

# **WORTHINGTON CITY COUNCIL**

## **AGENDA**

**7:00 P.M. - Monday, November 13, 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 October 22, 2018
  - b. City Council Minutes of Special Meeting October 30, 2018
2. MINUTES OF BOARDS AND COMMISSIONS (PINK)
  - a. Water and Light Commission Minutes of October 15, 2018
  - b. Worthington Housing and Redevelopment Authority Board Minutes of September 25, 2018
  - c. Public Arts Commission Minutes of September 20, 2018
  - d. Planning Commission / Board of Appeals Minutes of November 5, 2018
3. a. CITY COUNCIL BUSINESS - ADMINISTRATION (WHITE)

**Case Item(s)**

1. Application for Exemption from Lawful Gambling - Hospice Cottage, Inc.
2. Application for Parade Permit / to Block Street(s) - UFCW 663 / St. Mary's Church
3. Burning Permit Application - Minnesota West Community & Technical College
4. Audit Engagement Letter

4. **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. Third Reading Proposed Ordinance Amending Worthington City Code Title XV, Chapter 155.186 to Add Section E, "Specific Development Standards"
2. Third Reading Proposed Ordinance Amending Worthington City Code Title XV, Chapter 155, to Add Appendix J, "Specific Development Standards"
3. Second Reading Proposed Ordinance to Vacate Platted Utility Easements and Public Drainage and Utility Easements in Merck Addition
4. Second Reading Proposed Ordinance to Amend the Storm Water Utility Rate
5. Second Reading Proposed Ordinance to Amend Planning Commission Voting Requirements for Comprehensive Plan Adoption or Amendment
6. Authorize Issuance and Award Sale of \$1,140,000 General Obligation Storm Water Bonds, Series 2018A
7. Appointment of Special City Attorney and Special Assistant City Attorneys
8. Revision of Employee Paid Time Off Policy
9. City Hall Closure Friday After Thanksgiving
10. City Hall Closure Monday, December 24, 2018

**F. CITY COUNCIL BUSINESS - ENGINEERING (BLUE)**

Case Items

1. Cooperative Agreement with Nobles County

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

Case Items

1. Conditional Use Permit - Forbidden Barrel Brewing, LLC

**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, OCTOBER 22, 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: Mcnay Nkashama.

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

Others present: Julie Buntjer, The Globe; Justine Wettschreck, KWOA; Chris Kielblock; Benjamin Weber, Ryan Weber.

The Pledge of Allegiance was recited.

**HONORARY COUNCIL MEMBER**

Mayor Kuhle introduced Mcnay Nkashama as the Honorary Council Member for the months of October, November and December, 2018.

**AGENDA CLOSED / APPROVED WITH ADDITIONS**

Staff requested the addition of the following item to the agenda:

1. Consent Agenda - D.1.b. - City Council Minutes of Special Meeting October 17, 2018
2. Regular Agenda - E.6 - Set Date and Time for City of Worthington Board of Canvass

The motion was made by Council Member Ernst, seconded by Council Member Harmon and unanimously carried to close / approve the agenda with the requested additions.

**CONSENT AGENDA APPROVED**

Council Member Oberloh requested that Item 4.b.1 *Authorize Execution of Temporary Easement Agreement* be pulled off of the consent agenda and added to the regular agenda under Engineering for separate consideration.

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

- City Council Minutes of Regular Meeting October 8, 2018 and Special Meeting October 17, 2018
- Minutes of Boards and Commissions - Law Enforcement Center Joint Powers Board Minutes of April 19, 2018; Heron Lake Watershed Board Minutes of August 28, 2018 and Heron



- Lake Watershed Board (Budget) Minutes of August 28, 2018
- Financial Statements - General Fund Statement of Revenues and Expenditures - Budget and Actual - for the Period January 1, 2018 through September 30, 2018; Municipal Liquor Store Income Statement for the Period January 1, 2018 through September 30, 2018
- Application for Parade Permit / to Block Street(s) - Downtown Holiday Parade
- Bills payable and totaling \$2,569,222.41 be ordered paid

**THIRD READING AND ORDINANCE NO. 1124 ADOPTED AMENDING THE WORTHINGTON CITY CODE TO ADD BREWERY/BREW PUB LICENSING**

Pursuant to published notice, this was the time and date set for the third reading of a proposed ordinance amending Section 111 of the Worthington City Code to add Brewery / Brewpub to the City's requirement for alcohol licensing. The Liquor Committee discussed the proposed ordinance at their September 14, 2018 meeting and determined that the amendment go forward to City Council for approval.

The motion was made by Council Member Ernst, seconded by Council Member Harmon and unanimously carried to give a third reading to, and subsequently adopt the following ordinance:

ORDINANCE NO. 1124

AN ORDINANCE TO AMEND TITLE XI OF THE CITY CODE OF WORTHINGTON, NOBLES COUNTY, MINNESOTA TO INCLUDE BREWERIES AND BREWPUBS IN LICENSING REQUIREMENTS

(Refer to Ordinance File for complete copy of Ordinance)

**SECOND READING PROPOSED ORDINANCE AMENDING WORTHINGTON CITY CODE TITLE XV, CHAPTER 155.186 TO ADD SECTION E, "SPECIFIC DEVELOPMENT STANDARDS"**

Pursuant to published notice, this was the time and date set for the second reading of a proposed ordinance amending Title XV of the Worthington City Code as follows:

Chapter 155.186, Section E of the Worthington City Code to add Section E *Specific development standards*. Permitted and conditional uses identified in Appendix J: Specific Development Standards shall be subject to the specific development standards listed in Appendix J.

The motion was made by Council Member Oberloh, seconded by Council Member Harmon and unanimously carried to give a second reading to the proposed ordinance.

**SECOND READING PROPOSED ORDINANCE AMENDING WORTHINGTON CITY CODE TITLE XV, CHAPTER 155, TO ADD APPENDIX J, "SPECIFIC DEVELOPMENT STANDARDS"**

Pursuant to published notice, this is the time and date set for the second reading of a proposed ordinance amending Title XV of the Worthington City Code as follows:

Title XV, Chapter 155 of the Worthington City Code is hereby amended to add  
Appendix J - Specific Development Standards

The motion was made by Council Member Cummings, seconded by Council Member Ernst and unanimously carried to give a second reading to the proposed ordinance.

**FEE ADJUSTMENT FOR ADDITIONAL PROFESSIONAL SERVICES APPROVED - LIQUOR STORE PROJECT**

Based on owner initiated changes to the Liquor Store project that were requested after bids were received and that resulted in modifications to the architectural and engineering documents, the project Architect requested a fee modification for the additional services. Steve Robinson, City Administrator, said two of the items resulted in net overall savings to the project. The request was for an additional \$6,480 in fees, and staff has reviewed the request to ensure they were accurate and reasonable.

The motion was made by Council Member Ernst, seconded by Council Member Janssen and unanimously carried to approve the requested fee adjustment.

**DISPOSAL OF PERSONAL SURPLUS PROPERTY**

At their October 17, 2018 Special Meeting, Council was asked to declare an 8-door cooler and a 13-door cooler from the former Liquor Store as surplus property, and to authorize disposal of them via Sale by Quotation per the City's Property Disposal Policy. The estimated value of the coolers was less than \$10,000. Council Member Oberloh had expressed concern that when the purchase of the larger cooler was approved five years ago it was after being told that it would be moved to the new Liquor Store. Additional information regarding purchase price and depreciation was requested.

Steve Robinson, City Administrator, noted now that the 8-door cooler was purchased in 2003 at a cost of \$26,115, expected life was 10 years for the compressor and 20 years for the cooler. The 13-door cooler was purchased in 2013 at a cost of \$85,545, expected life was 10 years for the compressor and 20 years for the cooler. Jason Brisson, Director of Community Development, Planning, Zoning and Building Services, said that using a simple depreciation schedule, the value of the larger cooler after five years would be approximately \$43,000. Mr. Robinson noted that if we

go over \$10,000 it would need to be disposed of in a different process per policy. Following additional discussion, Council determined to not take formal action but to allow staff to continue to work on the disposal.

### **TIME AND DATE SET FOR CITY OF WORTHINGTON BOARD OF CANVASS FOR THE 2018 GENERAL ELECTION**

Section 2.05 of the Worthington City Charter states that “The City Council shall meet within three days after any city election and canvass the returns and declare the result thereof.” Minnesota Statute sets the time period for the canvass of ballots as between the third and 10<sup>th</sup> day following the general election. The general election is on Tuesday, November 6<sup>th</sup>, which means the Charter requires the canvass to be held sometime Wednesday, November 7<sup>th</sup> through Friday, November 9<sup>th</sup>. State Statute would require the canvass to be between Friday, November 9<sup>th</sup> and Friday, November 16<sup>th</sup>.

The motion was made by Council Member Oberloh, seconded by Council Member Cummings and unanimously carried to set the time and date for the City of Worthington Board of Canvass as 9:00 a.m. on Friday, November 9, 2018, in City Hall Council Chambers.

### **AUTHORIZATION GRANTED TO EXECUTE TEMPORARY EASEMENT AGREEMENT**

Dwayne Haffield, Director of Engineering, said the proposed Kwik Trip will be permitted a temporary drive onto Oxford Street (TH 59) until Oxford Street is reconstructed and the Grand Avenue intersection is modified for truck movements. In order to accommodate ADA sidewalk standards regarding the cross slope through the drive, Kwik Trip proposed to offset the driveway outside the right-of-way. Because the sidewalk is a public walk it was determined that a temporary easement should be granted to ensure public use of the walk is perpetuated.

Council Member Oberloh said he didn't agree with the easement as it would seem that we are agreeing that Kwik Trip will not have a drive on Oxford Street once that street is reconstructed. Mr. Haffield said the easement is for the sidewalk only, as a means of explanation on why they are going a little above ADA standards for the walk, and that it is a temporary condition until addressed with a permanent driveway.

Following discussion, the motion was made by Council Member Cummings and seconded by Council Member Ernst to approve and authorize execution of the Temporary Limited Right-of-Way Easement Agreement, with the following members voting in favor of the motion: Janssen, Cummings, Ernst, Harmon; and the following Council Members voting against the motion: Oberloh. Motion carried.

### **FIRST READING PROPOSED ORDINANCE TO VACATE VARIOUS PLATTED PUBLIC UTILITY EASEMENTS AND PUBLIC DRAINAGE AND UTILITY EASEMENTS IN**

**MERCK ADDITION, AND RESOLUTION NO. 2018-10-08 ADOPTED VACATING CERTAIN EASEMENTS IN MERCK ADDITION**

Dwayne Haffield, Director of Engineering, noted that Merck Addition (a single lot - Lot 1, Block 1) was once a subdivision serving multiple owners who were similar but different, and included a street. Over time it evolved in to a single business campus. It is mutually beneficial for what was public services to become the campus' private services. In order to do that we should remove all the public utility easements over those services so there is no documentation that states that we are obligated to maintain them. Mr. Haffield said the Water and Light Commission has already addressed the other part of this and authorized the release of those sewer and water mains to the property owner. The Commission also concurred with a recommendation that Council adopt a resolution vacating the easements granted when the street was vacated - they are not platted easements. Staff was also recommending that Council give a first reading to a proposed ordinance vacating those portions of the platted easements dedicated in the plat of Oxford addition and in the plat Merck Addition as follows:

Section I.

An ordinance vacating all those portions of the public utility easements and the public drainage and utility easements dedicated in the plat of Merck Addition, City of Worthington, Nobles County, Minnesota, lying southeast of a line 20.00 feet southeast of and parallel to the northwesterly line of Block 1, of said Merck Addition.

Section II.

An ordinance vacating all those portions of the public utility easements and the public drainage and utility easements dedicated in the plat of Oxford Addition, City of Worthington, Nobles County, Minnesota, lying southeast of a line 20.00 feet southeast of and parallel to the northwesterly line of Block 1, Merck Addition, City of Worthington, Nobles County, Minnesota.

The ordinance would not remove the easement along the railroad that houses the well line that comes in to the community. Mr. Haffield said the final reading of the proposed ordinance should be subject to completion of the addition of manholes that need to be added.

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

The motion was made by Council Member Cummings, seconded by Council Member Ernst and unanimously carried to adopt the following resolution vacating certain easements in Merck Addition:

RESOLUTION NO. 2018-10-08

VACATING CERTAIN EASEMENTS IN MERCK ADDITION

(Refer to Resolution File for complete copy of Resolution)

**FIRST READING PROPOSED ORDINANCE TO AMEND THE STORM WATER UTILITY RATE**

At their October 17, 2018 Special Meeting, Council approved the proposed 2019 Storm Water Utility Fund operating budget. The budget required \$659,613 in utility operation revenue, or \$25,885 more than the 2018 budget. Changes include the addition of debt service payments, and a partially offsetting decrease in the amount set aside for capital improvements. The debt service is associated with the financing a portion of the CD 12 Flood Mitigation project. As proposed, the storm water fund budget will require a 4.55% storm water utility rate increase to the current annual residential rate of \$264.00 per acre. An ordinance is required to amend the storm water utility rate.

Based on Council's approval, Staff presented a proposed ordinance amending the Worthington City Code, Title V, Chapter 54.04 (C) as follows:

(C) The annual fee per acre for residential is \$276.00

The motion was made by Council Member Harmon, seconded by Council Member Janssen and unanimously carried to approve the 2019 Storm Water Utility Fund operating budget as proposed at a 4.55% increase, and to give a first reading to the proposed ordinance.

**PROPOSAL FOR PROFESSIONAL SERVICES WITH SEH, INC. APPROVED REGARDING RE-ROOFING PROJECT AT THE THOMPSON HOTEL APPROVED**

At their October 8, 2018 regular meeting, Council discussed a request from the Fifth District Court to the City of Worthington for pest remediation at the Hotel Thompson along with a discussion regarding a proposal for preparing construction plans for a replacement roof for the building. Based on the high cost of the proposal received, Council directed staff to seek additional proposals.

Jason Brisson, Director of Community Development, Planning, Zoning and Building Services, stated that Staff had solicited and received two additional proposals for professional consulting services associated with preparation of roof construction and bid documents and assistance with the bid review and award process. The bids will be to remove the existing roof and construct a new 60mil, fully adhered EPDM roof on the Hotel Thompson. Both proposals include a site visit during and after construction. Mr. Brisson said one proposal was approximately \$8,000 more but did include things that were not in the other bid. The less expensive proposal did include an 11-month warranty review that was not included in the more expensive proposal.

Staff was recommending that Council enter into an agreement with SEH, Inc. for an amount not to exceed \$19,800 for professional services as outlined. The costs incurred for the services will be assessed back to the property to allow the City to recover the costs.

Steve Robinson, City Administrator, said in visiting with Wells Fargo and Lighthouse, it seems they have little or no intent on anything about these issues. SEH would start the week of October 29<sup>th</sup>, and would then have plans for bidding by November 16<sup>th</sup>. Council Member Janssen disagreed with the City proceeding with the roof repair, asking "what's next?" Mr. Robinson responded that all the City is planning is the roof repair and pest control. Mayor Kuhle pointed out there is still a mold issue to address - based on the court order, we are only dealing with the health and safety issues. Council Member Oberloh asked if the City could put a lien on the property so Wells Fargo couldn't sell it before we get our money back - we should talk to our Attorney to see if we could file a lien to get our money back at the time of sale. Council Member Janssen agreed noting if Wells Fargo walks away, how would we collect the assessments? Steve Robinson, City Administrator suggested that we get a lien on it right away. Council Member Oberloh requested that the agreement with SEH also include a project completion date.

The motion was made by Council Member Oberloh and seconded by Council Member Cummings to accept the proposal from SEH, Inc. for Professional Services at a not to exceed fee of \$19,800 and to request that a completion date be added to the agreement, with the following Council Members voting in favor of the motion: Oberloh, Cummings, Ernst, Harmon; and the following Council Members voting against the motion: Janssen. Motion carried.

**FIRST READING PROPOSED ORDINANCE AMENDING PLANNING COMMISSION VOTING REQUIREMENTS FOR COMPREHENSIVE PLAN ADOPTION OR AMENDMENT**

Jason Brisson, Director of Community Development, Planning, Zoning and Building Services, reminded Council that at their October 2, 2018 meeting, the Planning Commission considered an amendment to City Code Section 151.03, regarding voting requirements for Comprehensive Plan Adoption or Amendment. After holding a public hearing, the Commission voted unanimously to recommend approval of a proposed ordinance to require a five-sevenths (5/7) vote of all members present and voting for a Comprehensive Plan adoption or amendment. At the October 8<sup>th</sup> City Council meeting, Council considered the request and voiced concern about a potential situation where a four-member quorum is present and only three members would need to support the motion. Council requested that Staff modify the proposed amendment to require a unanimous decision in the case of a four-member Commission, but otherwise to only require five-sevenths of members present and voting.

The motion was made by Council Member Oberloh, seconded by Council Member Ernst and unanimously carried to give a first reading to the proposed ordinance amending the voting

requirements for Comprehensive Plan Adoption or Amendment with the modifications.

### **COUNCIL COMMITTEE REPORTS**

Mayor Kuhle - No report.

Council Member Janssen - No report.

Council Member Oberloh - No report.

Council Member Cummings - No report.

Council Member Ernst - The Community Image Committee discussed the Holiday Parade scheduled for November 30<sup>th</sup> - they need more entries into the parade.

Council Member Harmon - Water and Light met last Monday - they received a request from the City of Brewster for assistance with their waste water system which is a pond system - we had no experience with a pond system but our newest Waste Water employee had the experience and is able to help them.

### **CITY ADMINISTRATOR REPORT**

Steve Robinson, City Administrator, noted that a couple of steps for the splash pad project required de-watering - the underground water tank for that project is not coming for a couple of weeks yet. There is a candidate forum scheduled for tomorrow evening at 6:30 p.m. in the High School Band Room for the District 22B candidates. Mr. Robinson also noted that there are several sales tax presentations coming up and an open house. The sales tax request is getting a very positive reception.

### **ADJOURNMENT**

The motion was made by Council Member Oberloh, seconded by Council Member Ernst and unanimously carried to adjourn the meeting at 8:03 p.m.

Janice Oberloh, MCMC  
City Clerk

**WORTHINGTON CITY COUNCIL  
SPECIAL MEETING, OCTOBER 30, 2018**

The meeting was called to order at 7:00 a.m. in City Hall Council Chambers by Mayor Pro Tem Chad Cummings with the following Council Members present: Larry Janssen, Alan Oberloh, Amy Ernst, Mike Harmon. Members absent: Mayor Mike Kuhle (excused).

Staff members present: Steve Robinson, City Administrator; Brian Kolander, Finance Director; 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 Dan Wycoff, Liquor Store Manager.

Others present: Julie Buntjer, The Globe; Justine Wettschreck, KWOA.

**2019 LIQUOR STORE FUND BUDGET**

The 2019 Liquor Store Fund Budget was presented for Council review. Dan Wycoff, Liquor Store Manager, provided information on Sunday monthly sales and customer numbers since August 2017, and a year to date monthly report of sales, customer numbers and average dollars per customer for 2017 and 2018 - adding that we are close to our 2018 prediction for revenues to increase to \$4.1 million - up from the \$3.774 million in 2017. The comparison showed close to 10% increase in sales over a year ago, and an average of 30 additional customers per day, a total of 9,000 customers to date, over 2017.

**2019 STREET LIGHT FUND BUDGET APPROVED AND RESOLUTION NO. 2018-10-09  
ADOPTED SETTING REQUIRED STREET LIGHTING SYSTEM REVENUE AND  
SPECIAL SERVICE CHARGE BASE RATE**

Staff presented the proposed 2019 Street Lighting Budget. Dwayne Haffield, Director of Engineering, said based on past Council direction, staff provided a proposed budget that does not rely on a decrease of reserves for the next few years. He also reminded Council that the system is being converted to use LED illumination, which will reduce power costs, and hopefully maintenance costs, in the long run. However, during the transition, capital costs will be higher as a result of the investment in LED illumination. The budget includes a proposed 8.1% decrease in rates (\$.39/month decrease for residential property) a \$59,352 increase in reserves, and includes an \$11,900 increase in the annual transfer. Mr. Haffield said that if Council wants the budget to reflect a decrease in reserves, they could send staff back to look at that and bring a proposal forward at a future meeting.

Staff was recommending that Council approve the 2019 Street Light Fund budget as proposed and to adopt a resolution setting the Special Service Charge base rate at \$53.40 commencing 2019.

The motion was made by Council Member Oberloh, seconded by Council Member Janssen and unanimously carried to adopt the following resolution approving the 2019 street lighting budget and setting the special service charge base rate as \$53.40:



RESOLUTION NO. 2018-10-09

SETTING REQUIRED STREET LIGHTING SYSTEM REVENUE AND SPECIAL SERVICE  
CHARGE BASE RATE

(Refer to Resolution File for complete copy of Resolution)

**2019 BUDGET / FINAL CERTIFICATION RECOMMENDATION**

Brian Kolander, Finance Director, noted that there had been some changes to the pre-certification number set by Council earlier this year that would reduce the suggested 2019 levy increase from 7.99% to 7.39%. Mr. Kolander explained that the decrease was based on a combination of 2019 insurance rates that had since been received, an adjustment for the Liquor Store interfund loan interest, and carryover and grant funds for Police body cameras & vests.

Steve Robinson, City Administrator, asked if Council had a target for the final certification. Council Member Oberloh said, regarding the surplus coolers from the old liquor store, and based on the depreciated value on the newest cooler of \$43,000, he would like to see an additional \$50,000 transferred from the Liquor Store fund into the General Fund, and whatever funds were received from the sale of the two surplus coolers could go back into the Liquor Store fund. Mr. Robinson said the transfer would reduce the proposed levy by 1.17% to 6.13%. Council Member Ernst said she liked the idea of the additional transfer but didn't have the same issue with the coolers not being installed in the new Liquor Store because of the additional downtime needed for removal and installation.

Mr. Kolander said he did not need a motion for the additional transfer, just a recommendation from Council. Council agreed to the transfer to reduce the final certification number to a 5.13% levy increase for 2019.

**WORKFORCE HOUSING PROGRAM APPLICATION APPROVED**

Jason Brisson, Director of Community Development, Planning, Zoning and Building Services, said a Workforce Housing Program application had been received from Fabio Lopez. The application is for the eligible developer installed infrastructure improvements for the newly constructed house he purchased at 2237 Eleanor Street. Staff has determined the eligible cost to be \$24,701. The forgivable loan would be structured for five years at an interest rate of 5%. Should the applicant remain in his home for five years the loan would be fully forgiven. Staff reviewed the application and determined that the applicant meets the eligibility requirements.

The motion was made by Council Member Oberloh, seconded by Council Member Harmon and unanimously carried to approve the Workforce Housing Program application and authorize the

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Special Meeting, October 30, 2018  
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Mayor and Clerk to execute the documents.

**ADJOURNMENT**

The motion was made by Council Member Ernst, seconded by Council Member Janssen and unanimously carried to adjourn the meeting at 7:38 a.m.

Janice Oberloh, MCMC  
City Clerk

## **WATER AND LIGHT COMMISSION MINUTES REGULAR MEETING OCTOBER 15, 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; Deb Scheidt, Secretary to the Commission

Others present: None

### **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 Hayenga and unanimously carried to approve the consent agenda as follows:

- Water and Light Commission minutes of the regular meeting held on September 17, 2018
- Staff reports for September 2018
- Utility bills payable totaling \$664,764.87 for September 21, September 28, October 5 and October 12, 2018

### **FINANCIAL STATEMENTS AND SALES REPORTS**

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

### **VACATE PORTION OF UTILITY EASEMENT**

At their October 8, 2018, regular meeting, the City Council took action to pass a resolution vacating a portion of an easement in Lots 1 through 11, Block 1, all in Boote's Addition, to construct a structure over a portion of an easement subject to concurrence by the Water and Light Commission. A copy of the proposed resolution vacating the easement and a map of the easement area to be vacated was provided to Commission.

A motion was made by Commissioner Ten Haken, seconded by Commissioner Weg and unanimously carried to concur with the proposed partial easement vacation.

**VACATE ALL OR PORTIONS OF EASEMENTS IN BLOCK 1 OF MERCK ADDITION & RELEASE SEGMENTS OF PUBLIC INFRASTRUCTURE**

Scott Hain, General Manager, reported that the current owner of Lot 1, Block 1, Merck Addition, has expressed the need to monitor their wastewater effluent for reporting purposes. The only means to accomplish the monitoring would be to install metering and sample provisions on the public sewer main which would represent obstructions to flow and interfere with normal maintenance operations. Mr. Hain also reported that a security fence has been installed around the perimeter of the campus and it has become impractical to perform ordinary maintenance of the public sanitary sewer or water main. The existing Merck Addition is a re-plat of Oxford Addition which consisted of six lots and a cul-de-sac street (Bio Drive) which was vacated and developed as a single campus facility as a result of company growth.

To resolve the issues of wastewater monitoring and access to the public mains within the campus, it has been mutually agreed that the mains within the campus be released from public services to private services. This would be accomplished by vacating all easements over the mains so they would no longer be maintained as public mains.

Mr. Hain provided the Commission with maps showing the segments of public sanitary sewer and water main to be released. A copy of the proposed resolution vacating the easements granted over a portion of the vacated Bio Drive and the proposed ordinance vacating those portions of the platted easements dedicated in the plat of Oxford Addition and in the plat of Merck Addition was also provided. Mr. Hain also provided the Commission with the history and origin of easements, the basis for the proposed vacation and related considerations.

