

WORTHINGTON CITY COUNCIL

AGENDA

**REGULAR MEETING
7:00 P.M. - MONDAY, JUNE 22, 2020
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 June 8, 2020
2. MINUTES OF BOARDS & COMMISSIONS (PINK)
 - a. Water & Light Commission Minutes of June 1, 2020
 - b. Park & Recreation Advisory Board Minutes of June 4, 2020
3. CITY COUNCIL BUSINESS - ADMINISTRATION MEMO (WHITE)

Case Item(s)

1. Application for Exemption from Lawful Gambling Permit - King Turkey Day Inc.
 2. Application to Block Portion of Sidewalk
 3. 2020-2021 On-Sale Liquor, Wine, and Club On-Sale License Renewals, and Sunday On-Sale Liquor License Renewals
4. CITY COUNCIL BUSINESS - PUBLIC WORKS (GREEN)

Case Item(s)

1. 2020 Private Dock Application

5. FINANCIAL STATEMENTS (LAVENDER)

- a. Municipal Liquor Store Income Statement for the Period of January 1, 2020 through May 31, 2020

6. 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 Item(s)

1. 2019 Comprehensive Annual Financial Report (CAFR)
2. Approve Plans and Specifications for the 10th Street Plaza Project Funded with Local Option Sales Tax Revenue
3. Center for Active Living Operating Guidelines Amendment

F. CITY COUNCIL BUSINESS - PUBLIC WORKS (GREEN)

Case Item(s)

1. Acceptance of Cares Act Grant for the Worthington Municipal Airport

G. CITY COUNCIL BUSINESS - ENGINEERING (BLUE)

Case Item(s)

1. Award Contract for 2020 Bituminous Overlays

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, JUNE 8, 2020**

The meeting was called to order at 7:00 p.m., in the fire hall by Mayor Mike Kuhle with the following Council Members present: Chad Cummings, Amy Ernst, Alan Oberloh, Mike Harmon. Attending via conference call: Larry Janssen.

Staff present: Steve Robinson, City Administrator; Jason Brisson, Assistant City Administrator/Economic Development Director; Todd Wietzema, Director of Public Works; Dwayne Haffield, Director of Engineering; Mindy Eggers, City Clerk.

Others present: Justine Wettschreck, Radio Works, Jeff Buysman, JBS, Bradd Hellinga, JBS, Aleksander Lacayo, Judit Chavaria. Attending via conference call: Ryan McGaughey. Mike Pangborn, Deloitte & Touche Tohmatsu Limited.

The Pledge of Allegiance was recited.

AGENDA CLOSED / APPROVED

A motion was made by Council Member Ernst, seconded by Council Member Harmon and unanimously carried to approve the agenda as presented.

PUBLIC HEARING - RESOLUTION NO. 2020-06-30 SUPPORTING MINNESOTA INVESTMENT FUND APPLICATION (SWIFT PORK COMPANY)

Pursuant to published notice, this was the time and date set for a public hearing supporting Minnesota Investment Fund application (SWIFT Pork Company).

A motion was made by Council Member Oberloh, seconded by Council Member Cummings and unanimously carried to open the public hearing.

Jason Brisson, Assistant City Administrator/Director of Economic Development, explained Swift Pork Company ("Swift"), owned by parent company JBS USA Holdings Inc., has submitted a request to the City of Worthington for incentives to support Project Ice, a \$30 million, 175,000-200,000 square foot freezer facility that will create approximately 70 new full-time positions ranging from \$17.05 to \$21.30 per hour, plus benefits. Swift is requesting up to \$450,000 from the Department of Employment and Economic Development (DEED) Minnesota Investment Fund (MIF) program in the form of a forgivable loan. The new freezer expansion will be capable of holding 25 million pounds of frozen product and 2.5 million pounds of fresh product. This will increase Swift's capacity to produce more value added and retail ready products in the future.

Mr. Brisson said the proposed site for the expansion is currently zoned "M-2" – Industrial and the Comprehensive Plan identifies the site for "Special Industrial" land uses. The Plan specifically seeks to provide adequate land for the future needs of Swift Pork Company. The location of the proposed expansion conforms to the City's Comprehensive Plan and Zoning Ordinance that specifically identified providing for expansion at this location.

Mr. Brisson explained if approved by DEED, the City will enter a grant contract with DEED where DEED will award a \$450,000 grant to the City's Revolving Loan Fund (RLF) to be utilized for a forgivable loan to Swift. The City will work with Ehlers Inc. and Dorsey and Whitney to draft loan documents between the City and Swift outlining the requirements for forgiveness. The funds will be disbursed to the City's RLF upon receipt of Swift's expenses to DEED. As the loan terms for forgiveness are satisfied, the loan to Swift will be forgiven. The City will collect up to 3% of the loan amount for administrative costs incurred with Ehlers and Dorsey. City staff will be responsible for submitting annual reports to DEED to document compliance with the terms of the loan agreement.

Council Member Harmon asked if this will effect the relationship between JBS and the Worthington Freezer Warehouse. Brad Hellinga, JBS Manager, stated that it will not as it will free up freezer space which is hard to find right now.

Council Member Cummings asked if they had been in contact with the Utility Office concerning the increase on the electric load. Mr. Hellinga stated they had been in contact with Scott Hain earlier this year concerning the expansion.

Council Member Oberloh asked what the timeline would be to add the 70 jobs and if they were concerned about finding workers. Mr. Hellinga stated that it is a concern but thinks they will be alright.

Mayor Kuhle asked what the projected start date for the project is. Jeff Buysman, JBS Engineer stated that as soon as they get the ok to start and if everything goes accordingly it should be completed in fourteen months.

Mayor Kuhle asked if there was any testimony, there was none.

A motion was made by Council Member Harmon, seconded by Council Member Ernst and unanimously carried to close the public hearing.

A motion was made by Council Member Oberloh, seconded by Council Member Cummings and unanimously carried to adopt the following Resolution Supporting an Application for the Minnesota Investment Fund by Swift Pork Company.

RESOLUTION NO. 2020-06-30

RESOLUTION SUPPORTING AN APPLICATION FOR THE MINNESOTA INVESTMENT
FUND BY SWIFT PORK COMPANY

(Refer to Resolution File for complete copy of Resolution)

ADOPTED RESOLUTION NO. 2020-06-31 SUPPORTING JOB CREATION FUND APPLICATION (SWIFT PORK COMPANY)

Jason Brisson, Assistant City administrator/Economic Development Director, stated Swift Pork Company (“Swift”), owned by parent company JBS USA Holdings Inc., has submitted a request to the City of Worthington for incentives to support Project Ice, a \$30 million, 175,000-200,000 square foot freezer facility that will create approximately 70 new full-time positions ranging from \$17.05 to \$21.30 per hour, plus benefits. Swift is requesting up to \$550,000 from the DEED Job Creation Fund (JCF) program. Mr. Brisson said the new freezer expansion will be capable of holding 25 million pounds of frozen product and 2.5 million pounds of fresh product. This will increase Swift’s capacity to produce more value added and retail ready products in the future.

Mr. Brisson explained DEED requires applicants to work with a local unit of government in applying for JCF assistance. If Swift is awarded JCF assistance by DEED, Swift will enter into a loan agreement with DEED. The business will be required to provide annual reports detailing job creation and wage information to DEED to document compliance with the terms of the agreement. The local unit of government is required to assist the business with these yearly reports and payment requests to DEED. If the employer meets the job creation and wage goals outlined in their subsidy agreement, DEED will disburse funds to the business annually.

A motion was made by Council Member Cummings, seconded by Council Member Ernst and unanimously carried to adopt the following Resolution Regarding the Support of a Job Creation Fund Application in Connection with Swift Pork Company.

RESOLUTION NO. 2020-06-31

RESOLUTION REGARDING THE SUPPORT OF A JOB CREATION FUND APPLICATION IN CONNECTION WITH SWIFT PORK COMPANY

(Refer to Resolution File for complete copy of Resolution)

PUBLIC HEARING AND RESOLUTION NO.S 2020-06-32, 2020-06-33, 2020-06-34 ADOPTED FOR GLENWOOD HEIGHTS SECOND ADDITION STREET, STORM SEWER, SANITARY SEWER, AND WATER IMPROVEMENTS

Pursuant to published notice, this was the time and date set for a public hearing regarding the Glenwood Heights Second Addition Street, Storm Sewer, Sanitary Sewer, and Water Improvements.

A motion was made by Council Member Ernst, seconded by Council Member Harmon and unanimously carried to open the public hearing.

Dwayne Haffield, Director of Engineering, explained the street improvement consists of the

surfacing of the streets to be constructed by the developer (City and WPU); Mr. Haffield stated the storm sewer improvement consists of an urban drainage system including treatment for the area to be developed. The storm sewer improvement includes elements that need to be sized larger to accommodate flows from upstream (generally west and northwest) of the proposed development and is therefore not required to be developer installed; while the sanitary sewer improvement consists of authorizing the extension of sewer lateral mains to be installed by the developer and the levying of additional assessments for prior trunk sanitary sewer improvements;

He said the water improvement consists of authorizing the extension of water lateral mains to be installed by the developer, furnishing fire hydrant units, and the levying of additional assessments for prior trunk water main improvements.

Mayor Kuhle asked if there was any testimony, there was none.

A motion was made by Council Member Oberloh, seconded by Council Member Cummings, and unanimously carried to close the hearing.

A motion was made by Council Member Cummings, seconded by Council Member Ernst and unanimously carried to adopt the following resolutions:

RESOLUTION NO. 2020-06-32

RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS

(Refer to Resolution File for complete copy of Resolution)

RESOLUTION NO. 2020-06-33

RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS

(Refer to Resolution File for complete copy of Resolution)

RESOLUTION NO. 2020-06-34

RESOLUTION RELATING TO FINANCING OF CERTAIN PUBLIC IMPROVEMENT BY THE CITY OF WORTHINGTON; ESTABLISHING COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE

(Refer to Resolution File for complete copy of Resolution)

CONSENT AGENDA APPROVED

A motion was made by Council Member Ernst, seconded by Council Member Harmon and unanimously carried to approve the consent agenda as presented .

- City Council Minutes of Regular Meeting of May 26, 2020
- Water & Light Commission Minutes May 18, 2020
- Economic Development Authority Minutes May 26, 2020
- Planning Commission Minutes May 5, 2020
- YMCA Board of Directors Minutes April 27, 2020
- YMCA Board of Directors Minutes March 20, 2020
- Convention & Visitors Bureau Board of Directors Minutes January 29, 2020
- Terminate agreement with Southwest MN Fishing Club
- Bills payable and totaling \$1,644,884.23 be ordered paid

APPROVED MEMORIAL AUDITORIUM PERFORMING ARTS CENTER - ISD 518 RENTAL AGREEMENT

Steve Robinson, City Administrator, stated for many years, Worthington ISD 518 has utilized the City's Memorial Auditorium Performing Arts Center for school productions and activities including the High School's fall play, musical, spring choir concert as well as the Middle School's spring choral concert, band concert, and spring orchestra concert. This agreement reserves the facility for ISD 518's use for a total of 62 days per contract year. Should the usage exceed 62 days per contract year, ISD 518 shall pay a pro-rated amount for the additional days.

The current contract expires on June 30, 2020. Memorial Auditorium management and administration staffs from both the City and ISD 518 have agreed that a three year agreement, in effect from July 1, 2020 to June 30, 2023, is advantageous for both parties.

Recent contract payments are as follows:

July 1, 2017 – June 30, 2018 \$30,600 annually
July 1, 2018 – June 30, 2019 \$31,212 annually
July 1, 2019 – June 30, 2020 \$31,836 annually

The proposed agreement includes a two percent (2%) increase for each of the three years of the new contract and provides that the school district shall pay the City the following rental fees:

July 1, 2020 – June 30, 2021 \$32,473 annually
July 1, 2021 – June 30, 2022 \$33,122 annually
July 1, 2022 – June 30, 2023 \$33,784 annually

Mr. Robinson said one additional term was included in the proposed agreement that has not been in previously. It allows the contract to be adjusted on a prorated basis in the event ISD #518 is unable to use the Auditorium for any of the contracted days due to circumstances beyond their control.

A motion was made by Council Member Oberloh, seconded by Council Member Ernst and unanimously carried to

**PROFESSIONAL SERVICES AGREEMENT - REHABILITATION OF LAKE OKABENA
OUTLET PIPES**

Steve Robinson, City Administrator, stated the water level of Lake Okabena is managed by the dam at the southeast corner of the lake. Overflow from the dam is conveyed to the Lake Okabena outlet to County Ditch 6 through two 42-inch diameter concrete pipes that in part run under the future Field House building and the Union Pacific rail line. An inspection of the condition of the pipes was performed this past winter using multi-sensor condition inspection technology including electromagnetic pipe penetrating radar. The inspection reviewed the structural condition of the pipes, offset and separated joints, and voids in the soil surrounding the pipes.

Mr. Robinson said the inspection revealed deficiencies in the pipes that can be addressed using no-dig pipe rehabilitation methods. The rehabilitation includes initially filling the voids in foundation soils surrounding the pipes with non-shrink grout. Once the voids have been addressed, the pipes will be lined with a fiberglass reinforced cast in place pipe liner (CIPP).

CIPP provides structural rehabilitation and produces a water-tight barrier that prevents contaminated groundwater and vapors entering the pipes while minimally reducing the inside diameter of the pipes.

The professional services agreement from SEH Inc. is to prepare construction and bid documents for the pipe rehabilitation project. The proposed fee is based on an hourly not to exceed \$80,124.00. The work will be scheduled to be performed midwinter 2020-2021 when Lake Okabena is frozen.

A motion was made by Council Member Ernst, seconded by Council Member Harmon and unanimously carried to approve the professional services agreement with SEH, Inc. for the rehabilitation of Lake Okabena Outlet Pipes.

**RESOLUTION NO.S 2020-06-35, 2020-06-36, 2020-06-37, 2020-06-38 ADOPTED
ACCEPTING PARK BENCH DONATIONS**

Todd Wietzema stated the Park and Recreation Advisory Committee has received requests from four parties to place benches in City parks and along the bike trails. The request are as follows:

- Don Linssen to place a bench along County Highway 35 trail in memory of Marcia Linssen.
- Patrick and Jenalee Mahoney to place a bench in Chautauqua Park, near the swing set, in

- memory of Genevieve James Mahoney.
- Worthington Regional Healthcare Foundation, to place a bench next to the Splash Pad, in Centennial Park.
- Worthington Noon Kiwanis, to place a bench next to the Splash Pad, in Centennial Park.

Mr. Wietzema said the donations meet all the requirements as set forth in the Park Donation policy adopted by City Council.

A motion was made by Council Member Ernst, seconded by Council Member Harmon and unanimously carried to approve the following resolution.

RESOLUTION NO. 2020-06-35

A RESOLUTION ACCEPTING A DONATION OF PERSONAL PROPERTY

(Refer to Resolution File for complete copy of Resolution)

A motion was made by Council Member Ernst, seconded by Council Member Cummings and unanimously carried to approve the following resolution.

RESOLUTION NO. 2020-06-36

A RESOLUTION ACCEPTING A DONATION OF PERSONAL PROPERTY

(Refer to Resolution File for complete copy of Resolution)

A motion was made by Council Member Ernst, seconded by Council Member Harmon and unanimously carried to approve the following resolution.

RESOLUTION NO. 2020-06-37

A RESOLUTION ACCEPTING A DONATION OF PERSONAL PROPERTY

(Refer to Resolution File for complete copy of Resolution)

A motion was made by Council Member Ernst, seconded by Council Member Harmon and unanimously carried to approve the following resolution.

