

WORTHINGTON CITY COUNCIL

AGENDA

**7:00 P.M. - Monday, February 24, 2014
City Hall Council Chambers**

- A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- B. INTRODUCTIONS AND OPENING REMARKS**
- C. PUBLIC HEARING - SALE OF LOTS 1 THROUGH 8, BLOCK 3, WORTHINGTON BIO SCIENCE INDUSTRIAL PARK - COMMUNITY/EC DEVELOPMENT (GRAY) - CASE ITEM 1**
 - 1. Open Hearing
 - 2. Hearing Presentation
 - 3. Testimony
 - 4. Close Hearing
 - 5. Action on Hearing
- D. AGENDA ADDITIONS/CHANGES AND CLOSURE**
 - 1. Additions/Changes
 - 2. Closure
- E. CONSENT AGENDA**
 - 1. CITY COUNCIL MINUTES (WHITE)
 - a. City Council Minutes of Regular Meeting February 10, 2014
 - b. City Council Minutes of Special Meeting February 21, 2014
 - 2. MINUTES OF BOARDS AND COMMISSIONS (PINK)
 - a. Water & Light Commission Meeting Minutes of February 18, 2014
 - b. CAL Committee Meeting Minutes of January 13, 2014
 - c. Worthington Public Arts Commission Meeting Minutes of December 19, 2013
 - d. Heron Lake Watershed Board of Directors Meeting Minutes of December 17, 2013
 - 3. a. CITY COUNCIL BUSINESS - ADMINISTRATION (WHITE)

Case Item(s)

1. Radio Dispatch Supervisor Position Guideline Approval
2. Request Street Closure - Worthington Area YMCA
3. Application for Exemption from Lawful Gambling Permit - SW Crisis Center
4. Application for Off-Site Gambling Permit - Worthington Hockey Association
5. Request from Worthington Okabena Windsurfers

4. **BILLS PAYABLE**

PLEASE NOTE: All utility expenditures are listed as 601,602,and 604, and are approved by the Water and Light Commission

F. CITY COUNCIL BUSINESS - ADMINISTRATION (WHITE)

Case Items

1. Presentation and Update of the Restoration of the Japanese Cannon in Chautauqua Park
2. Request from Nobles County Relating to Modifications to the County Tobacco Ordinance
3. Request from the Local State Wide Health Improvement Program Committee
4. Consideration of Data Practices Policy and Resolution Appointing a Responsible Authority and Designees
5. Second Reading Proposed Ordinance to Amend Title XV of the City Code of Worthington, Nobles County, Minnesota, to Rezone Property from "M-3" (Light Manufacturing) to "B-3" (General Business) and "M-2" (General Manufacturing)

INFORMATIONAL ITEM

6. 2014 Board of Review / Equalization

G. CITY COUNCIL BUSINESS - ENGINEERING (BLUE)

Case Items

1. Receive Report and Order Hearing for the Improvement of Okabena Street by Water Main Extension
2. Professional Services to Prepare Application for Conditional Letter of Map Revision

H. CITY COUNCIL BUSINESS - COMMUNITY/EC DEVELOPMENT (GRAY)

Case Items

2. Resolution of Support - Jobs Creation Fund Application

I. COUNCIL COMMITTEE REPORTS

1. Mayor Oberloh
2. Council Member Kuhle
3. Council Member Graber
4. Council Member Sankey
5. Council Member Wood
6. Council Member Nelson

J. CITY ADMINISTRATOR REPORT

K. ADJOURNMENT

**WORTHINGTON CITY COUNCIL
REGULAR MEETING, FEBRUARY 10, 2014**

The meeting was called to order at 7:00 p.m. in City Hall Council Chambers by Mayor Alan E. Oberloh with the following Council Members present: Mike Kuhle, Rod Sankey, Ron Wood, Scott Nelson. Honorary Council Member: Andy Johnson. Council Members absent: Diane Graber (excused).

Staff present: Craig Clark, City Administrator; Dwayne Haffield, Director of Engineering; Brad Chapulis, Director of Community/Economic Development; Janice Oberloh, City Clerk.

Others present: Aaron Hagen, Daily Globe; Members of Boy Scout Troop 134; Steve Robinson, SEH (7:08 p.m.); Dale Ryen (7:26 p.m.).

The Pledge of Allegiance was recited.

HONORARY COUNCIL MEMBER

Mayor Oberloh welcomed Andy Johnson as the Honorary Council Member for the months of January, February and March, 2014.

AGENDA CLOSED/APPROVED

The motion was made by Council Member Wood, seconded by Council Member Nelson and unanimously carried to close/approve the agenda as presented.

CONSENT AGENDA APPROVED

The motion was made by Council Member Wood, seconded by Council Member Kuhle and unanimously carried to approve the consent agenda as follows:

- City Council Minutes of Regular Meeting January 27, 2014
- Minutes of Boards and Commissions - Water and Light Commission Minutes of February 5, 2014; Worthington Housing and Redevelopment Authority Regular Board Meeting of December 17, 2013; Park and Recreation Advisory Board Minutes of January 31, 2014; Airport Advisory Board Minutes of February 4, 2014; Planning Commission/Board of Appeals Minutes of February 4, 2014; Traffic and Safety Committee Minutes of January 29, 2014
- WREDC Bioscience Conference Request for City Sponsorship Participation in the amount of \$1,500, to come from the carry-forward funds identified for economic development
- A 15 Minute Parking Stall in front of 300 11th Street
- Bills payable and totaling \$574,801.30 be ordered paid

PROPOSAL FOR PROFESSIONAL SERVICES FOR REPLACEMENT OF TENTH AVENUE BRIDGE ACCEPTED

Proposals for necessary professional services were solicited from three firms, SEH, Widseth Smith Nolting (WSN), and Bolton and Menk, for replacement of the Tenth Avenue Bridge over Whiskey Ditch, as included in the Capital Improvement Program. The bridge construction is not planned to occur in 2014, but design and permitting need to begin in 2014 to accommodate construction in 2015, or as soon as funding may be available. Dwayne Haffield, Director of Engineering, noted the existing bridge is anticipated to be replaced by precast box culverts, with a new alignment of the Tenth Avenue/Lake Avenue/Park Avenue intersection.

Of the proposals received, and based on the scope of services to be provided, qualifications and fees, staff was recommending acceptance of the proposal from SEH at a fee of \$26,700 for the design phase, which was \$9,000 less than the fees of the next lowest proposal.

The motion was made by Council Member Wood, seconded by Council Member Nelson and unanimously carried to accept the proposal from SEH for professional services for the replacement of the Tenth Avenue Bridge at a fee of \$26,700, subject to the City Attorney's approval of the contract.

Financing of the design will be from fund 401 with reimbursement from Municipal State Aid Street funding.

SELECTION OF PROFESSIONAL SERVICES FOR PREPARATION OF APPLICATION FOR CONDITIONAL LETTER OF MAP REVISION DELAYED

At their October 14, 2013 meeting, Council was presented with the Flood Mitigation Study for Nobles County Ditch 12 (CD12), which identified improvements to reduce the risks of CD 12 flooding. While Council did not formally approve the plan, they did indicate their acceptance and desire to advance the improvements outlined in the plan. Since then, staff has met with reps from the Minnesota Department of Public Safety Division of Homeland Security and Emergency Management and the Minnesota Department of Natural Resources to discuss possible funding sources and other considerations in advancing the improvements. Dwayne Haffield, Director of Engineering, noted that based on followup exploration with FEMA, staff was informed that no funding was available for the proposed improvements through federal programs administered through those agencies. However, investigation into possible funding options will continue.

Mr. Haffield noted that one of the tangible outcomes of reducing the risks of flooding within the community can be the reduction of the area mapped as being in a high flood hazard zone - which is accomplished by obtaining a letter of Map Revision (LOMR) from FEMA. However, rather than complete the improvements and then request a LOMR from FEMA, it is possible to submit for a Conditional Letter of Map Revision (CLOMR). This allows for FEMA review of the modeling, design and data to determine the mapping revisions that will be made subject to the improvements being constructed as designed, and offers assurance that the desired results in regard to hazard

mapping will be achieved. A request for a LOMR is still required after construction, however, issuance of the LOMR is based on documentation that the improvements were constructed as proposed rather than on evaluation of all aspects of the project.

Staff presented a proposal from Bolten and Menk to provide professional services to request a CLOMR from FEMA. The CLOMR to be requested will allow for phased implementation of improvements and map revisions, for total fees of \$16,900 which includes fixed fees and estimated hourly fees. Staff was recommending approval of the proposal, and approval of a budget amendment to the Storm Water Utility Fund budget to utilize \$25,000 of the \$250,000 budget for land acquisition for CD 12 improvements, for the consulting fees and other costs associated with obtaining the CLOMR. Additional costs include fees to be paid to FEMA, which are expected to be \$4,400 to \$6,050.

Council noted several concerns and requested to delay action on this item for an opportunity to review the Flood Mitigation study one more time prior to moving ahead with this proposal. Mr. Haffield said he will provide the study information to Council electronically and will bring this item back for Council approval at the next regular meeting.

FIRST READING PROPOSED ORDINANCE AMENDING TITLE XV OF THE CITY CODE OF WORTHINGTON, NOBLES COUNTY, MINNESOTA, TO REZONE PROPERTY FROM "M-1" (LIGHT MANUFACTURING) TO "B-3" (GENERAL BUSINESS) AND "M-2" (GENERAL MANUFACTURING)

Staff presented a proposed ordinance that would re-zone the area bounded by Oxford Street, Rowe Avenue, Stower Drive and McMillan Street, and would address the unorganized development that has occurred there over the past 60 years and which doesn't comply with current zoning regulations. The Planning Commission has studied the land use activities in the area and determined that regulatory changes need to be made to encourage reinvestment in the target area. The Commission held a public hearing on the proposed zoning changes at their February 4, 2014 meeting, and after closing the hearing, voted unanimously to recommend Council approval of the requested change of zone.

The proposed ordinance would rezone the M-1 (Light Manufacturing) properties abutting Oxford Street and McMillan Street to B-3 (General Business), and the remaining M-1 properties would be rezoned as M-2 (General Manufacturing). The legal description of the property under consideration for rezoning is as follows:

The following legally described area, presently included in the "M-1" district, shall henceforth be included in the "B-3" district:

Block 1, Prins Addition; Outlot 2 of the Auditor's Plat of Outlots 1-12, Section 14 T102N R40W; the southerly 334.35 feet of Outlot 1 of the Auditor's Plat of Outlots 1-12,

Section 14, T102N, R40W; the southerly 230 feet of the former railroad right-of-way lying north of Oxford Street in the South ½ of the Southwest 1/4 Section 14, T102N, R40W; and the southerly 263.3 feet of that part of the South ½ of the Southwest 1/4 of Section 14, T102N, R40W lying west of the former railroad right-of-way and east of North Frederick Avenue except that part currently zoned B3; all in Nobles County, Minnesota.

The following legally described area, presently included in the "M-1" district, shall henceforth be included in the "M-2" district:

That part of the Southwest 1/4 Section 14, T102N, R40W, Nobles County, Minnesota lying south of Stower Drive, north of Oxford Street, east of Rowe Avenue and west of McMillan Street except those parts currently zoned B3 and except that part proposed to be rezoned to B3 as described above

The motion was made by Council Member Nelson, seconded by Council Member Wood and unanimously carried to give a first reading to the proposed ordinance.

COUNCIL COMMITTEE REPORTS

Mayor Oberloh - the ATP Committee out of Mankato is ranking 12 proposed projects from the communities around us - they will be meeting next Tuesday for selection. Oxford Street is deteriorating from Smith Avenue to Douglas Avenue - out of the City's control - MnDOT may be looking at a temporary patch job in the spring.

Council Member Kuhle - attended a meeting for regional fire protection/mutual aid - big participation. Discussed the cost for fire protection in the different communities - the townships will be looking at increased costs - may present an opportunity for us to leverage our equipment or enlarge our protection area.

Council Member Sankey - attended a Traffic & Safety Committee meeting January 29th and an Airport Advisory Board meeting on February 4th - they replaced a heater in one of the hangars. WPU will be removing two of the marker balls from the power lines - the Airport Board also narrowed the seven applications for professional services down to three.

Council Member Wood - the Water and Light Commission just received IPADs to use for their meetings, they can receive their agendas and minutes on them and take notes.

Council Member Nelson - nothing to report.

CITY ADMINISTRATOR'S REPORT

Craig Clark, City Administrator, reported he had received word back from Mark Shepherd regarding the former pool site - it will be early March before a decision will be made. It looks like February 20th is the date for a discussion with Senator Weber - will discuss Lewis and Clark along with other matters. Staff will be sending out an email to Council looking for a date for a work session.

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ADJOURNMENT

The motion was made by Council Member Nelson, seconded by Council Member Kuhle and unanimously carried to adjourn the meeting at 7:46 P.M.

Janice Oberloh, MCMC
City Clerk

**WORTHINGTON CITY COUNCIL
SPECIAL MEETING, FEBRUARY 21, 2014**

The meeting was called to order at 7:00 a.m. in City Hall Council Chambers by Mayor Alan E. Oberloh with the following Council Members present: Diane Graber, Rod Sankey, Ron Wood, Scott Nelson, Mike Kuhle (7:05 a.m.).

Staff present: Craig Clark, City Administrator; Janice Oberloh, City Clerk; Mike Cumiskey, Public Safety Director; Chris Dybevick, Police Captain; Kevin Flynn, Tim Gaul, and Brett Wilttrout - Public Safety Department.

Others present: None.

DISCUSSION ON REPLACEMENT OF SERGEANT POSITION

Mike Cumiskey, Public Safety Director, presented information to Council on the need to replace a Sergeant who has stepped back down to Police Officer. Sergeants make the initial decision on the scene, and while the officers could make the call, there are many young inexperienced officers on the afternoon shift. Chief Cumiskey noted he and Captain Dybevick pick up a portion of the time that a sergeant is not available, but even with the replacement they would still be short about 800 hours annually for 24/7 face to face supervision of the officers. Replacement of the Sergeant would not require a budget amendment as the position was already included. Council agreed the supervisory coverage was needed. Chief Cumiskey said there were several officers on staff that would be qualified for the sergeant's position. Information from various communities showed an additional layer of supervision as "Corporals." Council Member Wood suggested that perhaps the department would bring a staffing plan to Council in the future similar to the other communities.

ADJOURNMENT

The motion was made by Council Member Nelson, seconded by Council Member Wood and unanimously carried to adjourn the meeting at 7:35 a.m.

Janice Oberloh, MCMC
City Clerk

**WATER AND LIGHT COMMISSION MINUTES
REGULAR MEETING
FEBRUARY 18, 2014**

The regular meeting of the Water and Light Commission was called to order in the Worthington Public Utilities Conference Room at 3:00 P.M., CST, by President Randy Thompson with the following members present: Ron Wood, Gary Hoffmann and Kevin Donovan. Absent was James Elsing (excused).

Staff members present were Scott Hain, General Manager; Deb Scheidt, Secretary to the Commission

Others present: Aaron Hagen, Daily Globe

AGENDA ADDITIONS/CLOSURE

A motion was made by Commissioner Donovan, seconded by Commissioner Hoffmann and unanimously carried to close the agenda as presented.

CONSENT AGENDA APPROVED

A motion was made by Commissioner Wood, seconded by Commissioner Hoffmann and unanimously carried to approve the consent agenda as follows:

- Water and Light Commission minutes of the regular meeting held on February 3, 2014
- Sales reports and staff reports for January 2014
- Utility bills payable totaling \$164,990.52 for February 7 and February 14, 2014

WORTHINGTON PUBLIC UTILITIES CUSTOMER CREDIT POLICY

At their February 3, 2014, regular meeting, the Commission directed utility staff to consult with the City Attorney for interpretation of the language included in Worthington Public Utilities' existing Customer Credit Policy as it relates to the return of a security deposit and the addition of appropriate language to clarify the policy. Scott Hain, General Manager, provided Commission members with a revised Customer Credit Policy which includes the recommended language changes to clarify the existing policy.

A motion was made by Commissioner Wood, seconded by Commissioner Donovan and unanimously carried to approve the proposed Customer Credit Policy with the recommended language changes.

MISSOURI RIVER ENERGY SERVICES (MRES) FEDERAL LEGISLATIVE POSITION STATEMENTS

Scott Hain, General Manager, provided Commission members with position statements relating to critical issues that will be addressed at the American Public Power Association (APPA) Legislative Rally. The statements include information on Environmental Protection Agency (EPA) regulation, tax-exempt financing and cybersecurity challenges. The statements were reviewed with Commission members. Commissioners Thompson and Elsing and Scott Hain, General Manager, will be attending the rally which is being held from March 10-12, 2014, in Washington, D.C.

WATER SERVICE LINE ISSUES

Scott Hain, General Manager, reported that approximately 15 calls have been received from customers over the past couple weeks to report frozen water services lines due to extended and extreme cold temperatures. Staff's handling of the calls was discussed with Commission members.

MINNESOTA POLLUTION CONTROL AGENCY CERTIFICATE OF COMMENDATION

Scott Hain, General Manager, provided the Commission with a copy of a letter dated February 3, 2014, from the Minnesota Pollution Control Agency confirming that Worthington Public Utilities is the recipient of a Certificate of Commendation for outstanding operation, maintenance and management of our municipal wastewater treatment system for the period October 1, 2012, through September 30, 2013.

MINNESOTA DEPARTMENT OF HEALTH 2012 WATER FLUORIDATION QUALITY AWARD

Scott Hain, General Manager, reported that Worthington Public Utilities is the recipient of the 2012 Water Fluoridation Quality Award from the United States Centers for Disease Control and Prevention. The award recognizes water systems for outstanding performance in fluoridation management.

ADJOURNMENT

A motion was made by Commissioner Wood, seconded by Commissioner Hoffmann and unanimously carried to adjourn the meeting at 3:44 P.M., CST. President Thompson declared the meeting adjourned.

Deb A. Scheidt
Secretary to the Commission

CAL Committee Meeting Minutes January 13th, 2014

Present – Julie Haas, Pat Henderschiedt, Paula Ashum, Dale Carlson, Diane Graber, Carole Wiese, Andy Johnson, Kris Hohensee

Absent – Chuck Magyar, Jerry Perkins, Jesse Leopold, Rhonda Lorang, Craig Clark

The meeting was called to order at 10:15am by Kris

The minutes for the December meeting were reviewed and a correction to Julie Haas's name was noted. A motion was made to accept the minutes with the correction to Julie's name by Diane, 2nd by Dale, motion passed.

Diane nominated Dale Carlson as Committee Chair, 2nd by Julie. Dale accepted the nomination and the motion passed.

Old Business: Kris updated everyone on the Spring programs that she has confirmed so far, see attached, asked if there was any questions or anything that the committee saw that she overlooked.

Racquetball was discussed on the progress of getting a clinic done. Andy reported that he has not been able to get in touch with Mr. Uppman, we will give it another chance or we will pursue another option. Kris mentioned that she thought that John Spiegelhoff is very much into Racquetball and thought that he would be interested in helping with a clinic, workshop, or league of some sort.

Diane asked if Kris has heard anything about a logo from the students yet. She stated that school has only been back in session for one week now and he has a new group of students, so it may take a month or so before she heard from him again about another logo.

Diane asked if Kris has received any information on a budget and where she was standing on the CAL as of yet. Kris stated that she has received all of the reports that she has asked for and is in the process of learning how to read and interpret them and was hoping to have an update by the next meeting.

New Business: The new committee members had introduced themselves and their folders were handed out.

Kris reported on the programs and events that took place in December.

Kris had asked for opinions on having some sort membership drive or other ideas to increase and promote new members. Diane had mentioned that the newsletter is nicely done and needs to be distributed to a wider base of individuals. Kris mentioned that she is hoping to get a website done soon and will have the newsletters posted on there. Ideas were thrown out to have extra copies dropped off to various businesses and to expand the mailing list to more than members. Diane brought up various YouTube videos that are inspirational and will encourage others to spread the word. It was discussed the possibility of getting a projector down at the CAL for programing, Kris said she would check into it. An open house for the one year anniversary was talked about. The open house would include treats, music, videos, presentations, and such to be held the week after Spring Fling and we can use that to promote the event. Kris will check into this and report back next month.

Kris mentioned that in April she will be collecting the dues for membership renewal and asked if it would be a good idea to create some sort of handbook. It was decided that it would be a good idea and discussed the items that should be in the handbook. Items that were discussed were things like committee information, hours of operation, basic rules, regulations, and policies.

Other business: Diane mentioned that the parking lot and the signage has been an issue with in the community at large and has been brought to her attention. She discussed that people are unhappy that the sign is only one sided, it was discussed that when the funds become available we are hoping to add the same sign to the back side. She has also discussed the blocking of the alleyway and asked Kris if there were still issues with the parking spots being used up by other businesses. Kris mentioned that she has not had the problems that she had before the sign and the alley has not been as big of a problem as it could be, however the Etc. and more gentleman "unloads" his trailer longer than she felt he needed to. Diane mentioned that she wanted the matter discussed for the sake of the public at large and wanted everyone to be aware of the concerns and perhaps further discussion on how to handle matters will take place in the future.

Next meeting was discussed and it will be moved to February 17th @ 10:30am, noting the day and time change.

Meeting was adjourned at 10:50am.

WPAC Meeting- December 19, 2013

People present: Mary Thompson, Gail Holinka, Antonio Madrigal, and Kathy Craun

Meeting was called to order by Gail Holinka, who hosted the meeting and served Christmas treats.

Minutes of June and September meetings were review and approved. Kathy/Mary

Old Business:

Gail share notice of current display at Event Center. Bill Reum has loaned his Pheasant Stamp Collection prints for exhibit. There has been some problems hanging the prints and communication proved difficult.

Information was reviewed regarding monies appropriated for art to be installed at the Worthington Event Center. Funds total \$10,000 and it must be spent in two years. Discussion focused on first what type of art piece would be appropriate and secondly on the process for call to artists. Focus may be on a sculpture placed in the outdoor wedding park area. Sioux Falls sculpture walk may be a contact for suggestions.

Gail reported on projects connected with the Regatta and art to connect with the event. Next year, 2014, will be the 15th anniversary and a permanent art installation is being pursued. A grant application for \$20,000 is being submitted which would include an invitation to former artists to submit ideas.

New Business:

The committee attempted to prioritize activities. It was agreed that the following order would be critical to moving the committee's actions forward.

- Goal 1: Worthington Event Center art installation
- Goal 2: Program Development and Committee Structure
- Goal 3: Focus on public art in Worthington, inventory present and long range plan

Next meeting was scheduled for January 15, 4:00 p.m. Location to be announced. (Commission did not meet.)

Meeting adjourned at 5:45 p.m.

Respectfully submitted,
Kathy Craun

Regular Meeting
December 17, 2013

1. Call to Order

Mike McCarvel called the meeting to order at 7:00 p.m.

Managers present: Jim Buschena, Dale Bartosh, Gary Ewert, Mike McCarvel, and Roger Hartman

Staff: Ross Behrends, Kiel Tschumperlin, and Jan Voit

Others: John Tate, Advanced Systems, Inc.; LeRoy Peterson; Rick Nelsen, Nobles SWCD; Marv Zylstra, Nobles County; and Dave Henkels, Jackson County

2. Agenda

Gary Ewert made a motion to approve the agenda. Jim Buschena seconded this. Motion carried unanimously.

3. Closed Meeting Summary

Mike McCarvel read the summary of the Watershed Coordinator, Watershed Technician, and District Administrator's performance reviews.

4. Quarterly Meeting with Commissioners

Dave Henkels thanked the board for the completion of the Heron Meadows project. He has heard many compliments on the project. He also congratulated the Heron Lake Watershed District (HLWD) on their Minnesota Association of Watershed District's Project of the Year Award.

Marv Zylstra congratulated the HLWD on the Project of the Year Award. He gave an update on the Nobles County final levy for 2014, the need to review the county ditch systems, and serving on the state extension committee. Discussion was held regarding bee death loss and the need for pollen-producing crops. He also thanked the board for scheduling these meetings and for the opportunity to give an update.

Mike McCarvel asked the commissioners about county drainage systems. Discussion was held regarding repairs, improvements, and viewers. Jackson County is opposed to watershed districts having drainage authority. They want to see that changed so that counties keep the authority. Additional discussion was held regarding the financial responsibility that comes with ditch improvement, repair and maintenance of county ditches, and the fact that there is no mechanism to transfer a ditch back to the county.

5. Minutes

Roger Hartman asked for the hourly wage of the Watershed Coordinator and District Administrator for 2014. The wages are \$20.22 and \$23.67 respectively. Gary Ewert made a motion to approve the minutes of the November 19, 2013 regular meeting. Dale Bartosh seconded this. Motion carried unanimously.

6. Treasurer's Report

Jan Voit presented the treasurer's report and bills payable. Discussion was held regarding expenditures for the ditch systems. The spreadsheets that were created for each system

will be sent to the managers for review. Jim Buschena made a motion to approve the treasurer's report. Gary Ewert seconded this. Motion carried unanimously.

7. Watershed Technician Training

Discussion was held regarding the need for Ross Behrends' assistance in the transition for the new employee. Mike McCarvel made a motion to contract with Ross Behrends at \$18.00 per hour, on an as needed basis, and mileage at the IRS rate, to provide training and assistance to Catherine Sereg and to assist in completion of 2013 annual reports. Dale Bartosh seconded this. Motion carried unanimously.

8. Copier

John Tate from Advanced Systems, Inc. presented information and answered questions regarding Canon copiers. Discussion was held regarding purchasing or leasing a copier. Gary Ewert made a motion to purchase the Canon C5235 copier. Jim Buschena seconded this. In favor: Buschena, Ewert, McCarvel. Opposed: Bartosh and Hartman. Motion carried.

9. Jack Creek Impoundment Project Feasibility Study

Mike McCarvel asked to wait to have discussion regarding the proposed feasibility study until January and make a decision at that time. Discussion was held regarding the Leinen easement. Jan Voit presented the Heron Lake Watershed District Citizen's Advisory Committee's letter of support for the Jack Creek Impoundment Project Feasibility Study.

Discussion was held regarding the McCombs-Knutson Report; concerns about not having all of the board in support; when a decision is made, whether or not there is an opposing viewpoint, managers should support what the board decided; the Watershed Management Plan that was developed to address flooding; the amount of time and money that has been expended to this point; and the McCombs-Knutson Report and the past attempt to do a project identified in it.

Discussion was also held regarding the need to conduct a feasibility study in order to answer questions about whether or not the Jack Creek project could be done; using the feasibility study to look at overall flooding and identify many potential sites; the outlet of the lake not being within the HLWD's jurisdiction; and financial resources and responsibility. Mike McCarvel will work with Jan Voit on a presentation for the managers at the January meeting.

10. Reports

District Administrator

Jan Voit reported on the Association of District Administrator's meeting, Communications Workshop, Minnesota Association of Watershed District (MAWD) Annual Meeting, MAWD Project of the Year Award, Jackson County JD #31, Citizens Advisory Committee meeting, annual reports, and the website.

Watershed Technician

Ross Behrends provided information on the Hart terrace project, waterway projects for 2014, Valleau berm removal, and getting things ready for Catherine's arrival. He thanked the board for the time he has been employed with the HLWD. On behalf of the board, Mike

McCarvel thanked Ross for his work and told him he had done a commendable job. All of the managers shared that sentiment and wished him the best in his new career.

Watershed Coordinator

Kiel Tschumperlin gave an update on feedlot inspections, Major Watershed Project partner meetings, and the semi-annual meeting for the feedlot grant.

11. Adjournment

The meeting adjourned at 8:47 p.m.

Dale Bartosh
Secretary

ADMINISTRATIVE SERVICES MEMO

DATE: FEBRUARY 21, 2014

TO: HONORABLE MAYOR AND CITY COUNCIL

SUBJECT: ITEMS REQUIRING CITY COUNCIL ACTION OR REVIEW

CONSENT AGENDA CASE ITEMS

1. RADIO DISPATCH SUPERVISOR POSITION GUIDELINE APPROVAL

The Radio Dispatch Supervisor position was approved in the 2014 budget to work as the direct supervisor for the dispatch center and to provide the functions seen in the position guideline included as *Exhibit 1*.

The position has been evaluated to be consistent with the pay plan and the classification places it at 580 points, which equated to non-exempt grade level 10 (NE10). The pay range for NE10 is \$22.60 - \$30.58 per hour, which falls in line with the amount budgeted for the position in this year's budget.

Council action is requested for approval of the position guideline for Radio Dispatch Supervisor included as *Exhibit 1*.

