



**Special City Council Meeting
Budget Workshop
Monday, November 19th, 2018
7:00 p.m.
City Council Chambers**

AGENDA

Call to Order

1. 2019 Proposed Budget – Capital Improvement Projects
2. Adjourn





WINDOM POLICE DEPARTMENT

PO BOX 38, 444 NINTH STREET
WINDOM, MN 56101

Scott Peterson, Chief

PHONE: (507)831-6134 / FAX: (507)831-1957



November 14, 2018

Mayor and Council Members:

This memo is in regards to my request for funding for a part-time officer position to begin in 2019. In previous meetings, I have made you aware of the call volume that we have had at the Red Rock Ridge Alternative Learning Center. We have changed our work schedule to have more coverage during the daytime hours. Starting in late October, we began doing periodic foot patrols of the ALC campus. The Learning Center is paying the City of Windom approximately \$3,500 for this service.

As a result of this change, we sometimes face hardships in covering hours due to vacation, sick time, comp. hours, as well as training. Having part-time officer availability would greatly assist us in filling those shifts and also allow us to continue to provide excellent service to this community.

The total request is \$29,206. The Windom Police Department is moving \$5,000 out of its 2019 budget to help fund this request. It is my hope that Red Rock Ridge will pay for \$10,000-\$12,000 to continue the foot patrols in the school. I would ask that we receive assistance from the city council to fund the remaining portion. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Scott Peterson".

Scott Peterson, Chief of Police

2019 Budget Request – Solar Sign



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

TO: City Council
FROM: Development Department
DATE: November 19, 2018 (Special City Council Meeting Date – Budget Workshop)
RE: **2019 Budget Request: Solar Entrance Sign (East Highway 60)**
DEPT: Development Department
CONTACT: Drew Hage, Development Director, at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

The solar entrance sign east of Windom along Highway 60 is not working. The solar panel and battery system were not set up correctly at the time of installation. Our plan is to repair the solar entrance sign and hopefully decrease the future maintenance required on the sign.

Maintaining an individual light for each letter of the “Welcome to Windom” sign is costly. Our recommendation is to install two marine-grade LED flood lights—one to illuminate each side of the sign. The LED flood lights will be powered by the existing solar panel and the solar panel from the South “Welcome to Windom” Sign. The South Highway 60 entrance sign is now powered by Federated Rural Electric. Utilizing two solar panels will ensure that there is an ample power supply for the two flood lights.

Update

The timeline is to complete the project A.S.A.P. Mike Swenson with MN Solar Sales has submitted the attached quote and is able to work on this project right away. My recommendation is to forward fund this project to allow the East Highway 60 Welcome Sign to be operational when the Highway 60 work is completed. We have received a \$3,000 grant from the CERTs Program to assist with the project. The officials responsible for the CERTs funding would also like the project completed A.S.A.P.

Fiscal Impact

The cost of the project is \$6,462.50. CERTs will cover \$2,000. An additional \$1,000 has been earmarked for solar education in the community.

Attachments

1. Quote from MN Solar Sales.

MN. SOLAR SALES LLC.

Windom MN. Quote

Mn Solar Sales LLC.
642 Quincy Street NE.
Minneapolis, Minnesota
55413

Oct, 5, 2018

DESCRIPTION OF WORK : WINDOM SOLAR SIGN RETROFIT	QTY/HRS	UNIT PRICE	SUB TOTAL
MidNite Solar KID 30A Controller	1	450	\$450
SolarRacks 2 D Custom Enclosure	1	2600	\$1600
Custom Cables/Wires		95	\$95
PV Racking		450	\$450
3 LED Marine Grade LED Flood Lights (1 spare)	1/(200ea)	600	\$600
PV Combiner & breakers	1	120	\$120
Sun Xtender PV212	2 (580ea)	1160	\$1160
Labor, on site consultation	25	\$79.50	\$1987.50
		GRAND TOTAL	\$6462.50

PAYMENT TERMS 50% DOWN

payable to
Mn. Solar Sales LLC.

ADDRESS

642 Quincy St. NE.
Mpls. MN. 55413

APPROVED BY

NAME

DATE

Concrete Pour required for PV Mounts prepared by city, , Electrical Conduit to lights supplied by installing licensed contractor or Municipal supplied Electrician. Existing PV panels (2) relocated from HWY 60 south (near Hardees) to site, and existing breaker panels will be re-used to reduce cost.