RESOLUTION NO. 2020-06-38

A RESOLUTION ACCEPTING A DONATION OF PERSONAL PROPERTY

(Refer to Resolution File for complete copy of Resolution)

HEARD ELECTRIC BOAT RENTAL DISCUSSION

Todd Wietzema, Director of Public Works, stated on June 4th the Park and Recreation Advisory Board heard a presentation from Worthington resident Aleksander Lacayo, about an electric boat rental program, which he is proposing for Lake Okabena. These electric boats would provide the public with another amenity for our city lake. Staff has been working with Mr. Lacayo, on identifying the area of Centennial boat landing, as a suitable location for these rentals. Mr. Wietzema stated that staff is suggesting a concession fee of \$375.00 be appropriate for the boat rentals. The City would also need to be listed as an additional insured on the required Liability Insurance certificate.

Mr. Wietzema introduced Aleksander Lacayo to Council to give his presentation. Mr. Lacayo presented his idea of operating an electric boat rental station on Lake Okabena. Mr. Lacayo gave a brief overview of the boats noting he would like to have 4 boats available for rental to start. He said the electric boats include a max speed of 6 mph, 5 people or 750 pound weight limit and a 6 hour battery life. Life jackets would be required and training would be available, Mr. Lacayo explained the boats would be stored off site and brought back on the days he would be open. He stated that a waiver would have to be signed and life jackets would be required and supplied to his customers.

Council Member Janssen asked how many private owned businesses are going to be allowed on public property.

Council Member Ernst stated that allowing it has added amenities to the lake.

A motion was made by Council Member Oberloh, seconded by Council Member Cummings to approve the electric boat rentals to be located at Centennial Park having them obtain an annual concession license in the amount of \$375.00 and also providing liability insurance with the City listed as an additional insured. Council Members voting in favor of the motion: Cummings, Oberloh, Harmon, Ernst. Those voting against the same motion: Janssen. Motion passed.

APPROVED SLATER AND LUDLOW PARKING AREA PROJECT BIDS AND AWARD CONTRACT

Todd Wietzema, Director of Public Works, stated that bids were opened on Thursday, June 4th at 2:00 p.m., for the Slater and Ludlow Parking Lots.

Mr. Wietzema stated that the Engineers Estimate was \$281,365.00. The following bids were received:

Henning Construction, Inc. -	\$296,000.00
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Ideal Landscape and Design, Inc. -	\$304,093.00
Duininck, Inc. -	\$332,923.00
Ti-Zack Concrete, Inc. -	\$467,742.92

Mr. Wietzema said Midwest Engineering has reviewed the bids and recommends award of bid to the lowest qualified bidder which is Henning Construction, Inc. With a bid of \$296,000.

RESOLUTION NO.S 2020-06-39 AND 2020-06-40 ADOPTED DECLARING ADEQUACY OF PETITION AND ORDERING PREPARATION OF FEASIBILITY REPORT ON PROPOSED IMPROVEMENT AND AUTHORIZING THE EXECUTION OF AGREEMENT WITH BMI

Dwayne Haffield, Director of Engineering, explained a petition for improvement of North Crailsheim Road from Fox Farm Road to a point 600 feet south of the north line of the Southwest Quarter of Section 22, Township 102 North, Range 40 West, Nobles County, Minnesota by extension of the municipal water distribution system. The petition was submitted by School District 518 and is for the extension of the water main needed to serve the new intermediate school. As Council will recall, the water main extension needed for the ALC/Gymnastics building did not extend south of that facility. Completion of the water main loop south to Fox Farm Road will now be recommended. The petition executed by ISD 518 does represent over 35% of the property abutting the improvement being petitioned for. Council may declare the petition adequate.

Mr. Haffield said the City has also received the petition for improvement of all or parts of Cherrywood Addition together with that part of the Southeast Quarter of Section 28, Township 102 North, Range 40 West, lying east of South Crailsheim Road and south of Cherrywood Addition by extension of the municipal storm water collection and management system. Mr. Haffield explained the petitioned improvement is to provide the storm water collection and treatment system needed to allow completion of Cherrywood Addition as well as provide urban drainage for the property immediately south of the subdivision. Although the Cherrywood Addition has been platted, all of the public improvements required for the subdivision have not been completed. In 2008, the storm sewer improvement being petitioned for at this time was also petitioned for and ordered. A housing market upset resulted in the development not being completed. The development contract ultimately lapsed. A contract for the ordered storm sewer improvement was not awarded within one year and therefore the action to order the improvement sunset. The developer is now pursuing completion of the subdivision.

Mr. Haffield said as with any assessable improvement, an initial step required is the preparation of a feasibility report. Following receipt of the report, Council may order a hearing on the proposed improvement. Preparation of plans and specifications will then be required should Council order the improvement following the hearing. At this time it is recommended that the engineering services that may be required through preparation of plans and specifications for both of the petitioned improvements be referred to the consulting firm of Bolton and Menk, Inc. (BMI). A determination

as to how construction phase services may best be provided may be deferred at this time.

A motion was made by Council Member Cummings, seconded by Council Member Oberloh and unanimously carried to adopt the following resolutions Declaring Adequacy of Petition and Ordering Preparation of Feasibility Report on Proposed Improvement and authorize the execution of the agreement with BMI.

RESOLUTION NO. 2020-06-39

A RESOLUTION DECLARING ADEQUACY OF PETITION AND ORDERING PREPARATION OF FEASIBILITY REPORT ON PROPOSED IMPROVEMENT

(Refer to Resolution File for complete copy of Resolution)

RESOLUTION NO. 2020-06-40

A RESOLUTION DECLARING ADEQUACY OF PETITION AND ORDERING PREPARATION OF FEASIBILITY REPORT ON PROPOSED IMPROVEMENT

(Refer to Resolution File for complete copy of Resolution)

APPROVED ADOPTION OF ADA TRANSITION PLAN FOR PUBLIC RIGHTS-OF-WAY

Dwayne Haffield, Director of Engineering, stated Council approved a draft of the proposed Americans with Disabilities Act (ADA) Transition Plan for Public Rights-of-Way at its May 11, 2020 meeting. The draft plan was subsequently posted for public comment. In addition to soliciting comments through advertisement in the official newspaper and online, the Active Living Plan (ALP) steering committee and Client Community Services Inc. were emailed invitations to comment on the draft plan. At this time, only comments from a staff member of the Southwest Regional Development Commission (ALP committee member) have been received. The comments pertained to clarification of trails versus walks and application of standards. To improve the plan in regard to clarifying how trails are addressed versus walks, wording was changed to clarify that the plan treats trails that are physically in, or for intended purposes within, street rights-of-way the same. Trails are those defined as being maintained fully by the City while other multi-use trails in rights-of-way are not classified different than a sidewalk. The park trail through Olson Park has been classified as a park feature. Map A has been changed to show classification and jurisdiction rather than width.

Mr. Haffield said the basic requirements are not anticipated to change, but if they do, a new transition plan may be required to address what changes are adopted.

Council Member Oberloh asked who is the ADA Coordinator for the City of Worthington. Mr. Haffield said that the City Operations ADA Coordinator is the City Administrator and the Right-of-

Way Coordinator is the City Engineer.

A motion was made by Council Member Harmon, seconded by Council Member Ernst and unanimously carried to adopt the ADA Transition Plan for Public Rights-of-Way.

**APPROVED PRELIMINARY PLAT - GLENWOOD HEIGHTS SECOND ADDITION
(CITY OF WORTHINGTON)**

Jeremiah Cromie, City Planner stated the City of Worthington submitted an application for a Preliminary Plat of a residential subdivision to be known as Glenwood Heights 2nd Addition on a 51.45-acre tract of land the City owns located west and mainly north of an extension of Sutherland Drive. The plat would create twenty-eight (28) lots intended for residential development and ten (10) Outlots, of which one (1) will likely be subdivided in the future for additional residential lots. The legal description of the property under consideration is as follows:

That part of the Northeast Quarter of Section 28, Township 102 North, Range 40 West, Nobles County, Minnesota, described as:
Commencing at the Northeast corner of said Section 28; thence South 89 degrees 22 minutes 48 seconds West, (Minnesota County Coordinate System - Nobles County Zone - HARN NAD83 - 1996), along the north line of the Northeast Quarter of said Section 28, a distance of 885.79 feet; thence South 00 degrees 39 minutes 16 seconds East, a distance of 856.00 feet to an iron monument located on the west right-of-way line of South Crailsheim Road (County State Aid Highway No. 10); thence continuing South 00 degrees 39 minutes 16 seconds East, a distance of 450.96 feet to the northeasterly corner of Glenwood Heights First Addition, according to the plat thereof on file and of record with the Nobles County Recorder, Minnesota; thence South 89 degrees 20 minutes 44 seconds West, along the northerly line of said Glenwood Heights First Addition, a distance of 219.69 feet; thence North 45 degrees 39 minutes 16 seconds West, along said northerly line, a distance of 459.69 feet to the most northerly corner of said Glenwood Heights First Addition, said point being the point of beginning; thence South 44 degrees 20 minutes 44 seconds West, along said northerly line, a distance of 130.00 feet; thence South 19 degrees 15 minutes 07 seconds West, along said northerly line, a distance of 77.30 feet; thence South 42 degrees 53 minutes 58 seconds West, along said northerly line, a distance of 93.17 feet; thence South 57 degrees 21 minutes 04 seconds West, along said northerly line, a distance of 142.63 feet to the northwesterly corner of said Glenwood Heights First Addition; thence South 18 degrees 09 minutes 16 seconds East, along the westerly line of said Glenwood Heights First Addition, a distance of 130.84 feet; thence South 09 degrees 25 minutes 19 seconds West, along said westerly

line, a distance of 78.97 feet; thence South 18 degrees 09 minutes 16 seconds East, along said westerly line, a distance of 132.99 feet; thence North 66 degrees 50 minutes 00 seconds East, along said westerly line, a distance of 185.98 feet; thence North 60 degrees 45 minutes 04 seconds East, along said westerly line, a distance of 164.63 feet; thence South 32 degrees 17 minutes 32 seconds East, along said westerly line, a distance of 120.25 feet; thence South 16 degrees 24 minutes 31 seconds East, along said westerly line, a distance of 72.67 feet; thence South 20 degrees 40 minutes 38 seconds East, along said westerly line, a distance of 156.13 feet; thence South 00 degrees 39 minutes 16 seconds East, along said westerly line, a distance of 713.27 feet to the southwest corner of said Glenwood Heights First Addition; thence South 88 degrees 59 minutes 50 seconds West, along the westerly extension of the southerly line of said Glenwood Heights First Addition, a distance of 107.17 feet; thence South 00 degrees 13 minutes 12 seconds East, a distance of 120.01 feet to the southeast corner of the West Half of the Northeast Quarter of said Section 28; thence South 88 degrees 59 minutes 15 seconds West, along the East - West center line of said Section 28, a distance of 1325.82 feet to the Center of said Section 28; thence North 00 degrees 25 minutes 04 seconds West, along the North - South center line of said Section 28, a distance of 1775.28 feet to the southwest corner of the North 856.00 feet of the Northeast Quarter of said Section 28; thence North 89 degrees 22 minutes 48 seconds East, along the south line of the North 856.00 feet of the Northeast Quarter of said Section 28, a distance of 1085.48 feet to the point of intersection with a line which bears North 45 degrees 39 minutes 16 seconds West from the point of beginning; thence South 45 degrees 39 minutes 16 seconds East, a distance of 178.64 feet to the point of beginning. Containing 51.45 acres.

Mr. Cromie explained the Planning Commission considered the application at its June 2, 2020 meeting. After holding a public hearing, the Commission voted unanimously to adopt the required findings for approval of a subdivision request and recommend the City Council approve the preliminary plat subject to the following conditions:

1. Outlots A through H are conveyed to abutting property owners;
2. The legal description be updated to say "South Crailsheim Road" instead of "Crailsheim Drive".
3. The defined wetlands on the plat are either left in place or are mitigated in compliance with state and federal requirements; and
4. The preliminary plat and all improvements associated with it follow all local, state and federal regulations.

A motion was made by Council Member Cummings, seconded by Council Member Ernst and unanimously carried to approve the preliminary plat for Glenwood Heights Second Addition (City of Worthington)

APPROVED CITY OF WORTHINGTON WORKFORCE HOUSING PROGRAM REQUIREMENTS AMENDMENT

Jason Brisson, Assistant City Administrator/Director of Economic Development, stated in November 2008, the Worthington City Council established a Workforce Housing program with funds from a previous tax increment financing district that has successfully created home ownership opportunities for individuals and families whose incomes do not exceed 80% of the current area median income. The original program was amended in April 2012. In the end of the Implementation section, the policy states the following: “The sale price of the home shall not exceed \$237,031.” Any home whose sale price is higher than \$237,031 is not eligible for this program and no provision was included for inflation within the policy as established in 2008 or amended in 2012.

Mr. Brisson explained staff has received an inquiry from the Southwest Minnesota Housing Partnership (the “Partnership”) regarding the construction of two single-family homes. One is a 4-bedroom, 2 bath split foyer with an attached double garage and the proposed sale price is \$264,000. If the Partnership can use TIF workforce housing assistance, the buyer’s cost will be reduced to \$239,298.81. The second is a 3-bedroom, 2 bath slab on grade house with an attached double garage and the proposed sale price is \$260,500. If the Partnership can use TIF workforce housing assistance, the buyer’s cost will be reduced to \$235,798.81. The Partnership is requesting City Council to consider raising the sale price limit established in the City’s Workforce Housing Program policy. Mr. Brisson said staff finds that the costs of residential construction have risen steadily since the program was established in 2008, including a 5% increase in costs in 2018 alone.

Therefore, staff finds that some increase in the ceiling of the sale price is appropriate to ensure the continued effectiveness of the program. He said staff also finds that tying the ceiling to an index that will keep pace with construction costs, whether increasing or decreasing, would prevent the Council from needing to continually revisit the program’s requirements. Staff finds that tying the maximum sale price to the United States Department of Agriculture (USDA) Rural Development (RD) Single Family Housing – Area Loan Limits for Nobles County would meet the original spirit and intent of the program and increase its efficiency and effectiveness moving forward. The original limit established in 2008 was \$237,031 and the current USDA RD limit for Single Family Housing – Area Loan Limits for Nobles County is \$265,400.

A motion was made by Council Member Oberloh, seconded by Council Member Harmon and unanimously carried to adopt the changes as presented.

COUNCIL COMMITTEE REPORTS

Mayor Kuhle - Thanked the organizers for the safe protest. Noted Martha McCarthy who was the first Crailsheim exchange student passed away. She has left a huge legacy behind for the Crailsheim Exchange program.

Council Member Jansen - No report.

Council Member Oberloh - No report.

Council Member Cummings - Thanked staff for the work on all of the improvements to the city parks that is taking place.

Council Member Ernst - Commended staff on the great work and the addition of all the amenities that have been very popular.

Council Member Harmon - Attended a Center for Active Living meeting via zoom, welcomed two new members. Attended Water & Light Commission meeting.

CITY ADMINISTRATOR'S REPORT

Steve Robinson, City Administrator, the splash pad and swimming pool will be allowed to open on Wednesday, June 10th at 50% capacity.

ADJOURNMENT

The motion was made by Council Member Ernst, seconded by Council Member Cummings and unanimously carried to adjourn the meeting at 8:16 p.m.

Mindy L. Eggers, MCMC
City Clerk

WATER AND LIGHT COMMISSION MINUTES

REGULAR MEETING

JUNE 1, 2020

The regular meeting of the Water and Light Commission was called to order at 3:00 P.M. by President Weg with the following members present: Mike Harmon, Kathy Hayenga, Chad Nixon and Randy Thompson. Commission members participated remotely via video conference call.

Scott Hain, General Manager, and Deb Scheidt, Secretary to the Commission, participated and were located at Worthington Public Utilities.

Others present: None

AGENDA ADDITIONS/CLOSURE

A motion was made by Commissioner Hayenga and seconded by Commissioner Nixon to close the agenda as presented.

