

WORTHINGTON CITY COUNCIL

AGENDA

7:00 P.M. - Monday, April 23, 2018

City Hall Council Chambers

A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

B. INTRODUCTIONS AND OPENING REMARKS

C. AGENDA ADDITIONS/CHANGES AND CLOSURE

1. Additions/Changes
2. Closure

D. CONSENT AGENDA

1. CITY COUNCIL MINUTES (WHITE)
 - a. City Council Minutes of Regular Meeting April 9, 2018
 - b. City Council Minutes of Special Meeting April 18, 2018
2. MINUTES OF BOARDS AND COMMISSIONS (PINK)
 - a. Water and Light Commission Minutes of April 2, 2018
 - b. Water and Light Commission Minutes of April 16, 2018
 - c. Prairie Justice Center Joint Operations Committee Minutes of January 18, 2018
 - d. Public Arts Commission Minutes of March 15, 2018
3. FINANCIAL STATEMENTS (LAVENDER)
 - a. Municipal Liquor Store Income Statement for the Period January 1, 2018 through March 31, 2018
 - b. General Fund Statement of Revenues and Expenditures - Budget and Actual - for the Period January 1, 2018 through March 31, 2018
4. a. CITY COUNCIL BUSINESS - ADMINISTRATION (WHITE)

Case Item(s)

1. Application for On-Sale Beer License - Nobles County Speedway

5. **BILLS PAYABLE (WHITE)**

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

E. CITY COUNCIL BUSINESS - ADMINISTRATION (WHITE)

Case Items

1. Presentation by Student Group Dynamic 507
2. Liquor Store Project - Change Order No. 4
3. Professional Services Agreement - American Engineering and Testing, Inc.
4. Professional Services Agreement Splash Pad Engineering Design
5. Center for Active Living (CAL) After-Hours Key-Fob System Upgrade and Door Repair
6. Recommendation to Complete Purchase of the MC Fitness Building for the New Public Works Facility
7. Resolution in Support of Appointment as First Congressional District Representative to Board of Regents-University of Minnesota

F. CITY COUNCIL BUSINESS - ENGINEERING (BLUE)

Case Items

1. Award Contract for CD 12 Flood Mitigation Project
2. Adopt Nobles County All Hazard Mitigation Plan

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

Case Items

1. Consideration of 1009 Third Avenue as a Hazardous Building and Issuance of Order to Repair or Remove Hazardous Conditions

2. Worthington Artmobile

3. United Way Application

H. COUNCIL COMMITTEE REPORTS

1. Mayor Kuhle
2. Council Member Janssen
3. Council Member Oberloh
4. Council Member Cummings
5. Council Member Ernst
6. Council Member Harmon

I. CITY ADMINISTRATOR REPORT

J. ADJOURNMENT

**WORTHINGTON CITY COUNCIL
REGULAR MEETING, APRIL 9, 2018**

The meeting was called to order at 7:00 p.m. in City Hall Council Chambers by Mayor Mike Kuhle with the following Council Members present: Larry Janssen, Alan Oberloh, Chad Cummings, Amy Ernst, Mike Harmon. Honorary Council Member: Ryan Weber.

Staff present: Steve Robinson, City Administrator; Jason Brisson, Director of Community Development, Planning, Zoning and Building Services; Todd Wietzema, Public Works Director; Dwayne Haffield, Director of Engineering; Janice Oberloh, City Clerk.

Others present: Justine Wettschreck, KWOA; Karl Evers-Hillstrom, The Globe; Brian, Darcy, Riley and Kayla Spies; Adam and Adyson Adolph; Alex Romero; Emily Williamson; Logan Ahlers.

The Pledge of Allegiance was recited.

HONORARY COUNCIL MEMBER

Mayor Kuhle welcomed Ryan Weber as the Honorary Council Member for the months of April, May and June, 2018.

AGENDA CLOSED/APPROVED

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

CONSENT AGENDA APPROVED

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

- City Council Minutes of Special Meeting March 21, 2018; City Council / Nobles County Commissioners / School District 18 Board of Directors Joint Meeting Minutes of March 22, 2018; City Council Minutes of Regular Meeting March 26, 2018
- Minutes of Boards and Commissions - Worthington Housing and Redevelopment Authority Minutes of February 27, 2018; Worthington Area Convention and Visitors Bureau Minutes of February 28, 2018; YMCA Board of Directors Minutes of February 26, 2018; Park and Recreation Advisory Board Minutes of March 19, 2018; Center for Active Living Committee Minutes of March 12, 2018
- 2018 Private Dock Applications as presented
- Set Public Meeting for Review of Storm Water Pollution Prevention Plan as the regular City Council meeting of June 11, 2018
- Bills payable and totaling \$828,497.89 be ordered paid

PROFESSIONAL SERVICES AGREEMENT APPROVED - USAQUATICS

Staff presented a proposal from USAquatics for a study of potential expansion and improvement options for the outdoor swimming pool facility at the City's aquatic center. The company was the aquatic engineering designer of the current facility. Steve Robinson, City Administrator, said the proposal includes preparing up to three concept plans and associated probable cost estimates and a rendering of the final concept at a fee of \$8,500.00 plus travel expenses. Mr. Robinson noted that there is an existing option to extend the current site without having to go back through the state college system or the legislature for approval.

The motion was made by Council Member Ernst, seconded by Council Member Janssen and unanimously carried to approve the professional services agreement with USAquatics for the proposed fee of \$8,500.00.

ACTION POSTPONED ON PROFESSIONAL SERVICES AGREEMENT - STUDIO 3 DESIGN

Steve Robinson, City Administrator, said staff was requesting that Council postpone action on the proposed professional services agreement submitted by Studio 3 Design for schematic conceptual design services for a movie theater facility. Mr Robinson said he was contacted after the Council agenda was distributed by a local group interested in the potential to be an investment partner on the project, and postponing action on the professional services agreement would allow time to explore that option.

The motion was made by Council Member Janssen, seconded by Council Member Harmon and unanimously carried to postpone consideration of this item.

COMMUNITY GROWTH COMMITTEE RECOMMENDATION APPROVED - BEACH NOOK PROJECT

The Community Growth Committee met with project architect Corey Brunton on April 5th to review the latest schematic plans and cost estimates for the Centennial Park Beach Nook project. Estimated cost of construction for site and building improvements is \$500,000.00. The Committee was recommending that Council approve moving forward with preparation of architectural and engineering construction documents.

The motion was made by Council Member Ernst, seconded by Council Member Oberloh and unanimously carried to move forward with the construction documents as recommended.

RESOLUTION NO. 2018-04-01 ADOPTED AUTHORIZING EXECUTION OF STATE OF MINNESOTA GRANT

Todd Wietzema, Public Works Director, said the City of Worthington was recently notified of award

of a Minnesota Department of Transportation Grant for the purchase of a pull type batwing mower at the Worthington Municipal Airport. The current mower is scheduled to be replaced in the 2018 budget cycle, and has a quoted price of \$21,000.00. The trade-in value of the 2002 mower is \$6,500.00, making the final replacement cost \$14,500.00. The State grant will pay approximately 70% of the cost, or \$10,800.00 leaving the remaining City share at 30%, or \$3,700.00, which is below the budgeted replacement amount of \$4,500.00.

The motion was made by Council Member Oberloh, seconded by Council Member Cummings and unanimously carried to adopt the following resolution authorizing execution of the grant:

RESOLUTION NO. 2018-04-01

**AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION**

(Refer to Resolution File for complete copy of Resolution)

NORTH CRAILSHEIM ROAD SEWER AND WATER EXTENSION BID AWARDED

The following bids were received on April 6, 2018 for the North Crailsheim Road Utility Extension Project:

Engineer's Estimate	\$418,995.00
Duininck, Inc.	\$400,245.00
H & W Contracting, LLC	\$447,379.80
GM Contracting, Inc.	\$451,971.12
Kuechle Underground, Inc.	\$453,180.00
C & L Excavating, Inc.	\$454,887.50
J.R. Ferche, Inc.	\$511,781.00
LCS, Inc.	\$531,752.25

Dwayne Haffield, Director of Engineering, said staff's recommendation was to award the bid to Duininck, Inc. as the low qualified bidder in the amount of \$400,245.00.

In addition, Mr. Haffield said he was looking for approval of a professional services agreement from Bolton and Menk to provide construction phase services for the project. It is staff's intent to cover this but they have other commitments and projects starting, and would like to have their full services available - we do intend on having them do the staking, also shop drawings and inspections on the lift station, the rest would be on demand. Fees are on an hourly as needed basis, and are estimated to be \$46,000.00.

The motion was made by Council Member Oberloh, seconded by Council Member Janssen and unanimously carried to award the bid for the North Crailsheim Road sewer and water extension project to Duininck, Inc as the low qualified bidder in the amount of \$400,245.00, and to approve the professional services agreement with Bolton and Menk for construction phase services for the project.

FINAL PLAT APPROVED - PRAIRIE FIRST ADDITION

Jason Brisson, Director of Community Development, Planning, Zoning and Building Services, said ISD 518 was requesting Final Plat approval of Prairie First Addition, located on the west side of Pleasant Avenue, south of South Shore Drive. Approval of the Final Plat will create two residential lots, with Lot 1 featuring a recreational area, and Lot 2 as the site for the proposed Head Start facility. Mr. Brisson said Planning Commission approval is not needed for the final plat as it is in substantial conformance with the requirements of the approved preliminary plat.

The motion was made by Council Member Ernst, seconded by Council Member Harmon and unanimously carried to approve the Final Plat - Prairie First Addition.

COUNCIL COMMITTEE REPORTS

Mayor Kuhle - Received a CGMC action alert regarding a bill that will be heard Wednesday that would penalize cities with current or future local option sales tax by cutting their LGA. He encouraged Council members to contact our legislative reps. Attended the BioScience Conference last week - we need to work with our education entities here in town to develop the lab at the BAC. Also attended the legislative breakfast on Saturday - lot of talk about daycare. Was in St. Paul a couple of weeks ago to visit about the WELL project - they want to see collaboration and a local match, although the timing may not be good.

Council Member Janssen - attended the same meetings as the Mayor. Has a call in regarding the Lab at the BAC but has not yet received a return call.

Council Member Oberloh - Attended the BioScience Conference - his take on it from the speakers is that we have to get the numbers up of people going into the trade industries. He was disappointed in that there was no one from the education system there besides Jeff Williamson from the college, the school system needs to be involved.

Council Member Cummings - attended pretty much all the same things, spoke with Representative Hamilton on HF 3830 regarding LGA.

Council Member Ernst - worked last week with Steve and Todd and Jesse on the rewiring of the conference room at the BAC to try to get that working. Worked with Alan and City staff on Community Growth. Gave a shout out to all the volunteers and anyone who worked on the Hospice Banquet, it was a very nice event.

Council Member Harmon - Also attended the BioScience Conference and the Legislative Breakfast, and had a Water and Light Commission meeting on April 2nd. The CAL Committee met this

morning and will be meeting again next Friday. They are going to JBS next Tuesday at noon to try to broaden the use of the CAL. Heard that the people pushing for the LGA cut are people who's communities don't need a local option sales tax.

CITY ADMINISTRATOR'S REPORT

Steve Robinson, City Administrator, noted the attack on LGA was coming from a small group of legislators that complain that cities are running amok and are out of control with how they're taxing their local citizens. Using the LMC's property tax calculator, the property taxes in the city of Mazeppa, which is Representative Drazkowski's home town, are 34% higher than Worthington. Our median household income here in Worthington is 20% below the state average. We have a lower tax capacity from lower property taxes, which impacts our citizens.

Mr. Robinson also reported on the BioScience Conference, stating that his most valuable takeaway from there was the presentation by the group of Minnesota West students, who have now volunteered to serve on his ad hoc committee for the local option sales tax.

As a follow up to Council Member Ernst's comments regarding the classroom at the BAC, Mr. Robinson said there were about a dozen laptops that had been not used, and were available if any of the Council members might prefer a windows based device instead of their current iPads.

Following Mr. Robinson's report, Council discussed the proposed WELL project and the rolls of the City and County.

ADJOURNMENT

The motion was made by Council Member Oberloh, seconded by Council Member Cummings and unanimously carried to adjourn the meeting at 7:34 p.m.

Janice Oberloh, MCMC
City Clerk

**WORTHINGTON CITY COUNCIL
SPECIAL MEETING, APRIL 18, 2018**

The meeting was called to order at 4:00 p.m. in City Hall Council Chambers by Mayor Mike Kuhle with the following Council Members present: Larry Janssen, Alan Oberloh, Chad Cummings, Amy Ernst, Mike Harmon.

Staff present: Steve Robinson, City Administrator; Jason Brisson, Director of Community Development, Planning, Zoning and Building Services; Janice Oberloh, City Clerk.

Others present: Karl Evers-Hillstrom, the Globe; Scott Langerud; Poncho White; Scott and LaDonna Carlson; Mark Vis.

LOCAL OPTION SALES TAX

Steve Robinson, City Administrator, noted that the most recent talk at the Legislature was to not penalize LGA for Cities with current local option sales tax, but they were still looking at the penalty going forward, with the potential exception that if the city has a regional designation, the penalty would not be imposed. A brief discussion followed.

Scott Langerud presented a list of fixes and upgrades to the Hockey Arena, which has been included in the potential list of projects submitted by the City for a new local option sales tax. Total estimated cost of the upgrades and repairs on the list is \$1,957,500. Mr. Langerud said Worthington is one of only a couple of facilities in the state that are individually owned. Condensation in the building has created major additional problems, including roof replacement. The Hockey Association is not looking at year-round ice as it would be cost prohibitive and lack support. Council Member Cummings noted that some of the items on the list for repair/improvement involve property that the Association doesn't own. Council Member Oberloh requested that staff seek information from other cities regarding how they participate in support of their ice facilities. Poncho White said the discussions he was involved in back when the facility was built included a first right of refusal to the Fairboard.

When asked, Mr. Langerud said if the ownership of the facility changed, the Association would be a tenant and pay rent, adding that he believed the majority of the Association members would be interested in a change of ownership.

Mayor Kuhle said if we were to move forward with this, we need the Association's support for the project - even if some members would rather build a new facility.

BOY SCOUTS / PRAIRIE VIEW LEASE

Mark Vis and Scott and LaDonna Carlson were present at the meeting, representing the Boy Scouts, for a discussion on the proposed lease agreement between the City of Worthington and the Boy Scouts for the Prairie View facility. Based on a recommendation from the City Attorney, the lease now would be between the City of Worthington and the Kiwanis, who would serve as sponsor for

the Boy Scouts. Mr. Vis noted some concerns, seven specifically, in the proposed lease, which the majority of Council Members noted were not major items and could be dealt with by language changes. Steve Robinson, City Administrator, noted the grounds would be open to all activities. Council Member Oberloh said he was not supportive of the Scouts having exclusive use of the restrooms at the facility, especially if they were needed in our bid to have Prairie View designated as a Regional Park. He suggested a limited lease be drawn up until it was determined if the Regional Park designation would be granted.

Jason Brisson, Director of Community Development, Planning, Zoning and Building Services, who is completing the application for the designation, said a meeting room and restroom facility would not be an immediate need for earning the designation because we already have them there. But if access was denied, it may be a strike against us. Mayor Kuhle said we've supported the Scouts for 75 years and was not clear on the sudden disagreement. Council Member Oberloh said he was not in disagreement with them, only concerned about Regional Park Designation. Mr. Robinson said that if the restrooms are a requirement, the existing facilities probably won't meet their standards, but he agreed that we don't want to do anything to jeopardize consideration for the designation. Council Member Cummings said he did not hear any disagreement, only concern and suggestion for a limited lease until the designation is either granted or denied. Staff will continue to work on the lease terms.

RESOLUTION NO. 2018-04-02 ADOPTED REGARDING PRAIRIE VIEW REGIONAL PARK APPLICATION

Jason Brisson, Director of Community Development, Planning, Zoning and Building Services, noted that the process of applying for the Regional Park designation for Prairie View includes the need for a resolution stating that Council has the authority to act as a legal sponsor for the application, and that if the designation is granted, they have the legal authority to enter into formal designation and funding agreements with the Commission.

The motion was made by Council Member Oberloh, seconded by Council Member Harmon and unanimously carried to adopt the following resolution noting Council's authority:

RESOLUTION NO. 2018-04-02

REGIONAL PARK OR TRAIL DESIGNATION APPLICATION IN GREATER MINNESOTA

(Refer to Resolution File for complete copy of Resolution)

HOUSING DEVELOPMENT

Steve Robinson, City Administrator, said, after the meeting agenda was issued the developer he was

going to meet with requested to move their meeting back. As a result, he had nothing to report at this time. Council Members Oberloh and Cummings requested that the City move forward with finding another appraiser to work with on property acquisitions as the current appraiser was not completing the appraisals as requested.

THOMPSON HOTEL

Jason Brisson, Director of Community Development, Planning, Zoning and Building Services, provided an update on the Thompson Hotel and subsequent inspections since he brought the issue forward at an earlier meeting. Mr. Brisson stated he had hoped to bring a repair order to Council at this meeting for approval, but the City Attorney indicated it should be presented at a regular City Council meeting. The order will be presented for Council action at the next regular City Council meeting scheduled for Monday, April 23, 2018. Mr. Brisson said Council will also be asked to set a time limit for the repairs to be completed. He also noted that he did advise that the owner of the facility should send a representative to that Council meeting.

ADJOURNMENT

The motion was made by Council Member Oberloh, seconded by Council Member Cummings and unanimously carried to adjourn the meeting at 5:15 p.m.

Janice Oberloh, MCMC
City Clerk

WATER AND LIGHT COMMISSION MINUTES

REGULAR MEETING

APRIL 2, 2018

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. by President Gary Hoffmann with the following members present: Michael Harmon, Lyle Ten Haken, Deb Weg and Kathy Hayenga.

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

Others present: Ryan Weber, Honorary Council Member

AGENDA ADDITIONS/CLOSURE

A motion was made by Commissioner Ten Haken, seconded by Commissioner Harmon and unanimously carried to close the agenda as presented.

CONSENT AGENDA APPROVED

A motion was made by Commissioner Weg, seconded by Commissioner Ten Haken and unanimously carried to approve the consent agenda as follows:

- Water and Light Commission minutes of the regular meeting held on March 19, 2018
- Utility bills payable totaling \$104,664.72 for March 23 and March 30, 2018

CHANGE IN COMMISSION MEMBERSHIP

The Commission welcomed Kathy Hayenga to the Water and Light Commission. Mrs. Hayenga was appointed to replace Aaron Hagen who declined a second term.

STRATEGIC PLAN UPDATE – ELECTRIC DEPARTMENT

At the conclusion of the strategic planning process held in April and May 2017, the importance of annual departmental updates by the General Manager and the electric, water, wastewater and customer service departments was discussed. Patrick Demuth, Electric Superintendent, gave the first annual update on the Electric Department. The remaining departments will follow on future agendas.

APPROVE PLANS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR 2018 SEWER AND WATER RECONSTRUCTION PROJECT

Scott Hain, General Manager, reported that \$758,700 is included in the 2018 sewer and water reconstruction project for three segments of water main reconstruction. The segments included are on West Lake Avenue from Pershing Boulevard to Liberty Drive, on Oxford Street from

Smith Avenue to 180 feet west, and across Oxford Street west of County Ditch 12. The two segments on West Lake Avenue from Pershing Boulevard to Liberty Drive and on Oxford Street from Smith Avenue to 180 feet west are currently iron pipe and will be replaced with PVC pipe. It has been determined that the segment across Oxford Street west of County Ditch 12 is already PVC and has been removed from the project. The total estimated cost of the two segments of water main reconstruction including engineering, contingencies, and the valves and hydrants to be acquired separately, is \$558,000.

The proposed 2018 Sewer and Water Reconstruction project also includes a schedule of work for reconstruction of the sanitary sewer in the alley between Grand Avenue and Omaha Avenue north of Okabena Street. The estimated cost of the sewer reconstruction, including engineering and contingencies, is the budgeted amount of \$103,610.

A motion was made by Commissioner Ten Haken, seconded by Commissioner Harmon and unanimously carried to approve the plans for the 2018 Sewer and Water Reconstruction project and authorize an advertisement for bids to be received on May 3, 2018, and considered at the Commission meeting on May 7, 2018.

WATER AND LIGHT COMMISSION POLICY

Scott Hain, General Manager, provided the Commission with a copy of the current Water and Light Commission Policy that was originally adopted by the Commission in 2006. Mr. Hain asked for direction from the Commission on how to proceed with a review of the policy to determine what revisions may be necessary. It was the consensus of the Commission to break the policy down into sections for review. The “Ends” and the “Water and Light Commission - General Manager Linkage” will be included on the April 16 agenda, the “General Manager Limitations” on the May 7 agenda and the “Governance Process” on the May 21 agenda. Commission members were asked to review each section of the policy prior to the meetings and bring their notes on suggested changes for discussion. The schedule may be revised as necessary.

BIOSCIENCE CONFERENCE

The 14th annual Worthington Regional Economic Development Corporation (WREDC) Bioscience Conference is scheduled for April 5-6, 2018. Discussion was held regarding conference attendance.

COMMISSION COMMITTEE REPORTS

Commissioner Ten Haken reported on the Worthington Housing and Redevelopment Authority (HRA) meeting he recently attended along with an update on occupancy at the Rising Sun Estates.

Commissioner Harmon reported on the City of Worthington’s current status on storage space options. Additional discussion was also held on the possibility of Worthington Public Utilities

Water and Light Commission Minutes

April 2, 2018

Page 3

implementing an insurance plan to cover the homeowner's costs associated with the repair, maintenance or replacement of water service lines that are the homeowner's responsibility.

ADJOURNMENT

A motion was made by Commissioner Harmon, seconded by Commissioner Weg and unanimously carried to adjourn the meeting at 4:32 P.M. President Hoffmann declared the meeting adjourned.

Deb A. Scheidt

Secretary to the Commission

WATER AND LIGHT COMMISSION MINUTES REGULAR MEETING APRIL 16, 2018

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. by President Gary Hoffmann with the following members present: Michael Harmon, Lyle Ten Haken, Deb Weg and Kathy Hayenga.

Staff members present were Scott Hain, General Manager; Jeremy Braaksma, Wastewater Superintendent (left after his presentation); Deb Scheidt, Secretary to the Commission

Others present: None

AGENDA ADDITIONS/CLOSURE

A motion was made by Commissioner Weg, seconded by Commissioner Ten Haken and unanimously carried to close the agenda as presented.

CONSENT AGENDA APPROVED

A motion was made by Commissioner Ten Haken, seconded by Commissioner Harmon and unanimously carried to approve the consent agenda as follows:

- Water and Light Commission minutes of the regular meeting held on April 2, 2018
- Staff reports for March 2018
- Utility bills payable totaling \$334,482.93 for April 6 and April 13, 2018

FINANCIAL STATEMENTS AND SALES REPORTS

A motion was made by Commissioner Weg, seconded by Commissioner Harmon and unanimously carried to accept the financial statements and sales reports for March 2018.

STRATEGIC PLAN UPDATE – WASTEWATER DEPARTMENT

Jeremy Braaksma, Wastewater Superintendent, provided the Commission with his annual strategic plan update.

WATER AND LIGHT COMMISSION POLICY

Commission members and utility staff began a review of the Water and Light Commission Policy. The purpose of the review is to determine whether all sections of the policy are relevant and what revisions may be necessary. The review included the “Ends” and the “Water and Light Commission – General Manager Linkage” sections. The “General Manager Limitations” will be reviewed at the May 7, 2018, regular meeting.

Water and Light Commission Minutes

April 16, 2018

Page 2

BIOSCIENCE CONFERENCE

Commissioners Harmon and Hoffmann and Scott Hain, General Manager, gave a verbal report on the Worthington Regional Economic Development Corporation (WREDC) Bioscience Conference meeting held on April 5-6, 2018.

MMUA UPDATE

Commissioners Hoffmann and Harmon gave a verbal report on the Minnesota Municipal Utilities Association Legislative Conference they attended in St. Paul on April 11-12, 2018.

COMMISSION COMMITTEE REPORTS

Commissioner Hoffmann gave a brief update on the Worthington Investment Network meeting he attended.

ADJOURNMENT

A motion was made by Commissioner Weg, seconded by Commissioner Ten Haken and unanimously carried to adjourn the meeting at 5:10 P.M. President Hoffmann declared the meeting adjourned.

Deb A. Scheidt

Secretary to the Commission

**MINUTES OF THE PRAIRIE JUSTICE CENTER JOINT OPERATIONS COMMITTEE
COUNTY OF NOBLES – CITY OF WORTHINGTON
January 18, 2018 – PRAIRIE JUSTICE CENTER**

MEMBERS PRESENT: Troy Appel, Chad Cummings, Steve Robinson, Mike Harmon – City of Worthington
Don Linssen, Matt Widboom, Tom Johnson, Angelo Torres – County of Nobles
Cindy DeGroot – At Large

Chairman Matt Widboom called the meeting to order at 10:00 a.m. After reviewing the minutes of the October 19, 2017 meeting, Chad Cummings made a motion to approve the minutes. Mike Harmon seconded the motion. The motion carried.

Chairman and Vice Chairman nominations were opened. Mike Harmon nominated Matt Widboom. Cindy DeGroot seconded the motion. The motion carried and Matt is the Chairman.

Vice Chairman nominations were opened. Cindy DeGroot was nominated by Don Linssen. Chad seconded the motion. The motion carried and Cindy is the Vice Chairman.

Copy Machine – Angelo Torres was present to discuss options for the one copy machine that is provided by a separate vendor. The current contract with the copy machine runs through the end of 2018. If we consolidate it will save money by being able to lock in prices. Currently, a black and white copy is costing 1 cent per page. The price could be locked in at .006 cents per page per lifetime of the lease. Angelo recommends a lease. There is \$800 left on our contract with the old machine that can be bought out by the new company. Matt asked if the cost is split between the city and county. Troy Appel replied that it is split 50/50. It was decided that the board would make the decision as long as there was a budget for it.

Steve Robinson motioned to enter into a lease agreement with the preferred vendor that Angelo brought forward on the condition that they will buy out the lease on the current machine. Don seconded the motion. The motion carried and was passed.

Hwy 59/Airport Road Entrance Safety Concerns - Members were told that there was no DOT funding available. The signage would need to come out of budgets for traffic awareness. Troy mentioned Tapco has signs for \$11,200 but they are not hardwired signs, they are free standing with a solar charger. Matt asked if they would be activated by the officer with a garage door opener type device. Troy replied that the sensor is actually on the sign and all traffic would make the sign flash. It was brought up that people may become immune to this. Troy also asked the company if snow would affect the sign and was told that it does not. Cindy asked if installation was included. Troy stated the cost was without installation.

There was discussion on lighting at the intersection as suggested by DOT. Steve mentioned that it may be outside of the service area. Matt mentioned that Domeyer was open to discussion about removing the shed.

Matt made a motion for county and city administrations pursue the street lighting and that the Sheriff and Chief look at the other options DOT had presented along with checking into grant money that may be available to help fund the project. Mike seconded the motion. The motion carried.

Roof/Building progress – The project is a little behind. There was a temporary roof put on because it got too cold. Almost all the flashing has been put on. They will be working on improving security at both the probation and court windows. The opening date of the garage is one month behind. Garage should be ready in early February.

Troy asked if the current road that runs past garage would be closed so officers would not have to worry about traffic when they are leaving the garage. Tom did not think that the road closure was included. Troy mentioned it should be included for officer safety. Troy also mentioned that the floor drain is quite some distance from the wash bay in the garage. Tom said he was told the floor was sloped enough that it should drain, the floor was resloped.

Security Doors – They are fully functional and had well over 100 people go through in one day and they worked fine.

Solar Farm – Tom Johnson mentioned they are deciding what the best model would be. Area residents may be able to buy power. The fields are expandable. There are 12-14 usable acres for the solar farm. There was discussion whether this would eliminate a cold storage option here. Steve suggested that they should dedicate space for a future building. Troy stated that their needs have not changed and it will be needed eventually.

Security Cameras – It was mentioned in another meeting that Kent Wilkening would like the outside cameras on poles and Tom said that would work the best. If the cameras were put on the building it would take a lot more to cover all the area. It was mentioned that this needs to be added to the 2019 budget. It was also brought up that the internal camera system was also on the downside. Tom mentioned that we should start getting a plan together for the camera system.

Other Items

- Chad mentioned getting gravel or crushed asphalt for the 27th St/Airport Rd.
- Panic buttons have been installed that close the windows and send alert to dispatch.
- Matt Widboom brought up that there are some sound issues in the jury room.

Next Meeting – April 19, 2018 AT 10:00 a.m. at the Prairie Justice Center.

Chad made a motion to adjourn the meeting. Cindy seconded the motion. Motion carried.

WORTHINGTON PUBLIC ARTS COMMISSION

Minutes: Thursday, March 15th, 2018

City Hall Chambers

Members Present: Antonio Madrigal, Gail Holinka, Amy Ernst, Cheryl Avenel-Navara, Denise Erwin-excused.

Meeting was called to order at 5:15 pm

Minutes- Motion to approve Feb. 15th minutes by Amy, seconded by Cheryl, motion carried.

Harmony Park– No new developments known on Harmony Park. Gail recently shared some information with Darlene Macklin about an added round of grant money available from SMAC. Their project should qualify; grant writers just need to submit information that is available on line. Regarding the proposed Splash Park, Amy reported that the Kiwanis Club was able to raise the 50K to match the SW Healthcare Foundations 50K. This was the set amount needed before the city would help with additional costs of the project. Cheryl asked what the total cost would be; Amy said the proposed cost of the final project was projected to be 400K-500K. Gail asked what the cost of a new outdoor pool would be and if there was discussion on that, especially since there was a group trying to get an outdoor pool rebuilt in the past.

Community Growth Work – Plans are moving ahead on the proposed Farmers Market development. Amy suggested that a call for art be considered, for the end of Main Street Project. This way, fresh new ideas could be presented. Gail suggested when doing a call for artists; we might need more info to share with those interested. For example: ideas/pictures of the location space, type of artwork requested, suggested size, costs, etc. This helps the artists have some guidelines to consider as they design for the proposed space. Pam may be able to help with this since she was part of the selecting artists for Partnership Artists Roster and is familiar with the call for artist proposals. Forecast Art website has a great toolbox to draw ideas from, on call for artists.

Partnership Art- Design Worthington- Gail reported back to the team that she talked to Brady about being part of the Community Arts Celebration. This may be where they can share any specific design standards. Brady was supposed to be meeting with Jason and Andrew D. to compile the recommendations to be shared with the planning and zoning commission. It is unknown if this has taken place yet at this time. Gail will contact Jason to see what feelings are on the transfer of the DW site, to keep the data results where community members can access the information.

Partnership Art-Artmobile - Gail and Bobbie have been very busy working on things to get the ARTmobile up and running. Things are falling into place very well. They are waiting for SMOC to contact them so they can transfer the bus over. The meeting with Chelsea, Lisa and SMOC staff went well. Karen made sure the team knew, no other data collection on route requests is needed. The programming will focus on educating the community on safe and affordable public transportation. Her staff are working on the bussing schedule. Karen also said they have a driver lined up now and they are getting closer to a start date, although tentative start dates have changed in the past.

WPAC Community Arts Event- April 21st was the selected date. Tammy has it penciled in and is planning to help us coordinate the event. Gail and Cheryl are working on details for contacts and event plans. Timeframe set for 1-4pm, with an open house setting planned for the ice cream social. In the lobby area, there will be tables for guests, while music groups perform in the background. Arts organizations will

have tables around the outside to share information. The ARTmobile will offer arts activities outside, weather permitting- otherwise the back stage area is plan B. From 3pm-4 pm, we plan to close the event by having arts organizations present on various community arts offerings. An invitation is in the works, Mindy is willing to help with the mailing with plans to send it out a couple weeks in advance. The Globe also plans to do a story to help promote the event.

With no new business presented,

Meeting called to adjourned: Amy, seconded by Cheryl @ 6:10pm

Next Meeting April 19th, 5:15 pm at City Hall.

CITY OF WORTHINGTON, MINNESOTA

MUNICIPAL LIQUOR STORE INCOME STATEMENT For the Period 1/1/18 Through 3/31/18 (Amounts in Dollars)

	Total 2018 Budget	MARCH		% YTD Actual to Budget	YTD	
		Actual	Previous Year		Actual	Previous Year
Sales						
Liquor	1,655,000	132,352	113,114	21.0%	347,148	317,387
Wine	570,000	47,763	37,239	20.6%	117,187	102,082
Beer	1,950,000	140,243	125,477	18.5%	360,034	334,806
Mix/nonalcohol	74,800	4,814	3,657	16.3%	12,174	10,206
NSF charges	200	-	42	24.0%	48	42
Net Sales	4,250,000	325,172	279,529	19.7%	836,591	764,523
Cost of Goods Sold						
Liquor	1,195,000	93,645	80,352	20.6%	246,112	237,272
Wine	404,900	30,983	23,287	19.8%	80,332	70,067
Beer	1,480,000	86,032	91,484	17.4%	256,880	253,967
Soft drinks/mix	68,850	2,958	11,338	11.8%	8,099	16,816
Freight	28,000	2,016	3,071	18.7%	5,227	6,388
Total Cost of Goods Sold	3,176,750	215,634	209,532	18.8%	596,650	584,510
Gross Profit	1,073,250	109,538	69,997	22.4%	239,941	180,013
Operating Expenses						
Personnel services	366,658	29,047	25,178	20.7%	75,944	65,851
Supplies	29,800	2,503	447	19.2%	5,708	2,819
Other services & charges	162,750	9,315	10,122	18.7%	30,439	28,796
Interest	27,383	-	-	0.0%	-	-
Depreciation (estimated)	60,000	5,000	1,542	25.0%	15,000	4,626
Total Operating Expenses	646,591	45,865	37,289	19.7%	127,091	102,092
Operating Income (Loss)	426,659	63,673	32,708	26.4%	112,850	77,921
Non-Operating Revenues (Expenses)						
Interest earnings **	13,000	1,083	750	25.0%	3,249	2,250
Other non-operating	-	-	-	-	-	-
Total Non-Operating Revenue (Expense)	13,000	1,083	750	25.0%	3,249	2,250
Net Income (Loss) b/Operating Transfers	439,659	64,756	33,458	26.4%	116,099	80,171
Operating Transfers-Out	(225,000)	(18,750)	(18,750)	25.0%	(56,250)	(56,250)
Net Income (Loss)	214,659	46,006	14,708	N/A	59,849	23,921

** Includes three months budget

GENERAL FUND
STATEMENT OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
For the Three Months Ended March 31, 2018

	2018				2017 Actual
	12 Months Budget	3 Months Budget	Actual	Variance Favorable (Unfavorable)	
REVENUES					
Taxes	\$ 1,482,007	\$ 370,502	\$ 4,121	\$ (366,381) *	\$ 3,744
Licenses and permits	233,500	58,375	10,622	(47,753)	41,416
Intergovernmental revenue	3,753,491	938,373	53,000	(885,373) *	75,674
Charges for services	377,833	94,459	123,881	29,422	123,598
Fines and forfeits	78,000	19,500	10,073	(9,427)	10,018
Miscellaneous revenue	170,057	42,515	20,639	(21,876)	30,388
TOTAL REVENUES	\$ 6,094,888	\$ 1,523,724	\$ 222,336	\$ (1,301,388)	\$ 284,838
OTHER SOURCES					
Sale of fixed assets	-	-	2,650	2,650	5,000
Operating transfer-in	1,110,151	277,538	278,761	1,223	257,353
TOTAL REVENUES AND OTHER SOURCES	\$ 7,205,039	\$ 1,801,262	\$ 503,747	\$ (1,297,515)	\$ 547,191
EXPENDITURES					
General government	\$ 1,936,121	\$ 484,034	\$ 357,846	\$ 126,188	\$ 338,681
Public safety	4,269,909	1,067,481	1,173,684	(106,203)	1,358,794
Public works	974,784	243,696	225,469	18,227	187,357
Culture and recreation	110,780	27,696	17,945	9,751	17,533
Conservation and development	240,239	60,060	5,331	54,729	13,948
TOTAL EXPENDITURES	\$ 7,531,833	\$ 1,882,967	\$ 1,780,275	\$ 102,692	\$ 1,916,313
OTHER USES					
Operating transfer-out	44,068	11,017	10,956	61	10,792
TOTAL EXPENDITURES AND OTHER USES	\$ 7,575,901	\$ 1,893,984	\$ 1,791,231	\$ 102,753	\$ 1,927,105
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	\$ (370,862)	\$ (92,722)	\$ (1,287,484)	\$ (1,194,762)	\$ (1,379,914)

Notes:

2018 actual versus 2017 actual variance explanations:

Licenses and permits revenue difference due to building permits received in 2017 versus 2018.

