

**WORTHINGTON CITY COUNCIL**

**AGENDA**

**7:00 P.M. - Monday, November 28, 2011  
City Hall Council Chambers**

- A. CALL TO ORDER**
- B. INTRODUCTIONS AND OPENING REMARKS**
- C. AGENDA ADDITIONS/CHANGES AND CLOSURE**
  - 1. Additions/Changes
  - 2. Closure
- D. CONSENT AGENDA**
  - 1. CITY COUNCIL MINUTES (WHITE)
    - a. City Council Minutes of Regular Meeting, November 14, 2011
    - b. City Council Minutes of Special Meeting, November 4, 2011
  - 2. MINUTES OF BOARDS AND COMMISSIONS (PINK)
    - a. Water and Light Commission Minutes of Regular Meeting November 21, 2011
    - b. Worthington Housing & Redevelopment Authority Board of Commissioners Meeting Minutes of October 18, 2011
    - c. Convention & Visitors Bureau Board of Directors Meeting Minutes of September 26, 2011
  - 3. FINANCIAL STATEMENTS
    - a. Municipal Liquor Store Income Statement for the Period January 1, 2011 through October 31, 2011
  - 4. A. CITY COUNCIL BUSINESS - ADMINISTRATION (WHITE)
    - Case Items
      - 1. Fund Balance Policy
      - 2. Modifications to the Street Supervisor Job Description
  - 5. B. CITY COUNCIL BUSINESS - ENGINEERING (BLUE)

Case Item

1. Change Order No. 1 to Airport Runway 17-35 Reconstruction and Runway 11-29 Maintenance Project
6. BILLS PAYABLE

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

**E. CITY COUNCIL BUSINESS - ADMINISTRATION (WHITE)**

Case Items

3. Approval of 2012 Prairie View Golf Links Rates
4. Resolution Approving the 2011 Lax Levies Collectible in 2012
5. 2012 Budget Resolution
6. Audit Engagement Letter
7. Resolution Approving GASB 54 Fund Balance Changes
8. Third Reading Proposed Ordinance Amending the Worthington City Code, Title XV, Section 155 Zoning
9. Second Reading Proposed Ordinance Amending Title V, Chapter 54, Section 54.04 (C) of the Worthington City Code - Storm Water Rates

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

Case Items

2. Proposed 2012 Sewer Service Charges
3. Approve Street Light Budget

**G. COUNCIL COMMITTEE REPORTS**

1. Mayor Oberloh
2. Alderman Ten Haken
3. Alderman Kuhle
4. Alderman Nelson
5. Alderman Wood
6. Alderman Woll

**H. CITY ADMINISTRATOR REPORT**

**I. CITY COUNCIL BUSINESS - ENGINEERING (BLUE) - CLOSED SESSION  
UNDER MS 13D.05, SUBD. 3(C)**

Case Item

4. Review Appraisal for Acquisition of Right of Way and Easement for TH 59  
North Infrastructure Improvements - Parcel No. 31-3856-000
  - a. Motion to Close Meeting
  - b. Discussion
  - c. Motion to Reopen Meeting
  - d. Possible Action

**J. ADJOURNMENT**

**WORTHINGTON CITY COUNCIL  
REGULAR MEETING, NOVEMBER 14, 2011**

The meeting was called to order at 7:00 p.m. in City Hall Council Chambers by Mayor Alan E. Oberloh with the following Aldermen present: Lyle Ten Haken, Mike Kuhle, Scott Nelson, Ron Wood, Mike Woll. Honorary Council Person Keith Wilson, absent excused.

Staff present: Craig Clark, City Administrator; Mike Cumiskey, Public Safety Director; Brad Chapulis, Director of Community/Economic Development; Dwayne Haffield, Director of Engineering; Janice Oberloh, City Clerk; Jim Laffrenzen, Public Works Superintendent (7:12 p.m.).

Others present: Ana Anthony, Daily Globe; Jim Bunner, KWOA; David Benson, Ken Moser, Joey Wendinger, Scott Johnson, Marlene Trageser, Ryan VandenBosch, Don Klain, Jon Loy and the Worthington High School Trojan Band Commanders, Colleen Bents, Jorge Lopez, Darlene Macklin.

**AGENDA APPROVED**

The motion was made by Alderman Kuhle, seconded by Alderman Ten Haken and unanimously carried to approve the agenda as presented.

**CONSENT AGENDA APPROVED**

Following discussion, the Site Preparation Change Order No. 1 for the Fire Station site, the motion was made by Alderman Ten Haken, seconded by Alderman Wood and unanimously carried to approve the consent agenda, with concern to limit costs when possible, as follows:

- City Council Minutes - Regular Meeting October 10, 2011 and Special Meeting October 27, 2011
- Minutes of Boards and Commissions - Water and light Commission Minutes of Regular Meeting November 7, 2011 and Regular Meeting of October 27, 2011; Traffic and Safety Committee Minutes of October 26, 2011; Park and Recreation Advisory Board Minutes of October 5, 2011
- Financial Statements - General Fund Statement of Revenues and Expenditures for the period January 1, 2011 through September 30, 2011; Municipal Liquor Store Income Statement for the period January 1, 2011 through September 30, 2011
- Application for Exemption from Lawful Gambling Permit from St. Mary's Church, Father James Callahan, for raffles on December 11, 2011 at St. Mary's School, 1206 Eighth Avenue
- Trail permit for the Frosty Riders to establish and maintain a snowmobile trail over City owned land south of town that is the location of two of our well houses. The permit requires the Frosty Riders to provide an annual certificate of liability insurance coverage naming the City as an additional insured to the level required by the City.
- Fire Station Site Preparation Change Order No. 1 at a total cost for time and material work of \$122,298.24.
- Bills payable and totaling \$2,073,565.76 be ordered paid.

**REQUEST FOR SITE PREPARATION ASSISTANCE APPROVED - AVERA MEDICAL GROUP WORTHINGTON**

Council considered a request from Avera Medical Group Worthington for site application assistance for their proposed medical clinic/surgical center project at 1216 Ryan's Road. Legal description of the property is Lot 1, Block 1, Hy-Vee Addition, City of Worthington, Nobles County, Minnesota. Staff determined the applicant was eligible for assistance. Approximately 3,000 cubic yards of dirt will have to be excavated/replaced to properly address the unsuitable soil conditions as well as comply with flood plain requirements, at an estimated cost of \$119,940.

The motion was made by Alderman Wood, seconded by Alderman Nelson and unanimously carried to approve the request for site preparation assistance from Avera Medical Group Worthington in an amount not to exceed \$119,940 for flood proofing and soil remediation.

**MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN CITY OF WORTHINGTON AND LEXINGTON HOTEL DEVELOPMENT GROUP APPROVED**

Following expiration of the MOU with Cornerstone Construction in May 2011, staff solicited additional hospitality companies for the City's proposed public-private partnership for an event center/hotel project. Of the three companies that came forward, one did not meet Council's expectations, however, staff had reviewed the other proposals from Central Group Companies and Lexington Hotel Development Group. Based on the review, it was staff's opinion that the proposal from Lexington was the strongest of the two. The company is requesting the following financial participation from the City:

- Agree to sell Lexington the property necessary to construct a 75 room hotel for \$1. Actual size of purchase will be determined on the approval of a final site plan for the entire development.
- Complete the environmental testing for the entire project area. Environmental testing consists of conducting a Phase I study and Phase II if warranted. Estimated cost is \$3,000 and \$10,000 respectively.
- Assist in the company's pursuit of TIF funding (approximately \$400,000), front end loaded, to financially assist with the construction of the hotel.

Don Klain, Lexington Hotel Development Group, was present at the meeting and discussed their proposal and plans at length with Council. While the proposal did not include a restaurant at this time, it could be a possible future expansion.

Addressing some concerns expressed by Council, Brad Chapulis, Director of Community/Economic Development, noted that due to the current economic climate, and if the City wishes to proceed with the project in the near future, some level of financial assistance will be required with any proposal.

Lexington agrees with most of Council’s expectations of the event center and to taking on the financial risk/reward of managing the facility with no financial assistance. The company was requesting to enter into a MOU that would allow them to exclusively negotiate all parameters of the project with the City.

Following discussion, the motion was made by Alderman Wood, seconded by Alderman Nelson and unanimously carried to approve the MOU with Lexington Hotel Development Group and to authorize the Mayor to execute the document.

**CONTRACT AWARDED FOR HAZARDOUS REMOVAL AND DEMOLITION OF THE FORMER YMCA**

The following bids were received October 19, 2011 for Hazardous Materials Removal and Demolition/Site Prep for the former YMCA Redevelopment project:

<u>Contractor</u>	<u>Hazardous Materials Removals &amp; Asbestos Abatement Bid</u>	<u>Building Demolition and Site Work Bid</u>
Blue Earth Environmental	\$118,600.00	\$216,500.00
Dulas Excavating, Inc.	-	\$164,500.00
EPS	\$134,200.00	-
Lindstrom Environmental, Inc.	\$ 88,000.00	-
Quad State Asbestos Removal, Inc.	\$143,333.00	-
Rachel Contracting	-	\$266,890.00
Twell Environmental	\$ 87,898.00	-
Worthington Excavating, Inc.	-	\$210,958.00

The motion was made by Alderman Woll, seconded by Alderman Wood and unanimously carried to award the following bids:

Hazardous Materials - Twell Environmental	- \$ 87,898
Demolition/ Site Prep - Dulas Excavating	- <u>\$164,500</u>
Total	- \$252,398

**ENVIRONMENTAL CONSULTANT CONTRACT WITH GEO-TEK FOR FORMER YMCA REDEVELOPMENT PROJECT APPROVED**

The motion was made by Alderman Kuhle, seconded by Alderman Woll and unanimously carried to approve the execution of a contract with Geo-Tek for professional services to assure compliance with all applicable MPCA requirements for the redevelopment of the former YMCA facility.

Geo-tek would be responsible to be on-site to oversee excavation of the subsurface soils below the portions of the structure to be demolished, collect and test soil samples, segregate the contaminated from uncontaminated soil, coordinate the disposal of the contaminated soils, and submit reports on field observations and lab results. The estimated contract value is \$2,643 to \$3,732, dependent on the actual amount of environmental clean up necessary.

**SECOND READING PROPOSED ORDINANCE AMENDING THE WORTHINGTON CITY CODE, TITLE XV, SECTION 155- ZONING**

Council had adopted the Ordinance (No. 1045) at their September 10, 2011 regular meeting, however, it was discovered that the second reading of the proposed ordinance was not published and the City Attorney recommended that Council redo the second and third readings.

The motion was made by Alderman Woll, seconded by Alderman Wood and unanimously carried to give a second reading to a proposed ordinance amending Title XV, Section 155 of the Worthington City Code that would allow child care as a special use permit in a "M-1" - Light Manufacturing District.

**REQUEST FROM SOUTHWEST MENTAL HEALTH CENTER FOR FINANCIAL ASSISTANCE APPROVED**

Scott Johnson, Executive Director of the Southwest Mental Center, presented a request to Council for the City's participation in financing the construction of their new facility - specifically, a \$400,000 - 1% - 30 year loan.

Following discussion, the motion was made by Alderman Wood, seconded by Alderman Ten Haken and unanimously carried to approve the request for financial assistance in the amount of \$400,000, but at 2% over 30 years.

Mr. Johnson thanked Council for their consideration.

**RESOLUTION ADOPTED AUTHORIZING EXECUTION OF MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT**

The motion was made by Alderman Woll, seconded by Alderman Wood and unanimously carried to adopt the following resolution regarding State Aid airport maintenance:

**RESOLUTION**

**AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT MAINTENANCE AND OPERATION**

It is resolved by the City of Worthington as follows:

1. That the state of Minnesota Agreement No. 99321, "Grant Agreement for Airport Maintenance and Operation," at the Worthington Municipal Airport is accepted.
2. That the Mayor and Clerk are authorized to execute this Agreement and any amendments on behalf of the City of Worthington.

**REQUEST TO CHANGE PARK LANE ALLEY PARKING CONTROL GRANTED**

Council considered a request from the owner of BenLee's Café to remove the 15 minute time restriction for parking in Park Lane behind her business to allow for her employees to park.

The motion was made by Alderman Wood, seconded by Alderman Nelson and unanimously carried to remove the 15 minute time restriction and replace the signs with "No Parking 1:00 A.M. to 6:00 A.M. signs.

**REQUEST FOR RESTRICTED PARKING GRANTED**

The motion was made by Alderman Ten Haken, seconded by Alderman Nelson and unanimously carried to approve "No Parking 1:00 a.m. to 6:00 a.m." from November 15 to March 31 on the west side of Humiston Avenue from Oxford Street to 14<sup>th</sup> Street and on Fifth Avenue from 14<sup>th</sup> Street to 12<sup>th</sup> Street, and to install the proper signage.

Warning tickets will be issued.

**FIRST READING PROPOSED ORDINANCE AMENDING STORM SEWER UTILITY RATES**

Staff presented the proposed 2012 storm sewer utility rates based on the 2012 storm sewer fund budget approved by Council at its October 27, 2011 meeting. The rates reflected a 4.1% increase. Also presented was an ordinance establishing the annual fee per acre for residential at \$228, up from the current rate of \$219 per acre.

Non-residential land use per acre rates were presented as follows:

<u>Land Use</u>	<u>2011 Rate/Acre</u>	<u>2012 Rate/Acre</u>
Commercial	\$36.68	\$38.19
Industrial	\$30.48	\$31.73
Multi-Family	\$27.01	\$28.12



Institutional	\$36.68	\$38.19
---------------	---------	---------

Council expressed concern regarding the proposed increase and discussed options for subsidizing the rate or pushing out some capital improvements. Mr. Haffield reminded Council that the rate system was established to pay for the fund.

Following discussion, the motion was made by Alderman Woll and seconded by Alderman Wood, to give a first reading to the proposed ordinance amending the storm sewer utility rates, with the following Aldermen voting in favor of the motion: Ten Haken, Kuhle, Wood, Woll, and the following Aldermen voting against the motion: Nelson. Motion carried

**2012 STREET LIGHT BUDGET AND SPECIAL SERVICE CHARGE AMENDMENT TABLED**

Dwayne Haffield, Director of Engineering, noted the number used for the budget was based on utility charges to the City. However, that figure did excluded user tax, causing a built in deficiency in the street lighting budget, and therefore, the rates. The deficiency was somewhat offset when additional metering performed by the utilities showed lower usage than in the past, leaving a shortage of about 3.9%, or \$12,000.

Following discussion on available options, the motion was made by Alderman Wood, seconded by Alderman Nelson and unanimously carried to table this item and have staff bring back a rate that does not include the \$12,00 shortfall, and request the Water and Light Commission to consider splitting th\$12,000 error.

**RESOLUTION ADOPTED AUTHORIZING EXECUTION OF STATE AGENCY AGREEMENT WITH MINNESOTA DEPARTMENT OF TRANSPORTATION**

The motion was made by Alderman Wood, seconded by Alderman Ten Haken and unanimously carried to adopt the following resolution authorizing execution of an agreement between the City of Worthington and the Commissioner of Transportation:

RESOLUTION FOR AGENCY AGREEMENT

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the City of Worthington to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Mayor and the Clerk are hereby authorized and directed for and on behalf of the City to9 execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and

contained in "Minnesota Department of Transportation Agency Agreement No. 99930", a copy of which said agreement was before the City Council and which is made a part hereof by reference.