After discussion, a motion was made by Commissioner Harmon, seconded by Commissioner Hayenga and unanimously carried to authorize the release of the segments of sanitary sewer and water main as presented to the Commission and to also recommend that the Council pass the resolution vacating the easements granted over a portion of the vacated Bio Drive and adopt the ordinance vacating those portions of the platted easements dedicated in the plat of Oxford Addition and in the plat of Merck Addition. Adoption of the ordinance vacating a portion of the platted easements should be subject to the installation of the required sewer service connection manholes.

**DISCUSSION ON PROVIDING OPERATIONAL ASSISTANCE TO THE CITY OF BREWSTER**

Scott Hain, General Manager, reported that the City of Brewster recently contacted Worthington Public Utilities (WPU) to inquire about the possibility of providing operational assistance with their wastewater operations due to the resignation of one of their employees. Mr. Hain reported that Wastewater department staff visited the City of Brewster to look at their operation (pond system) and were generally comfortable providing the requested assistance for a period of time. Staff also contacted the Minnesota Pollution Control Agency (MPCA) to get their opinion on providing assistance.

Mr. Hain stated that the MPCA had not yet responded to our inquiry and that WPU would not commit to providing assistance unless a favorable response would be received from the MPCA. Since wastewater staff would be comfortable providing temporary assistance, it was the consensus of the Commission to accommodate Brewster's request if a favorable response was received from the MPCA.

### **COMMISSION COMMITTEE REPORTS**

Commissioner Hayenga reported that she attended the Missouri River Energy Services Municipal Power Leadership Academy on September 19-20, 2018, in Sioux Falls, SD.

Commissioner Weg reported that she attended the September 20, 2018, Worthington Regional Economic Development Corporation Board of Directors meeting.

Commissioner Hoffmann expressed his desire to conduct a reserve analysis of the electric, water and wastewater funds once the 2019 budget process is completed.

### **GENERAL MANAGER REPORT**

There was no report from the General Manager.

### **ADJOURNMENT**

A motion was made by Commissioner Weg, seconded by Commissioner Ten Haken and unanimously carried to adjourn the meeting at 5:05 P.M. President Hoffmann declared the meeting adjourned.

Deb A. Scheidt

Secretary to the Commission

**Worthington HRA Regular Board Meeting  
September 25, 2018  
819 10<sup>th</sup> Street, Worthington, MN**

Board Members Present: Lyle TenHaken, Marty Rickers, and Alan Oberloh  
Excused Absence: Lori Bristow, Bridget Huber  
Staff Members Present: Randy Thompson, HRA Executive Director  
Others Present: Jason Brisson – City of Worthington, Director of Community & Economic Development

Lyle TenHaken, Board Vice-Chairman called the meeting to order at 5:20 P.M

APPROVAL OF THE AGENDA: A motion was made by Alan Oberloh to approve the agenda. The motion was seconded by Marty Rickers. The Motion Passed.

APPROVAL OF MEETING MINUTES: A motion was made by Marty Rickers to approve the minutes from the board meetings held on August 28, 2018. The motion was seconded by Alan Oberloh. The Motion Passed.

BILLS PAYABLE: The bills payable for the period of August 27, 2018 thru September 24, 2018 were presented for approval. The bills paid included: Prairie Acres Account \$2,236.28, Management/Levy Account \$122.47, The Rising Sun Estates Account \$38,717.17, The Public Housing Account \$58,087.82.

FINANCIAL STATEMENT REVIEW: The board reviewed the August 31, 2018 statements for Prairie Acres, Rising Sun Estates, and Management/Levy Account. These statements are prepared in-house by HRA staff. The board also reviewed the August 31, 2018 financial statements for Public Housing and Section 8. The Public Housing and Section 8 statements were prepared by the Accounting Firm, Hawkins & Ash CPA's. The board also reviewed the internally prepared dashboard statements for August 31, 2018 which provides a recap of the monthly and year to date financial information as prepared by the Hawkins & Ash CPA Accounting firm. A Motion was made by Marty Rickers to Approve the Bills Paid from all accounts as presented and to approve the August 31, 2018 statements for Public Housing, Section 8, and the statements for August 31, 2018 for Prairie Acres, Rising Sun Estates, and the Management/Levy Account. The Motion was seconded by Alan Oberloh. The Motion Passed. Motion- 09252018-A

SECTION 8 PAYMENTS STANDARDS FOR 2019: The board review the 2019 HUD Fair Market Rents and 2019 payment standards for the eight county Section 8 service area proposed for 2019. The counties include the following: Jackson, Cottonwood, Lincoln, Lyon, Murray, Redwood, Nobles, and Pipestone. All payment standards are within the 90% up to 110% of the HUD Fair Market Rents for each county and unit size by bedroom count. After review and discussion, a Motion was made by Alan Oberloh to approve the 2019 Section 8 Payment standards for all eight counties as proposed. The Motion was seconded by Marty Rickers. The Motion Passed. Motion 09252018-B.

PUBLIC HOUSING FLAT RENTS FOR 2019: The board reviewed the proposed public housing flat rents for 2019 based on the 2019 HUD Fair Market Rents. The Flat Rents are set based on unit size and unit type. As required by HUD all Flat Rents are at or above 80% of the HUD 2019 Fair Market Rents per unit size. After review a motion was made by Marty Rickers to approve the 2019 Public Housing Flat Rents as proposed by staff. The motion was seconded by Alan Oberloh. The Motion Passed. Motion 09252018-C.

RESOLUTION TO RECEIVE THE VOLUNTARY TRANSFER OF THE PIPESTONE COUNTY SECTION 8 HOUSING CHOICE VOUCHER PROGRAM VOUCHERS: The Pipestone County MN HRA board did act on September 24, 2018 authorizing the voluntary transfer of their Section 8 Housing Choice Voucher Program to the Worthington MN HRA.

The Board did discuss items that were talked about at the August board meeting to include: the size of the Pipestone County Section 8 program, the Pipestone Program being in Shortfall due to port outs to higher cost areas, and the findings as a result of a recent Compliance audit that was conducted by staff of the Minneapolis HUD Field Office.

Director Thompson indicated that the Pipestone Section 8 program was now out of shortfall due to having ten port outs absorbed by both Chicago and Minneapolis public housing agencies. Director Thompson also stated that he was given an update that the Pipestone Section 8 program only had 12 vouchers outstanding with monthly housing assistance payments totaling \$3,243 per month as of September. It was also noted by Director Thompson that he was informed by the Minneapolis Field Office Staff that the findings from their recent compliance audit could cause the Pipestone Section 8 program to become a troubled agency. If the Worthington HRA were to take over the Pipestone Section 8 program and it is a troubled program the Worthington HRA would take responsibility for making corrections to address the problem areas.

Director Thompson also informed the board that he has discussed the matter with Deb Thompson the Section 8 Coordinator. Section 8 Coordinator Thompson did indicate that she is in favor of taking over the Pipestone Section 8 program. Her reasons were stated as the following: Pipestone County's direct proximity to the current counties served. The limited number of vouchers could be handled by the current staff levels of the Worthington HRA. This would also likely allow the Worthington HRA to collect additional administration fees which would help the Worthington agency.

A Motion was made by Marty Rickers to approve the Resolution Accepting the Voluntary Transfer of the Pipestone County Section 8 Program to the Worthington HRA Section 8 program effective January 1, 2019. The only condition to the motion was that this transfer would not put any additional costs or financial liabilities from the Pipestone Agency onto the Worthington HRA. The Motion was seconded by Alan Oberloh. The Motion Passed. Motion 09252018-D.

DISCUSSION REGARDING PUBLIC HOUSING RENTAL ASSISTANCE DEMONSTRATION:

Director Thompson informed the board that he had recently attended the Minnesota NAHRO conference in Duluth MN and one of the main topics of discussion from the Minneapolis Field Office HUD staff was Rental Assistance Demonstration (RAD). This process allows public housing agencies to convert public housing units over to Project Based Section 8 programs. This process does change ownership structuring of the property, but ownership would still be maintained by the Worthington HRA. There are multiple conditions that need to be met to qualify for the units to be converted. Thompson indicated that this topic is likely to be discussed again as HUD is promoting the conversion of units from Public Housing to a Project Based Section 8 program.

BOARD MEMBER TERMS: Director Thompson reviewed all the board members terms of office. The only board member with a term coming due is Lyle TenHaken. Board Member TenHaken's term is coming due on October 31, 2018. Board member TenHaken will inform Director Thompson in the near future as to his decision on wanting to serve another term.

BOARD MEMBER STIPEND AMOUNT: Director Thompson informed the board that he had been checking with other housing agencies to inquire what they pay their board members per meeting. The range of pay was from \$35 to \$50 per meeting with most agencies paying \$50 per meeting. Director Thompson did recommend to the board that he would propose a board member stipend increase to \$50 per meeting. A motion was made by Alan Oberloh to increase the board member stipend to \$50 per meeting effective October 1, 2018. The motion was seconded by Marty Rickers. The Motion Passed. Motion 09252018-E.

EXECUTIVE DIRECTORS UPDATES: Director Thompson provided the following information to the board:

- Thompson informed the board that boiler #2 is still being evaluated and NAC and Mulcahy boiler company have both sent technicians out to inspect the boiler.
- Thompson informed the board that parking lot lighting project has been completed and that the net cost of the project was \$7,657 after grants and rebates in the amount of \$4,863.
- Thompson informed the board that Sterling Drug did provide a flu shot clinic at the Atrium on September 25, 2108.

FUTURE BOARD MEETING DATES: The board discussed future board meeting dates. The October board meeting will be held on October 30, 2018 at 5:15 p.m. at the Atrium Community Room. The annual public hearing for the HRA will be a part of the meeting. Having No Further business to discuss Board Vice-Chairman Lyle TenHaken asked for a motion to Adjourn the meeting. A Motion to adjourn the meeting was made by Alan Oberloh. The Motion was seconded by Marty Rickers. The Motion Passed. The meeting was adjourned at 7:10 p.m.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Respectfully Submitted by: Randy Thompson Signed: \_\_\_\_\_



Minutes Worthington Public Arts Commission Meeting  
September 20, 2018

City Hall Council Chambers

The meeting was called to order at 5:25 PM with the following members in attendance: Than Than Kyaw, Antonio Madrigal, Gail Holinka, Amy Ernst, Denise Erwin and Cheryl Avenel-Navara.

The minutes from the August 16, 2018 meeting were approved as presented on a motion by Cheryl, seconded by Amy and passed.

Gail gave an update on the Artmobile activities for summer 2018. They completed 13 of the stops they had in the Grant application and 4 additional events. They collected data and put this in their final report. They presented a report to the SMOC board and will provide them with data when the final report is complete. This report will also be shared with the Housing Partnership, the City Council, and the City of Worthington.

The planters are completed and all placed with flowers now planted at Wells Fargo/Farmer's Market, YMCA, Sungold Heights, the County Government Building, and Sailboard Beach. Scott R. said his staff will water the downtown planters when they water the flowers on Main. Than Than Kyaw has agreed to help maintain the one at Sungold Heights. Gordy Heitkamp from the College agreed to care for the planter there. Lisa G. is working on the site agreements that will need to be signed by community partners and then returned to Lisa.

A new MOU for next year is in draft stage with the City, Art Commission, and Artmobile. It will add that if the City would ever decide to withdraw from the agreement (no longer want to own and insure the Artmobile,) the bus will be donated back to the Artmobile Artists: Gail Holinka and Bobbie Alsgaard, DBA Artmobile. Plans are to continue to operate as it did this past year with new goals beyond city transit busing.

There were no updates from the Community Growth initiative. Amy stated that the Commission could still advocate and provide direction and input for the end of 10<sup>th</sup> St project even if the Pavilion is not funded. Gail is hoping to get support from Chelsea and Forecast on this planning. A call for artists needs a budget piece added, we also should add additional items from the proposal that were not accomplished due to lack of funds. The end of 10<sup>th</sup> St. might be able to work into the Project Forecast Proposal that Chelsea is working on with the Government Center. She is working on rescheduling the appt. with Forecast staff (she was sick so had to cancel), Tom Johnson and Gail to talk about these proposals in the works.

Plaques update was given by Cheryl. 5 by 7 inch plaques would range from \$45 to \$250 in cost per art piece. The cost is dependent on the type of material used: plastic, aluminum, stainless steel, or brass. Signs could be banners, hardboard or cellophane, or wrap. The Chrailsheim Bridge needs a sign still. It was planned but not done to lack of funds. We should try to get this done by the years end budget deadline.

Gail met with the Parks and Rec department concerning the placement of the Soccer Ball Sculpture. It will be near Buss Soccer Field on a cement base, which will be poured with donated funds. Rod Harvey was asked to create a sign for this sculpture. He is working on prototypes to share, so we can see if it

could be a possibility for us too. There will be a possible dedication after installation takes place. Rod Harvey quoted \$20. For FIFA flag details on the base.

All art commission members are invited to attend the Partnership Art Sharing event on Oct. 16<sup>th</sup>.

The meeting was adjourned at 6:00 PM.

Cheryl Avenel-Navara

**Planning Commission/Board of Appeals Minutes  
November 5, 2018**

The meeting was called to order at 7:01 p.m. by Amy Woitalewicz in the City Hall Council Chambers.

Members Present: Amy Ernst, Chris Kielblock, Gary Oberloh, Ryan Weber, Amy Woitalewicz  
Members Absent: Bob Bristow (excused), Rhina Resendez (excused)  
Staff Present: Jason Brisson, Director of Community/Economic Development,  
Angela Thiner, Secretary  
Others Present: Julie Buntjer; Daily Globe, Susan Voehl, Jerry Perkins

**Approval of Minutes**

Amy Ernst made a motion to approve the minutes of the October 2, 2018 Planning Commission meeting. Chris Kielblock seconded the motion and it passed unanimously.

**Public Hearing and Recommendation to City Council**

**Conditional Use Permit – Forbidden Barrel Brewing Co. LLC**

Forbidden Barrel Brewing Co. LLC has submitted an application for a conditional use permit for property owned by WIN LLC located at 900 Third Avenue. If approved, the applicant intends to operate a brewpub on the subject property. The land use of brewpub is permitted in the “B-2”-Central Business District, which is the zoning classification of the subject property, with the issuance of a conditional use permit. Staff summarized the application. According to the Comprehensive Plan, the planned future land use for the subject parcel is downtown core. The desired future of downtown core areas is a mix of office, retail, service, residential and public uses. Staff is of the opinion that the proposed development would not negatively impact the surrounding properties and would benefit the current businesses by bringing more people to the downtown area. The City Engineer also reviewed the proposed project with the applicant and based on the information given, does not have any concerns with wastewater. Based on conversations staff has had with community members regarding lack of amenities and things to do, Staff feels the proposed brewpub would be an asset to the City. Staff is recommending approval of the conditional use permit with the following condition:

1. The applicant maintains an exterior trash enclosure as required by City Code for any trash areas associated with the business.

Due to the building being constructed right up to the property lines, the applicant is proposing an agreement with the law office of Jesse Flynn, which is a neighboring property, to house the trash enclosure for Forbidden Barrel.

Commissioner Weber asked if there were other options for the trash enclosure should an agreement not work out with the neighboring law office. Staff explained the other option they would have would be an interior trash enclosure.

After reviewing the proposed site plan for the signing, Amy Woitalewicz questioned if the mural shown

on the side of the building would meet the sign requirements. Staff explained the difference between a sign and public art. By definition the mural would fall into the public art category, therefore, being exempt from the sign ordinance. The Public Arts Commission would be the governing body regarding the mural. With no further discussion, Amy Woitalewicz opened the public hearing.

Susan Voehl, Helping Hands Pregnancy Center Executive Director, spoke about her concerns with the increase traffic to the area as well as a concern about potential outdoor seating if allowed in the parking lot of the Flynn & Riordian building.

Jerry Perkins spoke in favor of the conditional use permit, stating he felt it would be a great amenity.

There were no other comments from the public. Chris Kielblock made a motion to close the public hearing. The motion was seconded by Amy Ernst and passed unanimously.

Discussion continued regarding the increase in downtown traffic. The traffic is already congested with gymnastics classes taking place across the street. Staff brought up a possible condition could be placed on hours of operation by City Council noting that most of the traffic and parking issues for downtown were during daytime hours and the hours of the brewpub would be late afternoon/nighttime hours.

With no further discussion, Amy Ernst made a motion to recommend approval of the conditional use permit with the following condition:

1. The applicant maintains an exterior trash enclosure as required by City Code for any trash areas associated with the business.

Chris Kielblock seconded the motion and it unanimously passed. Staff stated the decision of the Planning Commission would be forwarded to City Council for consideration at the November 13<sup>th</sup> meeting.

### **Discussion– Design Guidelines**

After several work sessions and discussion, with input from Cuningham Group Architecture, Inc., Southwest Minnesota Housing Partnership and the Planning Commission, staff has prepared and presented draft design guidelines. Staff reviewed the subject topics with the Planning Commission and asked for feedback on the draft document and direction on how to proceed. Regarding the topic of “applicability” Amy Ernst stated she felt that repouring and repaving a parking lot were different and if a business chose to repour their parking lot having to dig up the existing surface then the design guidelines should be enforced. Discussion took place regarding setback requirements for fences. Staff will put together more detailed info on what the landscape and screening would look like. It was agreed upon that at the December Planning Commission meeting, staff will bring forward building and facade material requirements for recommendation.

Planning Commission Minutes  
November 5, 2018  
Page 3 of 3

**\*\*DRAFT\*\***

**Next Meeting**

The next regularly scheduled Planning Commission will be held on Tuesday, December 4, 2018.

**Adjournment**

As there was no further business before the Planning Commission, Ryan Weber motioned to adjourn the meeting at 8:07 p.m. Gary Oberloh seconded the motion and it unanimously passed.

Angela Thiner  
Secretary

## ADMINISTRATIVE SERVICES MEMO

**DATE:** NOVEMBER 8, 2018

**TO:** HONORABLE MAYOR AND CITY COUNCIL

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

### CONSENT AGENDA CASE ITEMS

**1. APPLICATION FOR EXEMPTION FROM LAWFUL GAMBLING - HOSPICE COTTAGE, INC.**

An Application for Exemption from Lawful Gambling Permit as follows:

Organization:	Hospice Cottage Inc.
CEO:	Alan Oberloh, President
Type of Event:	Raffle
Date and Location of Event:	April 6, 2019 Worthington Event Center, 1447 Prairie Drive

The application (included as ***Exhibit 1***) must be approved by the local governing board prior to being submitted to the state for approval.

Council action is requested on the Application for Exemption from Lawful Gambling Permit.

**2. APPLICATION FOR PARADE PERMIT / TO BLOCK STREET(S) - UFCW 663 / ST. MARY'S CHURCH**

An Application for Parade Permit / to Block Street(s) has been received from the UFCW 663 / St. Mary's Church for their march on Saturday, December 8, 2018 from 5:30 p.m. until 7:00 p.m. A map of the requested street closures is included as ***Exhibit 2***. Darin Rehnelt has been designated as the Safety Officer for the event, and a certificate of insurance naming the City of Worthington as additional insured will be provided upon Council approval of the application.

Council action is requested on the Application for Parade Permit / to Block Street(s).

**3. BURNING PERMIT APPLICATION - MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE**

***Exhibit 3*** is an Application for a Burning Permit submitted by Minnesota West Community and Technical College that would allow them to complete a maintenance burn on the

pollinator plot on the Worthington Campus, at the corner of West Lake Avenue and Sundown Drive. The date and time of the burn is subject to wind and weather factors. The Application has been reviewed and approved by Fire Chief Rick Von Holdt, and now requires Council approval per Section 91.01 of the Worthington City Code.

Council action is requested on the Application for a Burning Permit.

**4. AUDIT ENGAGEMENT LETTER**

Staff has received a proposal for the 2018 year-end audit services from Drealan Kvilhaug Hoefker & Co., P.A. The maximum would not exceed \$21,970 for the Financial Statement Audit, \$2,700 for the Federal Single Audit, and \$435 for out-of-pocket expenses. Staff recommends approval of the proposal shown as *Exhibit 4*.

Council action is requested for approval of the proposal from Drealan, Kvilhaug Hoefker a& Co., P.A. for the 2018 year-end audit services.

**CASE ITEMS**

**1. THIRD READING PROPOSED ORDINANCE AMENDING WORTHINGTON CITY CODE TITLE XV, CHAPTER 155.186 TO ADD SECTION E, "SPECIFIC DEVELOPMENT STANDARDS"**

\_\_\_\_ Pursuant to published notice, this is the time and date set for the third reading of a proposed ordinance amending Title XV of the Worthington City Code as follows:

Chapter 155.186, Section E of the Worthington City Code to add Section E *Specific development standards*. Permitted and conditional uses identified in Appendix J: Specific Development Standards shall be subject to the specific development standards listed in Appendix J.

A complete copy of the proposed ordinance was included in your October 8, 2018 Council agenda.

Council action is requested to give a third reading to, and subsequently adopt the proposed ordinance.

**2. THIRD READING PROPOSED ORDINANCE AMENDING WORTHINGTON CITY CODE TITLE XV, CHAPTER 155, TO ADD APPENDIX J, "SPECIFIC DEVELOPMENT STANDARDS"**

Pursuant to published notice, this is the time and date set for the third reading of a proposed ordinance amending Title XV of the Worthington City Code as follows:

Title XV, Chapter 155 of the Worthington City Code is hereby amended to add Appendix J - Specific Development Standards

A complete copy of the proposed ordinance was included in your October 8, 2018 Council agenda.

Council action is requested to give a third reading to, and subsequently adopt the proposed ordinance.

3. **SECOND READING PROPOSED ORDINANCE TO VACATE PLATTED UTILITY EASEMENTS AND PUBLIC DRAINAGE AND UTILITY EASEMENTS IN MERCK ADDITION**

Pursuant to published notice, this is the time and date set for the second reading of a proposed ordinance that would vacate various platted utility easements and public drainage and utility easements in Merck addition as follows:

Section I.

An ordinance vacating all those portions of the public utility easements and the public drainage and utility easements dedicated in the plat of Merck Addition, City of Worthington, Nobles County, Minnesota, lying southeast of a line 20.00 feet southeast of and parallel to the northwesterly line of Block 1, of said Merck Addition.

Section II.

An ordinance vacating all those portions of the public utility easements and the public drainage and utility easements dedicated in the plat of Oxford Addition, City of Worthington, Nobles County, Minnesota, lying southeast of a line 20.00 feet southeast of and parallel to the northwesterly line of Block 1, Merck Addition, City of Worthington, Nobles County, Minnesota.

Adoption of the ordinance will accommodate the development of the site to the single campus facility that it has become. A complete copy of the proposed ordinance was included in your October 22, 2018 Council agenda.

Council action is requested to give a second reading to the proposed ordinance.



4. **SECOND READING OF A PROPOSED ORDINANCE TO AMEND THE STORM WATER UTILITY RATE**

Pursuant to published notice, this is the time and date set for the second reading of a proposed ordinance that would amend Worthington City Code, Title V, Chapter 54.04 (C) regarding storm water utility rates as follows:

(C) The annual fee per acre for residential is \$276.00 :

The increase is based on the 2019 Storm Water Utility Fund operating budget that was approved by Council at their October 17, 2018 special meeting, which requires \$659,613 in utility operation revenue, or \$25,885 more than the 2018 budget. This is a 4.55% increase in the storm water utility rate over the current annual residential rate of \$264.00 per acre. A complete copy of the ordinance was included in your October 22, 2018 Council packet.

Council action is requested to give a second reading to the proposed ordinance that would amend Worthington City Code, Title V, Chapter 54.04 (C).

5. **SECOND READING PROPOSED ORDINANCE TO AMEND PLANNING COMMISSION VOTING REQUIREMENTS FOR COMPREHENSIVE PLAN ADOPTION OR AMENDMENT**

Pursuant to published notice, this is the time and date set for the second reading of a proposed ordinance that would amend Section 151.03 of the Worthington City Code - Planning Commission voting requirements for comprehensive plan adoption or amendment as follows:

The adoption of the plan or of any section or amendment thereof shall be by resolution of the Commission, approved by the affirmative votes of not less than five-sevenths of those members present and voting but not less than four votes in any case.

A complete copy of the proposed ordinance was included in your October 22, 2018 Council packet.

Council action is requested to give a second reading to the proposed ordinance.

6. **AUTHORIZE ISSUANCE AND AWARD SALE OF \$1,140,000 GENERAL OBLIGATION STORM WATER BONDS, SERIES 2018A**

At their October 8, 2018 meeting, Council adopted a resolution providing for the sale of \$1,140,000 General Obligation Storm Water Bonds, Series 2018A. The net proceeds of the bonds will be used to help finance the County Ditch 12 Flood Mitigation project. Bids are to be received at 12:00 noon on Friday, November 9, 2018. Included in ***Exhibit 5*** is a Bond Opinion from Ehlers, and a resolution authorizing issuance, awarding sale and prescribing form and details and providing for the payment of the bond. Council will note the resolution has several "blanks" in it, which cannot be completed until the bids have been received.

Rebecca Kurtz from Ehlers and Associates will be present at the meeting for the bid award, and will provide a completed resolution for Council approval.

Council action is requested to adopt the resolution included in ***Exhibit 5*** authorizing issuance, awarding sale, and prescribing form and details and providing for the payment of the bond.