Intergovernmental revenue difference due to amount of County Hwy Maint Agreement received in 2017 versus 2018.

Public safety expenditure difference due to capital outlay for squad car purchases and a fire truck purchase in 2017 not in 2018.

Public works expenditure difference due to allocation of wages (ice & snow removal) in 2018 versus in 2017.

* The tax payments are received in June and December for approximately half of the current year levy. The LGA (intergovernmental revenue), is usually received in July and December with \$1,636,776 received each time.

CITY OF WORTHINGTON, MINNESOTA

EXHIBIT 2

GENERAL FUND
SCHEDULE OF REVENUES - BUDGET AND ACTUAL
For the Three Months Ended March 31, 2018

	2018			2017 Actual
	3 Months Budget	Actual	Variance Favorable (Unfavorable)	
Taxes				
Property taxes ¹	\$ 369,377	\$ 3,602	\$ (365,775)	\$ 2,057
Gambling taxes	1,125	519	(606)	1,687
Forfeited tax sale	-	-	-	-
Total taxes	\$ 370,502	\$ 4,121	\$ (366,381)	\$ 3,744
Licenses and permits				
Alcoholic beverage license	\$ 11,500	\$ 2,800	\$ (8,700)	\$ 4,975
Other business licenses and permits	750	1,350	600	1,370
Building permits	30,000	5,114	(24,886)	33,403
Plumbing/mechanical permits	1,500	764	(736)	1,593
Misc development permits	75	40	(35)	75
Zoning fees	800	554	(246)	-
Gas franchise fees ²	13,750	-	(13,750)	-
Total licenses and permits	\$ 58,375	\$ 10,622	\$ (47,753)	\$ 41,416
Intergovernmental revenue				
Federal grants				
Police	\$ 17,500	\$ -	\$ (17,500)	\$ -
State grants				
Local government aid ¹	818,388	-	(818,388)	-
Other	32,110	50,000	17,890	50,000
State shared				
Insurance premium tax-fire ³	17,000	3,000	(14,000)	1,000
Insurance premium tax-police ³	47,500	-	(47,500)	-
County aid				
Highway grants	5,875	-	(5,875)	18,699
Other local grants	-	-	-	5,975
Total intergovernmental revenue	\$ 938,373	\$ 53,000	\$ (885,373)	\$ 75,674
Charges for services				
General government ⁴	\$ 62,871	\$ 87,905	\$ 25,034	\$ 88,500
Public safety	10,575	10,533	(42)	14,775
Highways and streets	3,763	11,507	7,744	7,163
Sanitation	14,625	11,557	(3,068)	11,098
Recreation	2,625	2,379	(246)	2,062
Total charges for services	\$ 94,459	\$ 123,881	\$ 29,422	\$ 123,598
Fines and forfeits				
Court fines and forfeitures	\$ 19,500	\$ 10,073	\$ (9,427)	\$ 10,018
Total fines and forfeits	\$ 19,500	\$ 10,073	\$ (9,427)	\$ 10,018

¹Tax payments are received in June and December for approx. half of the current year levy. The LGA (intergovernmental revenue), is usually received in July and December with \$1,588,973 received each time.

²Received quarterly

³Received in September/October

⁴Timing of Engineering Surcharge

(Continued)

CITY OF WORTHINGTON, MINNESOTA

(Continued)

GENERAL FUND
SCHEDULE OF REVENUES - BUDGET AND ACTUAL
For the Three Months Ended March 31, 2018

	2018			2017 Actual
	3 Months Budget	Actual	Variance Favorable (Unfavorable)	
Miscellaneous revenue				
Special assessments	\$ -	\$ -	\$ -	\$ -
Interest earnings-regular ⁵	10,463	390	(10,073)	118
Interest earnings-loans ⁶	18,189	3,503	(14,686)	5,011
Rents	7,363	7,700	337	9,893
Other revenues	5,750	6,919	1,169	7,626
Contributions/donations	750	2,127	1,377	7,740
Total miscellaneous revenue	\$ 42,515	\$ 20,639	\$ (21,876)	\$ 30,388
Total revenue	\$ 1,523,724	\$ 222,336	\$ (1,301,388)	\$ 284,838
Other sources				
Sale of fixed assets	\$ -	\$ 2,650	\$ 2,650	\$ 5,000
Operating transfer-in				
Electric Fund	158,788	160,012	1,224	151,102
Liquor Fund	56,250	56,250	-	56,250
Other*	62,500	62,499	(1)	50,001
Total other sources	\$ 277,538	\$ 281,411	\$ 3,873	\$ 262,353
Total revenue and other sources	\$ 1,801,262	\$ 503,747	\$ (1,297,515)	\$ 547,191

⁵First six months share recorded in July and last six months recorded in December⁶Majority of loan interest recorded in December

*Operating Transfer-in-Other includes transfers for Insurance Funds (\$250,000)

(Continued)

GENERAL FUND
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
For the Three Months Ended March 31, 2018

	2018		Variance Favorable (Unfavorable)	2017 Actual
	3 Months Budget	Actual		
General government				
Mayor and council				
Personnel services	\$ 20,341	\$ 14,735	\$ 5,606	\$ 16,743
Supplies	88	20	68	-
Other services and charges	3,758	1,988	1,770	4,256
Total mayor and council	\$ 24,187	\$ 16,743	\$ 7,444	\$ 20,999
Administration				
Personnel services	\$ 39,033	\$ 33,511	\$ 5,522	\$ 31,231
Supplies	375	57	318	15
Other services and charges	4,375	2,958	1,417	4,394
Total administration	\$ 43,783	\$ 36,526	\$ 7,257	\$ 35,640
Clerk's office and elections				
Personnel services	\$ 52,676	\$ 41,644	\$ 11,032	\$ 39,177
Supplies	650	839	(189)	527
Other services and charges	4,913	3,863	1,050	3,442
Capital outlay	-	-	-	-
Total clerk's office and elections	\$ 58,239	\$ 46,346	\$ 11,893	\$ 43,146
Finance				
Personnel services	\$ 47,466	\$ 40,731	\$ 6,735	\$ 36,466
Supplies	500	349	151	393
Other services and charges	23,917	16,815	7,102	16,207
Total finance	\$ 71,883	\$ 57,895	\$ 13,988	\$ 53,066
Assessing				
Other services and charges	\$ 21,500	\$ -	\$ 21,500	\$ -
Total assessing	\$ 21,500	\$ -	\$ 21,500	\$ -
Legal				
Other services and charges	\$ 10,000	\$ 3,376	\$ 6,624	\$ 2,991
Total legal	\$ 10,000	\$ 3,376	\$ 6,624	\$ 2,991
Engineering				
Personnel services	\$ 81,274	\$ 33,629	\$ 47,645	\$ 48,984
Supplies	3,210	471	2,739	668
Other services and charges	6,483	7,815	(1,332)	7,455
Capital outlay	11,748	18,880	(7,132)	-
Total engineering	\$ 102,715	\$ 60,795	\$ 41,920	\$ 57,107

(Continued)

CITY OF WORTHINGTON, MINNESOTA

(Continued)

GENERAL FUND
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
For the Three Months Ended March 31, 2018

	2018		Variance Favorable (Unfavorable)	2017 Actual
	3 Months Budget	Actual		
Community & economic development				
Personnel services	\$ 73,662	\$ 63,503	\$ 10,159	\$ 69,130
Supplies	838	470	368	344
Other services and charges	44,319	11,229	33,090	3,180
Capital outlay	5,500	-	5,500	-
Total community & economic development	\$ 124,319	\$ 75,202	\$ 49,117	\$ 72,654
General government buildings				
Personnel services	\$ 4,987	\$ 4,731	\$ 256	\$ 4,333
Supplies	538	559	(21)	337
Other services and charges	9,473	9,058	415	8,281
Total general government buildings	\$ 14,998	\$ 14,348	\$ 650	\$ 12,951
Other general government				
Supplies	\$ 50	\$ -	\$ 50	\$ -
Other services and charges	12,360	46,615	(34,255)	40,127
Capital outlay	-	-	-	-
Total other general government	\$ 12,410	\$ 46,615	\$ (34,205)	\$ 40,127
Total general government	\$ 484,034	\$ 357,846	\$ 126,188	\$ 338,681
Public safety				
Police department				
Personnel services	\$ 686,034	\$ 655,112	\$ 30,922	\$ 587,272
Supplies	31,938	16,614	15,324	22,710
Other services and charges	203,218	304,565	(101,347)	286,039
Capital outlay ⁷	51,000	103,499	(52,499)	177,347
Total police department	\$ 972,190	\$ 1,079,790	\$ (107,600)	\$ 1,073,368
Fire department				
Personnel services	\$ 35,297	\$ 21,122	\$ 14,175	\$ 22,646
Supplies	5,713	7,519	(1,806)	3,900
Other services and charges	19,375	12,843	6,532	21,715
Capital outlay ⁸	6,250	-	6,250	216,392
Total fire department	\$ 66,635	\$ 41,484	\$ 25,151	\$ 264,653
Civil defense				
Other services and charges	\$ 813	\$ 73	\$ 740	\$ 73
Total civil defense	\$ 813	\$ 73	\$ 740	\$ 73

⁷Variance due to timing of squad car purchase⁸Variance due to timing of fire truck purchase

(Continued)

CITY OF WORTHINGTON, MINNESOTA

(Continued)

GENERAL FUND
 SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
 For the Three Months Ended March 31, 2018

	2018		Variance Favorable (Unfavorable)	2017 Actual
	3 Months Budget	Actual		
Animal control				
Personnel services	\$ 6,870	\$ 5,869	\$ 1,001	\$ 5,591
Supplies	425	609	(184)	192
Other services and charges	488	502	(14)	90
Total animal control	\$ 7,783	\$ 6,980	\$ 803	\$ 5,873
Code enforcement				
Personnel services	17,473	14,703	2,770	14,222
Supplies	463	119	344	141
Other services and charges	2,124	1,715	409	464
Capital outlay	-	28,820	(28,820)	-
Total code enforcement	\$ 20,060	\$ 45,357	\$ (25,297)	\$ 14,827
Total public safety	\$ 1,067,481	\$ 1,173,684	\$ (106,203)	\$ 1,358,794
Public works				
Streets				
Personnel services	\$ 97,838	\$ 122,477	\$ (24,639)	\$ 94,013
Supplies	44,050	54,540	(10,490)	43,869
Other services and charges	37,906	37,705	201	26,422
Capital outlay	48,750	10,000	38,750	22,300
Total streets	\$ 228,544	\$ 224,722	\$ 3,822	\$ 186,604
City wide spring clean-up				
Personnel services	\$ 2,677	\$ 303	\$ 2,374	\$ 310
Supplies	250	423	(173)	423
Other services and charges	12,225	21	12,204	20
Total city wide spring clean-up	\$ 15,152	\$ 747	\$ 14,405	\$ 753
Total public works	\$ 243,696	\$ 225,469	\$ 18,227	\$ 187,357

(Continued)

CITY OF WORTHINGTON, MINNESOTA

(Continued)

GENERAL FUND
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
For the Three Months Ended March 31, 2018

	2018		Variance Favorable (Unfavorable)	2017 Actual
	3 Months Budget	Actual		
Culture and recreation				
Public Arts				
Supplies	\$ 225	\$ -	\$ 225	\$ -
Other services and charges	900	-	900	-
Total Public Arts	\$ 1,125	\$ -	\$ 1,125	\$ -
Center for Active Living				
Personnel services	\$ -	\$ -	\$ -	\$ -
Supplies	2,050	1,319	731	1,388
Other services and charges	22,508	15,468	7,040	14,948
Total Center for Active Living	\$ 24,558	\$ 16,787	\$ 7,771	\$ 16,336
Band				
Other services and charges	\$ 2,013	\$ 1,158	\$ 855	\$ 1,197
Total Band	\$ 2,013	\$ 1,158	\$ 855	\$ 1,197
Total culture and recreation	\$ 27,696	\$ 17,945	\$ 9,751	\$ 17,533
Conservation and development				
Clean water partnership project				
Other services and charges	\$ 25,000	\$ -	\$ 25,000	\$ -
Capital outlay	-	-	-	5,716
Total clean water partnership project	\$ 25,000	\$ -	\$ 25,000	\$ 5,716
Lake improvement				
Personnel services	\$ 1,685	\$ 591	\$ 1,094	\$ 1,410
Supplies	775	17	758	526
Other services and charges	1,403	1,984	(581)	1,940
Capital outlay	19,500	-	19,500	-
Total lake improvement	\$ 23,363	\$ 2,592	\$ 20,771	\$ 3,876
Economic development & assistance				
Personnel services	\$ 2,723	\$ 1,969	\$ 754	\$ 2,545
Supplies	1,000	-	1,000	1,045
Other services and charges	7,974	770	7,204	766
Total economic development/assistance	\$ 11,697	\$ 2,739	\$ 8,958	\$ 4,356
Total conservation and development	\$ 60,060	\$ 5,331	\$ 54,729	\$ 13,948
Other uses				
Operating transfer-out				
Rising Sun Payments				
WRH Fund	\$ 5,509	\$ 5,478	\$ 31	\$ 5,396
Water Fund	2,754	2,739	15	2,698
Municipal Industrial Wastewater	2,754	2,739	15	2,698
Total other uses	\$ 11,017	\$ 10,956	\$ 61	\$ 10,792
Total expenditures and other uses	\$ 1,893,984	\$ 1,791,231	\$ 102,753	\$ 1,927,105

ADMINISTRATIVE SERVICES MEMO

DATE: **APRIL 23, 2018**

TO: **HONORABLE MAYOR AND CITY COUNCIL**

SUBJECT: **ITEMS REQUIRING CITY COUNCIL ACTION OR REVIEW**

CONSENT AGENDA CASE ITEMS

1. APPLICATION FOR ON-SALE BEER LICENSE - NOBLES COUNTY SPEEDWAY

Exhibit 1 is an application for an On-Sale Beer license submitted by the Nobles County Speedway, VanEcker Promotions, LLC. for the 2018 racing season. License period is June through September, 2018. All the required paperwork, fees and insurance certificate listing the City of Worthington as additional insured have been received.

Council action is requested on the application for an On-Sale Beer License submitted by Nobles County Speedway - VanEcker Promotions, LLC.

CASE ITEMS

1. PRESENTATION BY STUDENT GROUP DYNAMIC 507

_____ Aida Simon represents the Nobles County Integration Collaborative (NCIC) which provides integrated activities that create multicultural awareness and understanding. It is a collaboration of the six school districts: Adrian, Ellsworth, Fulda, Round Lake-Brewster, Heron Lake-Okabena and Worthington. NCIC offers students opportunities in promoting culture awareness, leadership development, academic success, civic engagement, and college and career readiness. Dynamic 507 is an after school program for students in grades 9-12.

Dynamic 507 primary focus is on helping students prepare for life after high school. One of the concerns of the students is the lack of recreational facilities in Worthington. The students believe there is not enough to keep youth busy in the community. An issue that can arise from that concern is that their peers turn to unhealthy hobbies because of it. The youth speaking today are passionate about changing the Dynamic of Worthington, MN.

2. LIQUOR STORE PROJECT, CHANGE ORDER NO. 4

Salonek Construction has submitted a change order proposal, included as *Exhibit 2*, which includes seven modifications to the remodeling project. This change order will result in a

reduction in cost of \$405.00. Change Order No. 1, approved by Council on October 23, 2017 was for a reduction in cost of \$7,954.00. Change Order No. 2 was approved by Council on November 13, 2017 was for an additional cost of \$60,490.00. Change Order No. 3 was approved by Council on January 22, 2018 was for a reduction in cost of \$1,071.00.

The original contract sum was \$1,392,444.00. Approval of Change Order No. 4 will result in a net change of \$51,060.00. The contract sum to date will be \$1,443,504.00.

Items in Change Order No. 4 include:

- Electrical materials and labor to add an additional security keypad near the front entrance: ADD \$600.00
- Materials and labor to construct a soffit over electrical conduit on the west exterior wall near the south cooler: ADD \$551.00
- Labor to add access openings above both coolers. While the Contractor installed drywall in this area at no cost (it wasn't called for in the plans), codes require access to mechanical equipment above the cooler. ADD: \$145.00
- Materials and labor to enclose diagonal wall bracing at four locations. Diagonal bracing was uncovered during demolition at four roof structural beams that would otherwise be exposed with remodeled wall sections. ADD: \$1,968.00
- Delete painting of ceiling mechanical and electrical components, mechanical struts. DEDUCT: \$4,400.00
- Add an access panel to the north exterior soffit to allow access to exterior building signage lighting controls: NO CHANGE in COST
- Furnish and install electrical light fixture, sensor switch and light receptacle in the access area of the north exterior building soffit for lighted building sign. ADD \$731.00

Council Action: Approve Liquor Store Project Change Order No. 4

3. PROFESSIONAL SERVICES AGREEMENT - AMERICAN ENGINEERING AND TESTING, INC.

Staff solicited a proposal from American Engineering and Testing for subsurface exploration and geotechnical services for the 10th Street Pavilion, Beach Nook and Splash Pad projects. The proposal is attached as ***Exhibit 3***. A brief description and fee for each project is as follows:

- 10th Street Pavilion: Performing eight (8) standard penetration borings to a depth of 14-1/2 feet each. Preparing a report including the logs of the test

borings, laboratory test results, review of engineering properties of the soils and geotechnical engineering opinions and recommendations. The fee for this site is \$3,735.00.

- Beach Nook: Performing three (3) standard penetration borings to a depth of 14-1/2 feet each. Preparing a report including the logs of the test borings, laboratory test results, review of engineering properties of the soils and geotechnical engineering opinions and recommendations. The fee for this site is \$1,960.00.
- Splash Pad: Performing two (2) standard penetration borings to a depth of 14-1/2 feet each. Preparing a report including the logs of the test borings, laboratory test results, review of engineering properties of the soils and geotechnical engineering opinions and recommendations. The fee for this site is \$1,730.00.

Council action is requested.

4. **PROFESSIONAL SERVICES AGREEMENT SPLASH PAD ENGINEERING DESIGN**

Staff solicited a proposal from the firm Bolton and Menk for engineering services for the design of a splash pad to be located in the City's Centennial Park. Services include:

- Preliminary Design and Site Layout,
- Final Design,
- Permitting, and
- Bidding Services.

It is intended that the splash pad will have a wet zone of approximately 3,000 square feet, water recirculation system and an array of age appropriate spray features.

A copy of the proposal is included as *Exhibit 4*. The proposed fee for their services is \$27,500.00.

This project will be under the direction of the Council's Community Growth Committee. However, the Committee has not had the opportunity to review the proposal and does not forward their recommendation. The total project budget is \$500,000.00. Funding for the splash pad comes from the Community Growth budget, included in *Exhibit 4*.

Council consideration and action is requested.

5. **CENTER FOR ACTIVE LIVING (CAL) AFTER-HOURS KEY-FOB SYSTEM UPGRADE AND DOOR REPAIR**

The after-hours key-fob system at the CAL, installed in 2013, allows patrons access to the facility during non-business hours. Management at the CAL are able to program each fob to control the hours and days for entry. The current system has been malfunctioning and requires frequent repairs. This system has proven to be susceptible to constant exposure to the elements. In addition, the fob programming software is not user friendly and requires multiple steps. YMCA management solicited a proposal from Electro Watchman, Inc. to upgrade the system while being able to use the existing fobs. The proposed cost to replace the system is \$7,524.79.

The closers on the three entry doors are also in need of replacement. The closers are not heavy duty and at times will not pull the door fully closed to enable it to properly latch. YMCA management also solicited a proposal to replace the existing closers with ones that are constructed for heavier duty service. The proposed cost to replace the closers is \$1,510.00.

Both proposals are attached as ***Exhibit 5***. It is Staff's recommendation that funding for the repairs and upgrades come from the Municipal Building Fund (balance is \$47,944.00). This work was not included in the 2018 budget and will require Council to authorize a budget amendment.

Council action is requested.

6. **RECOMMENDATION TO COMPLETE PURCHASE OF THE MC FITNESS BUILDING FOR THE NEW PUBLIC WORKS FACILITY**

The City of Worthington entered into a purchase agreement for the MC Fitness building for \$1,080,000.00. The terms of the purchase agreement allowed the City a 60-day period of due diligence to review the building's condition, prepare conceptual plans and determine the estimated remodeling costs. The period of due diligence terminates on April 30. To assist with the due diligence, the City retained the architecture/engineering firm CBS Squared (CBS). CBS's report of their findings and recommendations is included as ***Exhibit 6***.

CBS investigated two options judged to be the most viable. The first option called for demolition of the existing office portion of the facility and constructing a new office and administration area within the metal building structure. Initial cost estimates were developed that were higher than Staff anticipated. It was also determined that vehicle and equipment space needs would not be met under this option.

The second option that was prepared retained the existing office portion with extensive remodeling of the ground floor level and designating the entire metal building area for

vehicles and equipment. This option is recommended due to a lower overall construction cost, it accommodates the space needs of the vehicle bay, and gains miscellaneous light storage above the office and administration area. The total project cost of this option, excluding property acquisition, is \$2,270,300.37.

It is Staff's recommendation to purchase the MC Fitness building and undergo renovation to accommodate the City's Public Works Department. This facility will accommodate office, vehicle and equipment space needs for the foreseeable future. The Parks Department will be able to move out of the First Avenue SW facility and enable the City Council to consider a variety of options for redevelopment of that area.

Council action is requested.

7. **RESOLUTION IN SUPPORT OF APPOINTMENT AS FIRST CONGRESSIONAL DISTRICT REPRESENTATIVE TO BOARD OF REGENTS-UNIVERSITY OF MINNESOTA**

The Regent Candidate Advisory Council has submitted the name of Dr. Randy Simonson as one of five candidates for appointment to the open seat of the first congressional district representative to the Board of Regents for the University of Minnesota. The seat has been vacated by Patricia Simmons, who announced her resignation last month. Lawmakers must elect a candidate to replace her before the legislature adjourns on May 21st. If they don't choose a replacement, Governor Mark Dayton will temporarily appoint a regent until legislators can do so next session.

Dr. Simonson's appointment to that Board would be critical not only to highlighting education needs in rural Minnesota but also in providing a representative of Southwest Minnesota. *Exhibit 7* is a resolution supporting the appointment of Dr. Randy Simonson to represent the first congressional district to the Board of Regents for the University of Minnesota.

Council action is requested to adopt the resolution supporting the appointment of Dr. Randy Simonson to the Board of Regents of the University of Minnesota as the first congressional district representative.

June-September
\$100⁰⁰

CITY OF WORTHINGTON

APPLICATION FOR ON-SALE BEER LICENSE

4-3, 2018

APPLICATION IS HEREBY SUBMITTED FOR AN ON-SALE BEER LICENSE WITHIN THE CITY OF WORTHINGTON IN ACCORDANCE WITH THE ORDINANCES OF SAID CITY REGULATING THE SAME.

ENCLOSED WITH THIS APPLICATION ARE:

- THE \$300 LICENSE FEE FOR ON-SALE BEER
- A COMPLETED APPLICATION FORM,
- A COMPLETED WORKER'S COMPENSATION INSURANCE COVERAGE FORM,
- A COMPLETED MN AND FEDERAL BUSINESS TAX I.D. FORM, AND
- A STATEMENT OF SALES, OR A CERTIFICATE OF INSURANCE EVIDENCING LIQUOR LIABILITY (DRAM SHOP) COVERAGE FOR THE PERIOD OF JANUARY 1, 2018 TO JANUARY 1, 2019 IN THE AMOUNT OF \$1,000,000.00 MILLION DOLLARS, AND \$10,000 PROPERTY DAMAGE. THE CERTIFICATE OF INSURANCE MUST CONTAIN A 30-DAY WRITTEN NOTICE OF CANCELLATION CLAUSE AND THE CITY OF WORTHINGTON MUST BE NAMED AS AN ADDITIONAL INSURED.
- IF THE ESTABLISHMENT IS A CORPORATION, PLEASE SUBMIT WITH THIS APPLICATION THE NAME AND ADDRESS OF THE CORPORATION AND A LIST OF ALL CURRENT STOCKHOLDERS, THEIR RESIDENT ADDRESSES, AND THE NUMBER OF SHARES HELD BY EACH.

APPLICANT INFORMATION:

Van Ecker Promotions LLC

LAST NAME FIRST NAME FULL MIDDLE NAME

1831 161st St.

ADDRESS OF APPLICANT

Woodstock MN. 56186

CITY

STATE

ZIP

11/11/58

DATE OF BIRTH

507-220-3511

TELEPHONE NO.

ESTABLISHMENT INFORMATION:

Nables Co. Speedway

NAME OF ESTABLISHMENT

1600 Stower Dr.

ADDRESS OF ESTABLISHMENT

Worthington MN 56187

CITY

STATE

ZIP

NA

TELEPHONE NO. OF ESTABLISHMENT

HAVE YOU EVER APPLIED FOR OR HELD, IN OTHER COMMUNITIES, A LICENSE TO SELL OR PERMIT CONSUMPTION ON THE PREMISES OF BEER OR INTOXICATING LIQUOR? YES X NO

IF YES, WHERE? _____

OFFICE USE ONLY:

APPROVED BY _____

DATE APPROVED _____

LICENSE NO. _____



1112 N West Ave
Sioux Falls, SD 57104

(605) 336-1160
teamtsp.com

Recommendation for PR-04R3

April 17, 2018

Steve Robinson
City Administrator
City of Worthington
303 South 9th Street
Worthington, MN 56187

Re: PR #04R3 – Ductwork, Electrical, Drywall, and Ceiling Modifications
New Municipal Liquor Store
TSP No. 08151060

Dear Steve,

Attached is the pricing information from Salonek Concrete & Construction, Inc. for Proposal Request #04R3, "Electrical, Drywall, and Ceiling Modifications". This Proposal Request deals with the following items:

1. Adding rough-in of additional security keypads.
2. Adding steel stud framing and drywall to provide furring/soffit over conduit on west wall near Cooler #2.
3. Adding access openings above coolers for electrical access.
4. Furring over diagonal wall bracing at four (4) locations.
5. Omit painting of the exposed ceiling structure, mechanical & electrical components, except main frame beam still to be painted.
6. Adding access panel to North soffit to allow access to lighting controls.
7. Provide and install electrical light fixture, sensor switch and light receptacle in sign access area.

Our TSP team has reviewed the associated costs and believes they are reasonable. We recommend acceptance of Proposal Request No. 04R3 from Salonek Concrete & Construction, Inc. in the amount of \$405.00. The Contract Sum will be decreased by this amount, if accepted.

Please advise at your earliest convenience.

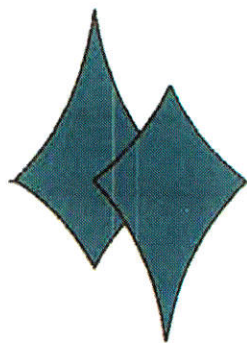
Sincerely,

A handwritten signature in black ink, appearing to read "Greg Schoer".

Greg Schoer
Architectural Graduate

cc: file

Attachments: Contractors Proposal
TSP Proposal Request



Salonek Inc.

CONCRETE & CONSTRUCTION

Phone: 507-723-4218
Fax: 507-723-6355
Email: scc@salonekconstruction.com

12 W. LINCOLN
SPRINGFIELD, MN 56087

April 12, 2018

Mr. Gregory Schoer
TSP, Inc.
1112 N. West Ave.
Sioux Falls, SD 57104

RE: Worthington Municipal Liquor Store
PR 004R3 proposals

Dear Greg,

Pursuant to our conversation at the meeting of 3/1/18, RFI-24 and PR 004R, we offer the following revised proposals:

1. (A) Rough-in of additional security keypads (see attached Electrical Proposal):

Electrical Material.....	\$203.00
Electrical Labor.....	<u>335.28</u>
	\$538.28
10%.....	54.00
Bond.....	<u>7.72</u>
Total Proposal.....	\$600.00

2. (B) Steel stud framing and drywall to provide furring/soffit over conduit at west wall north of cooler #2. Subcontractor quote (see attached).....	\$ 494.00
10%.....	49.00
Bond.....	<u>8.00</u>
Total Proposal.....	\$551.00

3. (C) Add access openings above both coolers (no panels) for electrical Access, approximately 30" wide by 42" high, (2 labor hours @\$65).....	\$130.00
10%	13.00
Bond.....	<u>2.00</u>
Total Proposal.....	\$145.00

Mr. Greg Schoer
TSP, Inc.
April 12, 2018
Page 2


4. (D) Furr over diagonal wall bracing at four (4) locations:	
Framing & Drywall - Labor.....	\$1,643.00
- Material.....	<u>120.00</u>
	1,763.00
10%.....	176.00
Bond.....	<u>29.00</u>
Total Proposal.....	\$1,968.00
5. (E) Omit painting of exposed ceiling structure, mechanical & electrical Components, except main frame beams still to be painted.....	(-) \$4,400.00
6. (F) Add access panel to North soffit to allow access to lighting controls – Using J-trim and soffit panels – approximately 18" X 30".....	No change
7. (G & H) Provide and install electrical light fixture, sensor switch and light receptacle in sign access area:	
Electrical Materials (see attached for breakdown).....	\$308.93
Electrical Labor.....	<u>345.84</u>
	654.77
10%.....	65.48
Bond.....	<u>10.75</u>
Total Proposal.....	\$731.00

TOTAL NET PROPOSALS FOR PR 004R..... (-) \$405.00

Please advise approval as soon as possible.

Sincerely,

SALONEK CONCRETE & CONSTRUCTION, INC.


Judy Salonek Rubey
President

JSR

FULDA ELECTRIC SERVICE, INC.

1009 9TH Ave. North
P.O. Box 348
Brandon, SD.
57005
Phone : (605)-582-7669
Fax : (605)-582-7869

2 March 18

To: **Salonek Construction**

Re: **City of Worthington Liquor Store**

Proposal for electrical installation for additional keypad additions.

Proposal : \$ 538.28

Should you have questions in regards to our proposal. Please contact me.

Sincerely,



Larry Giesler, Project Mgr. / Estimator

Fulda Electric Service, Inc.

If accepted, Sign, Date

City of Worthington Liquor Store
Worthington, MN.

**Security Keypad
Addition**

MATERIALS

Conduit, fittings, boxes,
mudring

\$184.55

X10%

\$203.00

**QUOTED
ITEMS**

X10%

LABOR 7.62 Hrs

\$304.80

X10%

\$335.28

EQUIP. RENT

X5%

TOTAL

\$538.28



Sands Drywall, Inc.
47030 Phillip Street
Sioux Falls, SD 57108
(605) 361-3177



Change Order

DATE	C/O #
3/26/2018	4

QUOTED TO

Salonek Concrete & Construction
12 West Lincoln Street

Springfield, MN 56087

RE: Worthington Liquor Store

PROJECT

170330E

DESCRIPTION

PRICE

RE: WORTHINGTON LIQUOR STORE

0.00

The following scope of work has changed to the above project:

PR #04:

Pricing to provide 12" deep soffit adjacent to cooler #2 along exterior wall to cover up exposed conduits approximately 4' long.

Labor -

462.00

Material -

32.00

Estimator - Brian Moore

CHANGE ORDER TOTAL \$

494.00

Office (605) 361-3177 | Cell (605) 212-4011 | brian@sandsdrywall.com



Sands Drywall, Inc.
47030 Phillip Street
Sioux Falls, SD 57108
(605) 361-3177



Change Order

DATE	C/O #
4/5/2018	4

QUOTED TO

Salonek Concrete & Construction
12 West Lincoln Street

Springfield, MN 56087

RE: Worthington Liquor Store

PROJECT

170330E

DESCRIPTION	PRICE
RE: WORTHINGTON LIQUOR STORE	0.00

The following scope of work has changed to the above project:

PR #04R:

Pricing to provide 12" deep soffit adjacent to cooler #2 along exterior wall to cover up exposed conduits approximately 4' long. Includes added (4) brace wraps similar to above at face of East/West soffit.

Labor -

$\$462 + \$1643 =$ 2,105.00

Material -

$\$32 + 120 =$ 152.00

Estimator - Brian Moore

CHANGE ORDER TOTAL \$ 2,257.00

Office (605) 361-3177 | Cell (605) 212-4011 | brian@sandsdrywall.com



FISCHENICH PAINTING, INC.

Commercial and Residential
Painting Staining Finishing

8505 East Saddle Creek Road, Sioux Falls, SD 57110
Brant Hulsman (605) 351-6625 * Grant Fischerich (605) 366-9140

Contractors Proposal

Work to be performed at:

Worthington High School

Proposal submitted to: Salonek, Inc.
(507) 723-6355

Date: 4-5-18

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

Reduct painting of exposed ceiling Deduct: \$4400.00
-will still paint red iron beams

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for the above work, and completed in a substantial workmanlike manner for the agreed sum of \$_____.

Respectfully Submitted: Fischerich Ptg. Inc.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature: _____ Date: _____

FULDA ELECTRIC SERVICE, INC.

1009 9th Ave, North

P.O. Box 348

Brandon, SD.

57005

Phone : (605)-582-7669

Fax : (605)-582-7869

5 April 18

To: **Salonek Construction**

Re: **City of Worthington Liquor Store**

Proposal for electrical installation of light fixture, sensor switch and receptacle as per request in PROO4R line item J.

Proposal : \$ 654.77

Should you have questions in regards to our proposal. Please contact me.

Sincerely,



Larry Giesler, Project Mgr. / Estimator

Fulda Electric Service, Inc.

If accepted, Sign, Date

City of Worthington Liquor Store
Worthington, MN.