### **COUNCIL COMMITTEE REPORTS**

Mayor Oberloh requested that, unless there was anything pressing to be reported, Council move on to the closed session.

### **CITY ADMINISTRATOR'S REPORT**

Craig Clark, City Administrator, had nothing to report.

### **CLOSED SESSION UNDER MS 13D.05, SUBD. 3(C) - REVIEW APPRAISAL FOR ACQUISITION OF RIGHT OF WAY AND EASEMENT FOR TH59 NORTH INFRASTRUCTURE IMPROVEMENTS**

Mayor Oberloh announced that Council would be going into closed session to review an appraisal for certain property for the TH59 north infrastructure improvements. Dwayne Haffield, Director of Engineering, identified the property in question as PIN 31-3856-000, legally described as:

A 885' x 876' tract in the NE Corner of the NE 1/4 Section 14, Township 102 North, Range 40 West, except a 288' x 776' tract in the NE corner.

The motion was made by Alderman Ten Haken, seconded by Alderman Woll and unanimously carried to close the meeting at 9:30 p.m.

The motion was made by Alderman Nelson, seconded by Alderman Wood and unanimously carried to reopen the meeting at 9:55 p.m.

### **ADJOURNMENT**

The motion was made by Alderman Ten Haken, seconded by Alderman Kuhle and unanimously carried to adjourn the meeting at 9:58 p.m.

Janice Oberloh, MCMC  
City Clerk

**WORTHINGTON CITY COUNCIL  
SPECIAL MEETING, NOVEMBER 4, 2011**

The meeting was called to order at 7:00 a.m. in City Hall Council Chambers by Mayor Alan E. Oberloh with the following Aldermen present: Lyle Ten Haken, Mike Kuhle, Ron Wood, Mike Woll. Aldermen absent: Scott Nelson (excused).

Staff present: Craig Clark, City Administrator; Dwayne Haffield, Director of Engineering; Janice Oberloh, City Clerk.

Others present: Bill Douglas and Greg Mitchell, Bolton & Menk.

**INDUSTRIAL PARK DRAINAGE AND FLOOD MITIGATION CONCEPT PROPOSAL  
FROM BOLTON & MENK APPROVED WITH AMENDMENT**

Bill Douglas, Bolton & Menk, Inc., presented the results of their Industrial Park Drainage & Flood Mitigation Study and proposal for the City of Worthington. Mr. Douglas said they were hoping to obtain Council approval of their proposed concept for the mitigation. Information from two previous studies performed by SEH and Barr was considered. Bolton & Menk assisted the City in applying for a TED grant for the project, which the City received a grant award of \$3.3 million. The plan submitted with the grant application included a recommendation for a 150 foot long bridge on Highway 59. Mr. Douglas stated they had contacted MnDOT to inquire if a change in that concept would affect the grant award. While he had received responses to the negative by phone, no official notification had yet been received.

Council reviewed detailed plans for the first phase of the mitigation concept, which consists of ditch realignment and industrial/commercial park storm water management north of Interstate 90, and installation of two large detention dry ponds. Council discussed the planned second detention pond, noting that installation as proposed would eliminate desirable frontage property that would exist once the proposed road is completed. Mr. Douglas responded that the shape of the pond could be altered to an "L" shape, allowing it to be moved back away from the frontage property without compromising its purpose.

Cost estimates for the Highway 59 Industrial/Commercial Park Ditch realignment and proposed storm water management phase is \$2.1 million. The cost estimate for future flood management improvements upstream of I-90 is \$1 million, for a total of \$3.1 million. The City's share of the ditch realignment project is \$1.4 million, which includes rerouting of the ditch, the two retention ponds, and the Highway 59 intersection. Funds will come from the hospital sale dollars. Dwayne Haffield, Director of Engineering, noted they were looking for Council approval to move forward with the County Ditch 12 relocation phase and to use grant money for the proposed change regarding the bridge, but also for a commitment to include flood mitigation south of I-90 in the master plan.

The motion was made by Alderman Wood, seconded by Alderman Ten Haken and unanimously carried to approve the proposal from Bolton & Menk with the amendment to reshape detention pond #2, moving forward on the North of I-90 plan only with the south of I-90 mitigation as part of the

Worthington City Council  
Special Meeting, November 4, 2011  
Page 2

master plan.

**ADJOURNMENT**

The motion was made by Alderman Woll, seconded by Alderman Wood and unanimously carried to adjourn the meeting at 8:08 a.m.

Janice Oberloh, MCMC  
City Clerk

**UNAPPROVED**

**WATER AND LIGHT COMMISSION MINUTES  
REGULAR MEETING  
NOVEMBER 21, 2011**

The regular meeting of the Water and Light Commission was called to order in the Worthington Public Utilities Conference Room at 7:00 A.M., CST, by President Robert J. Demuth with the following members present: Randy Thompson and Gary Hoffmann. Absent were James Elsing (unexcused) and Ron Wood (excused).

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 Hoffmann, seconded by Commissioner Thompson and unanimously carried to close the agenda as presented.

**WATER AND LIGHT COMMISSION MINUTES**

A motion was made by Commissioner Hoffmann, seconded by Commissioner Thompson and unanimously carried to approve the Water and Light Commission minutes of the regular meeting held November 7, 2011.

**FINANCIAL STATEMENTS AND STAFF REPORTS**

A motion was made by Commissioner Hoffmann, seconded by Commissioner Thompson and unanimously carried to accept the financial statements and the staff reports for October 2011.

**WASTEWATER DEPARTMENT 2012 STRATEGIC FINANCIAL PLAN**

Scott Hain, General Manager, presented the 2012 Wastewater Department Strategic Financial Plan to the Commission. The plan included the Worthington Public Utilities purchasing policy, the Wastewater Department budget, five-year operation and maintenance expense summary, five-year capital improvement program, equipment and vehicle revolving schedule, five-year flow of funds summary, water rate schedule and typical bills and the reserve account policy.

Mr. Hain reported that the total proposed 2012 operation and maintenance (O&M) budget showed a \$13,388 (1.0%) increase over the 2011 O&M budget with a significant portion of the increase attributable to increased costs for chemical, electricity and outside laboratory services. The proposed 2012 capital improvement budget included a \$25,480 (6.3%) increase in "new money" expenditures over the 2011 capital improvement budget. In order to generate adequate revenue to fund expenditures contained in the 2012 budget, it was proposed that the monthly connection charge increase from \$14.87 to \$15.16 and that the usage rate increase from \$3.004 to \$3.010 per 1,000 gallons. The net effect of the proposed rate change to an average residential customer would be an approximate \$0.33 (1.0%) increase in their monthly sewer bill.

After discussion, a motion was made by Commissioner Hoffmann, seconded by Commissioner Thompson and unanimously carried to approve the 2012 Wastewater Department Strategic Financial Plan as presented.

### **2012 SEWER SERVICE CHARGE SYSTEM**

Pursuant to City Ordinance, the City Council must formally adopt changes to the Sewer Service Charge System at least thirty days prior to any adjustments becoming effective. A copy of the Sewer Service Charge System was provided to Commission members for their review which included the proposed 2012 sewer rates as presented in the 2012 Wastewater Department budget.

After a brief review, a motion was made by Commissioner Thompson, seconded by Commissioner Hoffmann and unanimously carried to make a formal recommendation to the City Council that they adopt the 2012 Sewer Service Charge System.

### **SUBSTATION TIE TRANSMISSION PROJECT UPDATE**

Scott Hain, General Manager, provided the Commission with an update on the substation tie transmission project.

### **STREET LIGHTING COST RECOVERY**

Scott Hain, General Manager, discussed with the Commission with a proposed revised methodology for recovering the costs associated with providing street lighting throughout the community beginning in 2012. Mr. Hain indicated that he had discussed the proposed methodology with City staff and they were receptive to the concept. The Commission expressed their support for pursuing the revised method of street lighting cost recovery.

### **UTILITY BILLS PAYABLE**

A motion was made by Commissioner Thompson, seconded by Commissioner Hoffmann and unanimously carried to approve the utility bills payable totaling \$119,263.28 for November 11 and November 18, 2011.

### **ADJOURNMENT**

A motion was made by Commissioner Hoffmann, seconded by Commissioner Thompson and unanimously carried to adjourn the meeting at 7:59 A.M., CST. President Demuth declared the meeting adjourned.

Deb A. Scheidt  
Secretary to the Commission

**WORTHINGTON HOUSING AND REDEVELOPMENT AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
MINUTES OF OCTOBER 18, 2011 7:00 AM**

The Worthington HRA Board of Commissioners met on Tuesday, October 18, 2011 at 7:00 a.m. in the Community Room of the Atrium High Rise. Present for the meeting were: Larry Janssen, presiding, Ron Wood, Marge Larson and Jose Lamas, Commissioners, Brad Chapulis, City Staff and Rosie Rogers, Executive Director.

**IN REMEBERANCE:**

Jo Ann Nelson, Commissioner and Chair of the HRA Board passed away in September. We are grateful for her service to the Housing Authority.

**CHAIR – PRO TEM:**

Larry Janssen has consented to serve as Board Chair.

**APPROVAL OF AGENDAS:**

Regular Agenda - (Wood, Larson passed).  
Consent Agenda – (Wood, Larson passed).

**APPROVAL OF MINUTES:**

The minutes of the July 14, 2011 Commissioners Meeting & the meeting of the Personnel/Finance Committee of the August 11, 2011 were approved. (Larson, Wood passed).

**BILLS PAYABLE:**

LRPH – Bills totaling \$248,893.32 (since July 14<sup>th</sup>) were approved for payment.  
(Wood, Larson passed).

PRAIRIE ACRES – Two month of bills, \$5625.19 were approved to be paid. (Wood, Lamas passed).

Management – This account was closed out. \$104.46 balance remained. A memorial for the Nelson family of \$50 was given. Balance in cash is \$54.46.

There was further discussion regarding Commissioners stipend that was paid for this account. A motion was made TO UTILIZE \$3000 FROM THE LEVY TO OFFSET BOARD EXPENDITURES. (Wood, Larson-passed-RESOLUTION 10182011-A). The remaining \$54.46 will become part of that fund.

**REVIEW OF DATA FOR HIRING EXECUTIVE DIRECTOR:**

Advertisement-THE AD AS PRESENTED, WITH DATE FOR RECEIVING RESUME'S  
CHANGED TO NOVEMBER 11, 2011,

Job Description – DOCUMENT ACCEPTED.

Job Responsibilities – DOCUMENT APPROVED.

Motion TO APPROVE ALL DOCUMENTS RELATING TO HIRING A NEW EXECUTIVE DIRECTOR was passed. (Wood, Larson, RESOLUTION 1018211-B.) This position will be advertised through Minnesota NAHRO, Workforce Center, League of Minnesota Cities also.

**LEVY:**

The approved levy request has been forwarded to and accepted by City Council.

**HUD SUBSIDY:**

Rosie shared the letter from HUD regarding annual subsidy. The Authority will receive \$49,688 for the balance of 2011. Unless there is a legislative action to change the intent and process to “call back” the unapropriated fund balance, there will be no subsidy payments made until these dollars are returned to HUD. Past subsidy has been \$200,000 to \$274,000 annually. Staff will continue to negotiate the actual numbers. Concern was expressed that the HRA have a letter clearly identifying what will happen as these reserves “dry up, and how to ensure that the HRA can continue to operate at this critical point. Rosie will check with the accountant and HUD financial.

**CAPITAL FUNDS:**

Funding for 2011 Capital Funds, \$161,672.00 has been awarded. Close out documents for the 2009 and 2010 Capital Funds are being processed.

**DATE & TIME OF MEETINGS:**

Through consensus of the Commissioners, regular meetings of this board will be on the second Thursday of the month @ 7:00 a.m.

Schedule for special meeting to her an Executive Director will be:

- October 31 – Begin to review resumes
- December 5<sup>th</sup> – December 9<sup>th</sup> – Interviews
- December 15<sup>th</sup> (Or sooner) – Offer the position.
- January 3, 2012 – Employee begins work.

\*\* November regular Board of Commissioners will be on THURSDAY, NOVEMBER 17, 2011 @ 7:00 a.m.

**SMOKE FREE ATRIUM:**

Staff has been doing research on establishing HRA properties as smoke-free. After discussion, a motion was made TO ADOPT A SMOKE-FREE ENVIROMENT AT THE ATRIUM AS OF 12-12-12. (Wood, Larson, passed, RESOLUTION 10182011-C.) There will be a tenant meeting led by Nobles/Rock Public Health on Thursday, November 10, 2011 at 5:00 p.m. A lawyer will be present to answer questions and concerns. A survey will be distributed to each tenant prior to this meeting allowing their input into the program. More educational presentations, stop smoking tips, etc. will be made available to tenants prior to the 12-12-12 date. New applicants will be made aware of the No-smoking policy and those who smoke will not be granted a lease. Public Housing Manager, Darci Soules, will be the HRA staff responsible for tenant compliance. A lease addendum will be developed for mandatory acknowledgement of said policy and practice.

**SECTION 8:**

Deb Thompson, Section 8 Coordinator provided information to the commissioners regarding numbers on the waiting list. After much discussion, a motion was made TO INCREASE THE PREFERENCE FACTOR FOR THOSE LIVING IN THE WORTHINGTON HRA’S SECTION 8 AREA OF JURISDICTION TO 15 POINTS (LOCAL JURISDICTION). (Wood, Lamos, passed, RESOLUTION 10182011-D.)



WORTHINGTON HOUSING AND REDEVELOPMENT AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
MINUTES OF OCTOBER 18, 2011 7:00 AM

FUTURE MEETINGS:

Executive Director Position

- Monday, December 5, 2011 – Begin interviews
- Tuesday, January 3, 2012 – New Employee begins
- Thursday, November 10, 2011 – Smoke Free Meeting with tenants,  
5:00 p.m. in Community Room
- Thursday, November 17, 2011, 7:00 a.m. Board of Commissioners meeting.

ADJOURNMENT:

The meeting was adjourned at 8:10 a.m.

Approved by: \_\_\_\_\_

Respectfully Submitted,

Date \_\_\_\_\_

Rosie Rogers

Worthington Convention & Visitors Bureau  
Board of Directors Meeting  
September 26, 2011  
Chamber of Commerce  
3:30 P.M.

Present: Joni Harms, Scott Nelson, Amber Luinenburg, Dave Hartzler, Amanda Walljasper, Jason Vote, Nancy Vaske, Susanne Murphy, Jeff Fouch, Diane Schettler, Dale Ryen, Trevor Nickel, Randy Thompson, Darlene Macklin and Ashley Goettig.

Excused Absence: Juan Palma

Chairman of the Board Joni Harms presiding.

The Minutes of the August 29, 2011 meeting were approved as presented with the correction of the approved nominating committee also including Randy Thompson, Trevor Nickel and Jeff Fouch.