2. REQUEST FOR STREET CLOSURE - WORTHINGTON AREA YMCA

The City has received an application from the Worthington Area YMCA to block the following streets for the 2nd Annual Color Dash:

Second Avenue from Ninth to Tenth Avenue - from 7:30 a.m. - 11:30 a.m.
South Shore Drive from First Avenue to Pleasant Avenue - from 10:15 a.m. - 10:45 a.m.

Andy Johnson has been designated by the Committee as the Safety Officer for the event. A certificate of Insurance has also been received.

Council action is requested on the application to block streets for the Worthington Area YMCA - Color Dash on Saturday, June 7, 2014.

3. APPLICATION FOR EXEMPTION FROM LAWFUL GAMBLING PERMIT - SOUTHWEST CRISIS CENTER

The following application for exemption from lawful gambling permit has been received:

Organization: Southwest Crisis Center
Chief Executive Officer: Sarah Wahl
Type of Activity: Raffles
Date and Location of Event: April 5, 2014
Ben Lee's Restaurant, 212 Tenth Street

Council action is requested to approve the application.

4. **APPLICATION FOR OFF-SITE GAMBLING PERMIT - WORTHINGTON HOCKEY ASSOCIATION**

The following application for off-site gambling permit has been received:

Organization: Worthington Hockey Association
Chief Executive Officer: Kevin Black
Type of Activity: Raffle
Date and Location of Event: March 13, 2014
Worthington Hockey Arena, 1600 Stower Drive

Council action is requested to approve the application.

5. **REQUEST FROM WORTHINGTON OKABENA WINDSURFERS**

The Worthington Okabena Windsurfers organization is asking for an increased contribution for this year's Windsurfing Regatta (*Exhibit 2*). Historically the City advertizing budget for this event has been \$500, which was budgeted, but due to the added festivities of hosting the Nationals they have asked for \$1,000. Should Council be agreeable to the added expenditure it should come from our unreserved undesignated fund balance.

Council action is requested to approve an overall advertizing support of the event of \$1,000.

CASE ITEMS

1. **PRESENTATION AND UPDATE OF THE RESTORATION OF THE JAPANESE CANNON IN CHAUTAUQUA PARK**

John Stewart is helping lead an effort to restore the Japanese cannon that was given to the City of Worthington over 60 years ago. His group has requested the opportunity to provide

an update to Council and authorize the restoration of the cannon. The funding source would be through private donations they are seeking.

Council action is requested to approve the restoration of the cannon by the volunteer group.

2. **REQUEST FROM NOBLES COUNTY RELATING TO MODIFICATIONS TO THE COUNTY TOBACCO ORDINANCE**

Tom Johnson, Nobles County Administrator, has requested to have a discussion with the City Council on the County's proposed adoption of modifications to their tobacco ordinance.

The attached draft (*Exhibit 3*) outlines the provisions with particular note to Subdivision 12 that demonstrates that the regulations apply to Cities with populations of 2,500 and higher. Also included is an information sheet on e-cigarettes (*Exhibit 4*).

Tom Johnson will be present and discuss the provisions in more detail and solicit your feedback.

3. **REQUEST FROM THE LOCAL STATE WIDE HEALTH IMPROVEMENT PROGRAM COMMITTEE**

The local Statewide Health Improvement Program (SHIP) Committee received state grant funds to complete a neighborhood assessment of the area north of Oxford Street between Humiston Avenue and McMillan Street.

They would like to request \$1,000 from the City of Worthington to put toward this project and serve as a demonstrated partnership of the effort. The total project would be \$10,000 of which \$4,675 is already secured from a SHIP grant and a \$4,325 request has been submitted to the Worthington Health Care Foundation (WHCF).

If approved, the SHIP Committee will continue to work with City officials to provide a more defined project scope to ensure these findings can be beneficial to any further efforts the City may advance with regards to trails or complete streets analysis. They would like the contribution not to be dependent on the WHCF approval and would advance as much as possible with the SHIP grant and the City funds.

The SHIP Committee has had contact with Steve Robinson, a local consultant from SEH, and anticipate using him to complete this project. Aaron Hagen has helped spearhead this effort on behalf of the local SHIP Committee and will be available to answer any of your questions.

Should Council be receptive of this partnership, funds could come from engineering department under the line item of project matching/Completion funds in the Improvement Construction Fund 401.

Council direction is requested to consider a contribution of \$1,000 towards neighborhood assessment of the area north of Oxford Street between Humiston Avenue and McMillan Street.

4. **CONSIDERATION OF DATA PRACTICES POLICY AND RESOLUTION APPOINTING A RESPONSIBLE AUTHORITY AND DESIGNEES**

Staff, with the assistance of the City Attorney, developed the Data Practices Policy according to the recommendation of the League of Minnesota Cities Insurance Trust (see *Exhibit 5*). Minnesota Statutes, section 13.02, subdivision 16, as amended, requires that the City appoint a person as the Responsible Authority to meet the requirements of chapter 13, collectively cited as the Minnesota Government Data Practices Act (MGDPA).

Staff requests that Craig Clark, City Administrator be appointed the Responsible Authority and that Janice Oberloh, City Clerk, and Michael Cumiskey, Public Safety Director be appointed his designees to assist in meeting the requirements of Minnesota Statutes. The City Clerk will be designated to assist with general data requests in reference to chapter 13, and the Public Safety Director will be designated to assist with law enforcement data requests in reference to section 13.82 of the MGDPA.

Council is requested to approve the Data Practices Policy, and to also adopt the resolution making the above appointments (see *Exhibit 6*).

Proposed Motion: Approval of Data Practices Policy and the resolution appointing Responsible Authority and Designees.

5. **SECOND READING PROPOSED ORDINANCE TO AMEND TITLE XV OF THE CITY CODE OF WORTHINGTON, NOBLES COUNTY, MINNESOTA, TO REZONE PROPERTY FROM "M-3" (LIGHT MANUFACTURING) TO "B-3" (GENERAL BUSINESS) AND "M-2" (GENERAL MANUFACTURING)**

Pursuant to published notice, this is the time and date set for the second reading of a proposed ordinance that would rezone the following area bounded by Oxford Street, Rowe Avenue, Stower Drive, and McMillan Street, and legally described as follows:

The following legally described area, presently included in the "M-1" district, shall henceforth be included in the "B-3" district:

Block 1, Prins Addition; Outlot 2 of the Auditor's Plat of Outlots 1-12, Section 14 T102N R40W; the southerly 334.35 feet of Outlot 1 of the Auditor's Plat of Outlots 1-12, Section 14, T102N, R40W; the southerly 230 feet of the former railroad right-of-way lying north of Oxford Street in the South 1/2 of the Southwest 1/4 Section 14, T102N, R40W; and the southerly 263.3 feet of that part of the South 1/2 of the Southwest 1/4 of Section 14, T102N, R40W lying west of the former railroad right-of-way and east of North Frederick Avenue except that part currently zoned B3; all in Nobles County, Minnesota.

The following legally described area, presently included in the "M-1" district, shall henceforth be included in the "M-2" district:

That part of the Southwest 1/4 Section 14, T102N, R40W, Nobles County, Minnesota lying south of Stower Drive, north of Oxford Street, east of Rowe Avenue and west of McMillan Street except those parts currently zoned B3 and except that part proposed to be rezoned to B3 as described above

A complete copy of the proposed ordinance was included in the packet for the February 10th regular City Council meeting.

Council action is requested to give a second reading to the proposed ordinance amending Title XV of the City Code of Worthington, Nobles County, Minnesota, to rezone property from "M-3" (Light Manufacturing) to "B-3" (General Business) and "M-2" (General Manufacturing)

INFORMATIONAL ITEM

6. 2014 BOARD OF REVIEW / EQUALIZATION

Notification has been received from the Nobles County Assessor's office that the City of Worthington's Board of Review / Equalization has been scheduled for 9:00 a.m. on Monday, April 28, 2014 in the Nobles County Commissioners Board Room. The Worthington City Charter requires at three qualified members of the City Council to constitute a Board of Equalization. All members of the Council are currently certified.

Please add this date to your calendars.

CITY OF WORTHINGTON

POSITION GUIDELINES

JOB TITLE: Radio Dispatcher Supervisor **CLASSIFICATION:** Nonexempt
DIVISION: Public Safety **DATE APPROVED:**

SUMMARY

Supervises and controls the public safety communications for Nobles County during an assigned work shift. The centralized communications for Nobles County and the City of Worthington emphasize common public safety and the purposes of police, sheriff, fire, civil defense and other public safety organizations. The main emphasis is supervising, scheduling and the implementation of plans and directions as prescribed by the Police Chief for communications operational efficiency through coordinating prompt response, proper referral of contacts, maintenance of communication records and monitoring systems and situations.

ACCOUNTABILITIES:

Reports to: Police Captain

Supervises: Dispatchers and others assigned under his/her supervision by Police Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for all essential duties and responsibilities of a Radio Dispatcher and the duties numerated below.
2. Under the direction of supervision of the Police Captain exercises lead supervisory responsibility for the activities of the Dispatchers. Reviews new laws/ordinances/rules and regulations and develops and recommends revisions and procedure and policy for dispatch operations. Informs and/or confers with Dispatchers regarding the changes to be implemented and their impact.
3. Coordinates the activities of the Dispatchers, including developing work schedules, approving PTO/leave requests, management and review of assignments, interpreting policy and procedures, resolving problems and recommending discipline.

4. Assists the Police Captain in determining methods to accomplish departmental objectives and in developing standards and regulations for dispatch center work.
5. Assists in the hiring process of the dispatchers, reviewing applications and taking part in interviews and scoring candidates.
6. Assists the Police Captain in selection and purchase of new equipment for the dispatch center.
7. Assists the Police Captain in achieving objectives and implementing standards and regulations for dispatch center work.
8. Monitors and supervises the performance of personnel in their command to insure the dispatch service provided is in compliance with the policies procedures, rules and regulations of the department. Supervises Dispatchers in the performance of all their assigned duties. Responsible for the conduct, efficiency and discipline of assigned Dispatchers in the absence of higher authority.
9. Performs dispatching duties and provides the advice or technical assistance required to assist employees with the completion of assigned tasks.
10. Assists in the identification of training needs of personnel under their control. Implements Dispatcher training and preparedness programs. Includes direct training of dispatchers as assigned and participation in departmental training programs.
11. Actively supports good community relations through courteous and professional dealings with individuals and the public in general. Routinely participates in public relations programs, addresses various civic community groups and works with groups and safety programs in addition to handling of complaints and other normal citizen contacts.
12. Assists with reporting functions and communications procedures. Reviews and evaluates the documentation submitted by subordinates to insure accuracy, completeness, and clarity and provides the necessary instruction to rectify unacceptable performance. Prepares correspondence or special reports as requested by the Police Captain.
13. Supports organization effectiveness by promoting positive attitudes toward departmental policies, morale and disciplinary procedures.
14. Administers disciplinary action as required and assists in the investigation of complaints of employee misconduct.
15. Provides necessary assistance in the preparation and administration of department budgets.

16. Oversees the Training Dispatchers and the training of all new dispatchers. This includes reviewing all training books of the new dispatchers, conducting meetings with the Training Dispatchers to review the progress of the new dispatchers, and assists in the decision to release a new dispatcher on their own.
17. Attends training classes, workshops, or seminars as needed.
18. Attends meetings as needed.
19. Performs other duties as assigned or necessary.

AREA OF AUTHORITY:

1. Direct authority over dispatchers and others assigned to supervisor's duty or job assignment.
2. Authority to issue discipline in accordance with the rules and regulations of the Worthington Police Department.
3. In the case of the Chief or Captain's absence, authority to summon outside technical communications assistance required in emergency situations.
4. The office of City Administrator has formally delegated to all sergeants the authority to:
 - Transfer employees under their supervision.
 - Suspend employees under their supervision.
 - Assign work to employees under their supervision.
 - Reward employees under their supervision.
 - Discipline employees under their supervision, using oral or written reprimands.
 - Direct the work of employees under their supervision.
 - Adjust the grievances of employees under their supervision.

PERIPHERAL DUTIES:

Serves on employee and community committees as assigned.

Attends seminars and workshops related to or relevant to the duties of the position.

EQUIPMENT:

Radio equipment personal computers and computer programs pertaining to the dispatch center, copy machine, fax machine, calculators, video equipment and telephone.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit for long periods of time and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel or crouch.

The employee must occasionally lift and/or move more than 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT:

Most work is performed in a normal office environment. At times, work is performed with urgent time constraints and deadlines with high attention to detail required; incumbents have no control over pace or amount of work which may have spikes in activity requiring multi-tasking and the ability to remain calm under pressure. There is exposure over the phone to individuals in emergency situations who may need to be calmed in order to get clear information or to provide them with instructions. Work may involve exposure to descriptions of trauma and violence. The job is subject to a variety of shift and schedules covering a 365-day-a-year, 24-hour-a-day operation, and includes occasional required overtime. Occasional driving or riding is required to attend meetings and perform work at other locations.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee typically works 40-hour work week rotating shifts in a law enforcement radio room setting.

The noise level in the work environment is usually moderate.

JOB REQUIREMENTS:

1. Minimum Qualifications

Requires the ability to use proper business terminology, communicate messages and basic skills acquired by completing high school or a GED. Must be CJIS/NCIC certified and possess a valid driver's license.

Three years of public safety dispatching work, with at least one (1) year of experience at the next lower rank.

2. Minimum Knowledge, Skills and Abilities Required:

Knowledge of and skill in operating Police/Fire/Ambulance 9-1-1, computer aided dispatch software / dispatch systems, touch-screen phone systems, 800 MHz radio systems, VHF paging systems, alarm monitoring systems, records management systems and other security monitoring and related systems;

The ability to perform work requiring a high degree of concentration and judgment in fast-paced, critical situations, in interpreting practices and procedures;

The ability to provide leadership to motivate employees;

Knowledge of and ability to operate standard office software sufficient to manipulate data, draft reports and maintain records;

Verbal and written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences and draft reports and communications, and reading comprehension skills sufficient to read, understand and interpret varied work-related materials;

Demonstrates the desired standard of conduct and work performance including confidentiality and privacy requirements of the Department;

Interpersonal skills sufficient to exchange and/or convey information, receive work direction, and maintain effective working relationships;

NIMS certification commensurate with job duties and job assignment.

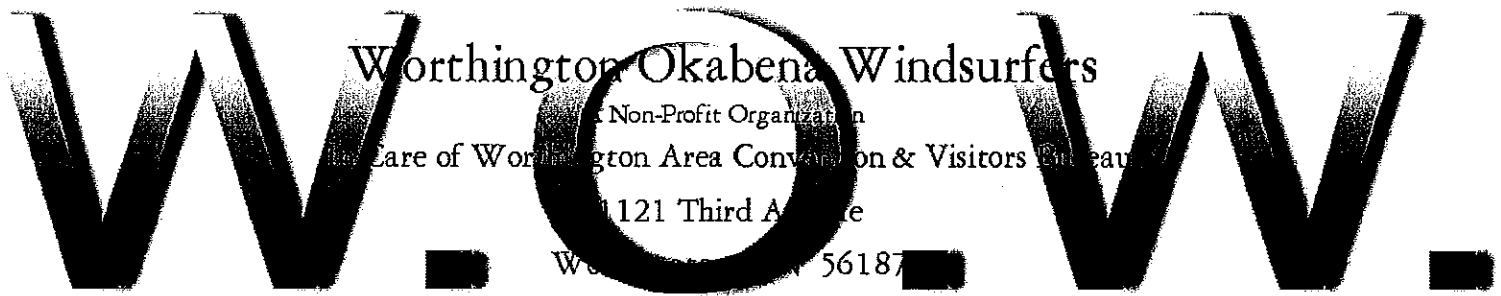
3. Desirable Education and Experience

An Associate Degree related to police service or business management. Five years of public safety dispatching work, with at least one (1) year of experience at the next lower rank.

Communication Unit Leader Training (COML) certification from Department of Homeland Security.

PROBATIONARY PERIOD:

Must successfully complete a one (1) year probationary period.



January 22, 2014

Dear Worthington Businesses,

Throughout the year, we all chase many rainbows! This year we think we caught one!

Worthington Windsurfing Regatta and Unvarnished Music Festival have been awarded the 2014 United States Windsurfing National Championships! Los Angeles, CA, Cabrillo Beach Yacht Club 2013, Corpus Christi, TX, Cocoa Beach Fla, Hood River, OR and 2014 WORTHINGTON, MN!

We hosted this event in 2003 (with limited wind) and then in 2008 with nationally record breaking wind speeds! Windsurfers throughout the nation have a great image of this community and we expect they will show up in record numbers. The regatta & racing will be the day time activity and the music will be the nightly entertainment. You should expect the unexpected!

In past years we have had many of the nation's best sailors, including windsurfers from Great Britain, Australia, Team Canada, Argentina, Malta and many other far flung places.

The 2014 USWA National Championships is longer than a "weekend event" like the usual National Race Tour. They will arrive on a Tuesday and leave probably Sunday or Monday.

While giving our sales pitch to the USWA Board of Directors we've talked fast and smart about the generosity of our community. We have told them that we intend to put on the BEST event EVER! With patience and understanding the U.S.W.A. Board of Directors felt Worthington would step up and put together An Event of Uncommon Merit!

We hope that this event creates a sense of pride in our community.

We hope that you will find this event meaningful enough to participate in helping us meet the financial needs. Its fun, it's colorful and it's almost an entire week!

As colorful as the Albuquerque Balloon Festival....just a heck of a lot faster! We hope that you will help us make this (rainbow chasing) a reality!

Sincerely,

A handwritten signature in black ink, appearing to read 'Ken Moser'.

Ken Moser, President
Windsurfing Regatta & Unvarnished Music Festival

Nobles County Tobacco Ordinance

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Nobles County Tobacco Ordinance

Section 1. Purpose. Because the County recognizes that many persons under the age of 18 years purchase or otherwise obtain, possess, and use tobacco, tobacco products, and tobacco related devices, and such sales, possession and use are violations of both State and Federal laws; and because studies, which are hereby accepted and adopted (i.e. as cited by the Centers for Disease Control and Prevention or the Minnesota Department of Health) CDC, Minnesota Department of Health/ASSIST) have shown that most smokers begin smoking before they have reached the age of 18 years and that those persons who have reached the age of 18 years without having started smoking are significantly less likely to begin smoking; and because smoking has been shown to be the cause of several serious health problems which subsequently place a financial burden on all levels of government; this ordinance shall be intended to regulate the sale, possession, and use of tobacco, tobacco products, ~~and tobacco related devices,~~ and electronic delivery devices for the purpose of enforcing and furthering existing laws, to protect minors against the serious effects associated with the illegal use of tobacco, tobacco products, and tobacco related devices, and to further the official public policy of the State of Minnesota in regard to preventing young people from starting to smoke as stated in Minn. Statutes, section 144.391 and, sections 461.12 to 461.18.

Section 2. Definitions and Interpretations. Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. The singular shall include the plural, and the plural shall include the singular. The masculine shall include the feminine and neuter, and vice-versa. The term “shall” means mandatory and the term “may” means permissive. The following terms shall have the definitions given them:

Subd. 1 Blunt Wraps. “Blunt Wraps” shall mean rolling papers or similar tobacco-related devices that are manufactured or packaged for use as wraps or hollow tubes that are designed or intended to be filled with loose tobacco, plant products, or other fillers to create custom cigars or cigar-like products.

Subd. 2 Cigar. Cigar shall mean any roll of tobacco that is wrapped in tobacco leaf or in any substance containing tobacco, with or without a tip or mouthpiece, that is not a cigarette as defined in Minn. Stat., 297F.01, subd. 3, as amended from time to time.

Subd. 3 Compliance Checks. “Compliance Checks” shall mean the system the County uses to investigate and ensure that those authorized to sell tobacco, tobacco products, and tobacco related devices are following and complying with the requirements of this ordinance. Compliance checks shall involve the use of minors as authorized by this ordinance. Compliance checks shall also mean the use of minors, who attempt to purchase tobacco, tobacco products, or tobacco related devices, or electronic delivery devices for educational, research and training purposes as authorized by State and Federal laws. Compliance checks may also be conducted by other units of government for the purpose of enforcing appropriate Federal, State or local laws and regulations relating to tobacco, tobacco products, and tobacco related devices, and electronic delivery devices.

Subd. 4. Electronic Delivery Device. Electronic delivery device shall mean a product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device shall include any component part of such a product whether or not sold separately. Electronic delivery device shall not include any product that has been approved or otherwise certified by the United States Food and Drug Administration for legal sales for use in tobacco cessation treatment, harm reduction, or other medical purposes, and is being marketed and sold solely for that approved purpose.

Subd. 5. Imitation Tobacco Product. “Imitation Tobacco Product” shall mean either any edible non-tobacco product designed to resemble a tobacco product, or any non-edible tobacco product designed to resemble a tobacco product, that is designed to be used by children as a toy. Examples of imitation tobacco products include but are not limited to candy or chocolate cigarettes or cigars, bubble gum cigars, shredded bubble gum resembling chew tobacco, and shredded beef jerky in containers resembling tobacco snuff tins. An electronic delivery device is not an imitation tobacco product.

Subd. 62. Individually packaged. “Individually packaged” shall mean the practice of selling any tobacco or tobacco product wrapped individually for sale. Individually wrapped tobacco and tobacco products shall include but not be limited to single cigarette packs, single bags or cans of loose tobacco in any form, and single cans or other packaging of snuff or chewing tobacco. Cartons or other packaging containing more than a single pack or other container as described in this definition shall not be considered individually packaged.

Subd. 73. Loosies. “Loosies” shall mean the common term used to refer to a single or individually packaged cigarette.

Subd. 84. Minor. “Minor” shall mean any natural person who has not yet reached the age of eighteen (18) years.

Subd. 95. Moveable Place of Business. “Moveable Place of Business” shall refer to any form of business operated out of a truck, van, automobile, or other type of vehicle or transportable shelter and not a fixed address store front or other permanent type of structure authorized for sales transactions.

Subd. 10. Person. “Person” shall mean any natural person, firm, partnership, association, corporation, company, organization, or any other legal or commercial entity of any kind.

Subd. 11. Pharmacy. “Pharmacy” shall mean a registered pharmacy as defined in Minnesota Statutes, section 151.01, subd.2, as amended from time to time.

Subd. 126. Retail Establishment. “Retail Establishment” shall mean any place of business where tobacco, tobacco products, or tobacco related devices are available for sale to the general public. Retail establishments shall include, but not be limited to, grocery stores, convenience stores, gasoline service stations, bars and restaurants.

Subd. 13. Retail Roll-Your-Own Machine. “Retail Roll-Your-Own Machine” shall mean a mechanical device, however named or described, that is situated and used in a retail establishment to roll or wrap tobacco into cigarettes or other tobacco products. A retail roll-your-own machine shall not include a roll-your-own machine that is purchased by a private citizen exclusively for personal, non-commercial, non-retail use, and is not located in a retail establishment or other business establishment or used in the sale or distribution of tobacco, tobacco products, tobacco-related devices, or electronic delivery devices.

Subd. 147. Sale. A “sale” shall mean any transfer of goods for money, trade, barter, or other consideration.

Subd. 158. Self-service Merchandising. “Self-service Merchandising” shall mean open displays of tobacco, tobacco products, ~~or~~ tobacco related devices, or electronic delivery devices in an manner where any person shall have access to the tobacco, tobacco products, ~~or~~ tobacco related devices, or electronic delivery devices without the assistance or intervention of the licensee or the licensee’s employee or other personnel, or any placement of a retail roll-your-own machine in an open area of a retail establishment where any person shall have access to the machine without the assistance or intervention of the licensee or the licensee’s employee or other personnel. ~~–The assistance or intervention~~

shall entail the actual physical exchange of the tobacco, tobacco product, or tobacco related device between the customer and the licensee or employee. ~~Self-service merchandising shall not include vending machines.~~

Subd. 16. Smoking. “Smoking” shall mean inhaling or exhaling smoke or vapor from any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product, or inhaling or exhaling vapor from any electronic delivery device. Smoking also includes carrying a lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation.

Subd. 179. Tobacco or Tobacco Products. “Tobacco” or “Tobacco products” means cigarettes and any products containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready-rubbed, and other smoking tobacco; snuff, snuff flour, Cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cutting and sweepings of tobacco, and other kinds and forms of tobacco. Tobacco and tobacco products excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Subd. 18. Tobacco Products Shop. “Tobacco Product Shop” shall mean any licensed retail establishment that derives at least 90 percent of its revenue from tobacco or tobacco products and where no person under the age of eighteen (18) is present, or permitted to enter, at any time.

Subd. 190. Tobacco Related Devices. “Tobacco related devices” shall mean any tobacco product ~~any as well as a~~ pipe, rolling papers, or other device intentionally designed or intended to be used in a manner which enables the chewing, sniffing, ~~or smoking~~, or inhalation of vapors of tobacco or tobacco products. Tobacco-related devices shall include accessories or components of tobacco-related devices which may be marketed separately.

Subd. 204. Vending Machine. “Vending Machine” shall mean any mechanical, electric or electronic, or other type of device which dispenses tobacco, tobacco products, ~~or tobacco related devices~~, or electronic delivery devices upon the insertion of money, tokens, or other form of payment directly into the machine by the person seeking to purchase the tobacco, tobacco product, ~~or tobacco related device~~, or electronic delivery device.

Subd. 13. Smoking. ~~“Smoking” means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation. See Minn. Stat. §114.413, subd. 4.~~

Section 3. County Tobacco Retailer License. No person shall sell or offer to sell any tobacco, tobacco products, ~~or tobacco related device~~, or electronic delivery device without first having obtained a tobacco retailer license from the County.

Subd. 1. License application. An application for a tobacco retailer license to sell tobacco, tobacco products, ~~or tobacco related devices~~, or electronic delivery devices shall be made on a form provided by ~~the County Nobles/Reek Community Health Services~~. ~~The application shall contain the full name of the applicant, the applicant’s residential and business addresses and telephone numbers, the name of the business for which the license is sought, and any additional information deemed necessary. In addition, all natural persons applying for a tobacco retailer license, or the manager as required by Section 4, shall complete a criminal background check.~~

Subd. 2. Action on License. Upon receipt of a completed application and payment of the license fee, ~~the County Nobles/Rock Community Health Services~~ may either approve or deny the license, using the criteria in Section 4. It may also delay action for such reasonable period of time as necessary to complete any investigation of the application it deems necessary. ~~If the County Nobles/Rock Community Health Services~~ approves the license, a license shall be issued to the applicant. ~~If the County Nobles/Rock Community Health Services~~ denies the license application, notice of the denial shall be given to the applicant along with a notice of the applicant's right to appeal the decision ~~to the Nobles/Rock Health Board.~~

Subd. 3. License Fees. Each application for a tobacco retailer's license shall be accompanied by a fee to be determined annually by the ~~Nobles County Board of Commissioners/Rock Board of Health.~~

Subd. 4. License Term. The licensing period for all tobacco retailer licenses issued under this section begins on March 1 of a calendar year and ends the last day of February of the next calendar year. Each license issued shall expire on the last day of February of the calendar year unless sooner revoked by the ~~County Nobles/Rock Community Health Service.~~ ~~If a license is revoked, the person licensed under this ordinance s or unless the business with respect to which the license was issued is transferred. In either case the holder of the license shall immediately surrender the license it to the County Nobles/Rock Community Health Services.~~

Subd. 5. Renewals. The renewal of a tobacco retailer license issued under this section shall be handled in the same manner as the original application. The request for renewal shall be made at least thirty days but no more than sixty days before the expiration of the current license.

Subd. 6. Moveable Place of Business. No tobacco retailer license shall be issued to a moveable place of business. Only fixed location businesses shall be eligible to be licensed under this ordinance.

Subd. 7. Display. All tobacco retailer licenses shall be posted and displayed in plain view of the general public on the licensed premise.

Subd. 8. Transfers. All tobacco retailer licenses issued under this ordinance shall be valid only on the premises for which the license was issued and only for the person to whom the license was issued. If the name or form of a business changes, such as from a limited liability company to a corporation, but the percent owned by each individual owner does not change, a new license does not need to be issued.

Subd. 9. Revocation or Suspension. Any tobacco retailer license issued under this ordinance may be revoked or suspended as provided in Section 14 of the ~~o~~Ordinance.

Subd. 10. Smoking Prohibited in tobacco retail ~~establishments~~stores. Smoking shall not be permitted and no person shall smoke indoors at any location with a ~~retail~~-tobacco retailer license. Smoking for the purpose of sampling tobacco, tobacco products, tobacco related devices, or electronic delivery devices shall be prohibited.