5-Apr-18

PR004R
Item J

MATERIALS

Conduit, fittings, boxes,
covers, wire, receptacle

\$212.74

X10% \$234.01

**QUOTED
ITEMS**

Light, sensor switch

\$68.11

X10% \$74.92

LABOR

5.24 Hrs

\$314.40

X10% \$345.84

EQUIP. RENT

X5%

TOTAL

\$654.77



April 12, 2018

CONSULTANTS
• ENVIRONMENTAL
• GEOTECHNICAL
• MATERIALS
• FORENSICS

Mr. Steve Robinson, PE
City of Worthington
303 9th Street
Worthington, Minnesota 56187

RE: Proposal for Geotechnical Services
Proposed 10th Street Pavilion
Worthington, Minnesota
AET #13-06585

Dear Mr. Robinson:

American Engineering Testing, Inc. is pleased to offer you subsurface exploration and geotechnical review services for the above referenced project. This proposal is being submitted per your request of April 5, 2018. This letter is intended to define our scope of work, and to present you with an estimate of our fee, the anticipated schedule and other information regarding our services.

Purpose

The purpose of this geotechnical work is to explore the subsurface conditions at the site, and based on our characterization of the obtained data, to prepare a geotechnical engineering report presenting comments and recommendations to assist you and your design team in planning and construction.

Project Information

We understand that you are planning to construct a pavilion with bituminous surfaced parking at the project site. We do not have any specific structural loading information; we assume light to moderate loads for a structure of this type.

Scope

Field Work

As requested by you, our subsurface exploration program will consist of the following:

- Perform eight (8) standard penetration test borings (ASTM:D1586) to a depth of 14 ½ feet each.
- Arrange clearance of underground public utilities through the Gopher State One Call System. Any private utilities will have to be located by the property owner. A private locator can be hired at an additional cost.
- Seal the boreholes per Minnesota Department of Health requirements.
- Dimension and document boring locations based on the existing surface features.

- Obtain surface elevations at each boring location based on provided/assumed benchmarks.

We have not had an opportunity to observe the project site; we understand that the proposed boring locations will be accessible to our truck mounted equipment.

Soil Laboratory Testing

Our services will include index laboratory testing of selected soil samples to aid in judging engineering properties of the soils. The requested laboratory testing is as follows:

<u>Test</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Cost</u>
Moisture Content (ASTM:D2216)	25	\$15.00	\$375.00
Moisture Content/Density (ASTM:D2216)	2	\$50.00	\$100.00
		<u>Total Cost</u>	<u>\$475.00</u>

Engineering Report

Following the field and laboratory work, a formal engineering report will be prepared and submitted. This report will include logs of the test borings, the laboratory test results, a review of engineering properties of the on-site soils, and our geotechnical engineering opinions and recommendations regarding the following:

- Grading procedures to prepare the pavilion area for structural support, including comments on the suitability of the on-site soils for reuse as fill.
- Foundation types and depths, including allowable soil bearing capacity and estimates of foundation settlement.
- Backfilling procedures, including material types and compaction requirements.
- Ground floor slab support, including recommendations on the need for a vapor or capillary water barrier.
- Preparation of the subgrade for pavements
- Pavement section thickness designs
- Comments on other items which may affect final performance or constructability, such as frost heave and drainage considerations

The scope of work defined in this proposal is intended for geotechnical purposes only. This scope is not intended to explore for the presence or extent of environmental contamination at the site.

Insurance

For the mutual protection of you and American Engineering Testing, we maintain both general and professional liability insurance. Certificates of such insurance can be provided at your request.

Project Direction

Services we perform on your project will be done under the direction of an experienced geotechnical engineer registered in the State of Minnesota.

Fees

The scope of work defined in this proposal will be performed on a time and materials basis in accordance with the attached schedule of fees. For the scope of work described above, the estimated cost will be as follows:

<u>Task</u>	<u>Cost</u>
Mobilization/Demobilization	\$250.00
Clear Utilities (Site Meet)	\$100.00
Soil Borings	\$2,160.00
Laboratory Testing	\$475.00
Report and Project Management	\$750.00
TOTAL	\$3,735.00

We would not exceed \$3,735.00 without prior authorization. If additional drilling is required for proper soil evaluation it would be charged at a unit rate of \$20/foot.

In the event the scope of our work needs to be revised due to unanticipated conditions or for proper evaluation, we will review such adjustments and the associated fees with you, and receive your approval before proceeding.

Minnesota Department of Health Fees

Effective July 1, 2017, the Minnesota Department of Health (MDH) has changed the borehole sealing and notification requirements. For sites where borings are drilled to a depth of 15 feet or deeper, all licensed drilling companies are required by law to submit written notification to the MDH prior to drilling along with a fee of \$75. If one or more of the boring depths vary by 25 feet, or more, the MDH requires an additional written notification and fee of \$75 per boring. Projects that span multiple properties will require multiple notifications. The MDH also requires that these borings be grouted and that a Sealing Record be submitted to the MDH, with a copy to you, after the borings are completed. The above fee estimate for our geotechnical services includes the MDH fee for the proposed scope of drilling; however, because final boring depths can change, for example, due to possible unanticipated poor soil conditions, the final MDH fee (including an administrative charge of \$65 per notification) will be added, if necessary, to our final invoice to you.

The MDH Sealing Record requires the Property Owner name and mailing address (the Property Owner will also receive a copy of the Sealing Record). Please provide this information below.

City of Worthington
Page 4 of 5
April 12, 2018
AET #13-06585

Property Owner's name/company name:

Property Owner's mailing address:

Performance Schedule

Weather permitting; we anticipate drilling operations can begin within about one (1) to two (2) weeks after receiving authorization to proceed. Verbal results of the drilling activities can be obtained shortly after completion of the drilling. We anticipate the geotechnical report can be prepared within about one (1) week after completion of the field work. We are available to review special schedule needs with you.

Terms and Conditions

All AET Services are provided subject to the Terms and Conditions set forth in the Master Service Agreement.

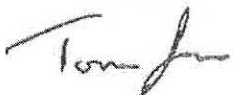
Acceptance

AET requests written acceptance of this proposal in the Proposal Acceptance box below, but the following actions shall constitute your acceptance of this proposal together with the Terms and Conditions and Amendments: 1) issuing an authorizing purchase order for any of the Services described above, 2) authorizing AET's presence on site or 3) written or electronic notification for AET to proceed with any of the Services described in this proposal. Please indicate your acceptance of this proposal by signing below and returning a copy to us. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.

Remarks

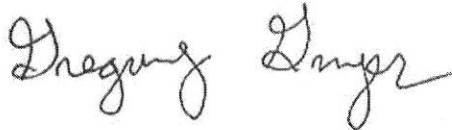
We appreciate the opportunity to submit this proposal to you and look forward to working with you on this project. If you have any questions regarding our services, or need additional information, please do not hesitate to contact me.

Sincerely,
American Engineering Testing, Inc.



Tom James
Manager – Marshall
Phone: (507) 532-0771
Fax: (507) 532-0776
tjames@amengtest.com

City of Worthington
Page 5 of 5
April 12, 2018
AET #13-06585



Gregory A. Guyer, PE
Manager – Mankato
Phone: 507-387-2222
Fax: 507-387-6999
Email: gguyer@amengtest.com

Attachments
Geotechnical Service Agreement – Terms and Conditions

PROPOSAL ACCEPTANCE

Signature _____ Date _____

Typed/Printed Name: _____

Email Address: _____

Company _____



CONSULTANTS
• ENVIRONMENTAL
• GEOTECHNICAL
• MATERIALS
• FORENSICS

April 12, 2018

Mr. Steve Robinson, PE
City of Worthington
303 9th Street
Worthington, Minnesota 56187

RE: Proposal for Geotechnical Services
Proposed Centennial Park Beach Nook
Worthington, Minnesota
AET #13-06586

Dear Mr. Robinson:

American Engineering Testing, Inc. is pleased to offer you subsurface exploration and geotechnical review services for the above referenced project. This proposal is being submitted per your request of April 5, 2018. This letter is intended to define our scope of work, and to present you with an estimate of our fee, the anticipated schedule and other information regarding our services.

Purpose

The purpose of this geotechnical work is to explore the subsurface conditions at the site, and based on our characterization of the obtained data, to prepare a geotechnical engineering report presenting comments and recommendations to assist you and your design team in planning and construction.

Project Information

We understand that you are planning to construct a Beach Nook Building consisted of restrooms and a concession stand at the project site. We understand the structure will be a single story, wood framed, slab-on-grade building. We do not have any specific structural loading information; we assume light to moderate loads for a structure of this type.

Scope

Field Work

As requested by you, our subsurface exploration program will consist of the following:

- Perform three (3) standard penetration test borings (ASTM:D1586) to a depth of 14 ½ feet each.
- Arrange clearance of underground public utilities through the Gopher State One Call System. Any private utilities will have to be located by the property owner. A private locator can be hired at an additional cost.

- Seal the boreholes per Minnesota Department of Health requirements.
- Dimension and document boring locations based on the existing surface features.
- Obtain surface elevations at each boring location based on provided/assumed benchmarks.

We have not had an opportunity to observe the project site; we understand that the proposed boring locations will be accessible to our truck mounted equipment.

Soil Laboratory Testing

Our services will include index laboratory testing of selected soil samples to aid in judging engineering properties of the soils. The requested laboratory testing is as follows:

<u>Test</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Cost</u>
Moisture Content (ASTM:D2216)	10	\$15.00	\$150.00
Moisture Content/Density (ASTM:D2216)	1	\$50.00	\$50.00
		<u>Total Cost</u>	\$200.00

Engineering Report

Following the field and laboratory work, a formal engineering report will be prepared and submitted. This report will include logs of the test borings, the laboratory test results, a review of engineering properties of the on-site soils, and our geotechnical engineering opinions and recommendations regarding the following:

- Grading procedures to prepare the building area for structural support, including comments on the suitability of the on-site soils for reuse as fill.
- Foundation types and depths, including allowable soil bearing capacity and estimates of foundation settlement.
- Backfilling procedures, including material types and compaction requirements.
- Ground floor slab support, including recommendations on the need for a vapor or capillary water barrier.
- Comments on other items which may affect final performance or constructability, such as frost heave and drainage considerations

The scope of work defined in this proposal is intended for geotechnical purposes only. This scope is not intended to explore for the presence or extent of environmental contamination at the site.

Insurance

For the mutual protection of you and American Engineering Testing, we maintain both general and professional liability insurance. Certificates of such insurance can be provided at your request.

Project Direction

Services we perform on your project will be done under the direction of an experienced geotechnical engineer registered in the State of Minnesota.

Fees

The scope of work defined in this proposal will be performed on a time and materials basis in accordance with the attached schedule of fees. For the scope of work described above, the estimated cost will be as follows:

<u>Task</u>	<u>Cost</u>
Mobilization/Demobilization	\$250.00
Clear Utilities (Site Meet)	\$100.00
Soil Borings	\$810.00
Laboratory Testing	\$200.00
Report and Project Management	\$600.00
TOTAL	\$1,960.00

We would not exceed \$1,960.00 without prior authorization. If additional drilling is required for proper soil evaluation it would be charged at a unit rate of \$20/foot.

In the event the scope of our work needs to be revised due to unanticipated conditions or for proper evaluation, we will review such adjustments and the associated fees with you, and receive your approval before proceeding.

Minnesota Department of Health Fees

Effective July 1, 2017, the Minnesota Department of Health (MDH) has changed the borehole sealing and notification requirements. For sites where borings are drilled to a depth of 15 feet or deeper, all licensed drilling companies are required by law to submit written notification to the MDH prior to drilling along with a fee of \$75. If one or more of the boring depths vary by 25 feet, or more, the MDH requires an additional written notification and fee of \$75 per boring. Projects that span multiple properties will require multiple notifications. The MDH also requires that these borings be grouted and that a Sealing Record be submitted to the MDH, with a copy to you, after the borings are completed. The above fee estimate for our geotechnical services includes the MDH fee for the proposed scope of drilling; however, because final boring depths can change, for example, due to possible unanticipated poor soil conditions, the final MDH fee (including an administrative charge of \$65 per notification) will be added, if necessary, to our final invoice to you.

The MDH Sealing Record requires the Property Owner name and mailing address (the Property Owner will also receive a copy of the Sealing Record). Please provide this information below.

City of Worthington
Page 4 of 5
April 12, 2018
AET #13-06586

Property Owner's name/company name:

Property Owner's mailing address:

Performance Schedule

Weather permitting, we anticipate drilling operations can begin within about one (1) to two (2) weeks after receiving authorization to proceed. Verbal results of the drilling activities can be obtained shortly after completion of the drilling. We anticipate the geotechnical report can be prepared within about one (1) week after completion of the field work. We are available to review special schedule needs with you.

Terms and Conditions

All AET Services are provided subject to the Terms and Conditions set forth in the Master Service Agreement.

Acceptance

AET requests written acceptance of this proposal in the Proposal Acceptance box below, but the following actions shall constitute your acceptance of this proposal together with the Terms and Conditions and Amendments: 1) issuing an authorizing purchase order for any of the Services described above, 2) authorizing AET's presence on site or 3) written or electronic notification for AET to proceed with any of the Services described in this proposal. Please indicate your acceptance of this proposal by signing below and returning a copy to us. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.

City of Worthington
Page 5 of 5
April 12, 2018
AET #13-06586

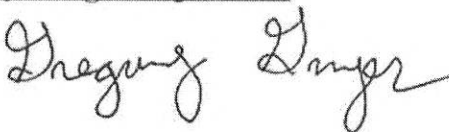
Remarks

We appreciate the opportunity to submit this proposal to you and look forward to working with you on this project. If you have any questions regarding our services, or need additional information, please do not hesitate to contact me.

Sincerely,
American Engineering Testing, Inc.



Tom James
Manager – Marshall
Phone: (507) 532-0771
Fax: (507) 532-0776
tjames@amengtest.com



Gregory A. Guyer, PE
Manager – Mankato
Phone: 507-387-2222
Fax: 507-387-6999
Email: gguyer@amengtest.com

Attachments
Geotechnical Service Agreement – Terms and Conditions

PROPOSAL ACCEPTANCE

Signature _____ Date _____

Typed/Printed Name: _____

Email Address: _____

Company _____



April 12, 2018

CONSULTANTS
• ENVIRONMENTAL
• GEOTECHNICAL
• MATERIALS
• FORENSICS

Mr. Steve Robinson, PE
City of Worthington
303 9th Street
Worthington, Minnesota 56187

RE: Proposal for Geotechnical Services
Proposed Centennial Park Splash Pad
Worthington, Minnesota
AET #13-06587

Dear Mr. Robinson:

American Engineering Testing, Inc. is pleased to offer you subsurface exploration and geotechnical review services for the above referenced project. This proposal is being submitted per your request of April 5, 2018. This letter is intended to define our scope of work, and to present you with an estimate of our fee, the anticipated schedule and other information regarding our services.

Purpose

The purpose of this geotechnical work is to explore the subsurface conditions at the site, and based on our characterization of the obtained data, to prepare a geotechnical engineering report presenting comments and recommendations to assist you and your design team in planning and construction.

Project Information

We understand that you are planning to construct a concrete splash pad structure. We do not have any specific structural loading information; we assume light loads for a structure of this type.

Scope

Field Work

As requested by you, our subsurface exploration program will consist of the following:

- Perform two (2) standard penetration test borings (ASTM:D1586) to a depth of 14 ½ feet each.
- Arrange clearance of underground public utilities through the Gopher State One Call System. Any private utilities will have to be located by the property owner. A private locator can be hired at an additional cost.
- Seal the boreholes per Minnesota Department of Health requirements.

- Dimension and document boring locations based on the existing surface features.
- Obtain surface elevations at each boring location based on provided/assumed benchmarks.

We have not had an opportunity to observe the project site; we understand that the proposed boring locations will be accessible to our truck mounted equipment.

Soil Laboratory Testing

Our services will include index laboratory testing of selected soil samples to aid in judging engineering properties of the soils. The requested laboratory testing is as follows:

<u>Test</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Cost</u>
Moisture Content (ASTM:D2216)	6	\$15.00	\$90.00
Moisture Content/Density (ASTM:D2216)	1	\$50.00	\$50.00
		<u>Total Cost</u>	\$140.00

Engineering Report

Following the field and laboratory work, a formal engineering report will be prepared and submitted. This report will include logs of the test borings, the laboratory test results, a review of engineering properties of the on-site soils, and our geotechnical engineering opinions and recommendations regarding the following:

- Grading procedures to prepare the splash pad area for structural support, including comments on the suitability of the on-site soils for reuse as fill.
- Foundation types and depths, including allowable soil bearing capacity and estimates of foundation settlement.
- Backfilling procedures, including material types and compaction requirements.
- Ground floor slab support, including recommendations on the need for a vapor or capillary water barrier.
- Comments on other items which may affect final performance or constructability, such as frost heave and drainage considerations

The scope of work defined in this proposal is intended for geotechnical purposes only. This scope is not intended to explore for the presence or extent of environmental contamination at the site.

Insurance

For the mutual protection of you and American Engineering Testing, we maintain both general and professional liability insurance. Certificates of such insurance can be provided at your request.

Project Direction

Services we perform on your project will be done under the direction of an experienced geotechnical engineer registered in the State of Minnesota.

Fees

The scope of work defined in this proposal will be performed on a time and materials basis in accordance with the attached schedule of fees. For the scope of work described above, the estimated cost will be as follows:

<u>Task</u>	<u>Cost</u>
Mobilization/Demobilization	\$250.00
Clear Utilities (Site Meet)	\$100.00
Soil Borings	\$540.00
Laboratory Testing	\$140.00
Report and Project Management	\$700.00
TOTAL	\$1,730.00

We would not exceed \$1,730.00 without prior authorization. If additional drilling is required for proper soil evaluation it would be charged at a unit rate of \$20/foot.

In the event the scope of our work needs to be revised due to unanticipated conditions or for proper evaluation, we will review such adjustments and the associated fees with you, and receive your approval before proceeding.

Minnesota Department of Health Fees

Effective July 1, 2017, the Minnesota Department of Health (MDH) has changed the borehole sealing and notification requirements. For sites where borings are drilled to a depth of 15 feet or deeper, all licensed drilling companies are required by law to submit written notification to the MDH prior to drilling along with a fee of \$75. If one or more of the boring depths vary by 25 feet, or more, the MDH requires an additional written notification and fee of \$75 per boring. Projects that span multiple properties will require multiple notifications. The MDH also requires that these borings be grouted and that a Sealing Record be submitted to the MDH, with a copy to you, after the borings are completed. The above fee estimate for our geotechnical services includes the MDH fee for the proposed scope of drilling; however, because final boring depths can change, for example, due to possible unanticipated poor soil conditions, the final MDH fee (including an administrative charge of \$65 per notification) will be added, if necessary, to our final invoice to you.

The MDH Sealing Record requires the Property Owner name and mailing address (the Property Owner will also receive a copy of the Sealing Record). Please provide this information below.

City of Worthington
Page 4 of 5
April 12, 2018
AET #13-06587

Property Owner's name/company name:

Property Owner's mailing address:

Performance Schedule

Weather permitting; we anticipate drilling operations can begin within about one (1) to two (2) weeks after receiving authorization to proceed. Verbal results of the drilling activities can be obtained shortly after completion of the drilling. We anticipate the geotechnical report can be prepared within about one (1) week after completion of the field work. We are available to review special schedule needs with you.

Terms and Conditions

All AET Services are provided subject to the Terms and Conditions set forth in the Master Service Agreement.

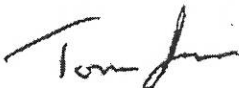
Acceptance

AET requests written acceptance of this proposal in the Proposal Acceptance box below, but the following actions shall constitute your acceptance of this proposal together with the Terms and Conditions and Amendments: 1) issuing an authorizing purchase order for any of the Services described above, 2) authorizing AET's presence on site or 3) written or electronic notification for AET to proceed with any of the Services described in this proposal. Please indicate your acceptance of this proposal by signing below and returning a copy to us. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.

Remarks

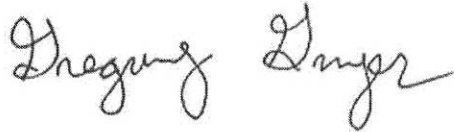
We appreciate the opportunity to submit this proposal to you and look forward to working with you on this project. If you have any questions regarding our services, or need additional information, please do not hesitate to contact me.

Sincerely,
American Engineering Testing, Inc.



Tom James
Manager – Marshall
Phone: (507) 532-0771
Fax: (507) 532-0776
tjames@amengtest.com

City of Worthington
Page 5 of 5
April 12, 2018
AET #13-06587



Gregory A. Guyer, PE
Manager – Mankato
Phone: 507-387-2222
Fax: 507-387-6999
Email: gguyer@amengtest.com

Attachments
Geotechnical Service Agreement – Terms and Conditions

PROPOSAL ACCEPTANCE

Signature _____ Date _____

Typed/Printed Name: _____

Email Address: _____

Company _____



Real People. Real Solutions.

1501 South State Street
Suite 100
Fairmont, MN 56031-4467
Ph: (507) 238-4738
Fax: (507) 238-4732
Bolton-Menk.com

April 19, 2018

Steve Robinson, City Administrator
City of Worthington
P.O. Box 279
Worthington, MN 56187
ser@ci.worthington.mn.us

RE: Centennial Park Splash Pad

Dear Mr. Robinson

Bolton & Menk is pleased to submit this proposal for professional services to assist you with the design and construction of an approximately 3,000 square foot splash pad with water recirculation system at Centennial Park. We have the experience and qualifications to effectively deliver this project for the City of Worthington.

Topographic Survey – A topographic survey for this site has already been performed for the beach nook project that is also in the design phase. We will utilize that data to create an existing conditions drawing for the splash pad project.

Preliminary Design/Site Layout – Bolton & Menk will meet with you and your staff to discuss different options for elements of the splash pad and our landscape architects will create a plan view rendering with images of the finished product. An example of this rendering is attached to the proposal. Once the rendering is created, we will meet with you to review it and will make any necessary changes prior to final design. We will also develop an initial site design and utility layout for your review and approval. Any changes requested to the splash pad design after commencement of final design could result in additional costs.

Final Design, Permitting, & Bidding – Once a concept plan has been developed for the project, Bolton & Menk will assemble final plans and specifications to solicit bids for the work. We will also submit the necessary permits to the Minnesota Department of Health and other agencies as necessary. Any permit fees will be paid directly by the City of Worthington or reimbursed to Bolton & Menk including a 10% service fee. It is recommended that the City enlist the services of a geotechnical engineer to conduct soil borings and prepare a geotechnical report. We understand that due to the proximity of the lake, it is anticipated that soil corrections are likely needed and will be incorporated into the design. If the geotechnical report indicates more substantial structural issues with the soils are present, such as the need for pilings, additional fees may apply. The geotechnical report will also be included in the bidding documents for equipment manufacturers to design footings for the splash pad elements. A review plan set will be submitted to you prior to bidding and we will make revisions as requested. Once plans and specifications have been approved and signed we will assist with submitting the bid advertisement and plan distribution. During the bidding phase, we will answer contractor questions and issue addendums as necessary. Once bids are received, we will review the equipment layouts and foundation designs of the selected contractor and supplier.

Centennial Park Splash Pad
April 19, 2018
Page: 2

If additional services beyond this scope are requested, we propose to provide them at our normal hourly rates. No additional work will be performed without prior authorization.

Proposed Fee – Bolton & Menk proposes to provide the professional services listed above for the fixed fee of \$27,500.

Schedule – We understand it is your desire to begin this project as soon as possible, so we are ready to begin the design work immediately to meet your needs. Once given authorization to proceed, we propose to have final plans ready for bidding in five weeks.

If the proposal and terms are acceptable, please sign below to verify your acceptance. When signed, the proposal and the attached terms shall constitute the agreement between the City of Worthington and Bolton & Menk, Inc. I will personally serve as your Project Manager and lead client contact on this project. Please contact me at 612-247-5663 or traviswi@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,

Bolton & Menk, Inc.



Travis L. Winter, P.E., LEED AP
Principal Engineer

Attachments:

Terms of Proposal
Example Rendering

The City of Worthington agrees to this proposal and the attached terms.

Accepted By: _____ Date: _____

Printed Name: _____

Terms of Proposal Bolton & Menk, Inc.

The accompanying Proposal (hereinafter referred to as "Proposal") is subject to the following terms and conditions. These Terms of Proposal (hereinafter referred to as "Terms") are an integral part of the Proposal as if stated directly therein. No change or deviation from these Terms will be binding without the written approval of Bolton & Menk, Inc. Such changes may require an adjustment in the proposed fee, schedule or scope of the Proposal.

A. Services: Bolton & Menk Inc. proposes to perform the services outlined in the Proposal for the stated fee arrangement. Changes required by the Client or other controlling entities (regulatory agencies, contractors, courts, etc.) from the scope or schedule of services described in the Proposal shall be considered "Additional Services" and will be invoiced on an hourly basis in addition to the stated fee arrangement.

B. Information from Client: Unless otherwise stated, Client agrees to provide Bolton & Menk Inc. with all site information necessary to complete the proposed services. This information should include current site property descriptions (from abstract, title opinion or title commitment); other legal documents affecting the site; copies of previous surveys, maps, engineering studies and plans; existing or required soils and geotechnical reports; governmental, regulatory and utility reviews and determinations; and all other pertinent information. Client shall promptly inform Bolton & Menk Inc. of any alleged defects in services provided or the project.

C. Access to Site: Unless otherwise stated, Client agrees to provide Bolton & Menk Inc. with access to the site, including adjoining properties, for activities necessary for the performance of services. It is understood that in the normal course of work, property damage may occur due to excavations, tree and brush trimming, marking lines, etc. The cost to correct resulting damages has not been included in the fee. Bolton & Menk Inc. will take precautions to minimize damage due to these activities and the Client agrees to reimburse Bolton & Menk Inc. for any costs associated with required restoration work.

D. Standard of Care: Professional services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of Bolton & Menk Inc.'s profession currently practicing under similar conditions. **Bolton & Menk Inc. makes no expressed or implied warranty with respect to its undertakings described herein.**

E. Certifications: Any certification provided by Bolton & Menk Inc. is a professional opinion based upon knowledge, information and beliefs available to Bolton & Menk Inc. at the time of certification. Such certifications are not intended as and shall not be construed as a guarantee or warranty. Bolton & Menk Inc. shall not be required to certify the existence of conditions whose existence Bolton & Menk Inc. cannot reasonably ascertain.

F Project Approvals: Due to site limitations, code interpretations, regulatory reviews, political considerations and Client directed design and improvements, Bolton & Menk Inc. makes no representations as to acceptability or approvability of the project; or, zoning requests, permit applications, site and development plans, plats and similar documents. Payment of fees to Bolton & Menk Inc. is not contingent upon project approval.

G. Opinions or Estimates of Project Costs: Where included as part of project scope or otherwise, opinions or estimates of project cost will generally be based upon public construction cost information. Since Bolton & Menk Inc. has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the Client and Bolton & Menk Inc. does not warrant or guarantee the accuracy of construction cost opinions or estimates. Project financing should be based upon actual, contracted construction costs with appropriate contingencies

Terms of Proposal
Bolton & Menk, Inc.
(Continued)

H. Construction Phase Services: If construction phase engineering or staking services are included in this Proposal or subsequently authorized, Client is notified that Bolton & Menk Inc. is not be responsible for means, methods, techniques or procedures of construction selected by any contractor employed on the project nor for the safety precautions or programs incident to the work of any contractor.

I. Ownership and Alteration of Documents: All documents, including reports, specifications, drawings, field data, notes and documents or electronic media prepared or furnished by Bolton & Menk Inc. under this agreement shall remain the property of Bolton & Menk Inc. The Client may make and retain copies for its use in connection with this project. However, such documents are not intended for reuse by the Client on any other project or alteration of the project by others without the written consent of Bolton & Menk Inc. Electronic media may be furnished for convenience of Client; however, only signed and certified hard copies of submittals may be relied upon as documentation of professional services provided.

J. Billings and Payments: Invoices for Bolton & Menk Inc's services shall be submitted, at Bolton & Menk Inc's option, either monthly or upon completion of services. Invoices are due and payable within 30 days after the invoice date. If the invoice is not paid within 30 days, Bolton & Menk Inc. may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of its services.

K. Late Payments: Accounts unpaid 30 days after the invoice date will be subject to a monthly service charge of 1.5% on the unpaid balance. If any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

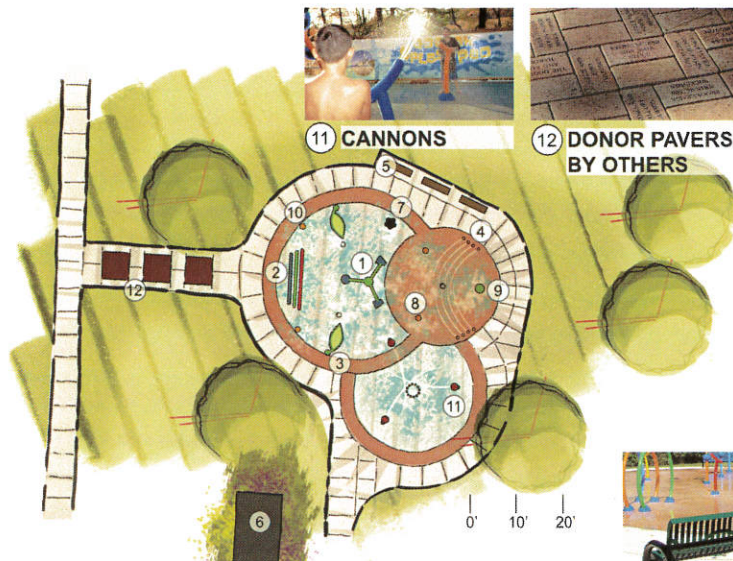
L. Termination of Services: This agreement may be terminated, upon written notice, by the Client or Bolton & Menk Inc. should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay Bolton & Menk Inc. for services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

M. Withdrawal of Proposal : This Proposal constitutes a non-binding offer to perform services and Bolton & Menk Inc. reserves the right to withdraw or modify this Proposal, without liability to the Client, at any time prior to receipt of written acceptance from the Client and execution of a signed agreement in accordance with Paragraph P.

N. Agreement: If the Proposal is accepted, the Client and Bolton & Menk Inc. may enter into and execute an Agreement incorporating the Proposal, these Terms and such additional terms and conditions as may be mutually acceptable to Bolton & Menk Inc. and Client. Upon request by the Client, Bolton & Menk Inc. may, at its sole discretion and for the benefit of the Client, proceed with any proposed services prior to execution of a written agreement. In the absence of an executed written agreement, the accompanying Proposal and these Terms of Proposal shall constitute the whole and complete agreement between Bolton & Menk Inc. and the Client.

O. Indemnification: To the fullest extent permitted by law, Bolton & Menk agrees to defend and indemnify CLIENT, and its officers, employees, and agents, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this Agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of Bolton & Menk, Bolton & Menk's subcontractor(s), or anyone directly or indirectly employed or hired by Bolton & Menk, or anyone for whose acts Bolton & Menk may be liable. Bolton & Menk agrees this indemnity obligation shall survive the completion or termination of this Agreement.

P. Indemnification: To the fullest extent permitted by law, CLIENT agrees to defend and indemnify Bolton & Menk, and its officers, employees, and agents, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this Agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of CLIENT, CLIENT's subcontractor(s), or anyone directly or indirectly employed or hired by CLIENT, or anyone for whose acts CLIENT may be liable. CLIENT agrees this indemnity obligation shall survive the completion or termination of this Agreement.



11 CANNONS



12 DONOR PAVERS BY OTHERS



1 BUCKET TRIO
The bucket trio fills with water as kids wait for the buckets to spill over



2 SPRAY LOOPS
Kids can run or crawl through a set of rings that mist them



3 LEAF
The leaf element has water streams that create a rain effect and casts a colorful shadow on the ground



4 WATER TUNNEL
A series of ground sprays create a tunnel for kids to run under and jump through



5 BENCH
Seating is provided for parents to watch their children play



6 MECHANICAL DOME
Mechanical housing for splash pad to be screened from view with landscape plantings



7 FLOWER
The overhead flower creates a rain effect for kids to run under and casts shadows of color onto the splash pad surface



8 GEYSER
The foaming geyser creates a strong spray for kids to run over and interact with



9 FROG
The frog element is a smaller scale water feature younger children can rotate



10 JET STREAM
The jet stream provides a ground spray that kids can step on and run through

LITCHFIELD | SPLASH PAD DESIGN FINAL CONCEPT



Community Growth Budget
Last Updated
April 5, 2018

Sources of Funds

Hospital Funds - Economic Development	\$ 2,500,000.00	
Aquatic Center Re-Allocation	\$ 300,000.00	
Excess Funds - Current Sales Tax (Projected)	\$ 1,150,000.00	
Kiwanis Donation	\$ 105,000.00	
Total		<u>\$ 4,055,000.00</u>

Uses of Funds

10th Street Pavilion	Pending	
Beach Nook	\$ 500,000.00	
Memorial Auditorium Seats - Phase I	\$ 188,000.00	
Memorial Auditorium Seats - Phase II	\$ 164,000.00	
Memorial Auditorium Equipment Upgrades	\$ 157,000.00	
Splash Pad	\$ 500,000.00	
Event Center/Memorial Auditorium Reserves	\$ 100,000.00	
Total		<u>\$ 1,609,000.00</u>

Balance Remaining	\$ 2,446,000.00
--------------------------	------------------------



ELECTRO WATCHMAN, INC.
PRO & SECURITY SYSTEMS • SINCE 1921

www.electrowatchman.com

1.800.223.8599

1 Water St. W STE 110 St. Paul, MN 55107, 2219 12TH St. N Fargo, ND 58102, 4715 19th St SE Mandan ND 58554, 1710 W 50th St. S

Quote MECNQ1177

Prepared For:

Center of Active Living
Andy Johnson
Phone: 507-376-6197 x225
211 11th Street
Worthington, MN 56187
andy.johnson@ymcaworthington.org

Prepared By:

Mark Olson
District Manager
Phone: 605.336.1240
Fax: 605.331.5388
Email: molson@electrowatchman.com



For the full presentation proposal, [click here](#) to view or download the PDF version of this quote.

This quote is to install S2 Access system on two doors. The doors would be the main entrance west door of the double door and the door on the west side of the building. We would do the north door of the double door. Removal of existing access system and plugging holes in door from that system are the building owners responsibility. Door and lock adjustment if needed would be owners responsibility..

Line Item Detail

Job Description

This quote is to install S2 Access system on two doors. The doors would be the main entrance west door of the double door and the door on the west side of the building. We would do the north door of the double door. Removal of existing access system and plugging holes in door from that system are the building owners responsibility. Door and lock adjustment if needed would be owners responsibility..