The August 2011 financial statement was approved as presented.

Audit Review: Wayne Drealan presented to the Board the audit review. He explained that all proposed adjustments were adjusted and the financials look accurate. The lodging tax is always collected two to three months behind. The audit does collect for 12 months of lodging tax. Wayne also said that the revenue & operating expenses are very similar and the net assets grew because of higher revenue and less expenses. Wayne Drealan informed the Board that the buildup of reserve is looking very good. A motion was made to approve the audit review, the motion carried.

Event Center Consideration: The Board was informed that a group of people had met with the City concerning the Event Center. The Convention & Visitors Bureau was asked to financially help with a portion of the marketing and staff for the Event Center. The Board felt that they should check with the City attorney about what the Convention & Visitors Bureau can help with and the extent they would be able to help. A motion was made to give Executive Director Macklin the ok to work with the City about what the CVB can do to help.

Committee Reports: Marketing/Visitors – The Arrest-A-Guests for King Turkey Day this year were two women and they had a blast. The committee has set the date for Winterfest, January 14.

Board of Directors Meeting Continued, Page 2

Motel – The committee will start meeting this fall.

Sports & Recreation – There will be a meeting in October. An entity approached the committee about doing a girl's basketball tournament.

City Report:

Scott Nelson informed the Board that the new Fire Hall will be having a Groundbreaking. The Senior Center is currently on hold because of high bids. A contribution to the Hockey Association has been approved for upkeep and repairs of the building. The Bio-Science addition is very close to completion.

There being no further business to be brought before the Board, the meeting adjourned.

## CITY OF WORTHINGTON, MINNESOTA

MUNICIPAL LIQUOR STORE  
INCOME STATEMENT

For the Period 1/1/11 Through 10/31/11

(Amounts in Dollars)

	Total 2011 Budget	OCTOBER		% YTD Actual to Budget	YTD	
		Actual	Previous Year		Actual	Previous Year
Sales						
Liquor	990,000	87,805	85,522	88.2%	873,313	802,145
Wine	290,000	27,243	22,078	90.8%	263,371	216,509
Beer	1,250,000	101,221	96,899	85.7%	1,071,172	1,012,450
Mix/nonalcohol	36,000	4,014	3,632	120.2%	43,257	34,468
NSF charges	-	9	90	0.0%	169	162
Net Sales	<u>2,566,000</u>	<u>220,292</u>	<u>208,221</u>	<u>87.7%</u>	<u>2,251,282</u>	<u>2,065,734</u>
Cost of Goods Sold						
Liquor	753,855	65,196	63,286	85.8%	646,484	593,590
Wine	198,750	18,053	14,324	86.2%	171,323	140,471
Beer	942,075	75,044	72,471	85.0%	800,546	757,167
Soft drinks/mix	28,053	3,125	2,827	120.1%	33,688	26,765
Freight	13,000	1,210	1,214	100.2%	13,023	9,856
Total Cost of Goods Sold	<u>1,935,733</u>	<u>162,628</u>	<u>154,122</u>	<u>86.0%</u>	<u>1,665,064</u>	<u>1,527,849</u>
Gross Profit	<u>630,267</u>	<u>57,664</u>	<u>54,099</u>	<u>93.0%</u>	<u>586,218</u>	<u>537,885</u>
Operating Expenses						
Personnel services	252,598	19,952	26,051	80.0%	202,053	158,352
Supplies	9,600	532	1,115	160.6%	15,418	10,258
Other services & charges *	92,172	17,471	7,441	104.9%	96,708	79,374
Depreciation (estimated)	16,500	1,375	1,500	83.3%	13,750	15,000
Total Operating Expenses	<u>370,870</u>	<u>39,330</u>	<u>36,107</u>	<u>88.4%</u>	<u>327,929</u>	<u>262,984</u>
Operating Income (Loss)	<u>259,397</u>	<u>18,334</u>	<u>17,992</u>	<u>99.6%</u>	<u>258,289</u>	<u>274,901</u>
Non-Operating Revenues (Expenses)						
Interest earnings **	3,000	250	417	99.1%	2,972	2,479
Other non-operating	-	-	-	-	-	-
Total Non-Operating Revenue (Expense)	<u>3,000</u>	<u>250</u>	<u>417</u>	<u>99.1%</u>	<u>2,972</u>	<u>2,479</u>
Net Income (Loss) b/Operating Transfers	<u>262,397</u>	<u>18,584</u>	<u>18,409</u>	<u>99.6%</u>	<u>261,261</u>	<u>277,380</u>
Operating Transfers-Out	<u>(200,000)</u>	<u>(16,667)</u>	<u>(16,667)</u>	<u>83.3%</u>	<u>(166,670)</u>	<u>(166,670)</u>
Net Income (Loss)	<u>62,397</u>	<u>1,917</u>	<u>1,742</u>	<u>N/A</u>	<u>94,591</u>	<u>110,710</u>

\*\* Includes 6/30/11 actual and four months budget

## ADMINISTRATIVE SERVICES MEMO

**DATE:** NOVEMBER 23, 2011  
**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**SUBJECT:** ITEMS REQUIRING CITY COUNCIL ACTION OR REVIEW

### CONSENT AGENDA CASE ITEMS

**1. FUND BALANCE POLICY**

*Exhibit 1* is a Fund Balance Policy for the City of Worthington. In the past, unwritten policies were being applied to the City's Fund Balances. The new procedure coincides with new Governmental Accounting Standards Board (GASB) new Statement #54, which included in another case item.

Council approval of the Fund Balance Policy is requested.

**2. MODIFICATIONS TO THE STREET SUPERVISOR JOB DESCRIPTION**

With the announcement of the current Street Supervisor to retire at the beginning of the year staff has taken the opportunity to update the job description (included as *Exhibit 2*) with anticipation of hiring a replacement. The position description makes some minor adjustments to the job requirements. The most notable addition is the requirement of one year supervisory experience as well as making experience with storm water management and airport functions as desirable and not mandatory. The adjustment to the airport and storm water functions are help ensure capable applicants would not be excluded from qualification because of these smaller more specialized services that could be learned on the job.

Another addition was including the desirability of a four year educational degree. While not a strict job requirement the positions have become increasingly complex by assisting with budgets and other planning initiatives. A four year degree can be of great assistance as we look forward as the job demands have and will continue to increase over time.

Council action is requested to approve the modified job description included as *Exhibit 2* for the Public Works Street Supervisor.

### CASE ITEMS

**3. APPROVAL OF 2012 PRAIRIE VIEW GOLF LINKS RATES**

Attached as *Exhibit 3* is the proposed rate structure for the 2012 season. The Golf Advisory Board reviewed and approved the rates at their last meeting as presented.

As you may recall the previous year had a phase of new members over a three year period before they would be paying the full membership rate. In the opinion of Tom Jansa, with Dakota Golf Management, this proved cumbersome and ultimately unsuccessful. Many members who had memberships in 2010 due to the low introductory rate did not continue their membership in 2011. This could be for other factors but it was felt creating such a steep introductory discount makes it difficult for people to make their way up to the full priced membership. Providing a new member rate of 25% off is proposed to be a more prudent course given our recent experience.

New rates include an individual weekday only rate and a young adult rate for those 19-25. These along with the continued "Prairie View Card" are seen as ways to capture those who may not have as much disposable income to pay for a full membership. This helps in providing a graduated means of membership so it is not as big of a jump for the more occasional golfer but more than just a few times a year paying daily fees.

The 2011 season required those who were riding with an annual cart permit holder to pay for an individual cart fee to ride. This produced significant revenue that was going uncaptured in previous years and allowed the city to recover the value the rider was enjoying by joining the annual cart pass holder. This year DGM is proposing to extend this policy to those individuals who have private stored carts at Prairie View Golf Links. This is intended to provide parity to the leased carts and the annual cart pass holders. In both private carts and the City's leased carts family members would be allowed to ride given a family pass is purchased.

Tom Jansa with Dakota Golf Management will be present to provide further details to the proposed rates and answer any questions you may have.

Council action is requested to approve the rates as outlined in *Exhibit 3*.

**4. RESOLUTION APPROVING THE 2011 TAX LEVIES COLLECTIBLE IN 2012**

On September 12, 2011, the City Council approve a proposed property tax levy of \$3,085,427 for 2012 (an 11.9% increase over 2011). It is staff's recommendation to approve the final levy in the amount of \$3,085,427 for 2012 (an 11.9% increase over 2011) as shown on the attached resolution included as *Exhibit 4*. The levy includes a General Purpose Tax Levy of \$2,093,364 and Special Tax Levies of \$992,063. The General Purpose Tax Levy includes an Economic Development Levy of \$86,000 (*Exhibit 5*); the Special Tax Levy includes Economic Development Tax Abatements of \$25,000.

**As allowed by recent legislation changes, public comment will be taken at this time regarding the proposed 2012 tax levies.**

Also included as *Exhibit 6* is the Housing and Redevelopment Authority's proposed levy of \$96,585.95.

**Suggested motion:** Move to adopt the resolutions approving the 2011 Tax Levies collectible in 2012.

5. **2012 BUDGET RESOLUTION**

*Exhibit 7* is a resolution approving all of the separate City budget funds. Council action is requested on the resolution.

**Suggested motion:** Move to adopt the resolution approving the 2012 fund budgets for the City of Worthington, Minnesota.

6. **AUDIT ENGAGEMENT LETTER**

Staff has received a proposal for the 2011 year end audit services from Turbes Drealan Kvilhaug Hoefker & Co., P.A. The maximum would not exceed \$19,700, excluding word processing of the report. This is an increase of \$500 over 2012. Staff recommends Council approval of the proposal shown as *Exhibit 8*.

**Suggested motion:** Move to approve the proposal from Turbes Drealan Kvilhaug Hoefker & Co., P.A. for 2011 year end audit services for an amount not to exceed \$19,700, excluding word processing of the report.

7. **RESOLUTION APPROVING GASB 54 FUND BALANCE CHANGES**

Governmental Accounting Standards Board new Statement #54 has changed how Governmental Entities report their fund balances effective for year-ending December 31, 2011. As part of the implementation, formal Council action is required for Special Revenue Funds. *Exhibit 9* Is a Resolution committing Special Revenue Resources for the City's Special Revenue Funds listed.

**Suggested motion:** Move to adopt the resolution approving the GASB 54 Fund Balance changes.

8. **THIRD READING PROPOSED ORDINANCE AMENDING THE WORTHINGTON CITY CODE, TITLE XV, SECTION 155 ZONING**

Pursuant to published notice, this was the time and date set for the third reading of a proposed ordinance amending Title XV, Section 155 of the Worthington City Code to allow

for child care as a special use permit in a "M-1" - Light Manufacturing District.

**Suggested motion:** Move to give a third reading to, and subsequently adopt the proposed ordinance.

9. **SECOND READING PROPOSED ORDINANCE AMENDING TITLE V, CHAPTER 54, SECTION 54.04 (C) OF THE WORTHINGTON CITY CODE - STORM WATER RATES**

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

SECTION I.

Worthington City Code, Title V, Chapter 54, Section 54.04 (C) is hereby amended and shall read as follows:

(C) The annual fee per acre for residential is \$228.00.

**Suggested motion:** Move to give a second reading to the proposed ordinance.



## CITY OF WORTHINGTON FUND BALANCE POLICY

The purpose of the fund balance policies is to establish appropriate fund balance levels for each fund that is primarily supported by property tax revenues or user fees. These policies will ensure that adequate resources are available to meet cash flow needs for carrying out the regular operations of the City. The funds that will be addressed in this policy are: all applicable funds of the City.

The City Council authorizes the Finance Director to assign fund balance that reflects the City's intended use of those funds. When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed. When unrestricted resources are available for use, it is the City's policy to use resources in the following order: 1) committed 2) assigned 3) unassigned. These fund balance classifications apply only to Governmental Funds, not Enterprise Funds.

### **General Fund**

The General Fund is established to account for all revenues and expenditures which are not required to be accounted for in other funds. Revenue sources include property taxes, license and permit fees, fines and forfeits, service charges, intergovernmental revenues, investment interest earnings, and transfers. The General Fund's resources finance a wide range of functions including the operations of general government, public safety, and public works.

The City will strive to maintain an unassigned fund balance in the General Fund in the range of 35-50% of the subsequent year's budgeted expenditures. Since a significant source of revenue in the General Fund comes from property taxes, maintaining a fund balance that is equal to at least five months of operating expenditures ensures that sufficient resources are available to fund basic City functions between property tax settlements. This range is in conformance with guidance from the office of the State Auditor (OSA). An assignment or restriction of fund balance may be used to offset revenues earned in one year where substantial services are required to be performed in the next fiscal period.

Adopted by the City Council of the City of Worthington, Nobles County, Minnesota this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Clerk

# CITY OF WORTHINGTON

## POSITION GUIDELINES

**JOB TITLE: Street Supervisor**

**CLASSIFICATION: Exempt**

**DIVISION: Public Works**

**DATE APPROVED:**

---

### **SUMMARY**

Under the general direction of the Superintendent of Public Works, is responsible for supervising, assist and participate in the effect maintenance and repair of streets, alleys, sidewalks, storm water collection and management system, Okabena Lake aeration system, airport facilities, i.e., runways/taxiways, public works equipment, airport buildings as well as other municipal grounds and facilities.

Functions as a supervisor directing subordinates on a daily basis at multiple locations as required by plans and schedules. Operates with general latitude and independent judgment on daily activities and coordinates with Superintendent of Public Works on planning and scheduling functions. Assists in interviewing and hiring new full time and seasonal employees within the public works department. Maintains an open line of communication with the public at all times.

### ACCOUNTABILITIES

Reports to: Superintendent of Public Works

Supervises: Public Works Operators as Assigned  
Part-time Maintenance Workers

### ESSENTIAL DUTIES & RESPONSIBILITIES

1. Assists the Superintendent of Public Works in the development of policies and plans for the maintenance of streets, alleys, sidewalks, storm water collection and management system to include the street sweeping operation and public works facilities. Works closely with the City Engineer and Superintendent of Public Works to ensure the City is meeting requirements of the City's Storm Water Pollution Prevention Plan. Assists in the preparation of annual and capital improvement budgets.
2. Assists the Superintendent of Public Works through the performance of delegated training, personnel and operational review, including the review of monthly expenditures compared to budget. Special emphasis is placed upon reporting budget problems, violations of state or local codes or city policies to the Superintendent of Public Works.