2019 Budget Draft

<u>Operations</u>	<u>Requested</u>	<u>Funded</u>
General Fund Operations	\$ 411,709	\$ 411,709
Special Revenue Fund Operations	\$ 760,954	\$ 760,954
<u>Capital Items</u>		
GENERAL FUND		
Hazardous Property 14 24th Street	\$ 12,850	\$ -
Building & Zoning - Computer Replacement	\$ 1,800	\$ -
Dilapidated Housing Program	\$ 30,000	\$ -
City Hall - Roof Replacement	\$ 20,000	\$ -
Streets - Planning - Hwy 60 Corridor Study	\$ 12,500	\$ -
Fire - Radio Replacement	\$ 40,000	\$ -
Fire - Turn Out Gear	\$ 18,000	\$ -
Parks - Restroom Rehab	\$ 35,000	\$ -
Parks - Island Park Restroom	\$ 65,000	\$ -
Parks -Unit 328D Mower Replacement	\$ 25,000	\$ -
Parks -- Playground Fund	\$ 10,000	\$ -
Parks - Dog Park	\$ 1,000	\$ -
Police - SRO Car Replacement	\$ 5,500	\$ -
Police - AED Unit Replacement	\$ 4,500	\$ -
Streets - Equipment Reserve Fund	\$ 50,000	\$ -
Streets - Pick-up Replacement Unit 40-05	\$ 36,000	\$ -
Streets - Sweeper (2nd half payment)	\$ 94,500	\$ -
Streets - Skid Loader Replacement	\$ 35,000	\$ -
Streets - 10th Street Signals	\$ 125,000	\$ -
SPECIAL REVENUE FUNDS		
Community Center - Stage Replacement	\$ 8,500	\$ -
Community Center - Mechanical Systems Fund	\$ 30,000	\$ -
Community Center - Equipment Replacement	\$ 5,000	\$ -
Community Center - Outdoor Grounds & Equipment	\$ 4,000	\$ -
EDA - East Hwy 60 Commercial Development	\$ 288,800	\$ -
Multiple Departments - Server and Network Upgrade	\$ 1,500	\$ 1,500
Subtotal	\$ 959,450	\$ 1,500
Use of GO Equipment Bond Proceeds	\$ -	\$ -
Tax Levy For Operations and New Capital Items	\$ 1,174,163	

<u>Total Levy</u>		
Debt Service	\$ 617,421	
Capital - General Fund Account	\$ -	
Capital - Special Revenue Fund Account	\$ -	
Capital - Multiple Departments	\$ 1,500	
Tax Levy Abatement	\$ 15,550	
Tax Levy Subject to Levy Limit	\$ 1,172,863	LEVY
	\$ 1,807,134	-6.49% CHANGE

General Fund Operations	\$ 411,709
General Fund Capital	\$ -
Special Revenue Fund Operations	\$ 760,954
Special Revenue Fund Capital	\$ -
Multiple Departments - Capital	\$ 1,500
Tax Abatement	\$ 15,550
Debt Service	\$ 617,421
Use of General Fund Reserve	\$ -
Capital - General Fund Account	\$ -
Capital - Special Revenue Fund Account	\$ -
Proposed Tax Levy	\$ 1,807,134
Change in Tax Levy for 2019	-6.49%

\$ (226,350)

City of Windom, Minnesota
 City of Windom -- Capital Improvement Plan
 2019 thru 2023

