



Energy Facility Permitting
85 7th Place East, Suite 500
St. Paul, Minnesota 55101-2198
ph 651.296.4026 | fx 651.297.7891
www.mn.gov/commerce/energyfacilities

May 24, 2013

Name
Organization
Address

Dear Name,

Greetings. The Minnesota Department of Commerce (Department) is soliciting nominations for members of an advisory task force (ATF) for the Minnesota to Iowa 345 kV transmission line project, which has been proposed by ITC Midwest, LLC. I ask that you please read through this information concerning the task force and respond to me by **Friday, June 7, 2013**.

The ATF will assist the Department's Energy Facility Permitting (EFP) staff in developing the scope of the environmental impact statement (EIS) which will be prepared for the proposed project. The structure and charge of the ATF is attached. The ATF is charged with:

- (1) Assisting in identifying specific impacts and issues of local concern that should be analyzed in the EIS, and
- (2) Assisting in determining potential route and site alternatives that should be analyzed in the EIS.

ATF members will be appointed by the Department from the nominations received. The ATF will consist of no more than 20 persons.

Nominations

I ask that you please provide the name of a person(s) who could represent your local unit of government (LGU) on the task force. The qualifications for serving on the task force are:

- (1) That the person be an officer or employee of the LGU. The person cannot be a citizen appointed by the LGU to serve on the task force,
- (2) That the person be willing, interested, and available to serve on the task force,
- (3) That the person be generally knowledgeable about local planning and environmental issues,
- (4) That the person not be an officer, agent, or employee of ITC Midwest, LLC.

It is strongly encouraged that the nominee(s) have the ability to use email for task force correspondence.

If you or someone who is an officer or employee of your LGU would like to be considered for inclusion on the ATF, please fill out the attached candidate information form and **e-mail, fax, or mail the form to be received by 4:30 p.m. on Friday, June 7, 2013** to:

Ray Kirsch
Minnesota Department of Commerce
85 7th Place East, Suite 500
St. Paul, MN 55101
raymond.kirsch@state.mn.us
phone: 651-296-7588, fax: 651-297-7891

If necessary to meet the above deadline, you may submit the information required by the form (e.g., in an email) in lieu of the form itself. Additionally, a task force spot can be held open for a prospective LGU representative if time is needed to obtain LGU approval, e.g., approval from the township board to be the township representative. Please let me know if this is true in your case.

Meeting Logistics

EFP staff will contact those members appointed to the ATF by Tuesday, June 11, 2013. The ATF will meet three times. It is anticipated that meetings will be held in the city of Fairmont at the Fairmont City Hall. It is anticipated that each meeting will be held in the morning (e.g., 9:00 a.m. – 12:00 noon) on one day during the following range of dates:

Meeting #1: June 18 -21 or June 25-28

Meeting #2: July 9-12

Meeting #3: July 23-26

If your nominee has a preference for a specific day of the week (e.g., Wednesdays), you may indicate this on the candidate information form. ATF members can be reimbursed for their mileage. EFP staff will provide a form at each ATF meeting which must be completed and submitted for reimbursement from the state.

You can learn more about the Minnesota to Iowa 345 kV transmission line project at:

<http://mn.gov/commerce/energyfacilities/Docket.html?id=33080> and

<http://www.itc-holdings.com/itc-midwest/projects/>.

Thank you for your consideration of this important matter. Please contact me with any questions.

Sincerely,



Ray Kirsch, Environmental Review Manager

enclosures