**7. APPOINTMENT OF SPECIAL CITY ATTORNEY AND SPECIAL ASSISTANT CITY ATTORNEYS**

City Attorney Mark Shepherd notified Administration earlier this year of he and his law firm's intent to retire as the City's attorney as of the end of the year. Administration has been in discussions with Jesse Flynn and the law firm of Flynn and Riordan regarding their appointment as the City Attorney in 2019. To assist in the transition, Mr. Shepherd has recommended that Jesse Flynn be appointed as the Special City Attorney and that Candace Riordan and Jeff Flynn be appointed as Special Assistant City Attorneys for the remainder of the calendar year. A letter of engagement with the Flynn & Riordan Law firm is included as ***Exhibit 6***.

Council action is requested.

**8. REVISION OF EMPLOYEE PAID TIME OFF POLICY**

Over the past several months, City and WPU staff, in conjunction with the Employee Advisory Committee, has undertaken a complete review of our personnel policy handbook. Numerous revisions have been proposed and it is expected that the bulk of the revisions will be presented to the City Council and Commission sometime in 2019 for consideration.

One proposed change is a revision to the current vacation/sick leave policy. Because the proposed new policy/program would need to become effective at the beginning of a calendar year, staff is requesting Council consideration of this change in advance of consideration of the remaining proposed revisions.

Because the provisions of the current policy are included in the language of all three collective bargaining agreements, staff sought feedback from the unions prior to presenting the proposed changes to the policymakers. We have received executed Memorandums of Understanding (MOU's) from all three bargaining units indicating that they would amend their agreements to reflect the provisions of the new policy/program if it gains approval from the City Council and Water and Light Commission.

*Exhibit 7* provides a history of the current policy and outlines the proposed changes to the policy/program. The Water and Light Commission reviewed the proposed changes at their November 5 meeting and approved them contingent upon approval by the City Council.

Council action is requested to approve the revised vacation/sick leave policy.

**9. CITY HALL CLOSURE FRIDAY AFTER THANKSGIVING**

Department Directors surveyed their members and determined all employees, other than those of Public Safety scheduled to work normal shifts, planned to take PTO on Friday November 23. In addition, the agreement with bargaining unit Local 49 revised their paid holiday schedule adding the Friday after Thanksgiving and eliminating the Floating Holiday.

As in the past, Staff recommends closure of City offices on the Friday after Thanksgiving, November 23, 2018.

Council action is requested.

**10. CITY HALL CLOSURE MONDAY DECEMBER 24, 2018**

The last time Christmas fell on a Tuesday was in 2012 and City Council approved closure of City offices on Christmas Eve Monday. City Directors surveyed their departments and determined office employees are planning to take PTO on Monday December 24. Some non-office employees are planning to work until noon that day.

In addition, Council took action at their October 17, 2018 special meeting to tentatively reschedule the second regular meeting in December from the 24<sup>th</sup> to Wednesday, December 26<sup>th</sup> to allow for the holiday, and if there is City business to transact.

Staff recommends closure of City offices on Monday December 24, 2018 allowing those that so choose, may work until noon. Employees shall take PTO for any time off from work.

Council action is requested.

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization

Name: Hospice Cottage Inc

Previous Gambling

Permit Number: \_\_\_\_\_

Minnesota Tax ID

Number, if any: \_\_\_\_\_

Federal Employer ID

Number (FEIN), if any: \_\_\_\_\_

Mailing Address: PO Box 203

City: Worthington

State: MN

Zip: 56187

County: Nobles

Name of Chief Executive Officer (CEO): Alan Oberloh, President

CEO Daytime Phone: \_\_\_\_\_

CEO Email: \_\_\_\_\_

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): trap@iw.net

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐ Fraternal

☐ Religious

☐ Veterans

☒ Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103

Secretary of State website, phone numbers:

[www.sos.state.mn.us](http://www.sos.state.mn.us)

651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted

(for raffles, list the site where the drawing will take place): Worthington Event Center

Physical Address (do not use P.O. box): 1447 Prairie Drive, Worthington, MN 56187

Check one:

☒ City: Worthington

Zip: 56187

County: Nobles

☐ Township: \_\_\_\_\_

Zip: \_\_\_\_\_

County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): 04/06/2019

Check each type of gambling activity that your organization will conduct:

☐ Bingo

☐ Paddlewheels

☐ Pull-Tabs

☐ Tipboards

☒ Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

## APPLICATION FOR PARADE PERMIT OR TO BLOCK STREET

Darin Rehne (name), as representative of UFCW 663/St. Mary's Church (organization sponsoring event) does hereby apply for a permit for a parade or to temporarily block a street for an event.

The date for the requested parade/event is 12-8-2018 with the time starting at 5:30 and ending at 7:00. The route of this parade or blockage of the street shall be limited to the area delineated on the attached map.

The following person, Darin Rehne, is designated by the requesting organization as safety officer. He/she shall monitor this activity to ensure the safety of the crowd from such hazards as traffic conflicts because of the blocking of the roadways, inspection of barricades, etc. In addition, this person shall be the contact person and shall be available during the event should the police or City officials have concerns with the safety aspects of this event. The requesting organization agrees to conduct this event in the safest possible manner. In those cases where a street or public access is blocked, it shall be done in a clearly visible condition taking into account the speed of traffic and the need to ensure visibility during the various times of the event (taking into account the need for flashers should the obstructions be in place during times of darkness). In addition, said blockades will only be in place as long as necessary. Barricades must be approved by the City of Worthington and be placed according to Uniform Traffic and Marking specifications.

The requesting organization shall provide \$ 1,000,000.00 liability insurance coverage and shall name the City as an additional insured for this event with American Family

Insurance Company. The local agent who can confirm this coverage is Scott Langford  
A certificate of insurance will be provided after the permit is approved and prior to  
conducting the event. The insurance must remain in effect until after the scheduled event.

Darin Rehmet  
Name of Person Applying for Organization

10-18-2018  
Date

UFCW Local 663/St. Mary's  
Name of Applying Organization

1039 Oxford St. Worthington Mn.  
Address of Organization

507-376-4234  
Telephone Number of Organization

Darin Rehmet  
Name of Safety Officer

1039 Oxford St.  
Address of Safety Officer

507-329-0617  
Telephone Number of Safety Officer

329-0617  
Location and Telephone Number of Safety Officer  
during the event

Attachments needed:

- 1) Map of delineated area
- 2) Certificate of Insurance

Approved By: \_\_\_\_\_

Dated: \_\_\_\_\_



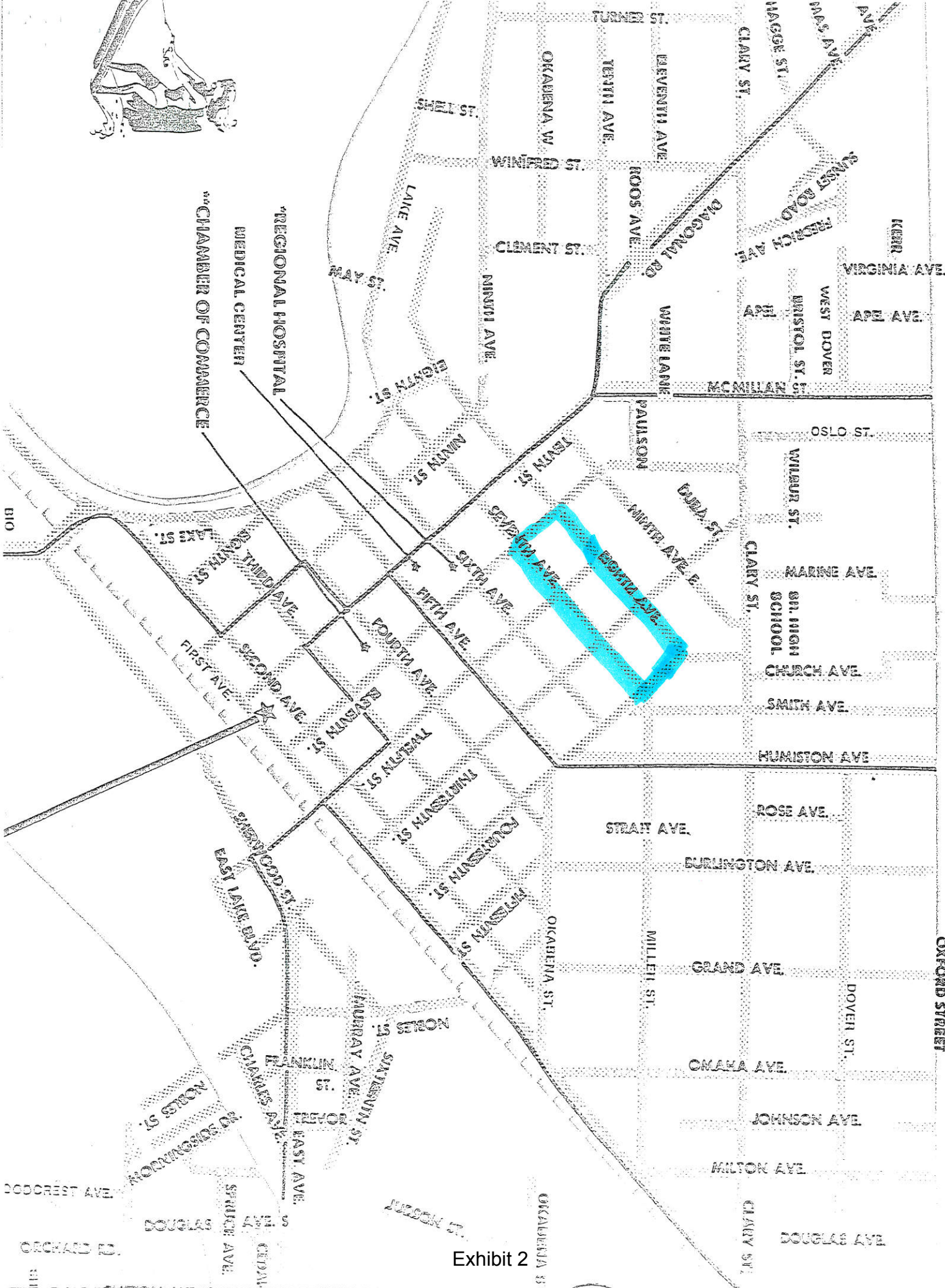


Exhibit 2

**CITY OF WORTHINGTON  
BURNING PERMIT APPLICATION**

DATE: 11-1-18

NAME: MN West CTC

ADDRESS: 1450 College way

PURPOSE OF FIRE: Maintenance burn for pollinator  
plot on Worthington Campus.

DATE AND TIME: TBD - Wind & Weather Factors

LOCATION: Corner of West Lake & Sundowner Ave.



Signature of Applicant

Approved by the following:

Fire Chief  Date \_\_\_\_\_

City Council \_\_\_\_\_ Date \_\_\_\_\_



# DREALAN KVILHAUG HOEFKER & Co., P.A.



Member  
Division for CPA Firms AICPA

## CERTIFIED PUBLIC ACCOUNTANTS

WAYNE W. DREALAN, CPA  
ELLEN K. HOEFKER, MBA, CPA  
GREG H. KVILHAUG, CPA, CFP

AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS  
MINNESOTA SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

VICKIE L. KUIPERS, EA  
CINDY M. PENNING, CPA

September 24, 2018

To the Honorable Mayor and  
Members of the City Council  
City of Worthington  
Worthington, Minnesota 56187

We are pleased to confirm our understanding of the services we are to provide the City of Worthington for the year ended December 31, 2018. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City of Worthington as of and for the year ended December 31, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Worthington's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Worthington's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Schedules of Funding Progress and Employer Contributions
3. Schedules of Proportionate Share of the Net Pension Liability and Employer Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Worthington's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole: the first of which will be in a report combined with our auditor's report on the financial statements and the second which will be in a separate written report accompanying our auditor's report on the financial statements.

1. Combining and individual fund financial statements
2. Schedule of expenditures of federal awards

To the Honorable Mayor and  
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September 24, 2018  
Page Two

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1. Comprehensive Annual Financial Report (CAFR) statistical data

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on –

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to management and City council of the City of Worthington. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in

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advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports, or we may withdraw from this engagement.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

To the Honorable Mayor and  
Members of the City Council  
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#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and accordingly no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Worthington's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City of Worthington's major programs. The purpose of these procedures will be to express an opinion on the City of Worthington's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

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### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City of Worthington in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements, and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.



To the Honorable Mayor and  
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You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

To the Honorable Mayor and  
Members of the City Council  
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Page Seven

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the city; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

To the Honorable Mayor and  
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The audit documentation for this engagement is the property of Drealan Kvilhaug Hoefker & Co., P.A. and constitutes confidential information. However, subject to laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulatory agencies or their designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Drealan Kvilhaug Hoefker & Co., P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulatory agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Ellen K. Hoefker is the engagement shareholder and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately February 19, 2019, and issue our report no later than June 30, 2019.

Our fees are based on the time required by individuals assigned to the engagement, plus direct expenses. Individual hourly rates vary according to the degree of responsibility involved and the skill required. Our estimated fees, including direct expenses, for the examination for the year ended December 31, 2018, would be as follows:

Financial Statement Audit	\$21,450 - \$21,970
Federal Single Audit	\$2,595 - \$2,700
Maximum would not exceed (including direct expenses)	\$24,670

The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We feel out-of-pocket expenses for postage, supplies and copying would not exceed a maximum of \$435.

Disputes arising under this agreement (including the scope, nature and quality of services to be performed by us, our fees and other terms of the engagement) shall be submitted to mediation. A competent and impartial third-party, acceptable to both parties, shall be appointed to mediate, and each disputing party shall pay an equal percentage of the mediator's fees and expenses. No suit or arbitration proceedings shall be commenced under this agreement until at least 60 days after the mediator's first meeting with the involved parties. If the dispute requires litigation, the court shall be authorized to impose all defense costs against any nonprevailing party found not to have participated in the mediation process in good faith.



To the Honorable Mayor and  
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September 24, 2018  
Page Nine

Our audit report is being prepared for your management use. Should you decide to distribute it outside the firm, we respectfully request that you notify us to whom it is being sent. Should you wish to publish the report, you must obtain our written permission, as we have a professional duty to review any documents in which the report is incorporated.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any subsequent review reports received during the contract period. Accordingly, our 2017 peer review report accompanies this letter.

This letter defines the entire agreement between the client and the accounting firm. It supersedes all prior communications, understandings and agreements, whether oral or written, in connection with this audit. Amendments to this agreement must be in writing and signed by both parties. If you do not understand any of the terms of this agreement, please call us and we will be happy to review them with you.

We appreciate the opportunity to be of service to the City of Worthington and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign this letter and return it to us. A copy of this letter is enclosed for your files.

Yours sincerely,

DREALAN KVILHAUG HOEFKER & CO., P.A.

by Ellen K. Hoefker  
Ellen K. Hoefker, MBA, CPA

RESPONSE:

This letter correctly sets forth the understanding of the City of Worthington.

By: ✓

Title: \_\_\_\_\_



## Report on the Firm's System of Quality Control

September 1, 2017

To the Shareholders of  
Drealan Kvilhaug Hoefker & Co., P.A.  
and the Peer Review Committee of  
the Minnesota Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Drealan Kvilhaug Hoefker & Co., P.A. (the firm) in effect for the year ended April 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

## Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Drealan Kvilhaug Hoefker & Co., P.A. in effect for the year ended April 30, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Drealan Kvilhaug Hoefker & Co., P.A. has received a peer review rating of *pass*.

*Struss CPAs, P.C.*

STRUSS CPAs, P.C.

Councilmember \_\_\_\_\_ introduced the following resolution (the “Resolution”) and moved its adoption, which motion was seconded by Councilmember \_\_\_\_\_:

**RESOLUTION NO. \_\_\_\_\_**

**AUTHORIZING ISSUANCE, AWARDING SALE, PRESCRIBING THE FORM AND DETAILS AND PROVIDING FOR THE PAYMENT OF \$[1,140,000] GENERAL OBLIGATION STORM WATER BONDS, SERIES 2018A**

BE IT RESOLVED by the City Council of the City of Worthington, Minnesota (the “City”), as follows:

**SECTION 1. AUTHORIZATION, SALE AND AWARD**

**1.01. Authorization**

Pursuant a resolution adopted October 8, 2018, this Council has determined it to be in the best interest of the City to issue and sell the City’s \$[1,140,000] General Obligation Storm Water Bonds, Series 2018A (the “Bonds”) to finance improvements to the City’s storm sewer utility system (the “System”), including the County Ditch 12 project (the “Project”). The Bonds will be issued pursuant to Minnesota Statutes, Section 444.075 (the “Act”) and Chapter 475. This Council finds, determines and declares that all conditions precedent to the offering for sale of the Bonds exist.

**1.02. Sale**

The City has retained Ehlers & Associates, Inc., as independent municipal advisor in connection with the sale of the Bonds. Pursuant to a resolution adopted October 8, 2018, and a solicitation therefor, the sale of the Bonds has been awarded to [\_\_\_\_\_] (the “Purchaser”) at a price equal to the principal amount thereof upon the terms and conditions described herein.

**1.03. Award**

The sale of the Bonds is hereby awarded to the Purchaser, and the Mayor and City Clerk are hereby authorized and directed to execute a contract on the part of the City with the Purchaser for the sale of the Bonds in accordance with the Preliminary Term Sheet.

## SECTION 2. BOND TERMS; REGISTRATION; EXECUTION AND DELIVERY

### 2.01. Issuance of Bonds

All acts, conditions and things which are required by the Constitution and laws of the State of Minnesota and City Charter to be done, to exist, to happen and to be performed precedent to and in the valid issuance of the Bonds having been done, now existing, having happened and having been performed, it is now necessary for the Council to establish the form and terms of the Bonds, to provide security therefor and to issue the Bonds forthwith.

### 2.02. Maturities; Interest Rates; Denominations and Payment

The Bonds shall be originally dated as of the date of issuance thereof, shall be in the denomination of \$5,000 each, or any integral multiple thereof, of single maturities, shall mature on February 1 in the years and amounts stated below, and shall bear interest from date of original issue until paid or duly called for redemption at the annual rates set forth opposite such years and amounts, as follows:

<u>Year</u>	<u>Amount (\$)</u>	<u>Rate (%)</u>	<u>Year</u>	<u>Amount (\$)</u>	<u>Rate (%)</u>
2020			2028		
2021			2029		
2022			2030		
2023			2031		
2024			2032		
2025			2033		
2026			2034		
2027					

[REVISE MATURITY SCHEDULE FOR ANY TERM BONDS]

The Bonds shall be issuable only in fully registered form. The interest thereon and, upon surrender of each Bond at the principal office of the Registrar (as hereinafter defined), the principal amount thereof, shall be payable by check or draft issued by the Registrar.

### 2.03. Dates and Interest Payment Dates

Upon initial delivery of the Bonds pursuant to Section 2.07 and upon any subsequent transfer or exchange pursuant to Section 2.06, the date of authentication shall be noted on each Bond so delivered, exchanged or transferred. Interest on the Bonds shall be payable each February 1 and August 1, commencing August 1, 2019 (each such date, an "Interest Payment Date"), to the person in whose name the Bonds are registered on the Bond Register (as hereinafter defined) at the Registrar's close of business on the fifteenth day of the calendar month next preceding such Interest Payment Date, whether or not such day is a business day. Interest shall be computed on the basis of a 360-day year composed of twelve 30-day months.

## 2.04. Redemption

Bonds maturing in 2028 and later years are each subject to redemption and prepayment at the option of the City, in whole or in part, and if in part in such order of maturity dates as the City may select and by lot as selected by the Registrar (or, if applicable, by the bond depository in accordance with its customary procedures) in multiples of \$5,000 as to Bonds maturing on the same date, on February 1, 2027, and on any date thereafter, at a price equal to the principal amount thereof plus accrued interest to the date of redemption. Prior to the date specified for the redemption of any Bond prior to its stated maturity date, the City will cause notice of the call for redemption to be published if and as required by law, and, at least thirty days prior to the designated redemption date, will cause notice of the call to be mailed by first class mail (or, if applicable, provided in accordance with the operational arrangements of the bond depository), to the registered owner of any Bond to be redeemed at the owner's address as it appears on the Bond Register maintained by the Registrar, but no defect in or failure to give such mailed notice of redemption shall affect the validity of proceedings for the redemption of any Bond not affected by such defect or failure. Official notice of redemption having been given as aforesaid, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the City shall default in the payment of the redemption price) such Bonds or portions of such Bonds shall cease to bear interest. Upon partial redemption of any Bond, a new Bond or Bonds will be delivered to the registered owner without charge, representing the remaining principal amount outstanding.

[COMPLETE THE FOLLOWING PROVISIONS IF THERE ARE TERM BONDS –  
ADD ADDITIONAL PROVISIONS IF THERE ARE MORE THAN TWO TERM BONDS]

[Bonds maturing on February 1, 20\_\_ and 20\_\_ (the Term Bonds) shall be subject to mandatory redemption prior to maturity pursuant to the sinking fund requirements of this Section 2.04 at a redemption price equal to the stated principal amount thereof plus interest accrued thereon to the redemption date, without premium. The Registrar shall select for redemption, by lot or other manner deemed fair, on February 1 in each of the following years the following stated principal amounts of such Bonds:

<u>Term Bonds Maturing in 20__</u>		<u>Term Bonds Maturing in 20__</u>	
<u>Sinking Fund</u> <u>Payment Date</u>	<u>Aggregate</u> <u>Principal Amount</u>	<u>Sinking Fund</u> <u>Payment Date</u>	<u>Aggregate</u> <u>Principal Amount</u>
(final maturity)		(final maturity)	

Notice of redemption shall be given as provided in the preceding paragraph.]



## 2.05. Appointment of Initial Registrar

The City hereby appoints the City Finance Director, as the initial bond registrar, transfer agent and paying agent (the "Registrar"). The Mayor and Administrator are authorized to execute and deliver, on behalf of the City, a contract with the Registrar. The City reserves the right to remove the Registrar, effective upon not less than thirty days' written notice and upon the appointment and acceptance of a successor Registrar, in which event the predecessor Registrar shall deliver all cash and Bonds in its possession to the successor Registrar and shall deliver the Bond Register to the successor Registrar.

## 2.06. Registration

The effect of registration and the rights and duties of the City and the Registrar with respect thereto shall be as follows:

(a) Register. The Registrar shall keep at its principal office a register (the "Bond Register") in which the Registrar shall provide for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred or exchanged. The term Holder or Bondholder as used herein shall mean the person (whether a natural person, corporation, association, partnership, trust, governmental unit, or other legal entity) in whose name a Bond is registered in the Bond Register. The initial Holder of all the Bonds shall be the Purchaser.

(b) Transfer of Bonds. Upon surrender for transfer of any Bond duly endorsed by the Holder thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the Holder thereof or by an attorney duly authorized by the Holder in writing, the Registrar shall authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the fifteenth day of the month preceding each interest payment date and until such interest payment date.

(c) Cancellation. All Bonds surrendered for payment, transfer or exchange shall be promptly canceled by the Registrar and thereafter disposed of. The Registrar shall furnish the City at least once each year a certificate setting forth the principal amounts and numbers of Bonds canceled and destroyed.

(d) Improper or Unauthorized Transfer. When any Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the same until it is satisfied that the endorsement on such Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar shall incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(e) Persons Deemed Owners. The City and the Registrar may treat the person in whose name any Bond is at any time registered in the Bond Register as the absolute owner of the Bond, whether the Bond shall be overdue or not, for the purpose of

receiving payment of or on account of, the principal of and interest on the Bond and for all other purposes; and all payments made to or upon the order of such Holder shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

(f) Taxes, Fees and Charges. For every transfer or exchange of Bonds (except for an exchange upon a partial redemption of a Bond), the Registrar may impose a charge upon the owner thereof sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to such transfer or exchange.

(g) Mutilated, Lost, Stolen or Destroyed Bonds. In case any Bond shall become mutilated or be destroyed, stolen or lost, the Registrar shall deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of any such mutilated Bond or in lieu of and in substitution for any Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that the Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar of an appropriate bond or indemnity in form, substance and amount satisfactory to it, in which both the City and the Registrar shall be named as obligees. All Bonds so surrendered to the Registrar shall be canceled by it and evidence of such cancellation shall be given to the City. If the mutilated, destroyed, stolen or lost Bond has already matured or been called for redemption in accordance with its terms it shall not be necessary to issue a new Bond prior to payment.

(h) Authenticating Agent. The Registrar is hereby designated authenticating agent for the Bonds, within the meaning of Minnesota Statutes, Section 475.55, subd. 1, as amended.

(i) Valid Obligations. All Bonds issued upon any transfer or exchange of Bonds shall be the valid obligations of the City, evidencing the same debt, and entitled to the same benefits under this Resolution as the Bonds surrendered upon such transfer or exchange.

## 2.07. Execution, Authentication and Delivery

The Bonds shall be prepared under the direction of the City Clerk and shall be executed on behalf of the City by the signatures of the Mayor and City Clerk, provided that the signatures may be printed, engraved or lithographed facsimiles of the originals. In case any officer whose signature or a facsimile of whose signature shall appear on the Bonds shall cease to be such officer before the delivery of any Bond, such signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. Notwithstanding such execution, no Bond shall be valid or obligatory for any purpose or entitled to any security or benefit under this Resolution unless and until a certificate of authentication on the Bond has been duly executed by the manual signature of an authorized representative of the Registrar. Certificates of authentication on different Bonds need not be signed by the same representative. The executed certificate of authentication on each Bond shall be conclusive



evidence that it has been authenticated and delivered under this Resolution. When the Bonds have been prepared, executed and authenticated, the City Clerk shall deliver them to the Purchaser upon payment of the purchase price in accordance with the contract of sale heretofore executed, and the Purchaser shall not be obligated to see to the application of the purchase price.