PROJECTS BY DEPARTMENT

Department	Project #	Priority	2019	2020	2021	2022	2023	Total
Administration								
Computer Replacement	ADMIN 002	1		1,600				1,600
Administration Total				1,600				1,600
Airport								
Instrument Landing Equipment	AIRPORT 005	1				250,000		250,000
Crosswind Runway Design	AIRPORT 007	3				150,000		150,000
Crosswind Runway Land Acquisition	AIRPORT 008	2				600,000		600,000
Runway Extension Environmental Reivew	AIRPORT 011	1					75,000	75,000
Crosswind Runway Construction	AIRPORT 012	4					2,000,000	2,000,000
Hanger Addition to Existing Buildings	AIRPORT 013	1	391,000					391,000
New 4 Bay Hanger	AIRPORT 014	1		750,000				750,000
Unit 46A Replacement	AIRPORT 015	1				130,000		130,000
Airport Total			391,000	750,000		1,130,000	2,075,000	4,346,000
Ambulance								
Unit 29 - Ambulance Replacement	AMB 003	1		235,000				235,000
Unit 27 - Ambulance Replacement	AMB 005	1				235,000		235,000
Radio & Pager Equipment	AMB 006	1		125,000				125,000
Unit 28 - Ambulance Replacement	AMB 007	1					250,000	250,000
Ambulance Total				360,000		235,000	250,000	845,000
Arena								
Roof Repair/Rehabilitation	ARENA 009	1		160,000				160,000
Parking Lot Rehabilitation	ARENA 010	2		20,000				20,000
Livestock Building\Riding Rink	ARENA 011	3			200,000			200,000
Arena Total				180,000	200,000			380,000
Building\Zoning								
Computer Replacement	BUILD 003	1	1,800					1,800
Color Copier Replacement	BUILD 004	1		7,000				7,000
Dilapidated Housing Demolition Program	BUILD 005	2	30,000	30,000	30,000	30,000	30,000	150,000
Building\Zoning Total			31,800	37,000	30,000	30,000	30,000	158,800
City Hall								
Window Replacement	CH 001	2		20,000				20,000
Tuckpointing and Foundation Repair	CH 008	2		100,000				100,000
EDA\Building Office Windows	CH 010	2		7,500				7,500
Roof Replacement	CH 011	1	20,000					20,000
City Hall Total			20,000	127,500				147,500

Department	Project #	Priority	2019	2020	2021	2022	2023	Total
Community Center								
Meeting Room Maintenance/Improvements	COMM 001	2			10,000			10,000
Dance Floor Replacement	COMM 002	3		14,800				14,800
Sound System	COMM 003	3			60,000			60,000
Stage	COMM 006	3	8,500					8,500
Equipment Replacement/Upgrades	COMM 007	1	5,000	5,000	10,000			20,000
Mechanical Systems	COMM 009	1	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	4,000	4,000	4,000	4,000		16,000
Community Center Total			47,500	138,800	93,800	89,000		369,100
EDA								
NWIP South 80 Addition	EDA 003	1	25,000	275,000	50,000	50,000	50,000	450,000
Prairie Meadow Subdivision	EDA 004	5					0	0
East Highway 60 Development	EDA 006	2	2,111,000					2,111,000
Cottonwood Lake Site Reclamation	EDA 007	2			2,068,000			2,068,000
Highway 60 Corridor Study	EDA 009	2	150,000					150,000
EDA Total			2,286,000	275,000	2,118,000	50,000	50,000	4,779,000
Electric								
Distribution System Upgrades	ELE 001	1	300,000	330,000	330,000	330,000		1,290,000
Skid Loader Replacement	ELE 002	2			50,000			50,000
Misc Equipment - Unidentified	ELE 004	3	40,000	40,000	40,000	40,000		160,000
Unit 30 Replacement	ELE 014	1	40,000					40,000
Generation	ELE 016	1		110,000	3,500,000			3,610,000
CAT Radiator Maintenance	ELE 017	1	50,000					50,000
Replace Unit 362	ELE 018	2		44,000				44,000
Line Truck	ELE 019	2		60,000				60,000
Power House Heat	ELE 020	1	10,000					10,000
Transmission Study	ELE 021	2	25,000					25,000
McGraw Tap Changer	ELE 022	1	30,000					30,000
Electric Total			495,000	584,000	3,920,000	370,000		5,369,000
Fire								
Rural Engine/Pumper Truck - Unit 21	FIRE 003	1	440,000					440,000
First Response Truck - Unit 24	FIRE 005	3				250,000		250,000
City Engine/Pumper - Unit 23	FIRE 006	1	450,000					450,000
Radio Replacement	FIRE 007	1	40,000					40,000
Turn Out Gear	FIRE 008	1	18,000					18,000
Fire Total			948,000			250,000		1,198,000
Library								
Computer Replacement	LIB 007	1		2,000				2,000
Library Remodel Project	LIB 008	2	20,000	20,000	20,000	20,000		80,000
Library Total			20,000	22,000	20,000	20,000		82,000
Liquor								
New Store	LIQUOR 014	3		2,000,000				2,000,000
Computer Replacement	LIQUOR 015	1					2,000	2,000

