement	LIQUOR 004	1			2,000			2,000
Entrance Interior Doors	LIQUOR 008	1	12,015					12,015
Roof Repair/Maintenance	LIQUOR 009	1	7,250					7,250
Non-display Area Flooring Replacement	LIQUOR 010	3	1,000					1,000
Liquor Total			40,265	18,500	2,000			60,765

Department	Project#	Priority	2015	2016	2017	2018	2019	Total
Test Equipment Replacement	TEL 009	2			30,000			30,000
Telecom Office Phone System	TEL 011	2	4,600					4,600
Telecom Security System	TEL 012	1	5,900					5,900
Transport Project	TEL 013	1	36,000					36,000
Office Space Upgrade	TEL 014	2	5,000					5,000
Telecom Total			113,500		30,000			143,500
Wastewater								
General Plant Improvement/Maintenance	SEWER 001	2		5,000	5,000			10,000
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	15,000	20,000				35,000
Interceptor/Collection System Improvements	SEWER 007	1	10,000	10,000	10,000			30,000
Lift Station Improvements	SEWER 010	1	5,000	5,000	5,000			15,000
Bio-Solids Storage Facility	SEWER 011	2		1,500,000				1,500,000
Wastewater Total			45,000	2,360,000	20,000			2,365,000
Water								
Wells and Well Site	WATER 001	1	5,000	5,000	5,000			15,000
Pumping Equipment	WATER 002	1	5,000	5,000	5,000	5,000	5,000	25,000
Filter Plant Improvements	WATER 004	1	15,000	15,000				30,000
Water Main Improvements	WATER 005	1	5,000	5,000	5,000			15,000
Water Meters	WATER 007	1	8,000	8,000	8,000			24,000
Hydrants	WATER 008	2	5,000	5,000	5,000			15,000
Water Plant Improvements	WATER 009	1				145,000		145,000
Water Total			43,000	43,000	28,000	150,000	5,000	269,000
GRAND TOTAL			1,895,484	10,438,812	6,630,652	1,755,000	1,874,000	22,593,948

ADMINISTRATION – Maintain and Upgrade Public Infrastructure and City Facilities Pursuant to a Defined and Prioritized Plan – Capital Improvement Planning and Financial Management

Specific – Use Windom’s Capital Improvement Plan to provide a basis for long-range planning, budgeting and debt management.

Measurement/Assessment – Continue to update and prioritize the Capital Improvement Plan annually and use City audit to monitor financial health of the City’s finances.

Attainable/Achieve – Use existing processes consisting of input from City Council, Boards\Commissions, Department Heads, the Capital Improvement Plan and other documents to create annual plans\budgets and vision for future projects.

Relevant – Within a reasonable budget City facilities and infrastructure must be upgraded and maintained to provide high quality services while meeting customers’ needs\expectations in an environment of changing State\Federal standards.

Timed – Long range planning, goal setting and priorities should be done annually with Boards\Commissions, the City Council and staff in the 1st Quarter of the year to set up the Capital Improvement Plan activities and to direct financial resources through budgeting (July – September).

ADMINISTRATION – Provide High Quality Public Services – Community Satisfaction & Engagement

Specific – Measure community satisfaction pertaining to city services, city facilities and infrastructure and engage citizens in City government.

Measurement/Assessment – Create a community survey instrument to obtain satisfaction levels, identify strengths, weaknesses and needs/priorities. The initial survey will help to establish a baseline and the survey can then be completed annually or every other year with that data showing progress and/or trends.

Attainable/Achieve – Use existing survey instruments from other communities as a base to build the Windom survey and use resources such as utility bills and website to collect survey information.

Relevant – Results will provide citizen input on services, operations and facilities that can be used to assist staff and the City Council with decisions on operations and capital planning.

Timed – The community survey should be conducted in March – June. Reporting of the results should be July – August so that data could be included as part of the information for the budgeting process and City Council goal setting and priorities.

ADMINISTRATION – Provide High Quality Public Services – Student Representative or Liaison to Council

Specific – Work with Windom Area High School to establish a non-voting student representative\liaison to be involved with City Council meetings and discussions.

Measurement/Assessment – City Council appointment of the position.

Attainable/Achieve – Interested participants could include sophomores and juniors that are Windom residents who are directly selected by their peers during Student Council elections or through an appointment by the Windom High School Student Council. City Council packets are electronic so there would not be additional cost.

Relevant – Youth representative would be able to provide input on services, operations and facilities from a different perspective which can be used by the City Council for decisions.

Timed – The Youth\Student Representative should be appointed by the City Council at the start of each school year with a term of one year. Initial Student Representative Program could be piloted for a year and re-evaluated by the City Council for effectiveness.

**AIRPORT – Maintain and Upgrade Public Infrastructure and City Facilities
Pursuant to a Defined and Prioritized Plan – Capital Improvement Planning and
Financial Management**

Specific – Complete projects on Windom’s Capital Improvement Plan for facility upgrades.

Measurement/Assessment – Completion of projects on the State and Federal funded Capital Improvement Plan.

Attainable/Achieve – Leverage Federal Aviation Administration (FAA) funds for 90% of eligible projects expenses and State (MN DOT) funding for 50-80% projects expenses where possible.

Relevant – Maintaining and improving Windom’s airport is crucial to local businesses and for the provision of emergency medical services.

Timed – Annually progress on the Capital Improvement Plan identified projects and leverage federal\state funding when available to accomplish projects.

MWMM - Windom Municipal Airport
 Capital Improvement Program 2015-2025

FY	Funding Rates					Description	FAA	St	Mun	Project Cost	FAA Funding	State Funding	Local Funding	FAA Entitlements	FAA Discretionary	FAA Funds Remaining
	State	Fed	2015	2016	2017											
2016			No Projects	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000		\$210,936	
2017			Master Plan/eALP	95	5	5	\$250,000	\$237,500	\$12,500	\$12,500	\$12,500	\$12,500	\$150,000		\$360,936	
2018			Environmental for Rwy Ext, X-wind Rwy, Parallel Twy	90	0	10	\$75,000	\$67,500	\$0	\$7,500	\$0	\$7,500	\$150,000		\$273,436	
2019			Runway Extension/Parallel Taxiway - Land	90	0	10	\$125,000	\$112,500	\$0	\$12,500	\$0	\$12,500	\$150,000		\$355,936	
2019			Runway Extension - Design	90	0	10	\$100,000	\$90,000	\$0	\$10,000	\$0	\$10,000	\$150,000		\$393,436	
2020			Runway Extension - Construction	90	0	10	\$1,100,000	\$990,000	\$0	\$110,000	\$0	\$110,000	\$150,000	\$600,000		\$63,436
2021			Crosswind Runway - Design	90	0	10	\$150,000	\$135,000	\$0	\$15,000	\$0	\$15,000	\$150,000		\$78,436	
2021			Crosswind Runway - Land	90	0	10	\$950,000	\$855,000	\$0	\$95,000	\$0	\$95,000	\$800,000		\$23,436	
2022			Crosswind Runway - Construction	90	0	10	\$2,300,000	\$2,070,000	\$0	\$230,000	\$0	\$230,000	\$150,000	\$1,900,000		\$3,436
2023			Parallel Taxiway - Design	90	0	10	\$125,000	\$112,500	\$0	\$12,500	\$0	\$12,500	\$150,000		\$40,936	
2024			Parallel Taxiway - Construction	90	0	10	\$1,600,000	\$1,440,000	\$0	\$160,000	\$0	\$160,000	\$150,000	\$1,300,000		\$50,936
2025			No Projects	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000		\$200,936	
Totals											\$6,775,000	\$6,110,000	\$12,500	\$665,000		

AMBULANCE – Provide High Quality Public Services – Capital Improvement Planning

Specific – Complete projects on Windom’s Capital Improvement Plan for vehicle replacement, equipment replacement\upgrades and training.

Measurement/Assessment – Completion of the specified projects.

Attainable/Achieve – Leverage State fund, Federal funds and grants if they are available. At this time, the Ambulance Department has a fund balance and operational income sufficient to meet the needs of the department.

Relevant – Maintaining and improving Windom’s Emergency Medical Services are critical to the business community, hospital and public health.

Timed – Annual progress on the Capital Improvement Plan identified projects.

2015 Goals -Arena
Community Pride: A Positive Image and Reputation Developed by a
Progressive and Active Community
Update Promotional Brochure for the Arena

Specific-

Updating the current advertising for the Arena showing horse shows, ice skating, archery, racquetball, and Wallyball.

Measurement-

The advertising will help to increase usage by promoting activities that take place in the existing arena facility. Increased usage will result in increased revenue for the arena and bring people to town to use other services and purchase goods available in the community.

Achieve-

Arena management will work with Windom Quick Print to update the current brochure so it is available at the Windom Chamber Office, Windom City Hall, Windom City Arena, and for distribution at shows such as the Minnesota Horse Expo. Arena management will work with a student doing a senior eagle project to create a twitter account that will promote the arena, pool and recreation activities.

Issues to Resolve- The most difficult thing to measure is the dollar amount of goods and services in the community used by people using the arena. Past history has shown that services such as grocery stores, eating establishments, motels, and gas stations have been used by users of the Windom Arena.

Realistic-

This goal will promote the Windom Arena, pool, and recreation activities and the City of Windom. The net result will be increased revenue and usage of the Windom Arena as well as promotion of the City of Windom as a community.

Time-

The brochure will be updated for initial distribution in April. It will be available for distribution at the Minnesota Horse Expo. The twitter account will be set up by the summer so it can be used to promote the arena, pool, and recreation activities.

2015 Goals -Arena
Public Facilities: Maintain and Upgrade public infrastructure and City
facilities pursuant to a defined and prioritized plan.
Gathering Information on Current Refrigeration System and R22
Replacement

Specific-

Gathering information on the existing refrigeration system and finding out costs and options for replacement of the current R22 system for City of Windom Arena.