Upon a roll call vote, the following Commission members voted aye: Deb Weg, Mike Harmon, Kathy Hayenga, Chad Nixon and Randy Thompson

Voting nay: none

Absent and not voting: none

CONSENT AGENDA APPROVED

A motion was made by Commissioner Nixon and seconded by Commissioner Hayenga to approve the consent agenda as follows:

- Water and Light Commission minutes of the regular meeting held on May 18, 2020
- Utility bills payable totaling \$160,290.02 for May 22 and May 29, 2020

Upon a roll call vote, the following Commission members voted aye: Deb Weg, Mike Harmon, Kathy Hayenga, Chad Nixon and Randy Thompson

Voting nay: none

Absent and not voting: none

AWARD BID FOR THE 2020 SEWER AND WATER RECONSTRUCTION PROJECT

Scott Hain, General Manager, presented the following three bids received on May 29, 2020, for the 2020 Sewer and Water Reconstruction Project:

Water and Light Commission Minutes

June 1, 2020

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	Henning Construction	Duininck Inc.	R & R Excavating, Inc.
Schedule 1 – 2 nd Avenue Water	\$369,234.00	\$446,176.50	\$750,668.71
Schedule 2 – 11 th Street Water	\$346,115.50	\$384,711.00	\$505,026.57
Schedule 3 – 2 nd Ave Sanitary	\$267,595.50	\$307,036.00	\$341,503.67
Schedule 4 – Petroleum Contaminated	<u>\$56,866.13</u>	<u>\$56,866.13</u>	<u>\$76,782.13</u>
Total Schedules 1 – 4	\$1,039,811.13	\$1,194,789.63	\$1,673,981.08

The engineer's estimate for schedules 1 through 4 was \$1,140,978.43.

After a review of the bids, a motion was made by Commissioner Harmon and seconded by Commissioner Hayenga to award the bid for the 2020 Sewer and Water Reconstruction Project to Henning Construction in the amount of \$1,039,811.13.

Upon a roll call vote, the following Commission members voted aye: Deb Weg, Mike Harmon, Kathy Hayenga, Chad Nixon and Randy Thompson

Voting nay: none

Absent and not voting: none

SEH PROPOSAL

Scott Hain, General Manager, reported that he received two proposals from SEH to cover fees associated with final design, preparation of bid documents, bidding process, permitting and construction administration services for the Diagonal Road Shop renovation project.

Under the first proposal, SEH would complete the proposed services for a lump sum fee of \$124,800 plus estimated reimbursable expenses totaling from 3% to 5% or approximately \$131,000 total. The lump sum fee includes construction administration visits to the site every other week during construction. Since Mr. Hain does not anticipate the need for site visits every other week he requested a second proposal based on a not-to-exceed fee for time and material. Under that proposal, SEH would complete the proposed services on an hourly basis with time and material not-to-exceed \$131,000. He recommended proceeding with this option versus the lump sum fee.

Mr. Hain reminded Commission members that the preliminary cost estimate for the final design concept is approximately \$1.9 million but does anticipate the final cost to be below \$1.9 million. The 2020 budget does not include funding for the project and would be funded through the use of reserves.

After discussion, a motion was made by Commissioner Thompson and seconded by Commissioner Nixon to approve execution of the agreement with SEH for final design,

preparation of bid documents, bidding process, permitting and construction administration services for the Diagonal Road Shop renovation project to be billed on a time and material basis not-to-exceed \$131,000 and inclusive of reimbursable expenses.

Upon a roll call vote, the following Commission members voted aye: Deb Weg, Mike Harmon, Kathy Hayenga, Chad Nixon and Randy Thompson

Voting nay: none

Absent and not voting: none

ECONOMIC DEVELOPMENT AUTHORITY (EDA) APPOINTMENT

Scott Hain, General Manager, reported that the City Council has undertaken the process to reform the current structure of the existing EDA and has preliminarily approved expanding from the current five member board consisting of the five City Council members to seven members. The newly structured board would consist of the five City Council members, the Mayor who would serve as the permanent chair of the EDA and one Water and Light Commission member.

At this point in time, numerous steps remain before final approval of the proposed reforms can be made. The reforms are intended to encourage additional economic development in the City, create a work plan for the Director of Economic Development and to set up a more nimble process to sell the residential lots being created on the Dugdale property.

Mr. Hain informed Commission members that an appointment did not need to be made at today's meeting but requested Commission thought about who might be appointed to the EDA. During discussion, the Commission expressed concern with the appointment of only one Water and Light Commission member to the EDA in the event the Water and Light Commission representative could not attend a meeting and the Commission would not have representation. The Commission suggested that the appointment of an alternate to the board be considered. Mr. Hain will address these concerns with City staff and will report back to the Commission at a future meeting.

FUTURE MEETINGS

It was the consensus of the Commission to begin holding Water & Light Commission meetings in the Worthington Public Utilities conference room effective June 15, 2020.

COMMISSION COMMITTEE REPORTS

Commissioner Weg reported that the Worthington Regional Economic Development Corporation (WREDC) Steering Committee will postpone conversations with local businesses and government entities to discuss the future direction of WREDC until face-to-face meetings can be held. Virtual visits are scheduled with Brainerd Lakes Area Economic Development Corporation on June 9, 2020, and with Duluth APEX on June 10, 2020, to discuss their economic

Water and Light Commission Minutes

June 1, 2020

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development models. Virtual visits with Willmar, Minnesota, and Mankato, Minnesota, will be scheduled for later dates.

GENERAL MANAGER REPORT

The General Manager had nothing additional to report.

ADJOURNMENT

A motion was made by Commissioner Hayenga and seconded by Commissioner Thompson to adjourn the meeting at 3:40 P.M.

Upon a roll call vote, the following Commission members voted aye: Deb Weg, Mike Harmon, Kathy Hayenga, Chad Nixon and Randy Thompson

Voting nay: none

Absent and not voting: none

Deb A. Scheidt
Secretary to the Commission

City of Worthington

Park and Recreation Advisory Board Minutes

7:00 a.m. - Thursday, June 4, 2020

Members present: Dan Krueger, Alan Oberloh, Craig Stock, Joe Vosburgh, Jessica Williams
Members absent: Gladys Aldana
Staff present: Todd Wietzema, Scott Rosenberg and Angela Thiner.

CALL TO ORDER

The meeting was called to order at 7:00 a.m. by Dan Krueger.

CHAIRMAN/VICE CHAIRMAN NOMINATIONS

Alan Oberloh moved to approve Dan Krueger as Chairperson and Craig Stock as Vice Chairperson of the Park and Recreation Advisory Board. Craig Stock seconded the motion and it passed unanimously.

APPROVAL OF MINUTES

A motion was made by Craig Stock, seconded by Alan Oberloh and unanimously approved to accept the minutes of the March 17, 2020 meeting.

APPROVAL OF AGENDA - ADDITIONS/DELETIONS

Todd Wietzema noted there would be 2 additional park bench donation applications from Noon Kiwanis and the Heath Care Foundation for consideration.

With the addition of the park bench donations, Alan Oberloh made a motion to approve the agenda, seconded by Jessica Williams and passing unanimously.

PARK ADVISORY BOARD BUSINESS

ELECTRIC BOAT RENTAL PRESENTATION

Aleksander Lacayo presented his idea of operating an electric boat rental station on Lake Okabena. Mr. Lacayo gave a brief overview of the boats noting he would like to have 4 boats available for rental. Details of the electric boats included a max speed of 6 mph, 5 people or 750 pound weight limit and a 6 hour battery life. Life jackets would be required and training would be available. The boats would be stored off site and brought back each day he chooses to open. In response to a question from Alan Oberloh, Mr. Lacayo stated he would provide the life jackets to his customers. Having the City listed as co-insured on the Liability Insurance was also discussed. Details regarding the location on Lake Okabena are still being figured out.

Alan Oberloh stated he thinks the idea should be presented at the next City Council meeting.

PARK BENCH DONATIONS

City Staff has received 2 park bench donation requests. Both requests are for existing, undedicated benches. Patrick and Jenalee Mahoney are requesting a bench at the Chautauqua Park Bandshell dedicated to their daughter. Mr. Don Linssen is requesting a bench along North Crailsheim Road, across from the Middle School in loving memory of his wife.

Staff discussed the 2 additional park bench donation requests from Noon Kiwanis and the Healthcare Foundation. Both would be placed around the Splash Pad. At the time of the Park and Rec Board meeting, no applications had not been submitted, however, staff had been in discussion with both groups.

After no additional discussion, Alan Oberloh moved to recommend approval of all 4 park bench requests. The motion was seconded by Jessica Williams, passing unanimously.

ADULT SOCCER SEASON-CANCELED

Staff met with the president of the soccer league and he felt that with all that is going on it would be best to cancel the season. There may be some possible weekend tournaments in the Fall but that is still being discussed.

PARK PROJECT UPDATES

Mr. Wietzema gave a brief update on the park projects, stating the Beach Nook is open and water craft equipment, which was donated by the Lake Okabena Improvement Association, is available for rent. So far both have been successful. They are awaiting the installation of concrete tables with umbrellas. He indicated the project is near completion. Construction of the Centennial Shelter House is going well and should be done earlier than originally anticipated. The concrete floor for the new restroom at Buss Field has been poured. The underground plumbing at Slater Park has been installed. At Sunset Park, extensions for the boat ramp have been installed along with new concrete poured. Pleasant Park will be getting new tennis courts. There is a bid opening scheduled for this afternoon for the Slater Park parking lot. Ludlow Park will receive a new parking lot and staff would like to see sidewalks in place there also.

SUPERVISOR REPORT

Scott Rosenberg stated the Parks Department has been busy mowing and repairing parks and park facilities, noting they are short staffed this season. Mr. Rosenberg stated there is an increase in trash being collected in the garbage cans throughout the parks. He thinks this is due to Covid-19, noting more people are using the parks for mealtimes. Work will begin at the Centennial Playground when the concrete has been poured around the new shelter, most likely late summer or early fall. Staff has not had much time for stump removal because they are down in staff numbers. Olson Campground is now open and has a new campground attendant, Amber Taarud.

OTHER BUSINESS

Staff gave a brief update on the fundraising for the All Inclusive Playground at Chautauqua Park noting they are roughly \$10,000 away from their goal.

Craig Stock noted he was approached about paving the parking lot at Puppy Park. Staff stated they would look into this. Mr. Oberloh added he had been approached about installing a camera out there for safety/security reasons. Staff will discuss this with PD.

Brief discussion was held regarding possible future projects at Prairie View.

ADJOURNMENT

A motion was made by Joe Vosburgh, seconded by Jessica Williams and unanimously approved to adjourn the meeting at 8:00 a.m.

Angela Thiner
Assistant City Clerk

CITY OF WORTHINGTON, MINNESOTA

MUNICIPAL LIQUOR STORE
INCOME STATEMENT
For the Period 1/1/20 Through 5/31/20
(Amounts in Dollars)

	Total 2020 Budget	MAY Actual	Previous Year	% YTD Actual to Budget	YTD Actual	Previous Year
Sales						
Liquor	1,829,795	168,717	144,726	42.5%	776,800	644,206
Wine	618,035	46,114	44,663	36.9%	227,985	211,194
Beer	2,150,500	203,380	191,164	38.2%	822,200	727,695
Mix/nonalcohol	76,203	6,078	5,882	31.6%	24,090	21,125
NSF charges	200	-	-	30.0%	60	30
Net Sales	4,674,733	424,289	386,435	39.6%	1,851,135	1,604,250
Cost of Goods Sold						
Liquor	1,317,450	106,989	101,949	42.2%	555,805	459,207
Beer	1,655,885	165,260	146,345	38.3%	634,624	563,216
Wine	432,625	23,858	31,430	36.8%	159,248	150,629
Soft drinks/mix	51,056	3,827	4,000	31.8%	16,251	12,646
Freight	28,000	1,751	2,061	39.4%	11,030	10,274
Total Cost of Goods Sold	3,485,016	301,685	285,785	39.5%	1,376,958	1,195,972
Gross Profit	1,189,717	122,604	100,650	39.9%	474,177	408,278
Operating Expenses						
Personnel services	425,243	44,853	38,608	38.5%	163,693	152,592
Supplies	26,000	4,723	1,972	51.7%	13,449	9,262
Other services & charges	200,312	15,191	13,744	35.8%	71,781	72,750
Interest	23,990	-	-	0.0%	-	-
Depreciation (estimated)	105,000	8,750	5,125	41.7%	43,750	25,625
Total Operating Expenses	780,545	73,517	59,449	37.5%	292,673	260,229
Operating Income (Loss)	409,172	49,087	41,201	44.4%	181,504	148,049
Non-Operating Revenues (Expenses)						
Interest earnings **	5,000	417	333	41.7%	2,085	1,665
Other non-operating	-	-	-	-	-	2,145
Sale of fixed asset	-	-	-	-	-	10,000
Total Non-Operating Revenue (Expense)	5,000	417	333	41.7%	2,085	13,810
Net Income (Loss) b/Operating Transfers	414,172	49,504	41,534	44.3%	183,589	161,859
Operating Transfers-Out	(275,000)	(22,917)	(22,917)	41.7%	(114,585)	(114,585)
Net Income (Loss)	139,172	26,587	18,617	N/A	69,004	47,274

** Includes five months budget

ADMINISTRATIVE SERVICES MEMO

DATE: JUNE 19, 2020

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 PERMIT - KING TURKEY DAY INC.

Exhibit 1 is an Application for Exemption from Lawful Gambling Permit submitted by King Turkey Day Inc. as follows:

Organization:	King Turkey Day, Inc.
CEO:	Jason Johnson
Type of Event:	Raffle
Date:	September 19, 2020
	Worthington Chamber of Commerce, 1121 Third Avenue

The application must receive approval from the City Council prior to being submitted to the State for approval.

Council action is requested on the Application for Exemption from Lawful Gambling Permit submitted by King Turkey Day, Inc.

2. APPLICATION TO BLOCK A PORTION OF SIDEWALK

Laura Shefte, Worthington Area Chamber of Commerce Retail Committee, 1121 Third Avenue, has requested the closure of the following sidewalks from Thursday, June 25, 2020 9:00 a.m. Through Saturday, June 27, 2020 at 5:00 p.m:

10th Street Sidewalks 2nd Avenue to Fifth Avenue
Third Avenue Sidewalks in front of Adorn 1024
Fourth Avenue Sidewalks from 10th Street to alleyway
Parking Stall in front of Family Value (closest to alleyway)

The application is included as *Exhibit 2*. Laura Shefte has been designated as the safety officer for the event, and an insurance certificate naming the City of Worthington as additional insured has been received.

Council action is requested on the application to block a portion of the sidewalk.

3. **2020-2021 ON-SALE LIQUOR, WINE, AND CLUB ON-SALE LICENSE RENEWALS, AND SUNDAY ON-SALE LIQUOR LICENSE RENEWALS**

The following 2019/2020 On-Sale Liquor, Club On-Sale, On-Sale Wine, and Sunday On-Sale Liquor License Renewal Applications have been received and are submitted for Council approval:

2020 On-Sale/Sunday Liquor Licenses

Worthington Event Center, 1477 Prairie Drive
The Ground Round Grill & Bar, 1290 Ryan's Road
The Tap, 107 12th Street
Mini Market Lupita, 1906 Oxford Street
Hickory Lodge, 2015 North Humiston Avenue
Great Life Golf & Fitness, 851 W. Oxford Street
Forbidden Barrel Brewing Co., LLC, 900 Third Avenue
La Azteca Restaurant, 223 Tenth Street
Long Branch Saloon, 206 Tenth Street

2020 Club On-Sale Liquor Licenses

VFW 3958, 1117 Second Avenue
Worthington Eagles Club #3282, 205 Oxford Street
Worthington Elk's Lodge #2287, 1105 2nd Avenue
Historic Dayton House, 1311 4th Avenue

2020 Wine Licenses

Worthington Comfort Suites, 1447 Prairie Drive

All the required paperwork, insurance certificates naming the City as additional insured and fees have been received.