Subd. 11. Issuance as a Privilege and Not a Right. The issuance of a tobacco retailer license under this section to any person shall be considered a privilege and not an absolute right, and shall not entitle the person who holds a license to an automatic renewal of the license.

Subd. 12. Proximity to Schools, Playgrounds, Public Parks or Houses of Worship. In cities of more than 2,500 residents no tobacco retailer license shall be granted pursuant to this section to any

person for any retail sales of tobacco, tobacco products, tobacco-related devices, or electronic delivery devices within one thousand (1,000) feet of any school, playground, public park, or house of worship, occupied space of the school, playground, public park, or house of worship unless a licensed tobacco retailer has been in the business of selling such products in that location for at least one (1) year before the date this section was enacted into law.

Subd. 13. Proximity to Other Tobacco Retail Establishments. In cities of more than 2,500 residents no tobacco retailer license shall be granted pursuant to this section to any person for any retail sales of tobacco, tobacco products, tobacco-related devices, or electronic delivery devices within two thousand (2,000) feet of any other tobacco retail establishment, as measured by the shortest line between the space to be occupied by the proposed licensee and the occupied space of the nearest existing licensee, unless a licensed tobacco retailer has been in the business of selling such products in that location for at least one (1) year before the date this section was enacted into law.

Subd. 14. Maximum Number of Tobacco Retail Establishments. The number of tobacco retailer licenses in effect at any given time shall be one (1) per 600 county residents as determined by the latest US Census data. A new applicant for a tobacco retailer license who applies at a time when the maximum number of licenses has been issued may be placed on a waiting list and shall be eligible to apply for a license on a first-come, first-serve basis as licenses are not renewed or are revoked, provided that new applicants who are applying as the result of purchasing a business location previously holding a license shall be entitled to first priority in the issuance of a license. If the number of licenses decreases because of a decline in population the number of licenses then in place shall be maintained and renewed until an existing licensee is not renewed or revoked.

Subd. 15. Retail Roll-Your-Own Machines Prohibited in Tobacco Retail Establishments. The placement, operation, or use of a retail roll-your-own machine by any person shall be prohibited at any retail establishment, and no person shall place, operate, or use a retail roll-your own machine to make cigarettes or any other rolled tobacco or plant product at any licensed premises. This prohibition shall apply to any new application for a tobacco retailer license and to any application for renewal.

Subd. 16. Sales Prohibited by Pharmacies. The sale of tobacco, tobacco products, tobacco-related devices, and electronic delivery devices shall be prohibited in any pharmacy and in any retail establishment that operates or contains an on-site pharmacy. Any pharmacy or retail establishment that operates or contains a pharmacy and that possesses a tobacco retailer license as of the date this ordinance is enacted shall not be eligible for renewal of that license.

Section 4. Manager or Licensee Presence Required. Before a license is issued to someone other than a natural person who is a resident of the county, there shall be designated in writing a natural person, a manager or agent. The manager or agent shall be primarily responsible for the conduct of the licensed premises. There shall also be designated an agent for service of notices and other process relating to the license, and if such agent is not a resident of the State of Minnesota the licensee and/or the agent shall waive any objections to service or jurisdiction. The manager must be a natural person who, by reason of age, character, reputation, and other attributes, could qualify individually as a licensee. The licensee shall notify the County, in writing, of any change in the designation of manager or agent.

Section 5. Fees. No tobacco retailer license shall be issued to a person under this ordinance until the appropriate license fee shall be paid in full. The fee for a license under this ordinance shall be \$170.00.

Section 64. Basis for Denial of Tobacco Retailer's License.

Subd. 1. Grounds for denial. The following shall be grounds for denying the issuance or renewal of a license under this ordinance; however, except as may otherwise be provided by law, the existence of any particular ground for denial does not mean

~~Nobles/Rock Community Health Services must deny the license. If a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery that the person was ineligible for the license under this Section. Notice of revocation will be sent certified mail to the address printed on the application. Grounds for denial of a tobacco retailer license include, but are not limited to the following:~~

- A. The applicant is under the age of eighteen (18) years.
- B. The applicant has been convicted within the past five (5) years of any Felony or Gross Misdemeanor, any violation of a Federal, State, or local law, ordinance provision, or other regulation relating to tobacco, alcohol, or other drugs, ~~or tobacco products, or tobacco related devices.~~
- C. The applicant has had a license to sell tobacco, tobacco products, ~~or tobacco related devices, or electronic delivery devices~~ suspended or revoked within the preceding twelve (12) months of the date of application.
- D. The applicant fails to provide any information required on the application, or provides false or misleading information.
- E. The applicant is prohibited by Federal, State, or other local law, ordinance, or other regulation from holding such a license.

Subd. 2. Discovery of Grounds after Issuance of License. If a tobacco retailer license is mistakenly issued or renewed to any person based on false or misleading information or other grounds defined in this section, the license shall be revoked upon the discovery by the County that the person was ineligible for the license under this section. Notice of revocation shall be sent by certified mail to the address printed on the application.

Section 75. Licensees Responsible for Action of Employees. All ~~persons licensed~~ licensees under this ordinance shall be responsible for the actions of their employees in regard to the sale of tobacco, tobacco products, ~~or tobacco related devices, or electronic delivery devices~~ on the licensed premises, and the sale of such an item by an employee shall be considered a sale by the license holder. Nothing in this section shall be construed as prohibiting the County Nobles/Rock Community Health Services from also subjecting the employee to whatever penalties are appropriate under this ~~Ordinance~~, State, or Federal law, or other applicable law or regulation.

Subd. 1. Minimum Age. Individuals employed by a licensee under this this ordinance ~~must be at least eighteensixteen (186)~~ years of age to sell tobacco, tobacco products, ~~or tobacco related devices or electronic delivery devices.~~

Section 86. Mandatory Compliance Checks. All licensed premises shall be open to inspection By the County Nobles/Rock Community Health Services, its designee, or other authorized County officials during regular business hours. From time to time, but at least once a year, the County Nobles/Rock ~~Nobles/Rock Community Health Services~~ shall conduct compliance checks by engaging, with the written consent of their parents or guardians, minors over the age of fifteen (15) years but less than eighteen (18) years, to enter the licensed premise to attempt to purchase tobacco, tobacco products, ~~or tobacco related devices, or electronic delivery devices.~~ Minors used for the purpose of compliance checks shall be supervised by the County's law enforcement officers or other designated County personnel ~~Nobles/Rock Community Health Services~~. Minors used for compliance checks shall not be guilty of the unlawful purchase, or attempted purchase, nor the unlawful possession of tobacco, tobacco products, ~~or tobacco related devices, or electronic delivery devices~~ when such items are obtained or attempted to be obtained as part of the compliance check. No minor used in compliance checks shall attempt to use false identification misrepresenting the minor's age, and all minors lawfully engaged in a compliance check shall answer all questions about the minor's age asked by the licensee or his or her employee and shall produce any identification, if any exists, for which he or she is asked. Nothing in this section shall

prohibit compliance checks authorized by State or Federal laws for educational, research, or training purposes, or required for the enforcement of a particular State or Federal law.

Section 97. Enforcement Authority. ~~It shall be the duty of the County Nobles/Rock Board of Health by and its delegated authority through Nobles/Rock Community Health Services, to enforce the provisions of this ordinance and Nobles/Rock Community Health Services is hereby delegated authority to enforce the provisions of this ordinance including the power to inspect retail establishments, issue administrative penalties, and issue orders and revoke tobacco retailer's license.~~

Section 108. Prohibited Sales.

Subd. 1. General. It shall be a violation of this ordinance for any person to sell or offer to sell any tobacco, tobacco product, ~~or tobacco related device, or electronic delivery device:~~

- A. To any minor, or
- B. By means of loosies as defined Section 2, Subd. ~~73~~ of this ordinance to anyone no matter their age, or
- C. Containing opium, morphine, jimson weed, bella donna, strychnos, cocaine, marijuana, or other deleterious, hallucinogenic, toxic, or controlled substances except nicotine and other substances found naturally in tobacco or added as part of an otherwise lawful manufacturing process, or
- D. By any other means, to any other person, in any other manner or form prohibited by Federal, State, or other local law, ordinance provision, or other regulation.

Subd. 2. Blunt Wraps. It shall be unlawful for any person licensed under this ordinance to sell or offer to sell blunt wraps.

Subd. 3. Imitation Tobacco Products. It shall be unlawful for any person licensed under this ordinance to sell or offer for sale any imitation tobacco product. No licensed retail establishments shall give away, sell, or offer for sale any imitation tobacco product.

Subd. 4. Electronic Delivery Devices. It shall be unlawful for any person licensed under this ordinance to allow the sale of electronic delivery devices in any retail establishment unless the products offered for sale are kept in a locked dispenser located in an area that is behind the counter and in an area which cannot be accessed by the general public without assistance of a store employee.

Subd. ~~52~~. Vending Machines. It shall be unlawful for any person licensed under this ordinance to allow the sale of tobacco, tobacco products, ~~or tobacco related devices, or electronic delivery devices~~ by the means of a vending machine.

Subd. ~~63~~. Self-service sales. It shall be unlawful for a licensee under this ordinance to allow the sale of tobacco, tobacco products, ~~or tobacco related devices, or electronic delivery devices~~ by any means whereby the customer may have access to such items without having to request the item from the licensee or the licensee's employee and whereby there is not a physical exchange of the tobacco, tobacco product, ~~or the tobacco related device, or electronic delivery device~~ between the licensee or his or her employee.

Subd. 7. Single Cigars. It shall be unlawful for any person licensed under this ordinance to sell or offer for sale a single cigar unless the cigar is sold in an original package of at least four cigars, provided that this restriction shall not apply to any sale or offer to sell a single cigar that has a wholesale sales price of no less than \$0.99 or a retail sales price of no less than \$2.08, as adjusted from time to time

in accordance with the Consumer Price Index. As used in this article, wholesale sales price shall have the meaning given it in Minnesota Statutes, section 297F.01, subdivision 23, as amended from time to time.

Section 119. Other Prohibited Acts. Unless otherwise provided, the following acts shall be a violation of this ordinance.

Subd. 1. Illegal Possession. It shall be a violation of this ordinance for any minor to have in his or her possession any tobacco, tobacco product, ~~or tobacco related device,~~ or electronic delivery device. This subdivision shall not apply to minors lawfully involved in a compliance check.

Subd. 2. Illegal Use. It shall be a violation of this ordinance for any minor to smoke, chew, sniff, or otherwise use any tobacco, tobacco product, ~~or tobacco related device,~~ or electronic delivery device.

Subd. 3. Illegal Procurement by a Minor. It shall be a violation of this ordinance for any minor to purchase or attempt to purchase or otherwise obtain any tobacco, tobacco product, ~~or tobacco related device,~~ or electronic delivery device. This subdivision shall not apply to minors lawfully involved in a compliance check.

Subd. 4. Illegal Procurement. It shall be a violation of this ordinance for any person to purchase or otherwise obtain such items on behalf of a minor. It shall further be a violation for any person to coerce or attempt to coerce a minor to illegally purchase or otherwise obtain or use any tobacco, tobacco product, ~~or tobacco related device,~~ or electronic delivery device. This subdivision shall not apply to minors lawfully involved in a compliance check.

Subd. 5. Use of False Identification. It shall be a violation of this ordinance for any minor to attempt to disguise his or her true age by the use of a false form of identification, whether the identification is that of another person or one on which the age of the person has been modified or tampered with to represent an age older than the actual age of the person.

Section 120. Exceptions and Defenses. Nothing in this ordinance shall prevent the furnishing of providing of tobacco, tobacco products, or or tobacco related devices to a minor for smoking by a minor as part of a lawfully recognized traditional religious, spiritual, or cultural ceremony. It shall be an affirmative defense to an alleged violation of this ordinance, regarding a sale to a minor, for a person to have reasonably relied in good faith on proof of age as described by Minnesota Statutes, section 340A.503, subd. 6, as amended from time to time. ~~State Law.~~

Section 131. Administrative Review.

Subd. 1. Notice. Upon discovery of a suspected violation, the alleged violator shall be issued, either personally or by mail, a citation that sets forth the alleged violation and administrative penalty and which shall inform the alleged violator of his or her right to be heard on the accusation. The citation shall provide the alleged violator with notice that a hearing must be requested within ten (10) business days of receipt and that hearing rights shall be terminated if a hearing is not requested promptly. The citation shall provide information on how and where a hearing may be requested, including a contact address and phone number.

Subd. 2. Hearings. If a person accused of violating this ordinance so requests, a hearing shall be scheduled, the time and place of which shall be published and provided to the accused violator by mail or delivery at least ten (10) business days prior to the hearing.

Subd. 3. Hearing Officer. The County Nobles/Rock Community Health Administrator will designate a person to serve as the hearing officer. The hearing officer must be an impartial employee of the county or an impartial person retained by the County to conduct the hearing.

Subd. 4. Decision. If the hearing officer determines that a violation of this ordinance did occur, that decision, along with the hearing officer's reasons for finding a violation and the penalty to be imposed under Section 142 of this ordinance shall be recorded in writing, a copy of which shall be provided to the County and the accused violator by mail or in-person delivery, as soon as practicable. –Likewise, if the hearing officer finds that no violation occurred, or finds grounds for not imposing any penalty, such findings shall be recorded and a copy provided to the County and the acquitted accused violator in the same manner as described above. The decision of the hearing office is final, but may be appealed.

Subd. 5. Costs. If the hearing officer determines that violation of this ordinance by a person licensed under this ordinance did occur, the county's actual expenses in holding the hearing up to a maximum of one thousand dollars (\$1,000) shall be paid by that person.

Subd. 65. Appeals. Appeals of any decision made by the hearing officer shall be filed in the district court for the jurisdiction of the county in which the alleged violation occurred within ten (10) business days.

Subd. 76. Misdemeanor Prosecution. Nothing in this section shall prohibit the County ~~city/county~~ from seeking prosecution as a misdemeanor for any alleged violation of this ordinance. If the County ~~City/county~~ elects to seek misdemeanor prosecution, no administrative penalty shall be imposed.

Subd. 87. Continued Violation. Each violation, and every 24 hour period from midnight to midnight in which a violation occurs or continues, shall constitute a separate offense.

Section 12. Administrative Penalties.

Subd. 1. Licensees. Any person licensed under this ordinance ~~licensee~~ found to have violated this ordinance, or whose employee shall have violated this ordinance, shall be charged an administrative fee. The fee for a violation under this ordinance shall be established as follows: ~~as follows:~~

First Offense: \$150~~75~~.00

Second Offense: At same licensed premise within 24 months: \$250~~90~~.00

Third and Subsequent Offense: At same licensed premise within 24 months of the first or second offense: \$500~~250~~.00 and the license shall be suspended for not less than thirtyseven ~~(307)~~ days.

Second and subsequent offenses occurring on the same licensed premise in excess of 24 months from a previous violation shall be treated as if it were a first offense.

Subd. 2. Minors. Minors found in unlawful possession of, or who unlawfully purchase or attempt to purchase, tobacco, tobacco products, ~~or tobacco related devices,~~ or electronic delivery devices can be subject to a petty misdemeanor or an administrative penalty that the court finds applicable and appropriate.

Subd. 3. Other Individuals. Other individuals, other than minors regulated by subdivision 2 of this subsection, found to be in violation of this ordinance shall be charged an administrative fee of \$50.

Subd. 4. Statutory penalties. If the administrative penalties authorized to be imposed by Minnesota Statutes, section 461.12, as amended from time to time, differ from those established in this ordinance, the statutory penalties shall prevail.

Section 13. Severability and Savings Clause. If any section or portion of this ordinance shall be found unconstitutional or otherwise invalid or unenforceable by a court of competent jurisdiction, that finding shall not invalidate the effectiveness of any other section or provision of this ordinance.

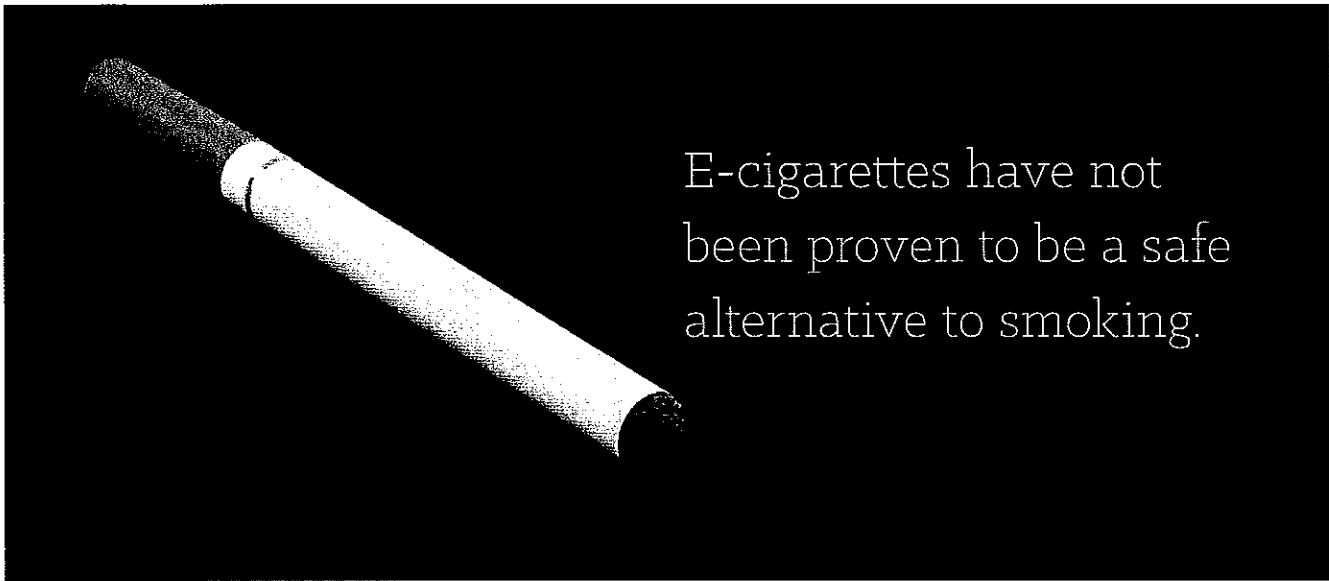
Section 14. Effective Date. This ordinance adopted _____, 2014~~0~~ hereby repeals and replaces in its entirety the Nobles ~~Reek~~-County Tobacco Ordinance adopted on ~~July 6, 2010~~~~March 4,~~ 1999. This ordinance shall become effective on the date of its publication, or upon the publication of a summary of the ordinance as provided by Minnesota Statutes, section 412.191, subd. 4, as amended from time to time, which meets the requirements of Minnesota Statutes, section 331A.01, subd. 10, as amended from time to time. Notwithstanding the effective date of this ordinance, existing licensees shall have until _____, 2014 to liquidate current inventories as of the effective date of the ordinance of products which will now be prohibited for sale by the terms of this Ordinance.

Board Chairperson

ATTEST:

County Administrator

Date



E-cigarettes have not been proven to be a safe alternative to smoking.

What are e-cigarettes?

- E-cigarettes are typically battery-operated devices containing nicotine and other chemicals that produce a vapor that is inhaled.¹
- Most e-cigarettes are designed to look like cigarettes, but some resemble everyday items such as pens.
- E-cigarettes do not contain tobacco, but many contain varying levels of nicotine, which is primarily derived from tobacco.

Are e-cigarettes safe to use?

- E-cigarettes are not currently regulated by the Food and Drug Administration. There is no way for consumers to know what types or concentrations of potentially harmful chemicals are found in e-cigarettes or how much nicotine they are inhaling.^{2,3}
- To date, there is no evidence that using e-cigarettes or inhaling the secondhand vapor they emit is safe. Studies have shown the presence of heavy metals and carcinogens in e-cigarette vapor.^{4,5,6}
- No long-term studies have been conducted on e-cigarettes, so the lasting impact on the health of the user and those exposed to the secondhand vapor is unknown.

Can e-cigarettes help people quit smoking?

- To date, e-cigarettes are not a proven way to quit smoking.
- Until more is known, people looking to quit should use FDA-approved smoking cessation aids that are shown to be safe and effective, such as nicotine gum, lozenges and patches.
- Free quitting assistance is available to all Minnesotans through QUITPLAN® Services by calling 1-888-354-PLAN or visiting www.quitplan.com.

Why should communities care about e-cigarettes?

- Some advertisements for e-cigarettes encourage smokers to use them in places where they cannot use traditional cigarettes.^{7,8}
- E-cigarettes can complicate enforcement of smoke-free laws, as it may be difficult to distinguish e-cigarettes from traditional cigarettes.
- E-cigarettes often have candy flavors such as chocolate, bubble gum and fruit punch, and research shows that flavored tobacco products appeal to children and teens.⁹
- A CDC study found that use of e-cigarettes among middle and high school students more than doubled between 2011 and 2012.¹⁰
- The three largest tobacco companies (Phillip Morris, R.J. Reynolds and Lorillard) now have their own e-cigarette product lines and are putting significant time and money into promoting these new tobacco products.¹¹

ClearWay
MINNESOTA



Communities can regulate e-cigarettes.

How does Minnesota law treat e-cigarettes?

- In Minnesota, e-cigarettes are taxed as a tobacco product and it is illegal to sell them to minors.¹²
- Currently, using e-cigarettes does not meet the definition of “smoking” under Minnesota’s Clean Indoor Air Act – so using them in public places, such as bars and restaurants, is not against the law.
- Since Minnesota workplaces became smoke-free in 2007, clean indoor air has become the standard and 85 percent of Minnesotans support the statewide smoke-free law.¹³ Many businesses and localities are now taking action to limit the use of e-cigarettes.

Communities across Minnesota are now taking action.

- The City of Duluth has banned the use of e-cigarettes anywhere smoking is prohibited, including bars, restaurants and transit stops. The city has also prohibited the sampling of tobacco products, including e-cigarettes, in retail stores and required that all e-cigarettes be sold behind the counter.
- The City of Mankato has prohibited e-cigarette stores from providing samples to customers and also requires sellers to get a retail tobacco license.
- Hennepin County has banned the use of e-cigarettes on county property.
- Housing and Redevelopment Authorities in St. Cloud, Eveleth and Worthington have included e-cigarettes in their smoke-free housing policies.
- Hennepin County Technical College has banned the use of e-cigarettes on its campus.
- Rock County has required that all e-cigarettes be sold behind the counter in retail stores.
- Scott County has included e-cigarettes in its smoke-free work place policy.
- Target Field has prohibited e-cigarette use in the stadium.

What can be done by communities to regulate e-cigarettes?

Although the FDA has the authority to regulate e-cigarettes, it has yet to take action. As a result, many state and local governments and businesses are choosing to regulate these new products.



Businesses can:

- » Ban the use of e-cigarettes on their property.



Cities and counties can:

- » Update indoor air laws to include a ban on e-cigarettes.
- » Require e-cigarette stores and “vapor lounges” to be licensed as tobacco retailers.
- » Prohibit the use of e-cigarettes on city or county grounds.
- » Restrict the sale of flavored e-cigarettes to adults-only stores.
- » Require that e-cigarettes be sold behind the counter in stores.



Minnesota can:

- » Update the Minnesota Clean Indoor Air Act to include e-cigarettes.
- » Require that e-cigarettes be sold behind the counter in stores.
- » Prohibit the sampling of e-cigarettes in stores.
- » Require that the ingredients in e-cigarettes be disclosed.

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City of Worthington

Guidelines and Procedures

For the

Minnesota Government

Data Practices Act

February 2014

**City of Worthington
Data Practices Procedures
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PUBLIC ACCESS TO GOVERNMENT DATA AND RIGHTS OF SUBJECTS OF DATA

These procedures are adopted to comply with the requirements of the Minnesota Government Data Practices Act, MN Statutes §13.01 et seq.

- I. **Responsible Authority and Compliance Official.** The City Council has appointed the City Administrator, as the Responsible Authority and Compliance Official for purposes of the MGDPA. The Responsible Authority and Compliance Official has designated the Public Safety Directory and the City Clerk, to assist in complying with the MGDPA to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices concerns. The phrase "Responsible Authority or a designee" used in this Policy means the person responding to a MGDPA request for the City.
- II. **Government Data Generally is Accessible to the Public.** "Government Data" means all data collected, created, received, maintained or disseminated by the City regardless of its physical form, storage media or conditions of use. Government Data is public data and is generally accessible by the public according to the terms of the MGDPA, unless it is specifically classified differently by the MGDPA or other law, and may be subject to a fee. The MGDPA classifies categories of Government Data that *are not generally accessible to the public* as follows:
 - "Confidential data on individuals" is inaccessible to the public or to the individual subject of the data.
 - "Private data on individuals" is inaccessible to the public, but is accessible to the individual subject of the data.
 - "Protected nonpublic data" is data *not on individuals* that is inaccessible to the public or the subject of the data, if any.
 - "Nonpublic data" is data *not on individuals* that is inaccessible to the public, but accessible to the subject of the data, if any.
- III. **Access to Public Data.** All data maintained by the City is public unless there is a specific statutory designation which gives it a different classification.
 - A. **People entitled to Access.** Any person has the right to inspect and copy public data. The person also has the right to have an explanation of the meaning of the data. The person does not need to state his or her name, provide identification or give the reason for the request (MS 13.05, subd. 12).

To fulfill the request, the representative of the City may ask questions to clarify the request and should use the form contained in this policy as Exhibit A. The City must determine whether it maintains the requested data.

The City is not required by the Minnesota Government Data Practices Act to provide data that it does not maintain, nor is the City required to produce data in a new format.

- B. Form of Request.** The request for public data may be verbal or written. It is recommended that the Data Request the City will consult with its attorney in preparing a response to a request for data relating to litigation.
- C. Time Limits.** Requests will be received and processed during normal business hours. If requests cannot be processed or copies cannot be made immediately at the time of the request, the information must be supplied as soon as reasonably possible. Standing requests will be valid for one year at which time the request must be renewed by the party making the request.
- D. Fees.** Fees may be charged only if the requesting person asks for a copy or electronic transmittal of the data. The fee may not include time necessary to separate public from non-public data. Fees may not be charged for inspection of government data.

Single-Sided, Black and White, Letter or Legal Size Documents

1-100 pages **\$.25 per page** (MN Statute 13.03, subd. 3 c.)
101 or more pages **Actual Cost** (as defined below)

The charge for most other types of copies, when a charge is not set by statute or rule is the actual cost of copies which includes the cost of searching for and retrieving the data, including the cost of employee time, and for making, certifying, and electronically transmitting copies of the data by facsimile (FAX) or email and/or mailing copies of the data and any other production expenses. The cost of employee time to search for data, retrieve data and make copies is \$25 per hour.

The City may require the requesting party to prepay any fees associated with a request for copies or transmission.

The Responsible Authority may also charge an additional fee if the copies have commercial value and are a substantial and discrete portion of a formula, compilation, program, process, or system developed with significant expenditure of public funds. This additional fee must relate to the actual development costs of the information.

- IV. Access to Data on Individuals.** Data about individual people is classified by law as public, private, or confidential. A list of the private and confidential information maintained by the City is attached as Exhibit B (Non-public Data Maintained by

City). Information to be incorporated on forms used to collect private and confidential information is also attached as Exhibit C (Tennessee Warning).

A. People Entitled to Access.

1. **Public data** about an individual may be shown or given to anyone.

2. **Private data** about an individual may be shown or given to:

- The individual
- A person who has been given access by the express written consent of the data subject. This consent must be on the form attached as Exhibit D, or a form reasonably similar.
- People who are authorized access by the federal, state, or local law or court order.
- People about whom the individual was advised at the time the data was collected. The identity of those people must be part of the *Tennessee Warning*.
- People within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

3. **Confidential** information may **not** be given to the subject of the data, but may be shown or given to:

- People who are authorized access by federal, state or local law or court order and whose identity is disclosed in the *Tennessee Warning*.
- People within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

B. Form of Request. Any individual may request verbally or in writing whether the City has stored data about that individual and whether the data is classified as public, private, or confidential.

All requests to see or copy private or confidential information must be in writing. An information disclosure request, attached as Exhibit A, must be completed to document who requests and who receives this information. The Responsible Authority or Designee must complete the relevant portions of the form. The Responsible Authority or Designee may waive the use of this form if there is other documentation of the requesting party's identity, the data requested, and the City's response. A response to a request for data relating to litigation will be made after consultation with the City Attorney.