QTY	Description	Picture	Unit Price	Ext Price
1	S2 NETBOX SYSTEM CONTROLLER (4 PORTAL LICENSE, 1 ACM BLADE) Includes 4 portal license and 1 ACM blade in wall mount enclosure with 6 available expansion slots.		\$2,310.00	\$2,310.00
2	ELECT STRIKE GENESIS, SURFACE MOUNT, RIM DEVICES, 12/24 VDC, STAINLESS STEEL		\$405.74	\$811.48
2	READER, PROX PRO, 12 VOLT, BEIGE		\$258.59	\$517.18
1	POWER SUPPLY 12/24VDC 6A, W/TRF, CAB, CAM, UL, PD16, CIR. BKR.		\$356.09	\$356.09
2	RECESSED 3/4" DPDT STEEL DOOR CONTACT, WHITE		\$27.52	\$55.04
1	Program reader		\$330.00	\$330.00
500	Cable - 22/4 CMP (SOLID)		\$0.14	\$70.00
500	Cable - 22/6 OAS CMP		\$0.25	\$125.00
500	Cable - 18/4 CMP		\$0.30	\$150.00
	Installation Labor		\$80.00	\$2,800.00
			SubTotal:	\$7,524.79
			Shipping:	\$0.00
			Sales Tax:	\$0.00
			Total:	\$7,524.79

Additional Notes:

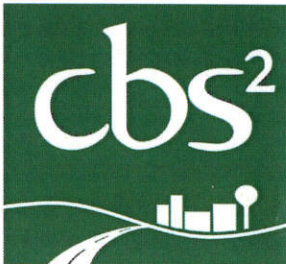
BURNS LOCK AND KEY
 507-372-2525
 1628 FIRST AVENUE
 WORTHINGTON , MN 56187

Estimate

DATE	ESTIMATE #
10/16/2017	241

BILL TO
CAL

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Door closer		3	470.00	1,410.00
Labor		2	50.00	100.00
		Subtotal		1,510.00
		0% Tax		
		Total		1,510.00



City of Worthington, Minnesota
Public Works Facility Study

4/17/18



770 Technology Way, Chippewa Falls, WI 54729 , 715.861.5226, cbssquaredinc.com

Introduction, Purpose and Scope

The City of Worthington has considered upgrading its existing Public Works Facility for a number of years. The existing Public Works Facility, located at 1301 Diagonal Road, has become significantly outdated and inefficient, specifically as it pertains to the overall size to house the vehicles and equipment in a heated (tempered) storage area and the lack of adequate maintenance bay.

CBS Squared, Inc. met with the representatives of The City of Worthington prior to submitting an offer to purchase the former M.C. Fitness / Prairie Rehab building. CBS Squared, Inc. accumulated the following information:

- 1) preliminary observation and review of the building in its present state
- 2) develop preliminary schematic plan(s) and cost / benefit information to determine the building's value in adaptive re-use as Public Works Facility

Per the requirements set for by the City of Worthington, the specific task required of CBS Squared, Inc., shall be to determine what viable schematic designs may be developed for housing the Public Works equipment and the associated office / administration spaces within the confines of the existing building and site, should the property be purchased by the City of Worthington.

Existing Property and Building Condition / Description

The subject property is situated at 1530 Rowe Avenue in Worthington, approximately ½ block north of the existing Public Works Building. The building is situated on the property so that a narrow access fronts the west edge and the wide, alley access is across the back / east side. It should be noted that the "property" referred to in this report, appears to be comprised of several different adjoining properties. As such, it is recommended that the multiple properties should be combined into one property, if they have not already done so. Refer to Sheet C100 bound at the end of this report for an aerial view of the overall property layout and depicted property lines. The building on the property is approximately 38,745 sf and was remodeled to its present state in 2004. Refer to Sheets A100 and A101, bound at the end of this report.

The existing building is served by Municipal water, sewer and electric services – all from, thru, or associated with, the Worthington Public Utilities. Natural gas service is provided by Minnesota Energy Resources.

The building is served by two (2) water services: a 2" domestic water and a 6" fire suppression service. As such, the building contains a fire suppression system. The existing water services are deemed to be standard for the size of such a building. The water supply is sufficient to service the buildings new purpose.

The existing electric service to the building is 277/480 three phase power. This service is deemed of sufficient size to accommodate the loads that would be associated with a Public Works Facility for a community the size Worthington.



The 38,745 sf building is composed of two main parts – a 5965 sf area built of a combination of concrete block (CMU) and pre-engineered metal building components and a 32,780 sf area built of typical pre-engineered, metal building components / systems. The smaller portion of the building housed former



offices, low impact exercise rooms, racquet ball courts. This portion of the building is two (2) stories in height (approximately 18' to 20' in height), built in conventional floor to floor heights. The larger open room, previously serving as a tennis and baseball practice venue, varies in height, from approximately 16' on the sidewalls, upward to approximately 24' at the building's ridge.

The exterior of the building is of exposed masonry (CMU) and prefinished corrugated metal building panels and trim accessory pieces.

The existing floors appear to be standard 4" thick concrete, containing minimal reinforcement. The office / low impact area is (or was) covered by various floor finish materials, i.e. wood flooring on raised sleepers, carpet, etc. The masonry walls of office / low impact area most likely contain very little insulation. The walls and roof of the large open area are insulated with standard batt insulation materials. The lower portion of the walls are covered with a typical metal liner panel. Insulation above the liner panel is worn and torn in a number of locations. The eave ends of the building contain windows across the length, near the top of the wall. An overhead door exists on the northeast corner of the building.





Existing HVAC systems in the former office / low impact area appear to be disconnected and not functioning. Further, the equipment appears to be of such age and condition that they have outlived their expected life cycle. However, the in-fared heating system in the large, open fitness area (above the weightlifting area) appears to be in working order and it should be noted that this equipment may be salvageable for re-use.

Existing electrical power and lighting systems are current and common to the vintage of the building. Power has been upgraded, most likely during the 2004 remodeling project. Lighting is serviced mainly by fluorescent fixtures in the office area and highbay metal halide type fixtures in the large open area.

Existing plumbing systems are provided in typical manner for the building use. Low to mid quality commercial fixtures are present in the building. It should be noted that the water heaters appear to be disconnected are of such vintage that they have exceeded their expected life cycle. Existing restrooms are not all accessible / ADA compliant, or plumbed correctly. Some restrooms have toddler size fixtures in them.



Programmatic Information

Based on the experience of CBS Squared, Inc., it was recommended that the City of Worthington include a list of programmatic requirements for their existing Public Works facility. This programmatic information normally includes two (2) kinds of data: One data list will contain the space needs allocated for the office / administration areas, maintenance bays and other spaces. The second data list is developed by compiling an inventory of the Departments equipment and then laying that equipment into a floor plan – doing this establishes the total square feet need to determine a match to the requirements set forth by the City.

Building: The City and the Department staff has determined that the following spaces must be included in the remodeled building footprint to accommodate the office / administration operations:

- 1) One (1) large office (Director's office - 12'x14')
- 2) Four (4) smaller offices (three (3) 10'x12' and one (1) 10'x10' - this includes one spare office)
- 3) A file archive space
- 4) A breakroom housing up to 15 staff

- 5) Uni-sex shower
- 6) Men's (serving 11 staff) / Women's (serving 3 to 4 staff) locker rooms
- 7) Parts Room
- 8) Tool Room
- 9) Washbay

Additional rooms may include:

- 10) Sprinkler room (for fire suppression riser)
- 11) A mechanical / electrical room (that may include new electrical switch gear / panels)

No heavy maintenance is performed by the City and, as such, a dedicated maintenance bay with vehicle lifts, bridge cranes or jib cranes are not part of the scope of this project. However, the maintenance equipment that would be required as part of this project includes:

- 1) New stationary pressure washer / steam cleaner
- 2) Various racking systems for plow blades, signs and barricades, etc.
- 3) Air compressor
- 4) Various hose reels for electricity, water and air

The Public Works Department has the following equipment in its inventory:

- (2) Crew Cab pickup trucks
- 1-ton Crew Cab dump truck
- (2) Volvo front end loaders
- Front mounted Oshkosh snow blower
- John Deere motor grader
- Elgin street sweeper
- Tymco street sweeper
- Flusher truck
- (3) Tandem axle dump trucks
- (5) Single axle dump trucks
- (2) Tractors w/ mower attachments
- Bobcat skid steer (with various attachments)
- Case blacktop roller
- Hotbox pot hole patcher
- (2) walk-behind paint machines
- Concrete saw
- 14' Trailer for the roller

16' Trailer for the skid steer

18' Tilt-bed Trailer (10-ton)

Traffic stencil trailer

Pull-type sprayer trailer

(2) DPW made trailers

Various brooms, brushes

The Parks Department has the following equipment in its inventory:

(3) Crew Cab pickup trucks

(2) 1-ton Crew Cab dump truck

Kubota RTV

Bucket Truck

Bobcat Tool Cat

(3) 10' Toro batwing mowers

(2) Kubota 6' mowers

Bobcat skid steer (with various attachments)

Case compact tractor with batwing / flail mower

(3) Utility vehicles with sprayers

(2) Utility vehicles for (ball)field maintenance

Park sign trailer

Site: The site must accommodate the following programmatic information:

- 1) If possible, accommodate the employee parking in the front of the building
- 2) Create a salt/sand bunker (similar to Mn/DOT's – with 4 bays; topsoil, gravel, sand and sand/salt)
- 3) Upgrade of the alley in the rear of the building, including pavement and curb/gutter
- 4) Attempt to maintain vehicular access thru the center of the building, entering and exiting out the site in both directions.

Approximate size of the facility:

Based on past experience, the total programmatic requirements for this facility would be approximately 38,000 to 40,000 square feet, which is the approximate size of the property in question. In knowing that the size of the building was similar that needed to house the City's Public Works Street and Parks operations, CBS Squared, Inc. proceeded to look at layout options that would work for the City staff.

Proposed Options

In conjunction with the site parameters, CBS Squared, Inc. investigated two (2) options determined to be the most viable. The first option called for demolition of the existing office portion of the structure and subsequently constructing new office / administration areas within the confines of the large remaining metal building structure. After developing initial estimates of probable construction cost, it was determined that project costs – excluding building purchase - may well exceed \$3 million. Further, it was determined that all spacial programming needs would not be met.

Therefore, a second option was developed. The second option retained the existing office portion (no demolition) and another initial estimate was assembled to determine the viability of continued development. It was determined that the estimate of probable construction cost for the second option was approximately **\$600,000 less** than the first schematic option **AND** that it was possible to accommodate the spatial program set forth by the City of Worthington. The option illustrated in Drawing Sheet A102 is determined to be most viable option.

The option (Drawing Sheet A102) highlights gutting, reconfiguring and remodeling the existing office area, highlighting the relationship between the stated space needs. In remodeling the existing office area, the City is afforded the lowest estimated construction costs. Further benefits in remodeling the existing office area include:

- 1) Allows the use of the entire existing metal building open space for tempered vehicle and equipment storage
- 2) An opportunity for second floor storage
- 3) Allows for a designated washbay to be built within the large open building space
- 4) Eliminates the need for construction of on-site storm water ponding

As such, the existing building and the required site fixtures are illustrated on drawing sheet C100.

Conclusions and Recommendations

After review of the site, the existing building, documented architectural materials, structural, HVAC, electrical and plumbing systems, it is the opinion of CBS Squared, Inc. that the building may be remodeled to accommodate a proposed new Public Works Facility. The best layout option is illustrated graphically in Drawing Sheet A102, found at the end of this report. Therefore we recommend that the building be remodeled as highlighted in the schematic drawings – Sheets A102; bound within this report, immediately following this page. CBS Squared, Inc. has generated an estimate of probable PROJECT costs to accompany this schematic plan. The cost is estimated at approximately \$2.27 million, not including the building purchase costs. The estimate is bound to this report and can be found immediately following Drawing Sheet A102.

Please contact CBS Squared, Inc. for any additional information, clarification regarding the contents of this report.

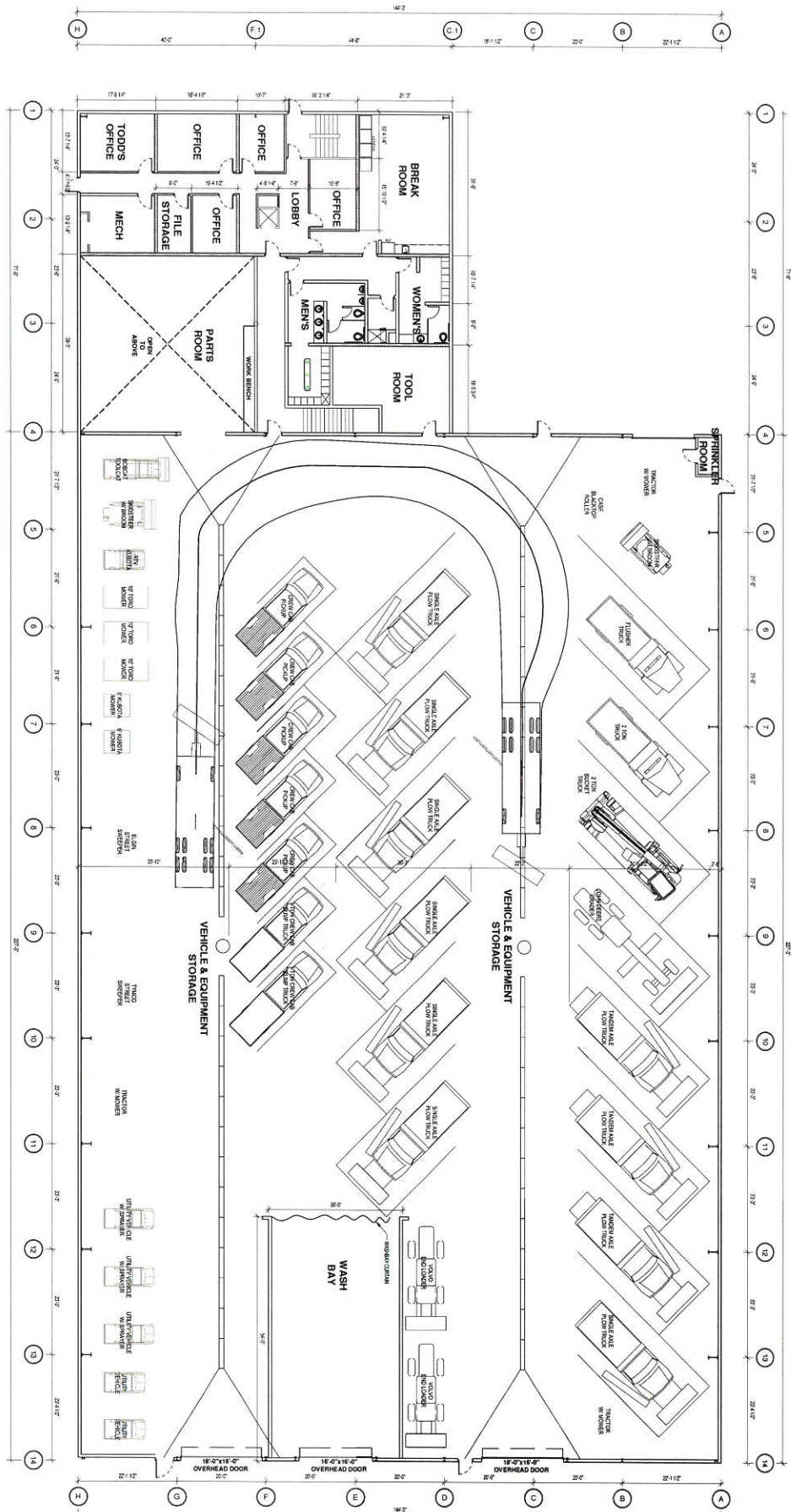


PROPOSED SITE PLAN
18001

CITY OF WORTHINGTON PUBLIC WORKS FACILITY

WORTHINGTON, OH
PROPOSED FACILITY

Exhibit 6



PROPOSED FLOOR PLAN

CITY OF WORTHINGTON PUBLIC WORKS FACILITY

WORTHINGTON, OH
Exhibit 6

Project Name: _____
Signature: _____
Date: _____

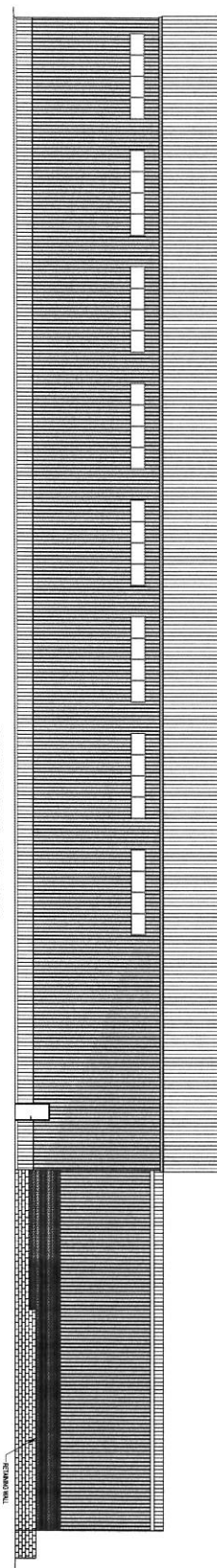


Sheet Number:
**A
102**

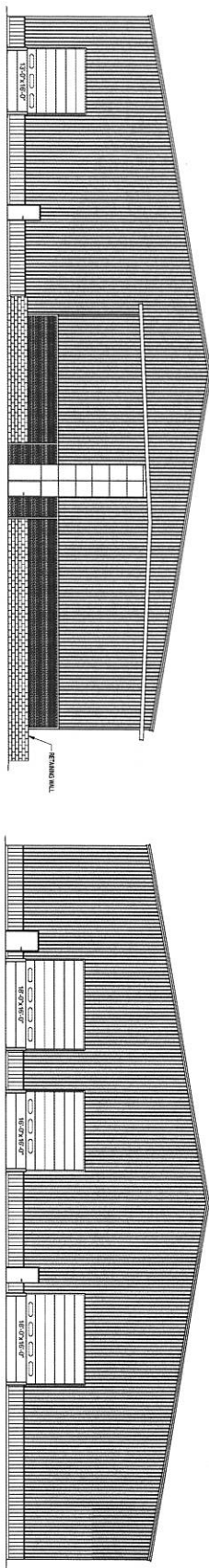
Revisions:
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____

Designed By: _____
Drawn By: _____
Project Number: _____

Sheet Number:
**A
102**

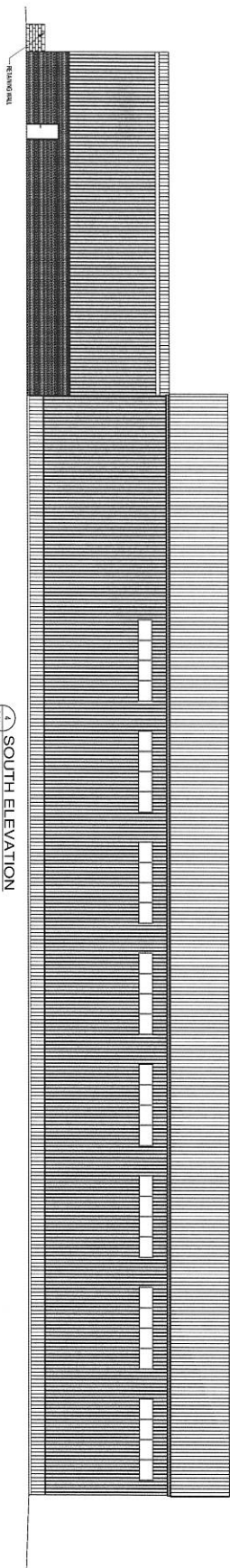


1 NORTH ELEVATION
1/8" = 1'-0"



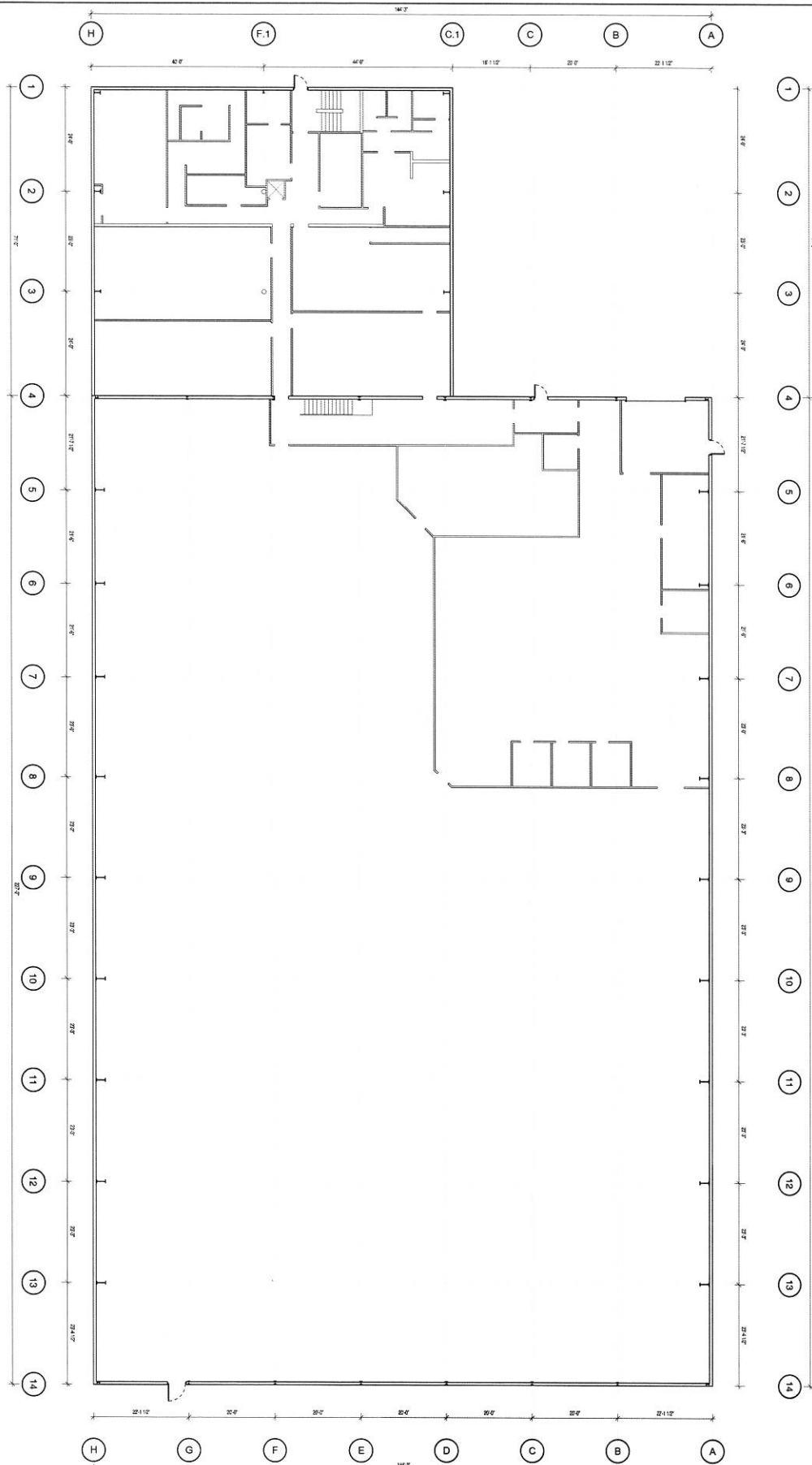
2 WEST ELEVATION
1/8" = 1'-0"

3 EAST ELEVATION
1/8" = 1'-0"



4 SOUTH ELEVATION
1/8" = 1'-0"

1. EXISTING 1ST FLOOR PLAN



**CITY OF WORTHINGTON
PUBLIC WORKS FACILITY**

WORTHINGTON, MN
EXISTING 1ST FLOOR PLAN

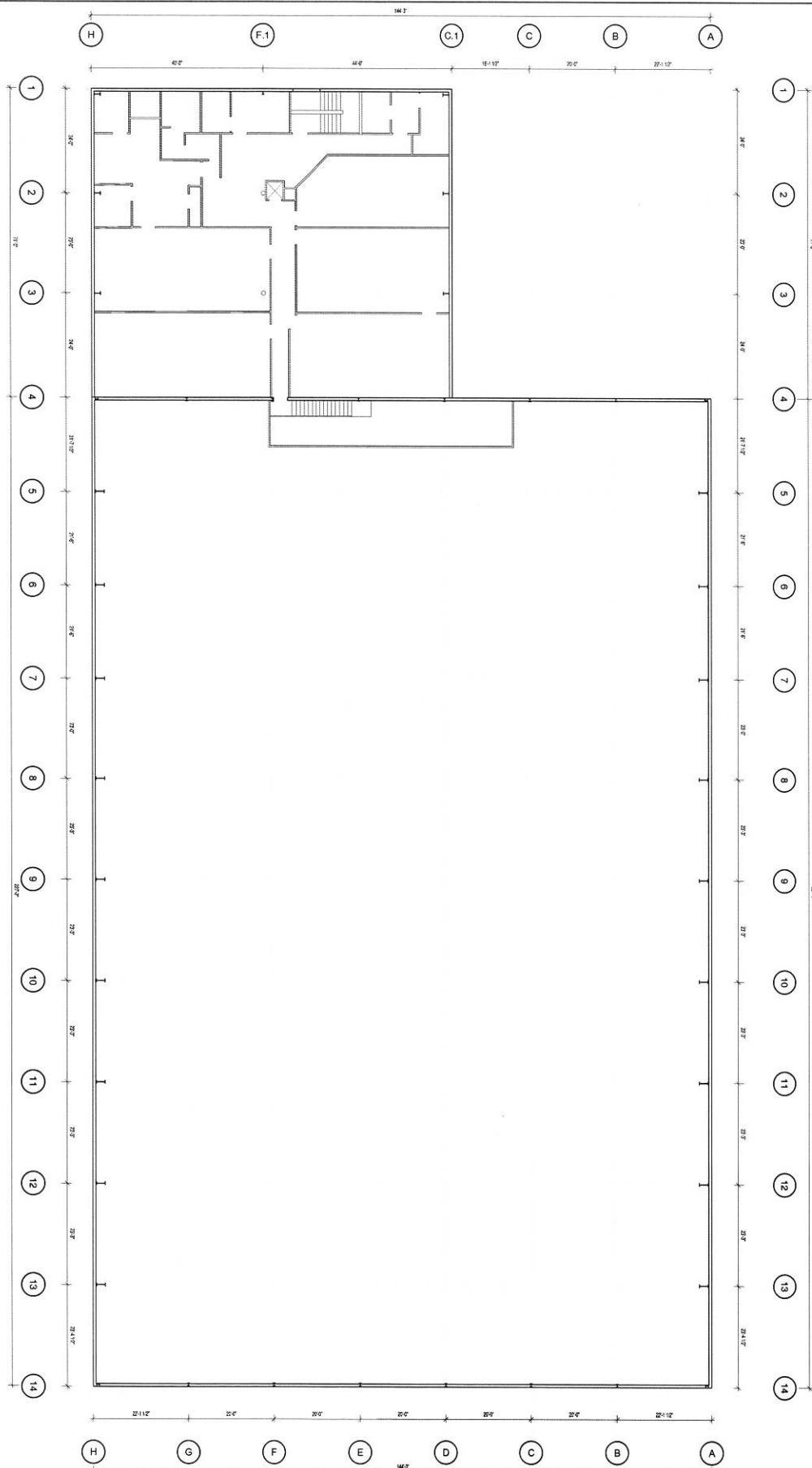
Project Name: _____
Signature: _____
Date: _____



Sheet Number:
**A
100**

Revisions:
Date: _____
By: _____
Check By: _____
Project Number: _____

Revised By: _____
Date: _____



**CITY OF WORTHINGTON
PUBLIC WORKS FACILITY**

WORTHINGTON, MN
EXISTING 2ND FLOOR

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Print Name _____
Signature _____
Date _____ License# _____

cbs2

770 Technology Way
Chippewa Falls, WI 54726
Phone: 715.861.5256
www.cbs2wi.com

City of Worthington Public Works Facility

Former M.C. Fitness / Prairie Rehab Building

Preliminary Estimate of Probable Project Costs

Date

6-Apr-18

Item	Quantity	Unit	Price (\$/unit)	Cost (\$)
Civil/Site				
Site Stripping	1.0	acre	\$5,000.00	\$5,000.00
Earthwork	15000	C.Y.	\$1.50	\$22,500.00
Storm sewer	1	L.S.	\$20,000.00	\$20,000.00
Base Course 8"	500	tons	\$10.00	\$5,000.00
Asphalt Paving 5"	2000	tons	75.0	\$150,000.00
Concrete curb	840	L.F.	\$12.00	\$10,080.00
Concrete slabs / pads / Stoops	4	L.S.	\$1,500.00	\$6,000.00
Seeding and restoration	5000	sq yds	\$2.00	\$10,000.00
Fencing	0.0	L.F.	\$0.00	\$0.00
				\$228,580.00
Building Construction and / or Remodeling				
Main Facility - Vehicle Storage	28786.0	S.F.	\$21.70	\$624,656.20
Included Steel Liner Panel, Insulation, Overhead & Service Doors				
Selective Demolition	5964.0	S.F.	\$8.00	\$47,712.00
HVAC	28786.0	S.F.	\$7.00	\$201,502.00
Electrical	28786.0	S.F.	\$4.50	\$129,537.00
Plumbing - Includes Trench Drains and floor cutting & patching	28786.0	S.F.	\$8.00	\$230,288.00
Fire Sprinkler	28786.0	S.F.	\$2.00	\$57,572.00
Main Facility - Admin Area				
Included Drywall, Steel Studs, Acoustic Ceilings				
HVAC	3994.0	S.F.	\$7.00	\$27,958.00
Electrical	3994.0	S.F.	\$7.00	\$27,958.00
Plumbing	3994.0	S.F.	\$4.25	\$16,974.50
Fire Sprinkler	3994.0	S.F.	\$3.00	\$11,982.00
FF & E (allowance)	3994.0	S.F.	\$4.00	\$15,976.00
				\$1,769,548.70
Equipment				
Air Compressor	1.00	each	\$13,660.00	\$13,660.00
Hose Reels, Air and Fluid	8.00	each	\$225.00	\$1,800.00
Tailpipe exhaust system	3.00	each	\$6,000.00	\$18,000.00
				\$33,460.00
Subtotal				\$2,031,588.70
Contingency (5%)				\$101,579.44
AE Fees, permitting, bidding and bonding costs (6.5%)				\$137,132.24
				\$238,711.67
Total			Sum of items in yellow	\$2,270,300.37
Includes HVAC , Electrical, Plumbing, Pressure Washer				
Add Alternates				
Wash Bay 30'x 50'				\$60,000

RESOLUTION NO.

**A RESOLUTION IN SUPPORT OF APPOINTING RANDY SIMONSON AS
FIRST CONGRESSIONAL DISTRICT REPRESENTATIVE TO
BOARD OF REGENTS - UNIVERSITY OF MINNESOTA**

WHEREAS, the Board of Regents is the governing body of the University of Minnesota and is made up of representatives from each of Minnesota's eight congressional districts and four from the state at-large; and

WHEREAS, a vacancy exists in the First Congressional District; and

WHEREAS, the Regent Candidate Advisory Council has submitted the name of Dr. Randy Simonson finalist for appointment to the first congressional district position on the Board of Regents - University of Minnesota for a six- year term; and

WHEREAS, Dr. Simonson has been a 33-year resident of Nobles County; and

WHEREAS, Dr. Simonson has been active in the Worthington community as a volunteer in many organizations, including 4-H; the annual WREDC Bio Science Conference; the Bio Science Lab project; and the Worthington Area Foundation; and

WHEREAS, Worthington is one of the most diverse small cities in Minnesota; and

WHEREAS, Dr. Simonson's experience in living, working and volunteering in such a culturally diverse community would be an asset to the Board of Regents; and

WHEREAS, the Board of Regents would benefit from Dr. Simonson's life experiences of living in rural Minnesota;

NOW THEREFORE, BE IT RESOLVED, that the City of Worthington supports the appointment of Dr. Randy Simonson as the representative to the Board of Regents of the University of Minnesota from the First Congressional District.

.

Adopted by the City Council of the City of Worthington, Nobles County, Minnesota this ____ day of _____, 2018.

(SEAL)

CITY OF WORTHINGTON

Mayor

Attest: _____
City Clerk

ENGINEERING MEMO

DATE: APRIL 19, 2018
TO: HONORABLE MAYOR AND COUNCIL
SUBJECT: ITEMS REQUIRING COUNCIL ACTION OR REVIEW

AGENDA CASE ITEMS

1. AWARD CONTRACT FOR CD 12 FLOOD MITIGATION PROJECT

A recommendation will be provided on the award of bids to be received April 19, 2018 at 2:00 pm. The project involves creation of a retention basin on CD 12 near Interstate 90, replacement of the CD 12 culvert on Oxford Street near Marine Avenue, and replacement of the CD 12 culvert on Oslo Street. The retention basin will provide 77.2 acre-feet of storage. The existing 10' x 8' Oxford Street box culvert will be increased in size to 14' x 10'. The existing 84" pipe culvert at the Oslo Street crossing will be replaced with a new 10' x 10' box culvert.

The award is to be subject to closing on the final property to be acquired which is scheduled for April 24th.

2. ADOPT NOBLES COUNTY ALL HAZARD MITIGATION PLAN

As presented by the Federal Emergency Management Agency (FEMA):

Hazard mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. It is most effective when implemented under a comprehensive, long-term mitigation plan. State, tribal, and local governments engage in hazard mitigation planning to identify risks and vulnerabilities associated with natural disasters, and develop long-term strategies for protecting people and property from future hazard events. Mitigation plans are key to breaking the cycle of disaster damage, reconstruction, and repeated damage.

Developing hazard mitigation plans enables state, tribal, and local governments to:

- Increase education and awareness around threats, hazards, and vulnerabilities;*
- Build partnerships for risk reduction involving government, organizations, businesses, and the public;*
- Identify long-term, broadly-supported strategies for risk reduction;*
- Align risk reduction with other state, tribal, or community objectives;*
- Identify implementation approaches that focus resources on the greatest risks and vulnerabilities; and*
- Communicate priorities to potential sources of funding.*

Moreover, a FEMA-approved hazard mitigation plan is a condition for receiving certain types of non-emergency disaster assistance, including funding for mitigation projects. Ultimately, hazard mitigation planning enables action to reduce loss of life and property, lessening the impact of disasters.

Local mitigation plans are to be updated every five years. Specifically, local governmental units must review and revise plans to reflect changes in local conditions and resubmit it for approval within five years in order to continue to be eligible for mitigation project grant funding. Multiple jurisdictions (i.e. cities within a county) may participate in developing an All Hazard Mitigation Plan (AHMP) and adopt the plan rather than develop and adopt an independent plan.

Updating of the 2011 Nobles County All Hazard Mitigation Plan began in the summer of 2017 and has recently been completed following the public comment process. The Southwest Regional Development Commission was contracted with for assistance in developing the plan. Identification and prioritization of risks and mitigation strategies involve use of a planning team that included county, township and city staff and officials; and representatives from medical services, utility companies and school districts. The final plan as posted as a draft may be found at:

<http://www.co.nobles.mn.us/wp-content/uploads/2018/01/2018-Nobles-County-Haz-Mitigation-Plan-Public-Comment.pdf>

The content of the draft as posted for public comment is the same as in the final draft. Priority hazards and mitigation strategies are listed in the table beginning on Page 240.