#### 2.08. Form of Bonds

The Bonds shall be prepared in substantially the form found at Exhibit A.

### **SECTION 3. GENERAL OBLIGATION STORM WATER BONDS, SERIES 2018A CONSTRUCTION FUND**

There is hereby established on the official books and records of the City a General Obligation Storm Water Bonds, Series 2018A Construction Fund (the "Construction Fund") which the City shall continue to maintain until payment of all costs and expenses incurred in carrying out the Project has been made. To the Construction Fund there shall be credited the proceeds of the Bonds, exclusive of accrued interest or capitalized interest received from the Purchaser, and from the Construction Fund there shall be paid all costs and expenses of the Project and the issuance of the Bonds. After payment of all costs incurred with respect to the Project and the issuance of the Bonds, the Construction Fund shall be discontinued and any Bond proceeds remaining therein shall be credited to the General Obligation Storm Water Bonds, Series 2018A Bond Fund of the City. Upon completion and payment of all costs of the Project, but in any event no later than December 1, 2023, any balance of the proceeds of Bonds remaining in the Construction Fund may be used to pay the cost, in whole or in part, of any other improvements instituted pursuant to the Act, as directed by the City Council, or otherwise duly authorized, but any balance of such proceeds not so used shall be credited and paid to the Bond Fund.

### **SECTION 4. GENERAL OBLIGATION STORM WATER BONDS, SERIES 2018A BOND FUND**

The Bonds shall be payable from a separate General Obligation Storm Water Bonds, Series 2018A Bond Fund (the "Bond Fund") of the City, which the City agrees to maintain until the Bonds have been paid in full. If the money in the Bond Fund should at any time be insufficient to pay principal and interest due on the Bonds, such amounts shall be paid from other money on hand in other funds of the City, which other funds shall be reimbursed therefor when sufficient money becomes available in the Bond Fund. Into the Bond Fund shall be paid (a) Bond proceeds in the amount of [\_\_\_\_\_] representing capitalized interest; (b) any amounts received from the Purchaser upon delivery of the Bonds in excess of the amounts appropriated to the Construction Fund pursuant to Section 3 hereof; (c) net revenues of the System appropriated to the payment of the principal of and interest on the Bonds in accordance with Section 6 hereof; (d) any taxes collected pursuant to Section 7 hereof; and (e) any other funds appropriated by the City for the payment of the Bonds.

## **SECTION 5. SUFFICIENCY OF REVENUES**

It is hereby found, determined and declared that the City owns and operates the System as a revenue-producing utility and convenience and that the net operating revenues of the System, after deducting from the gross receipts derived from charges for the service, use and availability of the System the normal, current and reasonable expenses of operation and maintenance thereof, will be sufficient, together with any other funds actually appropriated by the City for the payment when due of the principal of and interest on the Bonds, and on any other bonds to which such revenues are pledged.

## **SECTION 6. RATE COVENANTS**

Pursuant to Minnesota Statutes, Section 444.075, the City hereby covenants and agrees with the registered owners from time to time of the Bonds, that until the Bonds and the interest thereon are paid in full, or are discharged as provided in Section 8, the City will impose and collect reasonable charges for the service, use and availability of the System according to schedules which will produce net revenues sufficient, with any other funds appropriated by the City, to pay all principal and interest when due on the Bonds and any other bonds to which said net revenues have been pledged; and said net revenues, to the extent necessary, are hereby irrevocably pledged and appropriated to the payment of the Bonds. Nothing herein shall preclude the City from hereafter making further pledges and appropriations of the net revenues of the System for payment of additional obligations of the City hereafter authorized if this Council determines before the authorization of such additional obligations that the estimated net revenues of the System will be sufficient, together with any other sources pledged to the payment of the outstanding and additional obligations, for payment of the outstanding bonds payable therefrom and such additional obligations. Such further pledges and appropriations of said net revenues may be made superior or subordinate to, or on a parity with, the pledge and appropriation herein made

## **SECTION 7. PLEDGE OF TAXING POWERS**

For the prompt and full payment of the principal of and interest on the Bonds as such payments respectively become due, the full faith, credit and unlimited taxing powers of the City shall be and are hereby irrevocably pledged. However, it is presently estimated that the net revenues of the System, together with other funds to be appropriated by the City, will produce amounts not less than five percent in excess of the amounts needed to meet when due the principal and interest payments on the Bonds; therefore no ad valorem taxes are required to be levied at this time.

## **SECTION 8. DEFEASANCE**

When all of the Bonds have been discharged as provided in this section, all pledges, covenants and other rights granted by this Resolution to the registered owners of the Bonds shall cease. The City may discharge its obligations with respect to any Bonds which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full; or, if any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest

accrued from the due date to the date of such deposit. The City may also discharge its obligations with respect to any prepayable Bonds called for redemption on any date when they are prepayable according to their terms by depositing with the Registrar on or before that date an amount equal to the principal, redemption premium, if any, and interest then due, provided that notice of such redemption has been duly given as provided herein. The City may also at any time discharge its obligations with respect to any Bonds, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a bank or trust company qualified by law as an escrow agent for this purpose, cash or securities which are authorized by law to be so deposited, bearing interest payable at such time and at such rates and maturing or callable at the holder's option on such dates as shall be required to pay all principal and interest to become due thereon to maturity or earlier designated redemption date, provided, however, that if such deposit is made more than ninety days before the maturity date of the Bonds to be discharged, the City shall have received a written opinion of Bond Counsel to the effect that such deposit does not adversely affect the exemption of interest on any Bonds from federal income taxation and a written report of an accountant or investment banking firm verifying that the deposit is sufficient to pay when due all of the principal and interest on the Bonds to be discharged on and before their maturity dates.

## **SECTION 9. TAX COVENANTS, ARBITRAGE MATTERS AND CONTINUING DISCLOSURE**

### **9.01. General Covenant**

The City agrees with the registered owners from time to time of the Bonds that it will not take, or permit to be taken by any of its officers, employees or agents, any action that would cause interest on the Bonds to become includable in gross income of the recipient under the Internal Revenue Code of 1986, as amended (the "Code") and applicable Treasury Regulations (the "Regulations"), and agrees to take any and all actions within its powers to ensure that the interest on the Bonds will not become includable in gross income of the recipient under the Code and the Regulations. All proceeds of the Bonds deposited in the Construction Fund will be expended solely for the payment of the costs of the Project. The Project is and will be owned and maintained by the City and available for use by members of the general public on a substantially equal basis. The City shall not enter into any lease, management contract, use agreement, capacity agreement or other agreement with any non-governmental person relating to the use of the Project, or any portion thereof, or security for the payment of the Bonds which might cause the Bonds to be considered "private activity bonds" or "private loan bonds" pursuant to Section 141 of the Code.

### **9.02. Arbitrage Certification**

The Mayor and City Clerk being the officers of the City charged with the responsibility for issuing the Bonds pursuant to this Resolution, are authorized and directed to execute and deliver to the Purchaser a certificate in accordance with the provisions of Section 148 of the Code and applicable Regulations, stating that on the basis of facts, estimates and circumstances in existence on the date of issue and delivery of the Bonds, it is reasonably expected that the proceeds of the Bonds will not be used in a manner that would cause the Bonds to be "arbitrage bonds" within the meaning of the Code and the applicable Regulations.

### 9.03. Arbitrage Rebate.

(a) It is hereby found that the City has general taxing powers, that no Bond is a "private activity bond" within the meaning of Section 141 of the Code, that 95% or more of the net proceeds of the Bonds are to be used for local governmental activities of the City, and that the aggregate face amount of all tax-exempt obligations (other than private activity bonds) issued by the City and all subordinate entities thereof during the year 2018 is not reasonably expected to exceed \$5,000,000. Therefore, pursuant to Section 148(f)(4)(D) of the Code, the City shall not be required to comply with the arbitrage rebate requirements of paragraphs (2) and (3) of Section 148(f) of the Code.

### 9.04. Qualified Tax-Exempt Obligations

The City Council hereby designates the Bonds as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code relating to the disallowance of interest expense for financial institutions, and hereby finds that the reasonably anticipated amount of tax-exempt governmental obligations (within the meaning of Section 265(b)(3) of the Code) which will be issued by the City and all subordinate entities during calendar year 2018 does not exceed \$10,000,000.

### 9.05. Reimbursement

The City certifies that the proceeds of the Bonds will not be used by the City to reimburse itself for any expenditure with respect to the Project which the City paid or will have paid more than 60 days prior to the issuance of the Bonds unless, with respect to such prior expenditures, the City shall have made a declaration of official intent which complies with the provisions of Section 1.150-2 of the Regulations, provided that this certification shall not apply (i) with respect to certain de minimis expenditures, if any, with respect to the Project meeting the requirements of Section 1.150-2(f)(1) of the Regulations, or (ii) with respect to "preliminary expenditures" for the Project as defined in Section 1.150-2(f)(2) of the Regulations, including engineering or architectural expenses and similar preparatory expenses, which in the aggregate do not exceed 20% of the "issue price" of the portion of the Bonds allocable to the Project.

### 9.06. Continuing Disclosure.

The City will provide copies of its annual financial statements, when available, at the request of the Purchaser.

## **SECTION 10. CERTIFICATION OF PROCEEDINGS**

### 10.01. Registration and Levy of Taxes

The City Clerk is hereby authorized and directed to file a certified copy of this Resolution in the records of Nobles County, together with such additional information as required, and to obtain a certificate that the Bonds have been duly entered upon the County Auditor's bond register and the tax required by law has been levied.

10.02. Authentication of Transcript

The officers of the City are hereby authorized and directed to prepare and furnish to the Purchaser and to Dorsey & Whitney LLP, Bond Counsel, certified copies of all proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other affidavits, certificates and information as may be required to show the facts relating to the legality and marketability of the Bonds as the same appear from the books and records in their custody and control or as otherwise known to them, and all such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the City as to the correctness of all statements contained therein.

10.03. Authorization of Payment of Certain Costs of Issuance of the Bonds.

The City authorizes the Purchaser to forward the amount of Bond proceeds allocable to the payment of issuance expenses to Klein Bank on the closing date for further distribution as directed by the City's municipal advisor, Ehlers & Associates, Inc.

(SEAL)

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_\_, and upon vote being taken thereon, the following Councilmembers voted in favor thereof:

and the following Councilmembers voted against the same:

whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor, which was attested by the City Clerk.



EXHIBIT A

UNITED STATES OF AMERICA  
STATE OF MINNESOTA  
CITY OF WORTHINGTON

GENERAL OBLIGATION STORM WATER BOND,  
SERIES 2018A

R-\_\_\_\_\_

\$\_\_\_\_\_

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>
_____%	February 1, 20__	December 6, 2018

REGISTERED OWNER:      [\_\_\_\_\_]

PRINCIPAL AMOUNT:      THOUSAND DOLLARS

CITY OF WORTHINGTON, MINNESOTA (the "City"), acknowledges itself to be indebted and hereby promises to pay to the registered owner named above, or registered assigns, the principal amount specified above on the maturity date specified above and promises to pay interest thereon from the date of original issue specified above or from the most recent Interest Payment Date (as hereinafter defined) to which interest has been paid or duly provided for, at the annual rate specified above, payable on February 1 and August 1 of each year, commencing August 1, 2019 (each such date, an "Interest Payment Date"), all subject to the provisions referred to herein with respect to the redemption of the principal of this Bond before maturity. The interest so payable on any Interest Payment Date shall be paid to the person in whose name this Bond is registered at the close of business on the fifteenth day (whether or not a business day) of the immediately preceding month. Interest hereon shall be computed on the basis of a 360-day year composed of twelve 30-day months. The interest hereon and, upon presentation and surrender hereof, the principal hereof, are payable in lawful money of the United States of America by check, ACH debit, wire transfer or draft by the City Finance Director, as Bond Registrar and Paying Agent (the "Registrar"), or its designated successor under the Resolution described herein. For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the City have been and are hereby irrevocably pledged.

This Bond is one of an issue in the aggregate principal amount of \$[1,140,000] issued pursuant to a resolution adopted by the City Council on November 13, 2018 (the "Resolution"), to finance improvements to the City's storm sewer utility system (the "System"), including the County Ditch 12 project (the "Project"). This Bond is issued by authority of and in strict accordance with the provisions of the Constitution and laws of the State of Minnesota thereunto enabling, including Minnesota Statutes, Section 444.075 and Chapter 475. For the full and prompt payment of the principal of and interest on the Bonds as the same become due, the full faith, credit and taxing power of the City have been and are hereby irrevocably pledged. The Bonds are issuable only in fully registered form, in denominations of \$5,000 or any integral multiple thereof, of single maturities.

Bonds maturing in 2028 and later years are each subject to redemption and prepayment at the option of the City, in whole or in part, and if in part in such order of maturity dates as the City may select and by lot as selected by the Registrar (or, if applicable, by the bond depository in accordance with its customary procedures) in multiples of \$5,000 as to Bonds maturing on the same date, on February 1, 2027, and on any date thereafter, at a price equal to the principal amount thereof plus accrued interest to the date of redemption. Prior to the date specified for the redemption of any Bond prior to its stated maturity date, the City will cause notice of the call for redemption to be published if and as required by law, and, at least thirty days prior to the designated redemption date, will cause notice of the call to be mailed by first class mail (or, if applicable, provided in accordance with the operational arrangements of the bond depository), to the registered owner of any Bond to be redeemed at the owner's address as it appears on the Bond Register maintained by the Registrar, but no defect in or failure to give such mailed notice of redemption shall affect the validity of proceedings for the redemption of any Bond not affected by such defect or failure. Official notice of redemption having been given as aforesaid, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the City shall default in the payment of the redemption price) such Bonds or portions of such Bonds shall cease to bear interest. Upon partial redemption of any Bond, a new Bond or Bonds will be delivered to the registered owner without charge, representing the remaining principal amount outstanding.

[COMPLETE THE FOLLOWING PROVISIONS IF THERE ARE TERM BONDS -  
ADD ADDITIONAL PROVISIONS IF THERE ARE MORE THAN TWO TERM BONDS]

[Bonds maturing in the years 20\_\_ and 20\_\_ shall be subject to mandatory redemption, at a redemption price equal to their principal amount plus interest accrued thereon to the redemption date, without premium, on February 1 in each of the years shown below, in an amount equal to the following principal amounts:

<u>Term Bonds Maturing in 20__</u>		<u>Term Bonds Maturing in 20__</u>	
<u>Sinking Fund</u> <u>Payment Date</u>	<u>Aggregate</u> <u>Principal Amount</u>	<u>Sinking Fund</u> <u>Payment Date</u>	<u>Aggregate</u> <u>Principal Amount</u>
(final maturity)		(final maturity)	

Notice of redemption shall be given as provided in the preceding paragraph.]

As provided in the Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the City at the principal office of the Registrar, by the registered owner hereof in person or by the owner's attorney duly authorized in writing upon surrender hereof together with a written instrument of transfer satisfactory to the Registrar, duly executed by the registered owner or the owner's attorney, and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange the City will cause a new Bond or Bonds to be issued in the name of the designated transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date; subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to any such transfer or exchange.

The Bonds have been designated as "qualified tax-exempt obligations" pursuant to Section 265(b) of the Internal Revenue Code of 1986, as amended.

The City and the Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the City nor the Registrar shall be affected by any notice to the contrary.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to exist, to happen and to be performed precedent to and in the issuance of this Bond in order to make it a valid and binding general obligation of the City in accordance with its terms, have been done, do exist, have happened and have been performed as so required; that by the Resolution, the City has covenanted and agreed to impose and collect, or cause to be imposed and collected, charges for the service, use and availability of the System at the times and in the amounts required to produce net revenues which, together with any other funds appropriated by the City, will be receivable in the years and in amounts sufficient to produce sums not less than five percent in excess of the principal of and interest on the Bonds when due; that if necessary for payment of principal and interest on the Bonds, ad valorem taxes are required to be levied upon all taxable property in the City, without limitation as to rate or amount; and that the issuance of this Bond, together with all other indebtedness of the City outstanding on the date hereof and on the date of its actual issuance and delivery, does not cause the indebtedness of the City to exceed any constitutional or statutory limitation of indebtedness.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon shall have been executed by the Registrar by manual signature of one of its authorized representatives.



IN WITNESS WHEREOF, the City of Worthington, Minnesota, by its City Council, has caused this Bond to be executed on its behalf by the facsimile signatures of the Mayor and City Clerk.

CITY OF WORTHINGTON, MINNESOTA

\_\_\_\_\_  
(Facsimile Signature - City Clerk)

\_\_\_\_\_  
(Facsimile Signature – Mayor)

\_\_\_\_\_  
CERTIFICATE OF AUTHENTICATION

This is one of the Bonds delivered pursuant to the Resolution mentioned within.

Date of Authentication: \_\_\_\_\_

CITY FINANCE DIRECTOR,  
as Bond Registrar

By \_\_\_\_\_  
Authorized Representative

\_\_\_\_\_

TEN COM --as tenants in common	UTMA ..... as Custodian for .....
	(Cust) (Minor)
TEN ENT --as tenants by the entireties under Uniform Transfers to Minors Act .....	
	(State)
JT TEN --as joint tenants with right of survivorship and not as tenants in common	

## ASSIGNMENT

Dated: \_\_\_\_\_

Signature Guaranteed: \_\_\_\_\_

Please insert social security or other identifying number of assignee:

CERTIFICATE OF NOBLES COUNTY AUDITOR  
AS TO REGISTRATION AND TAX LEVY

The undersigned, being the duly qualified and acting County Auditor of Nobles County, Minnesota, hereby certifies that there has been filed in my office a certified copy of a resolution duly adopted on November 13, 2018, by the City Council of the City of Worthington, Minnesota, setting forth the form and details of an issue of \$[1,140,000] General Obligation Storm Water Bonds, Series 2018A, dated as of December 6, 2018.

I further certify that the issue has been entered on my bond register, as required by Minnesota Statutes, Sections 475.61 through 475.63.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

(SEAL)

\_\_\_\_\_  
Nobles County Auditor

**FLYNN & RIORDAN PLLC**

JESSE A. FLYNN  
CANDACE L. RIORDAN  
JEFFREY L. FLYNN  
HARRIS I. DARLING  
ANDREW E. HAGEMANN, JR.

ATTORNEYS AT LAW  
906 THIRD AVENUE  
P.O. Box 201  
WORTHINGTON, MN 56187

PHONE (507) 372-2620  
FAX (507) 372-2623  
WWW.FLYNNRIORDAN.COM

October 9, 2018

Mr. Steve Robinson  
City Administrator  
City of Worthington  
303 Ninth Street  
P.O. Box 279  
Worthington, MN 56187

RE: City Attorney Services

Dear Steve,

Please accept this letter as our proposal to offer legal services as City Attorney to the City of Worthington for the year 2019.

Legal services would be billed at the rate of \$200.00 per hour, plus expenses. We will submit monthly statements for services rendered and expenses incurred.

Our representation will include the matters on your proposal request, including advising City officials, preparing documents, reviewing contracts, and making recommendations relating to City business.

If the City Council accepts our proposal, we ask that the undersigned be appointed as City Attorney for a one-year term, and that Jeffrey L. Flynn and Candace L. Riordan be appointed as Assistant City Attorneys for one-year terms. Our support staff assisting the attorneys will be Joni Benson, Alejandra Cerda, and Kristie Jueneman.

Thanks for your time and consideration regarding this matter. We look forward to hearing from you.

Sincerely,



Jesse A. Flynn  
FOR THE FIRM

JAF:jaf

## **Proposed Changes to PTO/ESL**

### **What is being proposed?**

The City is proposing to change the existing Paid Time Off (PTO)/Extended Sick Leave (ESL) program into a Vacation/Sick Leave/Extended Sick Leave program.

### **What is the history of the PTO/ESL program?**

Prior to 2001, the City had a Vacation/Sick Leave program. Regular full-time employees accrued vacation time based on length of service, starting at 10 days/year (6.67 hours/month) and maxing out at 25 days/year (16.67 hours/month) at twenty-five years of service. All regular full-time employees (regardless of tenure) also accrued Sick Leave time at the rate of 15 days/year (10 hours/month). The maximum Sick Leave accrual was capped at 800 hours. Sick Leave time could only be used for medically necessary absences.

Beginning in 2001, the City switched to a PTO/ESL program. Six days (48 hours) were added to the old Vacation accrual schedule which became the new PTO accrual schedule. Since that time, regular full-time employees have accrued PTO time based on length of service, starting at 16 days/year (10.67 hours/month) and maxing out at 31 days/year (20.67 hours/month). A condition was that the first six days (48 hours) of eligible sick time each calendar year would need to be taken as PTO. The current maximum that can be in an employee's PTO bank at December 31 of each year is 1.5 times their annual PTO accrual.

Also beginning in 2001, the existing Sick Leave banks became Extended Sick Leave banks and the rate of accrual for all regular full-time employees was reduced by six days/year from 15 days/year (10 hours/month) to 9 days/year (6 hours/month). This offset the additional six days/year that were added to the PTO accrual schedule. Employees are eligible to access the time in their ESL bank once they have used PTO for the first 48 hours of eligible sick time during the calendar year. The current maximum accrual in an employee's ESL bank at any time is 900 hours.

The reason for the change in 2001 was primarily two-fold:

- For the first 48 hours of sick time each calendar year, the employer didn't need to be as concerned as to whether or not the hours used really qualified as sick time.
- Employees who used little or no sick time were rewarded by having access to additional time off to be used however they liked.

### **How would the new Vacation/Sick Leave/Extended Sick Leave program work?**

#### **Vacation (V):**

The current PTO accrual schedule would be reduced by six (6) days per year and would become the new vacation accrual schedule. Employees would begin accruing vacation at the rate of 10 days/year (6.67 hours/month) and the rate of accrual would gradually increase to 25 days/year (16.67 hours/month) at twenty-five years of service. Vacation time could be used by the employee for any purpose. The maximum that can be in an employee's vacation bank at December 31 in any year is capped at 400 hours.

#### **Sick Leave (SL):**

Each regular full-time employee would have 48 hours of Sick Leave time front-loaded into their Sick Leave bank each January 1. The first 48 hours of sick time for employees and eligible family members in any calendar year would be taken from this bank. The ONLY exception where an employee could access their ESL bank without exhausting their Sick Leave bank would be for a work related illness or injury. Once the

Sick Leave bank is exhausted, the employee could use time in their ESL bank for any additional medically necessary time off.

Any time remaining in the Sick Leave bank on December 31 in any calendar year would be deposited in the employee's Vacation bank in January of the following year.

#### Extended Sick Leave (ESL):

As is currently the case, all regular full-time employees would continue to accrue ESL at the rate of 9 days/year (6 hours/month). ESL time would be available for use by an employee once their annual Sick Leave time was exhausted. The maximum accrual in an employee's ESL bank at any time would remain at 900 hours.

#### Why is the change being proposed?

The change is being proposed for two main reasons:

- 1) When the conversion to PTO/ESL was made in 2001, it was done with the understanding that the first 48 hours of sick time each year would come from an employee's PTO bank. Over the years a number of exceptions were made to that policy. Current language in the Personnel Policy and in collective bargaining agreements provides that "for workers compensation illness or injury and in-patient hospitalization or an out-patient procedure which requires overnight admission the Employee may choose to have the time off come immediately out of the ESLB." These exceptions have led to confusion and misunderstanding and, at times, inconsistent application of when an employee uses PTO or ESL for sick leave. A significant concern is that the exceptions can create the need for the employer to dig deeper into an employee's (or eligible family member's) medical condition and needs. Not only does the employer not want to dig into an employee's personal medical business, changing regulations have made this information much more difficult to access.
- 2) Under the current PTO/ESL program, there have been occasions when an employee did not have an adequate amount of PTO time to use for sick leave in order to access the time in their ESL bank. Front-loading 48 hours of Sick Leave into an employee's bank at the beginning of each calendar year will assure employees will have adequate paid time off available to access their ESL time.

#### Frequently Asked Questions

- Q. *Under the new program, won't I be giving up vacation days?*
- A. No. While the Vacation accrual schedule is being reduced by six days/year from the current PTO accrual schedule, it's important to remember that under the current program the first 48 hours (six days) of sick time each calendar year generally had to come out of PTO. For example, an employee with five years of service who is accruing PTO at the rate of 17 days/year technically has 11 days to use for "vacation" that calendar year and should be reserving 6 days in the event they need sick days. Under the new program, that same employee will accrue 11 vacation days during the year and will have 6 days front-loaded into their Sick Leave bank. Any unused Sick Leave time remaining at the end of each year will be deposited into the employee's Vacation bank and would be available to use the following year.

The 48 hours front-loaded into the employee's Sick Leave bank in the initial year of the program DO NOT come out of the employee's existing PTO bank.

Q. *What happens with the end-of-year PTO conversion options currently available?*

A. The same end-of-year options that currently exist for PTO hours will remain in place for Vacation hours. Currently, employees must use 50% of their annual accrued PTO hours to be eligible to covert. Under the new program, employees must use 50% of their annual accrued Vacation hours to be eligible. It's important to note that unused Sick Leave hours from the prior year that are converted to Vacation hours WILL NOT count as annual accrued Vacation hours.