- C. **Identification of Requesting Party.** The Responsible Authority or Designee must verify the identity of the requesting party as a person entitled to access. This can be done through personal knowledge, presentation of written identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.
- D. **Time Limits.** Requests will be received and processed during normal business hours. The response must be immediate, if possible, or within 10 working days if an immediate response is not possible (M.S. 13.04 subd. 3).
- E. **Fees.** Fees may be charged in the same manner as for public information.
- F. **Summary Data.** Summary data is statistical records and reports derived from data on individuals but which does not identify an individual by name or any other private or confidential data. Summary data is public. The Responsible Authority or Designee will prepare summary data upon request, if the request is in writing and the requesting party pays for the cost of preparation. The Responsible Authority or Designee must notify the requester of the anticipated time schedule and the reasons for the delay.

Summary data may be prepared by "blacking out" personal identifiers, cutting out portions of the records that contain personal identifiers, programming computers to delete personal identifiers, or other reasonable means.

The Responsible Authority may authorize an outside agency or person to prepare the summary data if (1) the specific purpose is given in writing, (2) the agency or person agrees not to disclose the private or confidential data, and (3) the Responsible Authority determines that access by this outside agency or person will not compromise the privacy of the private or confidential data. The Responsible Authority may use the form attached as Exhibit E.

- G. **Juvenile Records.** The following applies to private (not confidential) data about people under the age of 18.
 - 1. **Parental Access.** In addition to the people listed above who may have access to private data, a parent may have access to private information about a juvenile subject. "Parent" means the parent or legal guardian of a juvenile data subject, or individual acting as a parent or legal guardian in the absence of a parent or legal guardian. The parent is presumed to have this right unless the Responsible Authority or designee has been given evidence that there is a state law, court order, or other legally binding document which prohibits this right.
 - 2. **Notice to Juvenile.** Before requesting private data from juveniles, City personnel must notify the juveniles that they may request that the

information not be given to their parent(s). This notice should be in the form attached as Exhibit F.

3. **Denial of Parental Access.** The Responsible Authority or Designee may deny parental access to private data when the juvenile requests this denial and the Responsible Authority or Designee determines that withholding the data would be in the best interest of the juvenile. The request from the juvenile must be in writing stating the reasons for the request. In determining the best interest of the juvenile, the Responsible Authority or Designee will consider:

- Whether the juvenile is of sufficient age and maturity to explain the reasons and understand the consequences;
- Whether denying access may protect the juvenile from physical or emotional harm;
- Whether there is reasonable grounds to support the juvenile's reasons; and
- Whether the data concerns medical, dental, or other health services provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize the health of the minor.

The Responsible Authority or Designee may also deny parental access without a request from the juvenile under Minnesota Statutes Section 144.335.

V. **Denial of Access.** If the Responsible Authority or Designee determines that the requested data is not accessible to the requesting party, the Responsible Authority or Designee must inform the requesting party orally at the time of the request or in writing as soon after that as possible. The Responsible Authority or Designee must place an oral denial in writing upon request. This must also include the specific legal authority for the denial.

VI. **Collection of Data on Individuals.** The collection and storage of information about individuals will be limited to that necessary for the administration and management of programs specifically authorized by the state legislature, city council, or federal government.

When an individual is asked to supply private or confidential information about himself or herself, the City employee requesting the information must give the individual a *Tennesen* warning. This warning must contain the following:

1. The purpose and intended use of the requested data; and

2. Whether the individual may refuse or is legally required to supply the requested data; and
3. Any known consequences from supplying or refusing to supply the information; and
4. The identity of other persons or entities authorized by state or federal law to receive the data.

A *Tennesen* warning is not required when an individual is requested to supply investigative data to a law enforcement officer.

A *Tennesen* warning may be on a separate form or may be incorporated into the form which requests the private or confidential data.

In certain situations, a victim and/or witness to a crime may request that their identity be withheld from the public.

- VII. Challenge to Data Accuracy.** An individual who is the subject of public or private data may contest the accuracy or completeness of that data maintained by the City. The individual must notify the City's Responsible Authority in writing describing the nature of the disagreement. Within 30 days, the Responsible Authority or Designee must respond and either (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual, or (2) notify the individual that the Authority believes the data to be correct.

An individual who is dissatisfied with the Responsible Authority's action may appeal to the Commissioner of the Minnesota Department of Administration, using the contested case procedures under Minnesota Statutes Chapter 14. The Responsible Authority will correct any data if so ordered by the Commissioner.

VIII. Data Protection.

A. Accuracy of Data.

1. All employees will be requested to provide updated personal information to the appropriate supervisor and Human Resources. The information is necessary for tax purposes, insurance coverage, emergency notifications, and other personnel purposes. Other people who provide private or confidential information will also be encouraged to provide updated information when appropriate.
2. Department heads should periodically review forms used to collect data on individuals to delete items that are not necessary and to clarify items that may be ambiguous.

3. All records must be disposed of according to the City's records retention schedule.

B. Data Safeguards.

1. Private and confidential information will be stored in files or databases which are not readily accessible to individuals who do not have authorized access and which will be secured during hours when the offices are closed.
2. Private and confidential data must be kept only in City offices, except when necessary for City business.
3. Only those employees whose job responsibilities require them to have access will be allowed access to files and records that contain private and confidential information. These employees will be instructed to:
 - not discuss, disclose or otherwise release private or confidential data to City employees whose job responsibilities do not require access to the data;
 - not leave private or confidential data where non-authorized individuals might see it; and
 - shred private or confidential data before discarding, or dispose through confidential locked recycling.
- When a contract with an outside party requires access to private or confidential information, the contracting party will be required to use and disseminate the information consistent with the Act. The City may include in a written contract the language contained in Exhibit G.

Exhibit A
CITY OF WORTHINGTON
INFORMATION DISCLOSURE REQUEST
MINNESOTA GOVERNMENT DATA PRACTICES ACT



A. COMPLETED BY REQUESTER

(Optional, for the sole purpose of facilitating access to the data)

REQUESTER NAME (Last, First, MI):	DATE OF REQUEST:
STREET ADDRESS:	REQUEST TYPE: → IN-PERSON → PHONE → MAIL
CITY, STATE, ZIP CODE:	PHONE NUMBER:
SIGNATURE:	
DESCRIPTION OF THE INFORMATION REQUESTED:	

NOTE: You may be required to pay the actual costs of making and/or compiling the copies of information requested.

B. COMPLETED BY DEPARTMENT

DEPARTMENT NAME:	REQUEST HANDLED BY:
METHOD OF RESPONSE: → IN-PERSON → PHONE → MAIL → FAX	INFORMATION CLASSIFIED AS: → PUBLIC → PRIVATE → NON-PUBLIC → CONFIDENTIAL → PROTECTED NON-PUBLIC
ACTION: → APPROVED → APPROVED IN PART (Explain below) → DENIED (Explain below)	
IDENTITY VERIFIED FOR PRIVATE INFORMATION: → IDENTIFICATION → COMPARE SIGNATURE ON FILE → PERSONAL KNOWLEDGE → OTHER	

C. COMPLETE WHEN FEES ARE ASSESSED

PHOTOCOPYING CHARGES: → NONE → _____ X 0.25 = _____ (# OF PAGES)	FEES: (Complete Cost Calculation)	
TOTAL AMOUNT DUE: \$	RECEIVED BY:	DATE:
AUTHORIZED SIGNATURE:		

Make check /money order payable to: City of Worthington

If mailed, return form and payment to: CITY OF WORTHINGTON, 303 9th St, PO Box 279, Worthington MN 56187

Exhibit B
CITY OF WORTHINGTON
RESOURCE LIST
NON-PUBLIC DATA MAINTAINED
BY THE CITY OF WORTHINGTON

1. **Applicant Data (Private)**

MN Stat. 13.43, subd. 3

Data about current and former applicants for City employment is Private Data on Individuals—except the following, which is Public Data:

Veteran status

Relevant test scores

Rank on eligible list

Job history

Education and training

Work availability

Name, after being certified as eligible for appointment to a vacancy or when considered a finalist for a position of public employment (which occurs when the person has been selected to be interviewed by the appointing authority)

Applicants for Appointment. (MN Statutes 13.601, subd. 3.) Data about applicants for appointment to a public body collected by a government entity as a result of the applicant's application for appointment to the public body are Private Data on Individuals except that the following are public: name; city of residence, except when the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service;

Once an individual is appointed to a public body, the following additional data are public: residential address and either a telephone number or e-mail address where the appointee can be reached, or both at the request of the appointee.

Any e-mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an e-mail address or telephone number provided by the public body as the designated e-mail address or telephone number at which the appointee can be reached.

2. **Appraisal Data (Confidential/Protected Nonpublic/ Public)** MN Stat. 13.44 subd. 3

Data on estimated or appraised values of real property made by or on behalf of the City for the purpose of selling or acquiring real property are Confidential or Protected Nonpublic Data. Appraised values of real property obtained by owners who have received from the City an offer to purchase property are Private or Nonpublic Data.

All such data become Public Data when (1) submitted to a court-appointed condemnation commissioner; (2) submitted in court during condemnation proceedings; or (3) the parties enter into an agreement for the purchase and sale of the real property.

3. **Assessor's Data (Private/Nonpublic)** MN Stat. 13.51, 375.192, 272.115, 273.124

Data on sale sheets from private MLS organizations where the contract with the organization requires that the data not be made available to the public is Private Data.

The following income property data is Private Data or Nonpublic Data: (a) detailed income and expense figures; (b) average vacancy factors; (c) verified net rentable areas or net usable areas, whichever is appropriate; (d) anticipated income and expenses; (e) projected vacancy forms; and (f) lease information.

Income information on individuals collected for purposes of determining eligibility of property under class 4d (Minn. Stat. §§ 273.128 and 273.13) are Private Data.

Social Security Nos. and Federal Employer Identification Nos. on Certificates of Value, homestead applications, and other documents is Private Data.

4. **Auditing Data (Nonpublic/Protected Nonpublic)** MN Stat. 13.392

Data, notes, and preliminary drafts of audit reports are Protected Nonpublic or Confidential until the final report has been published.

5. **Benefit Data (Private)** MN Stat. 13.462

Data on individuals seeking information about becoming an applicant for or a recipient of benefits or services provided, or that is or was an applicant or recipient of such benefits or services, under various housing, home ownership, rehabilitation and community action agency, Head Start, and food assistance programs administered by government entities, with the exception of names and addresses, is Private Data.

6. **Bids, Proposals, Sealed Bids (Private/Nonpublic)** MN Stat. 13.37, subd. 2; 13.591

Sealed bids, including the number of bids received, prior to opening are Nonpublic Data.

Proposals submitted in response to a Request for Proposals are Private or Nonpublic Data until the responses are opened. Once opened, the name becomes Public, but all other data remain Private or Nonpublic until completion of the selection process. After the process is completed, all remaining data are Public with the exception of trade secret data.

Data submitted by a business in response to a Request for Bids are Private or Nonpublic Data until the bids are opened. Once opened, the name of the bidder and the dollar amount specified in the response become Public Data. All other data in a bidder's response to a bid are Private or Nonpublic data until the completion of the selection process. After the process is completed, all remaining data are Public with the exception of trade secret data.

In the event that all responses to a Request for Proposals or a Request for Bids are rejected, information that was Private or Nonpublic remains that way until a resolicitation of bids results in completion of the selection process or the process is abandoned. If resolicitation does not occur within one year, the remaining data become Public.

7. **Business Data (Private/Nonpublic)** MN Stat. 13.591

The following data submitted by a business requesting financial assistance, a license, or other benefit are Private or Nonpublic: financial information about the business, including credit reports, financial statements, net worth calculations, business plans, income and expense projections, balance sheets, customer lists, income tax returns, and design, market, and feasibility studies not paid for with public funds. This data becomes public when assistance, a license, or other benefits are granted, except the following, which remain Private or Nonpublic: business plans; income and expense projections not related to the financial assistance provided; customer lists; income tax returns; and design, market, and feasibility studies not paid for with public funds.

8. **City Attorney Records (Confidential)** MN Stat. 13.393

The use, collection, storage, and dissemination of data by the city attorney is governed by statutes, rules, and professional standards concerning discovery, production of documents, introduction of evidence, and professional responsibility. Data which is the subject of attorney-client privilege is Confidential. Data which is the subject of the “work product” privilege is Confidential.

9. **Civil Investigative Data (Confidential/Private)** MN Stat. 13.39

Data collected as part of an active investigation undertaken to commence or defend pending civil litigation, or which are retained in anticipation of pending civil litigation is confidential, except that a complainant’s statement is private.

10. **Drug and Alcohol Test Results (Private)** MN Stat. 181.954; 49 CFR 382.405

With respect to public sector employees and job applicants, the results of drug or alcohol tests are Private Data on Individuals.

11. **Elected Officials Correspondence (Private)** MN Stat. 13.601

Correspondence between individuals and elected officials is Private Data, but may be made Public Data by either the author or any recipient.

12. **Electronic Payments, Credit Card Numbers, Bank Account Numbers (Nonpublic)** MN Stat. 13.37; 13.6401

Information that would substantially jeopardize the security of information, possessions, or individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury is Private or Nonpublic.

13. **Examination Data (Private or Confidential)** MN Stat. 13.34

Completed versions of personnel and licensing examinations are Private Data, unless the Responsible Authority determines that they should be confidential because access would compromise the objectivity, fairness, or integrity of the examination process.

14. **Federal Contracts Data (Private/Nonpublic)** MN Stat. 13.35

To the extent that a federal agency requires it as a condition for contracting with a City, all government data collected and maintained by the City is classified as private or nonpublic.
15. **Firearms Data (Private)** MN Stat. 13.87, subd. 2

Data about the purchase or transfer of firearms and applications for permits to carry firearms.
16. **Group Auto Self-Insurance Claims Data (Private/Nonpublic)** Minn. Stat. § 471.617

Claims data, either as to single claims or total claims of an individual, is Private or Nonpublic Data, except that it may be disclosed to authorized personnel of the City in order to administer a health benefit program.
17. **Hazardous Materials (Private/Nonpublic)** MN Stat. 145.94

Data relating to exposure to hazardous substances is Private or Nonpublic.
18. **HRA Data (Non-Public/Private/Confidential)** MN Stat. 13.585, 13.462, 13.59

Housing agency data, data about individuals participating in the City's housing rehabilitation program, Section 8 rental assistance program, and other housing assistance programs, data relating to businesses receiving financial assistance.

Data pertaining to negotiations with property owners regarding the purchase of the property are Nonpublic Data. Except the HRA's evaluation of properties that it does not purchase, all other negotiation data becomes Public Data at the time of the closing of the property sale.

Data pertaining to individuals' income collected for purposes of determining eligibility of property for classification 4d under Minn. Stat. §§ 273.128 and 273.13 is Private Data on Individuals. Such data may be disclosed to county and local assessors responsible for determining eligibility of property for classification 4d.

Law enforcement access to data may be subject to different regulation
19. **Human Rights Data (Confidential/Private)** MN Stat. 13.552, 363A

Human rights investigative data are Confidential. The name and address of a charging party and respondent, factual basis of the allegations, and the statute under which the action is brought are Private Data on Individuals.
20. **Labor Relations Information (Nonpublic/Protected Nonpublic)** MN Stat. 13.37, subd. 1 (c)

Management positions on economic and non-economic items that have not been presented during the collective bargaining process or interest arbitration, including information collected or created to prepare the management position are Nonpublic or Protected Nonpublic Data.

21. **Law Enforcement and Investigative Data
Confidential/Protected Nonpublic/ Private)** MN Stat. 13.80, 13.82, 13.85,
13.87, 169.09, 168.10,
169A.70, 171.043, 171.07,
171.071, 171.12, 171.32,
299A.61, 299C.065,
299C.091, 299C.093,
299C.095, 299C.46, 299C.48,
299C.53, 299C.56, 611.272,
626.53, 609.324, 609.3452,
609.3471, 626.556, 626.5563,
626.557, 626.558, 626.5593,
626.89, 629.341, 260B.171,
260B.198, 260B.235,
299C.68, 299F.035, 299F.04,
299F.05, 299F.054, 299F.055,
299F.056, 299F.095,
299F.096

Data collected under Minn. Stat. § 518B.01 (Domestic Abuse Act) are Confidential until a temporary court order is executed or served on the respondent in the action.

Audio recordings of 911 calls are Private Data on Individuals with respect to the individual making the call, but a written transcript of the call is Public provided it does not reveal the identity of an individual subject to protection under Minn. Stat. § 13.82, subd. 17 (e.g. undercover law enforcement officer, victim of criminal sexual conduct, other crime victim or witness requesting anonymity).

Criminal investigative data during an active investigation is confidential or protected nonpublic. Data on inactive investigations, unless the release of the data would jeopardize an ongoing investigation or reveal the identity of an individual subject to protection under Minn. Stat. § 13.82, subd. 17, is public—with the exception of photographs that are clearly offensive to common sensibilities, which are private or nonpublic data, provided the existence of the photographs is disclosed to individuals requesting the inactive investigation file. An investigation is “inactive” when an agency or prosecuting authority decides not to pursue a case, when the statute of limitations (or thirty years after the offense, whichever comes first) expires, or upon the exhaustion of appeal rights of a person convicted on the basis of the investigative data.

A law enforcement agency can make investigative data public to aid law enforcement, promote public safety, or dispel unrest. Written requests to access data by victims of crimes or alleged crimes must be granted unless the authority reasonably believes that release of data will interfere with an investigation or the request is prompted by a desire by the requester to engage in unlawful behavior.

Investigations involving reports of child abuse or neglect or maltreatment of a vulnerable adult, either active or inactive, are Private Data on Individuals in cases where the alleged victim is identified. The identity of the reporter of child abuse or neglect is Confidential, unless compelled by law. The identity of the reporter of maltreatment of a vulnerable adult is Private Data on Individuals.

Data on court records relating to name changes is Confidential during an active investigation and Private Data on Individuals when an investigation is inactive.

Data that uniquely describes stolen, lost, confiscated, or recovered property are Private Data or Nonpublic Data.

Data that identifies customers of pawn shops, scrap metal dealers, or secondhand stores are Private Data on Individuals.

Deliberative process data or data revealing investigative techniques are Confidential.

Data presented as evidence in court is public.

Arrest data (including booking photographs), requests for service data, and response or incident data is public.

22. **Municipal Obligation Register Data** MN Stat. 475.55
(Private/Nonpublic)

Information with respect to the ownership of municipal obligations is Private or Nonpublic.

23. **Personal Contact & Online Account Information** MN Stat. 13.356
(Private)

Telephone, email address, user name/password collected for notification purposes.

24. **Personnel Data (Private)** MN Stat. 13.43

All data about an individual who is employed as, or an applicant to be, an undercover law officer*. All data on all other individuals who are or were an employee, an applicant for employment, volunteer, independent contractor, except the following which is public:

- Name
- Actual gross salary
- Salary range
- Contract fees
- Actual gross pension
- Value and nature of employer paid fringe benefits
- Basis for and amount of added remuneration, including expense reimbursement
- Bargaining unit
- Job title
- Job description
- Education and training background
- Previous work experience
- Date of first and last employment
- The existence and status (but not nature) of any complaints or charges against the employee, whether or not resulting in discipline
- Final disposition of any disciplinary action, with specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees
- Terms of any agreement settling any dispute arising from the employment relationship, including a "buyout" agreement

- Work location
- Work telephone number
- Badge number
- Honors and awards received
- Payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of medical leave or other not public data
- Employee Identification Number (not a social security number)

If it is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, information that is relevant to the safety concerns may be released to (1) the person who may be harmed or to the person's attorney when relevant to obtaining a restraining order, (2) a pre-petition screening team in the commitment process, or (3) a court, law enforcement agency or prosecuting agency.

***Undercover Law Enforcement Officer Data (Private - MNStatute § 13.43, subd. 5)**
All data about an individual who is employed as, or is an applicant to be, an undercover law officer is Private Data on Individuals. When the individual is no longer assigned to an undercover position, the data is Personnel Data unless the law enforcement agency determines that revealing the data would threaten the personal safety of the officer or jeopardize an active investigation.

25. Planning Survey Data (Private/Nonpublic) MN Stat. 13.59

The following data collected in surveys of individuals conducted by the City for the purpose of planning, development and redevelopment are classified as private or nonpublic: names and addresses of individuals and the legal descriptions of property owned by the individuals, and the commercial use of the property to the extent disclosure of the use would identify a particular business.

26. Property Complaint Data (Confidential) MN Stat. 13.44

The identities of individuals who register complaints concerning violations of state laws or local ordinances concerning the use of real property is Confidential Data on Individuals.

27. Public Employees Retirement Association Data (Private) MN Stat. 13.63

The home address, date of birth, direct deposit account number, and tax withholding data of individual beneficiaries and survivors of members are Private Data on Individuals.

28. Registered Voter Lists Absentee Ballots (Private/Protected Nonpublic) MN Stat. 13.37, 203B.12, 201.091

Scaled absentee ballots before opening by an election judge are Protected Nonpublic. Names of voters submitting absentee ballots are Private until the close of voting.

Registered voter lists are private, except for use related to elections, political activities, or law enforcement. The date of birth, portion of a Social Security number, driver's license number or other identification card number on voter lists cannot be provided on a list available for public inspection.

29. **Rentals (Private/Nonpublic)** MN Stat. 13.55

The following data relating to convention rentals are classified as Private and Nonpublic: Letter or other documentation from any person who makes inquiry to or who is contacted by the facility regarding the availability of the facility for staging events, identity of firms and corporations which contact the facility, type of event which they wish to stage in the facility, suggested terms of rentals, and responses of authority staff to these inquiries, exhibitor data. All rental data is Public information when certain conditions are met.

30. **Safe at Home Program Participation Data (Private)** MN Stat. 13.045

31. **Salary Benefit Survey Data (Nonpublic)** MN Stat. 13.435

Salary and personnel benefit data purchased from consulting firms is nonpublic.

32. **Security Information (Private/Nonpublic)** MN Stat. 13.37

Data which if disclosed would be likely to substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury. This includes crime prevention block maps and lists of volunteers who participate in community crime prevention programs and their home addresses and telephone numbers, but these may be disseminated to other volunteers participating in crime prevention programs. This also includes interior sketches, photos, or plans of buildings where detailed information about alarm systems or similar issues could jeopardize security.

The location of a National Night Out event is Public Data.

33. **Social Recreation Data (Private)** MN Stat. 13.548

The name, address, telephone number, any other data that identifies the individual, and any data which describes the health or medical condition of the individual, family relationships, living arrangements, and opinions as to the emotional makeup or behavior of individuals enrolling in recreational or social programs are Private Data.

34. **Social Security Numbers (Private)** MN Stat. 13.355

35. **Trade Secret Information (Nonpublic)** MN Stat. 13.37

The Responsible Authority, in consultation with legal counsel as necessary, will determine whether particular information qualifies as Trade Secret according to the following definition:

“Trade Secret information” is government data that includes a formula, pattern, compilation, program, device, method, technique, or process that is (1) supplied by an individual or organization; (2) subject to efforts by the individual or organization to maintain secrecy of the information; and (3) derives independent actual or potential economic value by not being known to or accessible to the public through lawful means.

36. **Transportation Service Data (Private)**

MN Stat. 13.72

Personal, medical, financial, familial or locational information, except the name, of applicants or users of transportation services for the disabled or elderly is Private Data.

37. **Welfare (Private)**

MN Stat. 13.46

Generally, welfare data (except summary data) is Private Data. The welfare data section of the MGDPA, however, has numerous exceptions and special treatment for particular data types and applications. Contact the City attorney for requests involving welfare data.

Exhibit C
CITY OF WORTHINGTON
DATA PRACTICES ADVISORY
(Tennessee Warning)



Some or all of the information that you are asked to provide on the attached form is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.

Our purpose and intended use of this information is: _____

You ☐ are / ☐ are not legally required to provide this information.

If you refuse to supply the information, the following may happen: _____

Other persons or entities who are authorized by law to receive this information are: _____

Exhibit D
CITY OF WORTHINGTON
CONSENT TO RELEASE PRIVATE DATA



I, _____, authorize the City of Worthington ("City") to release the
(print name)
following private data about me:

to the following person or people:

The person or people receiving the private data may use it only for the following purpose or purposes:

This authorization is dated _____ and expires on _____.

The expiration cannot exceed one year from the date of the authorization, except in the case of authorizations given in connection with applications for life insurance or non-cancelable or guaranteed renewable health insurance and identified as such, two years after the date of the policy.

I agree to give up and waive all claims that I might have against the City, its agents and employees for releasing data pursuant to this request.

X _____
Signature

Identity verified by:

- ☐ Witness: X _____
☐ Identification: Driver's License, State ID, Passport, other: _____
☐ Comparison with signature on file
☐ Other: _____

Responsible Authority/Designee: _____

Exhibit E
**CITY OF WORTHINGTON
GOVERNMENT DATA ACCESS AND
NONDISCLOSURE AGREEMENT**



1. **AUTHORIZATION.** City of Worthington ("City") hereby authorized _____, ("Authorized Party") access to the following government data:

2. **PURPOSE.** Access to this government data is limited to the objective of creating summary data for the following purposes:

3. **COST.** (Check which applies):

- ☐ The Authorized Party is the person who requested the summary data and agrees to bear the City's costs associated with the preparation of the data which has been determined to be \$_____.
- ☐ The Authorized Party has been requested by the City to prepare summary data and will be paid a reasonable fee.

4. **SECURITY.** The Authorized Party agrees that it and any employees or agents under its control must protect the privacy interests of individual data subjects in accordance with the terms of this Agreement.

The Authorized Party agrees to remove all unique personal identifiers which could be used to identify any individual from data classified by state or federal law as not public which is obtained from City records and incorporated into reports, summaries, compilations, articles, or any document or series of documents.

Data contained in files, records, microfilm, or other storage media maintained by the City are the City's property and are not to leave the City's custody. The Authorized Party agrees not to make reproductions of any data or remove any data from the site where it is provided, if the data can in any way identify an individual.

No data which is not public and which is irrelevant to the purpose stated above will ever be disclosed or communicated to anyone by any means.

The Authorized Party warrants that the following named individual(s) will be the only person(s) to participate in the collection of the data described above: _____

5. **LIABILITY FOR DISCLOSURE.** The Authorized Party is liable for any unlawful use or disclosure of government data collected, used and maintained in the exercise of this Agreement and classified as not public under state or federal law. The Authorized Party understands that it may be subject to civil or criminal penalties under those laws.

The Authorized party agrees to defend, indemnify, and hold the City, its officers and employees harmless from any liability, claims, damages, costs, judgments, or expenses, including reasonable attorneys' fees, resulting directly or indirectly from an act or omission of the Authorized Party, its agents, employees or assignees under this agreement and against all loss by reason of the Authorized Party's failure to fully perform in any respect all obligations under this Agreement.

6. **INSURANCE.** In order to protect itself as well as the City, the Authorized Party agrees at all times during the term of the Agreement to maintain insurance covering the Authorized Party's activities under this Agreement. The insurance will cover \$1,000,000 per claimant for personal injuries and/or damages and \$1,000,000 per occurrence. The policy must cover the indemnification obligation specified above.

7. **ACCESS PERIOD.** The Authorized Party may have access to the information described above from _____ to _____.

8. **SURVEY RESULTS.** (Check which applies):

- ☐ If the Authorized Party is the requester, a copy of all reports, summaries, compilations, articles, publications or any document or series of documents which are created from the information provided under this Agreement must be made available to the City in its entirety.
- ☐ If the Authorized Party is a contractor of the City, all copies of reports, summaries, compilations, articles, publications or any document or series of documents which are created from the information provided under this Agreement must be provided to the City. The Authorized Party may retain one copy for its own records but may not disclose it without City permission, except in defense of claims brought against it.

AUTHORIZED PARTY: _____

By: _____

Date: _____

Title (if applicable): _____

CITY OF WORTHINGTON

By: _____

Date: _____

Its: _____

Exhibit F
CITY OF WORTHINGTON
NOTICE TO PERSONS UNDER AGE OF 18



Some of the information you are asked to provide is classified as private under state law. You have the right to request that some of the information not be given to one or both of your parents/legal guardians. Please complete the form below if you wish to have information withheld.

Your request does not automatically mean that the information will be withheld. State law requires the City to determine if honoring the request would be in your best interest. The City is required to consider:

- Whether you are of sufficient age and maturity to explain the reasons and understand the consequences,
- Whether denying access may protect you from physical or emotional harm,
- Whether there is reasonable grounds to support your reasons, and
- Whether the data concerns medical, dental, or other health services provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize your health.