Council action is requested on the license renewal applications.

CASE ITEMS

1. **2019 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)**

Ellen Hoefker, of Drealan Kvilhaug Hoefker & Co. P.A., will be at the meeting to present the City's 2019 Comprehensive Annual Financial Report. A copy of the CAFR was provided separately from your Council Packet for your review.

Council action is requested to accept the 2019 Comprehensive Annual Financial Report.

2. **APPROVE PLANS AND SPECIFICATIONS FOR THE 10TH STREET PLAZA PROJECT FUNDED WITH LOCAL OPTION SALES TAX REVENUE**

Council approved the 10th Street Plaza project as part of Phase I of the local option sales tax projects. The Community Growth Committee, including Council members Ernst and Oberloh, have approved the project design, shown as *Exhibit 3*. The project includes reconstruction of the paved area, a new shelter building, public restrooms, green space, a 10-foot trail and an area at the terminus of 10th Street dedicated for an art exhibit. Council's placeholder budget for this project is \$1.0 million. Exhibit 3 is

Staff recommends Council approve the plans and authorize advertisement for bids to be received July 22, 2020 and considered at the July 27th Council meeting.

3. **CENTER FOR ACTIVE LIVING OPERATING GUIDELINES AMENDMENT**

The Center for Active Living Committee is requesting that Council grant approval to amend their Operating Guidelines, adopted January 14, 2013. Article II, Section 1 - Committee - states that "The Committee shall be composed of nine at large members, all of whom shall be citizens of Worthington. To be appointed by the City Council. In addition, one member of the City Council shall serve as a member." The Committee is requesting that there be eight members of Worthington and one member that may be a non-Worthington citizen but an active member of the CAL. The Operating Guidelines are shown as *Exhibit 4*.

Council action is requested.

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
Name: King Turkey Day Inc.

Previous Gambling
Permit Number: x-32624-19-004

Minnesota Tax ID
Number, if any: _____

Federal Employer ID
Number (FEIN), if any

Mailing Address: 1121 Third Avenue

City: Worthington State: MN Zip: 56187 County: Nobles

Name of Chief Executive Officer (CEO): Jason Johnson, Board President

CEO Daytime Phone: 507-372-2919 CEO Email:

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

Email permit to (if other than the CEO): ajensen@frontier.com

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

(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

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.

Name of premises where the gambling event will be conducted
(for raffles, list the site where the drawing will take place): Worthington Area Chamber of Commerce

Physical Address (do not use P.O. box): 1121 Third Avenue

Check one:

☒ City: Worthington Zip: 56187 County: Nobles

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): September 19, 2020

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 and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**CITY APPROVAL
for a gambling premises
located within city limits**☐

The application is acknowledged with no waiting period.

☐

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

☐

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**☐

The application is acknowledged with no waiting period.

☐

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

☐

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: 5/28/2020
(Signature must be CEO's signature; designee may not sign)

Print Name: Jason Johnson**REQUIREMENTS****Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS**Mail application with:**

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

Worthington Area Chamber of Commerce – Retail Committee

Re-opening Event

June 25th, 26th & 27th, 2020

Block Sidewalk: Thursday, June 25th 9:00 a.m. through Saturday, June 27th at 5:00 p.m.

- *10th Street Sidewalks 2nd Avenue to Fifth Avenue
- *Third Avenue Sidewalks in front of Adorn 1024
- *Fourth Avenue Sidewalks from 10th Street to alleyway
- *Parking Stall in front of Family Value (closest to alleyway)

City of Worthington
Application to Block A Portion of Sidewalk

I, Laura Shefte (name), as representative of
Retail Committee - WACC (business owner or organization sponsoring an
event) hereby apply for a permit to temporarily block a portion of sidewalk for an event.

The date for the sidewalk request is from June 25, 2020 to June 27, 2020
with the time starting at 9 am and ending at 5 pm. Sidewalk Blockage shall be limited to the following area:
See attached

Laura Shefte (name), is designated to monitor the space. He/she shall
monitor this activity to ensure the safety of the pedestrian traffic making sure the 48" clear space is maintained on the
sidewalk for pedestrian and handicapped access. This is for compliance with the Americans with Disability Act. In
addition, this person shall be the contact person should the police or City officials have concerns with any safety
aspects of this event.

The above requesting business or organization shall provide \$ 1,000,000.00 liability insurance
coverage and shall name the City as an additional insured with Latina Nickel Insurance
Company. The local agent, who can confirm this coverage is Nickel & Associates. 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.

Laura Shefte June 12, 2020
Name of Person Applying for Bs./Organization & Date

Approved by: _____

Dated: _____

Retail Committee 372-2919
Name of Applying Bs/Organization & Phone Number

1121 Third Ave
Address of Business/Organization

Laura Shefte 360-6718
Name of Contact Person/Safety Officer & Phone Number

1015 Fourth Ave
Address of Contact Person/Safety Officer



10th Street Plaza Shelter Building
City of Worthington, MN

Operating Guidelines City of Worthington Center for Active Living Committee

ARTICLE I GENERAL

Section 1. Name

The Center for Active Living Committee of the City of Worthington is hereby established.

Section 2. Purpose

The Committee shall:

Make recommendations to the City Council as to the operating, equipping, and managing of the Center for Active Living located at 211 11th Street, Worthington, Minnesota.

Work with the Center for Active Living Coordinator to develop, establish, and operate programs of interest and benefit to the senior citizens of Worthington.

Work with the Center for Active Living Coordinator to develop, establish, and operate multigenerational programs of interest and benefit to the citizens of Worthington.

Explore and make recommendations to the City Council as to whether or not the Center for Active Living could be established as a separate 501(c) organization if funding were to continue through a contractual relationship with the City of Worthington.

ARTICLE II COMMITTEE MEMBERSHIP

Section 1. Committee

The Committee shall be composed of nine at large members, all **eight (8)** of whom shall be citizens of Worthington **and one (1) of whom may be a non-Worthington citizen**, to be appointed by the City Council. In addition, one member of the City Council shall serve as a member.

Section 2. Term of Office

The terms of the initial at large members shall be staggered with three members appointed for one-year terms; three members appointed for two-year terms; and three members appointed for three-year terms. Thereafter, all terms shall be for a period of 3 years. A member is eligible to serve 2 full three-year terms and may be reappointed thereafter after a minimum of one years' absence from the Committee. The City Council member shall be appointed annually by the City Council.

Section 3. Officers

The Committee shall elect a Chair, Vice Chair and Secretary annually at the first meeting of the year. The three officers will also serve as an Executive Committee when appropriate.

Section 4. Bi-Monthly Meetings

The Committee shall hold regularly scheduled bi-monthly meetings, with the potential for no meetings in January, February or March.

Public notice will be provided consistent with Minnesota statutes.

Section 5. Special Meetings

Special meetings of the Committee may be held upon call of the Chair at such times and places as s/he may designate. Special meetings may also be held upon the call of no fewer than three members of the Committee.

Section 6. Quorum

A simple majority of the Committee shall constitute a quorum to transact business and a majority of those present may transact the business of the organization.

ARTICLE III AMENDMENTS

These Operating Guidelines may be amended by the Committee with the approval of the City Council.

ARTICLE IV GIFTS

The City of Worthington will accept gifts to be used for the Center for Active Living.

ARTICLE V PARLIAMENTARY PROCEDURE

Section 1. Parliamentary Authority

Proceedings of the meetings of the Committee shall be governed by and conducted according to the latest edition of "Roberts Rules of Order, Revised."

Adopted by the City Council this 10th day of June 2019.

PUBLIC WORKS MEMO

DATE: JUNE 15, 2020

TO: HONORABLE MAYOR AND CITY COUNCIL

SUBJECT: ITEM REQUIRING CITY COUNCIL ACTION OR REVIEW

CONSENT AGENDA CASE ITEM

1. 2020 PRIVATE DOCK APPLICATIONS

City Staff has received a private dock on public property permit applications from the following resident. The applicant (*Shown below*) was a permit holder in 2019 and meets all the City Dock Policy requirements.

1. 916 West Lake Avenue Clarence Kremer

Council action is requested to approve the applications and authorize City Staff to issue the 2020 dock permits.

CASE ITEM

1. ACCEPTANCE OF A CARES ACT GRANT FOR THE WORTHINGTON MUNICIPAL AIRPORT

The Worthington Municipal Airport has been awarded a \$30,000.00 grant, through the Coronavirus Aid, Relief, and Economic Security Act, dated April 23, 2020. This grant was a result of congressional assistance for airports, due to lost revenue, caused by the Coronavirus pandemic. This grant will be used for maintenance projects located at the Worthington Municipal Airport. The City of Worthington will need to have this grant electronically signed by the Mayor and City Attorney. The Worthington Municipal Airport has to use these grant funds by 2024. Included in your packet is an amendment to our State Maintenance and Operations Grant (*Exhibit 1*), Cares Act Transmittal Letter from our FAA representative (*Exhibit 2*), and the Cares Act Airports Grant Agreement (*Exhibit 3*).

Council action is requested to accept this \$30,000.00 Cares grant and authorize the Mayor and City Attorney to sign any necessary documents.

**AMENDMENT # 01 TO STATE OF MINNESOTA
AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT #1033571**

Contract Start Date:	07/01/2019	Original Contract Amount:	\$154,502
Orig. Contract Exp. Date:	06/30/2021	Prev. Amendment(s) Total:	\$0.00
Amended Exp. Date:	06/30/2021	Current Amendment Amount:	\$30,000
		Current Contract Total:	\$184,502

Project Identification: Airport Maintenance and Operations Activities.

This amendment is by and between the State of Minnesota, through its Commissioner of Transportation ("State") and City of Worthington acting through its City Council ("Recipient").

Recitals

1. The State has a contract with the Recipient identified as MnDOT Contract No. 1033571 ("Original Contract") to provide reimbursement for eligible airport maintenance and operations activities.
2. The Original Contract is being amended to include additional Federal CARES Act funding.
3. The State and the Recipient are willing to amend the Original Contract as stated below.

Contract Amendment

In this Amendment deleted contract terms will be ~~struck-out~~ and the added contract terms will be underlined.

REVISION 1. Article 5.1. **Consideration** is deleted in its entirety and replaced with the following:

- 5.1. **Consideration.** State will pay for all eligible telecommunication, maintenance, and operation costs incurred by Recipient under this Contract as follows:
 - 5.1.1. **State Funds Reimbursement Basis.** Recipient will be reimbursed for 100% of telecommunication costs associated with the operation of state-owned navigational aids. Recipient will be paid for 75% of all other state-eligible maintenance and operation costs not reimbursed by any other source. Eligible maintenance and operations costs will be determined at the sole discretion of State's Authorized Representative.
 - 5.1.2. **Federal Funds Reimbursement Basis.** Recipient will be reimbursed for 100% of federally-eligible operating expenses not reimbursed by any other source. Eligible operating expenses will be determined at the discretion of State's Authorized Representative, in cooperation with the Federal Aviation Administration's local Airport District Office. Eligible expenses will be determined in accordance with the Federal Aviation Administration's Policy and Procedures Concerning the Use of Airport Revenues, 64 Federal Register 7696 (64 FR 7696), as amended by 78 Federal Register 55330 (78 FR 55330), which is incorporated into this agreement by reference, and the CARES Act.
 - 5.1.3. **Priority of Reimbursement.** Costs that are eligible for both federal and state reimbursement will be reimbursed with federal funds, if available. If the federal funds available under section 5.1.6 of this agreement have been exhausted, these costs will then be reimbursed with state funds, if available.
 - 5.1.4. **Telecommunication Amount.** State has currently obligated \$0.00 in each State fiscal year to reimburse eligible telecommunication costs at 100%.
 - 5.1.5. **State Maintenance and Operation Amount.** State has currently obligated \$77,251 of state funding in each State fiscal year to reimburse other eligible costs at 75%.

5.1.6. **Federal Operation Expenses Amount.** Recipient has been awarded \$30,000 in Federal CARES Act funding to reimburse federally-eligible costs at 100%.

5.1.7. **Total Obligation.** The total obligation of State for all compensation and reimbursements to Recipient under this contract will not exceed \$154,502 (State fiscal years 2020 and 2021).

REVISION 2. Article 5.2.4. Grant Monitoring Visit and Financial Reconciliation, is amended as follows:

Grant Monitoring Visit and Financial Reconciliation. If State's total obligation is greater than \$50,000 in section 5.1.5 ~~5.1.4~~ above, during the period of performance the State will make at least one monitoring visit and conduct annual financial reconciliations of Recipient's expenditures. The State's Authorized Representative will notify Recipient's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which State employees and/or contractors will participate, and which Recipient staff members should be present. Recipient will be provided notice prior to any monitoring visit or financial reconciliation. Following a monitoring visit or financial reconciliation, Recipient will take timely and appropriate action on all deficiencies identified by State. At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Recipient.

The terms of the Original Contract are expressly reaffirmed and are incorporated by reference. Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

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RECIPIENT

The RECIPIENT certifies that the appropriate person(s) have executed the contract on behalf of the RECIPIENT as required by applicable articles, bylaws, or resolutions.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

STATE ENCUMBRANCE VERIFICATION

The individual certifies funds have been encumbered as required by Minn. Stat. 16A.15 and 16C.05

By: _____

Date: _____

SWIFT Contract # _____

SWIFT Purchase Order # _____

COMMISSIONER OF TRANSPORTATION

By: _____

Title: _____

Date: _____

**MnDOT OFFICE OF FINANCIAL MANAGEMENT –
GRANT UNIT**

By: _____

Date: _____

MnDOT CONTRACT MANAGEMENT

By: _____

Date: _____



U.S. Department
of Transportation
Federal Aviation
Administration

Airports Division
Great Lakes Region
Minnesota, North Dakota, South Dakota

FAA DMA ADO
6020 28th Avenue South,
Room 102
Minneapolis, MN 55450

CARES Act Grant Transmittal Letter

Mr. Dwayne Haffield
PO Box 279
Worthington, MN 56187

Dear Mr. Haffield:

Please find the following electronic CARES Act Grant Offer, Grant No. 3-27-0116-017-2020 for the Worthington Municipal Airport. This letter outlines expectations for success. Please read and follow the instructions carefully.

To properly enter into this agreement, you must do the following:

- a. The governing body must provide authority to execute the grant to the individual signing the grant; i.e. the sponsor's authorized representative.
- b. The sponsor's authorized representative must execute the grant, followed by the attorney's certification, **no later than September 30, 2020** in order for the grant to be valid.
- c. You may not make any modification to the text, terms or conditions of the grant offer.
- d. The grant offer must be electronically signed by the sponsor's legal signatory authority and then the grant offer will be routed via email to the sponsor's attorney. Once the attorney has electronically attested to the grant, an email with the executed grant will be sent to all parties.

Subject to the requirements in 2 CFR § 200.305, each payment request for reimbursement under this grant must be made electronically via the Delphi eInvoicing System. Please see the attached Grant Agreement for more information regarding the use of this System. The terms and conditions of this agreement require you drawdown and expend these funds within four years.

An airport sponsor may use these funds for any purpose for which airport revenues may be lawfully used. CARES grant recipients should follow the FAA's Policy and Procedures Concerning the Use of Airport Revenues ("Revenue Use Policy"), 64 Federal Register 7696 (64 FR 7696), as amended by 78 Federal Register 55330 (78 FR 55330). The Revenue Use Policy defines permitted uses of airport revenue. In addition to the detailed guidance in the Revenue Use Policy, the CARES Act states the funds may not be used for any purpose not related to the airport.