Measurement-

We do not have current costs for R22 replacement with our current compressor system. By the year 2020 decisions in regards to our current compressor system and R22 will have to be made. Getting current costs of the replacement of the R22 will assist both the Windom Parks and Recreation commission and Windom City Council in making a decision of what will be done in the future.

Achieve-

Arena management will work with Carlson Stewart Refrigeration out of Marshall to obtain information and cost of replacement of the current R22 refrigerant that is used in our compressor system.

Issue to Resolve- The cost of replacing our current R22 system will be expensive. Costs of over \$300,000 were given to the Arena Building committee when they met in 2013. Where the money comes from and the current cost of this project is yet to be determined.

Realistic-

Current costs and information needs to be obtained so that the Parks and Recreation commission and Windom City Council can make corrective actions and funding option decisions can be made by the year 2020.

Time-

Information on costs and options need to be obtained by late summer 2015 from Carlson Stewart so that information can be available to the Parks and Recreation Commission and City Council for the 2016 budget process.

2015 Goals -Arena
Community Pride: A Positive Image and Reputation Developed by a
Progressive and Active Community and Public Facilities: Maintain and Upgrade
public infrastructure and city facilities pursuant to a defined and prioritized plan.
Continue to make maintenance improvements to the arena

Specific-

Work with the Windom Parks and Recreation Commission and Windom City Council to make maintenance improvements to the City of Windom Arena and remain within budgetary guidelines.

Measurement-

Continued maintenance improvements will make the Windom Arena a better place for the users.

Achieve-

The Recreation Director will work with the Windom Parks and Recreation Commission and Windom City Council to recommend improvements that need to be done. The Recreation Director will gather user input as to what improvements are needed at the City of Windom Arena. User input must be considered when making improvements. Prioritization and funding of improvements will be determined by both the Windom Parks and Recreation Commission and the Windom City Council.

Issue to Resolve- Each user group has a different opinion as to what improvements are done at the arena. The Arena was constructed in 1975; the building will be fifty years old in 2015. If a new arena is not built in the future there must be continued maintenance and upkeep of the existing building.

Note Attachment – City of Windom Capital Improvement Plan 2015- 2019 Arena
Page 1 (Dated 1/2/20-15)

Realistic-

Prioritization of maintenance improvements will be set by the Windom Parks and Recreation Commission and the Windom City Council. Funding of improvements will be determined by the Windom City Council.

Time-

User input on maintenance items for the Windom Arena will be gathered by the Recreation Director prior to the start of the budget process. Information on costs and options needs to be obtained by late summer 2015 from so that information can be available to the Parks and Recreation Commission and City Council for the 2016 budget process. At that time prioritization will be determined by the Windom Parks and Recreation Commission and the Windom City Council. The Windom City Council has the final say on what maintenance items approved in the 2016 budget.

2015 S.M.A.R.T. Goal Planning Form

BUILDING & ZONING - SHORT-TERM GOAL NO. 1

CATEGORY: CITY COUNCIL GOAL – STRATEGY I: COMMUNITY

PRIDE: A positive image and reputation developed by a progressive and active community.

Specific:

The Building & Zoning Department has identified a goal for the Planning Commission to complete a review of the City's Nuisance Ordinance for subsequent review by the City Attorney and submission to the City Council for review of any requested modifications to the ordinance.

Measurement/Assessment:

After review by the Planning Commission, the nuisance ordinance has been reviewed by the City Attorney and modifications to the ordinance adopted by the City Council.

Attainable/Achieve:

The first nuisance ordinance was adopted in 2002 and modified in 2008. Pursuant to a request by the City Council, the Planning Commission began review of the nuisance ordinance in December 2014. The Commission is holding monthly meetings to proceed with the review process. As questions arise, Planning and Zoning Staff have been in contact with the City Attorney's Office for clarification on code questions.

Relevant:

Updating of the City's nuisance ordinance.

Timed:

It is estimated that the Planning Commission's and City Attorney's reviews should be completed by mid-June 2015 for submission to the City Council for review and approval of revisions to the City's nuisance ordinance.

Goal approved by Planning Commission on February 10, 2015.

2015 S.M.A.R.T. Goal Planning Form

BUILDING & ZONING – LONG-TERM (3-5 Years) – GOAL NO. 1

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY

PRIDE: A positive image and reputation developed by a progressive and active community.

Specific:

The Building & Zoning Department has identified a goal to establish a program, in conjunction with other city departments, to provide funding for the demolition and site remediation of one to two blighted residential properties each year.

Measurement/Assessment:

If a revolving loan fund can be established and used for demolition and site remediation of one to two blighted residential properties each year.

Attainable/Achieve:

This program is in the very beginning stages of discussion and will require research concerning participation by several City Departments, including (but not limited to) Building & Zoning and HRA; will require research of funding options, criteria for participation, required procedures, etc.

Relevant:

Establishment of a program and revolving loan fund for demolition and site remediation of blighted properties.

Timed:

It is anticipated that such a program can be created and funded within the next five years.

Goal approved by Planning Commission on February 10, 2015.

2015 S.M.A.R.T. Goal Planning Form

BUILDING & ZONING - SHORT-TERM GOAL NO. 2

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A positive image and reputation developed by a progressive and active community; STRATEGY IV: PUBLIC FACILITIES: Maintain and upgrade public infrastructure and City facilities pursuant to a defined and prioritized plan; and STRATEGY V: NATURAL RESOURCES: Utilize and market the value and beauty of our land and geography.

Specific:

The Building & Zoning Department has identified a goal to complete the updating of the City's Comprehensive Plan for submission to the League of Minnesota Cities' (LMC) Legal Department for review and subsequent submission to the City Council for review.

Measurement/Assessment:

After completion and review by the LMC, the City Council reviews and approves the updated Comprehensive Plan.

Attainable/Achieve:

The Comprehensive Plan Committee previously completed its submissions for the Comprehensive Plan and updates were submitted by summer interns in 2012 and 2013. The chapters require some additional updates in information which can be completed by Building & Zoning Staff and also acquisition of updated mapping from government and other sources.

Relevant:

Adoption of an updated Comprehensive Plan for the City of Windom.

Timed:

Anticipated completion of updates by May 2015 for submission to the League of Minnesota Cities' Legal Department and subsequent submission to the City Council for review and approval by year end.

Goal approved by Planning Commission on February 10, 2015.

2015 S.M.A.R.T. Goal Planning Form

BUILDING & ZONING - SHORT-TERM GOAL (1-2 Years) NO. 3

CATEGORY: CITY COUNCIL GOAL – STRATEGY I: COMMUNITY

PRIDE: A positive image and reputation developed by a progressive and active community.

Specific:

The Building & Zoning Department has been requested by the City Council to present samples of rental housing ordinances to the Planning Commission for review; and if such an ordinance is determined to be feasible and beneficial for the City of Windom, to have an ordinance prepared for review by the Planning Commission, City Attorney, and City Council.

Measurement/Assessment:

After review by the Planning Commission, a rental housing ordinance has been reviewed by the City Attorney and presented to the City Council for review and possible adoption.

Attainable/Achieve:

The Building & Zoning Department has obtained copies of rental housing ordinances from cities in our area and will review these ordinances with the Planning Commission to determine the feasibility of such an ordinance in Windom. The Commission will be holding monthly meetings to proceed with the review process. As questions arise, Planning and Zoning Staff will be in contact with the City Attorney's Office for clarification.

Relevant:

Possible adoption of a rental housing ordinance.

Timed:

It is estimated that the Planning Commission's and City Attorney's reviews should be completed sometime in the future (possibly in 2016) for submission to the City Council for review.

SMART Goal Planning Form – Windom Community Center and Organizational Culture

Specific – Have the Windom Community Center maintain fair and competitive pricing and continue to provide well trained staff. Strive to have 100% customer satisfaction.

Measurement/Assessment – Review other venues such as community centers and rental halls for pricing to see how Windom Community Center fairs in the market. Continue on training staff as to how to insure 100% positive input from users. Ask users to fill out rental surveys so we can get their input on how to make us a better establishment for their usage.

Attainable/Achieve – Information gathered can be used to attain and achieve that Windom Community Center stay within the fair market pricing.

Relevant – Explain to customer that they are not only getting usage but a service. Break down costs for them to ensure that they are getting more than they see in just an hourly rental of building usage.

Timed – After each usage of Windom Community Center, be sure to give every user a rental survey so the staff knows where and how we can improve in what needs to be done better ourselves as a business.

SMART Goal Planning Form – Windom Community Center and Natural Resources

Specific – Windom Community Center Staff and Commission to look into future planning of outdoor Community Center garden area.

Measurement/Assessment – Get plans drawn up of layout of area on north side of building where patio is. Additional area for seating, fencing, tree and shrub placement. Check into costs of what such a project would entail.

Attainable/Achieve – With the beautiful donations received by Daisy Jacobs and Wally Rohlfson and fund raising , Windom Community Center would hope it could go a long way into achieving such a project.

Relevant – With the addition of outdoor area, bookings of wedding groups, family reunions, and other groups wanting to use an outdoor venue would increase. This in turn would bring in additional revenue to Windom Community Center.

Timed – Work with Windom Community Center Commission in 2015 to bring the outdoor garden area a reality in the next couple of years.

SMART Goal Planning Form – Windom Community Center and Public Facilities

Specific – Windom Community Center maintenance plan for buildings and grounds.

Measurement/Assessment – Windom Community Center staff works continually on maintaining equipment and ground maintenance on daily, weekly, and monthly equipment checks. Continue to work through out summer months on exterior building and lawn care.

Attainable/Achieve – By working with capitol outlay dollars put into an equipment fund for reasons of equipment breakdowns and wear, thus as not to make Windom Community Center an expensive burden on the tax payers.

Relevant – With this maintenance plan and training of staff, this will help keep equipment lasting longer and there for easing the cost of hiring out firms to come fix smaller problems.