Q. *Under the new program, what is the maximum accrual for Vacation, Sick Leave and Extended Sick Leave?*

A. Under the current program, an employee's PTO balance at December 31 (after exercising any conversion options) cannot exceed 1.5 times their annual PTO accrual for that year. Under the new program, an employee's Vacation balance at December 31 (after exercising any conversion options) cannot exceed 400 hours. Unused Sick Leave hours are not converted to Vacation hours until January.

The balance in an employee's Sick Leave bank will never exceed the 48 hours that are front-loaded in January. Any hours remained in the Sick Leave bank on December 31 will be moved into the employee's Vacation bank in January.

The maximum accrual at any time in an employee's ESL bank will remain at the current 900 hours.

Q. *What about Vacation, Sick Leave and Extended Sick Leave conversion privileges at retirement?*

No changes are proposed for Vacation and ESL options at retirement from those that currently exist for PTO and ESL.

Front-loaded hours in an employee's Sick Leave bank will be available on a prorated basis based on the last day of employment. For example, if an employee leaves on June 30 they are entitled to 50% of the front-loaded Sick Leave bank hours, or 24 hours. If the employee hasn't used any hours from their Sick Leave bank they would receive a payout for 24 hours. If the employee used all 48 hours from their Sick Leave bank during that six months of employment, 24 hours would be deducted from their Vacation bank prior to payout.

Q. *How will things be handled for an employee who leaves employment during the year for reasons other than retirement or for someone who begins employment after January 1?*

A. As is currently the case, an employee who separates employment for reasons other than retirement to a PERA pension will be eligible to receive a full payout for accrued Vacation hours and will forfeit all accrued ESL hours. The front-loaded Sick Leave hours will be prorated to the date of separation (at 4 hours/month) and they would be paid out for hours earned and not used. If the employee has used more Sick Leave than they have earned, the excess would be charged to their accrued Vacation time.

As is currently the case, an employee who begins employment after January 1 in any year would begin accruing Vacation time and ESL time at the appropriate rate. The amount front-loaded into the employee's Sick Leave bank would be prorated based on their start date.

## **ENGINEERING MEMO**

**DATE: NOVEMBER 7, 2018**  
**TO: HONORABLE MAYOR AND COUNCIL**  
**SUBJECT: ITEMS REQUIRING COUNCIL ACTION OR REVIEW**

### **AGENDA CASE ITEM**

#### **1. COOPERATIVE AGREEMENT WITH NOBLES COUNTY**

The 2018 Construction Fund (401) budget includes \$10,000 for design of the Fox Farm Road bridge replacement. The bridge to be replaced is the combination timber and concrete arch structure approximately 350 feet west of Crailsheim Drive (CSAH 10). It is anticipated the bridge will be replaced with a box or circular culvert. Whereas Nobles County has extensive experience in bridge replacement projects, it is proposed that the City utilize County resources to prepare the bridge replacement plans. The County uses consultants as needed to determine the required culvert sizing/configuration.

Exhibit 1 is a proposed cooperative agreement between the City and the County providing for the development of bridge replacement plans. The County Engineer estimates that the cost will be approximately \$5,000. Staff is seeking a proposal from AE2S (flood control project engineer) to provide the services needed for the hydraulic design. The original budget was based on those services also being about \$5,000 however the budget estimate has aged and may need to be amended.

Proceeding with the field work is a priority at this time. The agreement has been reviewed by the City and County Attorneys. Staff recommends that Council authorize execution of the agreement in Exhibit 1.

*Council may note that an application for bridge bond funding has been submitted and approved for the bridge replacement. Plans now need to be submitted for the replacement in order for the project to be eligible for the funding. Fox Farm Road is not a State Aid Street and therefore Municipal State Aid Street funding is not available. The local share will be budgeted for when costs estimates are available. Local share includes engineering, bridge removal and any necessary utility relocations.*



## COOPERATIVE AGREEMENT

WHEREAS, The City of Worthington, hereinafter “City”, intends to replace the bridge on Fox Farm Road identified as Bridge Number L3310 (bridge replacement) as soon as funding is available; and

WHEREAS, Preparation of plans is required to be eligible for Minnesota Department of Transportation financial aid; and

WHEREAS, Nobles County, hereinafter “County”, is experienced and qualified to prepare plans for replacement of the bridge; and

WHEREAS, Nobles County is willing to prepare plans for the bridge replacement, based on a hydraulic design to be provided by others, as required for submission and approval by the Minnesota Department of Transportation.

NOW, THEREFORE, BE IT AGREED, By and between the City of Worthington and Nobles County that:

1. The City shall procure and pay for the services of a qualified consultant to provide the hydraulic design necessary for the bridge replacement.
2. The County will provide the field survey work necessary for preparation of the bridge replacement plans.
3. The County shall prepare plans for the bridge replacement based on the hydraulic design provided by the City’s consultant. Such plans shall meet the requirements of the Minnesota Department of Transportation for eligibility of bridge replacement financial aid.
4. The City shall reimburse the County for preparation of the bridge replacement plans. Reimbursable costs include, but are not limited to, salary, benefits, and equipment costs. Payment for reimbursable costs will be made on a monthly basis within 30 days of receiving an invoice.
5. The City will submit the plans to the Minnesota Department of Transportation. The City will let any construction contract for the bridge replacement unless otherwise provided for in a future agreement between the City and the County or between the City and another party. This agreement does not represent any obligation of the County to provide financial assistance for the bridge replacement.
6. This agreement does not obligate the County to provide construction phase services or imply that the City will seek such services from the County. Nothing herein shall be construed to prevent the County from providing further services relating to the bridge replacement as may be provided for in a future agreement between the parties.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Mayor, City of Worthington, Minnesota

(Seal)

Attest:

\_\_\_\_\_  
Clerk, City of Worthington, Minnesota

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Chairman, Nobles County, Minnesota  
Board of Commissioners

(Seal)

Attest:

\_\_\_\_\_  
Administrator, Nobles County, Minnesota

**COMMUNITY DEVELOPMENT MEMO****DATE: NOVEMBER 13, 2018****TO: HONORABLE MAYOR AND CITY COUNCIL****SUBJECT: ITEMS REQUIRING CITY COUNCIL ACTION OR REVIEW****CASE ITEMS****1. CONDITIONAL USE PERMIT – FORBIDDEN BARREL BREWING LLC**

Forbidden Barrel Brewing Co. LLC is seeking a Conditional Use Permit to operate a brewpub at 900 Third Avenue on property owned by WIN LLC. The land use of brewpub is permitted in the 'B-2' – Central Business District, the zoning designation of the subject property, with the issuance of a conditional use permit. The legal description of the subject property under consideration is as follows:

Lots 18 and 19 and the southwest half of the alley between Lots 17 and 18, Block 8, Plat of Worthington, Nobles County, Minnesota.

The Planning Commission considered the conditional use permit at its November 5, 2018 meeting. After holding a public hearing, the Commission voted unanimously to approve the conditional use permit to allow the property owner to operate a brewpub in the existing building located at 900 Third Avenue subject to the following condition:

1. The applicant maintains an exterior trash enclosure as required by City Code for any trash areas associated with the business.

Their recommendation was based on the following considerations:

1. The subject property is located in the 'B-2' – Central Business district. The land use of brewpub is permitted by conditional use only in the 'B-2' – Central Business district. The intent of a conditional use permit is to allow a reasonable degree of discretion in determining the suitability of a particular development at a specific location.
2. According to the Land Use Map of the City's Comprehensive Plan, the planned future land use for the subject parcel is downtown core. The Comprehensive Plan states that the desired future of downtown core areas is a mix of office, retail, service, residential and public uses. The district plan for the downtown area states that the smaller retail, service and office uses currently in this district can be mutually supportive and attract people to multiple businesses, not just single-purpose trips.
3. With each zoning application that is submitted, staff reviews the property's compliance with all applicable Zoning regulations. Even though the land use currently exists, the application to physically expand the facility requires compliance with all applicable zoning requirements. Below is a summary of staff's review:

**MAXIMUM BUILDING COVERAGE** - In the 'B-2' district, the maximum FAR is 4.0. The existing FAR is 1.0 and no change is proposed with this development.

**REQUIRED SETBACKS** - The required front, rear and side yard setbacks for 'other' buildings (other, in this case, meaning other than residential) in the 'B-2' district are zero (0) feet. The existing building has a zero lot line on each property line and no change is proposed with this development.

**PARKING** - The subject property is within the 'Six Block Core Area' of the 'B-2' – Central Business district bounded by Second Avenue, Fifth Avenue, Ninth Street and Eleventh Street. City Code Section § 155.042 and Appendix G. list the parking requirements for the land use of an entertainment business (including bars, taverns, cocktail lounges, night clubs, theaters, billiard parlors, pool halls, bowling alleys and massage parlors) in the 'B-2' district. Off-street parking is not required for an entertainment business within the 'Six Block Core Area' of the 'B-2' – Central Business district.

**TRASH SCREENING** - Title XV, Section 155.043(G) of the City Code requires all uses that provide trash or garbage collection areas to be enclosed on at least three sides by opaque screening. The open side must not face any street or the front yard of any abutting property. Staff would suggest that any motion for approval include a condition that any trash areas associated with the business be properly screened as outlined in the City Code.

**SIGNS** – The applicant has provided the City with a preliminary sign plan for the building shown in Exhibit 1B. The maximum total sign area for the 'B-2' – Central Business district is the greater of six (6) percent of the total area covered by all buildings on the lot or three (3) square feet of signage per linear foot of the lot's street frontage. For the subject property, the 179 linear feet of street frontage allows for 537 square feet of total sign area for the property. The proposed total sign area is 90 square feet. The maximum sign size requirement for the 'B-2' – Central Business district is 200 square feet. The canopy and painted signs are 20 square feet and 36 square feet, respectively.

The canopy sign extends over the building's front lot line and into the right of way. City Code Section § 153.20 states that awnings, marquees and signs may project over the public sidewalks in the 'B-2' district if 7.5 feet clearance is maintained between the sidewalk level and the lowest portion of any awning or sign and if the sign is securely fastened to the building. The proposed canopy will be 11.5 feet above the sidewalk. The City Building Official has also reviewed the proposed canopy found it to be in compliance with the State Building Code.

**WASTE WATER** - Separate from the land use impacts evaluated by the Planning Commission, the potential impacts to the municipal wastewater treatment facilities has been evaluated by staff. Although the sewer user ordinance would normally be the mechanism for protecting the treatment works and its ability to treat wastewater, micro-breweries, a somewhat evolving market, pose unique issues. The City's sewer user ordinance provides that wastewater having certain concentrations of key pollutants may only be discharged as permitted in a special user agreement between the City and the sewer user. Available data on small breweries is quite diverse but it does demonstrate that the concentration of key pollutants in the wastewater from such a brewery will exceed the limits without the special user agreement. If the volume of wastewater was significant, such pollutants would represent a level of mass loading to the treatment works that would be a concern and require specific control. Given the low volume projected to be discharged by the proposed brewery, the mass loading to the treatment works may not warrant the additional sewer user controls intended through a sewer user agreement. The wastewater discharge from such an operation does need to be monitored over time to determine if it may impact the treatment works, however, at this time is recommended that conditions be placed on the operation of such land uses to minimize the potential for them to cause such an impact. The recommended conditions are:

The brewery shall minimize high-strength discharges to the public sewer by taking the following actions:

1. Limiting the number of bad brews/batches;
2. Eliminating the disposal of spent grains to the public sewer by using alternative disposal methods, such as transport to local farmers for use as feed stock or disposal at a composting facility;
3. Minimizing the discharge of hops and trub to the public sewer;
4. Minimizing the discharge of spent yeast to the public sewer when possible, by reusing the yeast for multiple generations, and/or using alternate disposal methods, such as composting;
5. Minimizing the amount of chemicals used in the cleaning process and reusing chemical rinses whenever possible;
6. Minimizing on-site purging of residual product left in returned kegs, whenever possible; and
7. Take appropriate measures to conserve water whenever possible by utilizing water-efficient equipment, such as high-pressure nozzles, and conducting dry clean-up procedures prior to wet clean-up and sanitation.

The brewer shall also provide a readily accessible wastewater sampling point as approved by the Wastewater Superintendent. The sampling location shall allow access to a representative sample of the facilities discharge.

Such conditions do not assure that additional wastewater discharge controls may not be implemented through authority of the sewer user ordinance, however, they provide reasonable controls that may prevent the need for further regulation.

Upon receiving the recommendation from the Planning Commission and City staff above, the Council is tasked with acting on the permit. Council may move to grant approval subject to certain conditions, if any, or move that the conditional use permit be disapproved. Council action is requested.



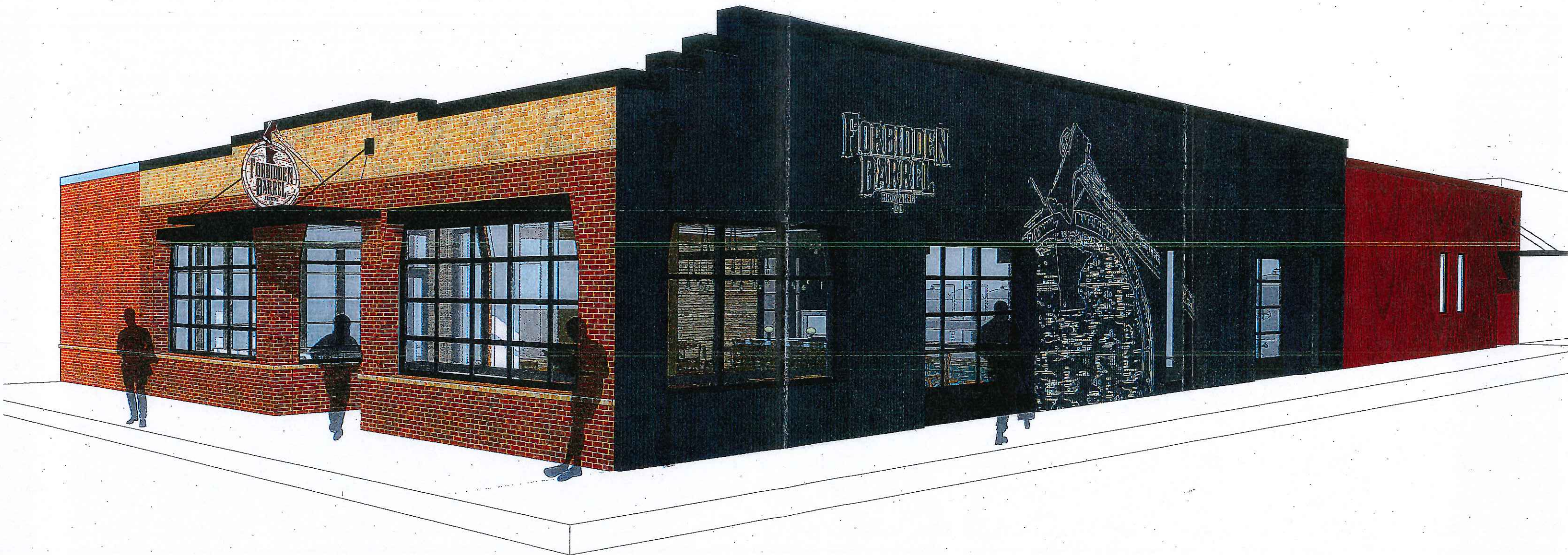


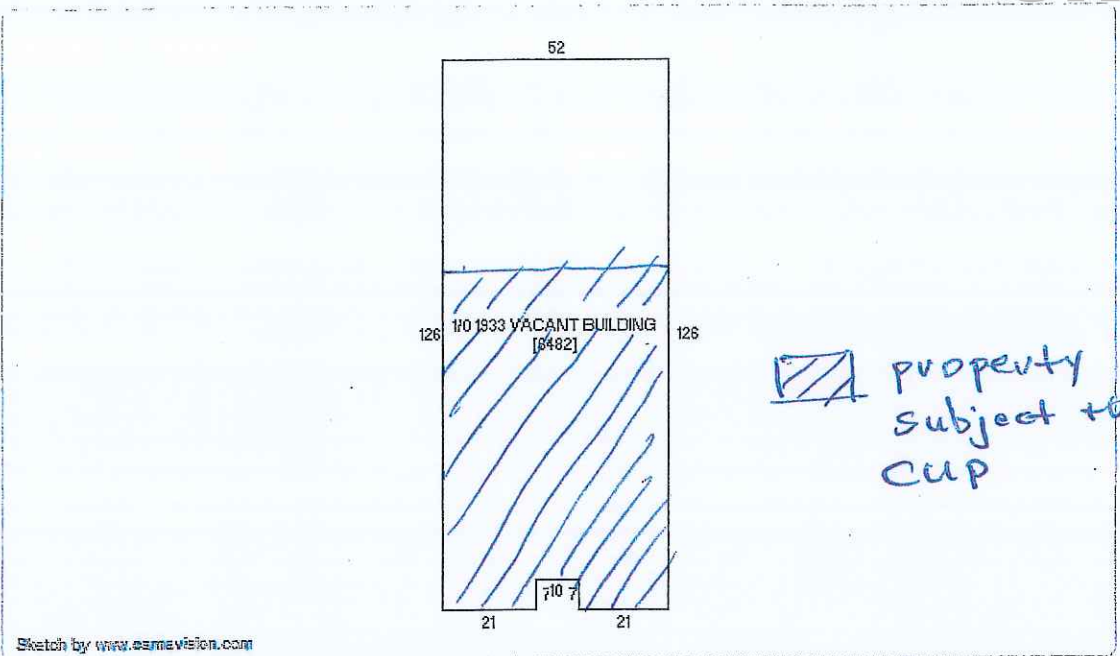
Exhibit 1a-1







GRAY

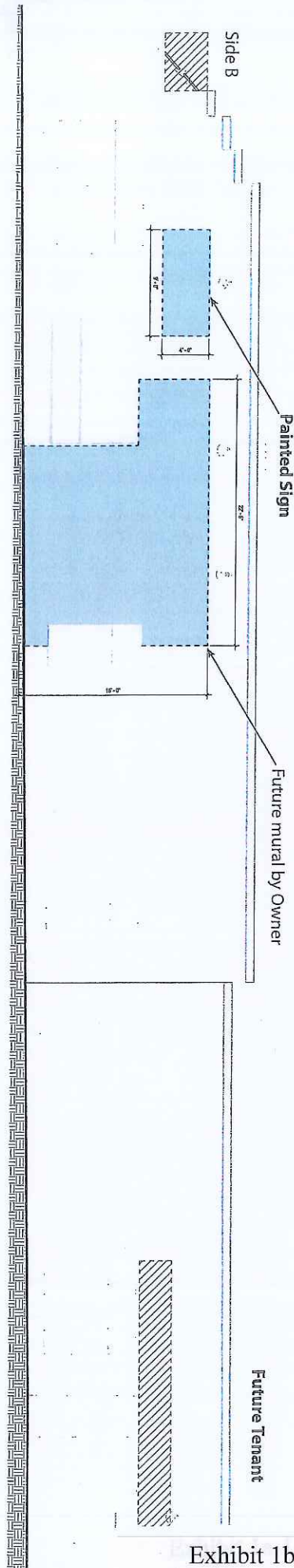
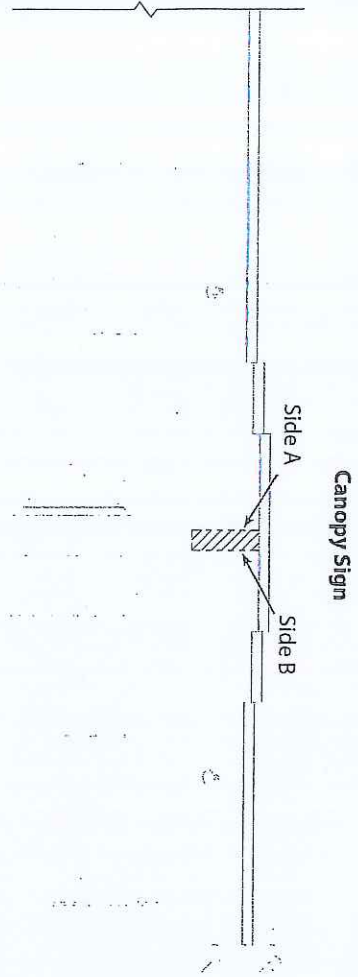


No data available for the following modules: Residential.

The user acknowledges and accepts all inherent limitations of the maps and data, including the fact that the maps and data are dynamic and in a constant state of maintenance, correction and revision. The maps and associated data delineated on a map, either expressed or implied.

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**Statute 153.2.B**  
 Maximum Total Sign Area Per Lot - Square feet of signage per linear foot of the lot's street frontage  
 Commercial Districts - B2 (X3)  
 179 Linear Feet x 3 = 537 SF of total signage available to the lot

Canopy Sign	Painted Sign	Future Tenant Sign
Side A: 20 SF		
Side B: 20 SF		
<b>Total : 40 SF</b>	<b>Total : 36 SF</b>	<b>Total : 90 SF</b>

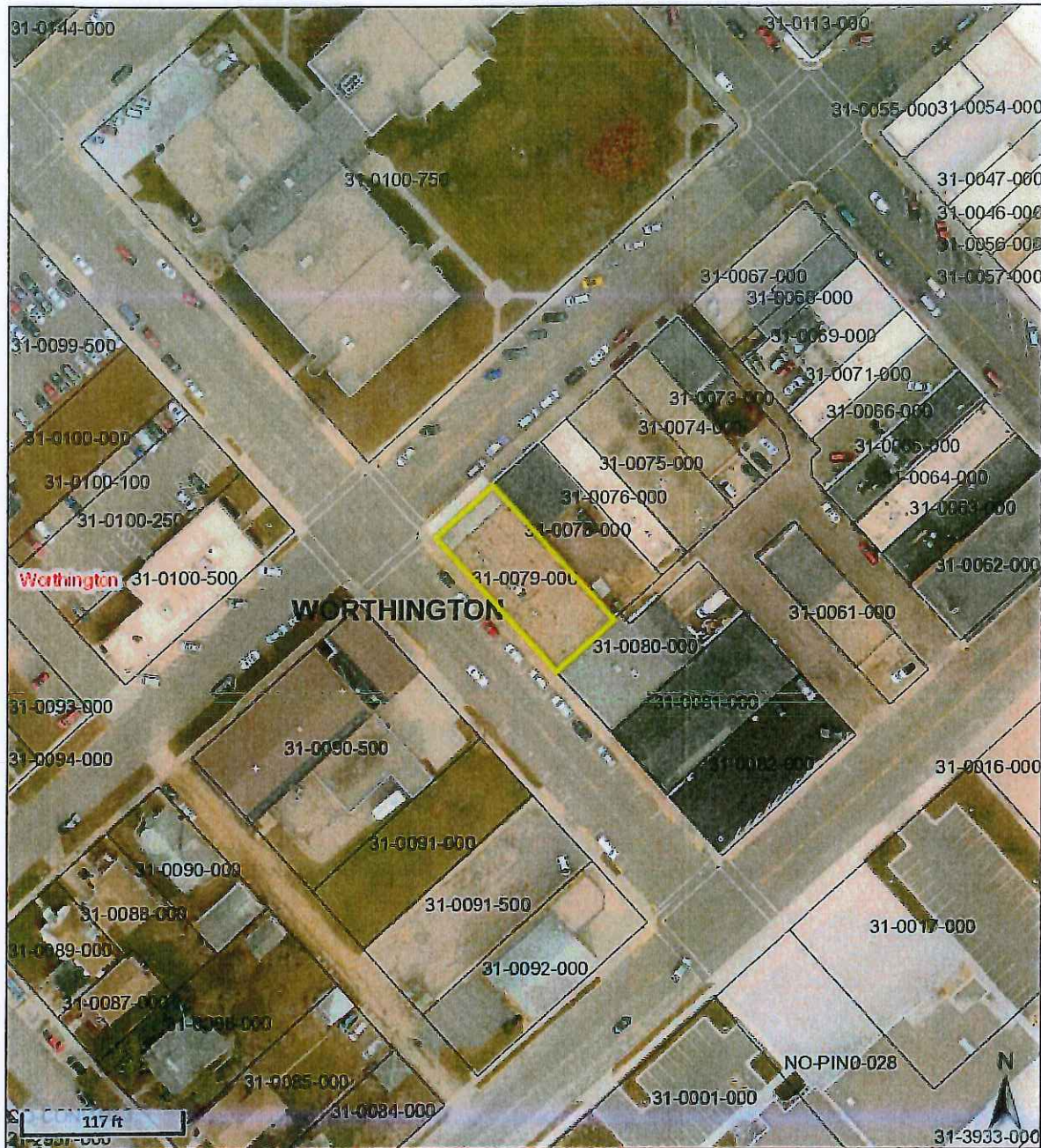




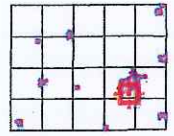
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Nobles County, MN

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Overview



Legend

- Parcel Numbers
- Parcels
- Municipalities
- QuarterQuarters
- Sections
- Townships

Date created: 10/11/2018  
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Exhibit 1d

**ORDINANCE NO. 1116****AN ORDINANCE TO AMEND TITLE XV OF THE CITY CODE OF WORTHINGTON,  
NOBLES COUNTY, MINNESOTA**

The City Council of the City of Worthington Do Ordain:

**Section I**

That Worthington City Code, Title XV, Section 155.010, shall be amended to include the following definitions:

Brewpub - A brewer who is licensed for on-sale intoxicating liquor or 3.2 percent malt liquor license by a municipality for a restaurant operated in the place of manufacture under section Minn. Stat. 340A.24.