With each payment request you are required to upload directly to Delphi:

- An invoice summary, even if you only paid a single invoice, and
- The documentation in support of each invoice covered in the payment request.

For the final payment request, in addition to the requirement listed above for all payment requests, you are required to upload directly to Delphi:

- A final financial report summarizing all of the costs incurred and reimbursed, and
- An SF-425, and
- A narrative report.

The narrative report will summarize the expenses covered by the CARES Act funds and state that all expenses were in accordance with the FAA's Policy and Procedures Concerning the Use of Airport Revenues and incurred after January 20, 2020.

As a condition of receiving Federal assistance under this award, you must comply with audit requirements as established under 2 CFR part 200. Subpart F requires non-Federal entities that expend \$750,000 or more in Federal awards to conduct a single or program specific audit for that year. Note that this includes Federal expenditures made under other Federal-assistance programs. Please take appropriate and necessary action to assure your organization will comply with applicable audit requirements and standards.

Once you have drawn down all funds and uploaded the required documents to Delphi, notify us by email that the grant is administratively and financially closed. We are readily available to assist you and your designated representative with the requirements stated herein. We sincerely value your cooperation in these efforts.

Sincerely,

E. Lindsay Butler
Deputy Manager



U.S. Department
of Transportation
Federal Aviation
Administration

CARES ACT AIRPORT GRANTS AGREEMENT

Part I - Offer

Federal Award Offer Date _____

Airport/Planning Area Worthington Municipal Airport

CARES Grant Number 3-27-0116-017-2020

Unique Entity Identifier 077626588

TO: City of Worthington
(herein called the "Sponsor")

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

WHEREAS, the Sponsor has submitted to the FAA a Coronavirus Aid, Relief, and Economic Security Act (CARES Act or "the Act") Airports Grants Application (herein called the "Grant") dated April 23, 2020, for a grant of Federal funds at or associated with the Worthington Municipal Airport, which is included as part of this Grant Agreement; and

WHEREAS, the Sponsor has accepted the terms of FAA's Grant offer;

WHEREAS, in consideration of the promises, representations and assurances provided by the Sponsor, the FAA has approved the Grant Application for the Worthington Municipal Airport, (herein called the "Grant") consisting of the following:

This Grant is provided in accordance with the CARES Act, as described below, to provide eligible Sponsors with funding to help offset a decline in revenues arising from diminished airport operations and activities as a result of the COVID-19 Public Health Emergency. CARES Act Airport Grants amounts to specific airports are derived by legislative formula.

The purpose of this Grant is to maintain safe and efficient airport operations. Funds provided under this Grant Agreement must only be used for purposes directly related to the airport. Such purposes can include the reimbursement of an airport's operational and maintenance expenses or debt service payments. CARES Act Airport Grants may be used to reimburse airport operational and maintenance expenses directly related to the Worthington Municipal Airport incurred no earlier than January 20, 2020. CARES Act Airport Grants also may be used to reimburse a Sponsor's payment of debt service where such payments occur on or after April 14, 2020. Funds provided under the Grant will be governed

by the same principles that govern "airport revenue." New airport development projects may not be funded with this Grant unless and until the Grant Agreement is amended or superseded by a subsequent agreement that addresses and authorizes the use of funds for the airport development project.

NOW THEREFORE, in accordance with the applicable provisions of the CARES Act, Public Law 116-136, the representations contained in the Grant Application, and in consideration of, (a) the Sponsor's acceptance of this Offer; and, (b) the benefits to accrue to the United States and the public from the accomplishment of the Grant and in compliance with the conditions as herein provided,

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay 100% percent of the allowable costs incurred as a result of and in accordance with this Grant Agreement.

Assistance Listings Number (Formerly CFDA Number): 20.106

This Offer is made on and **SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is **\$30,000.**
2. **Period of Performance.** The period of performance shall commence on the date the Sponsor formally accepts this agreement. The end date of the period of performance is 4 years (1,460 calendar days) from the date of acceptance.

The Sponsor may only charge allowable costs for obligations incurred prior to the end date of the period of performance (2 CFR § 200.309). Unless the FAA authorizes a written extension, the Sponsor must submit all Grant closeout documentation and liquidate (pay-off) all obligations incurred under this award no later than 90 calendar days after the end date of the period of performance (2 CFR § 200.343).

The period of performance end date shall not affect, relieve or reduce Sponsor obligations and assurances that extend beyond the closeout of this Grant Agreement.

3. **Unallowable Costs.** The Sponsor shall not seek reimbursement for any costs that the FAA has determined to be unallowable under the CARES Act.
4. **Indirect Costs - Sponsor.** The Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the Grant Application as accepted by the FAA, to allowable costs for Sponsor direct salaries and wages only.
5. **Final Federal Share of Costs.** The United States' share of allowable Grant costs will be 100%.
6. **Completing the Grant without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the Grant without undue delays and in accordance with this Grant Agreement, the CARES Act, and the regulations, policies, standards and procedures of the Secretary of Transportation ("Secretary"). Pursuant to 2 CFR § 200.308, the Sponsor agrees to report to the FAA any disengagement from funding eligible expenses under the Grant that exceeds three months and request prior approval from FAA. The report must include a reason for the stoppage. The Sponsor agrees to comply with the attached assurances, which are part of this agreement and any addendum that may be attached hereto at a later date by mutual consent.

7. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.
8. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs unless this offer has been accepted by the Sponsor on or before September 30, 2020, or such subsequent date as may be prescribed in writing by the FAA.
9. **Improper Use of Federal Funds.** The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner, including uses that violate this Grant Agreement, the CARES Act or other provision of applicable law. For the purposes of this Grant Agreement, the term "Federal funds" means funds however used or dispersed by the Sponsor, that were originally paid pursuant to this or any other Federal grant agreement(s). The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share require advance approval by the Secretary.
10. **United States Not Liable for Damage or Injury.** The United States is not responsible or liable for damage to property or injury to persons which may arise from, or relate to this Grant Agreement, including, but not limited to, any action taken by a Sponsor related to or arising from, directly or indirectly, this Grant Agreement.
11. **System for Award Management (SAM) Registration And Universal Identifier.** Unless the Sponsor is exempted from this requirement under 2 CFR § 25.110, the Sponsor must maintain the currency of its information in the SAM until the Sponsor submits the final financial report required under this Grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).
12. **Electronic Grant Payment(s).** Unless otherwise directed by the FAA, the Sponsor must make each payment request under this agreement electronically via the Delphi eInvoicing System for Department of Transportation (DOT) Financial Assistance Awardees.
13. **Financial Reporting and Payment Requirements.** The Sponsor will comply with all Federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.
14. **Buy American.** Unless otherwise approved in advance by the FAA, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any expense for which funds are provided under this Grant. The Sponsor will include a provision implementing applicable Buy American statutory and regulatory requirements in all contracts related to this Grant Agreement.
15. **Audits for Public Sponsors.** The Sponsor must provide for a Single Audit or program-specific audit in accordance with 2 CFR Part 200. The Sponsor must submit the audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at <http://harvester.census.gov/facweb/>. Upon request of the FAA, the Sponsor shall provide one copy of the completed audit to the FAA.

16. **Suspension or Debarment.** When entering into a “covered transaction” as defined by 2 CFR § 180.200, the Sponsor must:
 - A. Verify the non-federal entity is eligible to participate in this Federal program by:
 1. Checking the excluded parties list system (EPLS) as maintained within the System for Award Management (SAM) to determine if the non-federal entity is excluded or disqualified; or
 2. Collecting a certification statement from the non-federal entity attesting the entity is not excluded or disqualified from participating; or
 3. Adding a clause or condition to covered transactions attesting the individual or firm is not excluded or disqualified from participating.
 - B. Require prime contractors to comply with 2 CFR § 180.330 when entering into lower-tier transactions (e.g. sub-contracts).
 - C. Immediately disclose to the FAA whenever the Sponsor (1) learns the Sponsor has entered into a covered transaction with an ineligible entity, or (2) suspends or debar a contractor, person, or entity.
17. **Ban on Texting While Driving.**
 - A. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:
 1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to this Grant or subgrant.
 2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
 - a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
 - b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
 - B. The Sponsor must insert the substance of this clause on banning texting while driving in all subgrants, contracts and subcontracts.
18. **Trafficking in Persons.**
 - A. You as the recipient, your employees, subrecipients under this award, and subrecipients’ employees may not –
 1. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 2. Procure a commercial sex act during the period of time that the award is in effect; or
 3. Use forced labor in the performance of the award or subawards under the award.
 - B. The FAA as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity –

1. Is determined to have violated a prohibition in paragraph A of this award term; or
2. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph A.1 of this award term through conduct that is either –
 - a. Associated with performance under this award; or
 - b. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement),” as implemented by the FAA at 2 CFR Part 1200.
3. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph A during this award term.
4. Our right to terminate unilaterally that is described in paragraph A of this section:
 - a. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7104(g)), and
 - b. Is in addition to all other remedies for noncompliance that are available to the FAA under this award.

19. Employee Protection from Reprisal.

A. Prohibition of Reprisals —

1. In accordance with 41 U.S.C. § 4712, an employee of a grantee or subgrantee may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in sub-paragraph (A)(2), information that the employee reasonably believes is evidence of:
 - a. Gross mismanagement of a Federal grant;
 - b. Gross waste of Federal funds;
 - c. An abuse of authority relating to implementation or use of Federal funds;
 - d. A substantial and specific danger to public health or safety; or
 - e. A violation of law, rule, or regulation related to a Federal grant.
2. Persons and bodies covered: The persons and bodies to which a disclosure by an employee is covered are as follows:
 - a. A member of Congress or a representative of a committee of Congress;
 - b. An Inspector General;
 - c. The Government Accountability Office;
 - d. A Federal office or employee responsible for oversight of a grant program;
 - e. A court or grand jury;
 - f. A management office of the grantee or subgrantee; or
 - g. A Federal or State regulatory enforcement agency.
3. Submission of Complaint — A person who believes that they have been subjected to a reprisal prohibited by paragraph A of this grant term may submit a complaint regarding the reprisal to the Office of Inspector General (OIG) for the U.S. Department of Transportation.
4. Time Limitation for Submittal of a Complaint — A complaint may not be brought under this subsection more than three years after the date on which the alleged reprisal took place.

5. Required Actions of the Inspector General — Actions, limitations, and exceptions of the Inspector General's office are established under 41 U.S.C. § 4712(b).
 6. Assumption of Rights to Civil Remedy — Upon receipt of an explanation of a decision not to conduct or continue an investigation by the Office of Inspector General, the person submitting a complaint assumes the right to a civil remedy under 41 U.S.C. § 4712(c).
20. **Limitations.** Nothing provided herein shall be construed to limit, cancel, annul, or modify the terms of any Federal grant agreement(s), including all terms and assurances related thereto, that have been entered into by the Sponsor and the FAA prior to the date of this Grant Agreement.

SPECIAL CONDITIONS

1. **ARFF and SRE Equipment and Vehicles.** The Sponsor agrees that it will:
 - A. House and maintain the equipment in a state of operational readiness on and for the airport;
 - B. Provide the necessary staffing and training to maintain and operate the vehicle and equipment;
 - C. Restrict the vehicle to on-airport use only;
 - D. Restrict the vehicle to the use for which it was intended; and
 - E. Amend the Airport Emergency Plan and/or Snow and Ice Control Plan to reflect the acquisition of a vehicle and equipment.
2. **Equipment or Vehicle Replacement.** The Sponsor agrees that it will treat the proceeds from the trade-in or sale of equipment being replaced with these funds as airport revenue.
3. **Off-Airport Storage of ARFF Vehicle.** The Sponsor agrees that it will:
 - A. House and maintain the vehicle in a state of operational readiness for the airport;
 - B. Provide the necessary staffing and training to maintain and operate the vehicle;
 - C. Restrict the vehicle to airport use only;
 - D. Amend the Airport Emergency Plan to reflect the acquisition of the vehicle;
 - E. Within 60 days, execute an agreement with local government including the above provisions and a provision that violation of said agreement could require repayment of Grant funding; and
 - F. Submit a copy of the executed agreement to the FAA.
4. **Equipment Acquisition.** The Sponsor agrees that it will maintain Sponsor-owned and -operated equipment and use for purposes directly related to the airport.
5. **Utilities Proration.** For purposes of computing the United States' share of the allowable airport operations and maintenance costs, the allowable cost of utilities incurred by the Sponsor to operate and maintain airport(s) included in the Grant must not exceed the percent attributable to the capital or operating costs of the airport.
6. **Utility Relocation in Grant.** The Sponsor understands and agrees that:
 - A. The United States will not participate in the cost of any utility relocation unless and until the Sponsor has submitted evidence satisfactory to the FAA that the Sponsor is legally responsible for payment of such costs;
 - B. FAA participation is limited to those utilities located on-airport or off-airport only where the Sponsor has an easement for the utility; and
 - C. The utilities must serve a purpose directly related to the Airport.

The Sponsor's acceptance of this Offer and ratification and adoption of the Grant Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise a Grant Agreement, as provided by the CARES Act, constituting the contractual obligations and rights of the United States and the Sponsor with respect to the accomplishment of the Grant and compliance with the assurances and conditions as provided herein. Such Grant Agreement shall become effective upon the Sponsor's acceptance of this Offer.

**UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION**

(Signature)

(Typed Name)

(Title of FAA Official)

Part II - Acceptance

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Grant Application and incorporated materials referred to in the foregoing Offer under Part II of this Agreement, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the Grant Application.

I declare under penalty of perjury that the foregoing is true and correct.

Dated

City of Worthington

(Name of Sponsor)

(Signature of Sponsor's Authorized Official)

By:

(Typed Name of Sponsor's Authorized Official)

Title:

(Title of Sponsor's Authorized Official)

CERTIFICATE OF SPONSOR'S ATTORNEY

I, _____, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Minnesota. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the CARES Act. The Sponsor understands funding made available under this Grant Agreement may only be used to reimburse for airport operational and maintenance expenses, and debt service payments. The Sponsor further understands it may submit a separate request to use funds for new airport/project development purposes, subject to additional terms, conditions, and assurances. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated at _____

By: _____

(Signature of Sponsor's Attorney)

CARES ACT ASSURANCES**AIRPORT SPONSORS**

A. General.

1. These assurances are required to be submitted as part of the application by sponsors requesting funds under the provisions of the Coronavirus Aid, Relief, and Economic Security Act of 2020 (CARES Act or "the Act"), Public Law 116-136. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
2. Upon acceptance of this Grant offer by the sponsor, these assurances are incorporated into and become part of this Grant Agreement.

B. Sponsor Certification.

The sponsor hereby assures and certifies, with respect to this Grant that:

It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of Federal funds for this Grant including but not limited to the following:

FEDERAL LEGISLATION

- a. Federal Fair Labor Standards Act — 29 U.S.C. 201, et seq.
- b. Hatch Act — 5 U.S.C. 1501, et seq.
- c. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et seq.
- d. National Historic Preservation Act of 1966 — Section 106 - 16 U.S.C. 470(f).
- e. Archeological and Historic Preservation Act of 1974 — 16 U.S.C. 469 through 469c.
- f. Native Americans Grave Repatriation Act — 25 U.S.C. Section 3001, et seq.
- g. Clean Air Act, P.L. 90-148, as amended.
- h. Coastal Zone Management Act, P.L. 93-205, as amended.
- i. Flood Disaster Protection Act of 1973 — Section 102(a) - 42 U.S.C. 4012a.
- j. Title 49, U.S.C., Section 303, (formerly known as Section 4(f)).
- k. Rehabilitation Act of 1973 — 29 U.S.C. 794.
- l. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin).
- m. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.), prohibits discrimination on the basis of disability).
- n. Age Discrimination Act of 1975 — 42 U.S.C. 6101, et seq.
- o. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- p. Architectural Barriers Act of 1968 — 42 U.S.C. 4151, et seq.