Timed – This is an ongoing goal that needs daily attention. Staff will be looking into longer term items as the need arises.

SMART Goal Planning Form – Windom Community Center and Community Pride

Specific – The Windom Community Center continues to strive on a reputation of good service and cleanliness of the Windom Community Center. Continue to keep Windom Community Center and its grounds a clean and friendly place the users and citizens can be proud of.

Measurement/Assessment – Staff gives 100% of their time to groups using the building. Making sure they have all equipment and their needs are met. Continue the daily maintenance cleaning of Windom Community Center so all users come into and during their visit experience a clean atmosphere .

Attainable/Achieve – In achieving this it brings back the market that we have in this area to groups and organizations and also to bring more to town and using other business in our city.

Relevant – The goal is to have 100% positive input from users and to achieve all positive rental surveys.

Timed – This is done by continuing a daily program of cleaning, maintenance and taking care of all users.

SMART Goal Planning Form – Windom Community Center and Community Vitality

Specific – Make Windom Community Center a prime meeting site for business meetings, weddings, reunions and other group functions.

Measurement/Assessment – Provide great service, supply equipment that can be rented, work with bartenders on producing top quality drinks to increase liquor sales, and continue to work on new wedding rental items. Promote through new and wedding fair advertising. Visit other centers in the area collecting ideas for use at Windom Community Center.

Attainable/Achieve – By using promotional budget for use on radio and newspapers, Windom Community Center will expand out further into the business area. The use of equipment fund, rental items can be purchased and upgraded.

Relevant – Increase of larger corporate meetings and wedding events resulting in revenue from liquor sales and rental add on sales. Increasing usage in turn will bring more people to town from around SW Minnesota using center and downtown businesses such as motels, gas stations, groceries, and other Windom Stores.

Timed – Advertising for wedding fairs and promotions has began early this year. Continue to work with radio through out the year with ads for corporate meetings large and small. Visit area centers this spring as time allows.

SMART Goal Planning Form – Windom Community Center and Organizational Culture

Specific – Have the Windom Community Center maintain fair and competitive pricing and continue to provide well trained staff. Strive to have 100% customer satisfaction.

Measurement/Assessment – Review other venues such as community centers and rental halls for pricing to see how Windom Community Center fairs in the market. Continue on training staff as to how to insure 100% positive input from users. Ask users to fill out rental surveys so we can get their input on how to make us a better establishment for their usage.

Attainable/Achieve –

Relevant – Explain to customer that they are not only getting usage but a service. Break down costs for them to ensure that they are getting more than they see in just an hourly rental of building usage.

Timed – After each usage of Windom Community Center, be sure to give every user a rental survey so the staff knows where and how we can improve in what needs to be done better ourselves as a business.

2015 S.M.A.R.T. Goal Planning Form

EDA - SHORT-TERM GOAL NO. 1

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

The EDA has identified a goal to secure funding for completion of the NWIP Phase II Infrastructure Project. The EDA will submit an application to the Southwest Regional Development Commission for submission to the Economic Development Administration of the U.S. Dept. of Commerce (“the Federal EDA”) requesting a grant in the amount of \$360,000. In the alternative, the EDA will submit an application to the Department of Employment & Economic Development in the Greater MN Business Development Public Infrastructure Grant Program requesting a \$360,000 grant (of the estimated \$720,000 budget) to complete the NWIP Phase II Infrastructure Project.

Measurement/Assessment:

Whether funding is received to assist with the completion of the Phase II infrastructure improvements in the North Windom Industrial Park.

Attainable/Achieve:

The EDA has received approval for the submission of these applications from the EDA Board. The EDA has the staff and information necessary to submit the application(s) and the sources available for the required matching funds.

Relevant:

Awarding of up to \$360,000 in grant funds to assist with the completion of the installation of the Phase II Infrastructure in the North Windom Industrial Park.

Timed:

Application to be submitted by mid-March of 2015. Notification of approval or denial of application(s) should be received in the Summer of 2015.

Goal approved by EDA Board of Commissioners on February 9, 2015.

2015 S.M.A.R.T. Goal Planning Form

EDA - SHORT-TERM GOAL NO. 2

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

The EDA has identified a goal to present a potential housing development/redevelopment project (possibly a multi-family residential project and/or a senior housing project) to the EDA Board for consideration.

Measurement/Assessment:

Whether a housing development/redevelopment project is approved in 2015.

Attainable/Achieve:

In 2014, Viewpoint Consulting Group completed a comprehensive housing study of the City of Windom which revealed a need for additional housing—both rental and single-family homes. The EDA began working with a potential developer in late 2014 and will continue those discussions, seek to establish a redevelopment TIF District to assist with eligible expenses of the project (such as demolition of existing structures), and provide technical assistance in an attempt to address the need for additional rental housing in Windom.

Relevant:

Result will be the construction of additional housing units to address the shortage of rental and other types of housing in Windom as evidenced by the Housing Study completed in 2014.

Timed:

By the end of 2015, either a rental housing project should be started or there should be plans in place to start such a project in 2016 if this goal is successful.

Goal approved by EDA Board of Commissioners on February 9, 2015.

2015 S.M.A.R.T. Goal Planning Form

EDA - SHORT-TERM GOAL NO. 3

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

The EDA has identified a goal to work with the Street Department and Toro staff to seek to solve or ameliorate Toro's employees' parking issues. Due to the number of Toro employees and the limited number of parking spaces available in Toro's existing parking lot, Toro employees have been parking in the surrounding residential areas. Complaints have been received from residents indicating that the Toro employees are parking in front of their properties and blocking sidewalk and driveway entrances to their properties. Parking of these vehicles on the streets also creates problems for the Street Department in it attempts to remove snow from the streets and creates congestion for vehicle traffic on these streets.

Measurement/Assessment:

Whether the parking issues of Toro's employees have been resolved and the concerns of adjoining property owners have been addressed satisfactorily.

Attainable/Achieve:

City Staff and representatives from Toro realize that there are parking issues and plan to begin discussions concerning these issues and possible solutions on February 18, 2015, and will continue to discuss the issues and make plans until satisfactory solutions can be identified.

Relevant:

Creation of additional off-street parking areas for Toro employees and decongestion of streets and neighborhoods adjoining the Toro plant.

Timed:

Goal is to identify and implement a solution to the existing parking problems as soon as possible and hopefully by the end of 2015.

Goal approved by EDA Board of Commissioners on February 9, 2015.

2015 S.M.A.R.T. Goal Planning Form

EDA – LONG-TERM (3-5 Years) - GOAL NO. 1

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

The EDA has identified a goal to use site information gained in the data center site assessment process to pursue a medium-sized data center to be situated in the northeast quadrant of the NWIP.

Measurement/Assessment:

Whether representatives for a data center have committed to construction of a data center facility in NWIP within the next five years.

Attainable/Achieve:

In conjunction with the South Central Electric Association, the EDA submitted an application to Great River Energy & Deloitte in 2014 requesting designation of NWIP as a preferred data center site. Notification of the designated site(s) should be forthcoming in the first quarter of 2015. Whether or not such a designation is received, the EDA plans to continue to pursue commitment from representatives of a medium-sized data center to construct a facility in NWIP.

Relevant:

Construction of a new data center or similar facility in NWIP.

Timed:

The EDA plans to continue working on this goal with hopes of successful completion of construction of a medium-sized data center in NWIP within the next five years.

Goal approved by EDA Board of Commissioners on February 9, 2015.

2015 S.M.A.R.T. Goal Planning Form

EDA – LONG-TERM (3-5 Years) - GOAL NO. 2

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

The EDA has identified a goal to plan for expansion of the NWIP.

Measurement/Assessment:

Whether sufficient lots have been sold in NWIP to warrant expansion of the industrial park and whether options have been reviewed and identified for such an expansion.

Attainable/Achieve:

The EDA Board has approved a goal stating that at such time as at least eight of the NWIP lots have been sold, the EDA will plan for and consider options for an expansion of the NWIP.

Relevant:

Selection and acquisition of property suitable for expansion of the NWIP.

Timed:

The EDA plans to work on this goal as sufficient lots have been sold and there is a need for expansion of the NWIP which is anticipated within the next 3 to 5 years.

Goal approved by EDA Board of Commissioners on February 9, 2015.

2015 S.M.A.R.T. Goal Planning Form

EDA – LONG-TERM (3-5 Years) - GOAL NO. 3

CATEGORY: **CITY COUNCIL GOAL – STRATEGY II: COMMUNITY**

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

The EDA has identified a goal to consider various options available for a new housing subdivision in the community.

Measurement/Assessment:

If an additional housing subdivision(s) is/are platted and infrastructure improvements are planned and/or installed to provide lots for development of new housing.

Attainable/Achieve:

In 2014, Viewpoint Consulting Group completed a comprehensive housing study of the City of Windom. The EDA has provided and continues to provide copies of this report to housing developers to promote housing projects in Windom. There are only four residential lots available in the Riverbluff Estates Subdivision and no new residential subdivisions have been platted within the last ten years. Options for new housing construction are limited to scattered lots throughout the City. The EDA will consider options available for additional land for new housing subdivisions, options for private sector development of new subdivisions, options for programs which might assist such development, etc.

Relevant:

Planning and platting of an additional housing subdivision.

Timed:

The EDA will continue providing copies of housing study results and considering options for development of a new housing subdivision over the next 3 to 5 years.

Goal approved by EDA Board of Commissioners on February 9, 2015.

Electric Department

Enhance teamwork among the department and involve other departments

Specific –The utility crew will work on teamwork and communication within the department as well as involving other departments when available. The department will develop quarterly staff meetings where employees will be encouraged to ask questions and share ideas in an open environment.

Measurement/Assessment – Effectiveness of these efforts will be based off the williness of staff to bring new ideas and experiences to the group.

Attainable/Achieve – The meeting will have set agendas with specific topics geared towards generating discussion. There would be no impact to the overall operating budget associated with this goal.

