

**WORTHINGTON CITY COUNCIL
REGULAR MEETING, OCTOBER 22, 2018**

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

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

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

The Pledge of Allegiance was recited.

HONORARY COUNCIL MEMBER

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

AGENDA CLOSED / APPROVED WITH ADDITIONS

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

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

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

CONSENT AGENDA APPROVED

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

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

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

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

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

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

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

ORDINANCE NO. 1124

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

(Refer to Ordinance File for complete copy of Ordinance)

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

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

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

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

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

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

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

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

FEE ADJUSTMENT FOR ADDITIONAL PROFESSIONAL SERVICES APPROVED - LIQUOR STORE PROJECT

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

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

DISPOSAL OF PERSONAL SURPLUS PROPERTY

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

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

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

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

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

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

AUTHORIZATION GRANTED TO EXECUTE TEMPORARY EASEMENT AGREEMENT

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

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

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

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

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

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

Section I.

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

Section II.

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

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

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

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

RESOLUTION NO. 2018-10-08

VACATING CERTAIN EASEMENTS IN MERCK ADDITION

(Refer to Resolution File for complete copy of Resolution)

FIRST READING PROPOSED ORDINANCE TO AMEND THE STORM WATER UTILITY RATE

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

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

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

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

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

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

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

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

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

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

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

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

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

requirements for Comprehensive Plan Adoption or Amendment with the modifications.

COUNCIL COMMITTEE REPORTS

Mayor Kuhle - No report.

Council Member Janssen - No report.

Council Member Oberloh - No report.

Council Member Cummings - No report.

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

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

CITY ADMINISTRATOR REPORT

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

ADJOURNMENT

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

Janice Oberloh, MCMC
City Clerk

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

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

Staff members present: Steve Robinson, City Administrator; Brian Kolander, Finance Director; Jason Brisson, Director of Community Development, Planning, Zoning and Building Services; Todd Wietzema, Public Works Director; Dwayne Haffield, Director of Engineering; Janice Oberloh, City Clerk Dan Wycoff, Liquor Store Manager.

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

2019 LIQUOR STORE FUND BUDGET

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

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

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

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

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

RESOLUTION NO. 2018-10-09

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

(Refer to Resolution File for complete copy of Resolution)

2019 BUDGET / FINAL CERTIFICATION RECOMMENDATION

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

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

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

WORKFORCE HOUSING PROGRAM APPLICATION APPROVED

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

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

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Mayor and Clerk to execute the documents.

ADJOURNMENT

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

Janice Oberloh, MCMC
City Clerk

**WATER AND LIGHT COMMISSION MINUTES
REGULAR MEETING
OCTOBER 15, 2018**

The regular meeting of the Water and Light Commission was called to order in the Worthington Public Utilities Conference Room at 3:00 P.M. by President Gary Hoffmann with the following members present: Michael Harmon, Lyle Ten Haken, Deb Weg and Kathy Hayenga.

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

Others present: None

AGENDA ADDITIONS/CLOSURE

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

CONSENT AGENDA APPROVED

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

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

FINANCIAL STATEMENTS AND SALES REPORTS

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

VACATE PORTION OF UTILITY EASEMENT

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

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

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

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

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

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

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

DISCUSSION ON PROVIDING OPERATIONAL ASSISTANCE TO THE CITY OF BREWSTER

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

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

COMMISSION COMMITTEE REPORTS

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

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

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

GENERAL MANAGER REPORT

There was no report from the General Manager.

ADJOURNMENT

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

Deb A. Scheidt

Secretary to the Commission

**Worthington HRA Regular Board Meeting
September 25, 2018
819 10th Street, Worthington, MN**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Approved By: _____ Date: _____

Respectfully Submitted by: Randy Thompson Signed: _____

Minutes Worthington Public Arts Commission Meeting September 20, 2018

City Hall Council Chambers

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

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

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

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

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

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

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

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

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

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

The meeting was adjourned at 6:00 PM.

Cheryl Avenel-Navara

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

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

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

Approval of Minutes

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

Public Hearing and Recommendation to City Council
Conditional Use Permit – Forbidden Barrel Brewing Co. LLC

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

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

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

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

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

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

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

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

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

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

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

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

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

Discussion– Design Guidelines

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

Planning Commission Minutes
November 5, 2018
Page 3 of 3

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Next Meeting

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

Adjournment

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

Angela Thiner
Secretary

PACKET: 02958 Direct Payables
 VENDOR SET: 01 CITY OF WORTHINGTON
 BANK: 1 WELLS FARGO-CITY

*** DRAFT/OTHER LISTING ***

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

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	0.00	171.29	171.29
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	1	0.00	171.29	171.29

PACKET: 02957 PAYROLL 11/2/18 - 9
 VENDOR SET: 01 CITY OF WORTHINGTON
 BANK: 1 WELLS FARGO-CITY

*** DRAFT/OTHER LISTING ***

VENDOR	I.D.	NAME	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
D00173		DEFERRED COMP- MINNESOTA STATE	D	11/07/2018			000752	7,123.97
E00088		EFTPS	D	11/07/2018			000753	48,243.86
M00309		MINNESOTA STATE RETIREMENT SYSTD		11/07/2018			000754	1,060.00
O00021		OPTUM HEALTH FINANCIAL	D	11/07/2018			000755	1,906.45
P00039		PUBLIC EMPLOYEES RETIREMENT ASSD		11/07/2018			000756	41,960.58
S00202		STATE OF MINNESOTA DEPT OF REVED		11/07/2018			000757	10,329.66

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
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	110,624.52	110,624.52
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	6	0.00	110,624.52	110,624.52

PACKET: 02946 LINCOLN DUE 11/1/18
VENDOR SET: 01 CITY OF WORTHINGTON
BANK: 1 WELLS FARGO-CITY

*** DRAFT/OTHER LISTING ***

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

* * B A N K T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	0.00	3,662.64	3,662.64
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	1	0.00	3,662.64	3,662.64

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

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

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

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

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

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
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===== FUND TOTALS =====
101 GENERAL FUND                7,299.93
202 MEMORIAL AUDITORIUM         31.46
207 PD TASK FORCE                 76.02
229 RECREATION                   5,254.22
231 ECONOMIC DEV AUTHORITY       168.95
401 IMPROVEMENT CONST            65.56
419 TI DIST #7, REDEV AMEND 5    24,701.00
601 WATER                        17,785.45
602 MUNICIPAL WASTEWATER         12,534.90
604 ELECTRIC                     94,687.17
606 STORM WATER MANAGEMENT       2,649.91
612 AIRPORT                      347.74
705 HEALTH INS PLAN (TPA)        3,914.39
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                                GRAND TOTAL: 169,516.70
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