- q. Power plant and Industrial Fuel Use Act of 1978 — Section 403- 2 U.S.C. 8373.
- r. Contract Work Hours and Safety Standards Act — 40 U.S.C. 327, et seq.
- s. Copeland Anti-kickback Act — 18 U.S.C. 874.1.
- t. National Environmental Policy Act of 1969 — 42 U.S.C. 4321, et seq.
- u. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- v. Single Audit Act of 1984 — 31 U.S.C. 7501, et seq.
- w. Drug-Free Workplace Act of 1988 — 41 U.S.C. 702 through 706.
- x. The Federal Funding Accountability and Transparency Act of 2006, as amended (Pub. L. 109-282, as amended by section 6202 of Pub. L. 110-252).

EXECUTIVE ORDERS

- a. Executive Order 11246 – Equal Employment Opportunity
- b. Executive Order 11990 – Protection of Wetlands
- c. Executive Order 11998 – Flood Plain Management
- d. Executive Order 12372 – Intergovernmental Review of Federal Programs
- e. Executive Order 12699 – Seismic Safety of Federal and Federally Assisted New Building Construction
- f. Executive Order 12898 – Environmental Justice
- g. Executive Order 13788 – Buy American and Hire American
- h. Executive Order 13858 – Strengthening Buy-American Preferences for Infrastructure Projects

FEDERAL REGULATIONS

- a. 2 CFR Part 180 – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).
- b. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- c. 2 CFR Part 1200 – Nonprocurement Suspension and Debarment.
- d. 28 CFR Part 35 – Discrimination on the Basis of Disability in State and Local Government Services.
- e. 28 CFR § 50.3 – U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.
- f. 29 CFR Part 1 – Procedures for predetermination of wage rates.
- g. 29 CFR Part 3 – Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States.
- h. 29 CFR Part 5 – Labor standards provisions applicable to contracts covering Federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).

- i. 41 CFR Part 60 – Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and Federally assisted contracting requirements).
- j. 49 CFR Part 20 – New restrictions on lobbying.
- k. 49 CFR Part 21 – Nondiscrimination in Federally-assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.
- l. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Program .49 CFR Part 27 — Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.
- m. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities conducted by the Department of Transportation.
- n. 49 CFR Part 30 – Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
- o. 49 CFR Part 32 – Government-wide Requirements for Drug-Free Workplace (Financial Assistance).
- p. 49 CFR Part 37 – Transportation Services for Individuals with Disabilities (ADA).
- q. 49 CFR Part 41 – Seismic safety of Federal and Federally assisted or regulated new building construction.

SPECIFIC ASSURANCES

Specific assurances required to be included in grant agreements by any of the above laws, regulations, or circulars are incorporated by reference in this Grant Agreement.

1. Purpose Directly Related to the Airport

It certifies that the reimbursement sought is for a purpose directly related to the airport.

2. Responsibility and Authority of the Sponsor.

a. Public Agency Sponsor:

It has legal authority to apply for this Grant, and to finance and carry out the proposed grant; that an official decision has been made by the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

b. Private Sponsor:

It has legal authority to apply for this Grant and to finance and carry out the proposed Grant and comply with all terms, conditions, and assurances of this Grant Agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

3. Good Title.

It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.

4. Preserving Rights and Powers.

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this Grant Agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish, or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.
- b. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with this Grant Agreement.
- c. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to insure that the airport will be operated and maintained in accordance Title 49, United States Code, the regulations, and the terms and conditions of this Grant Agreement.

5. Accounting System, Audit, and Record Keeping Requirements.

- a. It shall keep all Grant accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this Grant, the total cost of the Grant in connection with which this Grant is given or used, and the amount or nature of that portion of the cost of the Grant supplied by other sources, and such other financial records pertinent to the Grant. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
- b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this Grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a Grant or relating to the Grant in connection with which this Grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

6. Exclusive Rights.

The sponsor shall not grant an exclusive right to use an air navigation facility on which this Grant has been expended. However, providing services at an airport by only one fixed-based operator is not an exclusive right if—

- a. it is unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide the services; and
- b. allowing more than one fixed-based operator to provide the services requires a reduction in space leased under an agreement existing on September 3, 1982, between the operator and the airport.

7. Airport Revenues.

This Grant shall be available for any purpose for which airport revenues may lawfully be used. CARES Act Grant funds provided under this Grant Agreement will only be expended for the capital

or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport(s) subject to this agreement and all applicable addendums.

8. Reports and Inspections.

It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
- b. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
 1. all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
 2. all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

9. Civil Rights.

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any activity conducted with, or benefiting from, funds received from this Grant.

- a. Using the definitions of activity, facility, and program as found and defined in §§ 21.23 (b) and 21.23 (e) of 49 CFR Part 21, the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by or pursuant to these assurances.
- b. Applicability
 1. Programs and Activities. If the sponsor has received a grant (or other Federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the sponsor's programs and activities.
 2. Facilities. Where it receives a grant or other Federal financial assistance to construct, expand, renovate, remodel, alter, or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.
 3. Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.
- c. Duration

The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

1. So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or
2. So long as the sponsor retains ownership or possession of the property.

Required Solicitation Language. It will include the following notification in all solicitations for bids, Requests for Proposals for work, or material under this Grant and in all proposals for agreements, including airport concessions, regardless of funding source:

"The City of Worthington, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

d. Required Contract Provisions.

1. It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the DOT, and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT acts and regulations.
2. It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.
3. It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.
4. It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin, creed, sex, age, or handicap as a covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:
 - A. For the subsequent transfer of real property acquired or improved under the applicable activity, grant, or program; and
 - B. For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, grant, or program.
- e. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.
- f. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

10. Foreign Market Restrictions.

It will not allow funds provided under this Grant to be used to fund any activity that uses any product or service of a foreign country during the period in which such foreign country is listed by

the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

11. Acquisition Thresholds.

The FAA deems equipment to mean tangible personal property having a useful life greater than one year and a per-unit acquisition cost equal to or greater than \$5,000. Procurements by micro-purchase means the acquisition of goods or services for which the aggregate dollar amount does not exceed \$10,000. Procurement by small purchase procedures means those relatively simple and informal procurement methods for securing goods or services that do not exceed the \$250,000 threshold for simplified acquisitions.

Engineering Memo - June 17, 2020
Page 1

ENGINEERING MEMO

DATE: JUNE 22, 2020
TO: HONORABLE MAYOR AND COUNCIL
SUBJECT: ITEMS REQUIRING COUNCIL ACTION OR REVIEW

AGENDA CASE ITEMS

1. AWARD CONTRACT FOR 2020 BITUMINOUS OVERLAYS

Staff will have a recommendation on award of a contract for bids to be received at 2:00 p.m. on June 19, 2020. The project includes the overlay of the following street segments:

Apel Avenue - Dover Street to Oxford Street
Elmwood Avenue - Liberty Drive to West Oxford Street
Knollwood Drive - 1st Avenue SW to South Shore Drive
West Gateway Drive - spot patch near TH 59/60

PACKET: 03563 EFT PAYABLES
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
M00115		MISSOURI RIVER ENERGY SERVICES	D	6/16/2020			001188	927,403.66
S00202		STATE OF MINNESOTA DEPT OF REVED		6/16/2020			001189	91,668.00
W00123		WELLS FARGO BANK MN NA	D	6/16/2020			001190	9,013.33

* * 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:	3	0.00	1,028,084.99	1,028,084.99
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:	3	0.00	1,028,084.99	1,028,084.99

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
ADRIAN AUTO SERVICE LLC	6/19/20	TOW #20-2997	GENERAL FUND	POLICE ADMINISTRATION	100.00_
				TOTAL:	100.00
AMERICAN ENGINEERING TESTING INC	6/19/20	BUSS FIELD RESTROOMS	RECREATION	PARK AREAS	701.60
	6/19/20	CENTENNIAL PARK SHELTER	RECREATION	PARK AREAS	1,396.40
	6/19/20	HOMWOOD HILLS	IMPROVEMENT CONST	2019 HOMWOOD HILLS ST	840.00_
				TOTAL:	2,938.00
AMERICAN LEGAL PUBLISHING CORPORATION	6/19/20	2020 S-22 SUPPLEMENT PAGES	GENERAL FUND	CLERK'S OFFICE	1,335.00_
				TOTAL:	1,335.00
ANDERSON ALIGNMENT	6/19/20	#408 SERVICE	STORM WATER MANAGE	STREET CLEANING	573.32
	6/19/20	#408 SERVICE	STORM WATER MANAGE	STREET CLEANING	286.45
	6/19/20	#423 SERVICE	STORM WATER MANAGE	STREET CLEANING	91.96
	6/19/20	#423 SERVICE	STORM WATER MANAGE	STREET CLEANING	149.95_
				TOTAL:	1,101.68
ANDERSON MICHELLE	6/19/20	#101 SQUARE TUBING	ELECTRIC	O-DISTR SUPER & ENG	12.50_
				TOTAL:	12.50
APPLIED CONCEPTS INC	6/19/20	TUNING FORKS	GENERAL FUND	POLICE ADMINISTRATION	60.00_
				TOTAL:	60.00
AQUA LOGIC INC	6/19/20	NEW HEATER INSTALL-AQUATIC	AQUATIC CENTER FAC	AQUATIC CENTER FACILIT	23,800.00_
				TOTAL:	23,800.00
ARCTIC GLACIER USA INC	6/19/20	ICE	RECREATION	OLSON PARK CAMPGROUND	270.65
	6/19/20	MIX	LIQUOR	NON-DEPARTMENTAL	362.00
	6/19/20	MIX	LIQUOR	NON-DEPARTMENTAL	211.60
	6/19/20	MIX	LIQUOR	NON-DEPARTMENTAL	92.50
	6/19/20	MIX	LIQUOR	NON-DEPARTMENTAL	146.50_
				TOTAL:	1,083.25
ARTISAN BEER COMPANY	6/19/20	BEER	LIQUOR	NON-DEPARTMENTAL	204.70
	6/19/20	BEER	LIQUOR	NON-DEPARTMENTAL	236.30
	6/19/20	BEER	LIQUOR	NON-DEPARTMENTAL	33.85_
				TOTAL:	474.85
ATLANTIC BOTTLING COMPANY	6/19/20	MIX	LIQUOR	NON-DEPARTMENTAL	291.40_
				TOTAL:	291.40
BAN-KOE SYSTEMS INC	6/19/20	DOOR ACCESS CONTROL SYSTEM	GENERAL FUND	FIRE ADMINISTRATION	2,364.00_
				TOTAL:	2,364.00
BELSON OUTDOORS LLC	6/19/20	TABLE UMBRELLA	RECREATION	PARK AREAS	2,026.44
	6/19/20	CONCRETE TABLES	RECREATION	PARK AREAS	4,541.44_
				TOTAL:	6,567.88
BEVERAGE WHOLESALERS INC	6/19/20	BEER	LIQUOR	NON-DEPARTMENTAL	7,852.70
	6/19/20	MIX	LIQUOR	NON-DEPARTMENTAL	53.50
	6/19/20	BEER	LIQUOR	NON-DEPARTMENTAL	17,249.95
	6/19/20	BEER	LIQUOR	NON-DEPARTMENTAL	7,105.60
	6/19/20	MIX	LIQUOR	NON-DEPARTMENTAL	15.60_
				TOTAL:	32,277.35
BIERSCHBACH EQUIPMENT & SUPPLY CO INC	6/19/20	TUBE FOR LIGHT POLES	ELECTRIC	FA DISTR ST LITE & SIG	916.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
				TOTAL:	916.00
BOLTON & MENK INC	6/19/20	TAXIWAY B&C PAVEMENT	AIRPORT	PROJECT #2	1,817.60
	6/19/20	SOUTH CONCRETE APRON	AIRPORT	PROJECT #11	3,045.00_
				TOTAL:	4,862.60
BOND TRUST SERVICES CORP	6/19/20	BOND TRUST SERVICES CORP	PIR SERIES 2012A	GO PIR SERIES 2012A	475.00
	6/19/20	PAYING AGENT FEES-GO PIR 2	PIR SERIES 2016A	GO PIR SERIES 2016A	475.00
	6/19/20	PAYNIG AGENT FEES-GO 2019A	GO SERIES 2019A	GO SERIES 2019A (PIR)	313.50
	6/19/20	PAYNIG AGENT FEES-GO 2019A	GO SERIES 2019A	GO SERIES 2019A (CAP I	161.50_
				TOTAL:	1,425.00
BORDER STATES ELECTRIC SUPPLY	6/19/20	PINK SPRAY PAINT	IMPROVEMENT CONST	2019 HOMEWOOD HILLS ST	40.68
	6/19/20	PINK SPRAY PAINT	WATER	PROJECT #2	13.56
	6/19/20	PINK SPRAY PAINT	MUNICIPAL WASTEWAT	PROJECT #4	6.78
	6/19/20	MARKING PAINT	ELECTRIC	CUSTOMER INSTALL EXPEN	316.30_
				TOTAL:	377.32
BRAUN INTERTEC CORP	6/19/20	LOWER 1/2 CAMPBELL SOUP SI	RECREATION	FIELD HOUSE	7,169.65_
				TOTAL:	7,169.65
BREAKTHRU BEVERAGE MINNESOTA BEER LLC	6/19/20	WINE	LIQUOR	NON-DEPARTMENTAL	333.60
	6/19/20	LIQUOR	LIQUOR	NON-DEPARTMENTAL	5,632.52
	6/19/20	MIX	LIQUOR	NON-DEPARTMENTAL	76.59
	6/19/20	WINE	LIQUOR	NON-DEPARTMENTAL	272.00
	6/19/20	WINE	LIQUOR	NON-DEPARTMENTAL	73.65
	6/19/20	LIQUOR	LIQUOR	NON-DEPARTMENTAL	3,069.44
	6/19/20	MIX	LIQUOR	NON-DEPARTMENTAL	105.80
	6/19/20	WINE	LIQUOR	NON-DEPARTMENTAL	324.15
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	142.14
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	11.10
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	47.09
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	11.10_
				TOTAL:	10,099.18
CAMPUS CLEANERS	6/19/20	RENTAL MATS, BAR TOWELS	LIQUOR	O-GEN MISC	34.75_
				TOTAL:	34.75
CARLSON & STEWART REFRIGERATION	6/19/20	COOLER SERVICE	LIQUOR	O-GEN MISC	2,960.40_
				TOTAL:	2,960.40
CEMSTONE CONCRETE MATERIALS LLC	6/19/20	ELMWOOD/WEST CLARY	GENERAL FUND	PAVED STREETS	1,316.00
	6/19/20	CATCH BASINS	STORM WATER MANAGE	STORM DRAINAGE	510.88
	6/19/20	CATCH BASINS	STORM WATER MANAGE	STORM DRAINAGE	799.63_
				TOTAL:	2,626.51
CHAMBER OF COMMERCE	6/19/20	T-SHIRTS	LIQUOR	O-GEN MISC	240.00_
				TOTAL:	240.00
CLARKE ENVIRONMENTAL MOSQUITO MANAGEME	6/19/20	MOSQUITO SPRAYING	GENERAL FUND	PAVED STREETS	3,250.00
	6/19/20	MOSQUITO SPRAYING	GENERAL FUND	PAVED STREETS	3,250.00_
				TOTAL:	6,500.00
COMMISSIONER OF TRANSPORTATION	6/19/20	HANGAR LOAN REPAYMENT	AIRPORT	NON-DEPARTMENTAL	920.00_
				TOTAL:	920.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
COMPUTER LODGE LLC	6/19/20	COMPUTER ACCESS FOR SWIFT	GENERAL FUND	GENERAL GOVT BUILDINGS	21.99_
				TOTAL:	21.99
DACOTAH PAPER CO	6/19/20	DISINFECTING WIPES	LIQUOR	O-GEN MISC	55.13
	6/19/20	FACE MASKS, TOILET BOWL CL	LIQUOR	O-GEN MISC	196.97_
				TOTAL:	252.10
DAKOTA SUPPLY GROUP INC	6/19/20	FIBER OPTIC CABLE	ELECTRIC	FA COMMUNICATION EQUIP	188.36_
				TOTAL:	188.36
DAVID A. SWENSON CONSTRUCTION LLC	6/19/20	EROSION CONTROL BLANKET	RECREATION	PARK AREAS	782.06_
				TOTAL:	782.06
DOLL DISTRIBUTING LLC	6/19/20	BEER	LIQUOR	NON-DEPARTMENTAL	9,349.60
	6/19/20	MIX	LIQUOR	NON-DEPARTMENTAL	148.00
	6/19/20	BEER	LIQUOR	NON-DEPARTMENTAL	4,217.35
	6/19/20	MIX	LIQUOR	NON-DEPARTMENTAL	374.00
	6/19/20	BEER	LIQUOR	NON-DEPARTMENTAL	581.00
	6/19/20	WATER	LIQUOR	O-GEN MISC	58.50_
				TOTAL:	14,728.45
DUININCK INC	6/19/20	CENTENNIAL BEACH	RECREATION	PARK AREAS	2,632.08
	6/19/20	SHELL STREET	WATER	M-TRANS MAINS	334.56
	6/19/20	SHELL STREET	WATER	M-TRANS MAINS	709.30
	6/19/20	KNOLLWOOD DR, SUNSET AVE	WATER	M-TRANS MAINS	296.02
	6/19/20	SUNDOWN DRIVE	WATER	M-TRANS MAINS	192.70_
				TOTAL:	4,164.66
E-Z WASH	6/19/20	MAY CAR WASHES	GENERAL FUND	POLICE ADMINISTRATION	184.00_
				TOTAL:	184.00
EARL F ANDERSEN INC- DIVISION OF SAFET	6/19/20	SIGNS	GENERAL FUND	PAVED STREETS	75.85
	6/19/20	SGINS	GENERAL FUND	SIGNS AND SIGNALS	484.10_
				TOTAL:	559.95
EDC DUST CONTROL INC	6/19/20	DUSTLOCK	GENERAL FUND	PAVED STREETS	2,429.30_
				TOTAL:	2,429.30
FASTENAL COMPANY	6/19/20	GLOVES	GENERAL FUND	PAVED STREETS	118.56
	6/19/20	DANGER TAPE	RECREATION	PARK AREAS	136.89-
	6/19/20	GLOVES	RECREATION	PARK AREAS	118.56_
				TOTAL:	100.23
FEDEX	6/19/20	GROUND SERVICES	GENERAL FUND	POLICE ADMINISTRATION	21.49_
				TOTAL:	21.49
FERGUSON ENTERPRISES LLC #1657	6/19/20	PVC PIPE	STORM WATER MANAGE	STORM DRAINAGE	24.33_
				TOTAL:	24.33
FIFE WATER SERVICES INC	6/19/20	CHEMICALS	INDUSTRIAL WASTEWA	O-PURIFY MISC	11,845.68_
				TOTAL:	11,845.68
FLAHERTY & HOOD PA	6/19/20	LEGAL SERVICES	GENERAL FUND	CITY ATTORNEY	562.50
	6/19/20	LEGAL SERVICES	GENERAL FUND	POLICE ADMINISTRATION	262.50_
				TOTAL:	825.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
FORUM COMMUNICATIONS COMPANY	6/19/20	INVITE FOR PUB. COMMENTS	GENERAL FUND	ENGINEERING ADMIN	103.50
	6/19/20	INVITE FOR PUB. COMMENTS	GENERAL FUND	ECONOMIC DEVELOPMENT	356.50
	6/19/20	INVITE FOR PUB. COMMENTS	GENERAL FUND	CENTER FOR ACTIVE LIVI	195.00
	6/19/20	SEALED BIDS	RECREATION	PARK AREAS	207.00
	6/19/20	PROPOSED IMPROVEMENT	PIR/TRUNKS	SP ASSESS-WATER TRUNL	251.50
	6/19/20	PROPOSED IMPROVEMENT	IMPROVEMENT CONST	STERLING AVE PAVING	148.00
	6/19/20	INVITE FOR PUB. COMMENTS	IMPROVEMENT CONST	GLENWOOD HGTS II ST SU	138.00
	6/19/20	INVITE FOR PUB. COMMENTS	IMPROVEMENT CONST	GLENWOOD HGTS II ST SW	517.50
	6/19/20	INVITE FOR PUB. COMMENTS	WATER	M-TRANS MAINS	184.28
	6/19/20	SEALED BIDS	WATER	PROJECT #11	163.75
	6/19/20	SEALED BIDS	MUNICIPAL WASTEWAT	PROJECT #7	65.50
	6/19/20	STORM WATER PROGRAM	STORM WATER MANAGE	STORM DRAINAGE	77.63
	6/19/20	MAY ADVERTISING	LIQUOR	O-GEN MISC	865.00_
				TOTAL:	3,273.16
GALLS LLC	6/19/20	UNIFORM BELTS	GENERAL FUND	POLICE ADMINISTRATION	90.33
	6/19/20	PATROL UNIFORM	GENERAL FUND	POLICE ADMINISTRATION	304.10_
				TOTAL:	394.43
GOVERNMENT FINANCE OFFICERS ASSOCIATIO	6/19/20	2019 CAFR APPLICATION FEE	GENERAL FUND	AUDITS AND BUDGETS	460.00_
				TOTAL:	460.00
HACH COMPANY	6/19/20	BUFFER, DPD, CHLORINE TEST	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	484.35
	6/19/20	DR 6000 SPECTROPHOTOMETER	MUNICIPAL WASTEWAT	FA LABORATORY EQUIP	10,007.15_
				TOTAL:	10,491.50
HARVEY SIGN SERVICE LLC	6/19/20	SIGNS	LIQUOR	O-GEN MISC	232.00
	6/19/20	WINDOW GRAPHICS	LIQUOR	O-GEN MISC	40.74_
				TOTAL:	272.74
HAWKINS INC	6/19/20	2 TONS CHLORINE	WATER	O-PURIFY	1,375.30_
				TOTAL:	1,375.30
HULSTEIN EXCAVATING INC	6/19/20	2019 HOMEWOOD HILLS IMPROV	IMPROVEMENT CONST	NON-DEPARTMENTAL	20,030.38-
	6/19/20	2019 HOMEWOOD HILLS IMPROV	IMPROVEMENT CONST	2019 HOMEWOOD HILLS ST	352,844.25
	6/19/20	2019 HOMEWOOD HILLS IMPROV	IMPROVEMENT CONST	2019 HOMEWOOD HILLS ST	47,763.25_
				TOTAL:	380,577.12
INTEGRITY AVIATION INC	6/19/20	FBO MANAGEMENT FEE-JULY	AIRPORT	O-GEN MISC	2,312.00_
				TOTAL:	2,312.00
JENKINS TREE SERVICE	6/19/20	CENTENNIAL SHELTER PROJECT	RECREATION	PARK AREAS	400.00_
				TOTAL:	400.00
JOHNSON BROTHERS LIQUOR CO	6/19/20	LIQUOR	LIQUOR	NON-DEPARTMENTAL	7,096.97
	6/19/20	WINE	LIQUOR	NON-DEPARTMENTAL	189.30
	6/19/20	WINE	LIQUOR	NON-DEPARTMENTAL	105.00
	6/19/20	LIQUOR	LIQUOR	NON-DEPARTMENTAL	551.82
	6/19/20	WINE	LIQUOR	NON-DEPARTMENTAL	2,208.93
	6/19/20	MIX	LIQUOR	NON-DEPARTMENTAL	36.00
	6/19/20	LIQUOR	LIQUOR	NON-DEPARTMENTAL	5,131.07
	6/19/20	WINE	LIQUOR	NON-DEPARTMENTAL	837.88
	6/19/20	WINE	LIQUOR	NON-DEPARTMENTAL	120.00
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	112.94
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	6.76
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	10.14