Relevant – Our goal is to enhance open, honest and effective communication with staff, our peers and the public.

Timed – We will begin working towards this in the first quarter of 2015 and try to schedule a meeting once per quarter going forward.

Electric Department
Create a plan for continuing education for utility staff

Specific –The utility staff will develop a schedule and identify trainings that would be beneficial for employees to attend. The trainings will help keep the department familiar with industry standards, safety practices and customer relations.

Measurement/Assessment – Employees will be given specific questions or goals to be met from the training and be asked to give a report to the group at the following staff meeting.

Attainable/Achieve – We have a number of trainings available through the MMUA which will serve as a good resource to help attain this goal. The electric department currently has funds in the budget for training. The budgeted amount would be reviewed and adjusted if needed.

Relevant – This goal if reached would produce a well-informed team willing to accept change when needed and work together effectively.

Timed –The goal would be to have each employee attend one class every other year.

Electric Department
Develop a long range maintenance plan for the distribution system

Specific – The goal will be to work with staff and identify current needs as well as the future needs of the distribution system. We would like to develop a 1-2 year plan, 3-5 year plan and a 10-20 year plan. Several specific areas we will be focusing on will be the substation transformer, relays and replacement of the turbine.

Measurement/Assessment – We will review the plan annually and verify that projects identified in the past are accurate and update the plan as needed.

Attainable/Achieve – This goal will be completed utilizing the current staff as well as outside resources when needed. We currently have \$250,000 budgeted for line improvements.

Relevant – This goal once implemented will continue to provide the community with a safe and reliable electric distribution system.

Timed – We will track the progress of each project and include a detailed timeline in the plan.

FIRE – Provide High Quality Public Services – Capital Improvements\Equipment

Specific – Complete projects on Windom’s Capital Improvement Plan for vehicle replacement and equipment replacement\upgrades

Measurement/Assessment – Completion of the specified projects.

Attainable/Achieve – Leverage State fund, Federal funds and grants if they are available. The Fire Department needs funds from the cities and townships in the fire district to meet the needs of the department.

Relevant – Maintaining and improving Windom’s Emergency Services are critical to the business community, residents and public health.

Timed – Annual progress on the Capital Improvement Plan identified projects.

SMART Goal – Fire & Ambulance – Maintain and upgrade public infrastructure and City facilities pursuant to a defined and prioritized plan – New Emergency Services Building

Specific – Construction of a new Emergency Services Building to house equipment and provide space for training, offices, storage and other uses as determined.

Measurement/Assessment – Completion of a new Emergency Services Facility

Attainable/Achieve – Funding is needed for the project estimated at \$2.2 to \$3.0 million. Possible sources are bonding (to be repaid by the City and Townships), capital fund transfer from the Ambulance Fund, gifts and donations, fire service fees and local option sales tax.

Relevant – This will replace the current fire hall and ambulance garages as these facilities are undersized and inefficient (equipment at scattered sites).

Timed – Work has been completed to select Witt Park as a preferred site (2014). In March 2015 the building committee will choose an architectural firm and start pre-design. Construction drawings could begin in fall 2015, with bidding scheduled for January – February 2016. Construction scheduled for 2016 with completion by December 2016.

Public Library – Provide High Quality Public Services -Goal I: Instill in the community a passion for reading, personal growth and learning.

Specific-

The Library has identified a goal of public awareness of the public library. The library will work to increase publicity of the library services and its services events.

The library will continue to obtain books for community book clubs, develop a service for the homebound and also explore programs with Assisted Living and Nursing homes facilities. (Example: Supplying Large Print Book Collections to the residents of the Assisted Living and Nursing Homes in the Windom Area.)

The library is committed to partnering with the schools, ECFE, Busy Bees, Sonshine School, HEADSTART and other organizations to promote the love of reading, personal growth and learning. The library is committed to promote our wireless services and train staff in new technologies. We will be developing a FaceBook Page for the library and promoting “blogs by teens & tweens” for book reviews. We are committed to develop a Teen Advisory Board to instill a pride in the teens & tweens that they will help make the library a safe and fun place to be.

The library will continue to provide Proctor Services for students taking college exams on the Internet, Internet & wireless services for tax forms and filing, job applications and unemployment enrollment, homework help, personal use(Banking, email, airline confirmations, printing return labels, concert tickets, online purchasing, payroll stubs, etc....)

The library is committed to schedule events and performers to promote the library and the love of reading by offering excellent programs to the general public with funds provided the Minnesota Library Legacy Funds. The library will continue to provide a safe & welcoming space to meet and interact with others or sit and read comfortably & provide virtual spaces that support networking.

Measurement/Assessment-

The library will update promotional handouts for in-house distribution. Promote services and events on the local cable channel and explore adding “New Booklists” on the Cable Channel 3. The library is also committed to updating the Web site bi-weekly. The library will also provide handouts to schools and organizations in the area for programs, such as the Summer Reading Program, performers and special event days held at the library. The library is purchasing tablets with WiFi for in-house patron use. We will be offering training on the tablets and offer instructional/informational hand-outs on the new technology.

Attainable/Achieve-

To achieve the goals we will use community resources such as WindomNet and the local cable channel, Friends of the Library, RSVP, Plum Creek Library System and staff. Grant money is provided by the Minnesota Library Legacy Funds for events and performers.

Relevant –

The result will be a wider and broader library use by people of all ages and ethnicity in the community of Windom and Cottonwood County.

Timed – This is a yearly commitment and goal for the Public Library.

SMART Goal Planning Form – Library – Provide High Quality Public Service
Goal II: Evaluate Library Resources and Collections

Specific-

The library is committed to collection development in the Adult and Juvenile Collections. We serve a wide range of customers and we are always willing to fulfill our customers' needs.

Measurement/Assessment –

The library orders new books, DVDs, audio books, and periodicals monthly to maintain the most up to date materials. The library is in partnership with Plum Creek Library System to obtain E-books and E-magazines for library patrons to use by sharing our resources. The library is committed in utilizing the sharing policy of library items with other libraries in the Plum Creek Library System and through MnLINK a statewide virtual library that electronically links library users to Minnesota's library resources.

We are committed to utilize reports from KOHA to weed the collections and assess areas of the collections that could be obtained on online databases as a space saving mechanism.

Another objective for the library is to annually identify needed new and or updated policies with the Library Board members, prioritize new and or updated policies or write new and or updated policies.

Attainable/Achieve-

Staff will read reviews from various periodicals, professional catalogs, and popular materials to select materials to add to the collection.

Relevant –

The result is to maintain and obtain items the library patrons will use now and in the future. And also to maintain an environment where the policies are in place and incorporated

Timed –

This goal is an ongoing process to stay current with new materials and technology available to all library users.

SMART Goal Planning Form -- Library -- Maintain and upgrade public infrastructure and City facilities pursuant to a defined and prioritized plan

Goal III: Maintain building and grounds

Specific –

The library has identified the importance of maintaining the building and the appearance of the library as an important asset to the City of Windom and Cottonwood County.

Measurement/Assessment –

Our commitment is to plant and maintain window boxes and landscape for the outside appearance and to develop plans to maximize the use of space in each library room. Our objective is to hire a paint contractor to assess interior painting of the library. Also to hire a space planner to help develop a plan for a safe and welcoming space in the library.

Attainable/Achieve –

The goal is to request funding from the city, grant programs and or the Friends of the Library to purchase any recommended furnishings, such as an assessable restroom facility, shelving and maximizing the floor space for all our library users.

Relevant –

The result will be a library that is safe and comfortable environment for all library users.

Timed-

This goal is projected for completion by the end 2016.

2015 Annual Goals – Office/Finance

1. Provide High Quality Public Service – Radio Read Meters – Billing System Modifications

Specific –

The City Hall Office Staff will be working with Electric and Water Department staff to replace old meters and make necessary modifications in billing system to accommodate radio read meters.

Measurement/Assessment –

The achievement of this goal will be determined by having a seamless transition in the billing system using the new water and electric meters and having no delays caused by the billing system modifications.

Attainable/Achieve –

The City Hall staff will coordinate with Electric and Water department staff and make billing system updates as needed within normal work schedule hours. Minimal fees may be incurred from billing system provider to make updates to billing database.

Relevant –

Completing this goal is expected to reduce errors in meter readings and shorten the days between meter reads and bill processing creating more consistent billing periods for customers. Reduction in staff time for meter reading errors is also expected.

Timed –

Electric meter change outs started at the end of 2014. All meters will be installed and operational by August 1, 2015 with modifications to the billing system completed.

2. Provide High Quality Services – Backup Coverage of Billing Processes

Specific –

Finance Director will work with Billing Independent Contractor to cross train for backup coverage for billing processes in emergency situations.

Measurement/Assessment –

The achievement of this goal will be determined by the Finance Director's ability to independently complete monthly billing processes using the created procedure documentation.

Attainable/Achieve –

City Hall Office Staff time will be needed along with Independent Contractor time to complete this goal during normal working hours.

Relevant –

City Hall will have the ability to avoid disruption of monthly Utility and Telecom billing during the absence of the independent contractor.

Timed –

Start training and documentation plan January 2015. Independently complete a billing cycle by August 2015 using completed documentation.

Long-Term Goals

1. Provide High Quality Customer Service – Certificate of Achievement for Excellence in Financial Reporting (CAFR)

Specific –

City Hall Office Staff will create/modify financial reporting to obtain Certificate of Achievement Award for Excellence in Financial Reporting (CAFR) from the Government Finance Officers Association.

Measurement/Assessment –

Success of this goal will be measured by achievement of the award.

Attainable/Achieve –

Staff will engage financial auditors for minimal advisory services to complete this goal. Staff time during normal working hours will be required to complete this goal. Application fee for award program is estimated at \$1000.

Relevant –

This program was established to encourage local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure to the public. Achievement of this reward signifies users of the financial statements have accurate and reliable information.