NOTICE GIVEN TO: _____

Date: _____

BY: _____

(Title)

Request to Withhold Information

I request that the following information: _____

Be withheld from: _____

For these reasons: _____

Date: _____ Print Name: _____ Signature: _____

Exhibit G

SAMPLE CONTRACT PROVISION



Data Practices Compliance. Contractor will have access to data collected or maintained by the City to the extent necessary to perform Contractor's obligations under this contract. Contractor agrees to maintain all data obtained from the City in the same manner as the City is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the City. Contractor agrees to defend and indemnify the City, its elected officials and employees, from any claim, liability, damage or loss asserted against the City, its elected officials and employees, as a result of Contractor's failure to comply with the requirements of the Act or this contract. Upon termination of this contract, Contractor agrees to return data to the City, as requested by the City.

CITY OF WORTHINGTON RESOLUTION

APPOINTING A RESPONSIBLE AUTHORITY AND DESIGNEES AND ASSIGNING DUTIES

WHEREAS, Minnesota Statutes, section 13.02, subdivision 16, as amended, requires that the City of Worthington appoint a Responsible Authority to administer the requirements for collection, storage, use and dissemination of data on individuals within the City and,

WHEREAS, the Worthington City Council shares concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by immediately appointing an administratively qualified Responsible Authority as required under the statute, and

WHEREAS, the Worthington City Council agrees that the Responsible Authority requires the appointment of designees to assist him in complying with the Minnesota Governmental Data Practices Act (MGDPA).

BE IT RESOLVED, the City Council of Worthington appoints Craig Clark, City Administrator as the Responsible Authority and Janice Oberloh, City Clerk, and Michael Cumiskey, Public Safety Director as the Responsible Authority's designees for the purposes of meeting all requirements of Minnesota Statutes, chapter 13 as amended, and with rules as lawfully promulgated by the commissioner of Administration.

FURTHER, BE IT RESOLVED, the Responsible Authority and his designees shall require the requesting party pay the actual cost of making, certifying, and compiling copies and of preparing summary data, as allowed by Minnesota Statutes, chapter 13 and by Minnesota Rules, chapter 1205, as amended.

I certify that the above resolution was adopted by the City Council of the City of Worthington, Nobles County, Minnesota this 24th day of February, 2014.

(SEAL)

Mayor

Attest: _____
City Clerk

ENGINEERING MEMO

DATE: FEBRUARY 21, 2014
TO: HONORABLE MAYOR AND COUNCIL
SUBJECT: ITEMS REQUIRING COUNCIL ACTION OR REVIEW

CASE ITEMS

1. RECEIVE REPORT AND ORDER HEARING FOR THE IMPROVEMENT OF OKABENA STREET BY WATER MAIN EXTENSION

Included in Exhibit 1 is a feasibility report on the improvement of Okabena Street between the west line of Kragness Avenue and the west line of Boote's Addition by extension of the municipal water distribution system. The feasibility report provides detailed information on the proposed improvement including location, need for improvement, costs, and proposed financing.

Staff recommends that Council receive the report and pass the resolution receiving the report and calling for hearing on the improvement included in Exhibit 1. It is recommended that a hearing be set for 7:00 pm at the March 24, 2014 Council meeting (second regularly scheduled meeting in March).

2. PROFESSIONAL SERVICES TO PREPARE APPLICATION FOR CONDITIONAL LETTER OF MAP REVISION

This matter was tabled at Council's February 10, 2014 meeting to allow members additional time to consider the recommendations of the flood mitigation study.

Flood Mitigation Study Status

The Flood Mitigation Study for Nobles County Ditch 12 (CD 12) was presented to the City Council at its October 14, 2013 meeting. The plan identifies improvements that will reduce the risks of CD 12 flooding. At that time Council was not requested to formally approve the master plan but Council did indicate its acceptance of the plan and desire to advance the improvements outlined in the plan. Since that time staff has met with representatives of the Minnesota Department of Public Safety (Division of Homeland Security and Emergency Management) and Minnesota Department of Natural Resources (DNR) to discuss possible funding sources as well as other considerations in advancing the improvements. Based on followup exploration with the Federal Emergency Management Agency (FEMA), city staff was informed that no funding was available for the City's proposed improvements through the federal programs administered through

those agencies. Although the anticipated potential for certain FEMA funding diminished, investigation into possible funding options will continue.

Interface with the DNR also allowed for an informal technical review of the study which yielded limited comments.

Conditional Letter of Map Revision

While investigation of funding options continues, an initial step should be taken to ensure that completion of the flood mitigation improvements (independent of funding sources) will yield one of the improvements' key benefits.

The National Flood Insurance Program (NFIP), administered by FEMA, bases flood risks and insurance rates on the information provided in Flood Insurance Rate Maps (FIRM). FIRMs are developed utilizing data and computer modeling methods meeting FEMA requirements and standards. In general, the area that is projected to flood from an event having a 1 in 100 chance of occurring in any year is mapped as being in a special flood hazard zone. Federal requirements mandate that federally insured or regulated lenders require flood insurance on properties in special flood hazard zones. While the fundamental purpose for pursuing the flood mitigation improvements is to reduce the risks of flooding within the community, a very tangible outcome of the improvements can be the reduction of the area mapped as being in a high flood hazard zone. Ultimately the mapping change is accomplished by obtaining a Letter of Map Revision (LOMR) from FEMA. As with the initial mapping, the modeling and data used to request a LOMR must satisfy the requirements and standards of FEMA. Rather than undertake the improvements and then request a LOMR from FEMA, it is possible to submit for a Conditional Letter of Map Revision. This process allows for FEMA review of the modeling, design and data to determine the mapping revisions that will be made subject to the improvements being constructed as designed. This offers assurance that the desired results in regard to hazard mapping will be achieved. A request for a LOMR is still required after construction, however, issuance of the LOMR is based on documentation that the improvements were constructed as proposed rather than on evaluation of all aspects of the project.

Staff obtained the proposal from Bolton and Menk in Exhibit 2 to provide the professional services needed to request a CLOMR. As noted in the proposal, the CLOMR to be requested will allow for phased implementation of improvements and map revisions. The total fees of \$16,900 include a combination of fixed fees and estimated hourly fees.

Recommendations

Staff recommends that Council accept the proposal from Bolton and Menk included in Exhibit 2 and authorize execution of a contract with the firm subject to the City Attorney's approval of the contract. Staff also recommends that Council approve a budget amendment to the Storm Water Utility Fund (606) budget to utilize \$25,000 of the \$250,000 budget for land acquisition for CD 12 improvements for the consulting fees and other costs associated with obtaining the CLOMR. The additional costs include fees to be paid to FEMA which is currently expected to be \$4,400 to \$6,050.

FEASIBILITY REPORT OKABENA STREET TRUNK WATER MAIN EXTENSION

INTRODUCTION

The purpose of this report is to determine the feasibility of improving Okabena Street between the west line of Kragness Avenue and the west line of Boote's Addition by extension of the municipal water distribution system.

Such improvement was petitioned for and the petition was executed by owners of more than 35% of the property abutting on the proposed improvement. This report has been prepared pursuant to Council resolution of June 24, 2013.

The location of the proposed improvement and existing and future conditions are shown on Map A.

PROJECT NEED

The City received a petition for the extension of a water main along Okabena Street from Kragness Avenue to the west line of Boote's Addition from the owners of certain properties abutting the proposed extension. The project, as petitioned for, is intended to provide water service to those properties that currently do not abut a water main.

In addition to the benefit desired by the petitioners, the petitioned water main extension could, if properly sized, serve as a component of recommended trunk water improvements. The City's Water Distribution System Master Plan (Water Plan) identifies the need for a 16" trunk water main connection between the existing 16" main on TH 59/60 and a future 12" water main on 1st Avenue. A water main installed in an extension as petitioned for could be size as a 16" main and complete the first segment of the 1st Avenue to TH 59/60 connection.

The petitioned water main extension could also allow abandonment of a failing segment of 10" water main extending south of Okabena Street. This segment of water main currently provides the connection between the trunk main along TH 59/60 and the existing water main on Okabena Street west of the proposed extension as shown on Map A. This water main is partially located within a wetland making it difficult to repair and maintain.

DESIGN

As previously indicated, the proposed extension should be installed as a 16" main to satisfy the long term goals of the Water Plan. The specific alignment of the proposed water main is controlled by the presence of sanitary sewer and gas mains, wetlands and the need to maintain emergency access to a sanitary sewer lift station. Installation of the water main on the proposed alignment will require the removal of several Cottonwood trees, two Ash trees and a variety of saplings.

Petroleum contaminated soils within the easterly portion of the proposed project will require special consideration during construction and in the selection of pipe materials. An estimated 480 cubic yards of excavated soils will need to be disposed of at a landfill or otherwise processed. Replacement soils will be required for backfilling. The actual quantity of soils that will require special handling will be determined during construction based on screening by a qualified environmental consultant. The costs for special soil processing is eligible for reimbursement from the Minnesota PetroFund through the utility program. Although these costs are eligible for reimbursement up to 100%, the project costs presented in this report include 5% of the estimated costs as a contingency for costs deemed to be ineligible. The pipe should be ductile iron and the gasket material to be specified for use in the pipe joints will need to be petroleum resistant.

A portion of curb and gutter and pavement at the intersection of Kragness Avenue and Okabena Street will need to be removed for connection of the extension to the existing water main in Kragness Avenue. Permanent pavement restoration of the pavement will occur in one to two years following the water main installation.

COSTS AND FINANCING

The total estimated improvement cost, including engineering and contingencies, is \$225,000. Of the total cost for a water main project, that portion which would be incurred in constructing a water main of the size adequate only for providing service to abutting properties is to be considered lateral water costs. Such lateral costs are based on the installation of an 8" main. The remaining costs would be defined as trunk costs or those additional costs associated with providing service to an area larger than that which abuts on the project. These costs of the proposed improvement are estimated as follows:

Lateral Costs:	\$173,000
Trunk Costs:	<u>\$52,000</u>
Total Project:	\$225,000

Special assessments for water main projects are levied in two components, trunk assessments and lateral assessments. Trunk assessments are levied on the basis of area benefitted by a water extension and the current trunk assessment rate which is independent of a particular project's

cost. The trunk rate is defined by ordinance and originates from a July 1975 determination of estimated costs for all trunk improvements needed at that time and the total area to be served by those improvements. An adjustment using a construction cost index maintains current value of the trunk rate. A trunk fund receives all trunk assessments and is utilized to retire those debt costs attributable to trunk project costs. The trunk fund may receive more or less assessments than trunk costs for each project undertaken. The trunk water rate estimated to be effective at the time of this project is \$2,191 per acre.

Lateral assessments are based on the lateral costs as previously defined and the rate determining frontage or Residential Equivalent Connections (RECs) applicable to the project. The lateral costs divided by the rate determining units establishes the assessment rate. The amount of assessments is equal to the assessment rate multiplied by assessable units. Assessable units may be less than rate determining units when a portion or portions of the project abut property that is not benefitted by the project.

Corner lots served by an existing water main are not assessed for the frontage of an improvement along an additional side. Large corner tracts are, by practice based on the provisions of 94.20(B)(3) of City Code, assessed additional frontage beyond 200 feet of the side abutting an existing improvement. The two parcels abutting both Okabena Street and Kragness Avenue are currently able to be served from the existing main along Kragness Avenue. As shown on Map B, it is not proposed to assess these two parcels, however, their frontage along Okabena Street is used in the calculation of the lateral assessment rate. Wetlands are not able to be developed unless certain mitigation measures are taken (wetland replacement). Due to these restrictions, property within a wetland receive limited benefit from public improvements such as water main extensions and it is recommended that they not be immediately assessed. Additional assessments may levied for the benefits of the improvements should the owners take the measures required to develop the property in the future.

The selection of REC or frontage units tends to be based on the status of the abutting property. Frontage is generally, but not always, used when assessments are to be levied to undeveloped property. The use of frontage units yields a uniformly distributed rate which is beneficial in equitably reapportioning assessments at the time development occurs. REC units are typically used where the number of individual connections or lots is able to be identified at the time the project is undertaken. In the case of this project, the majority of the frontage is undeveloped and therefore it is proposed to utilize frontage units.

The lateral assessment rate would be calculated as the \$173,000 in lateral costs divided by the 1,695.3 feet of rate determining frontage or \$102.05/ foot. Due to the unusually high assessments that would result from strict use of the City's Assessment Ordinance, it is believed that these assessments would exceed the benefit derived from the project as defined by the intent of Minnesota Statutes. It is therefore recommended that the lateral assessment be based on the current value of the previous water lateral assessments used in similar situations, which is estimated to be \$36.10 per foot at the time the project is undertaken. Final lateral assessments will be determined at the time of project financing.

Estimated assessments, trunk fund obligations, and "City Share" costs of the project are as follows:

	<u>LATERAL</u>	<u>TRUNK</u>	<u>TOTAL</u>
Assessments	\$20,136.58	\$5,433.68	\$25,570.26 (11.4%)
Trunk Fund (due from)		\$46,566.32	\$46,566.32 (20.7%)
City Share	<u>\$152,863.42</u>	<u>0.00</u>	<u>\$152,863.42</u> (67.9%)
TOTAL	\$173,000.00	\$52,000.00	\$225,000.00

Provided that this project is combined with other assessable improvement projects as a single improvement project having more than 20% of its costs assessed, initial financing of the project costs should be through issuance of a PIR general obligation bond with possible use of 401 construction fund reserves until such a bond is issued. The bond debt would be recovered by special assessments and by special tax levy for the remaining costs not to be assessed.

Should no other assessable water improvements be ordered for 2014 that result in 20% of the costs of a combined improvement project being assessed, it will be necessary for the city share of the lateral costs of the improvement to be permanently funded from 401 Construction Fund reserves. The assessable lateral costs would be initially financed from the 401 Construction Fund and ultimately financed by the lateral special assessments received. Trunk water fund will be used to finance the trunk costs of the improvement. The Trunk Fund will receive all trunk assessments for the project.

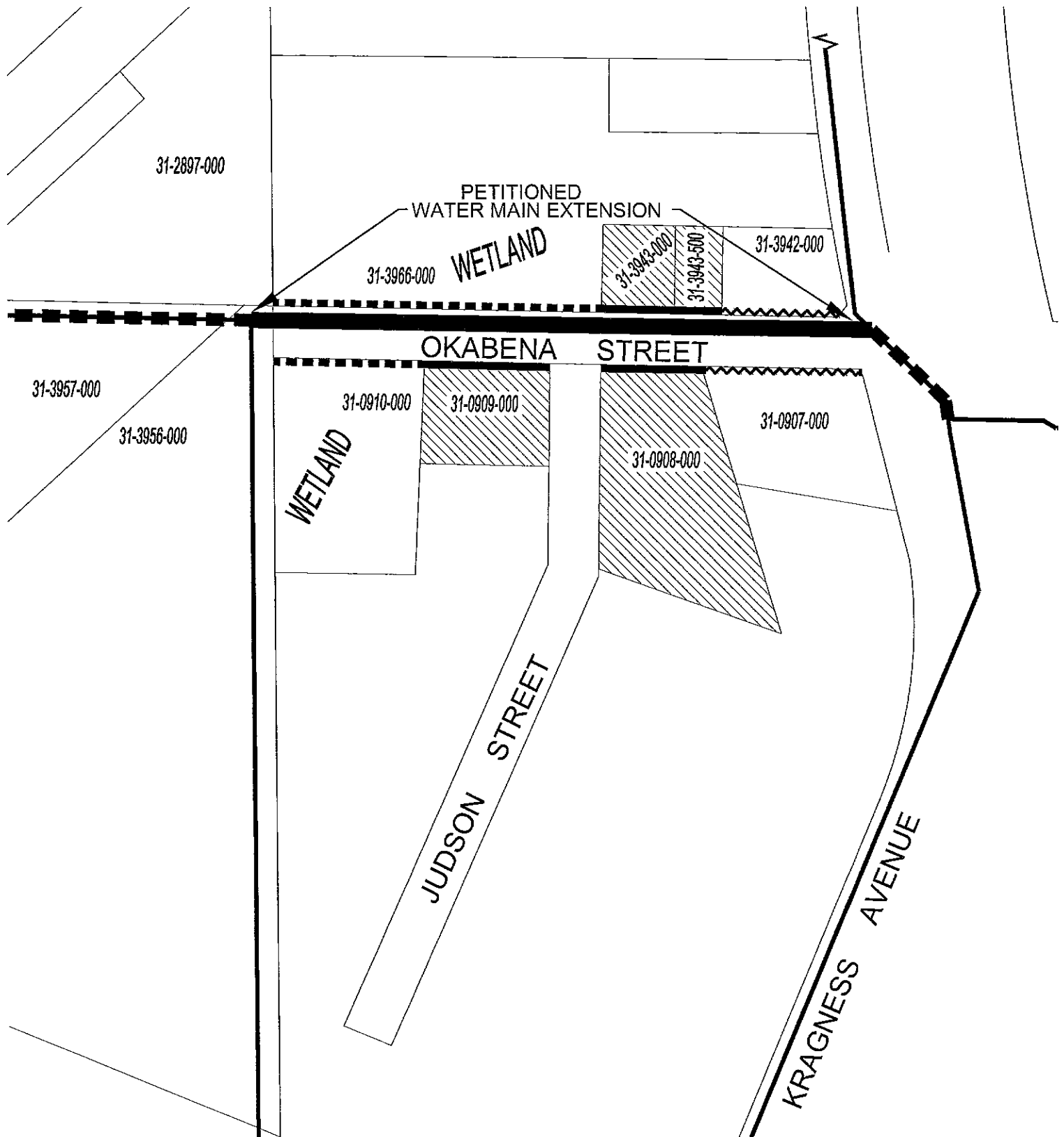
COMBINATION WITH OTHER PROJECTS

The proposed improvement should be combined with any sanitary sewer, storm sewer and water main extension projects ordered to be completed in 2014.

CONCLUSION

The proposed project will provide service access to unserved properties on Okabena Street west of Kragness Avenue. Whereas the project is ultimately needed as part of a larger trunk water main improvement it is also a feasible and cost effective way to provide such water service.

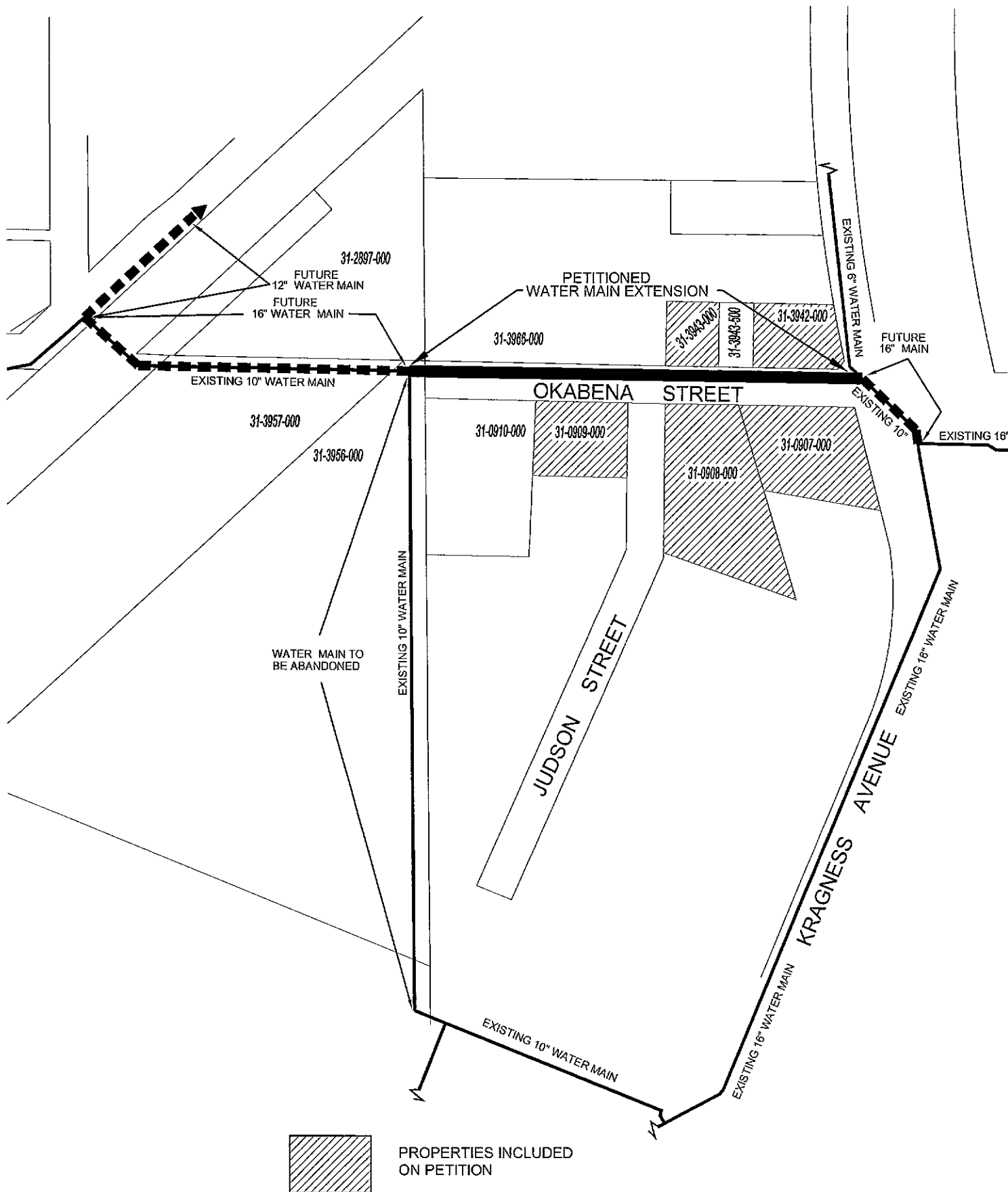
Unserved properties abutting the improvement are those proposed to be assessed for the improvement. Those properties that are unable to be developed under their current wetland status would not be assessed at this time but may be subject to additional assessments should they be developed in the future.



- Frontage to be Assessed**
- Not to be Assessed, Corner Lot**
- Not Initially Assessed - Subject to Additional Assessment, Wetlands**
- Properties to be Assessed Trunk Benefit**

Map R

Exhibit 1e



Map A

Exhibit 1f

RESOLUTION

**RECEIVING REPORT AND
CALLING FOR HEARING ON PROPOSED IMPROVEMENT**

WHEREAS, Pursuant to Resolution No. 3521 of the Council passed on June 24, 2013, a report has been prepared by the city engineer with reference to the improvement of the following described street, or portions thereof, by extension of the municipal water distribution system:

Okabena Street - between the west line of Kragness Avenue and the west line of Boote's Addition

and

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF WORTHINGTON, MINNESOTA:**

1. The City Council will consider the improvement of such property by extension of the municipal water distribution system, in accordance with the report, and the assessment of the abutting properties for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429, at an estimated total cost of the improvement of \$225,000.

2. A public hearing shall be held on such proposed improvement on the 24th day of March, 2014, in the Council Chambers of City Hall at 7:00 p.m. and the Clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the City Council of the City of Worthington, Minnesota, this the 24th day of February, 2014.

(SEAL)

Alan E. Oberloh, Mayor

Attest

Janice A. Oberloh, City Clerk



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

219 North Main • Fairmont, MN 56031-1833
Phone (507) 238-4738 • Fax (507) 238-4732
www.bolton-menk.com

January 30, 2014

Dwayne Haffield
City of Worthington
P.O. Box 279
Worthington, MN 56187
d.haffield@ci.worthington.mn.us

RE: Proposal for Developing a Conditional Letter of Map Revision (CLOMR)
Worthington, MN

Dear Mr. Haffield:

Bolton & Menk, Inc. is pleased to present this proposal for professional consulting engineering services associated with developing a Conditional Letter of Map Revision (CLOMR) requesting FEMA map acceptance of the improvements recommended in the 2013 Flood Mitigation Study report as prepared by Bolton & Menk, Inc. for the Nobles County Ditch 12 corridor from the diversion structure near Diagonal Boulevard through US Highway 59.

This proposal defines our scope of work and cost of services in a task oriented format. If this proposal is acceptable and you wish to proceed, we will prepare a professional services agreement for review and signatures.

Thank you again for considering Bolton & Menk, Inc. for your civil engineering needs. Please feel free to contact me if you have any questions or if you require any additional information.

Sincerely,

Bolton & Menk, Inc.

William R. Douglass, P.E.
Principal
Water Resources Group Manager

Enclosures: Scope of Services and Proposed Fee

Proposal for Developing a CLOMR

Worthington, Minnesota

January 30, 2014

Description of Proposed Project

The City of Worthington has accepted the 2013 Flood Mitigation Study of County Ditch 12 from the diversion structure near Diagonal Road through U.S. Highway 59. The key consideration of this report is the potential change in floodplain and the associated benefit to the properties that may be removed with the construction of the recommended improvements. The Federal Emergency Management Association (FEMA) has a tool that allows for the acceptance of the floodplain changes on the condition that the improvements are completed. This Conditional Letter of Map Revision (CLOMR) essentially assures the City that, if the improvements described in the CLOMR are completed as designed, the floodplain will be revised as described by the document.

This engineering proposal/agreement is for Bolton & Menk to provide services to assist the City of Worthington in conjunction with the Minnesota Department of Natural Resources (DNR) and FEMA to apply for a Phased CLOMR that is based on the recommendations highlighted in the 2013 Flood Study report.

When a phased CLOMR Application is accepted, the City can rest assured that the floodplain will be reduced to the extent described in the accepted document. Further, after each phase is constructed, the City can reference the accepted CLOMR in a Letter of Map Revision (LOMR) applications along with as-built surveys verifying that a phase is completed to obtain a floodplain revision.

Because it is not known when any of the proposed construction phases will be scheduled, this proposal only includes the work associated with preparing all documentation and coordination necessary for the submittal of a complete CLOMR application. If desired, we can prepare a separate LOMR application proposal when each phase is complete.

Scope of Work

Our procedure for assisting the City of Worthington in working with the DNR and FEMA to prepare a proper CLOMA application will include the following tasks:

I. Prepare 1st Draft CLOMR Application

Bolton & Menk will use the 2013 Flood Mitigation Report as the basis for preparing a 1st Draft CLOMR application. We propose to fill out all of the necessary FEMA MT-2 forms with our understanding of the way the City would like it completed. The applicable forms include:

Form 1

This form provides general community information and project items as well as Endangered Species Act (ESA) information. We will request information from the Minnesota Natural Heritage Database and the U.S. Fish & Wildlife offices to obtain the most current ESA information. It should be noted that it is not uncommon for applicants to wait up to 6 weeks before receiving the requested information from these offices.

Proposal for Developing a CLOMR

Worthington, Minnesota

January 30, 2014

Form 3

This form is for Riverine Structures and is used for map revisions involving new or improved bridges/culverts and channelization. This form includes submittal of hydraulic modeling and engineer certified plans.

Payment Information Form

This form is used to determine the appropriate fee schedule for the application.

Project Narrative

A project narrative is needed to provide FEMA with a concise summary of the key project components. The 2013 Flood Mitigation Study report will be referenced in this narrative and will be submitted with the application.

Hydrologic and Hydraulic Computations

Bolton & Menk will assemble hydraulic and hydrologic summary reports and digital versions of all hydraulic models.

Certified Topographic Map

Nobles County currently has certified LiDAR topography. Bolton & Menk will assemble the necessary documentation and as-built survey data to support LiDAR and assemble appropriate exhibits displaying the proposed flood hazard boundary.

Annotated FIRM to Reflect Anticipated Project Changes

We will download the current approved flood plain mapping information and develop exhibits showing the anticipated changes the flood boundary.

The 1st draft of these documents will establish the form of the proposed CLOMR application. However, its sole purpose is to develop a reference for discussion at the subsequent kickoff meeting. It will be submitted to City staff prior to the Kickoff meeting so that everyone is fully informed of the draft CLOMR and the process involved before the meeting.

II. Meetings

Kickoff and Agency Meeting(s)

Although the kickoff meeting is primarily designed to introduce new staff for both the City and Consultant and to ensure that all parties are familiar with the acceptable communication protocol, we propose to expand the criteria of the kickoff meeting to include a review of the 1st Draft CLOMR. As such, we propose to forward a copy of our 1st Draft CLOMR Application materials at least 5 days prior to our scheduled kickoff meeting with City Staff so that all attendees can be fully informed of the status of the proposed application. It is hoped that the kickoff meeting will result in a mutually determined and clear direction relative to the preparation of the next draft of the CLOMR application.