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	72.67
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	62.91
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	35.29_
				TOTAL:	16,577.68
JOHNSTON AUTOSTORES	6/19/20	#14-35 BATTERY	GENERAL FUND	POLICE ADMINISTRATION	120.60_
				TOTAL:	120.60
JSA SERVICES INC	6/19/20	TOWELS, MOPS, HAND SANITIZ	GENERAL FUND	CENTER FOR ACTIVE LIVI	141.24
	6/19/20	TOWELS	RECREATION	PARK AREAS	31.45_
				TOTAL:	172.69
LOCATORS & SUPPLIES INC	6/19/20	LOCATING LEADS	ELECTRIC	CUSTOMER INSTALL EXPEN	90.94_
				TOTAL:	90.94
LT1 CONSTRUCTION, LLC	6/19/20	REPLACED DRIVEWAY APPROACH	GENERAL FUND	PAVED STREETS	1,500.00_
				TOTAL:	1,500.00
MADSEN LAND SURVEYING INC	6/19/20	LICENSED LAND SURVEY	GENERAL FUND	ECONOMIC DEVELOPMENT	1,028.00_
				TOTAL:	1,028.00
MALTERS SHEPHERD & VON HOLTUM	6/19/20	HOTEL THOMPSON HOUSING FUN	GENERAL FUND	OTHER GEN GOVT MISC	30.00_
				TOTAL:	30.00
MARTHALER FORD OF WORTHINGTON	6/19/20	#13-33 SERVICE	GENERAL FUND	POLICE ADMINISTRATION	115.00
	6/19/20	#18-30 SERVICE	GENERAL FUND	POLICE ADMINISTRATION	29.95_
				TOTAL:	144.95
MINNESOTA ENERGY RESOURCES CORP	6/19/20	GAS SERVICE	WATER	O-PURIFY MISC	88.86
	6/19/20	GAS SERVICE	WATER	O-DISTR MISC	22.64
	6/19/20	GAS SERVICE	WATER	O-DISTR MISC	18.82
	6/19/20	GAS SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	22.63
	6/19/20	GAS SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	18.82
	6/19/20	GAS SERVICE	ELECTRIC	O-DISTR MISC	22.63
	6/19/20	GAS SERVICE	ELECTRIC	O-DISTR MISC	18.83_
				TOTAL:	213.23
MISCELLANEOUS V SCHROEDER ETTA	6/19/20	PARK RESERVATION CANCELLAT	RECREATION	NON-DEPARTMENTAL	46.57
SCHROEDER ETTA	6/19/20	PARK RESERVATION CANCELLAT	RECREATION	NON-DEPARTMENTAL	3.43
MUNKEL ROBERT	6/19/20	REFUND PARK RENTAL FEE	RECREATION	NON-DEPARTMENTAL	46.57
MUNKEL ROBERT	6/19/20	REFUND PARK RENTAL FEE	RECREATION	NON-DEPARTMENTAL	3.43
AGUTO PAUL	6/19/20	REFUND OF DEPOSIT-ACCT FIN	ELECTRIC	NON-DEPARTMENTAL	51.67
ANGUIANO PEREZ EMMA	6/19/20	REFUND OF DEPOSIT-ACCT FIN	ELECTRIC	NON-DEPARTMENTAL	49.44
MARROQUIN LORENZO AURA	6/19/20	REFUND OF CREDITS-ACCT FIN	ELECTRIC	NON-DEPARTMENTAL	288.03
MATOS MIKE	6/19/20	REFUND OF DEPOSIT-ACCT FIN	ELECTRIC	NON-DEPARTMENTAL	109.57
MENDOZA MA LUISA	6/19/20	REFUND OF DEPOSIT-ACCT FIN	ELECTRIC	NON-DEPARTMENTAL	79.79
PEREZ CASTRO RAUL	6/19/20	REFUND OF CREDITS-ACCT FIN	ELECTRIC	NON-DEPARTMENTAL	65.11
AILTS LARRY	6/19/20	CUSTOMER REBATE PROGRAM	ELECTRIC	CUSTOMER INSTALL EXPEN	25.00
ANGUIANO PEREZ EMMA	6/19/20	REFUND OF DEPOSIT-ACCT FIN	ELECTRIC	ACCTS-RECORDS & COLLEC	0.13
MATOS MIKE	6/19/20	REFUND OF DEPOSIT-ACCT FIN	ELECTRIC	ACCTS-RECORDS & COLLEC	1.51
MENDOZA MA LUISA	6/19/20	REFUND OF DEPOSIT-ACCT FIN	ELECTRIC	ACCTS-RECORDS & COLLEC	0.76
POMRANKE JEAN	6/19/20	REFUND OF CREDITS-ACCT FIN	GARBAGE COLLECTION	NON-DEPARTMENTAL	25.31_
				TOTAL:	796.32
NOBLES COOPERATIVE ELECTRIC	6/19/20	ELECTRIC SERVICE	GENERAL FUND	SECURITY CENTER	10.52
	6/19/20	ELECTRIC SERVICE	GENERAL FUND	SECURITY CENTER	10.53