3. Supervises and performs maintenance functions within the area as needed for efficient operations, including maintaining adequate equipment and supply inventories for economically efficient operations. Includes continuous review of equipment and facility needs and brings deficiencies to the attention of the superintendent for incorporation into capital improvement and operating budgets.
4. Organizes, supervises and participates in the operation, repair and maintenance activities of vehicles to include, but not limited to, pickups, trucks, end loaders, sweepers, motor grader, skid loaders, backhoes, snow removal apparatuses, tree maintenance apparatus such as chain saws and all equipment relevant to the maintenance of public right of ways and public property/facilities, storm water collection and management system, retention ponds, airport facilities, etc.
5. Assigns work on a daily and project basis with the emphasis on weather and cost effectiveness concerns. Clarifies daily assignments with employees. Review results for proper and timely performance and reports to the Superintendent of Public Works on a daily basis.
6. Supervises and performs sign repair and placement, street cleaning, ditch and storm water retention pond maintenance, asphalt and concrete removal, storm water collection and management system repair and maintenance, street striping, participation in building construction projects, tree trimming and other related maintenance tasks for public right of ways such as streets, alleys, sidewalks and public property. In the absence of the Superintendent of Public Works directs the snow removal operation upon the public streets, alleys, parking lots and municipal airport.
7. Ensures that proper safety precautions are followed in all work. Includes setting barricades as necessary and making sure equipment is operated safely, employees are working in a safe manner and are utilizing the proper safety equipment. Ensures NOTAMS are issued as required when performing operations at the municipal airport.
8. Responsible for the administration and maintenance of the city's program for compliance of the Employee Right to Know law.
9. Responsible for performing annual performance reviews of all assigned employees directly supervised. Responsible for ensuring employees are performing duties assigned in a safe and efficient manner and to report any discrepancies to the Superintendent of Public works immediately.
10. Assess employee daily performance and offers appropriate feedback, positive as well as constructive. Responsible for recording, report and provide supervisory input to the Superintendent of Public Works on any incidents that may be cause for disciplinary action to be taken.
11. Shall perform work for other departments as assigned by the Superintendent of Public

Works.

12. The foregoing statements describe the principle functions of this position but shall not be construed as an exclusive listing of all inherent requirements for the position.

#### PERIPHERAL DUTIES

Serves on various employee or other city committees as assigned.

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

#### TOOLS AND EQUIPMENT USED

The employee frequently utilizes a wide variety of construction related hand and power tools and operates large equipment including tractors, trucks, street sweepers/brooms, end loaders, motor grader, skid loaders, backhoes, chain saws and related tree removal equipment, bucket truck and snow removal equipment.

#### PHYSICAL DEMANDS

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

While performing the duties of this job, the employee can anticipate that the physical demands required deal with heavy physical labor. A significant amount of hands on labor is required to operate and maintain equipment. While inspecting different projects, the employee must be able to stand for long periods of time and to walk from site to site and at times is required to sit, climb or balance, stoop, kneel, crouch, talk and hear. The employee may be required to operate equipment in excess of 12 continuous hours; i.e., snow removal.

The employee is frequently required to lift and /or move objects up to 25 pounds and may occasionally be required to lift/move objects up to 100 pounds in weight. The employee may also be required to fix large, heavy objects, such as snow plow blades or street sweeper brushes.

Specific vision abilities, such as color vision, distance vision and depth perception are also required for this position.

#### WORK ENVIRONMENT

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

While performing the duties of this job, the employee can expect to work multiple hours in outside conditions that may be inclement, and at times other than or in addition to normal working hours,

i.e., nights or weekends performing snow removal duties. The employee occasionally works near moving mechanical parts and in high, precarious places and may be exposed to heat, rain, snow, cold, wet and/or humid conditions.

The noise level in the work environment will vary from moderate to extreme.

## JOB REQUIREMENTS

### 1. Minimum Qualifications

~~Five years experience in the performance of municipal road maintenance tasks, and public works activities including snow and ice control, maintenance of a storm water collection and management system, building construction and related projects. Supervisory experience preferred. Experience in excess of the minimum requirements from a job related field may be substituted.~~

Four years of progressively responsible experience in or with a public works operation, to include street and public right of way maintenance, snow and ice control, building and construction and related projects, and the operation and repair of public works equipment. Experience in excess of the minimum requirements from a job related field may be substituted.

One year supervisory experience in one of the previously listed minimum qualification job requirements.

### 2. Minimum Knowledge, Skills and Abilities (KSA's)

- a. Must possess strong leadership skills
- b. Ability to plan operations and projects several weeks in advance
- c. Ability to train employees on all facets of the Public Works Department's policies and procedures.
- d. Ability to maintain accurate and required records of maintenance activities
- e. Knowledge and ability to use a personal computer and associated hardware
- f. Ability to effectively and appropriately communicate with the public as well as the employees within the various City and Public Utility departments.
- g. Ability to maintain a positive working relationship with all departments
- h. Ability to learn and try new ideas as they become available relating to all areas of responsibilities and requirements of the position of Street Supervisor.
- i. Knowledge of tools related to asphalt and concrete repair, carpentry, mechanical repair, storm water collection and management systems, tree trimming and removal.
- j. Knowledge of the operation of all Public Works/street equipment.
- k. Ability to stay current on all materials and techniques used in street maintenance and public works activities including snow and ice control.
- l. Ability to gain the knowledge of the municipal street and alley system, storm

water collection and management system and the municipal airport within the City of Worthington.

3. Desirable Qualifications

Experience with airport maintenance operations, maintenance and repair of navigational aid lighting (i.e. runway/taxiway, directional signs) as well as maintenance of storm water collection and management systems.

4. Required Education

~~High school diploma or equivalent. Advanced specialized courses in street or highway construction, heavy equipment operation, equipment maintenance, building construction and maintenance and leadership training as acquired by one year of college, vocational or technical schools. Documented experience in excess of the desired education requirement from a job related field may be substituted.~~

High School diploma or equivalent. Two year post secondary education in a related and relevant area or an equivalent of education and experience which provides the required knowledge, skills and abilities listed above.

Desirable Education

Four-year post secondary education in a related field and relevant area.

5. Certification Required at or upon Hire.

Must have and maintain a valid Class A State of Minnesota Commercial Driver License including tanker and air brake endorsement.

This position is subject to federal requirements of CDL drug and alcohol testing.

## PRAIRIE VIEW GOLF LINKS RATES & PROGRAMS – 2012

Sales Tax of 6.875% not included except cart storage

### Season Passes

<b>Regular</b>	<b>2011</b>	<b>2012</b>	<b>Before 1-1-12</b>	<b>Before 4-1-12</b>
Individual	\$ 570.00	\$ 575.00	\$ 488.75	\$ 534.75
Ind. Weekday		\$ 400.00	\$ 340.00	\$ 372.00
Couple	\$ 740.00	\$ 750.00	\$ 637.50	\$ 697.50
Family	\$ 890.00	\$ 870.00	\$ 739.50	\$ 783.00
Senior Weekday	\$ 350.00	\$ 360.00	\$ 306.00	\$ 334.80
Sr. Couple Weekday	\$ 450.00	\$ 475.00	\$ 403.75	\$ 441.75
Young Adult (19-25)		\$ 250.00	\$ 212.50	\$ 232.50
Junior (under 19)	\$ 50.00	\$ 60.00	\$ 51.00	\$ 55.80
<b>New Member - 25% off</b>				
Individual		\$ 431.25	\$ 366.56	\$ 401.06
Ind. Weekday		\$ 300.00	\$ 255.00	\$ 279.00
Couple		\$ 562.50	\$ 478.13	\$ 523.13
Family		\$ 652.50	\$ 554.63	\$ 587.25
Senior Weekday		\$ 270.00	\$ 229.50	\$ 251.10
Sr. Couple Weekday		\$ 356.25	\$ 302.81	\$ 331.31
Young Adult (19-25)		\$ 187.50	\$ 159.38	\$ 174.38
Junior (under 19)		\$ 45.00	\$ 38.25	\$ 41.85

New member rates apply to anyone who was not a member in 2009, or anyone who participated in the new member program in 2011.

Senior passes are weekday only. Senior passes receive Prairie Card prices on weekend green fees. Seniors must be 70 years of age before August 1, 2012.

Season passes receive Prairie Card prices on golf cart rental.

Student passes are weekdays only. Student passes may play on the weekend afternoon if the course is available, or anytime with an adult.

Family passes include husband, wife, juniors under 19 and young adults under 22 with a student ID.

Discount of 15% before January 1, 2012.

Discount of 7% before April 1, 2012.

## Annual Golf Cart Rental

	<b>2011</b>	<b>Before 12-31-11</b>	<b>Before 3-31-12</b>	<b>2012</b>
Family	\$ 390.00	\$ 425.00	\$ 465.00	\$ 500.00
Single	\$ 330.00	\$ 331.50	\$ 362.70	\$ 390.00
9 Hole Weekday	\$ 250.00	\$ 250.75	\$ 274.35	\$ 295.00

Annual golf cart passes are for the passholder only. All players without an annual golf cart pass must pay the applicable fee to ride, which is the Prairie Card cart fee of \$7 for 9 holes or \$10 for 18 holes. All cart riders, both passholders and daily fee players, will ride with another player if a seat is available rather than take a separate cart. If a golfer with a 9 hole weekday cart pass wishes to play 18, they will pay the regular rate of \$5 for their 2<sup>nd</sup> 9. For the family cart pass, only one cart can be on the course at any given time. The family pass includes use by immediate family members only, parents, children and grandchildren. All others will pay the applicable fee, which is the Prairie Card cart fee of \$7 for 9 holes or \$10 for 18 holes.

## Annual Golf Cart Storage and Trail Fees

	<b>2011</b>	<b>Before 1-1-12</b>	<b>Before 4-1-12</b>	<b>2012</b>
Gas Storage	\$ 350.00	\$ 340.00	\$ 372.00	\$ 400.00
Elec. Storage	\$ 375.00	\$ 361.25	\$ 395.25	\$ 425.00
Gas Storage – with riders		\$ 510.00	\$ 558.00	\$ 600.00
Elec. Storage – with riders		\$ 531.25	\$ 581.25	\$ 625.00
Season Trail Fee		\$ 170.00	\$ 186.00	\$ 200.00
Daily Trail Fee		\$ 20.00		

For Individual cart storage, all passengers without a cart pass pay a cart fee to the course of \$3 for 9 holes and \$5 for 18 holes.

As an option, owners of stored carts can upgrade to Cart storage with riders which allows all passengers to ride without paying a cart fee.

For stored carts, the City recognizes a single owner. The cart owner, spouse and any immediate family member over 18 can use the stored cart on the course. No other individuals may take the cart on the course without the owner.

Season Trail Fee - Riders subject to same rule as individual cart storage. Passengers pay \$3 for 9 or \$5 for 18.

Daily Trail Fees - Daily fee includes fee for both riders.



## The Prairie Card

With The Prairie Card, golfers are eligible for substantial discounts on green fees, golf carts, and driving range. The Prairie Card is non-refundable and may only be used by the purchaser.

	2011	2012	Before 1-1-12	Before 4-1-12
Card fee	\$ 60.00	\$ 60.00	\$ 51.00	\$ 55.80
			<b>Regular Rate</b>	
9 Holes	\$ 8.00	\$ 8.00	\$ 15.00	
18 Holes	\$ 11.00	\$ 11.00	\$ 22.00	
2 <sup>nd</sup> 9	\$ 3.00	\$ 3.00	\$ 8.00	
Weekend 9	\$ 9.00	\$ 9.00	\$ 17.00	
Weekend 18	\$ 12.00	\$ 12.00	\$ 24.00	
½ Cart - 9 Holes	\$ 7.00	\$ 7.00	\$ 10.00	
½ Cart - 18 Hole	\$ 10.00	\$ 10.00	\$ 15.00	
Range - Warm up	\$ 2.00	\$ 2.00	\$ 3.50	
Range - Regular	\$ 3.00	\$ 3.00	\$ 5.00	

### Daily Green Fees

	2011	2012	w/ Prairie Card (\$60 cost)
9 Holes	\$ 15.00	\$ 15.00	\$ 8.00
18 Holes	\$ 22.00	\$ 22.00	\$ 11.00
2 <sup>nd</sup> 9	\$ 7.00	\$ 7.00	\$ 3.00
Weekend 9	\$ 17.00	\$ 17.00	\$ 9.00
Weekend 18	\$ 24.00	\$ 24.00	\$ 12.00

### Golf Carts

	2011	2012	w/ Prairie Card (\$60 cost)
9 Holes	\$ 10.00	\$ 10.00	\$ 7.00
18 Holes	\$ 15.00	\$ 15.00	\$ 10.00

### Driving Range

	2011	2012	w/ Prairie Card (\$60 cost)
Warm up	\$ 3.50	\$ 3.50	\$ 2.00
Regular	\$ 5.00	\$ 5.00	\$ 3.00

	2011	2012	Before 1-1-12	Before 4-1-12
Range Pass	\$ 60.00	\$ 60.00	\$ 51.00	\$ 55.80
Warm up w/ Rng Pass	N/C	N/C		
Reg. w/ Range Pass	\$ 1.00	\$ 1.00		

**CITY OF WORTHINGTON, MINNESOTA**

**RESOLUTION APPROVING 2011 TAX LEVIES COLLECTIBLE IN 2012**

Be it resolved, by the City Council of the City of Worthington, County of Nobles, State of Minnesota, that the following sums of money are to be levied for the current year, collectible in 2011 upon the taxable property in said City of Worthington, Minnesota for the following purposes:

LIMITED GENERAL PURPOSE TAX:	2011/2012 LEVY	SPECIAL TAX LEVIES:	2011/2012 LEVY
General Fund	787,282	G.O. Debt Service Funds including Improvement Bonds (MS 275.50 Subd. 5e and MS 429.091)	
Recreation Fund	666,119		
Economic Development Authority Fund	53,650	PIR Series 2004A \$3,055,000	201,100
Improvement Construction Fund	334,236	PIR Series 2007A \$4,370,000	365,000
Aquatic Center Facility Fund	100,000	PIR Series 2009C \$2,710,000	170,468
Memorial Auditorium Fund	66,077	PIR Series 2010A \$1,915,000	<u>230,495</u>
		SUBTOTAL DEBT SERVICE FUNDS	967,063
GENERAL PURPOSE TAX LEVY-CITY	<u>2,007,364</u>	Economic Development Tax Abatement	25,000
EDA TAX LEVY	<u>86,000</u>	TOTAL SPECIAL TAX LEVIES	<u>992,063</u>
TOTAL GENERAL PURPOSE TAX	<u>2,093,364</u>		
		RECAP OF TAX LEVY TOTALS:	
SPECIAL TAX LEVIES: (Other than Debt Service)		General Purpose Levy	2,093,364
Housing & Redevelopment Authority (MS 462.545 Subd. 6)	Separate Certified Levy	Special Tax Levies	992,063
		TOTAL NET LEVY	<u>3,085,427</u>

The City Clerk is hereby directed to transmit a certified copy of this resolution to the County Auditor of Nobles County, Minnesota.

Passed by the City Council of the City of Worthington this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

ATTEST:

Mayor: \_\_\_\_\_

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

**RESOLUTION APPROVING 2011 TAX LEVIES COLLECTIBLE IN 2012**

BE IT RESOLVED, by the City Council of the City of Worthington and the Economic Development Authority of the City of Worthington, County of Nobles, State of Minnesota, that the following sum of money be levied for the current year, collectible in 2012, upon the taxable property in said City of Worthington, Minnesota, for the following purposes:

---

SPECIAL TAX LEVY	CERTIFIED LEVY
ECONOMIC DEVELOPMENT AUTHORITY TAX LEVY (Minnesota Statute 469.107, Subdivision 1)	2011/2012
Special Tax for Operations	\$86,000.00

**NET CERTIFIED LEVY \$86,000.00**

---

---

The City Clerk is hereby directed to transmit a certified copy of this resolution to the County Auditor of Nobles County, Minnesota.