To ensure the City is eligible to receive disaster funds, staff recommends adopting the current Nobles County All-Hazard Mitigation Plan by passing the resolution included in Exhibit 1. Whereas a temporary waiver of the requirement for having a project/strategy in a current AHMP was granted in the award of the CD 12 Phase 2 Flood Mitigation Project grant, expediency in adoption of the plan has and continues to be necessary.

RESOLUTION OF THE CITY OF 2018-04-##

ADOPTION OF THE
NOBLES COUNTY ALL-HAZARD MITIGATION PLAN

WHEREAS, the City of Worthington has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

WHEREAS, the Act establishes a framework for the development of a multi-jurisdictional County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Nobles County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Nobles County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Nobles County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Nobles County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Nobles County All-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE BE IT RESOLVED that the City of Worthington supports the hazard mitigation planning effort and wishes to adopt the Nobles County All-Hazard Mitigation Plan.

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the Clerk this 23rd day of April 2018.

Mike Kuhle, Mayor

Attest:

Janice Oberloh, Clerk

COMMUNITY/ECONOMIC DEVELOPMENT MEMO

DATE: ARPIL 23, 2018
TO: HONORABLE MAYOR AND COUNCIL
SUBJECT: ITEMS REQUIRING COUNCIL ACTION OR REVIEW

CASE ITEMS

1. CONSIDERATION OF 1009 THIRD AVENUE AS A HAZARDOUS BUILDING AND ISSUANCE OF ORDER TO REPAIR OR REMOVE HAZARDOUS CONDITIONS

The Worthington Housing Inspector inspected the commercial and residential property located at 1009 Third Avenue (known as the Thompson Hotel) on August 10, 2017 and found 27 violations of the Worthington Rental Housing Ordinance (5 violation types in 22 units). The Housing Inspector notified the property owner of the violations on September 18, 2017 and informed the property owner that each violation needed to be corrected by November 13, 2017. This inspection report and notification letter can be found in Exhibit 1A. On March 14, 2018, the Worthington Chief and Captain of Police informed the Director of Community Development that the property has been found to be in a state of significant blight by officers responding to calls at the property. Local police officers reported bodily fluids in the common areas and rampant pest infestation. On March 22, 2018, the City received correspondence from the property owner that progress had been made towards bringing the property into compliance, but the property was still not in full compliance with the City Code.

On April 2, 2018 and April 6, 2018, the Worthington Housing Inspector conducted an inspection of the property to determine what new violations were present and what violations found during the August 10, 2017 inspection had been corrected. The Housing Inspector found 99 violations of the Worthington Rental Housing Ordinance during the April 2, 2018 and April 6, 2018 inspections. A list of these violations can be found in Exhibit 1B. 12 of the violations found during the April 2, 2018 and April 6, 2018 inspection were identified in the August 10, 2017 inspection.

Staff has provided some documentation in Exhibit 1C illustrating some of the most pressing issues found at the property: evidence of roof damage, pest infestation and mold. Included in Exhibit 1D is an informational memo prepared by the League of Minnesota Cities regarding hazardous properties. In this memo, it states: *State law defines a hazardous building or hazardous property as, "any building or property which because of inadequate maintenance, dilapidation, physical damage, unsanitary condition, or abandonment constitutes a fire hazard or a hazard to public safety or health."*

Based on the evidence provided by the Worthington Housing Inspector and the Worthington Police Department, as shown in Exhibit 1C and on a separate handout during the Council meeting, staff would recommend Council review the evidence before them and make a determination that the building located at 1009 Third Avenue is a hazardous building as defined by State Statutes § 463.15. Staff would also recommend that Council issue a resolution ordering the repair or removal of hazardous conditions located at 1009 Third Avenue as defined by Minnesota State Statutes § 463.16. The order must state that the repairs must all be made within a specific number of days after the order is served upon the property owner. The order must also state that the owner or occupant must remove all personal property and/or fixtures that will reasonably interfere with the work within a specific number of days. It is up to Council's discretion to determine the number of days for both requirements but according to Minnesota Statutes, these timeframes must be "reasonable." Reasonable, in this instance, would refer to a timeframe in which a property owner could reasonably

be expected to perform the requested repairs or remove their personal property. Council could also choose to structure the dates in the form of work to be started by and substantially completed by dates. A sample of such a resolution can be found in Exhibit 1E.

2. WORTHINGTON ARTMOBILE

The Southwest Minnesota Housing Partnership (SWMHP) has found to date that the most successful Partnership Art efforts have been with the engagement of the local unit of government. As a result, the SWMHP is requesting the City to enter into a Memorandum of Understanding (MOU) for the Artmobile project with Gail Holinka and Agnes Alsgaard Lien (the "ARTISTS"), the Southwest Minnesota Housing Partnership and the City of Worthington. This MOU can be found in Exhibit 2A. The MOU includes the conditions that the City take ownership of the vehicle and insure the vehicle. It also states that the City will work with the artists to find long-term funding for the project after the initial startup funds have been expended. After reviewing the proposed MOU with the City Attorney, staff would recommend that the City move forward with entering the agreement.

3. UNITED WAY APPLICATION

The Worthington Active Living Plan (ALP) group meets monthly to work on efforts to make the City of Worthington more active and healthy place for everyone. The ALP group has determined that having temporary bicycle racks for our larger City events (King Turkey Day, International Festival, the Regatta) would make it easier for City residents to choose active transportation options during those events. The ALP group has identified a United Way grant they believe would be a good source of funding to purchase this equipment. The group also spent a considerable amount of time choosing the correct equipment. The grant requires the entity be a non-profit, so the ALP has asked the City to submit the application on behalf of the ALP group. The City would also store the racks when they were not in use for an event or located at a local business. Staff would recommend that the City authorize the Director of Community Development to prepare and submit the application for the bicycle rack equipment that can be found in Exhibit 3A.



Community Development

Notice of Inspection Report

September 18, 2017

Curt Williams
1009 Third Ave #322
Worthington, MN. 56187

Inspected Properties: **300 Tenth St**

Dear Mr. Williams:

On August 10th, 2017 the City of Worthington Housing Inspector conducted a structure/premises inspection of some of the above listed property. The inspection revealed items that will need to be corrected to assure compliance with the City of Worthington Rental Housing Ordinance: (See Section 150.10 Rental Housing Code). There is a requirement for all apartments built before 8/1/1989, to have a minimum of working, battery powered smoke detection in all bedrooms and hallways and on each level, according to building code. There also is a need for the peeling paint on the exterior mostly, but also any interior peeling to be fixed as soon as possible.

Items to be corrected
(Check when completed):

Apt, #202

- ☐ Need to fix mold on ceiling in bathroom.

Apt, #207

- ☐ Need to fix mold on ceiling in bathroom.

Apt, #210

- ☐ Cockroaches were seen in this unit.

Apt, #211

- ☐ Cockroaches were seen in this unit.

Apt, #214

- ☐ Need to fix GFCI outlet in kitchen.

Apt, #216

- ☐ Cockroaches were seen in this unit.
☐ Need to fix GFCI outlet in bathroom.
☐ Need to fix mold on ceiling in bathroom.

Apt, #217

- ☐ Cockroaches were seen in this unit.

Apt, #303

- ☐ Need to fix mold on ceiling in bathroom.

Apt, #304

- ☐ Need to fix leaking faucet in kitchen.

Apt, #306

- ☐ Need to fix leaking faucet in bathroom.

Apt, #308

- ☐ Need to fix GFCI outlet in kitchen.
- ☐ Cockroaches were seen in this unit.

Apt, #309

- ☐ Cockroaches were seen in this unit.

Apt, #311

- ☐ Ceiling in Apt shows signs of a roof leak.

Apt, #312

- ☐ Need to fix leaking faucet in kitchen.

Apt, #315

- ☐ Need to fix mold on ceiling in bathroom.

Apt, #316

- ☐ Need to fix GFCI outlet in kitchen.
- ☐ Cockroaches were seen in this unit.

Apt, #317

- ☐ Ceiling in Apt shows signs of a roof leak.

Apt, #318

- ☐ Ceiling in Apt shows signs of a roof leak.
- ☐ Cockroaches were seen in this unit.

Apt, #319

- ☐ Ceiling in Apt shows signs of a roof leak.

Apt, #320

- ☐ Need to fix leaking faucet in kitchen.
- ☐ Need to fix mold on ceiling in bathroom.

Apt. #321

- ☐ Ceiling in Apt shows signs of a roof leak.

Since the rental units have to meet the minimum standards outlined in the City's Rental Housing Ordinance, I must request you properly correct the items described above by November 13th, 2017.

APPEALS:

Any person aggrieved by a notice issued in connection with any violation of the Housing Code, may submit an appeal as outlined in Section 150.10.42 of the said Code.

Sec. 150.10.42. Appeals.

There is hereby created a two-tiered appeals process. All appeals decisions and findings shall be made part of the public record:

Step 1.

Any person aggrieved by a notice of the appropriate authority issued in connection with any alleged violation of this section or of any applicable rule or regulation issued pursuant thereto, or by any order requiring repair or demolition, may apply to the appropriate authority for an administrative conference with the duly appointed representative of the appropriate authority for reconsideration of such notice or order provided such application is made within ten (10) days after the date the notice or order was issued. Upon conclusion of an administrative conference for reconsideration of notice or order, the appropriate authority shall prepare a summary of the conference and shall state the decision reached. Such summary and statement shall become part of the public record.

Step 2.

If the appeal is not settled in Step 1 of the process, any person aggrieved by a notice of the appropriate authority issued in connection with any alleged violation of this section, or of any applicable rule or regulation issued pursuant thereto, or by any order requiring repair or demolition, may appeal to the Legislative Hearing Officer for a reconsideration of such notice or order provided such application is made within ten (10) days after the date of the decision reached in Step 1. The appeal shall then proceed as provided in Chapter 31 of the Worthington City Code.

I have received a copy of the City of Worthington appeals process:

Signature (owner- person in charge)	print name	date
Respectfully,		
303 9th Street.		507-372-8648
PO Box 279		rodell@ci.worthington.mn.us
Rod Odell		
		Worthington, MN. 56187
		Find us at www.ci.worthington.mn.us
Housing Inspector		

**** SOME PROJECTS REQUIRE A BUILDING PERMIT AND INSPECTION. PLEASE CONTACT THE BUILDING DEPARTMENT
TO SEE IF A PERMIT IS NEEDED BEFORE YOU START ANY WORK: 507-372-8640**



Community Development

Notice of Inspection Report

April 9, 2018

Curt Williams
1009 Third Ave #322
Worthington, MN. 56187

Inspected Properties: **300 Tenth St**

Dear Mr. Williams:

On April 3rd and 6th, 2018 the City of Worthington Housing Inspector conducted a structure/premises inspection of some of the above listed property. The inspection revealed items that will need to be corrected to assure compliance with the City of Worthington Rental Housing Ordinance: (See Section 150.10 Rental Housing Code). There is a requirement for all apartments built before 8/1/1989, to have a minimum of working, battery powered smoke detection in all bedrooms and hallways and on each level, according to building code. There also is a need for the peeling paint on the exterior mostly, but also any interior peeling to be fixed as soon as possible. All hallways flooring have tripping hazards that need replacing or repairing. Several hallway ceiling tiles need replacing or repairing.

Items to be corrected
(Check when completed):

Apt, #201

- ☐ Need working smoke alarms to code.
- ☐ Window areas needs repair, have torn screen and have mold.

Apt, #202

- ☐ Need working smoke alarms to code.
- ☐ Outlets in kitchen within 6 feet of faucet, and not covered by a refrigerator, need to be Ground Fault (GFCI outlet)
- ☐ Window areas needs repair, have torn screen and have mold.

Apt, #203

- ☐ Peeling paint on bathroom ceiling needs to be fixed

Apt, #204

- ☐ Peeling paint on bathroom ceiling needs to be fixed

Apt, #205

- ☐ Need working smoke alarms to code.

Apt, #206

- ☐ Peeling paint on bathroom and bedroom ceilings needs to be fixed
- ☐ Replace broken switch plate in kitchen
- ☐ Living cockroaches were seen
- ☐ There were piles of clothing on all floor areas
- ☐ There were many dirty dishes in the kitchen area
- ☐ Many floor areas have tripping hazards.
- ☐ Several windows are missing screens and have mold.
- ☐ Beds have evidence of previous pests. There also is evidence of recent pest control and the tenant has described the situation as better than it was.

Apt, #207

- ☐ Need working smoke alarms to code.
- ☐ Beds have evidence of previous pests. There also is evidence of recent pest control.
- ☐ Window has torn screen and has mold.
- ☐ Peeling paint on ceiling needs to be fixed
- ☐ Stains on ceiling needs to be fixed

Apt, #208

- ☐ Stains on ceiling needs to be fixed
- ☐ Need working smoke alarms to code

Apt, #209

- ☐ Kitchen floor area has tripping hazards.

Apt, #210

- ☐ Living cockroaches were seen
- ☐ Peeling paint on bathroom ceiling needs to be fixed.
- ☐ Beds have evidence of previous pests.
- ☐ Window areas needs repair, have torn screen and have mold.

Apt, #211

- ☐ Window area needs repair, has torn screen and has mold.

Apt, #212

- ☐ Peeling or chipping paint on bathroom wall needs to be fixed

Apt, #213

- ☐ Floor areas has tripping hazards.
- ☐ One of the windows has a torn screen.
- ☐ One of the windows has broken glass.

Apt, #214

- ☐ Need working smoke alarms to code.
- ☐ Stains on ceiling needs to be fixed.

Apt. #215

- ☐ Window area needs repair, has torn screen and has mold.

Apt. #216

- ☐ Need working smoke alarms to code.
- ☐ Peeling paint on bathroom wall and ceiling needs to be fixed.

Apt. #217

- ☐ Mold on bathroom ceilings needs to be fixed
- ☐ Replace broken mirror on medicine cabinet in bathroom.
- ☐ Replace broken glass in window.
- ☐ There was a pile of clothing on floor areas near kitchen.
- ☐ Window has missing screens and has mold.
- ☐ Need working smoke alarms to code.
- ☐ Peeling paint on bathroom wall needs to be fixed.

Apt. #218

- ☐ Replace broken glass in window.
- ☐ Window has missing screens.

Apt. #301

- ☐ Window has missing screens.

Apt. #302

- ☐ Replace broken glass in window.
- ☐ Beds and floor has evidence of previous pests.
- ☐ There is clutter in many areas, providing pests with hiding areas.

Apt. #303

- ☐ Beds and kitchen area has evidence of previous pests.
- ☐ There is clutter in kitchen area, providing pests with hiding areas.
- ☐ Outlets in kitchen within 6 feet of faucet, and not covered by a refrigerator, need to be Ground Fault (GFCI outlet)

Apt. #304

- ☐ Replace broken glass in window.
- ☐ Beds have evidence of previous pests.

Apt. #305

- ☐ Destruction of door, molding and wall near and at bathroom needs to be fixed or replaced.
- ☐ Replace broken glass in window.
- ☐ There was a pile of clothing, etc. near bedrooms.
- ☐ Window has cut screen.
- ☐ Need working smoke alarms to code.
- ☐ Tripping hazards and tears in flooring needs to be fixed.

Apt, #306

- ☐ Need working smoke alarms to code.

Apt, #307

- ☐ Need to fix leaking faucet in bathroom.
- ☐ Stains on ceiling needs to be fixed
- ☐ Kitchen has living pests.

Apt, #308

- ☐ Need to fix GFCI outlet in kitchen.
- ☐ Cockroaches were seen in this unit.

Apt, #309

- ☐ Replace cut screen in window and repair mold.
- ☐ Repair peeling paint in the bathroom ceiling.
- ☐ Repair GFCI outlet in bathroom.
- ☐ Need working smoke alarms to code.
- ☐ Stains in flooring needs to be cleaned or flooring needs to be replaced.

Apt, #310

- ☐ Stains on ceiling needs to be fixed
- ☐ Replace cut screen in window and repair frost and mold.
- ☐ There is clutter in kitchen area, providing pests with hiding areas.

Apt, #311

- ☐ Ceiling in apt shows signs of a roof leak and needs repair.
- ☐ Replace cut screen in window and repair areas of frost and mold.

Apt, #312

- ☐ Replace broken glass in window.
- ☐ Replace cut screen in window and repair frost and mold.
- ☐ Repair peeling paint in ceiling.

Apt, #313

- ☐ Replace torn screen in window and repair mold.

Apt, #314

- ☐ Clean window area and repair frost and mold.
- ☐ Beds have evidence of previous pests.

Apt, #315

- ☐ Need to fix mold on ceiling in bathroom.
- ☐ Replace broken glass in windows.
- ☐ Need working smoke alarms to code.
- ☐ There is clutter in kitchen area, providing pests with hiding areas.

Apt. #317

- ☐ Repair peeling paint in ceiling.
- ☐ Stains on ceiling needs to be fixed
- ☐ Moisture and mold on windows needs to be cleaned.

Apt. #318

- ☐ Moisture and mold on windows needs to be cleaned.
- ☐ There is clutter in kitchen area, providing pests with hiding areas.
- ☐ Need working smoke alarms to code.
- ☐ Repair peeling paint in ceiling.

Apt. #319

- ☐ Repair peeling paint and stains in ceiling.

Apt. #320

- ☐ Replace torn screen in window and repair mold.

Apt. #321

- ☐ Replace broken glass in windows.
- ☐ Repair peeling paint in ceiling.

APPEALS:

Any person aggrieved by a notice issued in connection with any violation of the Housing Code, may submit an appeal as outlined in Section 150.10.42 of the said Code.

Sec. 150.10.42. Appeals.

There is hereby created a two-tiered appeals process. All appeals decisions and findings shall be made part of the public record:

Step 1.

Any person aggrieved by a notice of the appropriate authority issued in connection with any alleged violation of this section or of any applicable rule or regulation issued pursuant thereto, or by any order requiring repair or demolition, may apply to the appropriate authority for an administrative conference with the duly appointed representative of the appropriate authority for reconsideration of such notice or order provided such application is made within ten (10) days after the date the notice or order was issued. Upon conclusion of an administrative conference for reconsideration of notice or order, the appropriate authority shall prepare a summary of the conference and shall state the decision reached. Such summary and statement shall become part of the public record.

Step 2.

If the appeal is not settled in Step 1 of the process, any person aggrieved by a notice of the appropriate authority issued in connection with any alleged violation of this section, or of any applicable rule or regulation issued pursuant thereto, or by any order requiring repair or demolition, may appeal to the Legislative Hearing Officer for a reconsideration of such notice or order provided such application is made within ten (10) days after the date of the decision reached in Step 1. The appeal shall then proceed as provided in Chapter 31 of the Worthington City Code.

I have received a copy of the City of Worthington appeals process:

	print name	date
--	------------	------

Respectfully,

Rod Odell

Housing Inspector

507-372-8648

rodell@ci.worthington.mn.us

303 9th Street.

PO Box 279

Worthington, MN. 56187

Find us at www.ci.worthington.mn.us

**** SOME PROJECTS REQUIRE A BUILDING PERMIT AND INSPECTION. PLEASE CONTACT THE BUILDING DEPARTMENT
TO SEE IF A PERMIT IS NEEDED BEFORE YOU START ANY WORK: 507-372-8640**



Exhibit 1C-1

GRAY

Exhibit 1C-2

GRAY

Exhibit 1C-3

GRAY



Exhibit 1C-4

GRAY

Exhibit 1C-5

GRAY

Exhibit 1C-6

GRAY

Exhibit 1C-7



GRAY

Exhibit 1C-8



RELEVANT LINKS:

Minn. Stat. § 145A.11, subd. 4.

Minn. Stat. §§ 463.15-.261.

Minn. R. Ch. 1300. Minn. R. 1300.0180.

Minn. Stat. § 463.26.
City of Minneapolis v. Meldahl, 607 N.W.2d 168, 171 (Minn.App.2000).

Minn. Stat. § 463.15, subds. 2, 3.

Ukkonen v. City of Minneapolis, 280 Minn. 494, 160 N.W.2d 249, 250 (1968).

If there is a community health board, it may recommend local ordinances pertaining to community health services to the city council or county board within its jurisdiction.

IX. Hazardous buildings

Minnesota law provides authority and a process to deal with hazardous buildings. This process allows the city to order a property owner to repair or remove a hazardous condition, or in extreme cases, to raze the building. If the owner does not do the work, the city may do so and charge the costs against the property as a special assessment. The law requires that the court oversee or be involved during most of the process. As such, it is very important to work with the city attorney. The city attorney will be needed to draft documents, file court papers, appear in court, and provide specific legal advice throughout the process.

Where applicable, the Minnesota State Building Code requires that all unsafe buildings and structures must be repaired, rehabilitated, demolished, or removed according to the statutory hazardous building provisions.

Hazardous building laws are supplementary to other statutory and charter provisions. This means cities may enact and enforce ordinances on the same subject. Any ordinance that is passed must allow for due process and cannot contradict state law. The city should seek advice from the city attorney if it wishes to adopt this type of ordinance.

A. Characteristics of a hazardous building

State law defines a hazardous building or hazardous property as, “any building or property which because of inadequate maintenance, dilapidation, physical damage, unsanitary condition, or abandonment

constitutes a fire hazard or a hazard to public safety or health.” A building is defined as, “any structure or part of a structure.” For purposes of this memo, the phrase hazardous building will be used to include hazardous property and structures.

Determining whether a building is hazardous depends on the particular facts of each situation. For example, in one opinion where the Minnesota supreme court upheld a city’s order to raze a hazardous building, the court described the building in question as having the following conditions:

- Unoccupied.
- Badly deteriorated sections of concrete block foundation.
- Decayed and rotted wooden foundation sills.
- Broken, deteriorating, and falling siding.

RELEVANT LINKS:

- Rotted and collapsing roof cornice.
- Large holes in asphalt roof covering.
- Evidence of roof leaks.
- Large holes in the plaster finish of walls and ceilings.
- Many broken window lights.
- Damaged or destroyed window sashes.
- Dry water traps in wash basin and water closet resulting in open sewers.
- Paper, lumber, wood lath, plaster, and debris littering interior of building.

These are not the only conditions that would cause a building to be considered “hazardous.” Rather, these are examples of the types of things that might be present in a hazardous building. While this example shows that there were many problems with this building, there is no formula to determine how many problems make a building hazardous. Again, that depends on the particular situation.

B. Identifying a hazardous building

If the city believes there is a building that may be hazardous, it is a good idea for the city to gather and document information about the building. An inspection of the property may provide information that may help the council determine if the building is hazardous. While inspecting the property, it is helpful to take detailed notes and photographs of what was observed. Because there are constitutional limitations on entering private property, the city should consider how it will lawfully enter the property to make the inspection.

Before the council orders a hazardous condition to be repaired or removed, the council must first make a determination that the building is hazardous. This must be done during an open city council meeting.

At the meeting, it is advisable that the city council consider all the relevant evidence it has, such as any inspection notes or reports, photographs of the property, code violations, and any other information related to the property, including any information provided by the property owner or occupant. It is also advisable to keep in mind the statutory definition and consider how the evidence relates to this definition. There is no rigid formula in how the determination must be structured, but they should be sufficient to make the owner aware of the basis of the decision.

See Section II, *Entering private property*.

LMC information memo, *Meetings of City Councils, Rostamkhani v. City of St. Paul*, 645 N.W.2d 479 (Minn. Ct. App. 2002).

Vue v. City of St. Paul, No. 09-316 (Minn. Ct. App. April 13, 2010)(unpublished opinion).
Minn. Stat. § 463.15.
Ellis v. City of Minneapolis, No. A07-2440 (Minn. Ct. App. Jan. 20, 2009) (unpublished opinion).

RELEVANT LINKS:

Rostamkhani v. City of St. Paul, 645 N.W.2d 479, 484-85 (Minn. Ct. App. 2002).
CUP Foods, Inc. v. City of Minneapolis, 633 N.W.2d 557, 562 (Minn.App.2001).

Tessmer v. City of St. Paul, No. A07-2349 (Minn. Ct. App. Dec. 16, 2008) (unpublished opinion).

See Section III, *Due process*.

Minn. Stat. § 463.151.

Minn. Stat. § 463.15, subd. 4.

Minn. Stat. § 463.151. Minn. Stat. § 463.21. Minn. Stat. §§ 429.061-.081.
 See Section IX-D-4, *Recovering costs*.

LMC information memo, *Special Assessment Toolkit*.

See Section IX-D, *Removal or repair by order*.

The decision to repair or remove a hazardous condition, or to raze a building, must not be arbitrary or capricious. A decision is arbitrary or capricious if it is unreasoned and does not consider the facts and circumstances of the situation. Said another way, the city's decision must be reasoned and supported by substantial evidence.

It is a good idea for the council to keep a detailed record of the discussion, the evidence considered, and the ultimate decision that was reached based on the evidence considered. This record will help the city defend its decision if it is later challenged in court.

Although the law does not explicitly require the property owner to be notified of the council consideration of the property, it is advisable to take steps to ensure the property owner's due process rights are respected. One way to do this may be to notify the property owner that the issue will be discussed and to allow the owner a chance to speak with the council and provide any evidence or information that he or she may have. Notice to tenants as well as lien-holders may also be advisable. Notice may also lead to self-remedy of the hazardous conditions.

C. Removal or repair by consent

One method of dealing with a hazardous condition or building is to approach the property owner to ask him or her to voluntarily repair or remove the hazardous condition or to raze the hazardous building. If the owner will not or cannot voluntarily repair or remove the hazardous condition, the city may obtain written consent of all owners of record, occupying tenants, and all lien-holders of record that allows the city to make the repair or remove the hazardous condition. The "owner," "owner of record," and "lien-holder of record" are persons that have a right or interest in the property and have recorded their interest with the county recorder or registrar of titles in the county where the property is located.

If the city does the work, the costs that the city incurs in repairing or removing the hazardous condition are charged against the property as a lien against the real estate. This lien is levied and collected as a special assessment.

The city council may provide that the assessment may be paid in five or fewer equal annual installments with interest at 8 percent per year. As an alternative to the lien, the city can recover the costs by obtaining a court judgment against the owner of the real estate.

If the property owner voluntarily remedies the problem, or if the city obtains consent and remedies the problem, the city may be able to avoid the lengthy process used when there is no consent. However, neither of these options is required by law.

RELEVANT LINKS:

Village of Zumbrota v. Johnson, 280 Minn. 390, 161 N.W.2d 626 (Minn. 1968).

City of Wells v. Swehla, No. C3-00-319 (Minn. Ct. App. Oct. 17, 2000) (unpublished decision). *In the Matter of a Hazardous Building Located at 303-5th Ave. NE, in the City of Cambridge*, No. C3-99-1382, 2000 WL 136017 (Minn. Ct. App. Feb. 8, 2000) (unpublished decision).

Minn. Stat. § 463.16. Minn. Stat. § 463.17, subd. 1. *Order for Repair or Removal of Hazardous Conditions*, LMC Model Resolution. *Order to Raze a Hazardous Building*, LMC Model Resolution.

Minn. Stat. § 463.18.

In the Matter of a Hazardous Building Located at 303-5th Ave. NE, in the City of Cambridge, No. C3-99-1382, 2000 WL 136017 (Minn. Ct. App. Feb. 8, 2000) (unpublished decision). *Village of Zumbrota v. Johnson*, 280 Minn. 390, 161 N.W.2d 626 (Minn. 1968).

The city may choose not to use these options, but rather proceed straight to removal or repair by order. Similarly, if the city's attempts to use these two methods fail, the city may proceed by ordering the repair or removal.

D. Removal or repair by order

The Minnesota supreme court has said that a city should use its authority under the hazardous building process prudently in order to avoid unnecessary infringement on the property owner's rights. The city must be especially cautious when ordering a hazardous building to be razed. Minnesota courts have further stated that, although the statute gives the city the discretion to decide whether a building should be removed or repaired, destruction of a hazardous building should not be authorized unless it can be shown that the hazardous conditions cannot be removed or repaired. Therefore, the property owner should be given a reasonable amount of time to repair or remove the hazardous conditions. Failure to make repairs or remove hazardous conditions may be grounds to allow the city to demolish the building.

1. The order to remove or repair

If the council determines a building is hazardous, the council may adopt an order declaring the building to be hazardous and ordering the owner to repair or remove the condition or raze the building. The order is usually done by resolution. The order to repair or remove a hazardous condition or to raze a hazardous building must be in writing and must:

- Recite the grounds or basis for the order.
- Specify the necessary repairs, if any, and provide a reasonable time to comply with the order.
- State that a motion for summary enforcement of the order will be made to the district court of the county in which the hazardous building or property is situated unless corrective action is taken, or unless an answer is filed within the time specified in Minn. Stat. § 463.18, which is 20 days.

In preparing the order, it is important that the city take care to specify the necessary repairs. The order must be specific enough to give the property owner notice of the alleged hazardous conditions. One way to do this is to list the hazardous conditions individually in an explanatory manner. A general statement that the owner "must eliminate hazardous conditions" is likely not specific enough.

RELEVANT LINKS:

Minn. Stat. § 463.17, subd. 2.

Minn. Stat. § 463.15, subd. 4.

Minn. Stat. § 463.17, subd. 2.

LMC information memo,
Newspaper Publication.

Minn. Stat. § 469.201-.207.

Minn. Stat. § 463.24.

Minn. Stat. § 463.24. Minn.
Stat. § 463.21.

The council's order must be served upon the property owner of record, or the owner's agent if an agent is in charge of the building, any occupying tenants, and all lien-holders of record. ("Owner," "owner of record," and "lien-holder of record" are any people that have a right or interest in the property and evidence of this interest is recorded in the office of the county recorder or registrar of titles in the county where the property is situated).

The service of the order must be done in the same manner as the service of a summons in a civil court action. To make sure the order is properly served, the city may hire a professional process server.

If the owner cannot be found, the order is served by posting it at the main entrance to the building. In addition to posting, the order must be published for four weeks in the official city newspaper; if there is no official city newspaper, then the order is published in a legal newspaper in the county.

A city with a Targeted Neighborhood Revitalization Program may assess a penalty of up to 1 percent of the market value of the real property for any building in the city that the city determines to be hazardous. Because there are statutory requirements that must be met in order to do so, the city should work with its city attorney.

a. Removal of personal property and fixtures

If personal property or fixtures are in the building, the city may address these items in the order. Personal property is anything that is subject to ownership that is not classified as real property. Some examples of personal property are furniture, clothing, and televisions. A fixture is an item of personal property that is attached to the property or building and is considered part of the building. Some examples of fixtures are built-in appliances, water heaters, and cabinets.

If personal property or fixtures will unreasonably interfere with the work to be done, or if the razing or removal makes removal of the property necessary, the order may direct the removal of the personal property or fixtures within a reasonable amount of time.

If the property or fixtures are not removed in the specified timeframe and the council enforces the order, the council may sell any valuable personal property, fixtures, or salvage at a public auction after three days posted notice. If the items do not have any appreciable value, the council may have them destroyed.

RELEVANT LINKS:

Minn. Stat. § 463.18. Minn. Stat. § 463.20.

Minn. Stat. § 463.19.

Minn. Stat. § 463.20.

Minn. Stat. § 557.02.

Minn. Stat. § 463.20. *In the Matter of a Hazardous Building Located at 303-5th Ave. NE, in the City of Cambridge*, No. C3-99-1382, 2000 WL 136017 (Minn. Ct. App. Feb. 8, 2000) (unpublished decision). *City of Wells v. Swehla*, No. C3-00-319 (Minn. App. Oct 17, 2000) (unpublished decision).

Minn. Stat. § 463.20.

2. Responding to the order

Once the order is served on the appropriate people, any one of those people may contest the order. This is done by “answering” the order. The answer must specifically deny the facts in the order that are disputed. The answer to the order must be served within 20 days from the date the order was served. The answer is served in the manner provided for the service of an answer in a civil court action. When an answer is filed, the court will become involved like any other law suit. This situation is called a “contested case.”

If no one answers the order, the proceedings are a “default case.” Although there may be no answer to the order, the city must still seek a court judgment to enforce the order.

a. Court judgment: Contested case

Where an answer to the order is filed, the proceedings are treated like any other civil action, except this type of action has priority over all other pending civil actions. A contested case has the attributes of a civil law suit, such as filing documents with the court, gathering evidence, and a trial.

Because this type of case deals with a person’s interest in his or her real property, it is a good idea for the city to file a “lis pendens” with the county recorder at the start of the case. The lis pendens filing gives potential purchasers notice about the hazardous building proceedings. A lis pendens must include the names of the parties in the suit, the object of the law suit, and a description of the real property involved. At the end of the proceeding, it is a good idea to file a notice that the lis pendens is discharged.

After a trial, the court may or may not uphold the order issued by the city. The court may modify the order, including adding other hazardous conditions that need to be repaired or removed, so long as there is evidence to support the change. When considering the city’s order, the district court must consider the possibility of repairing the building.

If the court upholds the order, with or without modification, the court enters judgment in favor of the city. The court also sets a time in which the hazardous condition must be repaired or removed or the building must be razed in compliance with the order. If the court does not uphold the order, the court annuls the order and sets it aside. Either way, the court administrator must mail a copy of the judgment to everyone originally served with the order.

RELEVANT LINKS:

Minn. Stat. § 463.161.

Minn. Stat. § 463.19.
Minn. Stat. § 463.17, subd.3.Minn. Stat. § 463.17, subd.3.
Minn. Stat. § 557.02.

Minn. Stat. § 463.19.

Minn. Stat. § 471.345.

If the court issues an opinion that gives the property owner a specified amount of time to fix or remove the hazardous conditions, the city generally cannot take action in that time period unless the order so authorizes. The city may ask the court to require the property owner to provide the city with ongoing access to inspect the progress and work. Generally, if at the end of the time period the owner has not fixed or removed the hazardous conditions, the city may repair or remove the hazardous condition or raze the hazardous building. Consult the city attorney to determine if any additional court orders are necessary.

b. Court judgment: Default case

If no one files an answer to the city's order, it becomes a default case. The city still needs to ask the court to enforce the city's order. This is done by a motion to enforce the order.

A motion is a type of court hearing where the city asks the court to do something. At least five days before filing the motion to enforce the order, the city must file a copy of the order and proof of service with the court administrator of the district court of the county where the hazardous building is located.

At the time of filing the order and proof of service with the district court, the city must also file a lis pendens notice with the county recorder or registrar of titles. This is called a "lis pendens." The notice should also include the names of the parties and the purpose of the action. If the city abandons the hazardous building order proceeding, it must file a notice to that effect with the county recorder within 10 days. At the end of the proceeding, the city should file a notice that the lis pendens is discharged.

There will be a court hearing on the motion to enforce the order. The city will present any evidence that the court requires. The court may then affirm or modify the order and enter judgment accordingly. The court will also set a time after which the council may enforce the order. The court administrator will mail a copy of the judgment to all people who were served with the original order.

3. Doing the work

If the city is authorized by the court to remove or repair a hazardous condition or to raze a hazardous building, the city council will need to determine the best way to get the work done. In some circumstances, city employees may be able to do the work. In other situations, the city council may need to hire someone to do the work. Depending on the work to be done, the competitive bidding laws may apply.