Proposal for Developing a CLOMR

Worthington, Minnesota

January 30, 2014

To further increase the productivity of this kickoff meeting, we will attempt to include a representative from the Minnesota DNR Floodplain section. If this is requested, we may wish to set the meeting location in a place that guarantees the DNR can attend. It may mean meeting at the Bolton & Menk Mankato office to strategize before continuing to St. Paul to meet with the DNR. If these meetings can be combined, we will pass the time savings on to the City of Worthington. For purposes of estimating our fee, we are estimating our time assuming two separate meetings in Worthington and in St. Paul as an hourly, estimated amount with the hope of having only one meeting for this purpose.

Council Presentation Meetings

If requested, we can attend City Council meetings to explain final CLOMR application and assuming the CLOMR is fully approved, present the conditions of the accepted application. This subtask is also proposed to include two separate meetings and has been estimated as hourly, estimated so that either or both meetings can be eliminated by City Staff or the City Council if these presentations are not desired.

III. Agency Coordination

Bolton & Menk, Inc. proposes to first work with the Minnesota DNR Floodplain staff to discuss the ramifications of the proposed improvements and discuss their recommendations for avoiding pitfalls and misinterpretation of the ultimate application. We propose to initiate the discussion through telephone conversations and possibly a meeting as described in Task II with Suzanne Jiwani. We hope that this will be sufficient for the preparation of a 2nd Draft CLOMR that can be the basis for a meeting (or a telephone conference) with a regional FEMA representative who may be able to guide us with his preferences and suggestions for submitting a successful application. We believe that this communication will be a key component to securing a timely and successful CLOMR application. This task also includes the inevitable direct telephone conversations with FEMA and the Minnesota DNR as needed to answer their specific modeling and mapping questions as well as our efforts to keep the application moving forward.

IV. Prepare 2nd Draft CLOMR Application

Based on the input from the review authorities and direction from the City, Bolton & Menk will prepare a second draft of the application for final review by the City. This 2nd Draft will be forwarded to both the Minnesota DNR and City Staff for review and approval.

V. Prepare and Submit the Final CLOMR Application

Based on the input from the review authorities and direction from the City, Bolton & Menk will revise the 2nd Draft and submit the Final Draft of the application for submittal by the City of Worthington.

Proposal for Developing a CLOMR

Worthington, Minnesota

January 30, 2014

Schedule

We propose to begin work within 10 days of receiving your Notice to Proceed. Bolton & Menk will complete each described Task in an expedient manner and is ready to meet your schedule. As stated earlier, the Endangered Species Act information may take up to 6 weeks to obtain. Nevertheless, we will work on all other aspects of the application and attempt to coordinate the expedient submittal of the Final CLOMR application.

The following Fee Schedule includes our anticipated completion date for each task.

Fees

Bolton & Menk, Inc. will provide the described services in accordance with the following Table.

Task	Description	Basis	Proposed Fee
I	Prepare 1 st Draft CLOMR Application	Lump Sum	\$8,200
II	Meeting (4 each)	Hourly, Estimated	\$4,950
III	Agency Coordination	Hourly, Estimated	\$850
IV	Prepare 2 nd Draft CLOMR Application	Lump Sum	\$2,150
V	Prepare and Submit the Final CLOMR Application	Lump Sum	\$750
Total			\$16,900.00

Additional Services

Any requested additional work or services will be performed at our regular hourly rates. If requested, we can provide our schedule of fees.

COMMUNITY/ECONOMIC DEVELOPMENT MEMO

DATE: FEBRUARY 21, 2014
TO: HONORABLE MAYOR AND COUNCIL
SUBJECT: ITEMS REQUIRING COUNCIL ACTION OR REVIEW

CASE ITEMS

1. PUBLIC HEARING - SALE OF LOTS 1 THROUGH 8, BLOCK 3, WORTHINGTON BIO SCIENCE INDUSTRIAL PARK

Enclosed separately with the City Council packet are copies of a contract for deed, loan agreement, and development contract between the City of Worthington and Prairie Holdings Group (PHG), a local bioscience related business. PHG would like to purchase Lots 1-8, Block 3 in the Worthington Bio Science Industrial Park from the City, through its established land acquisition policy, to create a primary campus for its operations (Exhibit 1). To be completed in phases, PHG is intending to construct a 21,000 square foot office building and a 12,650 square foot manufacturing/distribution center in Phase I (Exhibit 1). A time line has not been established for future phases. The established asking price for the 13.88 acres of land in question is \$360,000.

Per the City's Land Acquisition policy, the actual sale price of industrial property may be reduced by the present value of the property taxes generated by a new facility, over a twenty year period at a 6.5% rate of return. The present value is then structured as a forgivable loan to protect the City's financial interest in the property and terms of the agreement. Should the present value exceed sale price, the sale may be entirely structured as a forgivable loan. With a sale price of \$360,000, PHG must construct improvements that will have an estimated market value for tax purposes of at least \$2,500,000 in order to be eligible to acquire the entire property as a forgivable loan. The estimated cost of the project exceeds \$4 million. The improvements would have to be commenced within 12 months and completed within 24 months of the date of the agreement. The forgivable loan is intended to forgive each and every payment due over the term of the loan so long as the buyer abides by the terms of the loan agreement, contract of deed and the development contract. The terms are established to assure the public purpose for providing the business subsidy is achieved. A default in any term of these documents would result in the discontinuance of the forgiveness of the monthly payment obligation. The loan is structured to have a loan term of 20 years and an interest rate of 5%. The amount of the loan is defined as the amount of the sale price minus one dollar. The buyer is responsible for the payment of the \$1 plus the costs of updating the abstract, City Attorney's time, remaining assessments, and all other closing costs affiliated with the sale.

The proposed sale is considered a business subsidy under Minnesota Statute 116J.993 & 116J.994. Therefore, the transaction must meet a public purpose other than tax base. Per the City's Business Subsidy Policy, another public purpose is to create full-time equivalent job opportunities within the community. In conjunction with this real estate transaction, PHG is committing to create 18 FTE positions above and beyond the 45 FTE they currently employ within two years of the execution of the development contract.

PHG has reviewed all three documents related to the transaction and has agreed to all of the terms of the sale. Council may approve the sale as presented or as amended as it deems necessary provided it is within context of the City's policies.

After holding a public hearing, which is required by Minnesota Statute, Council is requested to take action on the proposed sale. The proposed transaction is as follows:

1. The City sell Lots 1-8, Block 3, Worthington Bio Science Industrial Park to PHG at the established price of \$360,000;
2. The City structure the sale as a forgivable loan with a loan term of 20 years and an interest rate of 5%;
3. PHG agrees to construct building improvements that will have an estimated market value for tax purposes of at least \$2,500,000 and that the said addition(s) is commenced within 12 months and completed within 24 months;
4. PHG agrees to create a minimum of 18 FTE jobs within two years as well as maintain its existing 45 FTE & 4 part-time jobs during the same period; and
5. PHG is not relieved of the actual sale price until such time the project is completed.

Council should be aware that the inclusion of Lot 8 in the transaction is necessitated by PHG's site design. With some minor adjustments, Phase I could be completed without the use of Lot 8. An alternative to the full sale, Council may consider requiring a revision to the site plan, offering Lots 1-7 in an immediate sale, and executing an option for Lot 8 for future purchase.

2. RESOLUTION OF SUPPORT - JOBS CREATION FUND APPLICATION

In conjunction with the proposed development by Prairie Holdings Group, the company is seeking funds from the Minnesota Department of Employment and Economic Development (DEED) through its Job Creation Fund (JCF) to assist with the cost of the development. The JCF program is DEED's newest program to encourage job creation and capital investment in new and expanding businesses. The program provides job creation awards and capital investment rebates to qualifying businesses. A JCF Fact Sheet is provided as Exhibit 2.

In order for PHG to be formally considered by DEED for JCF funding, the City needs to approve a resolution of support that would be included in their application. A copy of the resolution is provided in Exhibit 2. Please note that, if awarded, the City will be obligated to assist PHG with its annual reporting to DEED, which should be a minimal time commitment.

Council is requested to approve the resolution shown in Exhibit 2.

WORTHINGTON BIO SCIENCE INDUSTRIAL PARK ADDITION

PLAT NUMBER H 309934

KNOW ALL PEOPLE BY THESE PRESENTS That the City of Worthington in general and population of the following

and that part of the following number of Section 12, Township 122 North, Range 43 East in the City of

addition to the following number of Section 12, Township 122 North, Range 43 East in the City of

to the City of Worthington has caused these presents to be signed by its proper officials and

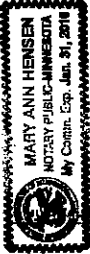
to be attested by its proper officials and the seal of the City of Worthington to be hereunto

Mary Ann Hensen
Mayor

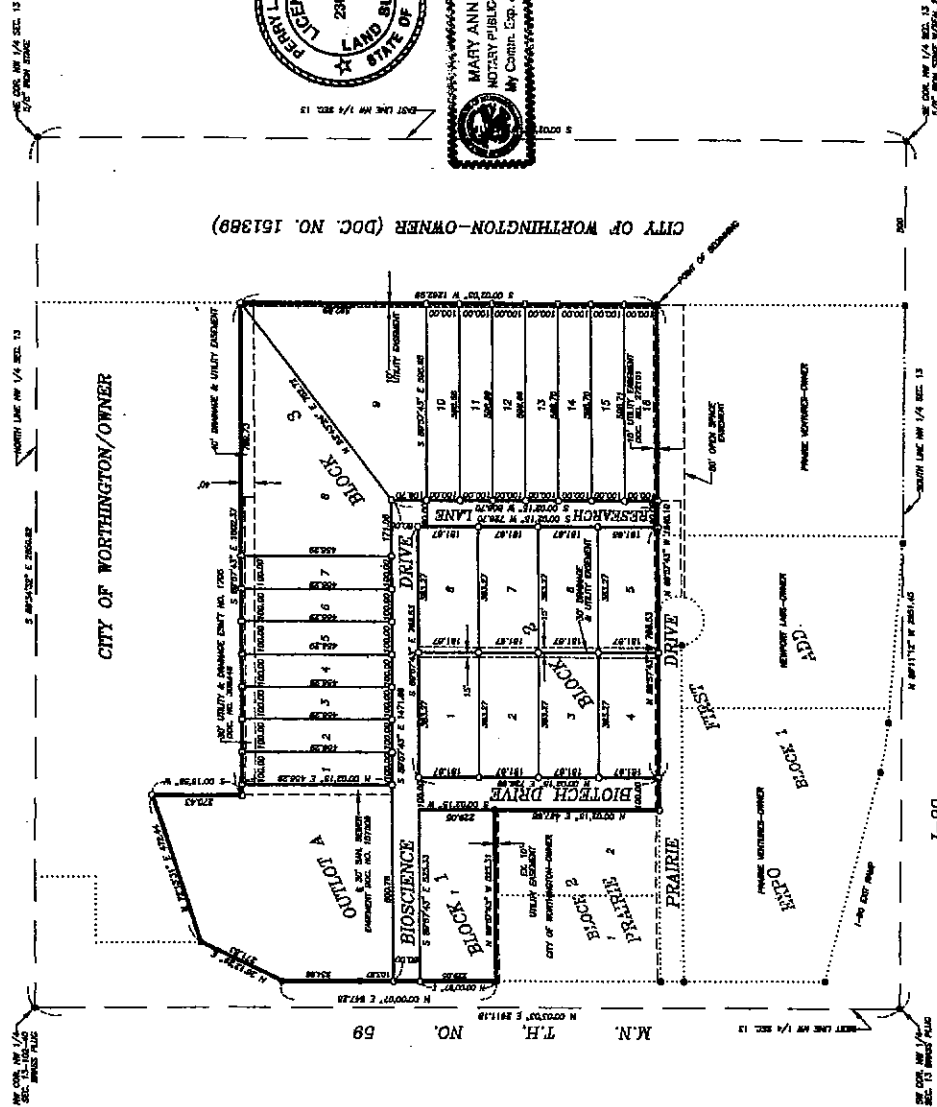
James A. Oberlin
Notary Public - Minnesota



James A. Oberlin
Notary Public - Minnesota

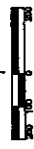


CITY OF WORTHINGTON-OWNER (DOC. NO. 151369)



PREPARED FOR: CITY OF WORTHINGTON
 COMMUNITY DEVELOPMENT
 303 9TH STREET
 WORTHINGTON, MN 56187

PREPARED BY: ZIESKE LAND SURVEYING, INC.
 PERRY ZIESKE P.L.S. 23008
 225 9TH STREET BOX 94
 WINDOM, MN 56101



Book A-7, Page 361
 Recording #309934
 Plat Envelope 598

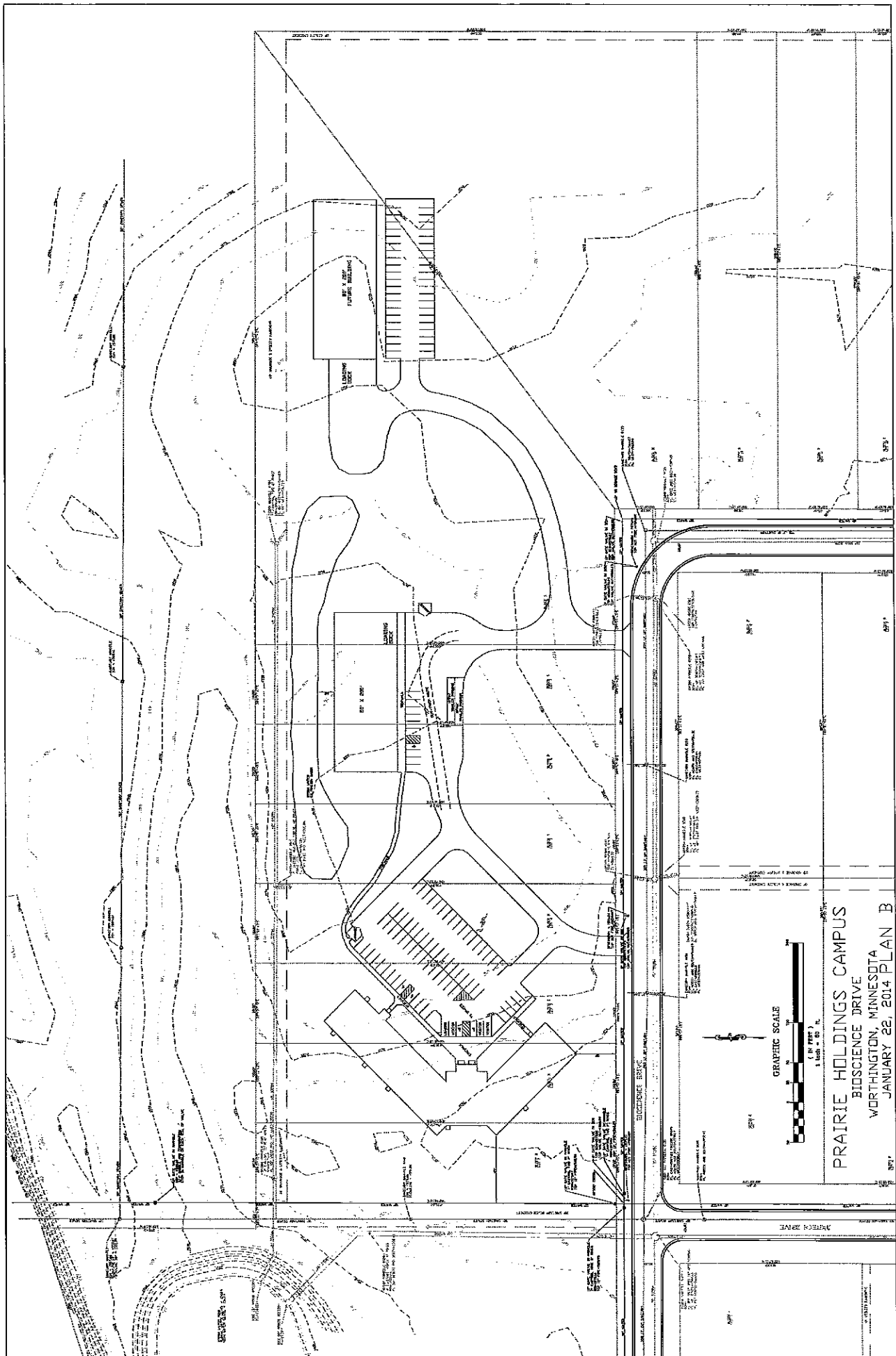
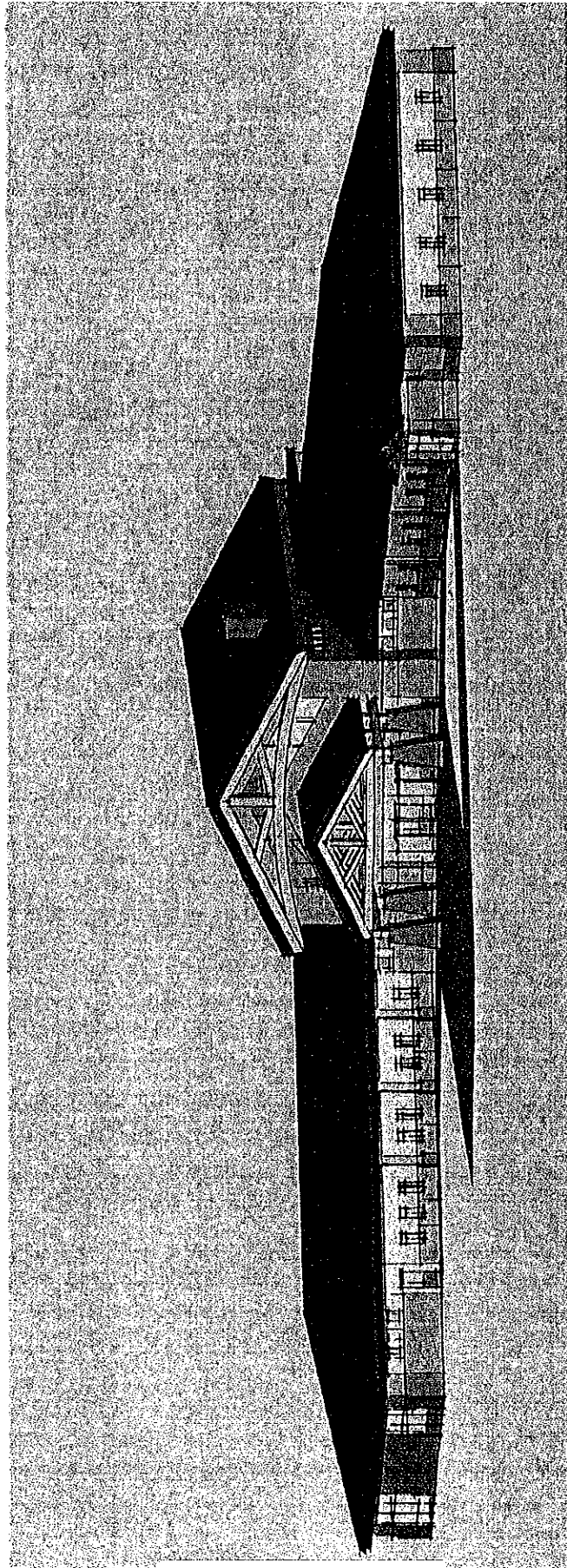
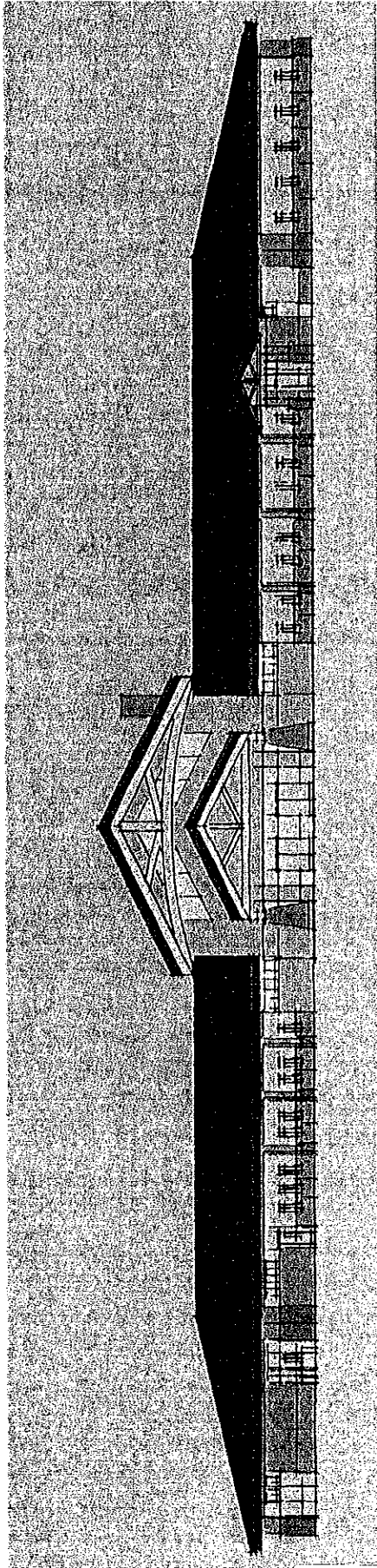


Exhibit 1b

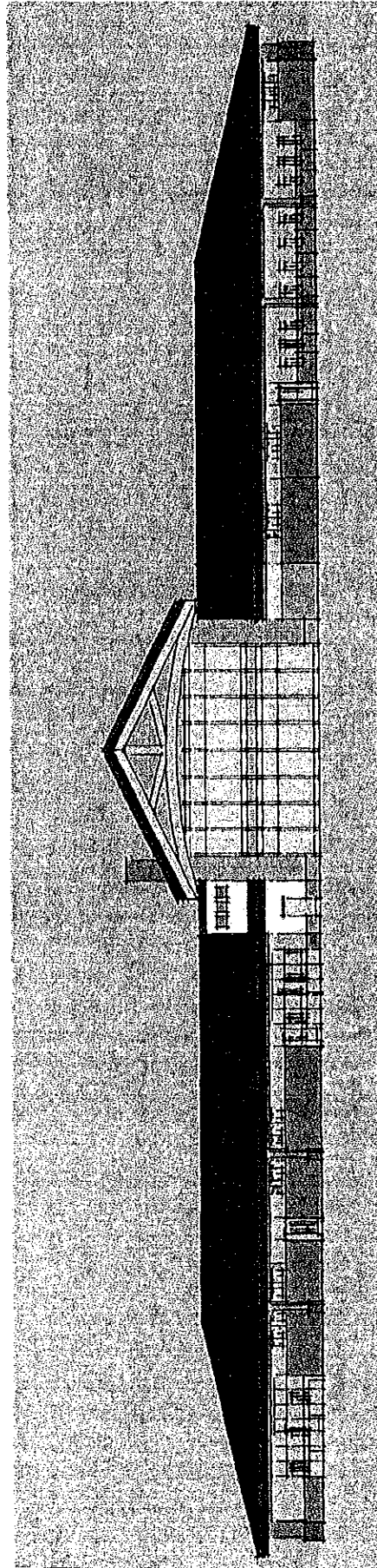


SCHEMATIC FRONT PERSPECTIVE
N.T.S.

PRAIRIE HOLDINGS GROUP OFFICE BUILDING



FRONT



BACK

SCHEMATIC ELEVATIONS
1" = 20' - 0"

Minnesota Job Creation Fund Program

Program Overview

The Job Creation Fund (JCF) program is DEED's newest program to encourage job creation and capital investment in new or expanding businesses. The program provides job creation awards of up to \$500,000 and capital investment rebates of up to \$500,000 for qualifying businesses.

Eligibility

Businesses may apply through a local government where their new or expanding business will be located and must be primarily engaged in manufacturing, warehousing, distribution, IT, or other eligible activities. At minimum, a business must:

- Invest \$500,000 in real property improvements within one year of designation as a Job Creation Fund Business; and,
- Create 10 new full-time, permanent jobs within two years of designation as a Job Creation Fund Business; and,
- Obtain a resolution of support from the local government where the business will be located.

Benefits

A business approved and designated by DEED for the program may request benefits after entering into a business subsidy agreement with DEED, making an investment of at least \$500,000 within one year, and having at least 10 new permanent full-time jobs in place for one year. Benefits include:

- Up to 7.5% rebate on capital investment in real property improvements in Greater Minnesota
- Up to 5% rebate on capital investment in real property improvements the Twin Cities Metro
- Between \$1,000-\$3,000 per new permanent full-time job per year, based on cash wages paid
- All new jobs must pay at least \$12.48 in total compensation
- All wage and compensation levels are adjusted annually

Provisions for Large Projects

Businesses making a capital investment of more than \$25 million may be eligible for these JCF awards:

- Up to \$2 million (\$1 million in capital investment rebates and \$1 million in job creation awards) if the business creates at least 200 full-time permanent jobs.
- Up to \$1 million in capital investment rebates for projects that will retain at least 75 full-time permanent jobs in Greater Minnesota or 200 in the Twin Cities metro area.

Although equipment may be counted toward large project eligibility, the capital investment rebate only applies to the expenditures related to real estate – land and building – improvements.

For More Information

Application materials, frequently asked questions and other information can be found at <http://mn.gov/deed/business/>

1/10/14

Business and Community Development Division

1st National Bank Building ■ 332 Minnesota Street, Suite E200 ■ Saint Paul, MN 55101-1351 USA ■ www.positivelyminnesota.com

Toll Free: 800-657-3858 ■ Phone: 651-259-7114 ■ Fax: 651-296-5287 ■ TTY: 651-296-3900

An equal opportunity employer and service provider.

RESOLUTION NO. _____

RESOLUTION REGARDING THE SUPPORT OF A JOB CREATION FUND APPLICATION IN CONNECTION WITH PRAIRIE HOLDINGS GROUP, LLC

WHEREAS, the City of Worthington, Minnesota (the "City"), desires to assist Prairie Holdings Group, LLC, a Minnesota Limited Liability Company, which is proposing to construct facilities in the City; and,

WHEREAS, the City of Worthington understands that Prairie Holdings Group, LLC, through and with the support of the City, intends to submit to the Minnesota Department of Employment and Economic Development an application for an award and/or rebate from the Job Creation Fund Program; and,

WHEREAS, the City of Worthington held a City Council meeting on February 24, 2014, to consider this matter.

NOW, THEREFORE, BE IT RESOLVED that, after due consideration, the Mayor and City Clerk of the City of Worthington, Minnesota, hereby acknowledge City Council's approval of the project proposed by Prairie Holdings Group, LLC, and its application for an award and/or rebate from the Job Creation Fund Program.

Adopted by the City Council of the City of Worthington, Nobles County, Minnesota, this the 24th day of February, 2014.