Timed –

Staff will start coordination with financial statement auditors during 2015. The goal is to submit 2015 financial report by June 2016.

2. Provide High Quality Public Service – Customer Online Access to View/Pay Bills

Specific –

Update Utility and Telecom billing system(s) to allow email distribution of bills and/or customer online access to view/pay Utility and Telecom bills.

Measurement/Assessment –

Success will be measured by customer's ability to access and pay monthly Utility and Telecom bills online.

Attainable/Achieve –

City Office Staff time will be needed to research and implement online bill payment programs. Utility and Telecom Commission support will be needed to implement any new billing features along with cooperation and software upgrades from City's billing vendor. Fees for ongoing use of online bill payment system will be divided between Electric, Water, Sewer, and Telecom funds.

Relevant –

The expected result is to provide end users additional convenience for bill payment, reduction in postage costs, gained efficiency in payment application, and reduction in cash handled at City Hall.

Timed –

Research will begin during 2015 and goal will be completed by December 2016.

3. Maintain and Upgrade Public Infrastructure and Facilities Pursuant to Defined Prioritized Plan – City Wide Network

Specific –

The City Hall Office staff will work with Telecom Department staff to build and connect a City of Windom network linking all designated City of Windom locations.

Measurement/Assessment –

Success toward this goal will be measured by the ability to access the City of Windom network at all designated locations. System would include off-site access to shared file server (s).

Attainable/Achieve –

Capital funding for needed equipment was approved during the 2015 Budget process. Employee staff time during normal working hours will also be needed to complete this goal along with contracted services.

Relevant –

Accomplishing this goal will accommodate the installation of security camera system approved with 2015 capital spending budget and also provide opportunities for efficiency improvements and sharing of resources across departments.

Timed –

Planning for this project started January 1, 2015. The goal is to have the complete network operational by December 31, 2015.

2015 Park Department – Natural Resources to Utilize and Market the Value and Beauty of Our Land and Geography – Island Park Campground Improvements

Specific –

Island Park Campground Improvements – Water hookups/widen camp sites

Measurement/Assessment –

Due to the modern campers now being used the camp sites are too close together therefore they need to be widened and more green space should be added with trees.

We also get a lot of requests for water hookups which we currently don't have. We don't have sewer hookups but most campers have storage tanks to hold the waste material and we have a waste water dump station already in the park. In order to add sewer hookups we would have to build a lift station to move the material as the sewer main isn't low enough to accommodate flow. The area is also in the flood plain therefore we could have issues with the health department if we add sewer hookups

Attainable/Achieve –

We would have to figure out how wide to make the sites with the addition of water hookups. The campground has plenty of room to expand to the east.

We would need to work with the other city departments for the change in utilities and also we would have to make the changes according to Brown Nicollet Health who license our campground.

At this time we don't know if an engineering company needs to be on board. We believe this design can be done in house and contractors would need to be hired to make the changes.

Relevant –

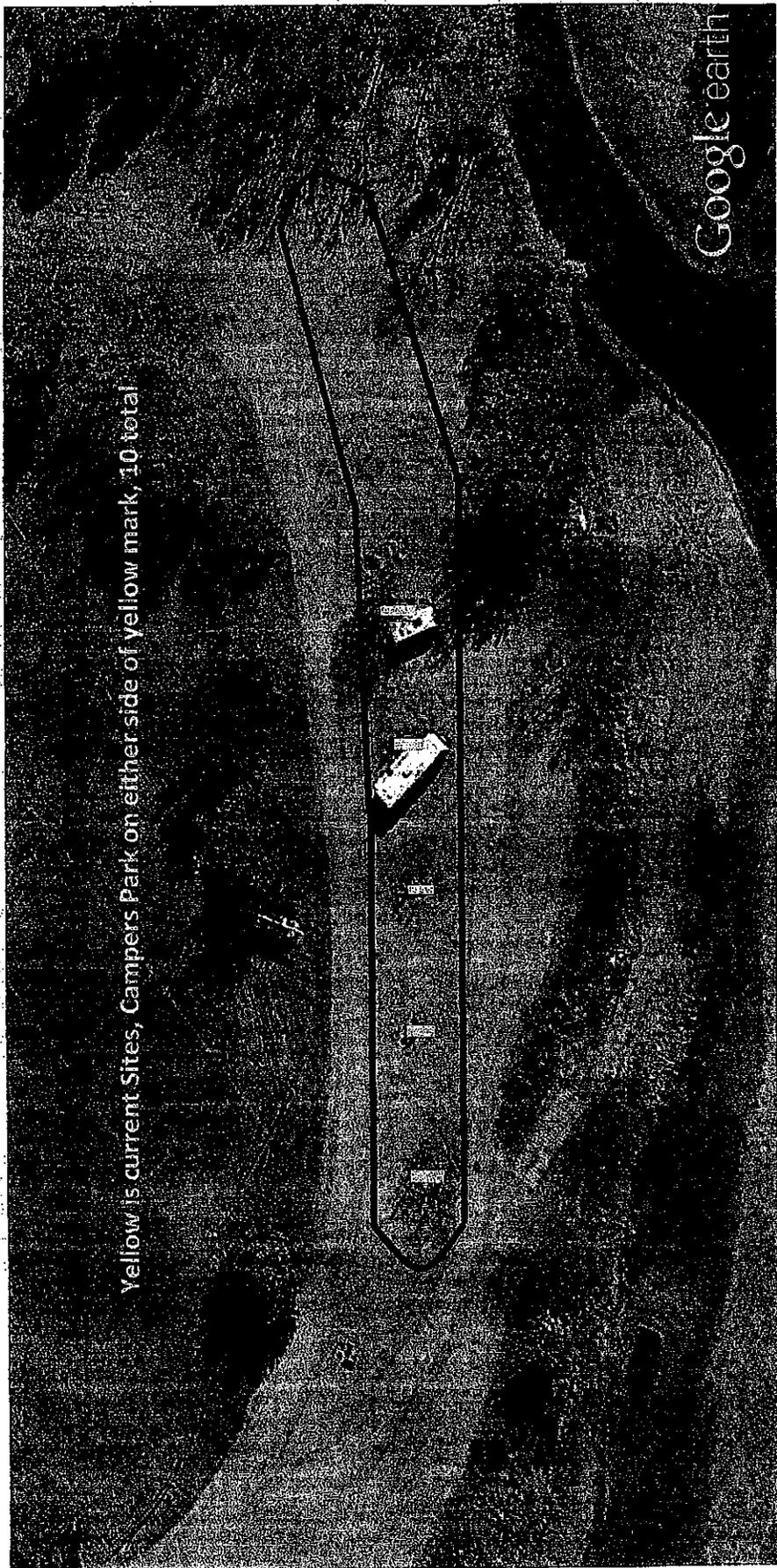
By making the improvements the campground should receive much more usage and more revenue for the city and local business. Currently people who like to camp at a place that has more hookups would have to go to Mt. Lake or Talcot Lake Park which is more than 10 miles away from Windom.

Future Campground Tegels Park:

At this time and due to limited funding a new campground facility at Tegel's Park is on hold. Some preliminary design work has been done but nothing official. The park would be a great place to construct another campground but at this time the city has much more needed facilities to fund.

Timed –

Design could be done in 2016 with improvements in 2017 depending on funding.



Yellow is current Sites, Campers Park on either side of yellow mark, 10 total

feet
meters

300
90



Google earth

Google earth

2014 Ball Field Prep Infield Work for Games

7/28/2014

Doesn't Include Lights/Irrigation or Mowing Outfields

What	Hours Labor per/field Games	Hours Labor Annual	Labor Rate Per/Hour	Total Labor Annual	Each time installed
School Games 2014 around	42 Games Includes tournaments Games	SB Varsity Games Short Fence 4 hr's labor each time installed and taken down	\$32.00 X 3 Staff	\$1,680.00	\$384.00
	SB Varsity Games Short Fence 4 hr's labor each time installed and taken down	52.5	\$32.00	\$1,680.00	
	Groomer Rental 3/4 hr per/game	31.5	\$32.00	\$1,008.00	
	Equipment Materials				
	Chalk \$10.00 per/game				
	Foul Line Paint 4 times/per Season/per Field				
				\$420.00	
				\$360.00	
				Material \$	

Adult League Softball

Total All Materials/Equip/Labor	Hours Labor Per/Field Games	Hours Labor Annual	Labor Rate Per/Hour	Total Labor Annual
Men's League 2 Fields Nightly 16 Weeks 1 day per/week	3/4	24	\$32.00	\$768.00
Equipment				
Groomer Rental 3/4 hr/per/field				
Materials				
Foul Line Paint				
				\$840.00
				Material \$
				\$100.00
				Annual
				\$1,708.00

Co-Ed League

Total All Materials/Equip/Labor	Hours Labor Per/Field Games	Hours Labor Annual	Labor Rate Per/Hour	Total Labor Annual
3 Fields Nightly 16 Weeks 1 day per/week	3/4	36	\$32.00	\$1,152.00
Equipment				
Groomer 3/4 hr/per/field				
Materials				
Foul Line Paint				
				\$840.00
				Material \$
				\$100.00
				Annual
				\$2,092.00

Church League

Total All Materials/Equip/Labor	Hours Labor Per/Field Games	Hours Labor Annual	Labor Rate Per/Hour	Total Labor Annual
3 Fields Daily 10 Weeks 1 day per/week	3/4	22.5	\$32.00	\$720.00
Equipment				
Groomer 3/4 hr/per/field				
Materials				
Foul Line Paint				
				\$787.50
				Material \$
				\$35.00
				Annual
				\$787.50

Total All Materials/Equip/Labor Foul Line Paint \$100.00

Summer Recreation
WRA Pony League Games 12 Games
 Hours Labor Per/Field Games 1 1/4
 Hours Labor Annual 15
 Labor Rate Per/Hour \$32.00
 Total Labor Annual \$480.00

Equipment
 Groomer 3/4 hr/per/field
 Equip Hr/Rate \$35.00
 Total Equip Annual \$315.00