RELEVANT LINKS:

Minn. Stat. § 463.21. Minn. Stat. § 463.24.

Notice for Public Auction,
LMC Model Notice Form.

Minn. Stat. § 463.22.
Adopting an Expense Report,
LMC Model Resolution.

Minn. Stat. § 463.22.

Minn. Stat. § 463.22.
City of Delano v. Abene, No. C0-01-983 (Minn. Ct. App. Dec. 11, 2001)(unpublished decision).
City of Litchfield v. Schwanke, 530 N.W.2d 580 (Minn. Ct. App. 1995).

Minn. Stat. § 463.22.

Minn. Stat. § 463.161, subd. 3. Minn. Stat. § 463.21.
Minn. Stat. §§ 429.061-.081.
LMC information memo,
Special Assessment Toolkit.
Gadey v. City of Minneapolis, 517 N.W.2d 344 (Minn. Ct. App. 1994).

When doing the work to remove or repair a hazardous condition or raze a hazardous building, there may be personal property or fixtures that need to be removed. If the original order included a provision ordering the property owner or tenant to remove personal property or fixtures, and the owner did not comply with the provisions in the order, the city may remove the property and fixtures. It is a good idea to keep an inventory of all items removed from the property so that the city has a record if questions arise later about what was removed. The city may also sell any salvage materials at the public auction. The auction must be posted for three days prior to the auction. If the items have no appreciable value, the city may destroy them.

4. Recovering costs

Throughout the hazardous building process, the city must keep an accurate account of the expenses it incurs in carrying out and enforcing the order. At a minimum, this account must include the following expenses:

- Filing fees.
- Service fees.
- Publication fees.
- Attorney's fees.
- Appraisers' fees.
- Witness fees, including expert witness fees.
- Traveling expenses incurred by the municipality from the time the order was originally made.

This is not an exhaustive list of expenses, so other expenses incurred by the city should also be included. The city must credit the account with the amount received, if any, from the sale of the salvage, building, or structure.

The city must report any actions it has taken under the order, including a statement of money received and expenses incurred, to the court for approval and allowance. Upon examination, the court may correct the expenses and determine the amount the city is entitled to receive. The court may also determine the reasonableness of the expenses. Then the court allows the expense account.

Even where a court has significantly modified the original city order, the city may be awarded expenses. If the amount received from the sale of salvage or property does not equal or exceed the amount of expenses allowed by the court, the court's judgment will certify the deficiency to the city clerk for collection. The owner or another interested party must pay the deficiency amount by October 1.

RELEVANT LINKS:

Minn. Stat. § 463.21.

Minn. Stat. § 463.22.

Minn. Stat. § 463.23.

Minn. Stat. § 463.152.
Minn. Stat. ch. 117.
*Handbook, Comprehensive
Planning, Land Use, and
City-Owned Land.*
Powell v. City of Clearwater,
389 N.W.2d 206 (Minn. Ct.
App. 1986).

Minn. Stat. § 463.152. Minn.
Stat. ch. 117.

*Handbook, Comprehensive
Planning, Land Use, and
City-Owned Land.*

The city cannot add on a penalty to this amount. If the payment is not made by October 1, the clerk must certify the amount of the deficiency amount to the county auditor to be entered on the county tax lists as a special assessment against the property.

The deficiency is collected in the same manner as other taxes. The amount collected by the county must be paid into the city treasury. The city council may provide that the assessment may be paid in five or fewer equal annual installments with interest at 8 percent per year.

An alternative to using a special assessment against the property is to recover the costs by obtaining a court judgment against the property owner.

If the amount received for the sale of the salvage or the building exceeds the allowed expenses incurred by the city, and there are delinquent taxes against the property, the court will direct that the excess shall be paid to the county treasurer to be applied to the delinquent taxes. If there are no delinquent taxes, the court will direct the surplus to be paid to the owner.

The net proceeds of any sales of property, fixtures, or salvage must be paid to the persons designated in the judgment in proportion to their interest. Accepting this payment waives all objections to the payment and the proceedings. If any party to whom a payment of damages is made is not a resident of the state, or the place of residence is not known, the party is an infant or under a legal disability, refuses to accept payment, or if it is doubtful to whom the payment should be made, the city may pay the amount to the clerk of courts to be paid out under the direction of the court. Unless there is an appeal to the payment, the deposit with the clerk is considered a payment of the award.

E. Eminent domain for hazardous buildings

As an alternative to the hazardous building process discussed above, the city council may use its eminent domain authority. The city's eminent domain authority allows the city to take (or condemn) private property for public use. The city must pay the landowner reasonable compensation. Essentially, this is a way to require that an owner sell his or her land to a city. This procedure requires a formal court action. However, the city does not need to use the eminent domain process in order to repair or remove a hazardous condition or building.

The city may use eminent domain to acquire any hazardous building, real estate on which any such building is located, or vacant or undeveloped real estate which is found to be hazardous within the meaning of the hazardous building laws in order to maintain a sufficient supply of adequate, safe, and sanitary housing and buildings used for living, commercial, industrial, or other purposes or any combination of purposes.

RESOLUTION NO. _____

A RESOLUTION ORDERING THE REPAIR OR REMOVAL OF HAZARDOUS CONDITIONS LOCATED AT 1009 THIRD AVENUE

WHEREAS, pursuant to Minn. Stat. §§ 463.15 and 463.261, the City Council of WORTHINGTON finds the building located at 1009 Third Avenue to be a hazardous building for the following reasons:

- a. Roof leaks.
- b. Frost, moisture and mold in window areas.
- c. Live pests.
- d. Destruction of doors, moldings and walls.
- e. Tripping hazards.
- f. Mold on the bathroom ceilings.
- g. GFCI outlets in disrepair.
- h. The leaking bathroom faucets.
- i. Units in need of working smoke alarms.
- j. Missing/torn window screens.
- k. Broken window glass.
- l. Missing required GFCI outlets.
- m. Peeling paint.
- n. Ceiling stains.
- o. Broken glass in fixtures.
- p. Broken switch plates.
- q. Flooring in need of cleaning or replacement.

WHEREAS, the conditions listed above are more fully documented in the inspection report (and supporting documentation) prepared by Rod Odell, Worthington Housing Inspector on April 9, 2018, a copy (or copies) of which is (are) attached to this resolution as Exhibit A.

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

2. That pursuant to the foregoing findings and in accordance with Minn. Stat. §§ 463.15 and 463.261, the council orders the record owners of the above hazardous building or their representatives to make the following corrections on the property at 1009 Third Avenue:
 - a. Roof leak in unit 311 needs repair.
 - b. Frost, moisture and mold in window area of units 201, 202, 206, 207, 210, 211, 215, 217, 309, 310, 311, 312, 313, 314, 317, 318 and 320 need to be cleaned.
 - c. The live pests in units 206, 210, 307 and 308 need to be exterminated.
 - d. Destruction of door, molding and wall near and at bathroom need to be fixed or replaced.
 - e. The tripping hazards in unit 206, 213 and 305 need to be corrected.
 - f. The mold on the bathroom ceilings in units 217 and 315 need to be corrected.
 - g. The GFCI outlet in the kitchen needs to be repaired in unit 308.
 - h. The GFCI outlet in the bathroom of unit 309 needs to be repaired.

- i. The leaking bathroom faucet in unit 307 needs to be repaired.
 - j. Units 201, 202, 205, 207, 208, 214, 216, 217, 305, 306, 309, 315 and 318 need working smoke alarms.
 - k. The missing/torn window screens in units 201, 202, 206, , 207, 210, 211, 213, 215, 217, 218, 310, 305, 309, 310, 311, 312, 313 and 320 need to be repaired.
 - l. The broken window glass in units 213, 217, 218, 302, 304, 305, 312, 315 and 321 needs to be repaired.
 - m. The kitchen outlet in units 202 and 303 need to be a GFCI outlet.
 - n. The peeling paint on the bathroom ceiling of units 203, 204, 206, 207, 210, 216 and 309 needs to be repaired.
 - o. The peeling paint in units 312, 317, 318, 319 and 321 needs to be repaired.
 - p. The ceiling stains in unit 207, 208, 214, 307, 310, 317 and 319 need to be repaired.
 - q. The broken glass in the bathroom fixture in unit 217 needs to be repaired.
 - r. The broken switch plate in the kitchen in unit 206 needs to be repaired.
 - s. The flooring in unit 309 needs to be cleaned or replaced.
3. That the repairs listed above must all be made within ____ days after the order is served upon the property owner. The repairs must be completed in compliance with all applicable codes and regulations and done pursuant to proper permits from the city.
 4. That a motion for summary enforcement of the order will be made to the District Court of Nobles County in which the hazardous building or property is situated unless corrective action is taken, or unless an answer is filed within the time specified in Minn. Stat. § 463.18, which is 20 days.
 5. That in accordance with Minn. Stat. § 463.24, the owner or occupant must remove all personal property and/or fixtures that will reasonably interfere with the work within ____ days. If the property and/or fixtures are not removed and the city enforces this order, the city may sell personal property, fixtures, and/or salvage materials at a public auction after three days posted notice.
 6. That if the city must take actions to enforce this order, all enforcement costs will be specially assessed against the property and collected in accordance with Minn. Stat. §§ 463.22, 463.21, and 463.161.
 7. That the city attorney is authorized to serve this order upon the owner of the premises at 1009 Third Avenue and all lien-holders of record.
 8. That the city attorney is authorized to proceed with the enforcement of this order as provided in Minn. Stat. §§ 463.15 and 463.261.

Passed by the City Council of Worthington, Minnesota this 18th day of April, 2018.

Mayor

Attested:

City Clerk

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SOUTHWEST MINNESOTA HOUSING PARTNERSHIP
AND
CITY OF WORTHINGTON**

WHEREAS, THIS MEMORANDUM OF UNDERSTANDING is made and entered into this 23rd day of April, 2018 between the City of Worthington, (hereinafter called "CITY"), the Artmobile Artist Team of Gail Holinka and Agnes Alsgaard Lien, (hereinafter called "ARTISTS"), and the Southwest Minnesota Housing Partnership (hereinafter called "SWMHP"). This Memorandum of Understanding pertains only to activities conducted as part of the ArtPlace America Community Development Investments (hereinafter called "Artplace") for the Artmobile project; and,

WHEREAS, SWMHP has received an award of funding through ArtPlace to incorporate arts and culture into the community engagement, planning, and implementation activities, which are a core sector of their work, in order to help strengthen the social, physical and economic fabric of communities; and,

WHEREAS, through the ArtPlace effort, SWMHP selected CITY as one of the recipients of this planning assistance; and,

WHEREAS, SWMHP and CITY understand that a core function of Artmobile is to engage community members in the planning process, especially individuals from diverse households or those that are typically underrepresented in community processes, in order to create community-driven projects and programs that best affirm and reflect the identity of the CITY; and,

WHEREAS, transportation has been identified as a key community need during the asset mapping process; and,

WHEREAS, ARTISTS will be undertaking an effort known as the Artmobile to increase awareness and use of Worthington's newly expanded public transportation services and to increase access to arts learning in Worthington; and,

NOW, THEREFORE, by joining together under this Memorandum of Understanding (hereinafter the "MOU") both the CITY, ARTISTS, and SWMHP hereby agree to the following terms and conditions under the Project:

1. SWMHP will provide funding directly to the ARTISTS for project expenses. ARTISTS will be responsible for paying all project expenses. Funding for this project will not exceed \$50,000.
2. Funding for the effort is startup funding. ARTISTS and City acknowledge that neither SWMHP nor Artplace will provide long term operational support and it will be the responsibility of the ARTISTS to work with the City and other relevant parties to examine opportunities for long-term sustainability of the initiative. SWMHP has the expectation that Artmobile will operate beyond the initial year and be a sustainable

project within Worthington.

3. The CITY will be responsible for the ownership and insurance on the Artmobile. The ARTISTS will be responsible for the storage and operation of the Artmobile. CITY and ARTISTS will provide proof of insurance to SWMHP.
4. SWMHP and ARTISTS will collaborate with the Southwestern Minnesota Opportunity Council on the effort.
5. SWMHP, ARTISTS, and the Southwestern Minnesota Opportunity Council will be meeting on a monthly basis to discuss project updates. The CITY will also be invited to monthly project meetings and be provided meeting reports.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT:

1. Each party to this Memorandum of Understanding is bound by the terms and agreements within this document. Neither party shall assign, sublet, or transfer its interest in this Memorandum of Understanding without written consent of the other party.
2. The provisions hereof represent the entire agreement between parties. This Memorandum of Understanding and any special provisions to which this agreement is subject may only be altered, amended or rescinded by a duly written agreement.
3. The parties to this agreement understand that the SWMHP is not a representative of any State or Federal agency, and that the SWMHP cannot and has not made any assurances regarding the final approval or disapproval of project funding regarding the project.

This memorandum is hereby approved by all parties and executed as of the day, month and year first written above.

Southwest Minnesota Housing Partnership

By _____
 Its: Chief Executive Officer

City of Worthington

By _____
 Its: _____

Gail Holinka

Agnes Alsgaard Lien



OFFICE USE ONLY:

Date Received: _____

Budget Hearing: _____

Date: _____

Time: _____

**REQUEST FOR FUNDS
FOR THE
United Way of Nobles County**

Please print or type clearly.

1. Name of Non-Profit Organization: City of Worthington
2. Address: 303 Ninth Street City/State/Zip: Worthington, MN 56187
3. Telephone: 507-372-8640 Email Address: jbrisson@ci.worthington.mn.us

Executive Director: Jason Brisson

4. Has your organization been in operation for at least one year? Yes
5. Please describe the agency's work within Nobles County and how funds will be used:

Please see attached.

6. Do you have a volunteer Board of Directors of at least four people? Yes
7. Does the Board of Directors hold regular meetings? Yes
8. Is there a Nobles County contact person? Yes If yes, who? Cecilia Bofah

Phone Number: 507-295-5389

Email Address: cbofah@co.nobles.mn.us

9. Please list all fundraising activities and special events your agency conducts: Education through
Community Education on bike safety and how to ride, recommendations to city council and county commissioners on projects
that promote active living and safe walking and biking, pedestrian and bike counts to document usage of paths and lanes.

10. How many people from the Nobles County Area were served last year? All residents from the city and county
benefit from walking and riding the trails and paths provided. Those using Oxford Street benefit from the designated bike lanes
 11. Please summarize your revenue & expenditures: and will benefit from the installation of sidewalks as well.

REVENUE:

United Ways: \$1,000 (Requested)
 Other Fund Drives: 0
 Government Assistance: SHIP \$500 (Requested)
Staff time and expertise

EXPENDITURES:

Research: Government provides depending on grant fund.
 Services/Assistance
 to recipients: 0
 Fundraising: 0
 Administration: 0

12. Do you have an Annual Audit? X Yes No

If yes, does a certified accountant do the audit? Yes

13. Do you belong to a parent, state and/or national organizations? No

If so, what amount is paid annually to them?

14. Are you registered with the State of Minnesota as a non-profit corporation? Yes

15. What amount are you requesting from the United Way of Nobles County? \$1,000 *See attached

Please include the following documents:

- *Budget for the current year and next year.
- *Financial Statement of the last fiscal year.

16. What are the beginning and ending dates of your fiscal year? January 1-December 31

17. Name and position of the person completing this form: Jason Brisson, Director of Comm./Economic Development,
City of Worthington & ALP Committee Member

Telephone Number: 507-372-8640

18. Please return this profile and the above two highlighted forms to:

United Way of Nobles County
 1121 THIRD AVENUE
 WORTHINGTON, MN 56187
 (507) 372-7541

Applications must be received by Monday, April 30, 2018 to be considered for funding in the
 following calendar year. No applications will be accepted after April 30th.

5. The Worthington Active Living Implementation Committee (ALP) was implemented to promote active living (walking, biking, use of paths, safe routes to school, other exercise and nutrition, et. al.) in the Worthington Community and Nobles County for all area residents regardless of age, gender, ethnicity or income. The group has actively promoted Safe Routes to Schools, instruction on bike safety and promotion of bike routes in and around the area. We have promoted the Active Living Plan on the city website and at community events. We have provided instruction on safe bicycling for children, youth and adults. We encourage use of bike helmets, reflective vests and tape. We have also promoted riding bikes to area businesses through use of bike racks and incentives. We work with both the city and county engineers on safety and path issues.

Funds from United Way will be used to supplement other grants and government funding to:

- a. Promote the use of bike routes;
- b. Provide bike safety training (to both riders and drivers);
- c. Encourage use of helmets and reflective vests and tape; and
- d. Encourage participation in biking events (bike ride and Windsurfing Regatta, etc.).

To carry out these goals we would use the funds to provide helmets to those who don't use them due to costs (either directly providing them or giving discounts at area businesses who carry helmets).

We also propose to purchase portable bike racks that can be used at events (Farmer's Market, Regatta, International Festival, Turkey Day, informational gatherings/meetings), shopping destinations (grocery and pharmacy as well as other downtown and Oxford Street destinations) and some work destinations, etc. which will encourage individuals to ride, not drive, short to medium distances as well as provide safe areas for those who do not have access to cars or public transit.

15. No specific budget is allocated to our work. All funds are provided by grants and we adhere to the budget submitted for each project funded by the grant. Volunteers and some government employees conduct the activities of the organization as part of their commitment to the Active Living Program/Plan.

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
B & J OIL CO	4/13/18	GREASE-SETTLING TANK DRIVE MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT		374.00_
			TOTAL:		374.00
BEDFORD INDUSTRIES INC	4/13/18	COMPRESSED AIR SYSTEM INCE ELECTRIC	CUSTOMER INSTALL EXPEN		1,490.25_
			TOTAL:		1,490.25
BERG DON	4/13/18	REIMBURSE CONCRT FIELD SCH GENERAL FUND	ENGINEERING ADMIN		34.46_
			TOTAL:		34.46
BOLTON & MENK INC	4/13/18	FACILITY PLAN-WWTF	MUNICIPAL WASTEWAT O-PURIFY MISC		4,282.50_
			TOTAL:		4,282.50
MARK ROBERT BRODIN	4/13/18	METAL STRIPS, CABLE TIES	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	59.43_
			TOTAL:		59.43
C&S CHEMICALS INC	4/13/18	4,130 GALLONS ALUM	MUNICIPAL WASTEWAT O-PURIFY MISC		4,811.45_
			TOTAL:		4,811.45
CHAMPION HOME BUILDERS	4/13/18	COMPRESSED AIR INCENTIVE	ELECTRIC	CUSTOMER INSTALL EXPEN	640.25_
			TOTAL:		640.25
CONSOLIDATED PLASTICS CO INC	4/13/18	SAMPLING BOTTLES	MUNICIPAL WASTEWAT O-PURIFY LABORATORY		66.13_
			TOTAL:		66.13
DACOTAH PAPER CO	4/13/18	BAGS	LIQUOR	O-GEN MISC	266.09_
			TOTAL:		266.09
DAKOTA SUPPLY GROUP INC	4/13/18	VALVE DOCTOR REPAIR	WATER	M-TRANS MAINS	18.80
	4/13/18	CONTROL WIRE	ELECTRIC	GENERATION	1,338.40_
			TOTAL:		1,357.20
DISTRICT 518 COMMUNITY EDUCATION	4/13/18	SPRING FLING	GENERAL FUND	CENTER FOR ACTIVE LIVI	50.00_
			TOTAL:		50.00
ECHO GROUP INC	4/13/18	HARDWARE-GEN PLANT	ELECTRIC	M-SOURCE EQUIPMENT	16.52
	4/13/18	HARDWARE-GEN PLANT	ELECTRIC	M-SOURCE EQUIPMENT	85.59
	4/13/18	HARDWARE-GEN PLANT	ELECTRIC	M-SOURCE EQUIPMENT	12.08
	4/13/18	HARDWARE-GEN PLANT	ELECTRIC	M-SOURCE EQUIPMENT	236.51
	4/13/18	HARDWARE-GEN PLANT	ELECTRIC	M-SOURCE EQUIPMENT	58.35
	4/13/18	HARDWARE-GEN PLANT	ELECTRIC	M-SOURCE EQUIPMENT	1.66
	4/13/18	HARDWARE-GEN PLANT	ELECTRIC	M-SOURCE EQUIPMENT	24.47
	4/13/18	HARDWARE-GEN PLANT	ELECTRIC	M-SOURCE EQUIPMENT	12.86
	4/13/18	HARDWARE-GEN PLANT	ELECTRIC	M-SOURCE EQUIPMENT	80.10
	4/13/18	LAMPS- GEN PLANT	ELECTRIC	M-SOURCE EQUIPMENT	156.47_
			TOTAL:		684.61
FRONTIER COMMUNICATION SERVICES	4/13/18	PHONE SERVICE	WATER	O-PUMPING	58.15
	4/13/18	PHONE SERVICE	WATER	O-PURIFY MISC	68.75
	4/13/18	PHONE SERVICE	WATER	O-DISTR MISC	53.76
	4/13/18	PHONE SERVICE	WATER	ADMIN OFFICE SUPPLIES	26.88
	4/13/18	PHONE SERVICE	WATER	ACCTS-RECORDS & COLLEC	91.34
	4/13/18	PHONE SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	355.04
	4/13/18	PHONE SERVICE	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	26.88
	4/13/18	PHONE SERVICE	MUNICIPAL WASTEWAT	O-PURIFY MISC	41.42
	4/13/18	PHONE SERVICE	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	26.88
	4/13/18	PHONE SERVICE	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	87.30

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	4/13/18	PHONE SERVICE	ELECTRIC	O-SOURCE MISC	68.15
	4/13/18	PHONE SERVICE	ELECTRIC	O-DISTR SUPER & ENG	52.44
	4/13/18	PHONE SERVICE	ELECTRIC	O-DISTR STATION EXPENS	120.59
	4/13/18	PHONE SERVICE	ELECTRIC	O-DISTR MISC	26.22
	4/13/18	PHONE SERVICE	ELECTRIC	ADMIN OFFICE SUPPLIES	63.14
	4/13/18	PHONE SERVICE	ELECTRIC	ACCTS-RECORDS & COLLEC	253.77
	4/13/18	PHONE SERVICE	ELECTRIC	ACCTS-ASSISTANCE	37.99_
				TOTAL:	1,458.70
HAIN SCOTT	4/13/18	REIMBURSE MILEAGE	WATER	O-SOURCE WELLS & SPRNG	242.20
	4/13/18	REIMBURSE MILEAGE	ELECTRIC	ADMIN OFFICE SUPPLIES	311.90_
				TOTAL:	554.10
HAWKINS INC	4/13/18	TREATMENT CHEMICAL	WATER	O-PURIFY	7,909.39_
				TOTAL:	7,909.39
KARL'S TV & APPLIANCE INC	4/13/18	BREAKROOM REFRIGERATOR	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	245.00
	4/13/18	BREAKROOM REFRIGERATOR	MUNICIPAL WASTEWAT	O-PURIFY MISC	244.99_
				TOTAL:	489.99
KHC CONSTRUCTION, INC	4/13/18	HIGH SERVICE PUMP STATION	WATER	FA PURIFY EQUIPMENT	113,796.02_
				TOTAL:	113,796.02
LEWIS & CLARK REGIONAL WATER SYSTEM IN	4/13/18	LOBBYING CHARGES-MN-1ST QT	WATER	O-SOURCE WELLS & SPRNG	1,601.00_
				TOTAL:	1,601.00
LOCATORS & SUPPLIES INC	4/13/18	PULL ROPE	ELECTRIC	O-DISTR MISC	293.92_
				TOTAL:	293.92
LOU'S GLOVES INC	4/13/18	NITRILE GLOVES	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	86.00
	4/13/18	NITRILE GLOVES	MUNICIPAL WASTEWAT	O-PURIFY MISC	86.00_
				TOTAL:	172.00
MARTHALER FORD OF WORTHINGTON	4/13/18	#204 OIL CHANGE	WATER	M-PUMPING	19.13
	4/13/18	#205 MIRROR REPLACEMENT	WATER	M-TRANS MAINS	190.18
	4/13/18	#206 OIL CHANGE	WATER	M-TRANS MAINS	24.23_
				TOTAL:	233.54
METERING & TECHNOLOGY SOLUTIONS	4/13/18	METER REPAIR SUPPLIES	WATER	M-DISTR METERS	2,245.90_
				TOTAL:	2,245.90
MINNESOTA DEPARTMENT OF PUBLIC SAFETY	4/13/18	TITLE FORFEITED/SEIZED VEH	GENERAL FUND	POLICE ADMINISTRATION	87.00_
				TOTAL:	87.00
MINNESOTA ENERGY RESOURCES CORP	4/13/18	GAS SERVICE	GENERAL FUND	GENERAL GOVT BUILDINGS	601.59
	4/13/18	GAS SERVICE	GENERAL FUND	FIRE ADMINISTRATION	719.86
	4/13/18	GAS SERVICE	GENERAL FUND	CENTER FOR ACTIVE LIVI	467.51
	4/13/18	GAS SERVICE	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	653.00_
				TOTAL:	2,441.96
MISCELLANEOUS V BRAMEL TERRY	4/13/18	CUSTOMER REBATES	ELECTRIC	CUSTOMER INSTALL EXPEN	50.00
KLINGENBERG RUTH	4/13/18	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	25.00
MARTIN MARTIN ALFREDO	4/13/18	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	NON-DEPARTMENTAL	249.61
MARTIN MARTIN ALFREDO	4/13/18	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	ACCTS-RECORDS & COLLEC	1.44
RAGASA DABASA	4/13/18	REFUND OF CREDITS-ACCTS FI	ELECTRIC	NON-DEPARTMENTAL	25.50_
				TOTAL:	351.55

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
MMBA	4/13/18	ANNUAL CONFERENCE	LIQUOR	O-GEN MISC	615.00_
				TOTAL:	615.00
MPCA	4/13/18	EMISSIONS FEE	ELECTRIC	O-SOURCE MISC	155.55_
				TOTAL:	155.55
NMC EXCHANGE LLC	4/13/18	SERVICE FORK LIFT	LIQUOR	O-GEN MISC	111.38_
				TOTAL:	111.38
NOBLES COUNTY	4/13/18	LIGHTING RETROFIT	ELECTRIC	CUSTOMER INSTALL EXPEN	420.00_
				TOTAL:	420.00
NOBLES COUNTY AUDITOR/TREASURER	4/13/18	DEED TAX-CTY DITCH 12	STORM WATER MANAGE	PROJECT #24	1,204.37_
				TOTAL:	1,204.37
PITNEY BOWES	4/13/18	MAILING SYSTEM QTRLY	WATER	ACCTS-RECORDS & COLLEC	356.56
	4/13/18	MAILING SYSTEM QTRLY	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	356.55
	4/13/18	MAILING SYSTEM QTRLY	ELECTRIC	ACCTS-RECORDS & COLLEC	713.12_
				TOTAL:	1,426.23
RESICO INC	4/13/18	STREET LIGHT POLES	ELECTRIC	FA DISTR ST LITE & SIG	28,594.77_
				TOTAL:	28,594.77
ROEMELING, DUSTIN	4/13/18	REIMBURSE USPCA NARCOTIC K	GENERAL FUND	POLICE ADMINISTRATION	87.68_
				TOTAL:	87.68
RUNNINGS SUPPLY INC-ACCT#9502440	4/13/18	RECEIVER PIN UNIT #330	MUNICIPAL WASTEWAT	O-PURIFY MISC	2.49
	4/13/18	MH PICK FOR UNIT #308	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	12.59
	4/13/18	12# SLEDGE HAMMER	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	37.99_
				TOTAL:	53.07
RUNNINGS SUPPLY INC-ACCT#9502485	4/13/18	ANTI-FREEZE	GENERAL FUND	PAVED STREETS	23.98
	4/13/18	UNIVERSAL JOINT	GENERAL FUND	PAVED STREETS	10.99
	4/13/18	OIL-SAWS	RECREATION	TREE REMOVAL	39.64
	4/13/18	#421 BOLTS, NUTS, WASHERS	AIRPORT	O-GEN MISC	15.62
	4/13/18	HANGAR CABLE	AIRPORT	O-GEN MISC	38.85
	4/13/18	HANGAR CABLE	AIRPORT	O-GEN MISC	62.04
	4/13/18	HANGAR CABLE	AIRPORT	O-GEN MISC	72.60_
				TOTAL:	263.72
SOUTHWEST HEARING TECHNOLOGIES INC	4/13/18	AUDIOMETRIC TESTING	WATER	O-DISTR MISC	60.00
	4/13/18	AUDIOMETRIC TESTING	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	20.00
	4/13/18	AUDIOMETRIC TESTING	MUNICIPAL WASTEWAT	O-PURIFY MISC	60.00
	4/13/18	AUDIOMETRIC TESTING	ELECTRIC	O-DISTR MISC	60.00_
				TOTAL:	200.00
STAR TRIBUNE	4/13/18	SUBSCRIPTION	GENERAL FUND	OTHER GEN GOVT MISC	315.12_
				TOTAL:	315.12
STUART C IRBY CO	4/13/18	STREET LIGHT LED LAMPS	ELECTRIC	FA DISTR ST LITE & SIG	310.00_
				TOTAL:	310.00
SUNSHINE INDUSTRIAL INC	4/13/18	DEMOLITION SAW BLADES	WATER	M-TRANS MAINS	402.00_
				TOTAL:	402.00
UNITED PARCEL SERVICE	4/13/18	INTERNET SHIPPING CHARGES	ELECTRIC	O-DISTR MISC	32.02

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
				TOTAL:	32.02
VANECKER PROMOTIONS LLC	4/13/18	BILLBOARD	LIQUOR	O-GEN MISC	801.57_
				TOTAL:	801.57
VERIZON WIRELESS	4/13/18	AIR CARDS	GENERAL FUND	POLICE ADMINISTRATION	630.37
	4/13/18	WIRELESS PHONE SERVICE	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	356.44_
				TOTAL:	986.81
VESSCO INC	4/13/18	FUSES-DIGESTER GAS LINE SH MUNICIPAL WASTEWAT		M-PURIFY EQUIPMENT	56.10_
				TOTAL:	56.10
WAL MART BUSINESS/SYNCB	4/13/18	OFFICE SUPPLIES	ELECTRIC	O-DISTR SUPER & ENG	45.90
	4/13/18	OFFICE SUPPLIES	ELECTRIC	O-DISTR SUPER & ENG	38.21_
				TOTAL:	84.11
WORTHINGTON BUILDING MATERIALS INC	4/13/18	DURASTAND-WW DEPARTMENT	GENERAL FUND	FIRE ADMINISTRATION	233.28
	4/13/18	KICK PLATES, ROBE HOOKS, D	GENERAL FUND	CENTER FOR ACTIVE LIVI	81.54
	4/13/18	KICK PLATES	GENERAL FUND	CENTER FOR ACTIVE LIVI	67.98-
	4/13/18	KICK PLATES	GENERAL FUND	CENTER FOR ACTIVE LIVI	59.98_
				TOTAL:	306.82
WORTHINGTON POSTMASTER	4/13/18	POSTAGE DUE ACCOUNT	ELECTRIC	ADMIN OFFICE SUPPLIES	28.74_
				TOTAL:	28.74

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

101	GENERAL FUND	3,335.38
202	MEMORIAL AUDITORIUM	712.43
207	PD TASK FORCE	356.44
229	RECREATION	39.64
601	WATER	127,164.29
602	MUNICIPAL WASTEWATER	11,279.31
604	ELECTRIC	36,131.49
606	STORM WATER MANAGEMENT	1,204.37
609	LIQUOR	1,794.04
612	AIRPORT	189.11

GRAND TOTAL: 182,206.50

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
ALLEN DISPLAY & STORE EQUIPMENT INC	4/20/18	OUTDOOR MESSAGE CENTER	RECREATION	PARK AREAS	483.95_
				TOTAL:	483.95
AMERICAN BOTTLING COMPANY	4/20/18	MIX	LIQUOR	NON-DEPARTMENTAL	122.94_
				TOTAL:	122.94
ANDERSON ALIGNMENT INC	4/20/18	#409 DIAGNOSE & REPAIR 2-S GENERAL FUND		PAVED STREETS	285.00
	4/20/18	#409 DIAGNOSE & REPAIR 2-S GENERAL FUND		PAVED STREETS	19.91
	4/20/18	#409 DIAGNOSE & REPAIR BAT GENERAL FUND		PAVED STREETS	95.00
	4/20/18	#409 DIAGNOSE & REPAIR BAT GENERAL FUND		PAVED STREETS	3.65
	4/20/18	#417 OIL CHANGE GENERAL FUND		PAVED STREETS	136.00
	4/20/18	#417 OIL CHANGE GENERAL FUND		PAVED STREETS	77.55
	4/20/18	#417 OIL CHANGE GENERAL FUND		PAVED STREETS	100.00
	4/20/18	#403 OIL CHANGE GENERAL FUND		PAVED STREETS	119.75
	4/20/18	#403 OIL CHANGE GENERAL FUND		PAVED STREETS	108.73
	4/20/18	#403 OIL CHANGE GENERAL FUND		PAVED STREETS	110.00
	4/20/18	#412 CYLINDER REPAIRS GENERAL FUND		PAVED STREETS	6.00
	4/20/18	#412 CYLINDER REPAIRS GENERAL FUND		ICE AND SNOW REMOVAL	50.00
	4/20/18	AIRPORT COURTESY CAR REPAI AIRPORT		O-GEN MISC	549.96
	4/20/18	AIRPORT COURTESY CAR REPAI AIRPORT		O-GEN MISC	727.46_
				TOTAL:	2,389.01
ARCTIC GLACIER USA INC	4/20/18	ICE	LIQUOR	NON-DEPARTMENTAL	82.43
	4/20/18	MIX	LIQUOR	NON-DEPARTMENTAL	36.53_
				TOTAL:	118.96
ARTISAN BEER COMPANY	4/20/18	BEER	LIQUOR	NON-DEPARTMENTAL	134.00
	4/20/18	BEER	LIQUOR	NON-DEPARTMENTAL	232.90
	4/20/18	BEER	LIQUOR	NON-DEPARTMENTAL	441.05_
				TOTAL:	807.95
BAHRS SMALL ENGINE	4/20/18	WEEDEATER HEADS	RECREATION	PARK AREAS	71.90_
				TOTAL:	71.90
BANNER ASSOCIATES INC	4/20/18	HIGH SERVICE PUMP STATION	WATER	FA PURIFY EQUIPMENT	7,924.39_
				TOTAL:	7,924.39
BAXTER'S FRAME WORKS AND BADGE FRAME	4/20/18	LIFESAVING AWARD	GENERAL FUND	POLICE ADMINISTRATION	148.76_
				TOTAL:	148.76
BELLBOY CORP	4/20/18	WINE	LIQUOR	NON-DEPARTMENTAL	176.00-
	4/20/18	MIX	LIQUOR	NON-DEPARTMENTAL	283.40
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	5.32_
				TOTAL:	112.72
BENSON TECHNICAL WORKS INC	4/20/18	QUARTERLY LIGHT VERIFICATI	AIRPORT	O-GEN MISC	624.25_
				TOTAL:	624.25
BEVERAGE WHOLESALERS INC	4/20/18	BEER	LIQUOR	NON-DEPARTMENTAL	3,039.00
	4/20/18	BEER	LIQUOR	NON-DEPARTMENTAL	6,191.10
	4/20/18	BEER	LIQUOR	NON-DEPARTMENTAL	7,792.45
	4/20/18	MIX	LIQUOR	NON-DEPARTMENTAL	128.00
	4/20/18	BEER	LIQUOR	NON-DEPARTMENTAL	6,115.63
	4/20/18	BEER	LIQUOR	NON-DEPARTMENTAL	4,088.55
	4/20/18	MIX	LIQUOR	NON-DEPARTMENTAL	19.20_
				TOTAL:	27,373.93