Department	Project #	Priority	2019	2020	2021	2022	2023	Total
Equipment Replacement Fund	LIQUOR 016	1	5,000	5,000	5,000	5,000		20,000
Liquor Total			5,000	2,005,000	5,000	5,000	2,000	2,022,000
Multiple Depts								
City-wide Network & Server Upgrades	MULTI 003	1	6,000	6,000	6,000	6,000		24,000
Multiple Depts Total			6,000	6,000	6,000	6,000		24,000
Parks								
Park Restroom Improvements	PARK 001	2	35,000					35,000
Windom Rec Area - Lighting	PARK 005	4		160,300				160,300
Windom Rec Area - Parking Lot & Trail Improvements	PARK 006	4			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	10,000	10,000	10,000	10,000		40,000
Dog Park	PARK 017	5	1,000					1,000
Tennis/Pickleball Court Construction	PARK 018	2	230,000					230,000
New Island Park Comfort Station	PARK 019	1	183,000					183,000
Parks Total			484,000	170,300	102,000	10,000		766,300
Police								
School Resource Vehicle Replacement	POLICE 014	2	11,000					11,000
AED Replacements	POLICE 015	1	4,500					4,500
Police Total			15,500					15,500
Pool								
Renovated Pool	POOL 003	3		2,500,000				2,500,000
Pool Total				2,500,000				2,500,000
Streets								
2020 Street Project	STR 003	1		2,500,000				2,500,000
Equipment Fund Reserve	STR 005	2	50,000	50,000	50,000	50,000		200,000
Pick-up Replacement (Unit 40-05)	STR 009	1	36,000					36,000
2.5 Ton Dump Trucks (Units 42-04; 43-04 and 44-04)	STR 010	1			260,000	130,000		390,000
Street Sweeper Replacement	STR 011	1	184,500					184,500
Insect Sprayer Replacement	STR 012	2				12,000		12,000
Loader Unit & Attachments	STR 015	1	29,000	29,000	29,000	0	0	87,000
2023 Street Project	STR 019	3					2,000,000	2,000,000
Grader Replacement	STR 021	2	30,000	30,000	30,000			90,000
Skid Loader Replacement	STR 022	2	35,000					35,000
Traffic Signal Lights	STR 025	1	500,000	250,000				750,000
Streets Total			864,500	2,859,000	369,000	192,000	2,000,000	6,284,500
Telecom								
Vehicle Replacement	TEL 015	1	26,000					26,000
System Expansion - Co Road 13	TEL 021	2		35,000				35,000
Jeffers Expansion	TEL 023	3			900,000			900,000
Cottonwood Co Fiber Transport Network	TEL 024	2		500,000				500,000
Fiber Puller	TEL 026	2	6,000					6,000
Cisco 15454 Replacement - OC3 Transport	TEL 027	1	15,000					15,000
Spam Server Replacement	TEL 028	2		7,500				7,500
Transport Project - CO Fiver Trunk South	TEL 029	1		35,000				35,000

Department	Project #	Priority	2019	2020	2021	2022	2023	Total
Transport Project - CO Fiber Trunk North	TEL 030	1	16,000					16,000
Fiber Optic OTDR	TEL 031	1	7,500					7,500
Mt. Lake Expansion	TEL 032	3				2,500,000		2,500,000
Comfrey Expansion	TEL 033	3					1,500,000	1,500,000
Telecom Total			70,500	577,500	900,000	2,500,000	1,500,000	5,548,000
Wastewater								
General Plant Improvement/Maintenance	SEWER 001	2	5,000	5,000	5,000			15,000
Treatment Plant Upgrade	SEWER 002	1	18,900,000					18,900,000
Jetter Truck Replacement	SEWER 005	1		100,000				100,000
General Equipment	SEWER 006	3	20,000	20,000				40,000
Interceptor/Collection System Improvements	SEWER 007	1	10,000	10,000	10,000			30,000
Unit #60 Replacment - 1/2 Ton Pick-up Truck	SEWER 009	2	15,000					15,000
Lift Station Improvements	SEWER 010	1	5,000	5,000	5,000			15,000
Wastewater Total			18,955,000	140,000	20,000			19,115,000
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	10,000	10,000				20,000
Water Main Improvements	WATER 005	1	5,000	5,000	5,000			15,000
Unit 60 Vehilcle Replacement 1/2 Ton Pick-up Truck	WATER 006	3	15,000					15,000
Hydrants	WATER 008	2	5,000	5,000	5,000			15,000
Mower Replacement	WATER 011	3		15,000				15,000
Water Total			45,000	45,000	20,000	5,000	5,000	120,000
GRAND TOTAL			24,684,800	10,778,700	7,803,800	4,892,000	5,912,000	54,071,300