**Section II**

That Worthington City Code, Title XV, Section 155.010, Table 5 (Schedule of Use Regulations), shall be amended as to read:

MM. Brewpub - A brewer who is licensed for on-sale intoxicating liquor or 3.2 percent malt liquor license by a municipality for a restaurant operated in the place of manufacture under section Minn. Stat. 340A.24.

**Section III**

That Worthington City Code, Title XV, Section 155, Table 5 (Schedule of Use Regulations), shall establish the following:

Table 5: Schedule of Use Regulations  
Subtitle: Non-Residential Use Group

MM. Brewpub shall be permissible by conditional use in the "B-2" Central Business, "B-3" General Business, "B-4" Shopping Centers, "M-1" Light Manufacturing and "M-2" General Manufacturing zoning districts.

**Section IV**

The City Clerk is hereby directed to file a certified copy of this ordinance in the office of the Recorder in and for the County of Nobles, State of Minnesota.



Section V

Passed and adopted by the City Council of Worthington, Minnesota, this 9<sup>th</sup> day of July, 2018.

(SEAL)

CITY OF WORTHINGTON

Attest: \_\_\_\_\_  
Janice Oberloh, City Clerk

\_\_\_\_\_  
Mike Kuhle, Mayor

PACKET: 02958 Direct Payables

VENDOR SET: 01 CITY OF WORTHINGTON \*\*\* DRAFT/OTHER LISTING \*\*\*

BANK: 1 WELLS FARGO-CITY

VENDOR	I.D.	NAME	ITEM	ITEM	DISCOUNT	AMOUNT	ITEM	ITEM
			TYPE	DATE			NO#	AMOUNT
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W00123		WELLS FARGO BANK MN NA		D 10/31/2018			000750	171.29

* * 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:		1	0.00	171.29	171.29
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:		1	0.00	171.29	171.29

PACKET: 02957 PAYROLL 11/2/18 - 9  
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
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E00088		EFTPS	D	11/07/2018			000753	48,243.86
M00309		MINNESOTA STATE RETIREMENT SYSTD		11/07/2018			000754	1,060.00
O00021		OPTUM HEALTH FINANCIAL	D	11/07/2018			000755	1,906.45
P00039		PUBLIC EMPLOYEES RETIREMENT ASSD		11/07/2018			000756	41,960.58
S00202		STATE OF MINNESOTA DEPT OF REVED		11/07/2018			000757	10,329.66

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
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HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	6	0.00	110,624.52	110,624.52
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:	6	0.00	110,624.52	110,624.52

PACKET: 02946 LINCOLN DUE 11/1/18

VENDOR SET: 01 CITY OF WORTHINGTON \*\*\* DRAFT/OTHER LISTING \*\*\*

BANK: 1 WELLS FARGO-CITY

VENDOR	I.D.	NAME	ITEM	ITEM	DISCOUNT	AMOUNT	ITEM	ITEM
			TYPE	DATE			NO#	AMOUNT
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J00036		LINCOLN FINANCIAL GROUP		D 11/01/2018			000751	3,662.64

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PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	0.00	3,662.64	3,662.64
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:	1	0.00	3,662.64	3,662.64

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A & B BUSINESS SOLUTIONS	11/02/18	COPIER SERVICE-RICOH/MPC45	GENERAL FUND	ENGINEERING ADMIN	63.09
	11/02/18	COPIER SERVICE-RICOH/MPC45	GENERAL FUND	ECONOMIC DEVELOPMENT	117.15_
				TOTAL:	180.24
AMERICAN WATER WORKS ASSOC	11/02/18	2019 AWWA ANNUAL DUES	ELECTRIC	NON-DEPARTMENTAL	324.00_
				TOTAL:	324.00
ARNOLD MOTOR SUPPLY	11/02/18	UNIT 1023 BATTERY	ELECTRIC	O-DISTR UNDERGRND LINE	158.13_
				TOTAL:	158.13
BELTLINE AUTOMOTIVE	11/02/18	SERVICE #106	ELECTRIC	O-DISTR SUPER & ENG	44.63
	11/02/18	OIL CHANGE #102	ELECTRIC	O-DISTR SUPER & ENG	45.42
	11/02/18	OIL CHANGE #103	ELECTRIC	O-DISTR SUPER & ENG	38.87
	11/02/18	OIL CHANGE #100, REPLACE S	ELECTRIC	O-DISTR SUPER & ENG	194.91_
				TOTAL:	323.83
BUFFALO RIDGE CONCRETE INC	11/02/18	CONCRETE FOR LIGHT POLES	ELECTRIC	FA DISTR ST LITE & SIG	224.25_
				TOTAL:	224.25
CITY OF WORTHINGTON	11/02/18	REIMBURSE DEPOSIT	PD TASK FORCE	NON-DEPARTMENTAL	50.00_
				TOTAL:	50.00
CORE & MAIN LP	11/02/18	SMITH TRUCKING-TAPPING SAD WATER		O-DIST UNDERGRND LINES	1,466.84
	11/02/18	SERVICE SADDLES-S SHORE DR WATER		O-DIST UNDERGRND LINES	131.40
	11/02/18	2" POLY SERVICE LINE-10TH WATER		O-DIST UNDERGRND LINES	777.85_
				TOTAL:	2,376.09
DAKOTA SUPPLY GROUP INC	11/02/18	7 METER SETTERS	WATER	O-DISTR METERS	371.66
	11/02/18	TRAIL LIGHTING FIXTURES	ELECTRIC	FA DISTR ST LITE & SIG	72,996.00_
				TOTAL:	73,367.66
DITCH WITCH OF SD INC	11/02/18	NOZZLE	ELECTRIC	O-DISTR UNDERGRND LINE	211.14
	11/02/18	PARTS	ELECTRIC	O-DISTR UNDERGRND LINE	27.66_
				TOTAL:	238.80
ECHO GROUP INC	11/02/18	LEVEL TRANSDUCER RELOCATIO	WATER	M-PURIFY STRUCTURES	35.39
	11/02/18	LIGHT WIRE	ELECTRIC	M-DISTR ST LITE & SIG	49.03
	11/02/18	LIGHT WIRE	ELECTRIC	M-DISTR ST LITE & SIG	96.96
	11/02/18	PVC ELBOWS-PROJECTS	ELECTRIC	FA DISTR UNDRGRND COND	49.03
	11/02/18	PVC ELBOWS-PROJECTS	ELECTRIC	FA DISTR UNDRGRND COND	490.32
	11/02/18	PVC ELBOWS-PROJECTS	ELECTRIC	FA DISTR UNDRGRND COND	612.90
	11/02/18	PVC ELBOWS-PROJECTS	ELECTRIC	FA DISTR UNDRGRND COND	3,180.37_
				TOTAL:	4,514.00
FIRST STATE BANK SOUTHWEST	11/02/18	LOPEZ WORKFORCE HOUSING PR TI DIST #7, REDEV		MISC HOUSING DEVELOPME	24,701.00_
				TOTAL:	24,701.00
GRAYBAR ELECTRIC CO INC	11/02/18	PVC CONDUIT	ELECTRIC	FA DISTR UNDRGRND COND	405.36_
				TOTAL:	405.36
H.M. CRAGG CO	11/02/18	BATTERY INSPECTIONS & REPA	ELECTRIC	O-DISTR STATION EXPENS	1,992.00_
				TOTAL:	1,992.00
HAWKINS INC	11/02/18	TREATMENT CHEMICAL	WATER	O-PURIFY	4,393.09_
				TOTAL:	4,393.09

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
IUOE LOCAL 49 FRINGE BENEFIT FUND	11/02/18	HEALTH INS PREMIUM 49ERS	GENERAL FUND	NON-DEPARTMENTAL	44.56
	11/02/18	HEALTH INS PREMIUM 49ERS	GENERAL FUND	NON-DEPARTMENTAL	314.54
	11/02/18	HEALTH PREMIUM 49ERS	GENERAL FUND	ENGINEERING ADMIN	373.55
	11/02/18	HEALTH PREMIUM 49ERS	GENERAL FUND	ENGINEERING ADMIN	578.56
	11/02/18	HEALTH PREMIUM 49ERS	GENERAL FUND	PAVED STREETS	600.93
	11/02/18	HEALTH PREMIUM 49ERS	GENERAL FUND	PAVED STREETS	1,481.80
	11/02/18	HEALTH PREMIUM 49ERS	GENERAL FUND	PUBLIC WORK SHOP	263.62
	11/02/18	HEALTH PREMIUM 49ERS	GENERAL FUND	PUBLIC WORK SHOP	251.10
	11/02/18	HEALTH PREMIUM 49ERS	GENERAL FUND	LAKE IMPROVEMENT	117.67
	11/02/18	HEALTH PREMIUM 49ERS	GENERAL FUND	LAKE IMPROVEMENT	479.67
	11/02/18	HEALTH INS PREMIUM 49ERS	RECREATION	NON-DEPARTMENTAL	223.66
	11/02/18	HEALTH PREMIUM 49ERS	RECREATION	SOCCER COMPLEX	74.40
	11/02/18	HEALTH PREMIUM 49ERS	RECREATION	SOCCER COMPLEX	77.50
	11/02/18	HEALTH PREMIUM 49ERS	RECREATION	PARK AREAS	1,537.94
	11/02/18	HEALTH PREMIUM 49ERS	RECREATION	PARK AREAS	1,909.60
	11/02/18	HEALTH PREMIUM 49ERS	RECREATION	TREE REMOVAL	334.58
	11/02/18	HEALTH PREMIUM 49ERS	IMPROVEMENT CONST	W GATEWAY DR SANITARY	24.74
	11/02/18	HEALTH PREMIUM 49ERS	IMPROVEMENT CONST	W GATEWAY DR AREA WT E	40.82
	11/02/18	HEALTH INS PREMIUM 49ERS	WATER	NON-DEPARTMENTAL	302.84
	11/02/18	HEALTH PREMIUM 49ERS	WATER	O-PUMPING	182.18
	11/02/18	HEALTH PREMIUM 49ERS	WATER	O-PUMPING	192.06
	11/02/18	HEALTH PREMIUM 49ERS	WATER	O-PURIFY LABOR	554.34
	11/02/18	HEALTH PREMIUM 49ERS	WATER	O-PURIFY LABOR	363.33
	11/02/18	HEALTH PREMIUM 49ERS	WATER	O-DIST UNDERGRND LINES	999.38
	11/02/18	HEALTH PREMIUM 49ERS	WATER	O-DIST UNDERGRND LINES	595.29
	11/02/18	HEALTH PREMIUM 49ERS	WATER	O-DISTR MISC	234.89
	11/02/18	HEALTH PREMIUM 49ERS	WATER	O-DISTR MISC	276.60
	11/02/18	HEALTH PREMIUM 49ERS	WATER	M-SOURCE WELLS & SPRNG	32.84
	11/02/18	HEALTH PREMIUM 49ERS	WATER	M-TRANS MAINS	476.37
	11/02/18	HEALTH PREMIUM 49ERS	WATER	M-TRANS MAINS	972.81
	11/02/18	HEALTH PREMIUM 49ERS	WATER	M-TRANS HYDRANTS	79.91
	11/02/18	HEALTH PREMIUM 49ERS	WATER	PROJECT #8	32.16
	11/02/18	HEALTH PREMIUM 49ERS	WATER	PROJECT #8	49.60
	11/02/18	HEALTH INS PREMIUM 49ERS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	124.00
	11/02/18	HEALTH INS PREMIUM 49ERS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	497.81
	11/02/18	HEALTH PREMIUM 49ERS	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	306.79
	11/02/18	HEALTH PREMIUM 49ERS	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	128.61
	11/02/18	HEALTH PREMIUM 49ERS	MUNICIPAL WASTEWAT	O-PURIFY LABOR	882.31
	11/02/18	HEALTH PREMIUM 49ERS	MUNICIPAL WASTEWAT	O-PURIFY LABOR	952.83
	11/02/18	HEALTH PREMIUM 49ERS	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	519.75
	11/02/18	HEALTH PREMIUM 49ERS	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	527.70
	11/02/18	HEALTH PREMIUM 49ERS	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	560.57
	11/02/18	HEALTH PREMIUM 49ERS	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	741.36
	11/02/18	HEALTH PREMIUM 49ERS	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	1,078.58
	11/02/18	HEALTH PREMIUM 49ERS	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	1,072.60
	11/02/18	HEALTH PREMIUM 49ERS	MUNICIPAL WASTEWAT	PROJECT #2	18.54
	11/02/18	HEALTH PREMIUM 49ERS	MUNICIPAL WASTEWAT	PROJECT #2	9.68
	11/02/18	HEALTH PREMIUM 49ERS	MUNICIPAL WASTEWAT	PROJECT #15	179.65
	11/02/18	HEALTH INS PREMIUM 49ERS	STORM WATER MANAGE	NON-DEPARTMENTAL	65.95
	11/02/18	HEALTH INS PREMIUM 49ERS	STORM WATER MANAGE	NON-DEPARTMENTAL	199.86
	11/02/18	HEALTH PREMIUM 49ERS	STORM WATER MANAGE	STORM DRAINAGE	1,208.17
	11/02/18	HEALTH PREMIUM 49ERS	STORM WATER MANAGE	STORM DRAINAGE	48.90
	11/02/18	HEALTH PREMIUM 49ERS	STORM WATER MANAGE	STREET CLEANING	162.42
	11/02/18	HEALTH PREMIUM 49ERS	STORM WATER MANAGE	STREET CLEANING	644.80
	11/02/18	HEALTH PREMIUM 49ERS	STORM WATER MANAGE	PROJECT #1	265.24
	11/02/18	HEALTH INS PREMIUM 49ERS	AIRPORT	NON-DEPARTMENTAL	13.49

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	11/02/18	HEALTH INS PREMIUM 49ERS	AIRPORT	NON-DEPARTMENTAL	2.90
	11/02/18	HEALTH PREMIUM 49ERS	AIRPORT	O-GEN MISC	294.46
	11/02/18	HEALTH PREMIUM 49ERS	AIRPORT	O-GEN MISC	24.80
	11/02/18	HEALTH INS PREM	HEALTH INS PLAN (T	EMPLOYEE PENS & BENEFI	2,341.01
	11/02/18	HEALTH INS PREM	HEALTH INS PLAN (T	EMPLOYEE PENS & BENEFI	1,573.38_
				TOTAL:	28,520.00
LAMPERTS YARDS INC-2602004	11/02/18	SCOUT BLDG MATERIALS	RECREATION	PARK AREAS	281.60
	11/02/18	SCOUT BLDG MATERIALS	RECREATION	PARK AREAS	175.20
	11/02/18	SCOUT BLDG MATERIALS	RECREATION	PARK AREAS	612.83
	11/02/18	SCOUT BLDG MATERIALS	RECREATION	PARK AREAS	78.78-
	11/02/18	SCOUT BLDG MATERIALS	RECREATION	PARK AREAS	6.29_
				TOTAL:	997.14
LAW ENFORCEMENT LABOR SERVICES INC #27	11/02/18	UNION DUES	GENERAL FUND	NON-DEPARTMENTAL	294.00_
				TOTAL:	294.00
JASON LIKE	11/02/18	REIMBURSE VACTOR RETURN TR	STORM WATER MANAGE	STORM DRAINAGE	9.98_
				TOTAL:	9.98
LOCATORS & SUPPLIES INC	11/02/18	WORK GLOVES	ELECTRIC	O-DISTR MISC	155.60_
				TOTAL:	155.60
MCCUEN, JOSHUA W	11/02/18	T2D CONFERENCE	GENERAL FUND	POLICE ADMINISTRATION	48.25_
				TOTAL:	48.25
MINNESOTA CHILD SUPPORT PAYMENT CTR	11/02/18	GARNISHMENT	GENERAL FUND	NON-DEPARTMENTAL	47.06
	11/02/18	SUPPORT ORDER	GENERAL FUND	NON-DEPARTMENTAL	74.98
	11/02/18	SUPPORT ORDER	STORM WATER MANAGE	NON-DEPARTMENTAL	34.61
	11/02/18	SUPPORT ORDER	AIRPORT	NON-DEPARTMENTAL	5.77_
				TOTAL:	162.42
MISCELLANEOUS V BALDERAS MELISA	11/02/18	REFUND OF CREDITS-ACCTS FI	ELECTRIC	NON-DEPARTMENTAL	72.00
CHAVEZ RAMOS GENERO R	11/02/18	REFUND OF CREDITS-ACCTS FI	ELECTRIC	NON-DEPARTMENTAL	15.88
DEMUTH AGENCY	11/02/18	LIGHTING RETROFIT EFF REBA	ELECTRIC	CUSTOMER INSTALL EXPEN	188.73
JENSEN JAY	11/02/18	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	25.00
TIMMONS BRENDA	11/02/18	REFUND BLDG PERMIT	GENERAL FUND	NON-DEPARTMENTAL	54.75
TIMMONS BRENDA	11/02/18	REFUND BLDG PERMIT	GENERAL FUND	NON-DEPARTMENTAL	1.50
ZETINO MARROQUIN ROBYN	11/02/18	REFUND OF CREDITS-ACCTS FI	ELECTRIC	NON-DEPARTMENTAL	34.03_
				TOTAL:	391.89
MORRIS ELECTRONICS INC	11/02/18	TECHNICAL SUPPORT	WATER	ACCTS-RECORDS & COLLEC	220.00
	11/02/18	TECHNICAL SUPPORT	WATER	ACCTS-RECORDS & COLLEC	35.00
	11/02/18	SYMANTEC PROTECTION	WATER	ACCTS-RECORDS & COLLEC	85.00
	11/02/18	TECHNICAL SUPPORT	WATER	ACCTS-RECORDS & COLLEC	25.00
	11/02/18	LICENSES	WATER	ACCTS-RECORDS & COLLEC	149.00
	11/02/18	COMPUTER	WATER	ACCTS-RECORDS & COLLEC	222.49
	11/02/18	TECHNICAL SUPPORT	WATER	ACCTS-RECORDS & COLLEC	70.00
	11/02/18	LICENSES	WATER	ACCTS-RECORDS & COLLEC	1,444.46
	11/02/18	TECHNICAL SUPPORT	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	220.00
	11/02/18	TECHNICAL SUPPORT	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	35.00
	11/02/18	SYMANTEC PROTECTION	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	85.00
	11/02/18	TECHNICAL SUPPORT	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	25.00
	11/02/18	LICENSES	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	149.00
	11/02/18	COMPUTER	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	222.49
	11/02/18	TECHNICAL SUPPORT	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	70.00



VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	11/02/18	LICENSES	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	1,444.46
	11/02/18	TECHNICAL SUPPORT	ELECTRIC	ACCTS-RECORDS & COLLEC	440.00
	11/02/18	TECHNICAL SUPPORT	ELECTRIC	ACCTS-RECORDS & COLLEC	70.00
	11/02/18	SYMANTEC PROTECTION	ELECTRIC	ACCTS-RECORDS & COLLEC	169.98
	11/02/18	TECHNICAL SUPPORT	ELECTRIC	ACCTS-RECORDS & COLLEC	50.00
	11/02/18	LICENSES	ELECTRIC	ACCTS-RECORDS & COLLEC	298.00
	11/02/18	COMPUTER	ELECTRIC	ACCTS-RECORDS & COLLEC	444.98
	11/02/18	TECHNICAL SUPPORT	ELECTRIC	ACCTS-RECORDS & COLLEC	140.00
	11/02/18	LICENSES	ELECTRIC	ACCTS-RECORDS & COLLEC	2,888.92
	11/02/18	FIBER PROJECT (SCHOOL)	ELECTRIC	FA COMMUNICATION EQUIP	1,010.00_
				TOTAL:	10,013.78
NEOPOST USA INC	11/02/18	INSERTER, OPENER LEASE PAY WATER		ACCTS-RECORDS & COLLEC	423.94
	11/02/18	INSERTER & OPENER LEASE PA WATER		ACCTS-RECORDS & COLLEC	423.94
	11/02/18	INSERTER, OPENER LEASE PAY MUNICIPAL WASTEWAT		ACCT-RECORDS & COLLECT	423.93
	11/02/18	INSERTER & OPENER LEASE PA MUNICIPAL WASTEWAT		ACCT-RECORDS & COLLECT	423.93
	11/02/18	INSERTER, OPENER LEASE PAY ELECTRIC		ACCTS-RECORDS & COLLEC	847.88
	11/02/18	INSERTER & OPENER LEASE PA ELECTRIC		ACCTS-RECORDS & COLLEC	847.88_
				TOTAL:	3,391.50
BER CODY	11/02/18	REIMBURSE VACTOR RETURN TR STORM WATER MANAGE		STORM DRAINAGE	9.98_
				TOTAL:	9.98
ONE OFFICE SOURCE	11/02/18	SERVICE AGREEMENT-SHARP MX WATER		ACCTS-RECORDS & COLLEC	35.75
	11/02/18	SERVICE AGREEMENT-SHARP MX MUNICIPAL WASTEWAT		ACCT-RECORDS & COLLECT	35.75
	11/02/18	SERVICE AGREEMENT-SHARP MX ELECTRIC		ACCTS-RECORDS & COLLEC	71.51_
				TOTAL:	143.01
R & D INDUSTRIES INC	11/02/18	BAC CONF ROOM A/V ISSUES	ECONOMIC DEV AUTHO	TRAINING/TESTING CENTE	168.95_
				TOTAL:	168.95
RESKO INC	11/02/18	ARRESTERS FOR PROJECTS	ELECTRIC	FA DISTR UNDRGRND COND	1,470.51_
				TOTAL:	1,470.51
RESERVE ACCOUNT-ACCOUNT#30233498	11/02/18	POSTAGE BY PHONE	WATER	ADMIN OFFICE SUPPLIES	150.00
	11/02/18	POSTAGE BY PHONE	WATER	ACCTS-RECORDS & COLLEC	1,350.00
	11/02/18	POSTAGE BY PHONE	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	150.00
	11/02/18	POSTAGE BY PHONE	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	1,350.00
	11/02/18	POSTAGE BY PHONE	ELECTRIC	ADMIN OFFICE SUPPLIES	300.00
	11/02/18	POSTAGE BY PHONE	ELECTRIC	ACCTS-RECORDS & COLLEC	2,700.00_
				TOTAL:	6,000.00
RUNNINGS SUPPLY INC-ACCT#9502440	11/02/18	WELLHOUSE SUPPLIES	WATER	M-PUMPING	47.45
	11/02/18	PUMP STATION SUPPLIES	WATER	M-PURIFY EQUIPMENT	218.47_
				TOTAL:	265.92
RUNNINGS SUPPLY INC-ACCT#9502485	11/02/18	RANGE PROJECT	GENERAL FUND	POLICE ADMINISTRATION	69.98
	11/02/18	TOOL BOX, PLIERS SET, SCRE	GENERAL FUND	FIRE ADMINISTRATION	63.94
	11/02/18	PLIERS SET	GENERAL FUND	FIRE ADMINISTRATION	19.99
	11/02/18	HITCH PIN	GENERAL FUND	PAVED STREETS	3.99
	11/02/18	CLEANING SUPPLIES	GENERAL FUND	CENTER FOR ACTIVE LIVI	16.14
	11/02/18	PROGRAMS	GENERAL FUND	CENTER FOR ACTIVE LIVI	49.80
	11/02/18	BULK BIN PRODUCTS	RECREATION	SOCCER COMPLEX	2.38
	11/02/18	RESTROOM ANTI-FREEZE	RECREATION	PARK AREAS	5.94
	11/02/18	SPRAYER HOSE	RECREATION	PARK AREAS	2.19
	11/02/18	SPRAYER TOGGLE SWITCH	RECREATION	PARK AREAS	20.97