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
BHS MARKETING LLC	4/20/18	CHEMICALS	INDUSTRIAL WASTEWA	O-PURIFY MISC	8,231.94_
				TOTAL:	8,231.94
BOLTON & MENK INC	4/20/18	INDUSTRIAL WWTF REPORT	INDUSTRIAL WASTEWA	O-PURIFY MISC	1,670.00_
				TOTAL:	1,670.00
BREAKTHRU BEVERAGE MINNESOTA BEER LLC	4/20/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	3,035.99
	4/20/18	MIX	LIQUOR	NON-DEPARTMENTAL	102.70
	4/20/18	BEER	LIQUOR	NON-DEPARTMENTAL	365.90
	4/20/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	4,909.29
	4/20/18	WINE	LIQUOR	NON-DEPARTMENTAL	1,647.48
	4/20/18	BEER	LIQUOR	NON-DEPARTMENTAL	55.40
	4/20/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	2,158.07
	4/20/18	MIX	LIQUOR	NON-DEPARTMENTAL	41.91
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	29.99
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	89.80
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	42.55
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	27.05_
				TOTAL:	12,506.13
BROWNELLS INC	4/20/18	SIGHTS	GENERAL FUND	POLICE ADMINISTRATION	279.91_
				TOTAL:	279.91
BRUNTON ARCHITECTS AND ENGINEERS	4/20/18	PARK PAVILION PLAZA	RECREATION	PARK AREAS	15,158.76
	4/20/18	CENT PARK BEACH BATHHOUSE	RECREATION	PARK AREAS	13,149.76_
				TOTAL:	28,308.52
CBS SQUARED INC	4/20/18	PW FACILITY STUDY	GENERAL FUND	PAVED STREETS	4,119.95_
				TOTAL:	4,119.95
CHAMBER OF COMMERCE	4/20/18	SALUTE TO WOMEN BANQUET	GENERAL FUND	CLERK'S OFFICE	33.00
	4/20/18	SALUTE TO WOMEN BANQUET	GENERAL FUND	SECURITY CENTER	49.50
	4/20/18	SALUTE TO WOMEN BANQUET	GENERAL FUND	SECURITY CENTER	49.50
	4/20/18	SALUTE TO WOMEN BANQUET	GENERAL FUND	CODE ENFORCEMENT	33.00
	4/20/18	LODGING TAX-FEBRUARY	TOURISM PROMOTION	LODGING TAX/TOURISM	8,402.75_
				TOTAL:	8,567.75
CITY OF WORTHINGTON	4/20/18	GARBAGE TAG SALES-PETTY CA	GENERAL FUND	NON-DEPARTMENTAL	300.00_
				TOTAL:	300.00
CLARK EQUIPMENT CO	4/20/18	SNOWBLOWER	RECREATION	PARK AREAS	3,184.00_
				TOTAL:	3,184.00
COMMISSIONER OF TRANSPORTATION	4/20/18	HANGAR LOAN REPAYMENT	AIRPORT	NON-DEPARTMENTAL	920.00_
				TOTAL:	920.00
CONCRETE MATERIALS	4/20/18	COLD MIX	GENERAL FUND	PAVED STREETS	749.00_
				TOTAL:	749.00
COOPERATIVE ENERGY CO- ACCT # 5910807	4/20/18	HYDRAULIC OIL	GENERAL FUND	PAVED STREETS	116.60
	4/20/18	GASOLINE ENGINE OIL-SPRAYE	RECREATION	PARK AREAS	5.79_
				TOTAL:	122.39
COOPERATIVE ENERGY COMPANY 02642198	4/20/18	FUEL	GENERAL FUND	FIRE ADMINISTRATION	49.62
	4/20/18	FUEL	GENERAL FUND	FIRE ADMINISTRATION	49.00
	4/20/18	FUEL	GENERAL FUND	FIRE ADMINISTRATION	32.45

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	4/20/18	FUEL	GENERAL FUND	FIRE ADMINISTRATION	34.75_
				TOTAL:	165.82
CREDIT BUREAU OF NEW ULM	4/20/18	NEW EMPLOYEE CREDIT REPORT	GENERAL FUND	POLICE ADMINISTRATION	35.00_
				TOTAL:	35.00
DAKOTA RIGGERS & TOOL SUPPLY INC	4/20/18	ROPE	RECREATION	TREE REMOVAL	334.75_
				TOTAL:	334.75
DAKOTA SUPPLY GROUP INC	4/20/18	VALVES	IMPROVEMENT CONST	N CRAILSHEIM ROAD WATE	4,807.51
	4/20/18	VALVES	IMPROVEMENT CONST	W GATEWAY DR AREA WT E	12,083.35
	4/20/18	HEAD START SERVICE SUPPLIE	WATER	O-DIST UNDERGRND LINES	788.43
	4/20/18	DISTRIBUTION MAIN MAINT VA	WATER	M-TRANS MAINS	2,181.74
	4/20/18	VALVES	WATER	PROJECT #8	8,570.51
	4/20/18	VALVES	WATER	PROJECT #8	1,849.54
	4/20/18	GROND SLEEVES-2018 PROJECT	ELECTRIC	FA DISTR UNDRGRND COND	2,969.10_
				TOTAL:	33,250.18
DAVIS FURNITURE COMPANY LLC	4/20/18	AUDITORIUM SEATING DEPOSIT	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	66,659.94_
				TOTAL:	66,659.94
DEPARTMENT OF FINANCE	4/20/18	SEIZED PROPERTY-HALL	GENERAL FUND	POLICE ADMINISTRATION	242.50_
				TOTAL:	242.50
DEPUTY REGISTER #33	4/17/18	REGISTER/TITLE #18-39	GENERAL FUND	POLICE ADMINISTRATION	1,879.79
	4/17/18	REGISTER/TITLE #18-37	GENERAL FUND	POLICE ADMINISTRATION	1,879.79_
				TOTAL:	3,759.58
DESIGN TREE ENGINEERING	4/20/18	W GATEWAY DR SEWER/WATER E	IMPROVEMENT CONST	W GATEWAY DR SANITARY	1,995.75
	4/20/18	W GATEWAY DR SEWER/WATER E	IMPROVEMENT CONST	W GATEWAY DR AREA WT E	2,439.25_
				TOTAL:	4,435.00
DOLL DISTRIBUTING LLC	4/20/18	BEER	LIQUOR	NON-DEPARTMENTAL	5,989.60
	4/20/18	BEER	LIQUOR	NON-DEPARTMENTAL	128.00
	4/20/18	BEER	LIQUOR	NON-DEPARTMENTAL	128.00
	4/20/18	BEER,	LIQUOR	NON-DEPARTMENTAL	10,560.80
	4/20/18	MIX	LIQUOR	NON-DEPARTMENTAL	24.00
	4/20/18	BEER	LIQUOR	NON-DEPARTMENTAL	662.40
	4/20/18	BEER	LIQUOR	NON-DEPARTMENTAL	204.00-
	4/20/18	BBER	LIQUOR	NON-DEPARTMENTAL	4,269.50
	4/20/18	BEER	LIQUOR	NON-DEPARTMENTAL	672.45-
	4/20/18	BEER	LIQUOR	NON-DEPARTMENTAL	4,082.60
	4/20/18	BEER	LIQUOR	NON-DEPARTMENTAL	1,288.35-
	4/20/18	BEER	LIQUOR	NON-DEPARTMENTAL	1,083.60
	4/20/18	BEER	LIQUOR	NON-DEPARTMENTAL	7,122.10
	4/20/18	BEER	LIQUOR	NON-DEPARTMENTAL	45.91-
	4/20/18	BEER	LIQUOR	NON-DEPARTMENTAL	178.85-
				TOTAL:	31,661.04
DONALD F. LINSSSEN	4/20/18	RETIREE HEALTH PLAN PAYOUT	RETIREEES HEALTH IN	NON-DEPARTMENTAL	3,624.65_
				TOTAL:	3,624.65
DUININCK INC	4/20/18	SNOW REMOVAL 3/27/19	GENERAL FUND	ICE AND SNOW REMOVAL	1,040.00_
				TOTAL:	1,040.00
DULTMEIER SALES	4/20/18	SPRAYER PARTS	RECREATION	PARK AREAS	53.42

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	4/20/18	SPRAYER PARTS	RECREATION	PARK AREAS	192.52_
				TOTAL:	245.94
EARL F ANDERSEN INC- DIVISION OF SAFET	4/20/18	SIGN POSTS	GENERAL FUND	SIGNS AND SIGNALS	1,462.50_
				TOTAL:	1,462.50
ELK CENTER TRUCKING LLC	4/20/18	SNOW REMOVAL	GENERAL FUND	ICE AND SNOW REMOVAL	600.00
	4/20/18	SNOW REMOVAL	GENERAL FUND	ICE AND SNOW REMOVAL	480.00_
				TOTAL:	1,080.00
EMERGENCY AUTOMOTIVE TECHNOLOGY INC	4/20/18	MOUNTING BRACKET-DURANGO	GENERAL FUND	POLICE ADMINISTRATION	47.56_
				TOTAL:	47.56
FASTENAL COMPANY	4/20/18	SAFETY GLASSES	GENERAL FUND	PAVED STREETS	4.87
	4/20/18	BOLTS	GENERAL FUND	PAVED STREETS	5.89
	4/20/18	BOLTS	ELECTRIC	M-DISTR UNDERGRND LINE	9.52_
				TOTAL:	20.28
FIFE WATER SERVICES INC	4/20/18	CHEMICALS	INDUSTRIAL WASTEWA	O-PURIFY MISC	10,626.70_
				TOTAL:	10,626.70
FLAHERTY & HOOD PA	4/20/18	LEGAL FEES PD	GENERAL FUND	POLICE ADMINISTRATION	7,259.18
	4/20/18	LEGAL FEES LEAVE ISSUES	ELECTRIC	PROFESSIONAL SERVICES	385.00
	4/20/18	CTY DITCH 12 EMINENT DOMAI	STORM WATER MANAGE	PROJECT #24	8,484.88_
				TOTAL:	16,129.06
FORUM COMMUNICATIONS COMPANY	4/20/18	PLANNING COMMISSION	GENERAL FUND	ECONOMIC DEVELOPMENT	131.63
	4/20/18	SPRING CLEANUP	GENERAL FUND	TRASH PICKUP	450.00
	4/20/18	WOMENS EXPO	GENERAL FUND	CENTER FOR ACTIVE LIVI	210.00
	4/20/18	BIDS	IMPROVEMENT CONST	N CRAILSHEIM ROAD WATE	125.06
	4/20/18	BIDS	IMPROVEMENT CONST	N CRAILSHEIM RD SAN.SE	125.07
	4/20/18	SEALED BIDS	IMPROVEMENT CONST	W GATEWAY DR SANITARY	95.06
	4/20/18	SEALED BIDS	IMPROVEMENT CONST	W GATEWAY DR AREA WT E	95.07
	4/20/18	SEALED BIDS	STORM WATER MANAGE	PROJECT #24	224.25
	4/20/18	MARCH LIQUOR ADS	LIQUOR	O-GEN MISC	575.00_
				TOTAL:	2,031.14
FULL COMPASS SYSTEMS LTD	4/20/18	LIGHT SYSTEM	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	12,025.52
	4/20/18	LIGHT SYSTEM	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	12,025.52_
				TOTAL:	24,051.04
THE GLOBE	4/20/18	NEWSPAPERS	LIQUOR	NON-DEPARTMENTAL	30.72_
				TOTAL:	30.72
GOPHER STATE ONE CALL INC	4/20/18	ANNUAL FACILITY OPERATOR F WATER		O-DISTR MISC	12.50
	4/20/18	ANNUAL FACILITY OPERATOR F MUNICIPAL WASTEWAT		O-SOURCE MAINS & LIFTS	12.50
	4/20/18	ANNUAL FACILITY OPERATOR F ELECTRIC		O-DISTR MISC	25.00_
				TOTAL:	50.00
GRAHAM TIRE OF WORTHINGTON INC	4/20/18	OIL CHANGE BRDTF DURANGO	GENERAL FUND	POLICE ADMINISTRATION	8.29
	4/20/18	OIL CHANGE BRDTF DURANGO	GENERAL FUND	POLICE ADMINISTRATION	14.00_
				TOTAL:	22.29
GRAINGER	4/20/18	DUSK MASK	ELECTRIC	O-DISTR MISC	19.86
	4/20/18	FANS-GEN PLANT	ELECTRIC	O-DISTR MISC	93.24_
				TOTAL:	113.10

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
GS DIRECT INC	4/20/18	DRAFTING FILM	GENERAL FUND	ENGINEERING ADMIN	36.09_
				TOTAL:	36.09
HARMON MICHAEL	4/20/18	MMUA LEGISLATIVE CONF	ELECTRIC	ADMIN MISC	228.46_
				TOTAL:	228.46
HAWKINS INC	4/20/18	2 TONS CHLORINE	WATER	O-PURIFY	1,295.00_
				TOTAL:	1,295.00
KELLY HENKELS	4/20/18	ART CLASS 3/20/18	GENERAL FUND	CENTER FOR ACTIVE LIVI	146.82_
				TOTAL:	146.82
HOFFMAN GARY	4/20/18	MMUA LEGISLATIVE CONF	ELECTRIC	ADMIN MISC	347.12_
				TOTAL:	347.12
HOPE HAVEN INC	4/20/18	CAL CLEANING- FEB & MARCH	GENERAL FUND	CENTER FOR ACTIVE LIVI	1,083.34_
				TOTAL:	1,083.34
HY-VEE INC-61705	4/20/18	FORK LIFT FUEL	LIQUOR	O-GEN MISC	20.00_
				TOTAL:	20.00
INTEGRITY AVIATION INC	4/20/18	FBO MGMT FEE-APRIL	AIRPORT	O-GEN MISC	2,116.00_
				TOTAL:	2,116.00
INTL UNION LOCAL #49	4/20/18	UNION DUES	GENERAL FUND	NON-DEPARTMENTAL	82.47
	4/20/18	UNION DUES	GENERAL FUND	NON-DEPARTMENTAL	95.48
	4/20/18	UNION DUES	RECREATION	NON-DEPARTMENTAL	50.60
	4/20/18	UNION DUES	RECREATION	NON-DEPARTMENTAL	42.26
	4/20/18	UNION DUES	IMPROVEMENT CONST	NON-DEPARTMENTAL	13.75
	4/20/18	UNION DUES	IMPROVEMENT CONST	NON-DEPARTMENTAL	14.74
	4/20/18	UNION DUES	WATER	NON-DEPARTMENTAL	87.73
	4/20/18	UNION DUES	WATER	NON-DEPARTMENTAL	86.60
	4/20/18	UNION DUES	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	120.82
	4/20/18	UNION DUES	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	120.94
	4/20/18	UNION DUES	STORM WATER MANAGE	NON-DEPARTMENTAL	19.61
	4/20/18	UNION DUES	STORM WATER MANAGE	NON-DEPARTMENTAL	6.89
	4/20/18	UNION DUES	AIRPORT	NON-DEPARTMENTAL	4.52
	4/20/18	UNION DUES	AIRPORT	NON-DEPARTMENTAL	12.59_
				TOTAL:	759.00
IOWA INFORMATION INC	4/20/18	7 PACK ADS	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	139.90_
				TOTAL:	139.90
JERRY'S AUTO SUPPLY	4/20/18	HEAD LIGHTS	GENERAL FUND	PAVED STREETS	33.16
	4/20/18	#410, #407 DIESEL EXHAUST	GENERAL FUND	PAVED STREETS	21.98
	4/20/18	DIESEL EXHAUST FLUID	GENERAL FUND	PAVED STREETS	39.92
	4/20/18	ANTIFREEZE	GENERAL FUND	PAVED STREETS	7.49
	4/20/18	OIL DRY	GENERAL FUND	PAVED STREETS	18.58
	4/20/18	FITTINGS #409	GENERAL FUND	PAVED STREETS	9.04
	4/20/18	SPRAYER	RECREATION	PARK AREAS	4.69_
				TOTAL:	134.86
JOHNSON BROTHERS LIQUOR CO	4/20/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	14,071.55
	4/20/18	WINE	LIQUOR	NON-DEPARTMENTAL	600.00
	4/20/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	6,703.78
	4/20/18	WINE	LIQUOR	NON-DEPARTMENTAL	1,388.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	4/20/18	WINE	LIQUOR	NON-DEPARTMENTAL	24.00
	4/20/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	3,219.82
	4/20/18	WINE	LIQUOR	NON-DEPARTMENTAL	1,779.25
	4/20/18	MIX	LIQUOR	NON-DEPARTMENTAL	41.35
	4/20/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	2,933.45
	4/20/18	WINE	LIQUOR	NON-DEPARTMENTAL	897.78
	4/20/18	MIX	LIQUOR	NON-DEPARTMENTAL	41.35
	4/20/18	WINE	LIQUOR	NON-DEPARTMENTAL	336.75
	4/20/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	1,008.00
	4/20/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	667.00
	4/20/18	WINE	LIQUOR	NON-DEPARTMENTAL	46.90-
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	308.95
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	8.45
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	70.87
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	52.39
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	41.40
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	72.66
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	31.82
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	36.33
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	6.76
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	3.38
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	1.69-
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	0.29-
				TOTAL:	34,296.21
DBA KJOE	4/20/18	MARCH ADS	LIQUOR	O-GEN MISC	165.00_
				TOTAL:	165.00
LAW ENF LABOR SERV INC #4	4/20/18	UNION DUES	GENERAL FUND	NON-DEPARTMENTAL	490.00
	4/20/18	UNION DUES	GENERAL FUND	NON-DEPARTMENTAL	490.00_
				TOTAL:	980.00
LAWNS PLUS	4/20/18	SNOW REMOVAL MARCH	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	375.00_
				TOTAL:	375.00
LINDBERG CONSTRUCTION LLC	4/20/18	PAINTING WALLS AT EVENT CE	EVENT CENTER	EVENT CENTER	2,539.00_
				TOTAL:	2,539.00
MALLOY ELECTRIC BEARING SUPPLY	4/20/18	RECONDITION COMPRESSOR MOT	INDUSTRIAL WASTEWA	O-PURIFY MISC	2,726.98_
				TOTAL:	2,726.98
MALTERS SHEPHERD & VON HOLTUM	4/20/18	LEGAL FEES	GENERAL FUND	CITY ATTORNEY	1,086.00
	4/20/18	LEGAL FEES	GENERAL FUND	CITY ATTORNEY	45.00
	4/20/18	LEGAL FEES	GENERAL FUND	CITY ATTORNEY	207.00
	4/20/18	LEGAL FEES	GENERAL FUND	CITY ATTORNEY	702.00
	4/20/18	LEGAL FEES	MUNICIPAL WASTEWAT	PROFESSIONAL SERVICES	334.00_
				TOTAL:	2,374.00
MARCO	4/20/18	COPIER SERVICE-KONICA A61E	GENERAL FUND	SECURITY CENTER	134.48
	4/20/18	COPIER SERVICE-KONICA A61E	GENERAL FUND	SECURITY CENTER	134.47
	4/20/18	COPIER SERVICE-BIZHUB 284E	DATA PROCESSING	COPIER/FAX	78.26_
				TOTAL:	347.21
MARKS TOWING & REPAIR OF WORTHINGTON I	4/20/18	TOW 2018-1959	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	75.00_
				TOTAL:	75.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
MARTHALER FORD OF WORTHINGTON	4/20/18	14-29 FRONT BRAKE PADS & R	GENERAL FUND	POLICE ADMINISTRATION	246.29
	4/20/18	14-29 FRONT BRAKE PADS & R	GENERAL FUND	POLICE ADMINISTRATION	145.00
	4/20/18	#15-24 OIL CHANGE	GENERAL FUND	POLICE ADMINISTRATION	14.10
	4/20/18	#15-24 OIL CHANGE	GENERAL FUND	POLICE ADMINISTRATION	5.03
				TOTAL:	410.42
MCCUEN WELDING & MACHINING INC	4/20/18	STREET LIGHT POLE WELDING	ELECTRIC	M-DISTR ST LITE & SIG	192.10
				TOTAL:	192.10
MCCUEN, JOSHUA W	4/20/18	BCA CLASSES	GENERAL FUND	POLICE ADMINISTRATION	39.30
	4/20/18	BCA CLASSES	GENERAL FUND	POLICE ADMINISTRATION	110.93
				TOTAL:	150.23
MEDIACOM	4/20/18	HIGH SPEED INTERNET	GENERAL FUND	PAVED STREETS	109.95
				TOTAL:	109.95
METERING & TECHNOLOGY SOLUTIONS	4/20/18	METER REPAIR SUPPLIES	WATER	M-DISTR METERS	130.96
				TOTAL:	130.96
MID CENTRAL DOOR	4/20/18	KEY FOBS	GENERAL FUND	CENTER FOR ACTIVE LIVI	296.00
				TOTAL:	296.00
MINNESOTA BENEFIT ASSOCIATION	4/20/18	MN BENEFITS	GENERAL FUND	NON-DEPARTMENTAL	71.92
	4/20/18	MN BENEFITS	GENERAL FUND	NON-DEPARTMENTAL	71.92
	4/20/18	MN BENEFITS	GENERAL FUND	NON-DEPARTMENTAL	70.65
	4/20/18	MN BENEFITS	GENERAL FUND	NON-DEPARTMENTAL	70.65
	4/20/18	INSURANCE	GENERAL FUND	PAVED STREETS	62.85
	4/20/18	INSURANCE	GENERAL FUND	PUBLIC WORK SHOP	82.17
	4/20/18	INSURANCE	GENERAL FUND	ICE AND SNOW REMOVAL	32.63
	4/20/18	MN BENEFITS	RECREATION	NON-DEPARTMENTAL	26.42
	4/20/18	MN BENEFITS	RECREATION	NON-DEPARTMENTAL	26.42
	4/20/18	MN BENEFITS	RECREATION	NON-DEPARTMENTAL	1.75
	4/20/18	MN BENEFITS	RECREATION	NON-DEPARTMENTAL	1.75
	4/20/18	MN BENEFITS	WATER	NON-DEPARTMENTAL	4.79
	4/20/18	MN BENEFITS	WATER	NON-DEPARTMENTAL	4.79
	4/20/18	INSURANCE	WATER	GENERAL ADMIN	32.07
	4/20/18	MN BENEFITS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	112.72
	4/20/18	MN BENEFITS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	113.03
	4/20/18	MN BENEFITS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	100.64
	4/20/18	MN BENEFITS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	100.93
	4/20/18	INSURANCE	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	0.01
	4/20/18	INSURANCE	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	0.01
	4/20/18	INSURANCE	MUNICIPAL WASTEWAT	GENERAL ADMIN	25.66
	4/20/18	MN BENEFITS	ELECTRIC	NON-DEPARTMENTAL	37.22
	4/20/18	MN BENEFITS	ELECTRIC	NON-DEPARTMENTAL	37.22
	4/20/18	INSURANCE	ELECTRIC	O-SOURCE SUPER & ENG	9.76
	4/20/18	INSURANCE	ELECTRIC	O-DISTR SUPER & ENG	175.66
	4/20/18	INSURANCE	ELECTRIC	M-SOURCE SUPER & ENF	9.76
	4/20/18	INSURANCE	ELECTRIC	GENERAL ADMIN	156.11
	4/20/18	MN BENEFITS	STORM WATER MANAGE	NON-DEPARTMENTAL	2.95
	4/20/18	MN BENEFITS	STORM WATER MANAGE	NON-DEPARTMENTAL	2.64
	4/20/18	MN BENEFITS	STORM WATER MANAGE	NON-DEPARTMENTAL	2.77
	4/20/18	MN BENEFITS	STORM WATER MANAGE	NON-DEPARTMENTAL	2.48
	4/20/18	MN BENEFITS	LIQUOR	NON-DEPARTMENTAL	21.51
	4/20/18	MN BENEFITS	LIQUOR	NON-DEPARTMENTAL	21.51
	4/20/18	INSURANCE	AIRPORT	O-GEN MISC	15.70

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
				TOTAL:	1,509.07
MINNESOTA CHILD SUPPORT PAYMENT CTR	4/20/18	SUPPORT ORDER	GENERAL FUND	NON-DEPARTMENTAL	165.21
	4/20/18	SUPPORT ORDER	STORM WATER MANAGE	NON-DEPARTMENTAL	8.64
	4/20/18	SUPPORT ORDER	AIRPORT	NON-DEPARTMENTAL	15.35_
				TOTAL:	189.20
MINNESOTA ENERGY RESOURCES CORP	4/20/18	GAS SERVICE	GENERAL FUND	PAVED STREETS	229.00
	4/20/18	GAS SERVICE	RECREATION	PARK AREAS	516.91
	4/20/18	GAS SERVICE	WATER	O-DISTR MISC	229.00
	4/20/18	GAS SERVICE	WATER	O-DISTR MISC	85.36
	4/20/18	GAS SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	76.32
	4/20/18	GAS SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	90.67
	4/20/18	GAS SERVICE	ELECTRIC	O-DISTR MISC	245.89
	4/20/18	GAS SERVICE	ELECTRIC	O-DISTR MISC	97.36
	4/20/18	GAS SERVICE	LIQUOR	O-GEN MISC	286.39_
				TOTAL:	1,856.90
MINNESOTA MUNICIPAL UTILITIES ASSOC	4/20/18	OSHA SAFETY PROGRAM	GENERAL FUND	ADMINISTRATION	197.08
	4/20/18	OSHA SAFETY PROGRAM	GENERAL FUND	ENGINEERING ADMIN	361.31
	4/20/18	OSHA SAFETY PROGRAM	GENERAL FUND	ECONOMIC DEVELOPMENT	229.92
	4/20/18	OSHA SAFETY PROGRAM	GENERAL FUND	POLICE ADMINISTRATION	2,167.86
	4/20/18	OSHA SAFETY PROGRAM	GENERAL FUND	FIRE ADMINISTRATION	2,364.94
	4/20/18	SAFETY WORKSHOP-NICKEL	GENERAL FUND	PAVED STREETS	225.00
	4/20/18	OSHA SAFETY PROGRAM	GENERAL FUND	PAVED STREETS	65.69
	4/20/18	OSHA SAFETY PROGRAM	GENERAL FUND	PAVED STREETS	328.46
	4/20/18	OSHA SAFETY PROGRAM	GENERAL FUND	CODE ENFORCEMENT	65.69
	4/20/18	OSHA SAFETY PROGRAM	RECREATION	PARK AREAS	394.16
	4/20/18	SAFETY MGMT PROGRAM-2ND QT	WATER	O-DISTR MISC	1,533.96
	4/20/18	SAFETY MGMT PROGRAM-2ND QT	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	790.22
	4/20/18	SAFETY MGMT PROGRAM-2ND QT	MUNICIPAL WASTEWAT	O-PURIFY MISC	790.22
	4/20/18	SAFETY MGMT PROGRAM-2ND QT	ELECTRIC	O-DISTR MISC	1,533.97
	4/20/18	ELECTRIC UTILITY MEMBER DU	ELECTRIC	ADMIN MISC	7,096.00
	4/20/18	OSHA SAFETY PROGRAM	LIQUOR	O-GEN MISC	197.08
	4/20/18	OSHA SAFETY PROGRAM	DATA PROCESSING	DATA PROCESSING	262.77_
				TOTAL:	18,604.33
MINNESOTA WEST COMM AND TECH COLLEGE	4/20/18	WORK STUDY - 1/24-3/20/18	GENERAL FUND	CODE ENFORCEMENT	107.50_
				TOTAL:	107.50
MISCELLANEOUS V FRIED EMMA	4/20/18	REFUND OF DEPOSITS-ACCTS F	WATER	NON-DEPARTMENTAL	45.00
FRIED EMMA	4/20/18	REFUND OF DEPOSITS-ACCTS F	WATER	ACCTS-RECORDS & COLLEC	0.21
FRIED EMMA	4/20/18	REFUND OF DEPOSITS-ACCTS F	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	7.04
FRIED EMMA	4/20/18	REFUND OF DEPOSITS-ACCTS F	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	0.25
FRIED EMMA	4/20/18	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	NON-DEPARTMENTAL	95.00
FRIED EMMA	4/20/18	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	ACCTS-RECORDS & COLLEC	0.43
HARTWIG MITCHELL G	4/20/18	REFUND OF DEPOSITS-ACCTS F	WATER	NON-DEPARTMENTAL	45.00
HARTWIG MITCHELL G	4/20/18	REFUND OF DEPOSITS-ACCTS F	WATER	ACCTS-RECORDS & COLLEC	0.21
HARTWIG MITCHELL G	4/20/18	REFUND OF DEPOSITS-ACCTS F	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	18.02
HARTWIG MITCHELL G	4/20/18	REFUND OF DEPOSITS-ACCTS F	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	0.26
HARTWIG MITCHELL G	4/20/18	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	NON-DEPARTMENTAL	95.00
HARTWIG MITCHELL G	4/20/18	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	ACCTS-RECORDS & COLLEC	0.45_
				TOTAL:	306.87
MORGAN CREEK VINEYARDS	4/20/18	WINE	LIQUOR	NON-DEPARTMENTAL	84.00_
				TOTAL:	84.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
MORROW MICHEAL	4/20/18	REIMBURSE WATER OPERATOR S WATER		O-DISTR MISC	60.00_
				TOTAL:	60.00
NCPERS MINNESOTA 851801	4/20/18	LIFE INS	GENERAL FUND	NON-DEPARTMENTAL	163.18
	4/20/18	LIFE INS	GENERAL FUND	NON-DEPARTMENTAL	160.53
	4/20/18	J FARAGHER INSURANCE	GENERAL FUND	NON-DEPARTMENTAL	16.00
	4/20/18	LIFE INS	MEMORIAL AUDITORIUM	NON-DEPARTMENTAL	8.00
	4/20/18	LIFE INS	MEMORIAL AUDITORIUM	NON-DEPARTMENTAL	8.00
	4/20/18	LIFE INS	RECREATION	NON-DEPARTMENTAL	19.50
	4/20/18	LIFE INS	RECREATION	NON-DEPARTMENTAL	18.19
	4/20/18	LIFE INS	PIR/TRUNKS	NON-DEPARTMENTAL	3.59
	4/20/18	LIFE INS	PIR/TRUNKS	NON-DEPARTMENTAL	3.56
	4/20/18	LIFE INS	IMPROVEMENT CONST	NON-DEPARTMENTAL	6.38
	4/20/18	LIFE INS	IMPROVEMENT CONST	NON-DEPARTMENTAL	0.88-
	4/20/18	LIFE INS	WATER	NON-DEPARTMENTAL	18.79
	4/20/18	LIFE INS	WATER	NON-DEPARTMENTAL	18.38
	4/20/18	LIFE INS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	27.47
	4/20/18	LIFE INS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	27.32
	4/20/18	LIFE INS	ELECTRIC	NON-DEPARTMENTAL	36.04
	4/20/18	LIFE INS	ELECTRIC	NON-DEPARTMENTAL	35.96
	4/20/18	LIFE INS	STORM WATER MANAGE	NON-DEPARTMENTAL	5.05
	4/20/18	LIFE INS	STORM WATER MANAGE	NON-DEPARTMENTAL	0.30
	4/20/18	LIFE INS	LIQUOR	NON-DEPARTMENTAL	16.00
	4/20/18	LIFE INS	LIQUOR	NON-DEPARTMENTAL	16.00
	4/20/18	LIFE INS	AIRPORT	NON-DEPARTMENTAL	0.64
	4/20/18	LIFE INS	DATA PROCESSING	NON-DEPARTMENTAL	16.00
	4/20/18	LIFE INS	DATA PROCESSING	NON-DEPARTMENTAL	16.00_
				TOTAL:	640.00
NOBLES COOPERATIVE ELECTRIC	4/20/18	ELECTRIC SERVICE	GENERAL FUND	SECURITY CENTER	7.50
	4/20/18	ELECTRIC SERVICE	GENERAL FUND	SECURITY CENTER	7.50
	4/20/18	ELECTRIC SERVICE	RECREATION	GOLF COURSE-GREEN	32.00
	4/20/18	BACKUP ELECTRICITY	INDUSTRIAL WASTEWAT	O-PURIFY MISC	108.40
	4/20/18	ELECTRIC SERVICE	AIRPORT	O-GEN MISC	37.64_
				TOTAL:	193.04
NOBLES COUNTY ATTORNEY	4/20/18	SEIZED PROPERTY-HALL	GENERAL FUND	POLICE ADMINISTRATION	485.00_
				TOTAL:	485.00
NOBLES COUNTY AUDITOR/TREASURER	4/20/18	1ST QTR SECURITY BLDG	GENERAL FUND	SECURITY CENTER	39.12
	4/20/18	1ST QTR SECURITY BLDG	GENERAL FUND	SECURITY CENTER	2,890.98
	4/20/18	1ST QTR SECURITY BLDG	GENERAL FUND	SECURITY CENTER	340.07
	4/20/18	1ST QTR SECURITY BLDG	GENERAL FUND	SECURITY CENTER	8,828.83
	4/20/18	1ST QTR SECURITY BLDG	GENERAL FUND	SECURITY CENTER	69.23
	4/20/18	1ST QTR SECURITY BLDG	GENERAL FUND	SECURITY CENTER	3,319.89
	4/20/18	1ST QTR SECURITY BLDG	GENERAL FUND	SECURITY CENTER	740.00
	4/20/18	1ST QTR SECURITY BLDG	GENERAL FUND	SECURITY CENTER	1,706.04
	4/20/18	1ST QTR SECURITY BLDG	GENERAL FUND	SECURITY CENTER	1,997.10
	4/20/18	1ST QTR SECURITY BLDG	GENERAL FUND	SECURITY CENTER	32.78
	4/20/18	1ST QTR SECURITY BLDG	GENERAL FUND	SECURITY CENTER	2,739.47
	4/20/18	1ST QTR SECURITY BLDG	GENERAL FUND	SECURITY CENTER	4,339.65
	4/20/18	1ST QTR SECURITY BLDG	GENERAL FUND	SECURITY CENTER	252.05
	4/20/18	1ST QTR SECURITY BLDG	GENERAL FUND	SECURITY CENTER	11.54
	4/20/18	1ST QTR SECURITY BLDG	GENERAL FUND	SECURITY CENTER	1,098.19
	4/20/18	LEASE PAYMENT UTILITIES	WATER	O-DISTR RENTS	152.11
	4/20/18	LEASE PAYMENT UTILITIES	WATER	ADMIN RENT	304.23