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	6/19/20	ELECTRIC SERVICE	RECREATION	GOLF COURSE-GREEN	283.15
	6/19/20	ELECTRIC SERVICE	WATER	O-PUMPING	15.00
	6/19/20	ELECTRIC SERVICE	WATER	O-PUMPING	15.00
	6/19/20	ELECTRIC SERVICE	INDUSTRIAL WASTEWAT	O-PURIFY MISC	108.40
	6/19/20	ELECTRIC SERVICE	AIRPORT	O-GEN MISC	37.48_
				TOTAL:	480.08
NOBLES COUNTY AUDITOR/TREASURER	6/19/20	LEASE PYMNT-UTLITY OFFICE- WATER		O-DISTR RENTS	154.96
	6/19/20	LEASE PYMNT-UTLITY OFFICE- WATER		ADMIN RENT	309.92
	6/19/20	LEASE PYMNT-UTLITY OFFICE- MUNICIPAL WASTEWAT		O-PURIFY MISC	123.97
	6/19/20	LEASE PYMNT-UTLITY OFFICE- MUNICIPAL WASTEWAT		ADMIN RENT	247.94
	6/19/20	LEASE PYMNT-UTLITY OFFICE- ELECTRIC		O-DISTR RENTS	743.81
	6/19/20	LEASE PYMNT-UTLITY OFFICE- ELECTRIC		ADMIN RENT	1,518.62_
				TOTAL:	3,099.22
NOBLES COUNTY RECORDER	6/19/20	ENG-IMP COV ESMTS	GENERAL FUND	ECONOMIC DEVELOPMENT	92.00_
				TOTAL:	92.00
ONE OFFICE SOLUTION-WOCITY	6/19/20	TONER	GENERAL FUND	CLERK'S OFFICE	87.89
	6/19/20	STAPLES	GENERAL FUND	CLERK'S OFFICE	4.03
	6/19/20	CARTRIDGE, TABS	GENERAL FUND	ACCOUNTING	94.72
	6/19/20	ONE OFFICE SOLUTION-WOCITY	GENERAL FUND	AUDITS AND BUDGETS	38.40
	6/19/20	USB	GENERAL FUND	ENGINEERING ADMIN	7.79
	6/19/20	PENS	GENERAL FUND	ENGINEERING ADMIN	17.28
	6/19/20	FILE FOLDERS	GENERAL FUND	ENGINEERING ADMIN	15.85
	6/19/20	PINK PAPER	GENERAL FUND	ECONOMIC DEVELOPMENT	6.38
	6/19/20	FILE FOLDERS	GENERAL FUND	ECONOMIC DEVELOPMENT	15.84_
				TOTAL:	288.18
ONE OFFICE SOLUTION-NCLAW	6/19/20	TONER	GENERAL FUND	SECURITY CENTER	20.52
	6/19/20	TONER	GENERAL FUND	SECURITY CENTER	20.53
	6/19/20	BINDER CLIPS, ENVELOPES, P	GENERAL FUND	SECURITY CENTER	13.94
	6/19/20	BINDER CLIPS, ENVELOPES, P	GENERAL FUND	SECURITY CENTER	13.94_
				TOTAL:	68.93
ONE OFFICE SOLUTION-WOCITY	6/19/20	PLASTIC PIECES	LIQUOR	O-GEN MISC	139.80
	6/19/20	PAPER, STAPLER, TAPE, PENC	LIQUOR	O-GEN MISC	225.77
	6/19/20	CARTRIDGE, TABS	DATA PROCESSING	DATA PROCESSING	28.00
	6/19/20	PLAIN ENVELOPES	DATA PROCESSING	DATA PROCESSING	15.33
	6/19/20	HAND SANITIZER	SAFETY PROMO/LOSS	HEALTH/SAFETY/FITNESS	59.32_
				TOTAL:	468.22
ONE OFFICE SOLUTION-WOPOLI	6/19/20	PENS	GENERAL FUND	POLICE ADMINISTRATION	12.68
	6/19/20	DISINFECTING WIPES	GENERAL FUND	SECURITY CENTER	80.98
	6/19/20	DISINFECTING WIPES	GENERAL FUND	SECURITY CENTER	80.99_
				TOTAL:	174.65
OPTUM BANK	6/19/20	HSA ADMIN FEE-MAY	GENERAL FUND	GENERAL GOVT BUILDINGS	41.25_
				TOTAL:	41.25
OXFORD AUTOMOTIVE EXTERIORS LLC	6/19/20	\$209 REPLACE REAR WINDOW	WATER	O-DIST UNDERGRND LINES	653.65_
				TOTAL:	653.65
PACE ANALYTICAL SERVICES INC	6/19/20	ACUTE TOXICITY EVALUATION	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	1,779.00_
				TOTAL:	1,779.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
PELLEGRINO FIRE EXTINGUISHER SALES	6/19/20	AIRPORT-YEARLY EXT. CERT	GENERAL FUND	PAVED STREETS	325.00_
				TOTAL:	325.00
PEPSI COLA BOTTLING CO OF PIPESTONE, M	6/19/20	MIX	LIQUOR	NON-DEPARTMENTAL	128.95
	6/19/20	MIX	LIQUOR	NON-DEPARTMENTAL	70.90_
				TOTAL:	199.85
PHILLIPS WINE & SPIRITS INC	6/19/20	LIQUOR	LIQUOR	NON-DEPARTMENTAL	486.00-
	6/19/20	LIQUOR	LIQUOR	NON-DEPARTMENTAL	3,585.76
	6/19/20	WINE	LIQUOR	NON-DEPARTMENTAL	914.58
	6/19/20	LIQUOR	LIQUOR	NON-DEPARTMENTAL	6,754.45
	6/19/20	WINE	LIQUOR	NON-DEPARTMENTAL	828.60
	6/19/20	MIX	LIQUOR	NON-DEPARTMENTAL	144.00
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	3.38-
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	43.35
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	38.87
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	135.93
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	42.38_
				TOTAL:	11,998.54
PLUNKETTS PEST CONTROL INC	6/19/20	GENERAL PEST CONTROL PROGR	LIQUOR	O-GEN MISC	80.53_
				TOTAL:	80.53
QUADIENT LEASING USA, INC	6/19/20	POSTAGE MACHINE LEASE	DATA PROCESSING	COPIER/FAX	484.62_
				TOTAL:	484.62
RADIO WORKS LLC	6/19/20	HI-LOW JACKPOT-KITN	LIQUOR	O-GEN MISC	350.00
	6/19/20	HI-LOW JACKPOT-KUSQ	LIQUOR	O-GEN MISC	350.00
	6/19/20	GRADUATION 2020-KZTP	LIQUOR	O-GEN MISC	50.00_
				TOTAL:	750.00
REITH JOSEPH	6/19/20	UNIFORM	GENERAL FUND	SECURITY CENTER	20.00
	6/19/20	UNIFORM	GENERAL FUND	SECURITY CENTER	20.00_
				TOTAL:	40.00
RESOCO	6/19/20	VOLT METER	ELECTRIC	O-DISTR MISC	231.11
	6/19/20	15KV TRANSFORMERS	ELECTRIC	FA DISTR LINE TRANSFOR	32,739.00
	6/19/20	15 KV TRANSFORMERS	ELECTRIC	FA DISTR LINE TRANSFOR	3,452.00
	6/19/20	DRU'S	ELECTRIC	FA DISTR METERS	6,196.34_
				TOTAL:	42,618.45
RON'S ELECTRIC INC	6/19/20	CENTENNIAL PARK BATH HOUSE RECREATION		PARK AREAS	597.49_
				TOTAL:	597.49
RUNNINGS SUPPLY INC-ACCT#9502440	6/19/20	STEEL TOE HIPBOOT	ELECTRIC	O-DISTR MISC	104.99_
				TOTAL:	104.99
RUNNINGS SUPPLY INC-ACCT#9502485	6/19/20	LEVEL	GENERAL FUND	PAVED STREETS	17.49
	6/19/20	DOWNTOWN SIGNS	GENERAL FUND	SIGNS AND SIGNALS	2.14
	6/19/20	PADDLE	RECREATION	SWIMMING BEACHES	59.97
	6/19/20	SPLASH PAD	RECREATION	PARK AREAS	20.96
	6/19/20	SPRAYER	RECREATION	PARK AREAS	34.97
	6/19/20	TAPE MEASURES	RECREATION	PARK AREAS	38.97
	6/19/20	OLSON KEY	RECREATION	OLSON PARK CAMPGROUND	1.49
	6/19/20	SWEEPER	STORM WATER MANAGE	STREET CLEANING	16.99
	6/19/20	STEP STOOL	LIQUOR	O-GEN MISC	62.03

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	255.01
S & M WINDOWS	6/19/20	MOWING	GENERAL FUND	CODE ENFORCEMENT	45.00
	6/19/20	MOWING-509 STRAIT AVE	GENERAL FUND	CODE ENFORCEMENT	70.00
				TOTAL:	115.00
SCHWALBACH ACE HARDWARE-5930	6/19/20	ANT TRAPS FOR CITY HALL	GENERAL FUND	GENERAL GOVT BUILDINGS	16.98
	6/19/20	FASTENERS	RECREATION	PARK AREAS	3.75
	6/19/20	TRASH BAGS	RECREATION	PARK AREAS	19.95
				TOTAL:	40.68
SCHWALBACH ACE #6067	6/19/20	FILTERS	ELECTRIC	M-DISTR UNDERGRND LINE	19.96
	6/19/20	HOSE FITTINGS	ELECTRIC	M-DISTR UNDERGRND LINE	4.59
				TOTAL:	24.55
SHORT ELLIOTT HENDRICKSON INC	6/19/20	PARK SHELTERS & RESTROOMS	RECREATION	PARK AREAS	2,910.00
	6/19/20	10TH AVE BRIDGE IMPROVEMEN	IMPROVEMENT CONST	10TH AVE BRIDGE & ST R	1,217.47
	6/19/20	CONCEPT DESIGN DRAWING-DIA	WATER	O-DISTR MISC	1,625.00
	6/19/20	CONCEPT DESIGN DRAWING-DIA	ELECTRIC	O-DISTR MISC	1,625.00
				TOTAL:	7,377.47
SOUTHERN GLAZER'S WINE AND SPIRITS LL	6/19/20	LIQUOR	LIQUOR	NON-DEPARTMENTAL	9,153.03
	6/19/20	LIQUOR	LIQUOR	NON-DEPARTMENTAL	8,125.00
	6/19/20	MIX	LIQUOR	NON-DEPARTMENTAL	43.05
	6/19/20	WINE	LIQUOR	NON-DEPARTMENTAL	981.17
	6/19/20	LIQUOR	LIQUOR	NON-DEPARTMENTAL	5,468.78
	6/19/20	MIX	LIQUOR	NON-DEPARTMENTAL	157.70
	6/19/20	LIQUOR	LIQUOR	NON-DEPARTMENTAL	180.00
	6/19/20	LIQUOR	LIQUOR	NON-DEPARTMENTAL	62.00
	6/19/20	LIQUOR	LIQUOR	NON-DEPARTMENTAL	252.00
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	68.17
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	185.00
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	3.70
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	42.70
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	1.85
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	3.70
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	90.85
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	12.95
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	18.50
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	7.40
				TOTAL:	24,229.55
STUART C IRBY CO	6/19/20	PARKS FIXTURE	ELECTRIC	FA DISTR ST LITE & SIG	431.66
				TOTAL:	431.66
T & R ELECTRIC SUPPLY CO INC	6/19/20	TRANSFORMER REPAIR	ELECTRIC	M-DISTR LINE TRANSFRMR	2.00
	6/19/20	15KV TRANSFORMER REPAIR	ELECTRIC	M-DISTR LINE TRANSFRMR	2,298.00
	6/19/20	15KV TRANSFORMER REPAIR	ELECTRIC	M-DISTR LINE TRANSFRMR	450.00
	6/19/20	15KV TRANSFORMER	ELECTRIC	FA DISTR UNDRGRND COND	725.00
				TOTAL:	3,471.00
TRENTON J STOYKE	6/19/20	MATS	GENERAL FUND	GENERAL GOVT BUILDINGS	60.80
				TOTAL:	60.80
TRI-STATE GENERAL CONTRACTING	6/19/20	RETAINAGE	RECREATION	NON-DEPARTMENTAL	23,461.10
				TOTAL:	23,461.10

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
TRU SHINE TRUCK WASH	6/19/20	WASH CHUTE & PANELS	GENERAL FUND	FIRE ADMINISTRATION	107.38_
				TOTAL:	107.38
VETERINARY MEDICAL CTR PA	6/19/20	EXAM, VACCINATIONS-MACK	GENERAL FUND	POLICE ADMINISTRATION	353.50
	6/19/20	FOOD-MACK	GENERAL FUND	POLICE ADMINISTRATION	69.19_
				TOTAL:	422.69
VINOCOPIA INC	6/19/20	LIQUOR	LIQUOR	NON-DEPARTMENTAL	338.00
	6/19/20	WINE	LIQUOR	NON-DEPARTMENTAL	1,064.00
	6/19/20	WINE	LIQUOR	NON-DEPARTMENTAL	400.00
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	16.50
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	12.00_
				TOTAL:	1,830.50
WALKER ELECTRIC LLC	6/19/20	DRU-REPAIRS	ELECTRIC	M-DISTR METERS	576.50_
				TOTAL:	576.50
WIETZEMA TODD	6/19/20	KAYAK PADDLES	RECREATION	SWIMMING BEACHES	111.79_
				TOTAL:	111.79
PHILLIP JAY WILLARDSON	6/19/20	WEED TRIMMING	GENERAL FUND	CODE ENFORCEMENT	35.00_
				TOTAL:	35.00
WINE MERCHANTS	6/19/20	WINE	LIQUOR	NON-DEPARTMENTAL	677.35
	6/19/20	FREIGHT	LIQUOR	O-SOURCE MISC	8.87_
				TOTAL:	686.22
WINFIELD SOLUTIONS LLC DBA WINFIELD UN	6/19/20	BUSS FIELD	RECREATION	SOCCER COMPLEX	1,211.65_
				TOTAL:	1,211.65
WORTHINGTON BUILDING MATERIALS INC	6/19/20	BEACH NOOK	RECREATION	PARK AREAS	58.23
	6/19/20	LUDLOW SHELTER	RECREATION	PARK AREAS	16.76_
				TOTAL:	74.99
WORTHINGTON CABLE 3 TV PUBLIC ACCESS	6/19/20	FRANCH FEE PYMT-MAY-MEDIAC	CABLE TELEVISION	CABLE	3,567.26_
				TOTAL:	3,567.26
WORTHINGTON HOTEL GROUP LLC	6/19/20	REIMBURSE EVENT CENTER UTI	EVENT CENTER	EVENT CENTER	1,853.34_
				TOTAL:	1,853.34
WORTHINGTON REGIONAL ECON DEV CORP	6/19/20	DUES-MAY, JUNE	ECONOMIC DEV AUTHO	MISC INDUSTRIAL DEVELO	10,750.00_
				TOTAL:	10,750.00
YMCA	6/19/20	2020 CONTRACT PAYMENT-JUNE	RECREATION	RECREATION PROGRAMS	4,500.00_
				TOTAL:	4,500.00
ZAHL EQUIPMENT SERVICE	6/19/20	OVERFILL/SPILL PROTECTION	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	1,821.00
	6/19/20	OVERFILL/SPILL PROTECTION	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	2,185.00
	6/19/20	OVERFILL/SPILL PROTECTION	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	37.00_
				TOTAL:	4,043.00

VENDOR SORT KEY

DATE DESCRIPTION

FUND

DEPARTMENT

AMOUNT_

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

101	GENERAL FUND	22,138.05
214	EVENT CENTER	1,853.34
229	RECREATION	53,570.67
231	ECONOMIC DEV AUTHORITY	10,750.00
321	PIR/TRUNKS	251.50
348	PIR SERIES 2012A	475.00
350	PIR SERIES 2016A	475.00
351	GO SERIES 2019A	475.00
401	IMPROVEMENT CONST	383,478.77
431	AQUATIC CENTER FACILITY	23,800.00
601	WATER	6,173.32
602	MUNICIPAL WASTEWATER	16,799.14
604	ELECTRIC	53,351.15
605	INDUSTRIAL WASTEWATER	11,954.08
606	STORM WATER MANAGEMENT	2,531.14
609	LIQUOR	120,089.29
612	AIRPORT	8,132.08
702	DATA PROCESSING	527.95
703	SAFETY PROMO/LOSS CTRL	59.32
872	CABLE TELEVISION	3,567.26
873	GARBAGE COLLECTION	25.31

GRAND TOTAL: 720,477.37

TOTAL PAGES: 10

PACKET: 03559 PAYROLL 6/12/20 - 9

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

D00173		DEFERRED COMP- MINNESOTA STATE D	D	6/17/2020			001181	7,529.97
E00088		EFTPS	D	6/17/2020			001182	57,050.61
M00309		MINNESOTA STATE RETIREMENT SYSTD		6/17/2020			001183	1,990.00
O00021		OPTUM HEALTH FINANCIAL	D	6/17/2020			001184	4,741.89
P00039		PUBLIC EMPLOYEES RETIREMENT ASSD		6/17/2020			001185	49,048.58
S00202		STATE OF MINNESOTA DEPT OF REVED		6/17/2020			001186	11,394.71

* * 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:		6	0.00	131,755.76	131,755.76
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	131,755.76	131,755.76

PACKET: 03559 PAYROLL 6/12/20 - 9
VENDOR SET: 01 CITY OF WORTHINGTON
BANK: 1 WELLS FARGO-CITY

*** DRAFT/OTHER LISTING ***

VENDOR	I.D.	NAME	ITEM	ITEM	DISCOUNT	AMOUNT	ITEM	ITEM
			TYPE	DATE			NO#	AMOUNT
D00173		DEFERRED COMP- MINNESOTA STATE D		6/17/2020			001181	7,529.97
E00088		EFTPS	D	6/17/2020			001182	57,050.61
M00309		MINNESOTA STATE RETIREMENT SYSTD		6/17/2020			001183	1,990.00
O00021		OPTUM HEALTH FINANCIAL	D	6/17/2020			001184	4,741.89
P00039		PUBLIC EMPLOYEES RETIREMENT ASSD		6/17/2020			001185	49,048.58
S00202		STATE OF MINNESOTA DEPT OF REVED		6/17/2020			001186	11,394.71

* * 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:		6	0.00	131,755.76	131,755.76
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	131,755.76	131,755.76