Materials
 Chalk \$5.00 Per/Field
 Foul Line Paint \$100.00
 Material \$ Annual \$60.00
 Total Equip Annual \$100.00

Total All Materials/Equip/Labor \$955.00
30/60 League Games 13-15 Games
 Hours Labor Per/Field Games 1 1/4
 Hours Labor Annual 18 3/4
 Labor Rate Per/Hour \$32.00
 Total Labor Annual \$600.00

Equipment
 Groomer 3/4 hr/per/field
 Equip Hr/Rate \$35.00
 Total Equip Annual \$393.75

Materials
 Chalk \$5.00 Per/Field
 Foul Line Paint \$100.00
 Material \$ Annual \$70.00
 Total Equip Annual \$100.00

Total All Materials/Equip/Labor \$1,163.75

WPR FP Softball	Number of Games ?	Hours Labor Per/Field Games	Hours Labor Annual	Labor Rate Per/Hour	Total Labor Annual
	1 1/4	1 1/4	Depends on Number of Games Scheduled	\$32.00	Depends on Number of Games Scheduled
Equipment					
Groomer 3/4 hr/per/field			Depends on Number of Games Scheduled		
Equip Hr/Rate			\$35.00		Depends on Number of Games Scheduled
Materials					
Chalk \$5.00 Per/Field			Depends on Number of Games Scheduled		
Foul Line Paint					

2014 Labor/Equipment/Materials

Annual Cost for Irrigation WRA (\$14,000 -16,000)

Lighting

6 Ballfields are all mowed weekly totaling 10 hours labor/equipment weekly for 26 weeks X \$60.00 per/hour = \$600 weekly - \$15,600.00 Annually
 2 small fields at Island Park and 4 fields in the WRA

In the event a base needs replacement the magnetic type cost \$160.00 each for base only not anchors
 Pitchers Base replacement cost \$100.00 each. Every year we replace at least 4

	Usage Weekly on Tuesday Evening	Hourly Rate	Weekly Total	Total Annual
Tegel's Park Sand Volleyball Courts				
Adult Co-Ed League	3 Courts at Tegel's Park			
League Season - 10 Weeks	1 night per/week play			
Labor & Equipment Truck & Operator	3 hours each day	\$75.00	\$225.00	\$2,250.00
Labor & Equipment Tractor & Operator - J.D. Utility Tractor & Digger	2 Hours includes Mobility	\$75.00	\$150.00	\$1,500.00
Labor Rec Director	Record Keeping and Scheduling (Al Baloun)			
	1 3/4 Hours per/week inc	\$50.00	\$75.00	\$750.00
	Total =			\$4,500.00

Does not include lighting, net replacement or other maintenance items when needed

Windom Police Department - Provide High Quality Public Services - Use of Force Training System

Specific – In today’s society use of force encounters are sometimes more prevalent than they were in the past. Mental health issues are more apparent, as well. It is our intent to research the purchase of a video operated use of force system that would provide our officers with training on decision making and use of force. In the past, these systems were very expensive. However, as technology has increased in this area and more vendors are participating, the price has dropped.

In 2017, it is my intent to make this proposal to the City Council. I plan to use the time until then to research and speak with vendors.

Measurement/Assessment – We would request funding from the City Council and also hope to work out a cost-sharing agreement with other agencies in the area for joint ownership.

Attainable/Achieve –Funding will be requested. Also, grants will be researched for the purpose of lowering costs.

Relevant – Our expected result in acquiring this system is to provide a realistic platform for use of force decision making training. This is critical to officer safety and to the individuals that receive police service.

Timed – This is a goal that needs to be researched thoroughly and also vendor demonstrations need to be conducted. It is my goal to present this project in 2017, with the intent of receiving funding in 2018. As for an operational goal, we would hope to have this system purchased and functional by December 2018.

Windom Police Department - Provide High Quality Public Services - Teen Academy

Specific – The Windom Police Department is committed to the concept of community policing. In the past, one of the ways we have facilitated this was to hold an annual Citizen’s Academy. This year, it is our intent to have an academy that is aimed towards the youth of this community. Having an officer that is assigned to the Windom Area School allows us to reach the teen audience. This program would deal with issues that teens often deal with, such as substance abuse and distracted driving.

Measurement/Assessment – We will measure this goal by whether it is achieved in 2015

Attainable/Achieve – There are several resources available. We have a school resource officer, whose primary role is to work with children. She has an established relationship with children, which should help with recruiting efforts. We also have a line-item in our budget for community policing oriented activities. I feel our chances at success are high. This academy will be led by School Resource Officer Dana Wallace. Her positive relationship with students and the Windom Area Schools should ensure success.

Relevance-

An academy that is geared towards kids is a way to educate and also break down barriers that may exist between young adults and law enforcement. It is relevant and necessary to accomplish this.

Timed – It is our hope to accomplish this task in 2015

Windom Police Department - Provide High Quality Public Services - Continuing Education

Specific – The Windom Police Department is committed to providing quality continuing education for our staff. In the past year, we lost our firearms instructor and emergency vehicle operations course (EVOC) instructor through personnel transition. Our goal is to have staff members fill these vacancies by attending instructor training for both areas/

Measurement/Assessment – At the end of 2015, we will know if we were successful in attaining instructor certification in both areas

Attainable/Achieve – This is an achievable goal. We have budget resources available to send officers to these schools. Our only obstacle is getting our department to full staffing level. If we can achieve this and training schools are still available, the chance of reaching these goals is very strong

Relevant – This training is very relevant to day-to-day operation of a police agency. Firearms training is mandated by the State of Minnesota and in-service training also affords an officer with the chance of learning new techniques that may save his or her life, as well as members of this community.

Timed – We hope to achieve this goal by December 31, 2015

Windom Police Department - Provide High Quality Public Services - CLEO Certification

Specific – In 2014, the Minnesota Chiefs of Police Association introduced Chief Law Enforcement Officer (CLEO) certification. The purpose of this credentialing system is to provide a way for cities to show that their chief of police has attended numerous continuing education classes and has undergone training in police budgeting and liability issues. As Windom Chief, I intend to apply for this certification for the purpose of enhancing our department's image.

Measurement/Assessment – At the end of 2015, I will know if I achieved this status.

Attainable/Achieve – This is an achievable goal. During my tenure here, I have attended much training that deals with law enforcement administration. I also possess a Bachelor of Science Degree, which is also used as consideration for granting certification.

Relevant – This certification is relevant to the image of our agency. The State of Minnesota is one of very few states to recognize the achievements of chiefs through this credentialing process. I feel that it would look good for our agency and community to have a state certified chief.

Timed – We hope to achieve this goal by December 31, 2015

Windom Police Department – Provide High Quality Public Services - Body Cameras

Specific – Nationwide trends in law enforcement necessitate the proper usage of police officer-worn body cameras. The cameras are an effective way of gathering evidence and also providing the officer with the means to protect themselves against false complaints. Our goal is to research these devices with a possible proposal for purchase being presented in 2016.

Measurement/Assessment – We will speak with numerous vendors and see their products firsthand to check for quality and ease of use to the operator.

Attainable/Achieve – Funding will be requested of the City Council to achieve this goal.

Relevant – We expect to have more capability to provide quality evidence for criminal prosecution and also afford our officers the ability to protect against false claims. The cameras could also prove useful in vindicating an officer in a use of force claim.

Timed – 2016 should be the appropriate time to proceed with this goal. The Minnesota Legislature needs to address how body cameras will be classified under data practices. At the present time, there may be simply too much cost to maintain a database that would house all of the video collected. Once state law is more clear on what footage needs to be collected and how long that it shall be kept will be the appropriate time to pursue this project. Our goal would be to have these cameras on the street by December 2017.

2015 Goals -Pool
Community Pride: A Positive Image and Reputation Developed by a
Progressive and Active Community and Public Facilities: Maintain and Upgrade
public infrastructure and city facilities pursuit to a defined and prioritized plan.
Revisiting the Pool Feasibility Study Done in 2007

Specific-

Revisit the 2007 pool feasibility study with the Windom Parks and Recreation commission and Windom City Council to determine the direction of renovating the existing facility or constructing a new facility in the future.

Measurement-

We do not have current costs for renovation of the existing facility or constructing a new facility. Getting current costs of the replacement of the existing pool or construction of a new facility will assist both the Windom Parks and Recreation commission and Windom City Council in making a decision of what will be done in the future.

Achieve-

The Recreation Director will work with a Sr. student that is doing his Eagle project that will put together a survey that can be distributed to the public as to priorities of renovation or reconstruction of the existing pool.

Issues to Resolve- The Windom Pool was constructed in 1965 and will be fifty years old in 2015. Renovations were done on the pool in 1980 with gutter installation and resurfacing of the wading and big pool floors. In 1993 the filter system was changed from DE filters to sand filters. The high diving board was replaced with a slide in 2011. The slide was constructed to be reused if renovations did take place. The cost of renovation of the existing facility was estimated at \$900,000 to \$1,300,000 in 2007. The cost of a new outdoor family aquatic center was estimated at \$2,000,000 to \$3,500,000 in 2007. A new indoor aquatic center located at the community center was estimated between 3 to 4 million in 2007. With inflation these costs have surely gone up. An indoor facility would probably be smaller than the existing pool with a majority of the construction cost being for brick and mortar.

Note Attachment – City of Windom Capital Improvement Plan 2015- 2019 Pool
Page 3 (Dated 1/2/20-15)

Realistic-

The survey will help to determine what the community would want to do with the pool, should we renovate or reconstruct. It would also ask what components and structures they would like to see in a pool. The survey will assist the recreation director, parks and recreation commission and Windom City council in the direction the community would like to go. Once this is done the feasibility study can be revisited to find out cost of renovation or reconstruction.