(SEAL)

Alan Oberloh, Mayor

ATTEST:

Janice Oberloh, City Clerk

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ABCHS	2/14/14	DUES	GENERAL FUND	FIRE ADMINISTRATION	148.50
				TOTAL:	148.50
APPEL TROY	2/14/14	REIMBURSE-SW BRIEFING ATF/ PD TASK FORCE		BUFFALO RIDGE DRUG TAS	26.97
				TOTAL:	26.97
APPLIED CONCEPTS INC	2/14/14	RADARS	GENERAL FUND	POLICE ADMINISTRATION	16,020.00
				TOTAL:	16,020.00
ARNOLD MOTOR SUPPLY	2/14/14	WASHER FLUID	ELECTRIC	O-DISTR UNDERGRND LINE	11.93
				TOTAL:	11.93
BAN-KOE SYSTEMS INC	2/14/14	FIRE ALARM TEST	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	960.78
				TOTAL:	960.78
BHS MARKETING LLC	2/14/14	CHEMICALS	INDUSTRIAL WASTEWATER	O-PURIFY MISC	8,553.56
				TOTAL:	8,553.56
BOB & STEVES SHELL	2/14/14	FUEL	GENERAL FUND	FIRE ADMINISTRATION	141.18
				TOTAL:	141.18
BRAUN LAWN CARE & LANDSCAPING	2/14/14	SNOW REMOVAL 14 LOCATIONS	GENERAL FUND	CODE ENFORCEMENT	490.00
				TOTAL:	490.00
CLARK CRAIG	2/14/14	REIMBURSE	GENERAL FUND	ADMINISTRATION	71.56
				TOTAL:	71.56
CONTINENTAL SAFETY EQUIPMENT INC	2/14/14	REPAIR/RECERTIFY ARRESTOR	MUNICIPAL WASTEWATER	O-SOURCE MAINS & LIFTS	275.11
	2/14/14	REPAIR/RECERTIFY ARRESTOR	MUNICIPAL WASTEWATER	O-PURIFY MISC	275.10
				TOTAL:	550.21
COOPERATIVE ENERGY CO- ACCT # 5910807	2/14/14	UNLEADED FUEL	WATER	M-TRANS MAINS	4.38
				TOTAL:	4.38
COOPERATIVE ENERGY CO- ACCT# 05412019	2/14/14	UNLEADED FUEL	WATER	M-TRANS MAINS	23.83
	2/14/14	UNLEADED FUEL	WATER	M-TRANS MAINS	20.53
	2/14/14	PROPANE	ELECTRIC	O-DISTR UNDERGRND LINE	54.19
				TOTAL:	98.55
D7 COUNTY ENGINEERS	2/14/14	PAVEMENT CONFERENCE	GENERAL FUND	ENGINEERING ADMIN	50.00
				TOTAL:	50.00
DAVIS TYPEWRITER CO INC	2/14/14	TIMEMIST DISPENSERS/REFILL	GENERAL FUND	FIRE ADMINISTRATION	194.36
	2/14/14	CD/DVD SLEEVES	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	15.66
				TOTAL:	210.02
DE GROOT REPAIR LLC	2/14/14	REPAIR TRUCK	GENERAL FUND	FIRE ADMINISTRATION	266.48
	2/14/14	REPAIR UNIT #1	GENERAL FUND	FIRE ADMINISTRATION	266.48
	2/14/14	REPAIR TRUCK #3	GENERAL FUND	FIRE ADMINISTRATION	120.19
				TOTAL:	653.15
DEPUTY REGISTER #33	2/14/14	REGISTER FORFEITED VEHICLE	GENERAL FUND	POLICE ADMINISTRATION	41.50
	2/14/14	LICENSE FOR BRDTF SALE	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	20.75
				TOTAL:	62.25
ECHO GROUP INC	2/14/14	SWITCH AND BOX	ELECTRIC	M-DISTR UNDERGRND LINE	2.97

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	2.97
ELECTRIC PUMP INC	2/14/14	SHERWOOD LIFT-PUMP REPAIR	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	631.63
				TOTAL:	631.63
ESHLEMAN ARMAND	2/14/14	REIMBURSE ICC INSTITUTE	GENERAL FUND	ECONOMIC DEVELOPMENT	381.16
				TOTAL:	381.16
FERGUSON WATERWORKS INC #2516	2/14/14	DIST MAIN SUPPLIES	WATER	M-TRANS MAINS	1,207.54
				TOTAL:	1,207.54
FLAHERTY & HOOD PA	2/14/14	REVIEW/EDIT MPCA COMMENTS	MUNICIPAL WASTEWAT	PROFESSIONAL SERVICES	181.49
	2/14/14	REVIEW/EDIT MPCA COMMENTS	INDUSTRIAL WASTEWA	O-PURIFY MISC	181.50
				TOTAL:	362.99
GRAHAM TIRE OF WORTHINGTON INC	2/14/14	CHECK & REPAIR HEATER UNIT	GENERAL FUND	POLICE ADMINISTRATION	56.00
	2/14/14	CHECK & REPAIR HEATER UNIT	GENERAL FUND	POLICE ADMINISTRATION	44.53
				TOTAL:	100.53
GRAINGER INC	2/14/14	LABELS FOR SWITCH CABINETS	ELECTRIC	O-DISTR MISC	368.08
				TOTAL:	368.08
IDEES	2/14/14	POWER SUPPLY	ELECTRIC	O-DISTR MISC	51.99
				TOTAL:	51.99
JAYCOX IMPLEMENT INC	2/14/14	SNOWBLOWER	GENERAL FUND	FIRE ADMINISTRATION	870.00
				TOTAL:	870.00
JERRY'S AUTO SUPPLY	2/14/14	UNIT #208 BATTERY	WATER	O-DIST UNDERGRND LINES	119.00
	2/14/14	UNIT #208 BATTERY TERMINAL	WATER	O-DIST UNDERGRND LINES	6.98
	2/14/14	VALVE DOCTOR HOSE	WATER	M-TRANS MAINS	23.56
	2/14/14	OIL DRY	ELECTRIC	O-DISTR UNDERGRND LINE	29.96
				TOTAL:	179.50
JSA SERVICES	2/14/14	TOILET BOWL CLEANER	WATER	M-PURIFY EQUIPMENT	33.24
				TOTAL:	33.24
LAMPERTS YARDS INC-2600013	2/14/14	PLYWOOD FOR PUMP CARTS	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	28.72
				TOTAL:	28.72
LARSON CRANE SERVICE INC	2/14/14	2012 SEWER/WATER RECON #5	WATER	NON-DEPARTMENTAL	400.00
	2/14/14	2013 SEWER/WATER RECON #6	WATER	NON-DEPARTMENTAL	5,231.55
	2/14/14	2013 SEWER/WATER RECON #6	WATER	PROJECT #3	150.50
	2/14/14	2013 SEWER/WATER RECON #6	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	5.40
	2/14/14	2013 SEWER/WATER RECON #6	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	1,306.01
	2/14/14	2012 SEWER/WATER RECON #5	MUNICIPAL WASTEWAT	PROJECT #2	3,902.50
	2/14/14	2013 SEWER/WATER RECON #6	MUNICIPAL WASTEWAT	PROJECT #16	108.00
	2/14/14	2013 SEWER/WATER RECON #6	STORM WATER MANAGE	PROJECT #21	7,794.00
				TOTAL:	18,887.16
LAW ENFORCEMENT LABOR SERVICES INC #27	2/14/14	UNION DUES	GENERAL FUND	NON-DEPARTMENTAL	135.00
				TOTAL:	135.00
MALTERS SHEPHERD & VON HOLTUM	2/14/14	LEGAL FEES	GENERAL FUND	CITY ATTORNEY	1,229.61
	2/14/14	LEGAL FEES	GENERAL FUND	CITY ATTORNEY	427.64
	2/14/14	LEGAL FEES NORTHLAND MALL	GENERAL FUND	CITY ATTORNEY	373.21

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2/14/14	LEGAL FEES EO OLSON	GENERAL FUND	CITY ATTORNEY	233.26
	2/14/14	LEGAL FEES	INDUSTRIAL WASTEWAT	O-PURIFY MISC	15.28
	2/14/14	HANGAR LEASES, FBO AGREEME	AIRPORT	O-GEN MISC	575.37
				TOTAL:	2,854.37
MARCO	2/14/14	COPIER SERVICE-MX-3501N	GENERAL FUND	ENGINEERING ADMIN	137.58
	2/14/14	COPIER SERVICE-MX-3501N	GENERAL FUND	ECONOMIC DEVELOPMENT	137.58
	2/14/14	COPIER SERVICE-AR-M455NA	GENERAL FUND	POLICE ADMINISTRATION	42.34
	2/14/14	COPIER SERVICE-AR-M455NA	GENERAL FUND	POLICE ADMINISTRATION	42.34
	2/14/14	TECH SUPPORT MX-6201N	DATA PROCESSING	COPIER/FAX	101.25
				TOTAL:	461.09
MARKS TOWING & REPAIR OF WORTHINGTON I	2/14/14	JUMP START UNIT 39	GENERAL FUND	POLICE ADMINISTRATION	45.00
	2/14/14	TOW, REPLACE BATTERY UNIT	GENERAL FUND	POLICE ADMINISTRATION	21.00
	2/14/14	TOW, REPLACE BATTERY UNIT	GENERAL FUND	POLICE ADMINISTRATION	55.00
	2/14/14	TOW, REPLACE BATTERY UNIT	GENERAL FUND	POLICE ADMINISTRATION	119.27
	2/14/14	TOW	GENERAL FUND	POLICE ADMINISTRATION	60.00
	2/14/14	TOW	GENERAL FUND	POLICE ADMINISTRATION	60.00
	2/14/14	TOW	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	60.00
				TOTAL:	420.27
MARTHALER FORD OF WORTHINGTON	2/14/14	REPLACE TAILLAMP BULB #35	GENERAL FUND	POLICE ADMINISTRATION	18.00
	2/14/14	REPLACE TAILLAMP BULB #35	GENERAL FUND	POLICE ADMINISTRATION	6.46
	2/14/14	LUBE, OIL & FILTER CHANGE	GENERAL FUND	POLICE ADMINISTRATION	5.03
	2/14/14	LUBE, OIL & FILTER CHANGE	GENERAL FUND	POLICE ADMINISTRATION	12.95
	2/14/14	LUBE, OIL, FILTERS #32	GENERAL FUND	POLICE ADMINISTRATION	5.03
	2/14/14	LUBE, OIL, FILTERS #32	GENERAL FUND	POLICE ADMINISTRATION	12.95
	2/14/14	LUBE, OIL, FILTERS #35	GENERAL FUND	POLICE ADMINISTRATION	5.03
	2/14/14	LUBE, OIL, FILTERS #35	GENERAL FUND	POLICE ADMINISTRATION	10.45
	2/14/14	FRONT/REAR BRAKE PADS #32	GENERAL FUND	POLICE ADMINISTRATION	180.00
	2/14/14	FRONT/REAR BRAKE PADS #32	GENERAL FUND	POLICE ADMINISTRATION	478.55
				TOTAL:	734.45
MINNESOTA ENERGY RESOURCES CORP	2/14/14	GAS SERVICE	GENERAL FUND	GENERAL GOVT BUILDINGS	1,304.06
	2/14/14	GAS SERVICE	GENERAL FUND	FIRE ADMINISTRATION	2,107.57
	2/14/14	GAS SERVICE	GENERAL FUND	PAVED STREETS	418.59
	2/14/14	GAS SERVICE	GENERAL FUND	CENTER FOR ACTIVE LIVI	959.71
	2/14/14	GAS SERVICE	RECREATION	OLSON PARK CAMPGROUND	376.11
	2/14/14	GAS SERVICE	ECONOMIC DEV AUTHO	TRAINING/TESTING CENTE	1,942.83
	2/14/14	GAS SERVICE	WATER	O-DISTR MISC	16.53
	2/14/14	GAS SERVICE	MUNICIPAL WASTEWAT	O-PURIFY MISC	4,786.90
	2/14/14	GAS SERVICE	AIRPORT	O-GEN MISC	705.00
	2/14/14	GAS SERVICE	AIRPORT	O-GEN MISC	600.64
				TOTAL:	13,217.94
MINNESOTA GFOA	2/14/14	2014 MEMBERSHIP-OLSON/KOLA	GENERAL FUND	ACCOUNTING	120.00
				TOTAL:	120.00
MINNESOTA SOCIETY OF CPA'S	2/14/14	2014 DUES-OLSEN & KOLANDER	GENERAL FUND	ACCOUNTING	518.00
				TOTAL:	518.00
MINNESOTA VALLEY TESTING LABS INC	2/14/14	TSS, MERCURY TESTING	MUNICIPAL WASTEWAT	O-PURIFY MISC	391.27
				TOTAL:	391.27
MISCELLANEOUS V ANAYA ROGELIO	2/14/14	REFUND OF DEPOSITS-ACCTS F ELECTRIC		NON-DEPARTMENTAL	106.55
ANAYA ROGELIO	2/14/14	REFUND OF DEPOSITS-ACCTS F ELECTRIC		ACCTS-RECORDS & COLLEC	0.01

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ANDERSON MARLIS	2/14/14	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	275.00
DUFFY BRITTANY K	2/14/14	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	NON-DEPARTMENTAL	89.05
DUFFY BRITTANY K	2/14/14	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	ACCTS-RECORDS & COLLEC	0.01
FERGUSON ENTERPRISES	2/14/14	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	2,393.00
PIERRO PAEZ ALFONSO	2/14/14	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	NON-DEPARTMENTAL	13.88
PIERRO PAEZ ALFONSO	2/14/14	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	ACCTS-RECORDS & COLLEC	0.01
GONZALEZ MARIA I	2/14/14	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	NON-DEPARTMENTAL	44.92
GONZALEZ MARIA I	2/14/14	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	ACCTS-RECORDS & COLLEC	0.01
MARTIN ELIZABETH A	2/14/14	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	NON-DEPARTMENTAL	52.29
MARTIN ELIZABETH A	2/14/14	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	ACCTS-RECORDS & COLLEC	0.01
ROETHLER JAKE	2/14/14	LIGHTING EFFICIENCY REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	229.00
VANHOVE DAN	2/14/14	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	150.00
VELAZQUEZ FRANCISCO	2/14/14	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	150.00
WALTERS DUSTIN P	2/14/14	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	NON-DEPARTMENTAL	46.79
WALTERS DUSTIN P	2/14/14	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	ACCTS-RECORDS & COLLEC	0.01
WEG MICHAEL	2/14/14	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	50.00
WINTERS JUNE	2/14/14	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	50.00
				TOTAL:	3,650.54
MN CHILD SUPPORT PAYMENT CTR	2/14/14	GARNISHMENT	WATER	NON-DEPARTMENTAL	294.46
				TOTAL:	294.46
MORRIS ELECTRONICS INC	2/14/14	TECH SUPPORT	WATER	ACCTS-RECORDS & COLLEC	18.70
	2/14/14	TECH SUPPORT	WATER	ACCTS-RECORDS & COLLEC	17.50
	2/14/14	TECH SUPPORT	WATER	ACCTS-RECORDS & COLLEC	17.50
	2/14/14	TECH SUPPORT	WATER	ACCTS-RECORDS & COLLEC	48.13
	2/14/14	TECH SUPPORT, TRAVEL, LODG	WATER	ACCTS-RECORDS & COLLEC	564.37
	2/14/14	EXCHANGE SERVER, LICENSES	WATER	ACCTS-RECORDS & COLLEC	1,751.84
	2/14/14	TECH SUPPORT	WATER	ACCTS-RECORDS & COLLEC	17.50
	2/14/14	TECH SUPPORT	WATER	ACCTS-RECORDS & COLLEC	35.00
	2/14/14	TECH SUPPORT	WATER	ACCTS-RECORDS & COLLEC	17.50
	2/14/14	TECH SUPPORT	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	18.70
	2/14/14	TECH SUPPORT	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	17.50
	2/14/14	TECH SUPPORT	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	17.50
	2/14/14	TECH SUPPORT	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	48.12
	2/14/14	TECH SUPPORT, TRAVEL, LODG	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	564.38
	2/14/14	EXCHANGE SERVER, LICENSES	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	1,751.84
	2/14/14	TECH SUPPORT	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	17.50
	2/14/14	TECH SUPPORT	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	35.00
	2/14/14	TECH SUPPORT	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	17.50
	2/14/14	COMPUTER, MONITOR, EXTRA M	ELECTRIC	O-DISTR MISC	1,201.94
	2/14/14	TECH SUPPORT	ELECTRIC	ACCTS-RECORDS & COLLEC	37.41
	2/14/14	TECH SUPPORT	ELECTRIC	ACCTS-RECORDS & COLLEC	35.00
	2/14/14	TECH SUPPORT	ELECTRIC	ACCTS-RECORDS & COLLEC	35.00
	2/14/14	TECH SUPPORT	ELECTRIC	ACCTS-RECORDS & COLLEC	96.25
	2/14/14	TECH SUPPORT, TRAVEL, LODG	ELECTRIC	ACCTS-RECORDS & COLLEC	1,128.75
	2/14/14	EXCHANGE SERVER, LICENSES	ELECTRIC	ACCTS-RECORDS & COLLEC	3,503.68
	2/14/14	TECH SUPPORT	ELECTRIC	ACCTS-RECORDS & COLLEC	35.00
	2/14/14	TECH SUPPORT	ELECTRIC	ACCTS-RECORDS & COLLEC	70.00
	2/14/14	TECH SUPPORT	ELECTRIC	ACCTS-RECORDS & COLLEC	35.00
				TOTAL:	11,154.11
NPC INTERNATIONAL	2/14/14	RURAL WATER ASSN CELEBRATI	WATER	ACCTS-SERV & INFORMATI	34.89
				TOTAL:	34.89
PEPSI COLA BOTTLING CO	2/14/14	POP	GENERAL FUND	CENTER FOR ACTIVE LIVI	285.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	285.00
PIPESTONE COUNTY SHERIFF OFFICE	2/14/14	REIMBURSE-EXT CORD	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	43.81
				TOTAL:	43.81
PSI POWER WASHERS INC	2/14/14	REPAIR POWER WASHER	GENERAL FUND	FIRE ADMINISTRATION	287.03
				TOTAL:	287.03
RACOM CORP	2/14/14	LIGHTBAR, INTERIOR WINDSHE	GENERAL FUND	POLICE ADMINISTRATION	599.00
	2/14/14	CHANNEL KNOB KIT	GENERAL FUND	POLICE ADMINISTRATION	12.00
	2/14/14	PAGER MONITORS	GENERAL FUND	FIRE ADMINISTRATION	972.19
	2/14/14	PAGER BATTERY	GENERAL FUND	FIRE ADMINISTRATION	130.00
				TOTAL:	1,713.19
ROCHESTER PUBLIC UTILITIES	2/14/14	MIDWEST ESRI USER GROUP CO	ELECTRIC	O-DISTR SUPER & ENG	100.00
				TOTAL:	100.00
RONS REPAIR INC	2/14/14	FUEL TREATMENT	ELECTRIC	O-DISTR MISC	10.43
				TOTAL:	10.43
ROOS ERIC	2/14/14	REIMBURSE-BACKHOE HOSE	WATER	M-TRANS MAINS	74.07
				TOTAL:	74.07
RUNNINGS SUPPLY INC-ACCT#9502440	2/14/14	SERVICE LINE MAINTENANCE	WATER	O-DIST UNDERGRND LINES	9.28
	2/14/14	SERVICE LINE MAINTENANCE	WATER	O-DIST UNDERGRND LINES	10.48
	2/14/14	SERVICE LINE MAINTENANCE	WATER	O-DIST UNDERGRND LINES	36.99
	2/14/14	SERVICE LINE MAINTENANCE	WATER	O-DIST UNDERGRND LINES	2.78
	2/14/14	TREATMENT PLANT FITTING	WATER	M-PURIFY EQUIPMENT	3.38
	2/14/14	NEW CORD FOR WELDER	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	67.35
				TOTAL:	130.26
SCHAAP SANITATION INC	2/14/14	MONTHLY SERVICE	MUNICIPAL WASTEWAT	O-PURIFY MISC	216.35
				TOTAL:	216.35
SCHWALBACH ACE #6067	2/14/14	CABLE TIES	WATER	M-DISTR METERS	19.97
	2/14/14	CORDLESS DRILL	WATER	M-DISTR METERS	103.78
				TOTAL:	123.75
SEW UNIQUE INC	2/14/14	JACKETS	GENERAL FUND	FIRE ADMINISTRATION	118.50
				TOTAL:	118.50
SHINE BROS CORP OF MN	2/14/14	STEEL	ELECTRIC	M-DISTR UNDERGRND LINE	3.26
				TOTAL:	3.26
SOUTHWEST REGIONAL FIRE DEPT ASSN	2/14/14	2014 DUES	GENERAL FUND	FIRE ADMINISTRATION	60.00
				TOTAL:	60.00
STATE OF MN DEPT OF PUBLIC SAFETY	2/14/14	HAZARDOUS CHEMICAL & INCID	WATER	O-DISTR MISC	100.00
				TOTAL:	100.00
VANTAGEPOINT TRANSFER AGENTS-457	2/14/14	DEFERRED COMP	GENERAL FUND	NON-DEPARTMENTAL	351.42
	2/14/14	DEFERRED COMP	GENERAL FUND	POLICE ADMINISTRATION	76.92
				TOTAL:	428.34
VERIZON WIRELESS	2/14/14	DATA CARDS	GENERAL FUND	POLICE ADMINISTRATION	498.18
	2/14/14	PHONE SERVICE	GENERAL FUND	SECURITY CENTER	286.22

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2/14/14	WIRELESS PHONE CHARGES	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	400.52
				TOTAL:	1,184.92
WAL MART BUSINESS/GEGRB	2/14/14	KEYBOARD	WATER	O-DISTR MISC	32.08
	2/14/14	TAPE	ELECTRIC	O-DISTR MISC	29.43
				TOTAL:	61.51
WELLS FARGO BANK	2/14/14	FRODERMAN-FEB CONTR TO WF	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	435.00
	2/14/14	HEALTH PREMIUM	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	16.27
	2/14/14	HEALTH PREMIUM	MUNICIPAL WASTEWAT	O-PURIFY LABOR	357.90
	2/14/14	HEALTH PREMIUM	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	16.27
	2/14/14	HEALTH PREMIUM	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	260.28
				TOTAL:	1,085.72
WORTHINGTON FOOTWEAR	2/14/14	NEW ZIPPER INSTALLED	WATER	O-DISTR MISC	40.00
	2/14/14	ZIPPER REPAIRS	WATER	O-DISTR MISC	8.00
	2/14/14	STEEL TOED BOOTS	MUNICIPAL WASTEWAT	O-PURIFY MISC	200.00
				TOTAL:	248.00
WORTHINGTON PRINTING CO INC	2/14/14	#10 WINDOW ENVELOPES	WATER	ACCTS-RECORDS & COLLEC	734.73
	2/14/14	#10 WINDOW ENVELOPES	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	734.72
	2/14/14	#10 WINDOW ENVELOPES	ELECTRIC	ACCTS-RECORDS & COLLEC	1,469.45
				TOTAL:	2,938.90
ZIEGLER	2/14/14	BACKHOE OIL & FILTER	WATER	O-DIST UNDERGRND LINES	197.59
				TOTAL:	197.59

===== FUND TOTALS =====

101	GENERAL FUND	32,119.61
207	PD TASK FORCE	567.71
229	RECREATION	376.11
231	ECONOMIC DEV AUTHORITY	1,942.83
601	WATER	11,428.16
602	MUNICIPAL WASTEWATER	16,673.51
604	ELECTRIC	11,960.26
605	INDUSTRIAL WASTEWATER	8,750.34
606	STORM WATER MANAGEMENT	7,794.00
612	AIRPORT	1,881.01
614	MEMORIAL AUDITORIUM	960.78
702	DATA PROCESSING	101.25

GRAND TOTAL:	94,555.57
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VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A & B BUSINESS EQUIPMENT INC	2/21/14	TONER	GENERAL FUND	SECURITY CENTER	65.62
	2/21/14	TONER	GENERAL FUND	SECURITY CENTER	65.63
	2/21/14	COPIER SERVICE	DATA PROCESSING	COPIER/FAX	137.80
				TOTAL:	269.05
ABSOLUTE MACHINE & FABRICATION	2/21/14	SPECIAL PIECE FOR NEW K-9	GENERAL FUND	POLICE ADMINISTRATION	120.00
				TOTAL:	120.00
AMERICAN BOTTLING COMPANY	2/21/14	MIX	LIQUOR	NON-DEPARTMENTAL	106.82
				TOTAL:	106.82
AMERICAN PLANNING ASSOC	2/21/14	APA MEMBERSHIP	GENERAL FUND	ECONOMIC DEVELOPMENT	360.00
	2/21/14	PLANNING ADVISORY SERVICE	GENERAL FUND	ECONOMIC DEVELOPMENT	795.00
				TOTAL:	1,155.00
APPLIED CONCEPTS INC	2/21/14	SHIPPING CHARGES-ANTENNA C	GENERAL FUND	POLICE ADMINISTRATION	28.10
				TOTAL:	28.10
ARCTIC ICE INC	2/21/14	ICE	LIQUOR	NON-DEPARTMENTAL	140.60
				TOTAL:	140.60
ARTISAN BEER COMPANY	2/21/14	BEER	LIQUOR	NON-DEPARTMENTAL	47.00
				TOTAL:	47.00
BEVERAGE WHOLESALERS INC	2/21/14	BEER	LIQUOR	NON-DEPARTMENTAL	1,958.89
	2/21/14	BEER	LIQUOR	NON-DEPARTMENTAL	3,765.80
	2/21/14	BEER	LIQUOR	NON-DEPARTMENTAL	4,712.75
	2/21/14	BEER	LIQUOR	NON-DEPARTMENTAL	2,205.28
	2/21/14	BEER	LIQUOR	NON-DEPARTMENTAL	3,762.65
				TOTAL:	16,405.37
BOLTON & MENK INC	2/21/14	TH 59 CONSTRUCTION SERVIC	IMPROVEMENT CONST	TH 59 N IMPROVEMENTS	16,410.50
				TOTAL:	16,410.50
BURNS LOCK & KEY	2/21/14	REPAIR FILE CABINET	GENERAL FUND	CLERK'S OFFICE	40.00
	2/21/14	KEYS FOR NEW SQUAD	GENERAL FUND	POLICE ADMINISTRATION	60.00
				TOTAL:	100.00
C&S CHEMICALS INC	2/21/14	4,103 GALLONS ALUM	MUNICIPAL WASTEWAT	O-PURIFY MISC	4,780.00
				TOTAL:	4,780.00
CENTRAL SALT LLC	2/21/14	ENHANCED SALT	GENERAL FUND	ICE AND SNOW REMOVAL	2,525.47
	2/21/14	ENHANCED SALT	GENERAL FUND	ICE AND SNOW REMOVAL	2,461.01
	2/21/14	ENHANCED SALT	GENERAL FUND	ICE AND SNOW REMOVAL	2,343.46
	2/21/14	ENHANCED SALT	GENERAL FUND	ICE AND SNOW REMOVAL	2,378.53
				TOTAL:	9,708.47
CHAMBER OF COMMERCE	2/21/14	ANNUAL MEETING	GENERAL FUND	MAYOR AND COUNCIL	140.00
	2/21/14	ANNUAL MEETING	GENERAL FUND	ADMINISTRATION	28.00
				TOTAL:	168.00
COCA-COLA ENTERPRISES-MIDWEST DIVISION	2/21/14	MIX	LIQUOR	NON-DEPARTMENTAL	232.00
				TOTAL:	232.00
COOPERATIVE ENERGY CO- ACCT # 5910807	2/21/14	KEROSENE	GENERAL FUND	PAVED STREETS	26.00
	2/21/14	ANTI-FREEZE	GENERAL FUND	ICE AND SNOW REMOVAL	56.80

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	82.80
DACOTAH PAPER CO	2/21/14	BAGS	LIQUOR	O-GEN MISC	49.34
	2/21/14	BAGS	LIQUOR	O-GEN MISC	145.29
				TOTAL:	194.63
DAVIS TYPEWRITER CO INC	2/21/14	MINUTE BOOK	GENERAL FUND	MAYOR AND COUNCIL	190.75
	2/21/14	10X13 ENVELOPES	GENERAL FUND	MAYOR AND COUNCIL	11.47
	2/21/14	RECEIPT BOOK, CORRECTION T	GENERAL FUND	CLERK'S OFFICE	14.60
	2/21/14	FOLDER FILES	GENERAL FUND	ENGINEERING ADMIN	5.81
	2/21/14	CORK BOARD	GENERAL FUND	ECONOMIC DEVELOPMENT	187.00
	2/21/14	LEGAL PAD	GENERAL FUND	ECONOMIC DEVELOPMENT	0.69
	2/21/14	FOLDER FILES	GENERAL FUND	ECONOMIC DEVELOPMENT	5.82
	2/21/14	TOWELS, AIR FRESHENER	WATER	ADMIN OFFICE SUPPLIES	11.00
	2/21/14	CALCULATOR, RIBBON	WATER	ADMIN OFFICE SUPPLIES	3.16
	2/21/14	PENS, BUSINESS CARDS, MARK	WATER	ACCTS-RECORDS & COLLEC	9.09
	2/21/14	ENVELOPES	WATER	ACCTS-RECORDS & COLLEC	2.92
	2/21/14	CALCULATOR, RIBBON	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	61.75
	2/21/14	TOWELS, AIR FRESHENER	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	11.01
	2/21/14	CALCULATOR, RIBBON	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	3.16
	2/21/14	PENS, BUSINESS CARDS, MARK	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	9.09
	2/21/14	ENVELOPES	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	2.92
	2/21/14	PENS, BUSINESS CARDS, MARK	ELECTRIC	O-DISTR SUPER & ENG	10.64
	2/21/14	TOWELS, AIR FRESHENER	ELECTRIC	ADMIN OFFICE SUPPLIES	22.02
	2/21/14	PENS, BUSINESS CARDS, MARK	ELECTRIC	ADMIN OFFICE SUPPLIES	14.45
	2/21/14	CALCULATOR, RIBBON	ELECTRIC	ADMIN OFFICE SUPPLIES	6.32
	2/21/14	PENS, BUSINESS CARDS, MARK	ELECTRIC	ACCTS-RECORDS & COLLEC	18.18
	2/21/14	ENVELOPES	ELECTRIC	ACCTS-RECORDS & COLLEC	5.84
	2/21/14	STAPLES, HIGHLIGHTERS	DATA PROCESSING	DATA PROCESSING	10.00
				TOTAL:	617.69
DEWILD GRANT RECKERT AND ASSOC	2/21/14	PROFESSIONAL SERVICES-PERM	ELECTRIC	O-SOURCE MISC	1,172.40
				TOTAL:	1,172.40
EZ-WASH	2/21/14	CAR WASHES 1/10-2/4/14	GENERAL FUND	POLICE ADMINISTRATION	124.00
				TOTAL:	124.00
FASTENAL COMPANY	2/21/14	PARTS	GENERAL FUND	ICE AND SNOW REMOVAL	10.08
				TOTAL:	10.08
FIFE WATER SERVICES INC	2/21/14	CHEMICALS	INDUSTRIAL WASTEWA	O-PURIFY MISC	9,557.45
				TOTAL:	9,557.45
FLYNN KEVIN	2/21/14	REIMBURSE LEEDA TRAVEL EXP	GENERAL FUND	POLICE ADMINISTRATION	195.00
				TOTAL:	195.00
GRAHAM TIRE OF WORTHINGTON INC	2/21/14	TIRE REPAIR	GENERAL FUND	PAVED STREETS	46.00
				TOTAL:	46.00
GRIMMIUS NATHAN	2/21/14	REIMBURSE MSANI EXPENSE	GENERAL FUND	POLICE ADMINISTRATION	41.00
				TOTAL:	41.00
H & L MESABI	2/21/14	PARTS	GENERAL FUND	ICE AND SNOW REMOVAL	1,202.67
				TOTAL:	1,202.67
HACH COMPANY	2/21/14	NITRIFICATION INHIBITOR	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	725.35