Passed by the City council of the City of Worthington, Minnesota, this the

\_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_, Mayor

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

Passed by the Economic Development Authority of the City of Worthington, Minnesota, this the \_\_\_\_\_th day of \_\_\_\_\_, 2011.

\_\_\_\_\_, Chair

\_\_\_\_\_, Secretary

RESOLUTION APPROVING 2011 TAX LEVY COLLECTIBLE IIN 2012

BE IT RESOLVED, by the City Council of the City of Worthington and the Housing and Redevelopment Authority of the City of Worthington, County of Nobles, State of Minnesota, that the following sum of money be levied for the current year, collectible in 2012, upon the taxable property in said City of Worthington, Minnesota, for the following purposes:

---

SPECIAL TAX LEVY

CERTIFIED LEVY  
2011/2012

HOUSING AND REDEVELOPMENT  
AUTHORITY TAX LEVY  
(Minnesota Statute 469.033, Subdivision 6)

Special Tax for Operations

\$ 96,585.95

NET CERTIFIED LEVY \$ 96,585.95

---

The City Clerk is hereby directed to transmit a certified copy of this resolution to the County Auditor of Nobles County, Worthington, Minnesota.

Passed by the City Council of the City of Worthington, Minnesota, this the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_, Mayor

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

Passed by the Housing and Redevelopment Authority of the City of Worthington, Minnesota, this the 14<sup>th</sup> day of JULY, 2011.

John Nelson, Chairman

Bosie Rogers, Executive Director

**CITY OF WORTHINGTON**

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

**A RESOLUTION FOR THE APPROVAL OF THE 2012 FUND BUDGETS FOR THE CITY OF WORTHINGTON, MINNESOTA.**

WHEREAS, the City Administrator has submitted a budget to this governing body in compliance with the requirements of the state; and

WHEREAS, the City Council has reviewed potential financing sources and established priorities for the allocation of resources to 2012 programs, projects and services.

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

1. The 2012 fund budgets submitted, and herein summarized are approved.
2. The Capital Improvement Program, Equipment Revolving Schedules and Reserves/Designated Balances related to these adopted budgets are approved as part of the budget.
3. The following sums are hereby appropriated for each fund:

FUND NO.	DESCRIPTION	TAX LEVY SUPPORT	GENERAL STATE/FED AID	OTHER SOURCES	TOTAL BUDGET
101	GENERAL FUND	787,282	3,089,536	7,533,286	11,410,104
SPECIAL REVENUE FUNDS:					
204	Small Cities Grant	0	0	150,000	150,000
207	Police Department Task Force	0	197,500	138,500	336,000
211	WRH Fund	0	0	6,833,347	6,833,347
213	Sales Tax Revenue	0	0	641,000	641,000
229	Recreation Fund	666,119	0	401,033	1,067,152
231	Economic Development Auth. Tax Abatement & EDA Levy	164,650	0	11,550	176,200
	TOTAL SPECIAL REVENUE FUNDS	830,769	197,500	8,175,430	9,203,699
DEBT SERVICE FUNDS:					
311	T.I. Series 1996B Fund	0	0	677,250	677,250
316	T.I. Series 2003B Fund	0	0	22,000	22,000
321	Permanent Improv. Fund	0	0	98,058	98,058
344	'04A PIR Bond Fund	201,100	0	134,711	335,811
345	'07A PIR Bond Fund	365,000	0	166,036	531,036
346	'09C PIR Bond Fund	170,468	0	94,212	264,680
347	'10A PIR Bond Fund	230,495	0	48,555	279,050
	TOTAL DEBT SERVICE FUNDS	967,063	0	1,240,822	2,207,885

FUND NO.	DESCRIPTION	TAX LEVY SUPPORT	GENERAL STATE/FED AID	OTHER SOURCES	TOTAL BUDGET
<b>CAPITAL PROJECT FUNDS:</b>					
401	Improvement Construction Fund	334,236	4,986,275	3,909,632	9,230,143
409	Municipal Building Fund	0	0	500	500
412	TI District - P.View - Unlim.	0	0	9,040	9,040
419	TI District #7	0	0	1,093,160	1,093,160
425	Okabena Estates	0	0	24,055	24,055
426	CCSI Redevelopment	0	0	29,515	29,515
427	Bedford Technology Project	0	0	24,000	24,000
431	Aquatic Center	100,000	0	4,450	104,450
432	Event Center/Auditorium	0	0	155,547	155,547
<b>TOTAL CAPITAL PROJECT FUNDS</b>		<b>434,236</b>	<b>4,986,275</b>	<b>5,249,899</b>	<b>10,670,410</b>
<b>ENTERPRISE FUNDS:</b>					
606	Storm Water	0	0	606,264	606,264
609	Liquor	0	0	3,028,500	3,028,500
612	Airport	0	1,087,157	344,060	1,431,217
614	Auditorium Fund	66,077	0	302,120	368,197
<b>TOTAL ENTERPRISE FUNDS</b>		<b>66,077</b>	<b>1,087,157</b>	<b>4,280,944</b>	<b>5,434,178</b>
702	DATA PROCESSING FUND	0	0	262,999	262,999
872	CABLE TV FUND	0	0	133,000	133,000
<b>TOTAL 2012 BUDGET</b>		<b>3,085,427</b>	<b>9,360,468</b>	<b>26,876,380</b>	<b>39,322,275</b>

Adopted by the City Council of the City of Worthington, Minnesota this 13<sup>th</sup> day of December, 2011.

(SEAL)

\_\_\_\_\_  
Mayor

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

# TURBES DREALAN KVILHAUG HOEFKER & CO., P.A.



Member  
Division for CPA Firms AICPA

## CERTIFIED PUBLIC ACCOUNTANTS

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

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

VICKIE L. KUIPERS, EA  
MARILYN B. McDOWELL, CPA  
CINDY M. PENNING, CPA

October 5, 2011

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

We are pleased to confirm our understanding of the services we are to provide for the City of Worthington for the year ended December 31, 2011. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements, of the City of Worthington as of and for the year ended December 31, 2011. The document we submit to you will include the necessary information for a Comprehensive Annual Financial Report (CAFR). Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Worthington's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Worthington's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis.

Supplementary information other than RSI, also accompanies City of Worthington's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the basic financial statements as a whole.

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



To the Honorable Mayor and  
Members of the City Council  
October 5, 2011  
Page Two

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

1. Comprehensive Annual Financial Report (CAFR) statistical data.

### **Audit Objectives**

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

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity, specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinions are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

To the Honorable Mayor and  
Members of the City Council  
October 5, 2011  
Page Three

### **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal awards, and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for monitoring ongoing activities to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Worthington and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

To the Honorable Mayor and  
Members of the City Council  
October 5, 2011  
Page Four

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to present the supplementary information with the audited financial statements.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information. With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

#### **Audit Procedures—General**

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

To the Honorable Mayor and  
Members of the City Council  
October 5, 2011  
Page Five

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

#### **Audit Procedures—Internal Control**

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

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

To the Honorable Mayor and  
Members of the City Council  
October 5, 2011  
Page Six

### **Audit Procedures—Compliance**

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

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of City of Worthington's major programs. The purpose of these procedures will be to express an opinion on City of Worthington's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

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

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

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Turbes Drealan Kvilhaug Hoefker & Co., P.A. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to regulatory agencies or their designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Turbes Drealan Kvilhaug Hoefker & Co., P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

To the Honorable Mayor and  
Members of the City Council  
October 5, 2011  
Page Seven

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

Wayne W. Drealan is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees are based on the time required by individuals assigned to the engagement, plus direct expenses. Individual hourly rates vary according to the degree of responsibility involved and the skill required. Our estimated fees, including direct expenses, for the examination for the year ended December 31, 2011, would be as follows:

Expected range, excluding word processing of report	\$19,100 to \$19,700
Maximum would not exceed (including direct expenses)	\$19,700

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

We feel out-of-pocket expenses for postage, supplies and copying would not exceed a maximum of \$350.

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

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

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2008 peer review report accompanies this letter.

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

To the Honorable Mayor and  
Members of the City Council  
October 5, 2011  
Page Eight

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

Yours sincerely,

TURBES DREALAN KVILHAUG HOEFKER & CO., P.A.

by Wayne W Drealan  
Wayne W Drealan, CPA

RESPONSE:

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

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

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

Date: \_\_\_\_\_

**RESOLUTION COMMITTING SPECIFIC REVENUE SOURCES  
IN SPECIAL REVENUE FUNDS**

**WHEREAS**, the Governmental Accounting Standards Board’s Statement #54 definition of special revenue funds states that special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purpose other than debt service or capital projects; and,

**WHEREAS**, The term “proceeds of specific revenue sources” establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund and comprise a substantial portion of the fund’s revenues; and,

**WHEREAS**, investment earnings and transfers from other funds do not meet the definition of a specific revenue source; and,

**WHEREAS**, Council action is required to formalize the commitment of the specific revenue sources to specified purposes.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Worthington that effective December 31, 2011, the specific revenue source of each special revenue fund and the specific purposes for which they are committed are as follows:

Fund	Specific Revenue Sources	Committed For
Small Cities Grant	Federal Grants	Loan Repayments
Police Dept. Task Force	Federal Grants/Charges for Services	Drug Enforcement
WRH Fund	Past Patient Collections	Community Betterment
Sales Tax Revenue	Sales Tax Revenue	Auditorium/Event Center Projects
Recreation	Tax Levy	Recreation Programs
Economic Development Authority	Tax Levy	Economic Development

Adopted by the City Council of the City of Worthington, Nobles County, Minnesota this \_\_\_\_\_ day of \_\_\_\_\_ 2011.

(SEAL)

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Clerk



## **ENGINEERING MEMO**

**DATE: NOVEMBER 23, 2011**  
**TO: HONORABLE MAYOR AND COUNCIL**  
**SUBJECT: ITEMS REQUIRING COUNCIL ACTION OR REVIEW**

### **CONSENT AGENDA CASE ITEM**

**1. CHANGE ORDER NO. 1 TO AIRPORT RUNWAY 17-35 RECONSTRUCTION AND RUNWAY 11-29 MAINTENANCE PROJECT**

At its October 24, 2010 meeting, Council pre-approved a change order up to \$40,000 for replacement of the electrical control system of the navigation aids at the airport. This change order is to the federally funded (95%) Runway 17-35 Reconstruction and Runway 11-29 Maintenance Project. The process of determining specific equipment needs and pricing is concluded and a change order document has been prepared. The amount of the change order included as Exhibit 1 is \$38,418.

Staff recommends that Council authorize the Mayor to execute Change Order No. 1 to Airport Runway 17-35 Reconstruction and Runway 11-29 Maintenance Project.

### **CASE ITEMS**

**2. PROPOSED 2012 SEWER SERVICE CHARGES**

The proposed 2012 Sewer Service Charge System (Sewer Rates) has been developed by staff and approved by the Water and Light Commission at its November 21, 2011 meeting. The report on the sewer rates is included as a separate enclosure with the agenda. The total monthly charges and changes from 2011 for various volumes of usage is best presented on page 20 of the report with changes per individual rate element detailed on page 19.

The monthly sewer charge is comprised of two components, a usage charge and a connection charge. The usage charge reflects the cost of conveying and treating wastewater. This charge is comprised of debt service and user charges for flow and the pollutant loading parameters of Biological Oxygen Demand (BOD), Total Suspended Solids (TSS), and Total Phosphorus (TP). The usage charge is billed to non-industrial customers based on water consumption and assumed pollutant levels and to industrial customers based on water usage and pollutant monitoring. The usage charge will increase about .2% or \$.006/1,000 gallons for non-industrial users. This increase results from a combination of a variety of minor changes in expenses and in the projected usage.

The "connection charge" or minimum monthly charge is to recover costs such as those for billing, collection system improvements, treating inflow and infiltration (including its

debt service), and debt service on reserve capacity. The proposed monthly connection charge increase is \$.29 or 1.95% which is attributable to an increase in collection system capital improvements. The 2011 to 2012 increase follows a 2010 to 2011 decrease of \$1.25 or 7.75% in the connection charge.

The combined changes in connection and usage charges result in a change ranging from a 1.44% (\$.30) increase for a 2,000 gallon per month user to about .2% increase for high volume non-industrial users. An average residential user of 4,140 gallons/month would see a \$0.31 or 1.14% increase in their monthly charges. Due to the decrease in the 2011 connection charge the lowest volume users will still be paying less than in 2010. The following is a comparison of 2010 through 2012.

Usage/month	2010	2011	2012	2012-2010
2,000	\$21.81	\$20.88	\$21.18	-2.9%
3,000	\$24.65	\$23.88	\$24.19	-1.9%
5,000	\$30.34	\$29.89	\$30.21	-0.4%
10,000	\$44.56	\$44.91	\$45.26	1.6%
15,000	\$58.78	\$59.93	\$60.31	2.6%
20,000	\$73.00	\$74.95	\$75.36	3.2%
40,000	\$129.88	\$135.03	\$135.56	4.4%

The total revenue of \$1,917,915.14 to be generated by the 2012 rates is \$36,470.13 more than the \$1,881,445.01 budgeted to be generated from the 2011 rates.

Staff recommends that Council adopt the 2012 Sewer Service Charge System by passing the resolution in Exhibit 2.

### 3. APPROVE STREET LIGHTING BUDGET

Pursuant to Council direction provided at their November 14, 2011 meeting, staff has reviewed the proposed 2012 Street Lighting Fund budget. The manner in which costs are charged to the fund has been revised. Specifically, the Manager of Utilities is proposing to discontinue use of the current street lighting retail rate which reflects the costs of electric usage combined with the annual average direct costs for installing and maintaining the street lighting infrastructure. The proposed 2012 street lighting budget includes utility costs based on the projected annual average wholesale cost for power usage and an interdepartmental charge for the annual average cost for installing and maintaining the infrastructure needed for street lighting.

This separation offers certain benefits. Budgeting infrastructure expenses independent of those for electric usage quantifies those costs without the need to refer to an electric rate study. This information not only provides a better understanding of costs at this time but

will also disclose the relationship of those costs as more energy efficient technology is implemented. Separation of the costs also reduces the amount of sales tax that must be paid. While tax on the electric usage would be expected, tax on expenses that are ordinarily interdepartmental charges is unnecessary. It is proposed that the direct costs for infrastructure installation and maintenance will continue to be based on an average of longer term costs. The infrastructure costs will therefore be stable within each budget cycle rather than being dependent on usage. Although usage should not fluctuate significantly, variations from year to year do occur.

The revised budget is included as Exhibit 3. The revised budget allows the current special service charge rate to remain the same. Given the possible variations in revenue losses and expenses (usage), it may be better to state that staff is projecting that the current rate is more likely to result in revenues exceeding expenses than the opposite. At this time no specific amount is being budgeted to recover the negative fund balance. This approach is proposed in anticipation of possible gains in future years. Additional history of actual revenues and usage expenses will provide a more accurate basis for determining rate adjustments that may be needed in the future.