Time-

The survey will be put together in early March, 2014 and possibly distributed in utility bills the end of March, 2014. The Sr. student will work with local newspaper to get information on the survey out to the public. The city website would also assist with the distribution of the survey. The results would be collected and compiled in April 2014. The results will be used by the Parks and Recreation commission and Windom City council when revisiting the feasibility study in 2016.

Department	Project#	Priority	2015	2016	2017	2018	2019	Total
Multiple Depts								
Citywide Network	MULTI 001	1	20,000					20,000
Security Camera System	MULTI 002	1	66,669					66,669
Multiple Depts Total			86,669					86,669
Parks								
Windom Res Area - Lighting	PARK 005	4		205,300				205,300
Toro Workman	PARK 008	1		20,000				20,000
Toro Groundsmaster Mower (4000D)	PARK 009	1		60,000				60,000
Toro Groundsmaster Mower (328D)	PARK 010	1			25,000			25,000
Unit 70 Pick-up Truck	PARK 011	2				32,000		32,000
Playground Equipment Replacement Fund	PARK 014	3	0	10,000	10,000	10,000		30,000
Seal Coating(Crack-filling Tegel's Park	PARK 016	2	2,500					2,500
Parks Total			2,500	295,300	35,000	42,000		374,800
Police								
Light Bar - Squad Car	POLICE 002	3	1,800					1,800
Taser Replacement	POLICE 003	1		5,800				5,800
Taser Replacement	POLICE 004	1			5,800			5,800
SUV Replacement	POLICE 005	3					35,000	35,000
Police Total			1,800	5,800	5,800		35,000	48,400
Pool								
Pool Feasibility Study	POOL 002	1		5,000				5,000
Renovated Pool or New Aquatic Center	POOL 003	3		3,500,000				3,500,000
Deck Furniture	POOL 004	3	4,500					4,500
Pool Total			4,500	3,505,000				3,509,500
Recreation								
Portable Pitching Mounds	REC 002	3	5,500					5,500
Recreation Total			5,500					5,500
Streets								
2017 Street Project	STR 002	1			2,236,000			2,236,000
Equipment Fund Reserve	STR 005	2	15,000	50,000	50,000	50,000		165,000
Pick-up Replacement 3/4 Ton with Snow Plow	STR 008	2		27,000				27,000
2.5 Ton Dump Truck Replacement	STR 010	1				180,000	180,000	360,000
Street Sweeper Replacement	STR 011	1			180,000			180,000
Loader Unit & Attachments	STR 015	1	29,000	29,000	29,000	29,000	29,000	146,000
2015 Street Project	STR 018	2	75,000					75,000
Pick-up Sander Unit	STR 020	2	2,000					2,000
Grader Replacement	STR 021	2		190,000				190,000
Skid Loader Replacement	STR 022	2				50,000		50,000
Streets Total			121,000	296,000	2,495,000	309,000	209,000	3,430,000
Telecom								
Headend Building Addition	TEL 006	2	0					0
Satellite Farm Rebuild	TEL 007	1	0					0
Meta Switch Rebuild	TEL 008	1	62,000					62,000

2015 Goals -Recreation
Community Pride: A Positive Image and Reputation Developed by a
Progressive and Active Community
Translate recreational program's information into Spanish

Specific-

Make available to the Hispanic population recreation program information that is translated to Spanish.

Measurement-

Translating information from recreation programs to Spanish will get our program information out to the non-English speaking Hispanics and will encourage an increase of participation of Hispanic youth in our recreation programs such as soccer and baseball.

Achieve-

The recreation director will work with a translator to translate information from recreation programs. Translated information could be available on the city webpage and through the parks and recreation department.

Issue to Resolve-There will probably be additional expenses for the translation of information. The information must get out to the Hispanic population to get their youth participating in our programs.

Realistic-

Getting the information out to the Hispanic population should increase their participation in our recreation programs such as soccer and baseball. If there is enough interest a spring soccer program could be started.

Time-

The translated information would be available for the summer 2015 programs and pool information. If participation increases and enough interest are shown in the fall, 2015 Soccer program a Soccer Coordinator could be hired for spring 2016 to develop a spring time program.

2015 Goal - Street Department – Maintain and Upgrade Public Infrastructure and City Facilities Pursuant to a Defined and Prioritized Plan – Buckwheat Avenue & South Prospect Avenue Repair Project

Specific –

Following the 2003 Street Reconstruction Project on Buckwheat Avenue, we have several areas that have settled where the service lines run to the properties. The asphalt has major dips and sunken curbs.

South Prospect Avenue the subsurface has settled at one location and the concrete road panels have sunk which created major cracking.

Measurement/Assessment –

Following complaints from the property owners on these streets, Street Superintendent & a representative from Wenck Engineering made a visual inspection to determine what areas needs repairs and also determined how to remedy the problem. This issue was reviewed by the Street Committee and they made a recommendation to the City Council as a CIP Project for 2015 which was approved.

Attainable/Achieve –

Wenck Engineering provided a cost estimate for the project in 2014

In late February or March of this year the City will need to notify the engineers to go ahead and design Plans and Specs for the project then the Street Committee will review and make a recommendation to the City Council to call for quotes on the project then award the contract if they meet the budget. The contractor will need to remove asphalt or concrete from the bad area (s) and add material to the sunken areas to bring it back to grade then put in new concrete or asphalt at the dig sites. Sunken curbs can either be raised or replaced determined by the Engineer.

Relevant –

The goal is to have a smooth level driving surface that will last for several years.

Timed –

Summer of 2015 with completion by November of 2015

2015

- Street Department – Provide High Quality Public Services –
Training & Education

Specific –

Staff Training; All street & park department staff continued participation in educational classes in order to maintain our current and future infrastructure concerning each department.

Measurement/Assessment –

Staff will complete training when available throughout the year. In most situations where they attend a class in another location other than Windom following successfully completing the training they receive a certificate of compliance.

Attainable/Achieve –

Currently the staff receives training from MMUA and we can participate in activities and classes from LTAP for proper maintenance and education on new techniques.

Relevant –

Better performance from staff to make proper maintenance decisions saving the city money.

Timed –

Throughout the year when classes and training is available.

2015 Street Department – Maintain and Upgrade Public Infrastructure and City Facilities Pursuant to a Defined and Prioritized Plan – Pavement Management Plan

Specific –

The Street Department Staff will survey the condition of all asphalt & concrete surfaces on the city owned streets.

Measurement/Assessment –

We have a guideline that we use for assessing the condition of the streets. The staff is trained how to use this guide then they will conduct the inspections on each and every block on all asphalt/concrete streets.

They look at the following to determine how each block gets graded. Transverse Cracking, Longitudinal Cracking, Edge Cracking, Alligator Cracking, Alligator Area-Total Area Covered, Alligator Severity, Rutting, Potholes, Deficient Drainage, Overall Ride Quality, Patches, if they have Sidewalks & Curb & Gutter. The lower rating number after tabulating all these categories is considered the most in need of reconstruction.

Attainable/Achieve –

We use a guide that was designed by Wenck Engineering and also we used the internet web services to train our staff on how to complete an accurate inspection.

Relevant –

This survey is a factor on determining which streets have the highest priority for reconstruction. This takes the political aspect away making it an educated decision.

Timed –

We are scheduling to do this survey every five (5) years. This summer in late July and August the staff will conduct the inspections then the information will be tabulated by the Street Superintendent and reviewed by the Street Committee.

Street Department – Maintain and Upgrade Public Infrastructure and City Facilities
Pursuant to a Defined and Prioritized Plan - 2016 South 6th Avenue/Township
Road & Possible Annexation Due to Possible Reconstruction in 2017

Specific –

Greatbend Township Road that lines South 6th Avenue south to Highway 60
Annexation due to street reconstruction.

Beginning at Dr. Mary Olson's on South 6th Avenue then south to the townhomes
at Riverbluff Drive, the township and city limits boundary run basically down the
center of the street. From the south property line behind the Riverbluff townhomes
is the end of the city limits and the complete road is owned by the township.

The issue is the road surface is poor and in need of reconstruction but due to joint
ownership maintenance has been a issue due to limited participation from the
township.

Measurement/Assessment –

The city and township would need to agree on road repairs. If the township is not
willing to participate then in the Street Superintendent's opinion the city would
need to acquire some private properties to the west and south of 6th Avenue in
order annexation enough area to build a new street down the entire road up to
highway 60 or at least to the south city limits. It would be best to acquire
approximately enough land to construct a street within a 70 foot right-of-way.