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2/21/14	PHOSPHORUS TNT	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	979.00
				TOTAL:	1,704.35
HAGEN BEVERAGE DISTRIBUTING INC	2/21/14	BEER	LIQUOR	NON-DEPARTMENTAL	2,016.00
	2/21/14	BEER	LIQUOR	NON-DEPARTMENTAL	3,365.90
	2/21/14	BEER	LIQUOR	NON-DEPARTMENTAL	427.00
	2/21/14	BEER	LIQUOR	NON-DEPARTMENTAL	365.05
	2/21/14	BEER	LIQUOR	NON-DEPARTMENTAL	4,587.80
	2/21/14	BEER	LIQUOR	NON-DEPARTMENTAL	3,072.25
	2/21/14	BEER	LIQUOR	NON-DEPARTMENTAL	4,962.65
				TOTAL:	18,796.65
HY-VEE INC-61609	2/21/14	DISTILLED WATER	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	5.34
				TOTAL:	5.34
HY-VEE INC-61705	2/21/14	THANKSGIVING OPEN HOUSE SU	LIQUOR	O-GEN MISC	47.77
	2/21/14	SUPPLIES RETURNED	LIQUOR	O-GEN MISC	26.84
	2/21/14	SUPPLIES	LIQUOR	O-GEN MISC	21.48
	2/21/14	UNLEADED GAS	LIQUOR	O-GEN MISC	30.00
				TOTAL:	72.41
IOWA INFORMATION INC	2/21/14	RV: DISCOVER WORTHINGTON	LIQUOR	O-GEN MISC	91.30
	2/21/14	RV: DISCOVER WORTHINGTON	LIQUOR	O-GEN MISC	89.95
				TOTAL:	181.25
JACKS UNIFORMS & EQUIPMENT	2/21/14	RIFLE GUN LOCK SYSTEM	GENERAL FUND	POLICE ADMINISTRATION	198.66
	2/21/14	MODULAR STORAGE SYSTEM	GENERAL FUND	POLICE ADMINISTRATION	1,052.42
				TOTAL:	1,251.08
JAYCOX IMPLEMENT INC	2/21/14	PARTS FOR 401 & 419	GENERAL FUND	PAVED STREETS	98.60
	2/21/14	PLOW PARTS	RECREATION	PARK AREAS	609.93
				TOTAL:	708.53
JERRY'S AUTO SUPPLY	2/21/14	HOSE ENDS, HOSE	GENERAL FUND	ICE AND SNOW REMOVAL	53.43
	2/21/14	FITTINGS, TARP FASTENERS	GENERAL FUND	ICE AND SNOW REMOVAL	34.62
	2/21/14	OIL FILTER, FITTINGS	GENERAL FUND	ICE AND SNOW REMOVAL	30.79
	2/21/14	HOSE, FITTINGS	GENERAL FUND	ICE AND SNOW REMOVAL	64.53
	2/21/14	GASKET	GENERAL FUND	ICE AND SNOW REMOVAL	7.49
	2/21/14	FITTING	GENERAL FUND	ICE AND SNOW REMOVAL	6.49
				TOTAL:	197.35
JOHNSON BROTHERS LIQUOR CO	2/21/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	2,696.92
	2/21/14	WINE	LIQUOR	NON-DEPARTMENTAL	3,644.65
	2/21/14	BEER	LIQUOR	NON-DEPARTMENTAL	83.96
	2/21/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	1,707.56
	2/21/14	WINE	LIQUOR	NON-DEPARTMENTAL	1,830.85
	2/21/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	2,601.36
	2/21/14	WINE	LIQUOR	NON-DEPARTMENTAL	7,711.95
	2/21/14	BEER	LIQUOR	NON-DEPARTMENTAL	104.95
	2/21/14	WINE	LIQUOR	NON-DEPARTMENTAL	48.00
	2/21/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	6.18
	2/21/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	90.00
	2/21/14	FREIGHT	LIQUOR	O-SOURCE MISC	34.16
	2/21/14	FREIGHT	LIQUOR	O-SOURCE MISC	89.60
	2/21/14	FREIGHT	LIQUOR	O-SOURCE MISC	30.40
	2/21/14	FREIGHT	LIQUOR	O-SOURCE MISC	70.40

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2/21/14	FREIGHT	LIQUOR	O-SOURCE MISC	26.29
	2/21/14	FREIGHT	LIQUOR	O-SOURCE MISC	202.38
	2/21/14	FREIGHT	LIQUOR	O-SOURCE MISC	0.13-
				TOTAL:	20,691.12
JOSWIAK JOE	2/21/14	REIMBURSE ERU BINOCULARS/B	GENERAL FUND	POLICE ADMINISTRATION	456.00
				TOTAL:	456.00
DBA KJOE	2/21/14	CHRISTMAS AD PACKAGE	LIQUOR	O-GEN MISC	200.00
				TOTAL:	200.00
KARLS CARQUEST AUTO PARTS INC	2/21/14	BLOW MOLD RED CREEPER	GENERAL FUND	PAVED STREETS	44.95
	2/21/14	MET COMBO SET	GENERAL FUND	PAVED STREETS	59.95
	2/21/14	5 MINUTE EPOXY	GENERAL FUND	ICE AND SNOW REMOVAL	6.99
	2/21/14	WRENCH	RECREATION	PARK AREAS	6.83
	2/21/14	BATTERY FOR AIRPORT TUG	AIRPORT	O-GEN MISC	107.22
				TOTAL:	225.94
KIRBY SALES	2/21/14	VACUUM	LIQUOR	O-GEN MISC	908.44
	2/21/14	VACUUM BAGS	LIQUOR	O-GEN MISC	28.86
				TOTAL:	937.30
KRIS ENGINEERING INC	2/21/14	CARBIDE INSERTS	GENERAL FUND	ICE AND SNOW REMOVAL	1,864.20
				TOTAL:	1,864.20
LAMPERTS YARDS INC-2600013	2/21/14	PLYWOOD-FILTER REPAIRS	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	39.04
				TOTAL:	39.04
LEAGUE OF MN CITIES	2/21/14	JOINT LEGISLATIVE CONFEREN	GENERAL FUND	MAYOR AND COUNCIL	198.00
	2/21/14	JOINT LEGISLATIVE CONFEREN	GENERAL FUND	ADMINISTRATION	99.00
				TOTAL:	297.00
LOWES SHEET METAL INC	2/21/14	THIN ICE SIGNS	GENERAL FUND	LAKE IMPROVEMENT	127.80
				TOTAL:	127.80
MAC QUEEN EQUIPMENT INC	2/21/14	SPROCKET, BUSHING, ASSEMBL	GENERAL FUND	ICE AND SNOW REMOVAL	447.36
				TOTAL:	447.36
MARCO	2/21/14	COPIER SERVICE MX-6201N	DATA PROCESSING	COPIER/FAX	231.51
				TOTAL:	231.51
MARTHALER FORD OF WORTHINGTON	2/21/14	OIL CHANGE #24	GENERAL FUND	POLICE ADMINISTRATION	5.03
	2/21/14	OIL CHANGE #24	GENERAL FUND	POLICE ADMINISTRATION	7.95
	2/21/14	OIL CHANGE #33	GENERAL FUND	POLICE ADMINISTRATION	5.03
	2/21/14	OIL CHANGE #33	GENERAL FUND	POLICE ADMINISTRATION	12.95
	2/21/14	OIL CHANGE	GENERAL FUND	POLICE ADMINISTRATION	5.03
	2/21/14	OIL CHANGE	GENERAL FUND	POLICE ADMINISTRATION	12.95
	2/21/14	BATTERY	GENERAL FUND	POLICE ADMINISTRATION	18.00
	2/21/14	BATTERY	GENERAL FUND	POLICE ADMINISTRATION	122.65
	2/21/14	OIL CHANGE #28	GENERAL FUND	POLICE ADMINISTRATION	5.03
	2/21/14	OIL CHANGE #28	GENERAL FUND	POLICE ADMINISTRATION	7.95
	2/21/14	OIL CHANGE #45	GENERAL FUND	CODE ENFORCEMENT	5.03
	2/21/14	OIL CHANGE #45	GENERAL FUND	CODE ENFORCEMENT	10.45
				TOTAL:	218.05
MCCUEN, JOSHUA W	2/21/14	REIMBURSE SFST INSTRUCTOR	GENERAL FUND	POLICE ADMINISTRATION	40.25

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2/21/14	REIMBURSE SFST INSTRUCTOR	GENERAL FUND	POLICE ADMINISTRATION	176.00
				TOTAL:	216.25
MEDIACOM	2/21/14	INTERNET	GENERAL FUND	PAVED STREETS	69.95
				TOTAL:	69.95
MINNESOTA COUNTY ATTORNEY'S ASSOC	2/21/14	FORFEITURE FORMS, RECEIPTS	GENERAL FUND	SECURITY CENTER	41.00
	2/21/14	FORFEITURE FORMS, RECEIPTS	GENERAL FUND	SECURITY CENTER	41.00
				TOTAL:	82.00
MINNESOTA DIRT WORKS INC	2/21/14	2009 SEWER/WATER EXTENSION IMPROVEMENT CONST	NON-DEPARTMENTAL		4,669.71
	2/21/14	2009 SEWER/WATER EXTENSION IMPROVEMENT CONST	NORTHLAND ADD STORM SE		2,196.00
	2/21/14	2009 SEWER/WATER EXTENSION IMPROVEMENT CONST	GRAND AV NORTH TRUNK		178.57
				TOTAL:	7,044.28
MINNESOTA ENERGY RESOURCES CORP	2/21/14	GAS SERVICE	GENERAL FUND	PAVED STREETS	548.58
	2/21/14	GAS SERVICE	GENERAL FUND	PAVED STREETS	354.17
	2/21/14	GAS SERVICE	RECREATION	PARK AREAS	21.42
	2/21/14	GAS SERVICE	WATER	O-DISTR MISC	548.58
	2/21/14	GAS SERVICE	WATER	O-DISTR MISC	197.02
	2/21/14	GAS SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	182.86
	2/21/14	GAS SERVICE	ELECTRIC	O-DISTR MISC	586.29
	2/21/14	GAS SERVICE	ELECTRIC	O-DISTR MISC	169.99
	2/21/14	GAS SERVICE	LIQUOR	O-GEN MISC	756.85
				TOTAL:	3,365.76
MISCELLANEOUS V MEDIACOM	2/21/14	REFUND OVERPAYMENT	ELECTRIC	NON-DEPARTMENTAL	961.46
MEDIACOM	2/21/14	REFUND OVERPAYMENT	ELECTRIC	NON-DEPARTMENTAL	2,308.94
SHANE TESS	2/21/14	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	50.00
				TOTAL:	3,320.40
MMBA	2/21/14	ALCOHOL AWARENESS TRAINING	LIQUOR	O-GEN MISC	175.00
				TOTAL:	175.00
MPCA	2/21/14	LAB CERTIFICATION ANNUAL F	MUNICIPAL WASTEWAT	O-PURIFY MISC	2,025.00
	2/21/14	WQ ANNUAL IND STORM WATER	INDUSTRIAL WASTEWA	O-PURIFY MISC	400.00
	2/21/14	INDUSTRIAL PERMIT ANNUAL F	INDUSTRIAL WASTEWA	O-PURIFY MISC	8,450.00
	2/21/14	ANNUAL IND STORM WATER PER	AIRPORT	O-GEN MISC	400.00
				TOTAL:	11,275.00
MTI DISTRIBUTING INC	2/21/14	PARTS FOR WORKMAN	RECREATION	GOLF COURSE-GREEN	389.07
				TOTAL:	389.07
NCL OF WISCONSIN INC	2/21/14	BUFFER SOLUTIONS	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	98.82
				TOTAL:	98.82
NOBLES COOPERATIVE ELECTRIC	2/21/14	ELECTRIC SERVICE-RANGE	GENERAL FUND	SECURITY CENTER	7.66
	2/21/14	ELECTRIC SERVICE-RANGE	GENERAL FUND	SECURITY CENTER	7.66
	2/21/14	ELECTRIC SERVICE	RECREATION	GOLF COURSE-CLUBHOUSE	654.89
	2/21/14	ELECTRIC SERVICE	RECREATION	GOLF COURSE-GREEN	130.76
	2/21/14	ELECTRIC SERVICE	RECREATION	GOLF COURSE-GREEN	80.16
	2/21/14	ELECTRIC SERVICE	RECREATION	GOLF COURSE-GREEN	16.03
	2/21/14	ELECTRIC SERVICE	WATER	O-PUMPING	15.00
	2/21/14	ELECTRIC SERVICE	WATER	O-PUMPING	15.00
	2/21/14	ELECTRIC SERVICE	INDUSTRIAL WASTEWA	O-PURIFY MISC	1,615.80
	2/21/14	ELECTRIC SERVICE	AIRPORT	O-GEN MISC	38.56

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	2,581.52
NOBLES COUNTY AUDITOR/TREASURER	2/21/14	LEASE PAYMENT UTILITIES	WATER	O-DISTR RENTS	149.32
	2/21/14	LEASE PAYMENT UTILITIES	WATER	ADMIN RENT	298.64
	2/21/14	LEASE PAYMENT UTILITIES	MUNICIPAL WASTEWAT	O-PURIFY MISC	119.45
	2/21/14	LEASE PAYMENT UTILITIES	MUNICIPAL WASTEWAT	ADMIN RENT	238.91
	2/21/14	LEASE PAYMENT UTILITIES	ELECTRIC	O-DISTR RENTS	716.73
	2/21/14	LEASE PAYMENT UTILITIES	ELECTRIC	ADMIN RENT	1,463.31
				TOTAL:	2,986.36
NOBLES COUNTY HIGHWAY DEPT	2/21/14	JANUARY FUEL	GENERAL FUND	ECONOMIC DEVELOPMENT	93.99
	2/21/14	JANUARY FUEL	GENERAL FUND	POLICE ADMINISTRATION	6,072.66
	2/21/14	JANUARY FUEL	GENERAL FUND	REGULATE LAWFUL GAMBLE	15.44
	2/21/14	JANUARY FUEL	GENERAL FUND	ANIMAL CONTROL ENFORCE	226.15
	2/21/14	JANUARY FUEL	GENERAL FUND	ICE AND SNOW REMOVAL	5,011.10
	2/21/14	JANUARY FUEL	GENERAL FUND	CODE ENFORCEMENT	163.90
	2/21/14	JANUARY FUEL	RECREATION	PARK AREAS	1,379.03
	2/21/14	JANUARY FUEL	RECREATION	TREE REMOVAL	82.75
	2/21/14	JANUARY FUEL	WATER	O-PUMPING	551.04
	2/21/14	JANUARY FUEL	WATER	M-TRANS MAINS	1,012.28
	2/21/14	JANUARY FUEL	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	301.38
	2/21/14	JANUARY FUEL	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	117.32
	2/21/14	JANUARY FUEL	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	69.37
	2/21/14	JANUARY FUEL	ELECTRIC	O-DISTR UNDERGRND LINE	788.79
	2/21/14	JANUARY FUEL	AIRPORT	O-GEN MISC	655.63
				TOTAL:	16,540.83
NOBLES COUNTY REVIEW	2/21/14	BRIDAL SUPPLEMENT	LIQUOR	O-GEN MISC	96.00
				TOTAL:	96.00
OXFORD AUTOMOTIVE EXTERIORS LLC	2/21/14	WIND SHIELD, ANTENNA #30	GENERAL FUND	POLICE ADMINISTRATION	120.00
	2/21/14	WIND SHIELD, ANTENNA #30	GENERAL FUND	POLICE ADMINISTRATION	385.15
				TOTAL:	505.15
PAUSTIS & SONS	2/21/14	WINE	LIQUOR	NON-DEPARTMENTAL	1,058.01
	2/21/14	WINE	LIQUOR	NON-DEPARTMENTAL	2,176.80
	2/21/14	FREIGHT	LIQUOR	O-SOURCE MISC	21.25
	2/21/14	FREIGHT	LIQUOR	O-SOURCE MISC	27.50
				TOTAL:	3,283.56
PEPSI COLA BOTTLING CO	2/21/14	MIX	LIQUOR	NON-DEPARTMENTAL	67.95
	2/21/14	MIX	LIQUOR	NON-DEPARTMENTAL	56.95
				TOTAL:	124.90
PHILLIPS WINE & SPIRITS INC	2/21/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	4,022.05
	2/21/14	WINE	LIQUOR	NON-DEPARTMENTAL	520.40
	2/21/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	5,065.77
	2/21/14	WINE	LIQUOR	NON-DEPARTMENTAL	1,727.54
	2/21/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	7,407.44
	2/21/14	WINE	LIQUOR	NON-DEPARTMENTAL	568.00
	2/21/14	FREIGHT	LIQUOR	O-SOURCE MISC	53.20
	2/21/14	FREIGHT	LIQUOR	O-SOURCE MISC	16.00
	2/21/14	FREIGHT	LIQUOR	O-SOURCE MISC	105.87
	2/21/14	FRIEIGHT	LIQUOR	O-SOURCE MISC	58.80
	2/21/14	FREIGHT	LIQUOR	O-SOURCE MISC	155.20
	2/21/14	FREIGHT	LIQUOR	O-SOURCE MISC	36.80

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	19,737.07
POSITIVE ID INC	2/21/14	ID CARD PHIL	GENERAL FUND	POLICE ADMINISTRATION	16.42
	2/21/14	ID CARD BURCHILL	GENERAL FUND	SECURITY CENTER	8.21
	2/21/14	ID CARD BURCHILL	GENERAL FUND	SECURITY CENTER	8.22
				TOTAL:	32.85
POST BOARD	2/21/14	RENEW 8 LICENSE	GENERAL FUND	POLICE ADMINISTRATION	720.00
				TOTAL:	720.00
POWERS HEATING & COOLING LLC	2/21/14	VALVE ACTUATOR	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	510.00
				TOTAL:	510.00
PSI POWER WASHERS INC	2/21/14	PRESSURE WASHER REPAIR	RECREATION	PARK AREAS	202.50
	2/21/14	PRESSURE WASHER REPAIR	RECREATION	PARK AREAS	144.73
				TOTAL:	347.23
RILEY MARK	2/21/14	K-9 KENNEL	GENERAL FUND	POLICE ADMINISTRATION	588.15
				TOTAL:	588.15
RONS REPAIR INC	2/21/14	ARM FOR UNIT 412	GENERAL FUND	ICE AND SNOW REMOVAL	22.41
				TOTAL:	22.41
RUNNINGS SUPPLY INC-ACCT#9502440	2/21/14	TOILET PAPER, DISH SOAP	MUNICIPAL WASTEWAT	O-PURIFY MISC	22.16
	2/21/14	SILCONE FOR FILTER ARM REP	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	18.57
				TOTAL:	40.73
RUNNINGS SUPPLY INC-ACCT#9502485	2/21/14	FLASHLIGHT AND BATTERIES	GENERAL FUND	PAVED STREETS	28.98
	2/21/14	BALL CUSHMAN PARTS	RECREATION	RECREATION PROGRAMS	1.60
	2/21/14	BOLTS, NUTS	RECREATION	PARK AREAS	42.43
	2/21/14	TOOLS	RECREATION	PARK AREAS	5.29
				TOTAL:	78.30
SCHWALBACH ACE HARDWARE-5930	2/21/14	FASTENERS BALL CUSHMAN	RECREATION	RECREATION PROGRAMS	3.25
	2/21/14	FASTENERS BALL CUSHMAN	RECREATION	RECREATION PROGRAMS	3.25
	2/21/14	MOP HEAD	RECREATION	PARK AREAS	7.99
	2/21/14	VACUUM BAGS	RECREATION	PARK AREAS	7.99
				TOTAL:	22.48
SCHWALBACH ACE #6067	2/21/14	CUT OFF WHEEL	ELECTRIC	M-DISTR UNDERGRND LINE	26.47
				TOTAL:	26.47
SERVALL TOWEL & LINEN SUPPLY	2/21/14	MATS, BAR SWIPES	LIQUOR	O-GEN MISC	74.79
				TOTAL:	74.79
SERVICEMASTER OF WORTHINGTON	2/21/14	BAC CLEANING-JANUARY	ECONOMIC DEV AUTHO	TRAINING/TESTING CENTE	546.00
				TOTAL:	546.00
SHI INTERNATIONAL CORP	2/21/14	MAG DOCK, MOUNTING HARDWAR	GENERAL FUND	POLICE ADMINISTRATION	829.00
				TOTAL:	829.00
SHINE BROS CORP OF MN	2/21/14	REPAIR STEEL	GENERAL FUND	ICE AND SNOW REMOVAL	23.16
				TOTAL:	23.16
SHOPKO STORES OPERATING CO LLC	2/21/14	VACUUM	RECREATION	PARK AREAS	69.99
				TOTAL:	69.99

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SHORT ELLIOTT HENDRICKSON INC	2/21/14	PROFESSIONAL SERVICES-WELL WATER		O-SOURCE WELLS & SPRNG	534.00
				TOTAL:	534.00
SOUTHERN WINE & SPIRITS OF MINNESOTA	2/21/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	129.53
	2/21/14	WINE	LIQUOR	NON-DEPARTMENTAL	640.00
	2/21/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	1,821.69
	2/21/14	WINE	LIQUOR	NON-DEPARTMENTAL	416.00
	2/21/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	2,378.10
	2/21/14	WINE	LIQUOR	NON-DEPARTMENTAL	1,843.70
	2/21/14	FREIGHT	LIQUOR	O-SOURCE MISC	2.62
	2/21/14	FREIGHT	LIQUOR	O-SOURCE MISC	20.35
	2/21/14	FREIGHT	LIQUOR	O-SOURCE MISC	23.96
	2/21/14	FREIGHT	LIQUOR	O-SOURCE MISC	14.80
				TOTAL:	7,290.75
SOUTHWEST MINNESOTA HOUSING PARTNERSHI	2/21/14	CDAP-12-0071-O-FY13 #4	SMALL CITIES GRANT	SW MN HOUSING	2,266.00
				TOTAL:	2,266.00
ROBIN STOYKE	2/21/14	MATS	GENERAL FUND	GENERAL GOVT BUILDINGS	52.80
				TOTAL:	52.80
TURFWERKS	2/21/14	BALL CUSHMAN PARTS	RECREATION	RECREATION PROGRAMS	1.14
	2/21/14	BALL CUSHMAN PARTS	RECREATION	RECREATION PROGRAMS	31.24
	2/21/14	ROUGH MOWER	RECREATION	GOLF COURSE-GREEN	56,478.09
	2/21/14	PROGRESSIVE MOWER PARTS	RECREATION	PARK AREAS	355.15
				TOTAL:	56,865.62
UNITED PARCEL SERVICE	2/21/14	INTERNET SHIPPING CHARGES	ELECTRIC	O-DISTR MISC	18.82
				TOTAL:	18.82
VINOCOPIA INC	2/21/14	WINE	LIQUOR	NON-DEPARTMENTAL	320.00
	2/21/14	MIX	LIQUOR	NON-DEPARTMENTAL	110.25
	2/21/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	147.50
	2/21/14	FREIGHT	LIQUOR	O-SOURCE MISC	17.50
	2/21/14	FREIGHT	LIQUOR	O-SOURCE MISC	3.50
				TOTAL:	598.75
WAL MART BUSINESS/GEGRB	2/21/14	TISSUE, SANITIZER, CLEANIN	GENERAL FUND	SECURITY CENTER	16.66
	2/21/14	TISSUE, SANITIZER, CLEANIN	GENERAL FUND	SECURITY CENTER	16.66
	2/21/14	MAINTENANCE ROOM SHELF	GENERAL FUND	CENTER FOR ACTIVE LIVI	37.55
				TOTAL:	70.87
MONTE WALKER	2/21/14	UNDERGROUND TROUBLES	ELECTRIC	M-DISTR UNDERGRND LINE	45.00
				TOTAL:	45.00
WESTECH ENGINEERING INC	2/21/14	COMPLETE SET FLAPPERS #1 & MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT		4,500.00
				TOTAL:	4,500.00
WINE MERCHANTS	2/21/14	WINE	LIQUOR	NON-DEPARTMENTAL	181.60
	2/21/14	WINE	LIQUOR	NON-DEPARTMENTAL	180.00
				TOTAL:	1.60
WINTER EQUIPMENT COMPANY INC	2/21/14	CURB RUNNER	GENERAL FUND	ICE AND SNOW REMOVAL	559.82
				TOTAL:	559.82
WIRTZ BEVERAGE MINNESOTA WINE & SPIRIT	2/21/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	2,190.78

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2/21/14	MIX	LIQUOR	NON-DEPARTMENTAL	42.00
	2/21/14	WINE	LIQUOR	NON-DEPARTMENTAL	464.18
	2/21/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	8,437.64
	2/21/14	MIX	LIQUOR	NON-DEPARTMENTAL	119.19
	2/21/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	81.00
	2/21/14	WINE	LIQUOR	NON-DEPARTMENTAL	566.64
	2/21/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	58.15-
	2/21/14	FREIGHT	LIQUOR	O-SOURCE MISC	31.08
	2/21/14	FREIGHT	LIQUOR	O-SOURCE MISC	10.31
	2/21/14	FREIGHT	LIQUOR	O-SOURCE MISC	83.74
	2/21/14	FREIGHT	LIQUOR	O-SOURCE MISC	19.94
				TOTAL:	11,988.35
WORTHINGTON EXCAVATING INC	2/21/14	SNOW REMOVAL	GENERAL FUND	ICE AND SNOW REMOVAL	800.00
	2/21/14	HAUL SNOW	GENERAL FUND	ICE AND SNOW REMOVAL	425.00
				TOTAL:	1,225.00
WORTHINGTON REGIONAL ECON DEV CORP	2/21/14	BIOSCIENCE CONF SPONSORSHI	ECONOMIC DEV AUTHO	MISC INDUSTRIAL DEVELO	1,500.00
				TOTAL:	1,500.00
YMCA	2/21/14	2014 CONTRACT PAYMENT	RECREATION	RECREATION PROGRAMS	3,640.67
				TOTAL:	3,640.67

===== FUND TOTALS =====

101	GENERAL FUND	36,125.54
204	SMALL CITIES GRANT	2,266.00
229	RECREATION	64,366.18
231	ECONOMIC DEV AUTHORITY	2,046.00
401	IMPROVEMENT CONST	23,454.78
601	WATER	3,347.05
602	MUNICIPAL WASTEWATER	14,820.50
604	ELECTRIC	8,385.65
605	INDUSTRIAL WASTEWATER	20,023.25
609	LIQUOR	102,132.77
612	AIRPORT	1,201.41
702	DATA PROCESSING	379.31

GRAND TOTAL:	278,548.44
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