It should be noted that Utilities will be recalculating the projected annual average wholesale cost and annual average costs of street lighting installation and maintenance next year.

Staff recommends that Council approve the budget in Exhibit 2.

**CASE ITEM  
CLOSED SESSION**

**4. REVIEW APPRAISAL FOR ACQUISITION OF RIGHT OF WAY AND  
EASEMENT FOR TH 59 NORTH INFRASTRUCTURE IMPROVEMENTS**

A telephone conference call with Doug Johnson of Evergreen Land Services is planned to discuss the status of the appraisal for the property listed below:

***County PIN: 31-3856-000***

A 885' X 876' tract in the NE Corner of the NE 1/4 of Section 14, Township 102 North, Range 40 West, except a 288' X 776' tract in NE corner.

Minnesota Statute 13.44 Subdivision 3 classifies real estate appraisals as nonpublic data until a purchase agreement is reached or condemnation is initiated in court. The provisions of Minnesota Statute 13D.05 Subd. 3(c)(3) allow Council meetings to be closed to review nonpublic appraisal data and to develop or consider offers or counteroffers for the purchase or sale of property subject to certain conditions. Excerpts

of the applicable provision of statute are included below for reference.

Staff recommends that Council enter closed session pursuant to MS 13D.05, Subd. 3 to discuss the appraisal further with Mr. Johnson. The property listed above should be identified prior to closing the meeting as required in statute.

-----

***MS 13D.05, Subd. 3. What meetings may be closed.***

*(c) A public body may close a meeting:*

*(1) to determine the asking price for real or personal property to be sold by the government entity;*

*(2) to review confidential or protected nonpublic appraisal data under section 13.44, subdivision 3; and*

*(3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.*

*Before holding a closed meeting under this paragraph, the public body must identify on the record the particular real or personal property that is the subject of the closed meeting. The proceedings of a meeting closed under this paragraph must be tape recorded at the expense of the public body. The recording must be preserved for eight years after the date of the meeting and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the governing body has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of members and all other persons present at the closed meeting must be made available to the public after the closed meeting. If an action is brought claiming that public business other than discussions allowed under this paragraph was transacted at a closed meeting held under this paragraph during the time when the tape is not available to the public, section 13D.03, subdivision 3, applies.*

*An agreement reached that is based on an offer considered at a closed meeting is contingent on approval of the public body at an open meeting. The actual purchase or sale must be approved at an open meeting after the notice period required by statute or the governing body's internal procedures, and the purchase price or sale price is public data.*



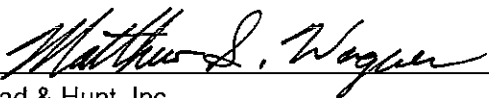
**CHANGE ORDER NO. 1  
COST/PRICE ANALYSIS**

Change Order No: 1

Engineer's Estimate: \$35,000.00

Contractor's Quote: \$38,418.00 (See attached quote)

I have reviewed the Contractor's price for the Change Order above and find that it is reasonable for the associated work.

  
\_\_\_\_\_  
Mead & Hunt, Inc.

**ALL PHASE ELECTRIC, Inc.**800 N WEBER AV  
SIOUX FALLS, SD 57103

Telephone (605) 332-4442

Date: October 5, 2011

**PROPOSAL**

Page 1 of 2

Job name: Worthington Municipal Airport  
Location: Worthington, MN

We hereby submit a labor and material estimate for furnishing and installing new lighting control system. System A - with tough screen in vault only.


Description	Quantity	Bid Price	Extended Price	Labor Hours	Extended Labor
ADB Lighting Control	1.00	\$26,000.0000	\$26,000.0000	0.0000	0.0000
Mileage	550.00	\$0.7000	\$385.0000	0.0000	0.0000
DEMO	16.00	\$0.0000	\$0.0000	1.0000	16.0000
4/S Box	2.00	\$1.7000	\$3.4000	0.3000	0.6000
20A Duplex CR 5352 GY	2.00	\$1.6600	\$3.3200	0.3000	0.6000
UPS	1.00	\$0.0000	\$0.0000	2.0000	2.0000
Touch Screen Mount	1.00	\$0.0000	\$0.0000	6.0000	6.0000
Du industrial	2.00	\$1.0100	\$2.0200	0.3000	0.6000
1/2 EMT	50.00	\$0.1938	\$9.6900	0.0450	2.2500
12 Solid Thhn Cu	150.00	\$0.1313	\$19.6980	0.0060	0.9000
14 Stranded Thhn Cu	2241.00	\$0.0993	\$222.4193	0.0050	11.2050
12 Stranded Thhn Cu	560.25	\$0.1523	\$85.2981	0.0060	3.3615
10 Stranded Thhn Cu	192.00	\$0.2353	\$45.1699	0.0075	1.4400
Control Termination	60.00	\$0.3500	\$21.0000	0.2500	15.0000
Mount CT	6.00	\$0.0000	\$0.0000	1.0000	6.0000
20A 1P PI Breaker	2.00	\$75.0000	\$150.0000	0.3400	0.6800
1/2 Steel Flex	36.00	\$0.4307	\$15.5052	0.0200	0.7200
3/4 Mal St Flex Cn	6.00	\$1.4447	\$8.6682	0.0700	0.4200
3/4 Mal 90 Flex Cn	6.00	\$3.6267	\$21.7602	0.1000	0.6000
<b>Grand Total</b>			<b>\$26,992.95</b>		<b>68.38</b>
Material Tax	6.00			Total Material	\$26,992.95
Labor Rate	\$50.00	Labor	68.38	Total Labor	\$3,418.83
Quotes	\$0.00				
Overhead	Percent %	Amount \$		Sub Contractors	\$0.00
DJE	\$0.00				
Material	10.00%	\$2,699.29			

Page 2 of 2				
Labor	10.00%	\$341.88		
Quotes	10.00%	\$0.00	Sales Tax	\$1,619.58
Sub Contractors	10.00%	\$0.00	Raw Cost + Tax	\$32,031.35
DJE	10.00%	\$0.00	Total Return	\$6,386.50
Total Overhead	10.00%	\$3,041.18	Final Price	\$38,417.85
Bond	\$0.00			
Profit	10.00%	\$3,345.32		
Bond Multiplier	0.00%	\$0.00	Sell Price	\$38,417.85

We propose to hereby furnish material and labor in accordance with these specifications for the sum of: \$38,418.00

All material and labor is guaranteed to be as specified.

Authorized signature:



Robert Schenck

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL - The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**RESOLUTION NO. \_\_\_\_\_**  
**APPROVING CHANGES IN THE SEWER RATE SCHEDULE**

**WHEREAS**, City Ordinance Number 745 requires that the City annually reassess and, as necessary, revise the Sewer Service Charge System in use to insure the proportionality of the user charges and to insure the sufficiency of funds to maintain the capacity and performance to which the facilities were constructed, and to retire the construction debt; and

**WHEREAS**, the operational control and management of the municipal wastewater treatment and collection facilities has been transferred to the Water and Light Commission pursuant to Section 6.02 of the City of Worthington Charter; and

**WHEREAS**, under Section 6.04 of the City of Worthington Charter, the Water and Light Commission shall have the power to fix rates and charges for utility services, including such services furnished to the City, and to provide for the collection thereof subject to such ordinances as the City Council may adopt; and

**WHEREAS**, The City Engineer has prepared the 2012 Sewer Service Charge System dated November 15, 2011, establishing rates and charges for the year 2012; and

**WHEREAS**, The Water and Light Commission did, on November 21, 2011, approve the 2012 Sewer Service Charge System as prepared and recommends its adoption; and

**WHEREAS**, City Ordinance Number 745 requires that changes in Sewer Service rates and charges be adopted by Council Resolution and published in the local newspaper.

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

1. That the 2012 Sewer Service Charge System, prepared by the City Engineer, and dated November 15, 2011, be hereby adopted.
2. That said Sewer Service Charge System be published in the official city newspaper to be effective with the January 2012 billing period.

Adopted by the City Council of the City of Worthington, Minnesota, this the 28<sup>th</sup> day of November, 2011.

\_\_\_\_\_  
Mayor

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

CITY OF WORTHINGTON, MINNESOTA

607	STREET LIGHTING FUND REVENUE (30000) PROPRIETARY OPERATING REVENUES (37000) UTILITY OPERATING REVENUES (37100)	2009 ACTUAL	2010 ACTUAL	'11 REVISED BUDGET	2011 PROJECTED	2012 BUDGET
37111- 0000	RESIDENTIAL SALES	0	43,276	169,100	175,000	173,185
37112- 0000	COMMERCIAL SALES	0	12,867	50,900	51,000	50,309
37113- 0000	INDUSTRIAL SALES	0	2,310	8,975	9,200	9,317
37119- 0000	INSTITUTIONAL SALES	0	2,036	8,050	8,000	8,074
37121- 0000	MULTI-FAMILY SALES	0	2,858	12,975	11,600	11,669
	TOTAL UTILITY OPERATING REVENUES	0	63,347	250,000	254,800	252,554
	TOTAL REVENUES BEFORE USE OF RETAINED EARNINGS	0	63,347	250,000	254,800	252,554
	USE OF RETAINED EARNINGS (26000) USE OF UNRESERVED UNDESIGNATED RETAINED EARNINGS (26400)					
26499- 0000	UNRESERVED UNDESIGNATED RETAINED EARNINGS	0	11,793	0	1,200	0
	TOTAL USE OF RETAINED EARNINGS	0	11,793	0	1,200	0
	TOTAL STORM WATER MANAGEMENT FUND CASH SOURCES	0	75,140	250,000	256,000	252,554
	EXPENDITURES (40000) COMMUNITY SERVICE (43100)					
43160	STREET LIGHTING					
3381	OTHER SERVICES AND CHARGES ELECTRIC UTILITIES	0	75,140	250,000	256,000	129,554
	TOTAL OTHER SERVICES AND CHARGES	0	75,140	250,000	256,000	129,554
	TOTAL STREET LIGHTING	0	75,140	250,000	256,000	129,554
	TOTAL EXPENDITURES BEFORE OTHER FINANCING USES	0	75,140	250,000	256,000	129,554
	OTHER FINANCING USES (49900) OPERATING TRANSFERS OUT					
49910 6729	MISC OPERATING TRANSFERS	0	0	0	0	123,000
	TOTAL EXPENDITURES BEFORE INTERFUND LIABILITIES AND INCREASE IN RETAINED EARNINGS	0	75,140	250,000	256,000	252,554
	INCREASE IN RETAINED EARNINGS (26000) INCREASE IN UNRESERVED UNDESIGNATED RETAINED EARNINGS (26400)					
26499- 0000	UNRESERVED UNDESIGNATED RETAINED EARNINGS	0	0	0	0	0
	TOTAL INCREASE IN RETAINED EARNINGS	0	0	0	0	0
	TOTAL STORM WATER MANAGEMENT FUND CASH USES	0	75,140	250,000	256,000	252,554

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ASSET RESOURCES INC	11/18/11	ACCOUNT COLLECTION FEE	ELECTRIC	ACCTS-UNCOLLECTIBLE	83.52
				TOTAL:	83.52
BOB & STEVES SHELL	11/18/11	FUEL	GENERAL FUND	FIRE ADMINISTRATION	348.49
				TOTAL:	348.49
C&S CHEMICALS INC	11/18/11	4,186 GALLONS ALUM	MUNICIPAL WASTEWAT	O-PURIFY MISC	5,211.96
				TOTAL:	5,211.96
COOPERATIVE ENERGY CO	11/18/11	UNLEADED GAS	GENERAL FUND	FIRE ADMINISTRATION	9.12
	11/18/11	DIESEL	GENERAL FUND	FIRE ADMINISTRATION	69.01
	11/18/11	UNLEADED GAS	WATER	M-TRANS MAINS	17.00
				TOTAL:	95.13
DACOTAH PAPER CO	11/18/11	BAGS	LIQUOR	O-GEN MISC	233.08
				TOTAL:	233.08
DAKOTA SUPPLY GROUP INC	11/18/11	SERVICE LINE PARTS-PEDERSO	WATER	O-DIST UNDERGRND LINES	744.35
	11/18/11	SERVICE LINE PARTS-PEDERSO	WATER	O-DIST UNDERGRND LINES	936.58
	11/18/11	4" RESTRAINED JOINT C900	WATER	O-DIST UNDERGRND LINES	1,124.33
	11/18/11	4" SERVICE FITTINGS	WATER	O-DIST UNDERGRND LINES	334.86
	11/18/11	TAPPING SLEEVE	WATER	O-DIST UNDERGRND LINES	732.51
	11/18/11	WELL PUMP REBUILD	WATER	M-PUMPING	866.73
	11/18/11	WELL PUMP REBUILD	WATER	M-PUMPING	605.04
	11/18/11	PIPE ADAPTER	WATER	M-PUMPING	242.02
	11/18/11	METER SETTERS	WATER	M-DISTR METERS	322.48
	11/18/11	6" MAG METERS	WATER	FA DISTR METERS	6,095.47
	11/18/11	WORK GLOVES, SAFETY GLASSE	ELECTRIC	O-DISTR MISC	121.36
				TOTAL:	12,125.73
DAVIS TYPEWRITER CO INC	11/18/11	CORRECTION TAPE, ENVELOPES	WATER	ADMIN OFFICE SUPPLIES	8.04
	11/18/11	DESK ORGANIZER	WATER	ACCTS-RECORDS & COLLEC	35.03
	11/18/11	FILE FOLDERS	WATER	ACCTS-RECORDS & COLLEC	6.27
	11/18/11	CARTRIDGES	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	72.91
	11/18/11	CORRECTION TAPE, ENVELOPES	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	8.04
	11/18/11	DESK ORGANIZER	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	35.02
	11/18/11	FILE FOLDERS	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	6.26
	11/18/11	CORRECTION TAPE, ENVELOPES	ELECTRIC	ADMIN OFFICE SUPPLIES	16.08
	11/18/11	DESK ORGANIZER	ELECTRIC	ACCTS-RECORDS & COLLEC	70.06
	11/18/11	FILE FOLDERS	ELECTRIC	ACCTS-RECORDS & COLLEC	12.53
				TOTAL:	270.24
DEWILD GRANT RECKERT AND ASSOC	11/18/11	PROFESSIONAL SERVICES	ELECTRIC	FA DISTR POLES TOWERS	1,809.60
	11/18/11	PROFESSIONAL SERVICES	ELECTRIC	FA DISTR POLES TOWERS	174.00
				TOTAL:	1,983.60
DONOHUE & ASSOCIATES INC	11/18/11	DECHLORINATION FACILITIES	MUNICIPAL WASTEWAT	O-PURIFY MISC	3,092.91
				TOTAL:	3,092.91
ECOLAB WATER CARE SERVICES	11/18/11	2,500# PHOSPHATE	WATER	O-PURIFY	4,725.00
				TOTAL:	4,725.00
FERGUSON WATERWORKS INC	11/18/11	BREWSTER 1.5" SERVICE PART	WATER	O-DIST UNDERGRND LINES	417.76
	11/18/11	DISTRIBUTION MAIN REPAIR S	WATER	M-TRANS MAINS	413.37
				TOTAL:	831.13