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	11/02/18	ROPE CLIPS-HANGAR CABLES	AIRPORT	O-GEN MISC	6.32_
				TOTAL:	261.64
SCHWALBACH ACE #6067	11/02/18	SHOP SUPPLIES-FASTENERS	WATER	O-DISTR MISC	23.99_
				TOTAL:	23.99
STAR ENERGY SERVICES	11/02/18	GIS SERVICES	ELECTRIC	O-DISTR MISC	685.30_
				TOTAL:	685.30
TEXAS REFINERY CORP	11/02/18	FUEL ADDITIVES	GENERAL FUND	STORM DAMAGE (FEMA)	576.60_
				TOTAL:	576.60
TRI-STATE RENTAL CENTER	11/02/18	SEWER AUGER RENTAL	WATER	M-PURIFY STRUCTURES	60.00_
				TOTAL:	60.00
VERIZON WIRELESS	11/02/18	MONTHLY WIRELESS SERVICE	GENERAL FUND	MAYOR AND COUNCIL	41.46
	11/02/18	MONTHLY WIRELESS SERVICE	GENERAL FUND	ADMINISTRATION	59.12
	11/02/18	TREMBLE DEVICE	GENERAL FUND	ENGINEERING ADMIN	25.10
	11/02/18	MONTHLY WIRELESS SERVICE	GENERAL FUND	ENGINEERING ADMIN	62.92
	11/02/18	MONTHLY WIRELESS SERVICE	GENERAL FUND	ECONOMIC DEVELOPMENT	32.12
	11/02/18	PHONE SERVICE	GENERAL FUND	POLICE ADMINISTRATION	714.81
	11/02/18	PHONE SERVICE	GENERAL FUND	SECURITY CENTER	84.10
	11/02/18	PHONE SERVICE	GENERAL FUND	SECURITY CENTER	84.10
	11/02/18	MONTHLY WIRELESS SERVICE	GENERAL FUND	PAVED STREETS	36.16
	11/02/18	MONTHLY WIRELESS SERVICE	GENERAL FUND	PAVED STREETS	101.88
	11/02/18	PHONE SERVICE	GENERAL FUND	CODE ENFORCEMENT	50.94
	11/02/18	MONTHLY WIRELESS SERVICE	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	31.46
	11/02/18	AIR CARD	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	26.02
	11/02/18	MONTHLY WIRELESS SERVICE	RECREATION	PARK AREAS	36.46
	11/02/18	MONTHLY WIRELESS SERVICE	RECREATION	OLSON PARK CAMPGROUND	31.46
	11/02/18	MONTHLY WIRELESS SERVICE	WATER	O-DISTR MISC	40.01
	11/02/18	MONTHLY WIRELESS SERVICE	WATER	O-DISTR MISC	38.72
	11/02/18	MONTHLY WIRELESS SERVICE	WATER	O-DISTR MISC	60.94
	11/02/18	MONTHLY WIRELESS SERVICE	WATER	O-DISTR MISC	33.72
	11/02/18	MONTHLY WIRELESS SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	40.01
	11/02/18	MONTHLY WIRELESS SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	50.94
	11/02/18	MONTHLY WIRELESS SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	50.94
	11/02/18	MONTHLY WIRELESS SERVICE	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	50.94
	11/02/18	MONTHLY WIRELESS SERVICE	ELECTRIC	O-DISTR SUPER & ENG	40.01
	11/02/18	MONTHLY WIRELESS SERVICE	ELECTRIC	O-DISTR SUPER & ENG	40.01
	11/02/18	MONTHLY WIRELESS SERVICE	ELECTRIC	O-DISTR SUPER & ENG	40.01
	11/02/18	MONTHLY WIRELESS SERVICE	ELECTRIC	O-DISTR SUPER & ENG	50.94
	11/02/18	MONTHLY WIRELESS SERVICE	ELECTRIC	O-DISTR SUPER & ENG	60.94
	11/02/18	MONTHLY WIRELESS SERVICE	ELECTRIC	O-DISTR MISC	52.72
	11/02/18	MONTHLY WIRELESS SERVICE	ELECTRIC	ADMIN OFFICE SUPPLIES	60.94
	11/02/18	MONTHLY WIRELESS SERVICE	ELECTRIC	ACCTS-METER READING	60.94_
				TOTAL:	2,190.84
WORTHINGTON PRINTING CO INC	11/02/18	WPU LETTERHEAD	WATER	ACCTS-RECORDS & COLLEC	106.74
	11/02/18	WPU LETTERHEAD	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	106.73
	11/02/18	WPU LETTERHEAD	ELECTRIC	ACCTS-RECORDS & COLLEC	213.48_
				TOTAL:	426.95

VENDOR SORT KEY

DATE DESCRIPTION

FUND

DEPARTMENT

AMOUNT\_

## ===== FUND TOTALS =====

101	GENERAL FUND	7,299.93
202	MEMORIAL AUDITORIUM	31.46
207	PD TASK FORCE	76.02
229	RECREATION	5,254.22
231	ECONOMIC DEV AUTHORITY	168.95
401	IMPROVEMENT CONST	65.56
419	TI DIST #7, REDEV AMEND 5	24,701.00
601	WATER	17,785.45
602	MUNICIPAL WASTEWATER	12,534.90
604	ELECTRIC	94,687.17
606	STORM WATER MANAGEMENT	2,649.91
612	AIRPORT	347.74
705	HEALTH INS PLAN (TPA)	3,914.39

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GRAND TOTAL: 169,516.70  
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TOTAL PAGES: 6

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
AMERICAN BOTTLING COMPANY	11/09/18	MIX	LIQUOR	NON-DEPARTMENTAL	127.20_
				TOTAL:	127.20
AMERICAN ENGINEERING TESTING INC	11/09/18	CD 12 FLOOD MITIGATION IMP	STORM WATER MANAGE	PROJECT #24	181.60_
				TOTAL:	181.60
AMERIPRIDE	11/09/18	4 WEEK TOWEL SERVICE	MUNICIPAL WASTEWAT	O-PURIFY MISC	137.61_
				TOTAL:	137.61
ANDERSON ALIGNMENT INC	11/09/18	#402 BATTERY	GENERAL FUND	PAVED STREETS	140.95
	11/09/18	ROLLER TEMP REPAIR	GENERAL FUND	PAVED STREETS	47.50
	11/09/18	#308 OIL CHANGE, DOT INSPE	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	194.68
	11/09/18	#308 OIL CHANGE, DOT INSPE	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	190.00_
				TOTAL:	573.13
ARCTIC GLACIER USA INC	11/09/18	ICE	LIQUOR	NON-DEPARTMENTAL	61.20
	11/09/18	ICE	LIQUOR	NON-DEPARTMENTAL	42.15
	11/09/18	ICE	LIQUOR	NON-DEPARTMENTAL	57.92_
				TOTAL:	161.27
ARNOLD MOTOR SUPPLY	11/09/18	#102 BATTERY CORE CREDIT	ELECTRIC	O-DISTR UNDERGRND LINE	24.00-
	11/09/18	#102 BATTERY	ELECTRIC	O-DISTR UNDERGRND LINE	166.07
	11/09/18	BATTERY FOR VAC	ELECTRIC	O-DISTR UNDERGRND LINE	107.06
	11/09/18	PAINT	ELECTRIC	O-DISTR UNDERGRND LINE	131.89_
				TOTAL:	381.02
ARTISAN BEER COMPANY	11/09/18	BEER	LIQUOR	NON-DEPARTMENTAL	301.00
	11/09/18	BEER	LIQUOR	NON-DEPARTMENTAL	362.20
	11/09/18	BEER	LIQUOR	NON-DEPARTMENTAL	229.85_
				TOTAL:	893.05
ATLANTIC COCA-COLA	11/09/18	MIX	LIQUOR	NON-DEPARTMENTAL	285.10_
				TOTAL:	285.10
AUTOMATIC BUILDING CONTROLS INC	11/09/18	FIRE ALARM TESTING	GENERAL FUND	GENERAL GOVT BUILDINGS	873.00_
				TOTAL:	873.00
AUTOMATIC SYSTEMS CO	11/09/18	PUMP STATION SCADA WORK	WATER	FA PURIFY EQUIPMENT	12,360.00_
				TOTAL:	12,360.00
BANNER ASSOCIATES INC	11/09/18	HIGH SERVICE PUMP STATION	WATER	FA PURIFY EQUIPMENT	1,066.69
	11/09/18	RAW WATER PIPELINE RELOCAT	WATER	FA TRANS MAINS	2,349.00_
				TOTAL:	3,415.69
BAXTER'S FRAME WORKS AND BADGE FRAME	11/09/18	THIN BLUE LINE AWARDS	GENERAL FUND	POLICE ADMINISTRATION	276.76_
				TOTAL:	276.76
BELLBOY CORP	11/09/18	MIX	LIQUOR	NON-DEPARTMENTAL	30.30-
	11/09/18	MIX	LIQUOR	NON-DEPARTMENTAL	699.30
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	7.23_
				TOTAL:	676.23
BENSON TECHNICAL WORKS INC	11/09/18	QUARTERLY LIGHT VERIFICATI	AIRPORT	O-GEN MISC	624.25_
				TOTAL:	624.25
BEVERAGE WHOLESALERS INC	11/09/18	BEER	LIQUOR	NON-DEPARTMENTAL	3,641.60

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	11/09/18	BEER	LIQUOR	NON-DEPARTMENTAL	6,628.40
	11/09/18	MIX	LIQUOR	NON-DEPARTMENTAL	15.60
	11/09/18	BEER	LIQUOR	NON-DEPARTMENTAL	4,647.45
	11/09/18	BEER	LIQUOR	NON-DEPARTMENTAL	7,489.07
	11/09/18	BEER	LIQUOR	NON-DEPARTMENTAL	9,146.00
	11/09/18	BEER	LIQUOR	NON-DEPARTMENTAL	2.40-
	11/09/18	BEER	LIQUOR	NON-DEPARTMENTAL	67.00-
				TOTAL:	31,498.72
BLUEGLOBES LLC	11/09/18	HEAD ASSEMBLIES	AIRPORT	O-GEN MISC	187.16_
				TOTAL:	187.16
BOB'S PIANO SERVICE INC	11/09/18	PIANO TUNING	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	105.00
	11/09/18	PIANO TUNING, CHANGED WICK	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	120.00_
				TOTAL:	225.00
BOLTON & MENK INC	11/09/18	CENT PARK SPLASH PAD	RECREATION	PARK AREAS	6,494.00
	11/09/18	RUNWAY 11/29 AND 18//36 RE	AIRPORT	PROJECT #5	420.00_
				TOTAL:	6,914.00
BREAKTHRU BEVERAGE MINNESOTA BEER LLC	11/09/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	3,932.06
	11/09/18	WINE	LIQUOR	NON-DEPARTMENTAL	391.80
	11/09/18	BEER	LIQUOR	NON-DEPARTMENTAL	292.10
	11/09/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	4,284.19
	11/09/18	MIX	LIQUOR	NON-DEPARTMENTAL	34.16
	11/09/18	WINE	LIQUOR	NON-DEPARTMENTAL	96.00
	11/09/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	2,678.30
	11/09/18	MIX	LIQUOR	NON-DEPARTMENTAL	70.95
	11/09/18	WINE	LIQUOR	NON-DEPARTMENTAL	932.00
	11/09/18	MIX	LIQUOR	NON-DEPARTMENTAL	50.00-
	11/09/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	375.00-
	11/09/18	MIX	LIQUOR	NON-DEPARTMENTAL	72.00-
	11/09/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	37.48-
	11/09/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	56.25-
	11/09/18	MIX	LIQUOR	NON-DEPARTMENTAL	27.46-
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	60.67
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	18.96
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	60.58
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	1.85
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	53.95
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	27.75_
				TOTAL:	12,317.13
MICHAEL BURNS	11/09/18	DND KEYS-THOMPSON	GENERAL FUND	ECONOMIC DEVELOPMENT	16.50
	11/09/18	HID READERS	GENERAL FUND	FIRE ADMINISTRATION	340.00_
				TOTAL:	356.50
C & B OPERATIONS LLC	11/09/18	TRACTOR RENTAL 10/17/18-8/	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	750.00_
				TOTAL:	750.00
C&S CHEMICALS INC	11/09/18	4,12 GALLOONS ALUM	MUNICIPAL WASTEWAT	O-PURIFY MISC	4,803.30_
				TOTAL:	4,803.30
CAMPUS CLEANERS	11/09/18	COMMERCIAL LAUNDRY	LIQUOR	O-GEN MISC	32.64_
				TOTAL:	32.64

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
CATAPULT ME INC	11/09/18	2019 BUDGET TABS-25 SETS	GENERAL FUND	AUDITS AND BUDGETS	2,010.00
	11/09/18	2018 CAFR COVERS & BACK-22	GENERAL FUND	AUDITS AND BUDGETS	653.00_
				TOTAL:	2,663.00
CHAMBER OF COMMERCE	11/09/18	LODGING TAX-SEPTEMBER	TOURISM PROMOTION	LODGING TAX/TOURISM	19,782.79_
				TOTAL:	19,782.79
COAST TO COAST SOLUTIONS	11/09/18	20 OZ MOOD CYCLE BOTTLES	GENERAL FUND	FIRE ADMINISTRATION	744.90_
				TOTAL:	744.90
COLONIAL CABINETS LLC	11/09/18	CUT/SAND/REFINISH DOORS-SO	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	801.22_
				TOTAL:	801.22
COOPERATIVE ENERGY CO- ACCT # 5910807	11/09/18	FUEL	GENERAL FUND	PAVED STREETS	23.03
	11/09/18	SUPERLUBE TMS 10W30	RECREATION	SOCCER COMPLEX	32.10
	11/09/18	HYDRAULIC FLUID	RECREATION	SOCCER COMPLEX	41.15_
				TOTAL:	96.28
CORE & MAIN LP	11/09/18	WARNING PLATES	GENERAL FUND	PAVED STREETS	1,630.16_
				TOTAL:	1,630.16
CRYSTEEL TRUCK EQUIPMENT INC	11/09/18	EQUIP NEW DUMP TRUCK	GENERAL FUND	PAVED STREETS	92,049.96_
				TOTAL:	92,049.96
CULLIGAN WATER COND CO	11/09/18	MONTHLY SERVICE	GENERAL FUND	GENERAL GOVT BUILDINGS	57.95
	11/09/18	MONTHLY SERVICE	GENERAL FUND	SECURITY CENTER	27.75
	11/09/18	MONTHLY SERVICE	GENERAL FUND	SECURITY CENTER	27.75
	11/09/18	MONTHLY SERVICE	GENERAL FUND	PAVED STREETS	5.00
	11/09/18	MONTHLY SERVICE	WATER	O-DISTR MISC	18.00
	11/09/18	MONTHLY SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	18.00
	11/09/18	MONTHLY SERVICE	ELECTRIC	ACCTS-RECORDS & COLLEC	58.33
	11/09/18	SALT	LIQUOR	O-GEN MISC	6.72_
				TOTAL:	219.50
BRANDON L PEIL	11/09/18	SIGN GUN CLEANING CABINET	GENERAL FUND	POLICE ADMINISTRATION	25.00_
				TOTAL:	25.00
DACOTAH PAPER CO	11/09/18	BAGS	LIQUOR	O-GEN MISC	97.96_
				TOTAL:	97.96
DEPARTMENT OF LABOR AND INDUSTRY	11/09/18	3RD QTR BLDG PERMIT SURCHA	GENERAL FUND	NON-DEPARTMENTAL	2,526.12_
				TOTAL:	2,526.12
DEPT OF PUBLIC SAFETY	11/09/18	BUYERS CARD	LIQUOR	O-GEN MISC	20.00_
				TOTAL:	20.00
DOLL DISTRIBUTING LLC	11/09/18	BEER	LIQUOR	NON-DEPARTMENTAL	190.40
	11/09/18	BEER	LIQUOR	NON-DEPARTMENTAL	120.00
	11/09/18	BEER	LIQUOR	NON-DEPARTMENTAL	49.80-
	11/09/18	BEER	LIQUOR	NON-DEPARTMENTAL	4,431.75
	11/09/18	BEER	LIQUOR	NON-DEPARTMENTAL	10,149.10
	11/09/18	BEER	LIQUOR	NON-DEPARTMENTAL	150.00-
	11/09/18	BEER	LIQUOR	NON-DEPARTMENTAL	127.50
	11/09/18	BEER	LIQUOR	NON-DEPARTMENTAL	96.00-
	11/09/18	BEER	LIQUOR	NON-DEPARTMENTAL	60.00
	11/09/18	BEER	LIQUOR	NON-DEPARTMENTAL	3,657.15

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	11/09/18	BEER	LIQUOR	NON-DEPARTMENTAL	4,090.40
	11/09/18	BEER	LIQUOR	NON-DEPARTMENTAL	2,258.60
	11/09/18	MIX	LIQUOR	NON-DEPARTMENTAL	14.00_
				TOTAL:	24,803.10
DUBOIS CHEMICALS INC	11/09/18	CHEMICALS	INDUSTRIAL WASTEWAT	O-PURIFY MISC	7,821.54_
				TOTAL:	7,821.54
DUININCK INC	11/09/18	STREET PATCHES	GENERAL FUND	PAVED STREETS	263.86
	11/09/18	STREET PATCHES	GENERAL FUND	PAVED STREETS	352.00
	11/09/18	STREET PATCHES	GENERAL FUND	PAVED STREETS	1,213.47
	11/09/18	STREET PATCHES	GENERAL FUND	PAVED STREETS	295.68
	11/09/18	STREET PATCHES	GENERAL FUND	PAVED STREETS	190.96
	11/09/18	2017 SEWER/WATER RECON #6	WATER	NON-DEPARTMENTAL	5,218.34
	11/09/18	2017 SEWER/WATER RECON #6	WATER	PROJECT #1	1,111.60_
				TOTAL:	8,645.91
DUITSMAN GLENN	11/09/18	CDL REIMBURSEMENT	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	19.00_
				TOTAL:	19.00
ECHO GROUP INC	11/09/18	CITY HALL LIGHT BULBS	GENERAL FUND	GENERAL GOVT BUILDINGS	157.08
	11/09/18	CITY HALL LIGHT BULBS	GENERAL FUND	GENERAL GOVT BUILDINGS	64.80
	11/09/18	2" CLAMP	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	2.56
	11/09/18	STARTER	ELECTRIC	M-DISTR UNDERGRND LINE	35.48
	11/09/18	PUSH BUTTON	ELECTRIC	M-DISTR UNDERGRND LINE	30.37_
				TOTAL:	290.29
EMAGINE LLC	11/09/18	CREATE FILE COMPLAINT-COND	GENERAL FUND	POLICE ADMINISTRATION	300.00
	11/09/18	ADD WELLHEAD PROTECTION PL	ELECTRIC	ACCTS-INFO & INSTR ADV	18.75_
				TOTAL:	318.75
ENVIRONMENTAL EQUIPMENT & SERVICE INC	11/09/18	#408 ACTUATOR-LEAF BLEEDER	STORM WATER MANAGE	STREET CLEANING	445.56_
				TOTAL:	445.56
FASTENAL COMPANY	11/09/18	SAFETY GLASSES	GENERAL FUND	PAVED STREETS	6.10
	11/09/18	METAL DETECTOR BATTERIES	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	2.72
	11/09/18	SAFETY GLOVES	ELECTRIC	O-DISTR MISC	6.60_
				TOTAL:	15.42
FEDEX	11/09/18	NIGHT VISION GOGGLES CONTR	GENERAL FUND	POLICE ADMINISTRATION	19.00_
				TOTAL:	19.00
FIFE WATER SERVICES INC	11/09/18	CHEMICALS	INDUSTRIAL WASTEWAT	O-PURIFY MISC	10,603.20_
				TOTAL:	10,603.20
FLYNN & RIORDAN PLLC	11/09/18	LEGAL FEES BAC BLDG	GENERAL FUND	CITY ATTORNEY	330.00_
				TOTAL:	330.00
FORUM COMMUNICATIONS COMPANY	11/09/18	BUSINESS DIRECTORY	GENERAL FUND	ADMINISTRATION	88.00
	11/09/18	ELECTION/SAMPLE BALLOTS	GENERAL FUND	ELECTIONS	552.00
	11/09/18	ORDINANCES	GENERAL FUND	CLERK'S OFFICE	2,423.67
	11/09/18	PLANNING COMMISSION	GENERAL FUND	ECONOMIC DEVELOPMENT	103.50
	11/09/18	ELECTION/SAMPLE BALLOTS	GENERAL FUND	OTHER GEN GOVT MISC	503.80-
	11/09/18	BUSINESS DIRECTORY	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	88.00
	11/09/18	HYDRANT FLUSHING	WATER	M-TRANS MAINS	188.80_
				TOTAL:	2,940.17



VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
FRONTIER PRECISION INC	11/09/18	SURVEY EQUIP TRAINING	GENERAL FUND	ENGINEERING ADMIN	1,000.00_
				TOTAL:	1,000.00
GALLS INC	11/09/18	UNIFORMS	GENERAL FUND	POLICE ADMINISTRATION	139.31
	11/09/18	UNIFORMS	GENERAL FUND	POLICE ADMINISTRATION	207.19
	11/09/18	UNIFORMS	GENERAL FUND	POLICE ADMINISTRATION	116.13
	11/09/18	UNIFORMS	GENERAL FUND	POLICE ADMINISTRATION	43.96_
				TOTAL:	506.59
GEOTEK INC	11/09/18	PED BRIDGE REPLACEMENT	RECREATION	RECREATION SUPERVISION	3,832.50_
				TOTAL:	3,832.50
GOPHER ALARMS LLC	11/09/18	ALARM MONITORING 4TH QTR B	ECONOMIC DEV AUTHO	TRAINING/TESTING CENTE	76.95_
				TOTAL:	76.95
GOPHER STATE ONE CALL INC	11/09/18	MONTHLY LOCATE SERVICES	WATER	O-DISTR MISC	65.81
	11/09/18	MONTHLY LOCATE SERVICES	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	65.81
	11/09/18	MONTHLY LOCATE SERVICES	ELECTRIC	O-DISTR MISC	131.63_
				TOTAL:	263.25
GRAHAM TIRE OF WORTHINGTON INC	11/09/18	#17-28 REAR BRAKE ROTORS/P	GENERAL FUND	POLICE ADMINISTRATION	298.24
	11/09/18	#17-28 REAR BRAKE ROTORS/P	GENERAL FUND	POLICE ADMINISTRATION	99.00
	11/09/18	#15-24 OIL CHANGE, FRONT B	GENERAL FUND	POLICE ADMINISTRATION	382.30
	11/09/18	#15-24 OIL CHANGE, FRONT B	GENERAL FUND	POLICE ADMINISTRATION	113.00
	11/09/18	#15-24 REPLACE ARMS & ASSM	GENERAL FUND	POLICE ADMINISTRATION	410.14
	11/09/18	#15-24 REPLACE ARMS & ASSM	GENERAL FUND	POLICE ADMINISTRATION	277.95
	11/09/18	OIL CHANGE	GENERAL FUND	PAVED STREETS	15.29
	11/09/18	OIL CHANGE	GENERAL FUND	PAVED STREETS	14.00
	11/09/18	#409 TIRE, SERVICE	GENERAL FUND	PAVED STREETS	28.00
	11/09/18	#409 TIRE, SERVICE	GENERAL FUND	PAVED STREETS	425.64
	11/09/18	MOWER TIRE REPAIR	RECREATION	PARK AREAS	4.00
	11/09/18	MOWER TIRE REPAIR	RECREATION	PARK AREAS	15.00
	11/09/18	#504 OIL CHANGE, TIRES	RECREATION	PARK AREAS	650.80
	11/09/18	#504 OIL CHANGE, TIRES	RECREATION	PARK AREAS	89.80
	11/09/18	#504 OIL CHANGE, TIRES	RECREATION	PARK AREAS	24.29
	11/09/18	#504 BRAKES	RECREATION	PARK AREAS	825.24
	11/09/18	#504 BRAKES	RECREATION	PARK AREAS	423.80
	11/09/18	#300 4 BACK TIRES	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	642.24
	11/09/18	#300 4 BACK TIRES	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	34.00
	11/09/18	FIX FLAT TIRE	ELECTRIC	M-DISTR PLANT MISC	25.00_
				TOTAL:	4,797.73
GRAYBAR ELECTRIC CO INC	11/09/18	FIBER OPTIC TESTER	ELECTRIC	FA COMMUNICATION EQUIP	217.06_
				TOTAL:	217.06
HACH COMPANY	11/09/18	CHLORINE TESTING MATERIALS	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	157.50_
				TOTAL:	157.50
HARRISON TRUCK CENTERS	11/09/18	HARRISON TRUCK CENTERS	GENERAL FUND	PAVED STREETS	99,252.49_
				TOTAL:	99,252.49
HENNING CONSTRUCTION	11/09/18	CTY DITCH #6 RIPRAP REPAIR	STORM WATER MANAGE	NON-DEPARTMENTAL	570.30-
	11/09/18	CTY DITCH #6 RIPRAP REPAIR	STORM WATER MANAGE	PROJECT #1	11,406.00_
				TOTAL:	10,835.70
HITCHDOC	11/09/18	ANNUAL WEB HOSTING	GENERAL FUND	OTHER GEN GOVT MISC	300.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	300.00
INTERNATIONAL CODE COUNCIL INC	11/09/18	DUES-ESHLEMAN	GENERAL FUND	ECONOMIC DEVELOPMENT	135.00
				TOTAL:	135.00
IOWA INFORMATION INC	11/09/18	OCTOBER ADS	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	452.45
				TOTAL:	452.45
IVE'S RADIATOR INC	11/09/18	REPAIR HEATER CORE	RECREATION	PARK AREAS	10.00
				TOTAL:	10.00
JERRY'S AUTO SUPPLY	11/09/18	OIL DRY	GENERAL FUND	FIRE ADMINISTRATION	372.15
	11/09/18	FILE SET	RECREATION	SOCCER COMPLEX	6.99
	11/09/18	OIL FILTER	RECREATION	SOCCER COMPLEX	6.03
	11/09/18	OIL DRY	RECREATION	SOCCER COMPLEX	9.29
	11/09/18	HYDRAULIC FILTER	RECREATION	SOCCER COMPLEX	12.10
	11/09/18	#408 LAMP	STORM WATER MANAGE	STREET CLEANING	22.49
	11/09/18	#408 HEADLIGHT	STORM WATER MANAGE	STREET CLEANING	9.99
				TOTAL:	439.04
JOBSHQ	11/09/18	POLICE DISPATCHER POSTING	GENERAL FUND	PERSONNEL & RECRUITMEN	674.00
				TOTAL:	674.00
JOHNSON BROTHERS LIQUOR CO	11/09/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	3,056.82
	11/09/18	WINE	LIQUOR	NON-DEPARTMENTAL	1,792.25
	11/09/18	BEER	LIQUOR	NON-DEPARTMENTAL	123.00
	11/09/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	7,706.18
	11/09/18	WINE	LIQUOR	NON-DEPARTMENTAL	1,659.55
	11/09/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	454.00
	11/09/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	15,686.18
	11/09/18	WINE	LIQUOR	NON-DEPARTMENTAL	3,012.05
	11/09/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	1,082.70
	11/09/18	WINE	LIQUOR	NON-DEPARTMENTAL	4,623.00
	11/09/18	WINE	LIQUOR	NON-DEPARTMENTAL	1,470.30
	11/09/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	2,629.67
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	51.63
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	59.72
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	116.80
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	51.12
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	3.38
	11/09/18	FREIGHT	LIQUOR	O-GEN MISC	289.57
	11/09/18	FREIGHT	LIQUOR	O-GEN MISC	60.85
	11/09/18	FREIGHT	LIQUOR	O-GEN MISC	10.14
	11/09/18	FREIGHT	LIQUOR	O-GEN MISC	92.98
	11/09/18	FREIGHT	LIQUOR	O-GEN MISC	64.23
	11/09/18	FREIGHT	LIQUOR	O-GEN MISC	44.16
	11/09/18	FREIGHT	LIQUOR	O-GEN MISC	16.90
				TOTAL:	44,157.18
KM GRAPHICS	11/09/18	CARWASH FACT SHEET FLIERS	STORM WATER MANAGE	STORM DRAINAGE	581.33
				TOTAL:	581.33
LAMPERTS	11/09/18	RANGE PROJECT	GENERAL FUND	POLICE ADMINISTRATION	2,241.33
				TOTAL:	2,241.33
LARSON CRANE SERVICE INC	11/09/18	OLSON PARK BANK REPAIRS #1	GENERAL FUND	NON-DEPARTMENTAL	2,590.59-