Attainable/Achieve –

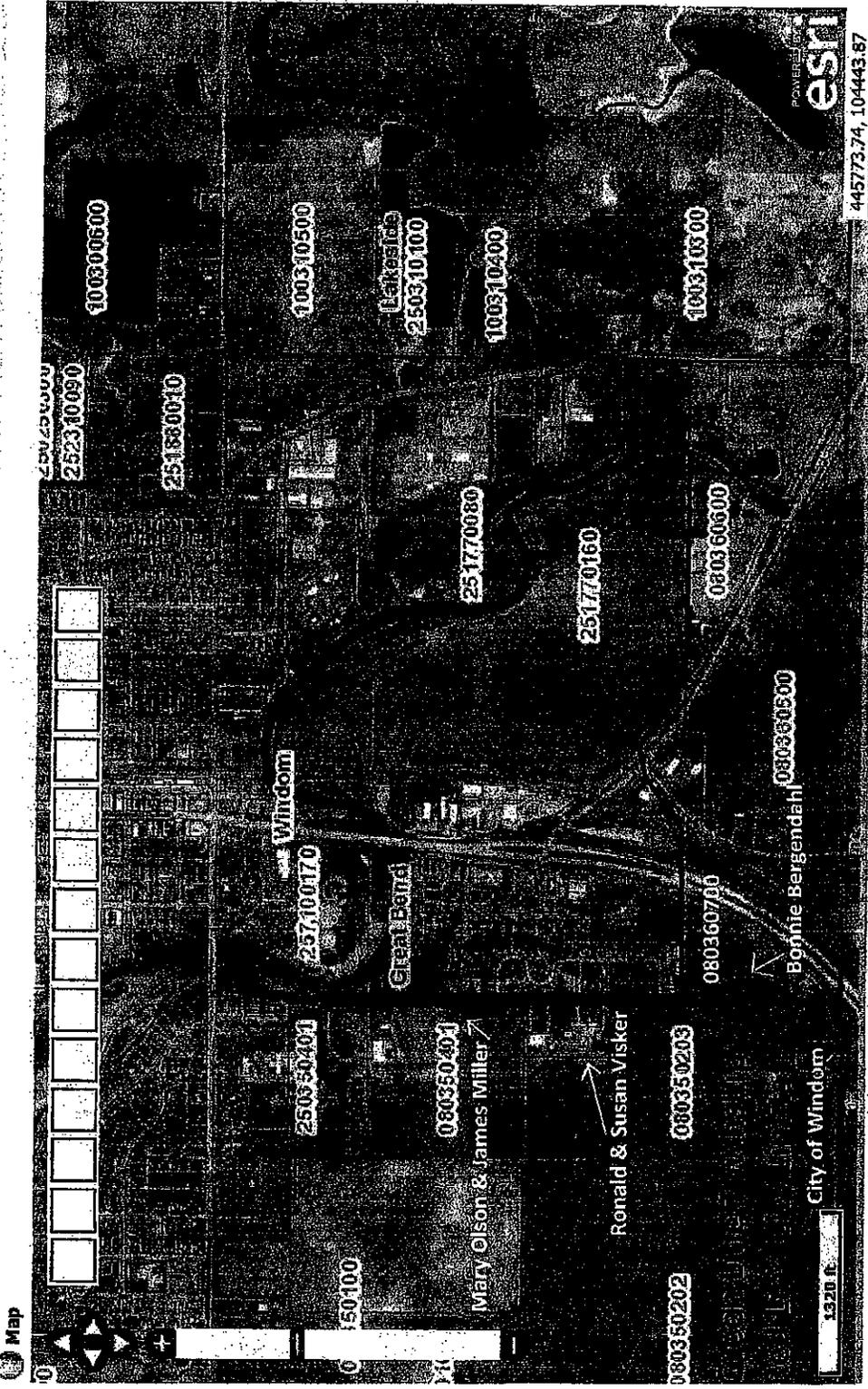
City, Township & County Records and working with the EDA Department for
community growth.

Relevant –

Due to the growth and housing in south Windom and the increase of traffic and
safety concerns on South 6th Avenue it is essential to have a new wider street with
smooth drivability.

Timed –

Due to the possibility of reconstruction of South 6th Avenue from highway 62 (6th
Street) south to the city limits in 2017 this annexation would need to be completed
in 2016.



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SMART Goal Planning Form – Telecommunications Financial Goal

Specific – Financial performance of the Telecom fund

Measurement/Assessment – Financial reports developed each month.

Attainable/Achieve -- The Telecom commission will be given recommendations on rate structures from the Auditor. New modern offerings will be created. A marketing plan will need to be created to launch the new structure.

Relevant – The continued feasibility of operating the telecom fund is dependent upon the financial position.

Timed – The auditor has been requested to provide the needed information for the March Telecom meeting. A recommendation may be forwarded to the City Council for the April council meeting. Rates will be adjusted for the June billing cycle.

Windom Telecommunications 2015 Capital budget

15X01	62,000.00 Metaswitch	Replace End of Life cards. Add SBC
15X02	4,600.00 Office phone system	Replace 20 year old phone system in Telecom office
15X03	5,900.00 Security system	Install Security system for telecom building including Key FOB
15X04	36,000.00 Transport Project	Windomnet portion of Omaha transport project
15X05	5,000.00 Office space	Allow for office space for employees
	\$ 113,500.00	
15X01	The Metaswitch provides all voice switching operations . Multiple cards have reached end of life are no longer supported by the manufacture. The Session Boarder Controller will allow for toll to be directed to least cost routes.	
15X02	The current phone system is estimated to be 20 years old. We purchased this from an employee who took it out of another business.	
15X03	The NOC operations center has no security system or fire alarm. This would be used to also allow for unattended access to carrier customers The bids came in \$6300 higher than estimated due to several additional sensors needing to be added. Need to revisit the bid	
15X04	This project was part of the 511 to Omaha rout. One of the potential partners dropped out at this item. Scott County is very interested in partnering on this project. Several sources of revenue are identified	
15X05	The NOC Operations center was designed with only one desk space. We placed the kitchen in the garage and also knocked down a wall between a storage room and kitchen to allow for office space. Currently five employees maintain desk space in the converted space.	

Goal approved by Utility Commission on February 25, 2015.

2015 S.M.A.R.T. Goal Planning Form

WASTEWATER DEPARTMENT – MULTI-YEAR (1-3 Years)–GOAL NO. 1

CATEGORIES: CITY COUNCIL GOALS – STRATEGY III: Provide high quality public services. STRATEGY IV: Maintain and upgrade public infrastructure and city facilities pursuant to a defined and prioritized plan.

Specific:

The Wastewater Department has identified a goal to begin work on a draft wastewater permit with the Minnesota Pollution Control Agency (MPCA).

Measurement/Assessment:

After approval by the MPCA, an appropriate permit for Windom's wastewater system will be in effect for several years into the future.

Attainable/Achieve:

There are several stages in the MPCA permit process. The Wastewater Department is developing a schedule to meet all required benchmarks and filing timelines to obtain the appropriate wastewater permit for the City of Windom. The Superintendent and Staff of the Wastewater Department are completing sampling, testing and documentation and preparing detailed summaries and the specific forms required for filing with MPCA. The Superintendent and Staff of the Wastewater Department will comply with recommendations from MPCA to ensure receipt of an appropriate MPCA wastewater permit for the City of Windom.

Relevant:

Culmination of the permit process with the issuance by MPCA of a wastewater permit for the City of Windom that will meet the needs of the citizens, businesses and industries in Windom.

Timed:

It is estimated that preparation and finalization of the permit may span the period of 2 to 5 years.

Goal approved by Utility Commission on February 25, 2015.

2015 S.M.A.R.T. Goal Planning Form

WATER DEPARTMENT - SHORT-TERM GOAL NO. 1

CATEGORIES: CITY COUNCIL GOALS – STRATEGY III: Provide high quality public services. STRATEGY IV: Maintain and upgrade public infrastructure and city facilities pursuant to a defined and prioritized plan. STRATEGY V: Utilize and market the value and beauty of our land and geography (protect natural resources).

Specific:

The Water Department has identified a goal to complete a Wellhead Protection Plan, approved by the Minnesota Department of Health and Windom City Council, which protects natural water sources for the citizens of Windom and protects the City's existing and future wells.

Measurement/Assessment:

After approval by the Minnesota Department of Health and the City Council, a wellhead protection plan will be in place to protect Windom's water sources and Windom's wells into the future.

Attainable/Achieve:

The Water Superintendent has been involved in meetings with MDH, Cottonwood County SWCD, City Officials commencing in Part 1 and Part 2 of the Wellhead Protection Plan and continuing inventorying hazards to finalize a wellhead protection plan that protects Windom's water sources.

Relevant:

Adoption of a wellhead protection plan approved by the Minnesota Department of Health and the City Council.

Timed:

It is estimated that the wellhead protection plan should be finalized, approved by the Minnesota Department of Health and the City Council, and implemented by December, 2015.

Goal approved by Utility Commission on February 25, 2015.

2015 S.M.A.R.T. Goal Planning Form

WATER DEPARTMENT – LONG-TERM (3-5 Years) – GOAL NO. 1

CATEGORIES: CITY COUNCIL GOALS – STRATEGY IV: Maintain and upgrade public infrastructure and city facilities pursuant to a defined and prioritized plan.

Specific:

The Water Department has identified a goal to rehabilitate and paint the City's water towers.

Measurement/Assessment:

Maintenance and extension of the service life of the City's water towers.

Attainable/Achieve:

Maintenance on the City's water towers can be scheduled and included in the budget planning over the next few years.

Relevant:

Rehab and painting of the City's water towers and establishment of a plan and schedule for periodic maintenance and painting of the water towers.

Timed:

It is anticipated that completion of the rehab and painting of the City's water towers can be completed within the period of 3 to 5 years.

Goal approved by Utility Commission on February 25, 2015.

2015 S.M.A.R.T. Goal Planning Form

WATER DEPARTMENT - SHORT-TERM GOAL NO. 2

CATEGORIES: CITY COUNCIL GOALS – STRATEGY III: Provide high quality public services. STRATEGY IV: Maintain and upgrade public infrastructure and city facilities pursuant to a defined and prioritized plan.

Specific:

The Water Department has identified a goal to improve the efficiency and accuracy of collecting water usage data by installing new water meters for residential, commercial, and industrial properties in the City of Windom.

Measurement/Assessment:

All new water meters will be installed and operational by August 2015.

Attainable/Achieve:

The water meters currently in use are averaging 25 years in age and are in need of replacement. At the present time, Water Department Staff walk meter reading routes through the City which requires several days of Staff time. Installation of new meters will significantly decrease the time required to read meters which can be accomplished by the equipment which reads the meters as Staff drive through the meter reading routes. The Utility Commission reviewed and approved the specifications and proposal for the meter replacements. Funding has been allocated for the project. The Windom City Council awarded the contract for the water meter replacement project to Dakota Supply Group on January 6, 2015. A subcontractor will be contacting residents and business representatives to schedule times for installation of new water meters and will be completing those installations.

Relevant:

New water meters with automated meter reading technology will be operational by August 1, 2015, which will increase accuracy of readings, lessen time for re-reads, and allow Staff more time to work on the water system infrastructure and maintenance of the system.

Timed:

It is estimated that the new water meters will be installed during the period beginning in April and ending in June, 2015, with the meters operational by August 2015.