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
FLOYD S SALSER JR & ASSOCIATES INC	11/18/11	100 6 OZ MARS ZINC CAP ANO WATER		M-TRANS MAINS	<u>346.08</u>
				TOTAL:	346.08
FORSTEIN JACOB	11/18/11	REIMBURSE	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	<u>14.77</u>
				TOTAL:	14.77
GEOTEK INC	11/18/11	GEOTECHNICAL EXPLORATION	ELECTRIC	FA DISTR POLES TOWERS	<u>7,900.00</u>
				TOTAL:	7,900.00
HAWKINS INC	11/18/11	CHEMICALS	WATER	O-PURIFY	<u>4,921.76</u>
				TOTAL:	4,921.76
INTERNATIONAL CODE COUNCIL INC	11/18/11	MEMBERSHIP	GENERAL FUND	ECONOMIC DEVELOPMENT	<u>125.00</u>
				TOTAL:	125.00
KUSQ RADIO	11/18/11	BRIGHT ENERGY SOLUTIONS AD	ELECTRIC	CUSTOMER INSTALL EXPEN	<u>420.00</u>
				TOTAL:	420.00
MARCO	11/18/11	MONTHLY SERVICE	GENERAL FUND	ENGINEERING ADMIN	22.64
	11/18/11	MONTHLY SERVICE	GENERAL FUND	ECONOMIC DEVELOPMENT	22.64
	11/18/11	SERVICE/SUPPLY CONTRACT	WATER	ACCTS-RECORDS & COLLEC	45.96
	11/18/11	SERVICE/SUPPLY CONTRACT	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	45.96
	11/18/11	SERVICE/SUPPLY CONTRACT	ELECTRIC	ACCTS-RECORDS & COLLEC	91.92
	11/18/11	MONTHLY SERVICE	DATA PROCESSING	COPIER/FAX	<u>161.11</u>
				TOTAL:	390.23
MASCHKA RIEDY & RIES LAW FIRM	11/18/11	BANKRUPTCY SERVICES	WATER	ACCTS-RECORDS & COLLEC	318.25
	11/18/11	BANKRUPTCY SERVICES	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	318.25
	11/18/11	BANKRUPTCY SERVICES	ELECTRIC	ACCTS-RECORDS & COLLEC	<u>636.50</u>
				TOTAL:	1,273.00
MATHESON TRI-GAS INC	11/18/11	ACETYLENE, OXYGEN RENTAL	WATER	O-DISTR MISC	<u>37.22</u>
				TOTAL:	37.22
MC LAUGHLIN & SCHULZ INC	11/18/11	STREET REPAIRS	GENERAL FUND	PAVED STREETS	2,387.50
	11/18/11	STREET REPAIRS	WATER	M-TRANS MAINS	332.10
	11/18/11	STREET REPAIRS	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	<u>282.86</u>
				TOTAL:	3,002.46
MICROBIOLOGICS INC	11/18/11	QUALITY ASSURANCE TESTS	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	<u>155.50</u>
				TOTAL:	155.50
MINNESOTA ENERGY RESOURCES CORP	11/18/11	GAS SERVICE	GENERAL FUND	GENERAL GOVT BUILDINGS	118.96
	11/18/11	GAS SERVICE	GENERAL FUND	PAVED STREETS	38.35
	11/18/11	GAS SERVICE	GENERAL FUND	PAVED STREETS	62.50
	11/18/11	GAS SERVICE	RECREATION	PARK AREAS	16.86
	11/18/11	GAS SERVICE	WATER	O-DISTR MISC	38.35
	11/18/11	GAS SERVICE	WATER	O-DISTR MISC	30.00
	11/18/11	GAS SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	12.78
	11/18/11	GAS SERVICE	MUNICIPAL WASTEWAT	O-PURIFY MISC	24.26
	11/18/11	GAS SERVICE	ELECTRIC	O-DISTR MISC	38.35
	11/18/11	GAS SERVICE	ELECTRIC	O-DISTR MISC	32.50
	11/18/11	GAS SERVICE	LIQUOR	O-GEN MISC	125.00
	11/18/11	GAS SERVICE	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	<u>714.00</u>
				TOTAL:	1,251.91

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MINNESOTA POLLUTION CONTROL	11/18/11	BIOSOLIDS LICENSE-DUITSMAN	MUNICIPAL WASTEWAT	O-PURIFY MISC	<u>15.00</u>
				TOTAL:	15.00
MINNESOTA VALLEY TESTING LABS INC	11/18/11	MERCURY TESTING	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	337.60
	11/18/11	SLUDGE SAMPLING	MUNICIPAL WASTEWAT	O-PURIFY MISC	703.80
	11/18/11	SLUDGE SAMPLING	MUNICIPAL WASTEWAT	O-PURIFY MISC	<u>703.80</u>
				TOTAL:	1,745.20
MISCELLANEOUS V ADEL RICHARD	11/18/11	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	150.00
ANDVADE MARTIN BIURQUI	11/18/11	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	10.00
BARTLETTE DUANE J	11/18/11	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	NON-DEPARTMENTAL	42.20
BARTLETTE DUANE J	11/18/11	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	ACCTS-RECORDS & COLLEC	0.25
BLOCK GRETCHEN	11/18/11	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	7.00
BRUNS DAN & TANYA	11/18/11	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	25.00
DYKE RICHARD	11/18/11	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	420.00
GRUIS DUANE	11/18/11	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	275.00
HOLINKA GAIL	11/18/11	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	50.00
LEE SCOTT	11/18/11	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	50.00
LIT'L WIZARDS	11/18/11	LIGHTING EFFICIENCY REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	491.00
SALAS YOLANDA	11/18/11	REFUND OF CREDITS-ACCTS FI	ELECTRIC	NON-DEPARTMENTAL	78.55
SALAS YOLANDA	11/18/11	REFUND OF CREDITS-ACCTS FI	ELECTRIC	ACCTS-RECORDS & COLLEC	0.25
SOLORIO LEONARDO DUART	11/18/11	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	50.00
TIMS ROBERT	11/18/11	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	<u>100.00</u>
				TOTAL:	1,749.25
MORRIS ELECTRONICS INC	11/18/11	SYMANTEC & JAVA UPGRADES	WATER	ACCTS-RECORDS & COLLEC	24.38
	11/18/11	SYMANTEC & JAVA UPGRADES	WATER	ACCTS-RECORDS & COLLEC	24.37
	11/18/11	SYMANTEC & JAVA UPGRADES	ELECTRIC	ACCTS-RECORDS & COLLEC	<u>48.75</u>
				TOTAL:	97.50
NOBLES COUNTY FAIR ASSOCIATION	11/18/11	TRANSMISSION PROJECT EASEM	ELECTRIC	FA DISTR POLES TOWERS	<u>2,592.00</u>
				TOTAL:	2,592.00
NOBLES COUNTY HISTORIAL SOCIETY INC	11/18/11	TRANSMISSION PROJECT EASEM	ELECTRIC	FA DISTR POLES TOWERS	<u>5,760.00</u>
				TOTAL:	5,760.00
NUTRIPRO BIOSYSTEMS INC	11/18/11	TRANSMISSION PROJECT EASEM	ELECTRIC	FA DISTR POLES TOWERS	<u>3,584.00</u>
				TOTAL:	3,584.00
VERNON N PERKINS	11/18/11	TRANSMISSION PROJECT EASE	ELECTRIC	FA DISTR POLES TOWERS	<u>11,072.00</u>
				TOTAL:	11,072.00
POLLARD WATER.COM	11/18/11	DISTRIBUTION SYSTEM SUPPLI	WATER	M-TRANS MAINS	<u>46.47</u>
				TOTAL:	46.47
RONALD J PRINS	11/18/11	TRANSMISSION PROJECT EASEM	ELECTRIC	FA DISTR POLES TOWERS	<u>3,456.00</u>
				TOTAL:	3,456.00
RACOM CORP	11/18/11	NEW PAGERS	GENERAL FUND	FIRE ADMINISTRATION	3,492.27
	11/18/11	PAGER BATTERY	GENERAL FUND	FIRE ADMINISTRATION	<u>29.93</u>
				TOTAL:	3,522.20
ROBINSON SYSTEMS	11/18/11	TAX FORMS	DATA PROCESSING	DATA PROCESSING	<u>144.48</u>
				TOTAL:	144.48
RUNNINGS SUPPLY INC-ACCT#9502440	11/18/11	SHOVEL, SPADE	WATER	O-DIST UNDERGRND LINES	24.57

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	24.57
SCHAAP SANITATION INC	11/18/11	MONTHLY SERVICE	GENERAL FUND	FIRE ADMINISTRATION	35.71
				TOTAL:	35.71
TSTW REAL ESTATE LLC	11/18/11	TRANSMISSION PROJECT EASEM	ELECTRIC	FA DISTR POLES TOWERS	4,288.00
				TOTAL:	4,288.00
UNION PACIFIC RAILROAD COMPANY	11/18/11	SUBSTATION TRANSMISSION PE	ELECTRIC	FA DISTR POLES TOWERS	2,000.00
				TOTAL:	2,000.00
UNITED PARCEL SERVICE	11/18/11	INTERNET SHIPPING CHARGES	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	33.30
	11/18/11	INTERNET SHIPPING CHARGES	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	14.65
				TOTAL:	47.95
VEEN NANCY	11/18/11	REIMBURSE	SAFETY PROMO/LOSS	HEALTH/SAFETY/FITNESS	105.75
				TOTAL:	105.75
VERIZON WIRELESS	11/18/11	MONTHLY WIRELESS SERVICE	WATER	O-DISTR MISC	44.71
	11/18/11	MONTHLY WIRELESS SERVICE	WATER	O-DISTR MISC	44.71
	11/18/11	MONTHLY WIRELESS SERVICE	WATER	O-DISTR MISC	37.44
	11/18/11	MONTHLY WIRELESS SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	37.44
	11/18/11	MONTHLY WIRELESS SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	44.98
	11/18/11	MONTHLY WIRELESS SERVICE	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	37.44
	11/18/11	MONTHLY WIRELESS SERVICE	ELECTRIC	O-DISTR SUPER & ENG	46.85
	11/18/11	MONTHLY WIRELESS SERVICE	ELECTRIC	O-DISTR SUPER & ENG	44.71
	11/18/11	MONTHLY WIRELESS SERVICE	ELECTRIC	O-DISTR MISC	37.44
	11/18/11	MONTHLY WIRELESS SERVICE	ELECTRIC	ADMIN OFFICE SUPPLIES	72.87
	11/18/11	MONTHLY WIRELESS SERVICE	ELECTRIC	ACCTS-METER READING	35.57
				TOTAL:	484.16
VIKING PLUMBING INC	11/18/11	TOILET REPAIRS	LIQUOR	O-GEN MISC	170.00
				TOTAL:	170.00
LARRY E AND MARILYN VIS	11/18/11	TRANSMISSION PROJECT EASEM	ELECTRIC	FA DISTR POLES TOWERS	2,500.00
				TOTAL:	2,500.00
VON HOLDT RICK	11/18/11	REIMBURSE	GENERAL FUND	FIRE ADMINISTRATION	212.50
	11/18/11	REIMBURSE	GENERAL FUND	FIRE ADMINISTRATION	24.00
				TOTAL:	236.50
MARGARET HURLBUT VOSBURGH	11/18/11	REIMBURSE	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	51.79
				TOTAL:	51.79
WORTHINGTON EXCAVATING INC	11/18/11	FIRE STATION PROJECT	GENERAL FUND	NON-DEPARTMENTAL	22,228.40
	11/18/11	FIRE STATION PROJECT	GENERAL FUND	FIRE ADMINISTRATION	444,567.99
				TOTAL:	422,339.59
WORTHINGTON HOCKEY ASSOC	11/18/11	PAYMENT #4	RECREATION	HOCKEY ARENA	17,954.66
				TOTAL:	17,954.66
WORTHINGTON PRINTING CO INC	11/18/11	UTILITY SERVICE ORDERS	WATER	ACCTS-RECORDS & COLLEC	50.74
	11/18/11	UTILITY SERVICE ORDERS	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	50.74
	11/18/11	UTILITY SERVICE ORDERS	ELECTRIC	ACCTS-RECORDS & COLLEC	101.48
				TOTAL:	202.96

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
WORTHINGTON REGIONAL ECON DEV CORP	11/18/11	2011 STAKEHOLDER DUES	ELECTRIC	ACCTS-ASSISTANCE	<u>10,000.00</u>
				TOTAL:	10,000.00
WYCOFF DANNY	11/18/11	REIMBURSE	LIQUOR	O-GEN MISC	<u>65.61</u>
				TOTAL:	65.61

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

101	GENERAL FUND	429,338.21
229	RECREATION	17,971.52
601	WATER	23,993.95
602	MUNICIPAL WASTEWATER	11,245.46
604	ELECTRIC	58,795.34
609	LIQUOR	593.69
614	MEMORIAL AUDITORIUM	780.56
702	DATA PROCESSING	305.59
703	SAFETY PROMO/LOSS CTRL	105.75