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	11/09/18	OLSON PARK BANK REPAIRS #1	GENERAL FUND	LAKE IMPROVEMENT	51,811.80
	11/09/18	GRAND AVE STREET EXTENSION	IMPROVEMENT CONST	GRAND AVE N	950.00_
				TOTAL:	50,171.21
LEAGUE OF MN CITIES	11/09/18	CITY LEARNING POINT CLASSE	DATA PROCESSING	DATA PROCESSING	90.00_
				TOTAL:	90.00
LEAGUE OF MN CITIES INSURANCE TRUST	11/09/18	LMC GL CLAIM#34708	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	1,000.00_
				TOTAL:	1,000.00
LINCOLN-PIPESTONE RURAL WATER SYSTEM	11/09/18	OCTOBER WATER PURCHASES-EA WATER		O-SOURCE MISC	36,125.44
	11/09/18	OCTOBER WATER PURCHASES-WE WATER		O-SOURCE MISC	34,246.16_
				TOTAL:	70,371.60
LOWES SHEET METAL INC	11/09/18	QUALITY INSTALL CONTRACTOR ELECTRIC		CUSTOMER INSTALL EXPEN	800.00_
				TOTAL:	800.00
MARKS TOWING & REPAIR OF WORTHINGTON I	11/09/18	TOW #18-6827	GENERAL FUND	POLICE ADMINISTRATION	75.00
	11/09/18	TOW #18-6664	GENERAL FUND	POLICE ADMINISTRATION	75.00
	11/09/18	TOW #18-6815	GENERAL FUND	POLICE ADMINISTRATION	75.00
	11/09/18	TOW #18-6913	GENERAL FUND	POLICE ADMINISTRATION	75.00
	11/09/18	TOW #18-7010	GENERAL FUND	POLICE ADMINISTRATION	75.00_
				TOTAL:	375.00
MARTHALER FORD OF WORTHINGTON	11/09/18	#17-28 REPLACE PURGE VALVE	GENERAL FUND	POLICE ADMINISTRATION	65.10
	11/09/18	#17-28 REPLACE PURGE VALVE	GENERAL FUND	POLICE ADMINISTRATION	115.00
	11/09/18	#14-35 FRONT BRAKE PADS	GENERAL FUND	POLICE ADMINISTRATION	325.89
	11/09/18	#14-35 FRONT BRAKE PADS	GENERAL FUND	POLICE ADMINISTRATION	90.00
	11/09/18	#14-27 REPAIR PLUGS/BOOTS	GENERAL FUND	POLICE ADMINISTRATION	99.59
	11/09/18	#14-27 REPAIR PLUGS/BOOTS	GENERAL FUND	POLICE ADMINISTRATION	322.00
	11/09/18	#18-30 OIL CHANGE	GENERAL FUND	POLICE ADMINISTRATION	14.10
	11/09/18	#18-30 OIL CHANGE	GENERAL FUND	POLICE ADMINISTRATION	13.03
	11/09/18	#14-29 OIL CHANGE, REPLACE	GENERAL FUND	POLICE ADMINISTRATION	35.43
	11/09/18	#14-29 OIL CHANGE, REPLACE	GENERAL FUND	POLICE ADMINISTRATION	13.03_
				TOTAL:	1,093.17
THE MATHIOWETZ CONSTRUCTION COMPANY	11/09/18	CD #12 FLOOD MITIGATION #4	STORM WATER MANAGE	NON-DEPARTMENTAL	31,680.44-
	11/09/18	CD #12 FLOOD MITIGATION #4	STORM WATER MANAGE	PROJECT #24	633,608.75_
				TOTAL:	601,928.31
MICHAELS FENCE	11/09/18	PIPE POSTS	GENERAL FUND	PAVED STREETS	373.54_
				TOTAL:	373.54
MIDWEST ALARM COMPANY INC	11/09/18	LOUDER DOOR CHIMES	LIQUOR	O-GEN MISC	348.63_
				TOTAL:	348.63
MIDWEST FIRE EQUIP & REPAIR CO INC	11/09/18	SERVICE #1443	GENERAL FUND	FIRE ADMINISTRATION	3,326.02_
				TOTAL:	3,326.02
MINNESOTA ENERGY RESOURCES CORP	11/09/18	GAS SERVICE	GENERAL FUND	FIRE ADMINISTRATION	280.73
	11/09/18	GAS SERVICE	GENERAL FUND	PAVED STREETS	66.84
	11/09/18	GAS SERVICE	GENERAL FUND	PAVED STREETS	73.67
	11/09/18	GAS SERVICE	GENERAL FUND	CENTER FOR ACTIVE LIVI	304.73
	11/09/18	GAS SERVICE	RECREATION	OLSON PARK CAMPGROUND	95.63
	11/09/18	GAS SERVICE	ECONOMIC DEV AUTHO	TRAINING/TESTING CENTE	570.17
	11/09/18	GAS SERVICE	WATER	O-DISTR MISC	19.70

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	11/09/18	GAS SERVICE	MUNICIPAL WASTEWAT	O-PURIFY MISC	701.46
	11/09/18	GAS SERVICE	LIQUOR	O-GEN MISC	580.77
	11/09/18	GAS SERVICE	AIRPORT	O-GEN MISC	209.30
	11/09/18	GAS SERVICE	AIRPORT	O-GEN MISC	115.18_
				TOTAL:	3,018.18
MISCELLANEOUS V BARDUSON LEANN	11/09/18	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	72.00
JACOBSON WILLIAM	11/09/18	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	150.00_
				TOTAL:	222.00
MORGAN CREEK VINEYARDS	11/09/18	WINE	LIQUOR	NON-DEPARTMENTAL	283.20_
				TOTAL:	283.20
MORRIS ELECTRONICS INC	11/09/18	HP LASER PRINTER M608X	DATA PROCESSING	DATA PROCESSING	1,866.37_
				TOTAL:	1,866.37
MTI DISTRIBUTING INC	11/09/18	TINES	RECREATION	SOCCER COMPLEX	340.43_
				TOTAL:	340.43
MURRAY COUNTY AUDITOR/TREASURER	11/09/18	REIMB DELTA GLOVE #134510	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	95.40_
				TOTAL:	95.40
NICOLE R KEMPEMA	11/09/18	CLEANING-SASSY SATURDAY	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	64.13
	11/09/18	CLEANING-CORN OFF THE COB	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	160.31
	11/09/18	CLEANING-MOVIES OCTOBER	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	160.31_
				TOTAL:	384.75
NOBLES COUNTY AUDITOR/TREASURER	11/09/18	3RD QTR POSTAGE	GENERAL FUND	POLICE ADMINISTRATION	462.91
	11/09/18	OCTOBER LEGAL SERVICES	GENERAL FUND	PROSECUTION	17,350.19
	11/09/18	SOLID WASTE MGMT-SEPTEMBER	WASTE MANAGEMENT C	SOLID WASTE/RECYCLE	7,232.00_
				TOTAL:	25,045.10
NOBLES COUNTY ENVIRONMENTAL SERVICES	11/09/18	CITY HALL LIGHT BULB RECYC	GENERAL FUND	GENERAL GOVT BUILDINGS	59.75_
				TOTAL:	59.75
OKABENA-OCHEDEA WATERSHED DISTRICT	11/09/18	WENCK ASSOCIATES-CARP SURV	OLSON WATER	LAKE IMPROVEMENT	6,039.66_
				TOTAL:	6,039.66
ONE OFFICE SOURCE	11/09/18	USB DRIVE	GENERAL FUND	ADMINISTRATION	11.34
	11/09/18	HANGING FOLDER	GENERAL FUND	ADMINISTRATION	10.27
	11/09/18	WEEKLY APPT BOOK	GENERAL FUND	CLERK'S OFFICE	45.22
	11/09/18	BATTERIES, PENCILS	GENERAL FUND	CLERK'S OFFICE	18.92
	11/09/18	KEY	GENERAL FUND	ENGINEERING ADMIN	14.50
	11/09/18	LEGAL FOLDERS, PAPER	GENERAL FUND	ENGINEERING ADMIN	25.35
	11/09/18	TABS	GENERAL FUND	ENGINEERING ADMIN	16.16
	11/09/18	BATTERIES, LEGAL PAPER	GENERAL FUND	ENGINEERING ADMIN	11.70
	11/09/18	5 DRAWER LEGAL FILE CABINE	GENERAL FUND	ECONOMIC DEVELOPMENT	690.38
	11/09/18	LEGAL FOLDERS, PAPER	GENERAL FUND	ECONOMIC DEVELOPMENT	45.42
	11/09/18	BATTERIES, LEGAL PAPER	GENERAL FUND	ECONOMIC DEVELOPMENT	11.70
	11/09/18	TOWELS	GENERAL FUND	GENERAL GOVT BUILDINGS	70.13
	11/09/18	PENS, BINDER, LABEL HOLDER	GENERAL FUND	SECURITY CENTER	16.83
	11/09/18	PENS, BINDER, LABEL HOLDER	GENERAL FUND	SECURITY CENTER	16.82
	11/09/18	MAILERS	GENERAL FUND	SECURITY CENTER	1.10
	11/09/18	MAILERS	GENERAL FUND	SECURITY CENTER	1.10
	11/09/18	JEFFYLITE MAILERS	GENERAL FUND	SECURITY CENTER	31.08
	11/09/18	JEFFYLITE MAILERS	GENERAL FUND	SECURITY CENTER	31.08

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	11/09/18	POST-IT NOTES, TAPE, BINDE	GENERAL FUND	SECURITY CENTER	14.63
	11/09/18	POST-IT NOTES, TAPE, BINDE	GENERAL FUND	SECURITY CENTER	14.64
	11/09/18	COPIER SERVICE-MX2600N	GENERAL FUND	PAVED STREETS	16.10
	11/09/18	MAGAZINE HOLDER, SIGN HOLD	GENERAL FUND	CENTER FOR ACTIVE LIVI	71.45
	11/09/18	GARBAGE BAGS	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	35.20
	11/09/18	HAND SOAP	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	21.91
	11/09/18	GLASS TOWELS	ECONOMIC DEV AUTHO	TRAINING/TESTING CENTE	41.23
	11/09/18	CARTRIDGE, SHIPPING LABELS	WATER	ADMIN OFFICE SUPPLIES	21.00
	11/09/18	CARTRIDGE, SHIPPING LABELS	WATER	ACCTS-RECORDS & COLLEC	25.01
	11/09/18	CARTRIDGE, SHIPPING LABELS	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	20.99
	11/09/18	CARTRIDGE, SHIPPING LABELS	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	25.00
	11/09/18	21# BOND PAPER	ELECTRIC	O-DISTR SUPER & ENG	15.72
	11/09/18	TONER	ELECTRIC	O-DISTR SUPER & ENG	73.49
	11/09/18	CARTRIDGE, SHIPPING LABELS	ELECTRIC	ADMIN OFFICE SUPPLIES	42.00
	11/09/18	CARTRIDGE, SHIPPING LABELS	ELECTRIC	ACCTS-RECORDS & COLLEC	50.01
	11/09/18	PAYROLL ENVELOPES	DATA PROCESSING	DATA PROCESSING	529.23
	11/09/18	CARTRIDGE	DATA PROCESSING	DATA PROCESSING	337.26
	11/09/18	COPIER SERVICE-MX5140N	DATA PROCESSING	COPIER/FAX	305.72
				TOTAL:	2,729.69
PAUSTIS & SONS	11/09/18	WINE	LIQUOR	NON-DEPARTMENTAL	2,482.50
	11/09/18	WINE	LIQUOR	NON-DEPARTMENTAL	4,902.00
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	35.00
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	67.50
				TOTAL:	7,487.00
PEPSI COLA BOTTLING CO	11/09/18	MIX	LIQUOR	NON-DEPARTMENTAL	41.95
	11/09/18	MIX	LIQUOR	NON-DEPARTMENTAL	83.00
				TOTAL:	124.95
PHILLIPS WINE & SPIRITS INC	11/09/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	7,823.09
	11/09/18	WINE	LIQUOR	NON-DEPARTMENTAL	2,914.80
	11/09/18	MIX	LIQUOR	NON-DEPARTMENTAL	386.40
	11/09/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	8,516.07
	11/09/18	WINE	LIQUOR	NON-DEPARTMENTAL	171.35
	11/09/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	6,227.07
	11/09/18	WINE	LIQUOR	NON-DEPARTMENTAL	1,169.50
	11/09/18	MIX	LIQUOR	NON-DEPARTMENTAL	18.00
	11/09/18	WINE	LIQUOR	NON-DEPARTMENTAL	41.35-
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	140.30
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	94.64
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	110.06
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	3.38
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	1.69-
	11/09/18	FREIGHT	LIQUOR	O-GEN MISC	89.88
	11/09/18	FREIGHT	LIQUOR	O-GEN MISC	49.86
				TOTAL:	27,671.36
PRODUCTIVITY PLUS ACCOUNT	11/09/18	KUBOTA PARTS	RECREATION	PARK AREAS	106.89
	11/09/18	KUBOTA STARTER	RECREATION	PARK AREAS	307.85
	11/09/18	KUBOTA PARTS	RECREATION	PARK AREAS	41.42
	11/09/18	KUBOTA PARTS	RECREATION	PARK AREAS	121.44
	11/09/18	KUBOTA PARTS	RECREATION	PARK AREAS	84.54
	11/09/18	KUBOTA HYDRAULIC OIL	RECREATION	PARK AREAS	55.00
				TOTAL:	717.14

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
RACOM CORP	11/09/18	MAINTENANCE CONTRACT	GENERAL FUND	POLICE ADMINISTRATION	492.83
	11/09/18	KNOB	GENERAL FUND	POLICE ADMINISTRATION	13.75
	11/09/18	KNOB	GENERAL FUND	POLICE ADMINISTRATION	13.75
	11/09/18	#439 RADIO, ANTENNA, INSTA	GENERAL FUND	PAVED STREETS	350.95
	11/09/18	#439 RADIO, ANTENNA, INSTA	GENERAL FUND	PAVED STREETS	235.00_
		TOTAL:			1,106.28
RED BULL DISTRIBUTION COMPANY INC	11/09/18	MIX	LIQUOR	NON-DEPARTMENTAL	141.60_
		TOTAL:			141.60
ROUND LAKE VINEYARDS & WINERY LLC	11/09/18	WINE	LIQUOR	NON-DEPARTMENTAL	396.00_
		TOTAL:			396.00
RUNNINGS SUPPLY INC-ACCT#9502440	11/09/18	TOOLS FOR UNIT #300	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	55.95
	11/09/18	OIL	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	46.68
	11/09/18	HOSE CLAMP	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	3.98_
		TOTAL:			106.61
SCHAAP SANITATION INC	11/09/18	MONTHLY SERVICE	GENERAL FUND	GENERAL GOVT BUILDINGS	113.64
	11/09/18	MONTHLY SERVICE	GENERAL FUND	FIRE ADMINISTRATION	47.54
	11/09/18	MONTHLY SERVICE	GENERAL FUND	PAVED STREETS	76.48
	11/09/18	MONTHLY SERVICE	GENERAL FUND	CENTER FOR ACTIVE LIVI	36.24
	11/09/18	MONTHLY SERVICE	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	129.67
	11/09/18	MONTHLY SERVICE	RECREATION	PARK AREAS	419.95
	11/09/18	MONTHLY SERVICE	ECONOMIC DEV AUTHO	TRAINING/TESTING CENTE	101.48
	11/09/18	MONTHLY SERVICE	WATER	O-DISTR MISC	51.48
	11/09/18	MONTHLY SERVICE	MUNICIPAL WASTEWAT	O-PURIFY MISC	259.78
	11/09/18	MONTHLY SERVICE	ELECTRIC	O-DISTR MISC	71.28
	11/09/18	MONTHLY SERVICE	LIQUOR	O-GEN MISC	68.64
	11/09/18	MONTHLY SERVICE	LIQUOR	O-GEN MISC	255.16
	11/09/18	MONTHLY SERVICE	AIRPORT	O-GEN MISC	92.94
	11/09/18	SOLID WASTE MGMT-SEPTEMBER	GARBAGE COLLECTION	SOLID WASTE/RECYCLE	68,428.56
	11/09/18	SOLID WASTE MGMT-SEPTEMBER	GARBAGE COLLECTION	SOLID WASTE/RECYCLE	13,813.12
	11/09/18	SOLID WASTE MGMT-SEPTEMBER	GARBAGE COLLECTION	SOLID WASTE/RECYCLE	1,138.51-
	11/09/18	SOLID WASTE MGMT-SEPTEMBER	GARBAGE COLLECTION	CODE ENFORCEMENT	4,447.68_
		TOTAL:			87,275.13
SCHWALBACH #4465	11/09/18	SERVICE MEN'S BATHROOM	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	45.00
	11/09/18	CAUTION TAPE	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	22.42_
		TOTAL:			67.42
SCHWALBACH ACE HARDWARE-5930	11/09/18	KEYS	GENERAL FUND	POLICE ADMINISTRATION	5.97
	11/09/18	LEVER	GENERAL FUND	PAVED STREETS	4.59
	11/09/18	BLEACH, BRUSH & CADY	GENERAL FUND	CENTER FOR ACTIVE LIVI	18.57
	11/09/18	FASTENERS	GENERAL FUND	CENTER FOR ACTIVE LIVI	3.40
	11/09/18	PAIL, CLEANING CLOTH	GENERAL FUND	CENTER FOR ACTIVE LIVI	15.17
	11/09/18	FASTENERS, PLIERS	GENERAL FUND	CENTER FOR ACTIVE LIVI	14.06
	11/09/18	BLOWGUNS, BAIT STATIONS	RECREATION	SOCCER COMPLEX	47.46_
		TOTAL:			109.22
SHOPKO STORES OPERATING CO LLC	11/09/18	PROGRAM SUPPLIES	GENERAL FUND	CENTER FOR ACTIVE LIVI	11.96
	11/09/18	VACUUM	GENERAL FUND	CENTER FOR ACTIVE LIVI	199.99
	11/09/18	PROGRAM SUPPLIES	GENERAL FUND	CENTER FOR ACTIVE LIVI	4.99_
		TOTAL:			216.94
SOUTHERN GLAZER'S OF MN	11/09/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	3,023.25

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	11/09/18	WINE	LIQUOR	NON-DEPARTMENTAL	686.00
	11/09/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	1,900.78
	11/09/18	WINE	LIQUOR	NON-DEPARTMENTAL	2,992.00
	11/09/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	1,110.78
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	37.66
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	2.77
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	13.87
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	11.10
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	33.44
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	21.61
	11/09/18	FREIGHT	LIQUOR	O-GEN MISC	62.90_
				TOTAL:	9,896.16
TRENTON STOYKE	11/09/18	MATS	GENERAL FUND	GENERAL GOVT BUILDINGS	56.80_
				TOTAL:	56.80
STUART C IRBY CO	11/09/18	15KV FUSES FOR PROJECTS	ELECTRIC	FA DISTR UNDRGRND COND	564.00_
				TOTAL:	564.00
THOMSON REUTERS - WEST	11/09/18	OCTOBER CLEAR	GENERAL FUND	SECURITY CENTER	112.87
	11/09/18	OCTOBER CLEAR	GENERAL FUND	SECURITY CENTER	112.87_
				TOTAL:	225.74
TRACTOR SUPPLY CREDIT PLAN	11/09/18	RUBBER MATS-RANGE PROJECT	GENERAL FUND	POLICE ADMINISTRATION	429.90_
				TOTAL:	429.90
TRI-STATE RENTAL CENTER	11/09/18	RANGE PROJECT	GENERAL FUND	POLICE ADMINISTRATION	52.40_
				TOTAL:	52.40
TSP INC	11/09/18	LIQUOR STORE	LIQUOR	O-GEN MISC	6,480.00_
				TOTAL:	6,480.00
TYLER TECHNOLOGIES	11/09/18	INCODE MAINTENANCE	DATA PROCESSING	NON-DEPARTMENTAL	9,711.19
	11/09/18	INCODE MAINTENANCE	DATA PROCESSING	DATA PROCESSING	882.87_
				TOTAL:	10,594.06
UNITED PARCEL SERVICE	11/09/18	INTERNET SHIPPING CHARGES	ELECTRIC	O-DISTR MISC	7.45_
				TOTAL:	7.45
VEOLIA WATER NORTH AMERICA	11/09/18	CONTRACT OPERATIONS WWTR N INDUSTRIAL WASTEWA	O-PURIFY MISC		50,563.51
	11/09/18	CONTRACT OPERATIONS WWTF-J INDUSTRIAL WASTEWA	O-PURIFY MISC		50,563.51_
				TOTAL:	101,127.02
VERIZON WIRELESS	11/09/18	AIR CARDS	GENERAL FUND	POLICE ADMINISTRATION	630.29
	11/09/18	MONTHLY WIRELESS SERVICE	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	292.37_
				TOTAL:	922.66
VETERINARY MEDICAL CTR PA	11/09/18	DOG FOOD	GENERAL FUND	POLICE ADMINISTRATION	107.77
	11/09/18	DOG FOOD	GENERAL FUND	POLICE ADMINISTRATION	59.23
	11/09/18	BRAVECTO-FLEA TREATMENT	GENERAL FUND	POLICE ADMINISTRATION	59.99_
				TOTAL:	226.99
VINOCOPIA INC	11/09/18	LIQUOR	LIQUOR	NON-DEPARTMENTAL	3,742.33
	11/09/18	WINE	LIQUOR	NON-DEPARTMENTAL	560.00
	11/09/18	FREIGHT	LIQUOR	O-SOURCE MISC	52.50
	11/09/18	WINE	LIQUOR	O-SOURCE MISC	12.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
				TOTAL:	4,366.83
W-2'S QUALITY MEATS	11/09/18	LIQUOR STORE GRAND OPENING LIQUOR		O-GEN MISC	479.26_
				TOTAL:	479.26
WESCO RECEIVABLES CORP	11/09/18	LED ROADWAY LIGHT FIXTURES ELECTRIC		FA DISTR ST LITE & SIG	218.28_
				TOTAL:	218.28
WORTHINGTON PRINTING CO INC	11/09/18	3 PART RECEIPTS	GENERAL FUND	ENGINEERING ADMIN	24.11
	11/09/18	3 PART RECEIPTS	GENERAL FUND	ECONOMIC DEVELOPMENT	216.99_
				TOTAL:	241.10
WORTHINGTON REGIONAL ECON DEV CORP	11/09/18	2 OF 3 4TH QUARTER DUES	ECONOMIC DEV AUTHO	MISC INDUSTRIAL DEVELO	7,166.67_
				TOTAL:	7,166.67
YMCA	11/09/18	CAL MGMT-SEPTEMBER	GENERAL FUND	CENTER FOR ACTIVE LIVI	3,834.04_
				TOTAL:	3,834.04
ZEP SALES & SERVICE-ACUITY SPECIALTY P	11/09/18	CLEANING SUPPLIES	ELECTRIC	O-DISTR MISC	233.49_
				TOTAL:	233.49

## ===== FUND TOTALS =====

101	GENERAL FUND	295,406.59
202	MEMORIAL AUDITORIUM	2,205.62
207	PD TASK FORCE	1,387.77
229	RECREATION	14,097.70
231	ECONOMIC DEV AUTHORITY	7,956.50
401	IMPROVEMENT CONST	950.00
601	WATER	92,867.03
602	MUNICIPAL WASTEWATER	8,131.26
604	ELECTRIC	3,201.96
605	INDUSTRIAL WASTEWATER	119,551.76
606	STORM WATER MANAGEMENT	614,004.98
609	LIQUOR	173,655.86
612	AIRPORT	1,648.83
702	DATA PROCESSING	13,722.64
801	OLSON WATER	6,039.66
873	GARBAGE COLLECTION	85,550.85
878	WASTE MANAGEMENT COLL	7,232.00
882	TOURISM PROMOTION	19,782.79

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 GRAND TOTAL:        1,467,393.80  
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