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4/20/18	LEASE PAYMENT UTILITIES	MUNICIPAL WASTEWAT	O-PURIFY MISC	121.69
	4/20/18	LEASE PAYMENT UTILITIES	MUNICIPAL WASTEWAT	ADMIN RENT	243.38
	4/20/18	LEASE PAYMENT UTILITIES	ELECTRIC	O-DISTR RENTS	730.14
	4/20/18	LEASE PAYMENT UTILITIES	ELECTRIC	ADMIN RENT	1,490.71
				TOTAL:	31,447.20
ONE OFFICE SOURCE	4/20/18	POST-IT NOTES, BINDER CLIP	GENERAL FUND	CLERK'S OFFICE	15.02
	4/20/18	LEDGER PAPER, POST-ITS	GENERAL FUND	ENGINEERING ADMIN	29.09
	4/20/18	LEDGER PAPER, POST-ITS	GENERAL FUND	ECONOMIC DEVELOPMENT	29.09
	4/20/18	VACUUM, BAGS, TOWELS	GENERAL FUND	GENERAL GOVT BUILDINGS	297.61
	4/20/18	CUPS	GENERAL FUND	GENERAL GOVT BUILDINGS	68.09
	4/20/18	CARTRIDGE	GENERAL FUND	POLICE ADMINISTRATION	44.37
	4/20/18	DVD-R	GENERAL FUND	POLICE ADMINISTRATION	35.19
	4/20/18	CLEAR PLASTIC PIECES	LIQUOR	O-GEN MISC	215.60
	4/20/18	COPIER- SERIAL #63014318	LIQUOR	O-GEN MISC	1,901.00
	4/20/18	CARTRIDGE, RIBBON	DATA PROCESSING	DATA PROCESSING	131.14
	4/20/18	BATTERIES, RIBBON	DATA PROCESSING	DATA PROCESSING	27.79
				TOTAL:	2,793.99
OPG-3 INC	4/20/18	ANNUAL LASERFICHE	DATA PROCESSING	DATA PROCESSING	1,754.00
				TOTAL:	1,754.00
PAUSTIS & SONS	4/20/18	WINE	LIQUOR	NON-DEPARTMENTAL	724.50
	4/20/18	WINE	LIQUOR	NON-DEPARTMENTAL	594.00
	4/20/18	WINE	LIQUOR	NON-DEPARTMENTAL	433.25
	4/20/18	WINE	LIQUOR	NON-DEPARTMENTAL	39.68
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	5.25
				TOTAL:	1,717.32
PEIL BRANDON	4/20/18	REIMBURSE MISSING PERSONS/	GENERAL FUND	POLICE ADMINISTRATION	26.22
	4/20/18	REIMBURSE MISSING PERSONS/	GENERAL FUND	POLICE ADMINISTRATION	19.68
				TOTAL:	45.90
MN PEIP	4/20/18	HEALTH INS PREMIUM	GENERAL FUND	NON-DEPARTMENTAL	6,813.15
	4/20/18	HEALTH INS PREMIUM	GENERAL FUND	NON-DEPARTMENTAL	6,873.81
	4/20/18	HEALTH INSURANCE APRIL FOR	GENERAL FUND	NON-DEPARTMENTAL	1,784.32
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	MAYOR AND COUNCIL	599.58
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	MAYOR AND COUNCIL	599.58
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	ADMINISTRATION	700.47
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	ADMINISTRATION	700.47
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	CLERK'S OFFICE	834.24
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	CLERK'S OFFICE	846.77
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	ACCOUNTING	700.60
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	ACCOUNTING	700.60
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	ENGINEERING ADMIN	719.41
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	ENGINEERING ADMIN	1,015.56
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	ECONOMIC DEVELOPMENT	1,283.66
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	ECONOMIC DEVELOPMENT	1,105.89
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	GENERAL GOVT BUILDINGS	112.42
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	GENERAL GOVT BUILDINGS	112.42
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	POLICE ADMINISTRATION	11,932.70
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	POLICE ADMINISTRATION	11,900.78
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	POLICE ADMINISTRATION	31.92
	4/20/18	BOMGAARS INSURANCE APRIL F	GENERAL FUND	POLICE ADMINISTRATION	1,400.94
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	SECURITY CENTER	2,494.73
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	SECURITY CENTER	2,494.67

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	SECURITY CENTER	2,494.73
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	SECURITY CENTER	2,494.67
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	ANIMAL CONTROL ENFORCE	149.90
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	ANIMAL CONTROL ENFORCE	149.90
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	PAVED STREETS	689.69
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	PAVED STREETS	208.02-
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	PUBLIC WORK SHOP	154.61
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	PUBLIC WORK SHOP	8.40
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	ICE AND SNOW REMOVAL	184.36
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	ICE AND SNOW REMOVAL	8.57-
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	CODE ENFORCEMENT	302.87
	4/20/18	HEALTH INS PREM-49	GENERAL FUND	CODE ENFORCEMENT	302.87
	4/20/18	HEALTH INS PREMIUM	MEMORIAL AUDITORIUM	NON-DEPARTMENTAL	74.95
	4/20/18	HEALTH INS PREMIUM	MEMORIAL AUDITORIUM	NON-DEPARTMENTAL	74.95
	4/20/18	HEALTH INS PREM-49	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	299.79
	4/20/18	HEALTH INS PREM-49	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	299.79
	4/20/18	HEALTH INS PREMIUM	RECREATION	NON-DEPARTMENTAL	303.33
	4/20/18	HEALTH INS PREMIUM	RECREATION	NON-DEPARTMENTAL	300.20
	4/20/18	HEALTH INS PREM-49	RECREATION	PARK AREAS	502.86
	4/20/18	HEALTH INS PREM-49	RECREATION	PARK AREAS	700.47
	4/20/18	HEALTH INS PREM-49	RECREATION	TREE REMOVAL	210.14
	4/20/18	HEALTH INS PREMIUM	ECONOMIC DEV AUTHO	NON-DEPARTMENTAL	0.52
	4/20/18	HEALTH INS PREMIUM	ECONOMIC DEV AUTHO	NON-DEPARTMENTAL	0.52
	4/20/18	HEALTH INS PREM-49	ECONOMIC DEV AUTHO	TRAINING/TESTING CENTE	37.47
	4/20/18	HEALTH INS PREM-49	ECONOMIC DEV AUTHO	TRAINING/TESTING CENTE	37.47
	4/20/18	HEALTH INS PREMIUM	PIR/TRUNKS	NON-DEPARTMENTAL	61.30
	4/20/18	HEALTH INS PREMIUM	PIR/TRUNKS	NON-DEPARTMENTAL	60.85
	4/20/18	HEALTH INS PREM-49	PIR/TRUNKS	SP ASSESS-ADMIN ESCROW	245.20
	4/20/18	HEALTH INS PREM-49	PIR/TRUNKS	SP ASSESS-ADMIN ESCROW	243.41
	4/20/18	HEALTH INS PREMIUM	IMPROVEMENT CONST	NON-DEPARTMENTAL	98.25
	4/20/18	HEALTH INS PREMIUM	IMPROVEMENT CONST	NON-DEPARTMENTAL	45.26
	4/20/18	HEALTH INS PREM-49	IMPROVEMENT CONST	VIKING RD-DIAGONAL ROA	35.02
	4/20/18	HEALTH INS PREM-49	IMPROVEMENT CONST	BRIARWOOD DRIVE-PINEWO	52.54
	4/20/18	HEALTH INS PREM-49	IMPROVEMENT CONST	HOMEWOOD AVE-WITHIN HO	8.76
	4/20/18	HEALTH INS PREM-49	IMPROVEMENT CONST	PINEWOOD,OAKWOOD&BRIAR	87.56
	4/20/18	HEALTH INS PREM-49	IMPROVEMENT CONST	GREENVIEW&HOMEWOOD-MIL	70.05
	4/20/18	HEALTH INS PREM-49	IMPROVEMENT CONST	HOMEWOOD HILLS SIDEWAL	105.07
	4/20/18	HEALTH INS PREM-49	IMPROVEMENT CONST	HOMEWOOD HILLS SIDEWAL	43.78
	4/20/18	HEALTH INS PREM-49	IMPROVEMENT CONST	2017 DIAGONAL RD OVERL	8.76
	4/20/18	HEALTH INS PREM-49	IMPROVEMENT CONST	2017 DIAGONAL RD OVERL	35.02
	4/20/18	HEALTH INS PREM-49	IMPROVEMENT CONST	2017 DIAGONAL RD OVERL	6.84
	4/20/18	HEALTH INS PREM-49	IMPROVEMENT CONST	10TH AVE BRIDGE & ST R	48.69
	4/20/18	HEALTH INS PREM-49	IMPROVEMENT CONST	N CRAILSHEIM ROAD WATE	17.51
	4/20/18	HEALTH INS PREM-49	IMPROVEMENT CONST	N CRAILSHEIM ROAD WATE	17.51
	4/20/18	HEALTH INS PREM-49	IMPROVEMENT CONST	N CRAILSHEIM RD SAN.SE	17.51
	4/20/18	HEALTH INS PREM-49	IMPROVEMENT CONST	N CRAILSHEIM RD SAN.SE	17.51
	4/20/18	HEALTH INS PREM-49	IMPROVEMENT CONST	W GATEWAY DR SANITARY	78.80
	4/20/18	HEALTH INS PREM-49	IMPROVEMENT CONST	W GATEWAY DR SANITARY	43.78
	4/20/18	HEALTH INS PREM-49	IMPROVEMENT CONST	W GATEWAY DR AREA WT E	105.07
	4/20/18	HEALTH INS PREM-49	IMPROVEMENT CONST	W GATEWAY DR AREA WT E	43.78
	4/20/18	HEALTH INS PREMIUM	WATER	NON-DEPARTMENTAL	384.51
	4/20/18	HEALTH INS PREMIUM	WATER	NON-DEPARTMENTAL	112.27
	4/20/18	HEALTH INS PREM-49	WATER	O-SOURCE WELLS & SPRNG	12.51
	4/20/18	HEALTH INS PREM-49	WATER	O-DISTR SUPER AND ENG	546.98
	4/20/18	HEALTH INS PREM-49	WATER	O-DISTR SUPER AND ENG	546.98
	4/20/18	HEALTH INS PREM-49	WATER	O-DISTR MISC	14.99

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	4/20/18	HEALTH INS PREM-49	WATER	O-DISTR MISC	14.99
	4/20/18	HEALTH INS PREM-49	WATER	GENERAL ADMIN	82.05
	4/20/18	HEALTH INS PREM-49	WATER	GENERAL ADMIN	74.54
	4/20/18	HEALTH INS PREM-49	WATER	ADMIN OFFICE SUPPLIES	3.13
	4/20/18	HEALTH INS PREM-49	WATER	ACCTS-METER READING	218.79
	4/20/18	HEALTH INS PREM-49	WATER	ACCTS-METER READING	164.09
	4/20/18	HEALTH INS PREM-49	WATER	ACCTS-RECORDS & COLLEC	169.25
	4/20/18	HEALTH INS PREM-49	WATER	ACCTS-RECORDS & COLLEC	169.25
	4/20/18	HEALTH INS PREM-49	WATER	PROJECT #8	61.29
	4/20/18	HEALTH INS PREMIUM	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	92.24
	4/20/18	HEALTH INS PREMIUM	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	139.00
	4/20/18	HEALTH INSURANCE APRIL FOR	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	200.60
	4/20/18	HEALTH INS PREM-49	MUNICIPAL WASTEWAT	O-SOURCE SUPERVISION	164.09
	4/20/18	HEALTH INS PREM-49	MUNICIPAL WASTEWAT	O-SOURCE SUPERVISION	164.09
	4/20/18	HEALTH INS PREM-49	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	382.89
	4/20/18	HEALTH INS PREM-49	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	382.89
	4/20/18	HEALTH INS PREM-49	MUNICIPAL WASTEWAT	O-PURIFY MISC	14.99
	4/20/18	HEALTH INS PREM-49	MUNICIPAL WASTEWAT	O-PURIFY MISC	14.99
	4/20/18	HEALTH INS PREM-49	MUNICIPAL WASTEWAT	GENERAL ADMIN	65.64
	4/20/18	HEALTH INS PREM-49	MUNICIPAL WASTEWAT	GENERAL ADMIN	59.63
	4/20/18	HEALTH INS PREM-49	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	3.13
	4/20/18	HEALTH INS PREM-49	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	139.14
	4/20/18	HEALTH INS PREM-49	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	139.14
	4/20/18	HEALTH INS PREM-49	MUNICIPAL WASTEWAT	PROJECT #4	43.78
	4/20/18	HEALTH INS PREM-49	MUNICIPAL WASTEWAT	PROJECT #4	17.51
	4/20/18	HEALTH INS PREM-49	MUNICIPAL WASTEWAT	PROJECT #15	306.46
	4/20/18	HEALTH INS PREMIUM	ELECTRIC	NON-DEPARTMENTAL	881.97
	4/20/18	HEALTH INS PREMIUM	ELECTRIC	NON-DEPARTMENTAL	895.65
	4/20/18	HEALTH INSURANCE APRIL FOR	ELECTRIC	NON-DEPARTMENTAL	273.48
	4/20/18	HEALTH INS PREM-49	ELECTRIC	O-SOURCE GENERATION	170.21
	4/20/18	HEALTH INS PREM-49	ELECTRIC	O-DISTR UNDERGRND LINE	199.75
	4/20/18	HEALTH INS PREM-49	ELECTRIC	O-DISTR UNDERGRND LINE	54.70
	4/20/18	HEALTH INS PREM-49	ELECTRIC	O-DISTR MISC	475.27
	4/20/18	HEALTH INS PREM-49	ELECTRIC	O-DISTR MISC	554.97
	4/20/18	HEALTH INS PREM-49	ELECTRIC	M-SOURCE MISC	122.31
	4/20/18	HEALTH INS PREM-49	ELECTRIC	M-SOURCE MISC	1,000.52
	4/20/18	HEALTH INS PREM-49	ELECTRIC	M-DISTR UNDERGRND LINE	697.24
	4/20/18	HEALTH INS PREM-49	ELECTRIC	M-DISTR UNDERGRND LINE	524.33
	4/20/18	HEALTH INS PREM-49	ELECTRIC	M-DISTR ST LITE & SIG	73.85
	4/20/18	HEALTH INS PREM-49	ELECTRIC	M-DISTR PLANT MISC	24.16
	4/20/18	HEALTH INS PREM-49	ELECTRIC	M-DISTR PLANT MISC	135.09
	4/20/18	HEALTH INS PREM-49	ELECTRIC	GENERAL ADMIN	399.29
	4/20/18	HEALTH INS PREM-49	ELECTRIC	GENERAL ADMIN	362.75
	4/20/18	HEALTH INS PREM-49	ELECTRIC	ADMIN OFFICE SUPPLIES	31.29
	4/20/18	HEALTH INS PREM-49	ELECTRIC	ACCTS-METER READING	246.14
	4/20/18	HEALTH INS PREM-49	ELECTRIC	ACCTS-METER READING	164.10
	4/20/18	HEALTH INS PREM-49	ELECTRIC	ACCTS-RECORDS & COLLEC	762.41
	4/20/18	HEALTH INS PREM-49	ELECTRIC	ACCTS-RECORDS & COLLEC	762.41
	4/20/18	HEALTH INS PREM-49	ELECTRIC	ACCTS-ASSISTANCE	149.89
	4/20/18	HEALTH INS PREM-49	ELECTRIC	ACCTS-ASSISTANCE	149.89
	4/20/18	HEALTH INS PREM-49	ELECTRIC	FA DISTR ST LITE & SIG	395.69
	4/20/18	HEALTH INS PREM-49	ELECTRIC	FA DISTR ST LITE & SIG	25.61
	4/20/18	HEALTH INS PREMIUM	STORM WATER MANAGE	NON-DEPARTMENTAL	74.37
	4/20/18	HEALTH INS PREMIUM	STORM WATER MANAGE	NON-DEPARTMENTAL	20.41
	4/20/18	HEALTH INS PREM-49	STORM WATER MANAGE	STORM DRAINAGE	109.40
	4/20/18	HEALTH INS PREM-49	STORM WATER MANAGE	STORM DRAINAGE	35.02

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	4/20/18	HEALTH INS PREM-49	STORM WATER MANAGE	STREET CLEANING	109.39
	4/20/18	HEALTH INS PREM-49	STORM WATER MANAGE	PROJECT #17	43.77
	4/20/18	HEALTH INS PREM-49	STORM WATER MANAGE	PROJECT #17	17.51
	4/20/18	HEALTH INS PREM-49	STORM WATER MANAGE	PROJECT #24	70.05
	4/20/18	HEALTH INS PREM-49	STORM WATER MANAGE	PROJECT #24	55.54
	4/20/18	HEALTH INS PREMIUM	LIQUOR	NON-DEPARTMENTAL	258.50
	4/20/18	HEALTH INS PREMIUM	LIQUOR	NON-DEPARTMENTAL	258.50
	4/20/18	HEALTH INS PREM-49	LIQUOR	O-GEN MISC	1,202.24
	4/20/18	HEALTH INS PREM-49	LIQUOR	O-GEN MISC	1,202.24
	4/20/18	HEALTH INS PREMIUM	AIRPORT	NON-DEPARTMENTAL	13.67
	4/20/18	HEALTH INS PREM-49	AIRPORT	O-GEN MISC	54.70
	4/20/18	HEALTH INS PREMIUM	DATA PROCESSING	NON-DEPARTMENTAL	333.85
	4/20/18	HEALTH INS PREMIUM	DATA PROCESSING	NON-DEPARTMENTAL	333.85
	4/20/18	HEALTH INS PREM-49	DATA PROCESSING	DATA PROCESSING	1,105.76
	4/20/18	HEALTH INS PREM-49	DATA PROCESSING	DATA PROCESSING	1,105.76
	4/20/18	BOMGAARS INSURANCE APRIL F	HEALTH INS PLAN (T	NON-DEPARTMENTAL	600.40_
				TOTAL:	88,358.12
PEPSI COLA BOTTLING CO	4/20/18	MIX	LIQUOR	NON-DEPARTMENTAL	71.95
	4/20/18	MIX	LIQUOR	NON-DEPARTMENTAL	39.90_
				TOTAL:	111.85
PHILLIPS WINE & SPIRITS INC	4/20/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	6,579.19
	4/20/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	599.75
	4/20/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	5,016.17
	4/20/18	WINE	LIQUOR	NON-DEPARTMENTAL	1,611.86
	4/20/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	5,523.14
	4/20/18	WINE	LIQUOR	NON-DEPARTMENTAL	367.65
	4/20/18	WINE	LIQUOR	NON-DEPARTMENTAL	279.30
	4/20/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	3,563.64
	4/20/18	WINE	LIQUOR	NON-DEPARTMENTAL	2,180.75
	4/20/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	68.50-
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	114.06
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	8.45
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	90.13
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	44.08
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	105.18
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	30.41
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	42.40
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	89.57_
				TOTAL:	26,177.23
PRAIRIE LANDSCAPING INC	4/20/18	SNOW REMOVAL	ECONOMIC DEV AUTHO	TRAINING/TESTING CENTE	525.00_
				TOTAL:	525.00
PRODUCTIVITY PLUS ACCOUNT	4/20/18	#407 FITTING	GENERAL FUND	PAVED STREETS	24.50
	4/20/18	GREASE	GENERAL FUND	PAVED STREETS	40.00_
				TOTAL:	64.50
RACOM CORP	4/20/18	EQUIP NEW SQUAD #18-39	GENERAL FUND	POLICE ADMINISTRATION	2,878.25_
				TOTAL:	2,878.25
RADIO WORKS LLC	4/20/18	FAN TASTIC FOUR AD PKG	LIQUOR	O-GEN MISC	350.00_
				TOTAL:	350.00
RECKER TODD	4/20/18	JURY DUTY MILEAGE REIMBURS	GENERAL FUND	NON-DEPARTMENTAL	20.52

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	20.52
REFS LAND JACOB	4/20/18	REIMBURSE PATROL RESPONSE	GENERAL FUND	POLICE ADMINISTRATION	49.50
	4/20/18	REIMBURSE PATROL RESPONSE	GENERAL FUND	POLICE ADMINISTRATION	72.47
				TOTAL:	121.97
RILEY MARK	4/20/18	K9 TRIALS REIMBURSEMENTS	GENERAL FUND	POLICE ADMINISTRATION	51.17
	4/20/18	K9 TRIALS REIMBURSEMENTS	GENERAL FUND	POLICE ADMINISTRATION	54.22
	4/20/18	K9 TRIALS REIMBURSEMENTS	GENERAL FUND	POLICE ADMINISTRATION	16.00
				TOTAL:	121.39
RONS REPAIR INC	4/20/18	#407 SERVICE	GENERAL FUND	PAVED STREETS	147.48
	4/20/18	#407 SERVICE	GENERAL FUND	PAVED STREETS	166.40
	4/20/18	#407 SERVICE	GENERAL FUND	PAVED STREETS	159.98
	4/20/18	#411NEW TURBO, SERVICE	GENERAL FUND	PAVED STREETS	2,042.98
	4/20/18	#411NEW TURBO, SERVICE	GENERAL FUND	PAVED STREETS	860.08
				TOTAL:	3,376.92
ROUND LAKE VINEYARDS & WINERY LLC	4/20/18	WINE	LIQUOR	NON-DEPARTMENTAL	640.50
				TOTAL:	640.50
RUNNINGS SUPPLY INC-ACCT#9502485	4/20/18	RATCHET STRAP SQUAD #39	GENERAL FUND	POLICE ADMINISTRATION	26.99
	4/20/18	FORCE ON FORCE TRAINING	GENERAL FUND	POLICE ADMINISTRATION	119.99
				TOTAL:	146.98
SCHEEPSTRA JIM	4/20/18	REIMBURSE WATER OPERATOR S WATER		O-DISTR MISC	283.87
				TOTAL:	283.87
SCHWALBACH ACE HARDWARE-5930	4/20/18	FASTENERS	GENERAL FUND	CENTER FOR ACTIVE LIVI	8.60
	4/20/18	DOOR KICK DOWN, PAINT TRAY	GENERAL FUND	CENTER FOR ACTIVE LIVI	13.17
	4/20/18	FOAM WEATHER STRIPPING TAP	GENERAL FUND	CENTER FOR ACTIVE LIVI	3.79
	4/20/18	FOAM WEATHER STRIPPING TAP	GENERAL FUND	CENTER FOR ACTIVE LIVI	3.79
	4/20/18	AIR FILTERS	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	7.49
				TOTAL:	36.84
SECURE BENEFITS SYSTEMS CORP	4/20/18	ADMIN FEE	GENERAL FUND	NON-DEPARTMENTAL	54.62
	4/20/18	ADMIN FEE	GENERAL FUND	NON-DEPARTMENTAL	56.42
	4/20/18	CHILD CARE	GENERAL FUND	NON-DEPARTMENTAL	1,233.32
	4/20/18	CHILD CARE	GENERAL FUND	NON-DEPARTMENTAL	1,233.32
	4/20/18	UNREIMBURSED MEDICAL	GENERAL FUND	NON-DEPARTMENTAL	1,330.27
	4/20/18	UNREIMBURSED MEDICAL	GENERAL FUND	NON-DEPARTMENTAL	1,379.51
	4/20/18	MONTHLY ADMIN FEE	GENERAL FUND	OTHER GEN GOVT MISC	20.00
	4/20/18	ADMIN FEE	RECREATION	NON-DEPARTMENTAL	4.06
	4/20/18	ADMIN FEE	RECREATION	NON-DEPARTMENTAL	4.03
	4/20/18	UNREIMBURSED MEDICAL	RECREATION	NON-DEPARTMENTAL	137.66
	4/20/18	UNREIMBURSED MEDICAL	RECREATION	NON-DEPARTMENTAL	137.07
	4/20/18	ADMIN FEE	IMPROVEMENT CONST	NON-DEPARTMENTAL	1.88
	4/20/18	ADMIN FEE	IMPROVEMENT CONST	NON-DEPARTMENTAL	0.76
	4/20/18	UNREIMBURSED MEDICAL	IMPROVEMENT CONST	NON-DEPARTMENTAL	86.03
	4/20/18	UNREIMBURSED MEDICAL	IMPROVEMENT CONST	NON-DEPARTMENTAL	32.74
	4/20/18	ADMIN FEE	WATER	NON-DEPARTMENTAL	3.04
	4/20/18	ADMIN FEE	WATER	NON-DEPARTMENTAL	2.85
	4/20/18	UNREIMBURSED MEDICAL	WATER	NON-DEPARTMENTAL	137.10
	4/20/18	UNREIMBURSED MEDICAL	WATER	NON-DEPARTMENTAL	129.19
	4/20/18	ADMIN FEE	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	11.91
	4/20/18	ADMIN FEE	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	12.81

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	4/20/18	CHILD CARE	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	208.33
	4/20/18	CHILD CARE	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	208.33
	4/20/18	UNREIMBURSED MEDICAL	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	363.36
	4/20/18	UNREIMBURSED MEDICAL	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	405.02
	4/20/18	ADMIN FEE	ELECTRIC	NON-DEPARTMENTAL	5.63
	4/20/18	ADMIN FEE	ELECTRIC	NON-DEPARTMENTAL	5.63
	4/20/18	CHILD CARE	ELECTRIC	NON-DEPARTMENTAL	208.33
	4/20/18	CHILD CARE	ELECTRIC	NON-DEPARTMENTAL	208.33
	4/20/18	UNREIMBURSED MEDICAL	ELECTRIC	NON-DEPARTMENTAL	157.27
	4/20/18	UNREIMBURSED MEDICAL	ELECTRIC	NON-DEPARTMENTAL	157.27
	4/20/18	ADMIN FEE	STORM WATER MANAGE	NON-DEPARTMENTAL	1.94
	4/20/18	ADMIN FEE	STORM WATER MANAGE	NON-DEPARTMENTAL	0.39
	4/20/18	UNREIMBURSED MEDICAL	STORM WATER MANAGE	NON-DEPARTMENTAL	45.38
	4/20/18	UNREIMBURSED MEDICAL	STORM WATER MANAGE	NON-DEPARTMENTAL	12.50
	4/20/18	ADMIN FEE	LIQUOR	NON-DEPARTMENTAL	4.50
	4/20/18	ADMIN FEE	LIQUOR	NON-DEPARTMENTAL	4.50
	4/20/18	UNREIMBURSED MEDICAL	LIQUOR	NON-DEPARTMENTAL	91.66
	4/20/18	UNREIMBURSED MEDICAL	LIQUOR	NON-DEPARTMENTAL	91.66
	4/20/18	ADMIN FEE	AIRPORT	NON-DEPARTMENTAL	0.17
	4/20/18	ADMIN FEE	AIRPORT	NON-DEPARTMENTAL	0.36
	4/20/18	UNREIMBURSED MEDICAL	AIRPORT	NON-DEPARTMENTAL	3.23
	4/20/18	UNREIMBURSED MEDICAL	AIRPORT	NON-DEPARTMENTAL	7.00
	4/20/18	ADMIN FEE	DATA PROCESSING	NON-DEPARTMENTAL	2.25
	4/20/18	ADMIN FEE	DATA PROCESSING	NON-DEPARTMENTAL	2.25
	4/20/18	UNREIMBURSED MEDICAL	DATA PROCESSING	NON-DEPARTMENTAL	84.00
	4/20/18	UNREIMBURSED MEDICAL	DATA PROCESSING	NON-DEPARTMENTAL	84.00_
				TOTAL:	8,371.88
SHORT ELLIOTT HENDRICKSON INC	4/20/18	10TH AVE BRIDGE IMPROVEMEN	IMPROVEMENT CONST	10TH AVE BRIDGE & ST R	17,874.99_
				TOTAL:	17,874.99
SOUTHERN GLAZER'S OF MN	4/20/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	14,435.33
	4/20/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	1,785.48
	4/20/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	2,591.61
	4/20/18	WINE	LIQUOR	NON-DEPARTMENTAL	344.00
	4/20/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	1,588.91
	4/20/18	WINE	LIQUOR	NON-DEPARTMENTAL	428.05
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	229.77
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	20.30
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	33.60
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	7.40
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	18.65
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	31.14
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	8.25_
				TOTAL:	21,522.49
SRF CONSULTING GROUP INC	4/20/18	TH59 CORRIDOR STUDY/LAYOUT	IMPROVEMENT CONST	OXFORD RECON LAYOUT DE	1,018.87_
				TOTAL:	1,018.87
STAN MORGAN & ASSOCIATES INC	4/20/18	SHELVING	LIQUOR	O-GEN MISC	2,206.97
	4/20/18	NEW STORE SHELVING	LIQUOR	O-GEN MISC	19,996.31_
				TOTAL:	22,203.28
TRENTON STOYKE	4/20/18	MATS	GENERAL FUND	GENERAL GOVT BUILDINGS	56.80_
				TOTAL:	56.80

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
TDS MEDIA DIRECT INC	4/20/18	INN-ROOM DIRECTORIES	LIQUOR	O-GEN MISC	498.00_
				TOTAL:	498.00
THOMSON REUTERS - WEST	4/20/18	CLEAR-MARCH	GENERAL FUND	SECURITY CENTER	107.49
	4/20/18	CLEAR-MARCH	GENERAL FUND	SECURITY CENTER	107.50_
				TOTAL:	214.99
TRI-STATE RENTAL CENTER	4/20/18	REPAIR HANGAR DR SCISSOR L AIRPORT		O-GEN MISC	165.00
	4/20/18	REPAIR HANGAR DR SCISSOR L AIRPORT		O-GEN MISC	165.00_
				TOTAL:	330.00
TSP INC	4/20/18	LIQUOR STORE	LIQUOR	O-GEN MISC	2,597.12_
				TOTAL:	2,597.12
VEEN NANCY	4/20/18	PSAP SUPERVISOR MEETING	GENERAL FUND	SECURITY CENTER	33.51
	4/20/18	PSAP SUPERVISOR MEETING	GENERAL FUND	SECURITY CENTER	33.52_
				TOTAL:	67.03
VERIZON WIRELESS	4/20/18	AIR CARDS	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	26.02_
				TOTAL:	26.02
VINOCOPIA INC	4/20/18	WINE	LIQUOR	NON-DEPARTMENTAL	464.00
	4/20/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	1,120.00
	4/20/18	FREIGHT	LIQUOR	O-SOURCE MISC	28.50_
				TOTAL:	1,612.50
JACOB WALKER	4/20/18	K9 TRIALS REIMBURSEMENTS	GENERAL FUND	POLICE ADMINISTRATION	55.00
	4/20/18	K9 TRIALS REIMBURSEMENTS	GENERAL FUND	POLICE ADMINISTRATION	38.00_
				TOTAL:	93.00
PHILLIP JAY WILLARDSON	4/20/18	SNOW REMOVAL 4/5-4/10	GENERAL FUND	CODE ENFORCEMENT	470.00
	4/20/18	SNOW REMOVAL 4/10/18	GENERAL FUND	CODE ENFORCEMENT	35.00_
				TOTAL:	505.00
WORTHINGTON AREA UNITED WAY	4/20/18	PAYROLL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	23.31
	4/20/18	PAYROLL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	22.49
	4/20/18	PAYROLL WITHHOLDING	MEMORIAL AUDITORIUM	NON-DEPARTMENTAL	2.00
	4/20/18	PAYROLL WITHHOLDING	MEMORIAL AUDITORIUM	NON-DEPARTMENTAL	2.00
	4/20/18	PAYROLL WITHHOLDING	IMPROVEMENT CONST	NON-DEPARTMENTAL	1.69
	4/20/18	PAYROLL WITHHOLDING	IMPROVEMENT CONST	NON-DEPARTMENTAL	2.51_
				TOTAL:	54.00
WORTHINGTON CABLE 3 TV PUBLIC ACCESS	4/20/18	FRANCHISE FEE-MEDIACOM-MAR	CABLE TELEVISION	CABLE	3,774.67_
				TOTAL:	3,774.67
WORTHINGTON EAGLES LODGE	4/20/18	2017 GAMBLING REFUND	GENERAL FUND	REGULATE LAWFUL GAMBLE	394.82_
				TOTAL:	394.82
WORTHINGTON ELKS LODGE	4/20/18	2017 GAMBLING REFUND	GENERAL FUND	REGULATE LAWFUL GAMBLE	1,486.51_
				TOTAL:	1,486.51
WORTHINGTON HOCKEY ASSOC	4/20/18	2017 GAMBLING REFUND	GENERAL FUND	REGULATE LAWFUL GAMBLE	1,066.08_
				TOTAL:	1,066.08
WORTHINGTON OPTIMIST	4/20/18	2017 GAMBLING REFUND	GENERAL FUND	REGULATE LAWFUL GAMBLE	176.17_
				TOTAL:	176.17

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
WORTHINGTON REFRIGERATOR SERVICE	4/20/18	SERVICE CALL REFRIGERATOR	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	50.00_
				TOTAL:	50.00
WORTHINGTON REGIONAL ECON DEV CORP	4/20/18	1 OF 3 2ND QTR DUES	ECONOMIC DEV AUTHO	MISC INDUSTRIAL DEVELO	7,166.67
	4/20/18	2018 STAKEHOLDER MEMBERSHI	ELECTRIC	ACCTS-ASSISTANCE	10,000.00_
				TOTAL:	17,166.67
YMCA	4/20/18	2018 CONTRACT PAYMENT	RECREATION	RECREATION PROGRAMS	4,219.00_
				TOTAL:	4,219.00

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

101	GENERAL FUND	144,164.65
202	MEMORIAL AUDITORIUM	92,002.85
207	PD TASK FORCE	101.02
214	EVENT CENTER	2,539.00
229	RECREATION	40,288.32
231	ECONOMIC DEV AUTHORITY	7,767.65
321	PIR/TRUNKS	617.91
401	IMPROVEMENT CONST	41,806.65
601	WATER	28,592.97
602	MUNICIPAL WASTEWATER	6,824.09
604	ELECTRIC	36,427.51
605	INDUSTRIAL WASTEWATER	23,364.02
606	STORM WATER MANAGEMENT	9,356.13
609	LIQUOR	191,093.78
612	AIRPORT	5,433.24
702	DATA PROCESSING	5,337.68
705	HEALTH INS PLAN (TPA)	600.40
803	RETIREEES HEALTH INS	3,624.65
872	CABLE TELEVISION	3,774.67
882	TOURISM PROMOTION	8,402.75

GRAND TOTAL: 652,119.94

PACKET: 02784 EFT PACKET

VENDOR SET: 01 CITY OF WORTHINGTON

*** DRAFT/OTHER LISTING ***

BANK: 1 WELLS FARGO-CITY

VENDOR	I.D.	NAME	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
C00082		CIBC BANK USA	D	4/19/2018			000607	355,474.60
M00115		MISSOURI RIVER ENERGY SERVICES	D	4/19/2018			000608	1,071,136.28
S00094		SFP POOL SIX LLC	D	4/19/2018			000609	23,831.07
S00202		STATE OF MINNESOTA DEPT OF REVED		4/19/2018			000610	90,037.00
W00123		WELLS FARGO BANK MN NA	D	4/19/2018			000611	8,019.35

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	5	0.00	1,548,498.30	1,548,498.30
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	5	0.00	1,548,498.30	1,548,498.30