-----  
 GRAND TOTAL: 543,130.07  
 -----

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
A & B BUSINESS EQUIPMENT INC	11/25/11	TONER	GENERAL FUND	SECURITY CENTER	125.31	
	11/25/11	TONER	GENERAL FUND	SECURITY CENTER	125.31	
	11/25/11	MONTHLY COPIER SERVICE	DATA PROCESSING	COPIER/FAX	<u>121.43</u>	
				TOTAL:	372.05	
ANDERSON ALIGNMENT SERVICE	11/25/11	OIL CHANGE, CLUTCH ADJUST	GENERAL FUND	PAVED STREETS	135.09	
	11/25/11	OIL CHANGE, CLUTCH ADJUST	GENERAL FUND	PAVED STREETS	236.39	
	11/25/11	OIL CHANGE, CLUTCH ADJUST	GENERAL FUND	PAVED STREETS	225.00	
	11/25/11	INTERNAL CLUTCH ADJUST, OI	GENERAL FUND	PAVED STREETS	135.09	
	11/25/11	INTERNAL CLUTCH ADJUST, OI	GENERAL FUND	PAVED STREETS	456.01	
	11/25/11	INTERNAL CLUTCH ADJUST, OI	GENERAL FUND	PAVED STREETS	117.50	
	11/25/11	OIL CHANGE	GENERAL FUND	PAVED STREETS	84.43	
	11/25/11	OIL CHANGE	GENERAL FUND	PAVED STREETS	173.99	
	11/25/11	OIL CHANGE	GENERAL FUND	PAVED STREETS	90.00	
	11/25/11	OIL CHANGE	GENERAL FUND	PAVED STREETS	20.84	
	11/25/11	OIL CHANGE	GENERAL FUND	PAVED STREETS	6.86	
	11/25/11	OIL CHANGE	GENERAL FUND	PAVED STREETS	10.00	
	11/25/11	DOT INSPECTION, HYDRAULIC	GENERAL FUND	PAVED STREETS	78.82	
	11/25/11	OIL CHANGE, GREASE JOB	GENERAL FUND	PAVED STREETS	143.53	
	11/25/11	OIL CHANGE, GREASE JOB	GENERAL FUND	PAVED STREETS	145.71	
	11/25/11	OIL CHANGE, GREASE JOB	GENERAL FUND	PAVED STREETS	147.53	
	11/25/11	OIL CHANGE, GREASE JOB	GENERAL FUND	PAVED STREETS	94.53	
	11/25/11	OIL CHANGE, GREASE JOB	GENERAL FUND	PAVED STREETS	174.20	
	11/25/11	OIL CHANGE, GREASE JOB	GENERAL FUND	PAVED STREETS	93.06	
	11/25/11	OIL CHANGE, GREASE JOB	GENERAL FUND	PAVED STREETS	146.90	
	11/25/11	OIL CHANGE, GREASE JOB	GENERAL FUND	PAVED STREETS	168.01	
	11/25/11	OIL CHANGE, GREASE JOB	GENERAL FUND	PAVED STREETS	93.00	
	11/25/11	OIL CHANGE, CLUTCH ADJUST	GENERAL FUND	ICE AND SNOW REMOVAL	108.92	
	11/25/11	OIL CHANGE, CLUTCH ADJUST	GENERAL FUND	ICE AND SNOW REMOVAL	127.50	
	11/25/11	INTERNAL CLUTCH ADJUST	GENERAL FUND	ICE AND SNOW REMOVAL	105.00	
	11/25/11	INTERNAL CLUTCH ADJUST	GENERAL FUND	ICE AND SNOW REMOVAL	14.96	
	11/25/11	INTERNAL CLUTCH ADJUST	GENERAL FUND	ICE AND SNOW REMOVAL	3.21	
	11/25/11	INTERNAL CLUTCH ADJUST, OI	GENERAL FUND	ICE AND SNOW REMOVAL	182.99	
	11/25/11	INTERNAL CLUTCH ADJUST, OI	GENERAL FUND	ICE AND SNOW REMOVAL	117.50	
	11/25/11	DOT INSPECTION, HYDRAULIC	GENERAL FUND	ICE AND SNOW REMOVAL	75.00	
	11/25/11	SPARK PLUGS, SERVICE	STORM WATER MANAGE	STREET CLEANING	22.27	
	11/25/11	SPARK PLUGS, SERVICE	STORM WATER MANAGE	STREET CLEANING	75.00	
	11/25/11	OIL CHANGE, FUEL FILTERS	STORM WATER MANAGE	STREET CLEANING	168.49	
	11/25/11	OIL CHANGE, FUEL FILTERS	STORM WATER MANAGE	STREET CLEANING	135.11	
	11/25/11	OIL CHANGE, FUEL FILTERS	STORM WATER MANAGE	STREET CLEANING	170.00	
	11/25/11	OIL CHANGE, GREASE JOB	STORM WATER MANAGE	STREET CLEANING	129.32	
	11/25/11	OIL CHANGE, GREASE JOB	STORM WATER MANAGE	STREET CLEANING	45.18	
	11/25/11	OIL CHANGE, GREASE JOB	STORM WATER MANAGE	STREET CLEANING	65.00	
	11/25/11	REBUILD INJECTOR NOZZLES 4	AIRPORT	O-GEN MISC	369.57	
	11/25/11	REBUILD INJECTOR NOZZLES 4	AIRPORT	O-GEN MISC	1,083.45	
	11/25/11	REBUILD INJECTOR NOZZLES 4	AIRPORT	O-GEN MISC	1,625.00	
	11/25/11	REBUILD UNDERBODY CYLINDER	AIRPORT	O-GEN MISC	29.93	
	11/25/11	REBUILD UNDERBODY CYLINDER	AIRPORT	O-GEN MISC	31.99	
	11/25/11	REBUILD UNDERBODY CYLINDER	AIRPORT	O-GEN MISC	563.59	
	11/25/11	CARB KIT, TUNE UP	AIRPORT	O-GEN MISC	50.62	
	11/25/11	CARB KIT, TUNE UP	AIRPORT	O-GEN MISC	<u>150.00</u>	
				TOTAL:	8,426.09	
	ARCHITECTURAL ROOFING & SHEETMETAL INC	11/25/11	MEMORIAL PROGRESS BILLING	EVENT CENTER/AUDIT	MEMORIAL AUDITORIUM	<u>9,532.00</u>
				TOTAL:	9,532.00	



VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ARCTIC ICE INC	11/25/11	ICE	LIQUOR	NON-DEPARTMENTAL	129.75
				TOTAL:	129.75
AUTOMATIC DOOR GROUP INC	11/25/11	SERVICE CALL, ADJUSTMENTS	LIQUOR	O-GEN MISC	272.39
				TOTAL:	272.39
BEVERAGE WHOLESALERS INC	11/25/11	BEER	LIQUOR	NON-DEPARTMENTAL	6,092.94
	11/25/11	BEER	LIQUOR	NON-DEPARTMENTAL	1,256.91
	11/25/11	BEER	LIQUOR	NON-DEPARTMENTAL	5,748.40
	11/25/11	BEER	LIQUOR	NON-DEPARTMENTAL	3,239.50
	11/25/11	BEER	LIQUOR	NON-DEPARTMENTAL	4,303.43
				TOTAL:	20,641.18
BORDER STATES ELECTRIC SUPPLY	11/25/11	STREET LAMPS	ELECTRIC	M-DISTR ST LITE & SIG	975.25
	11/25/11	STREET LIGHT WIRE	ELECTRIC	FA DISTR ST LITE & SIG	833.63
				TOTAL:	1,808.88
BUETOW AND ASSOCIATES INC	11/25/11	REIMBURSABLES	GENERAL FUND	FIRE ADMINISTRATION	1,335.11
				TOTAL:	1,335.11
BURNS LOCK & KEY	11/25/11	KEY FOR 87 DODGE	GENERAL FUND	ANIMAL CONTROL ENFORCE	150.00
				TOTAL:	150.00
C&S CHEMICALS INC	11/25/11	4,216 GALLONS ALUM	MUNICIPAL WASTEWAT	O-PURIFY MISC	5,249.32
	11/25/11	4,151 GALLONS ALUM	MUNICIPAL WASTEWAT	O-PURIFY MISC	5,168.39
				TOTAL:	10,417.71
CENTER SPORTS INC	11/25/11	CUMMINGS HEROISM AWARD	GENERAL FUND	POLICE ADMINISTRATION	29.97
	11/25/11	COP ON TOP AWARD	GENERAL FUND	POLICE ADMINISTRATION	42.34
				TOTAL:	72.31
COCA-COLA ENTERPRISES-MIDWEST DIVISION	11/25/11	MIX	LIQUOR	NON-DEPARTMENTAL	266.60
				TOTAL:	266.60
COOPERATIVE ENERGY CO	11/25/11	PROPANE	GENERAL FUND	PAVED STREETS	58.78
	11/25/11	PRESSURE WASHER FUEL	GENERAL FUND	PAVED STREETS	68.32
	11/25/11	KEROSENE-PRESSURE WASHER	RECREATION	PARK AREAS	20.50
	11/25/11	GEAR LUBE-TORO	RECREATION	PARK AREAS	43.77
	11/25/11	PRESSURE WASHER FUEL	WATER	O-DIST UNDERGRND LINES	68.31
	11/25/11	PRESSURE WASHER FUEL	ELECTRIC	O-DISTR UNDERGRND LINE	68.31
				TOTAL:	327.99
COTTONWOOD COUNTY SHERIFF OFFICE	11/25/11	SAFE & SOBER GRANT	GENERAL FUND	POLICE ADMINISTRATION	1,010.20
				TOTAL:	1,010.20
COUNTY WIDE DIRECTORY	11/25/11	DIRECTORY	LIQUOR	O-GEN MISC	220.00
				TOTAL:	220.00
CULLIGAN WATER COND CO	11/25/11	MONTHLY SERVICE	WATER	O-DISTR MISC	18.00
	11/25/11	MONTHLY SERVICE	ELECTRIC	ACCTS-RECORDS & COLLEC	12.00
				TOTAL:	30.00
DAILY GLOBE	11/25/11	HONOR FLIGHT	GENERAL FUND	MAYOR AND COUNCIL	65.00
	11/25/11	ONLINE ADS	GENERAL FUND	MAYOR AND COUNCIL	60.00
	11/25/11	ORDINANCES	GENERAL FUND	CLERK'S OFFICE	406.13
	11/25/11	RESOLUTIONS	GENERAL FUND	CLERK'S OFFICE	758.10

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	11/25/11	TOURNAMENT CREDITS	RECREATION	GOLF COURSE-CLUBHOUSE	64.00-
	11/25/11	RESOLUTIONS/ASSESSMENTS	PIR/TRUNKS	SP ASSESS-ADMIN ESCROW	3,630.77
	11/25/11	WATER OPERATOR ADS	WATER	O-SOURCE WELLS & SPRNG	194.94
	11/25/11	HYDRANT FLUSHING AD	WATER	M-TRANS MAINS	147.84
	11/25/11	BRIGHT ENERGY SOLUTIONS AD	ELECTRIC	CUSTOMER INSTALL EXPEN	712.80
	11/25/11	PAYROLL ENVELOPES	DATA PROCESSING	DATA PROCESSING	330.64
				TOTAL:	6,242.22
DAKOTA SUPPLY GROUP INC	11/25/11	METER HORN COUPLINGS	WATER	M-DISTR METERS	37.67
				TOTAL:	37.67
DAVIS TYPEWRITER CO INC	11/25/11	PEN REFILLS	GENERAL FUND	ACCOUNTING	5.33
	11/25/11	11 X 17 PAPER	GENERAL FUND	ENGINEERING ADMIN	43.36
	11/25/11	11 X 17 PAPER	GENERAL FUND	ECONOMIC DEVELOPMENT	21.68
	11/25/11	COFFEE FILTERS	GENERAL FUND	OTHER GEN GOVT MISC	6.73
	11/25/11	CALCULATOR RIBBON, BINDING	WATER	ADMIN OFFICE SUPPLIES	8.62
	11/25/11	CORRECTION FILM	WATER	ACCTS-RECORDS & COLLEC	3.90
	11/25/11	CALCULATOR RIBBON, BINDING	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	8.61
	11/25/11	CORRECTION FILM	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	3.89
	11/25/11	CALCULATOR RIBBON, BINDING	ELECTRIC	ADMIN OFFICE SUPPLIES	17.23
	11/25/11	CORRECTION FILM	ELECTRIC	ACCTS-RECORDS & COLLEC	7.79
				TOTAL:	127.14
DR PEPPER SNAPPLE GROUP	11/25/11	MIX	LIQUOR	NON-DEPARTMENTAL	100.00
				TOTAL:	100.00
DUIZSMAN GLEN	11/25/11	REIMBURSE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	20.00
				TOTAL:	20.00
ECHO GROUP INC	11/25/11	SWIFT METER INSTALLATION M	WATER	M-DISTR METERS	32.70
	11/25/11	METER INSTALLATION SPLICE	WATER	M-DISTR METERS	31.76
	11/25/11	SIE POWER SUPPLY 24 VDC 5A	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	183.83
	11/25/11	LIGHTS	AIRPORT	O-GEN MISC	60.45
	11/25/11	FLUORESCENT BULBS	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	32.79
				TOTAL:	341.53
ELITE AUDIO	11/25/11	INSTALL AMPLIFIER	GENERAL FUND	OTHER GEN GOVT MISC	1,175.63
				TOTAL:	1,175.63
EXCEL IMAGES INC	11/25/11	6 EXPANDABLE BAGS	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	108.88
				TOTAL:	108.88
EXTREME BEVERAGE LLC	11/25/11	MIX	LIQUOR	NON-DEPARTMENTAL	315.00
				TOTAL:	315.00
FASTENAL COMPANY	11/25/11	BAND SAW BLADES	WATER	O-DISTR MISC	109.27
				TOTAL:	109.27
FERGUSON ENTERPRISES INC #226	11/25/11	HIGH SERVICE PUMP	WATER	M-PURIFY EQUIPMENT	3.42
				TOTAL:	3.42
FERGUSON WATERWORKS INC	11/25/11	.75 INCH METER SETTERS	WATER	M-DISTR METERS	1,071.66
				TOTAL:	1,071.66
FLYNN KEVIN	11/25/11	REIMBURSE	GENERAL FUND	POLICE ADMINISTRATION	18.87
	11/25/11	REIMBURSE	GENERAL FUND	POLICE ADMINISTRATION	94.05

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	112.92
FRONTIER COMMUNICATIONS	11/25/11	ICAC REIMBURSED INTERNET L	GENERAL FUND	POLICE ADMINISTRATION	93.68
	11/25/11	PHONE SERVICE	WATER	O-PUMPING	67.91
	11/25/11	PHONE SERVICE	WATER	O-PURIFY MISC	59.65
	11/25/11	PHONE SERVICE	WATER	O-DISTR STORAGE	37.78
	11/25/11	PHONE SERVICE	WATER	O-DISTR MISC	53.95
	11/25/11	PHONE SERVICE	WATER	ADMIN OFFICE SUPPLIES	24.51
	11/25/11	PHONE SERVICE	WATER	ACCTS-RECORDS & COLLEC	83.52
	11/25/11	PHONE SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	208.96
	11/25/11	PHONE SERVICE	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	24.51
	11/25/11	PHONE SERVICE	MUNICIPAL WASTEWAT	O-PURIFY MISC	42.78
	11/25/11	PHONE SERVICE	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	26.85
	11/25/11	PHONE SERVICE	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	80.74
	11/25/11	PHONE SERVICE	ELECTRIC	O-SOURCE MISC	60.56
	11/25/11	PHONE SERVICE	ELECTRIC	O-DISTR SUPER & ENG	49.67
	11/25/11	PHONE SERVICE	ELECTRIC	O-DISTR MISC	134.09
	11/25/11	PHONE SERVICE	ELECTRIC	M-DISTR STATION EQUIPM	18.89
	11/25/11	PHONE SERVICE	ELECTRIC	ADMIN OFFICE SUPPLIES	62.35
	11/25/11	PHONE SERVICE	ELECTRIC	ACCTS-RECORDS & COLLEC	222.86
	11/25/11	PHONE SERVICE	ELECTRIC	ACCTS-ASSISTANCE	39.83
				TOTAL:	1,393.09
GCC CRMI	11/25/11	INTERCITY PLAYGROUND	RECREATION	PARK AREAS	246.88
	11/25/11	RIVER GRAVEL	WATER	O-DIST UNDERGRND LINES	128.68
	11/25/11	LIGHT POLES HWY 60	ELECTRIC	FA DISTR ST LITE & SIG	192.38
				TOTAL:	567.94
GRAHAM TIRE OF WORTHINGTON INC	11/25/11	NEW TIRES ON UNIT 304	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	74.00
	11/25/11	NEW TIRES ON UNIT 304	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	596.63
				TOTAL:	670.63
GRIMMIUS NATHAN	11/25/11	REIMBURSE	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	52.23
				TOTAL:	52.23
HAGEN BEVERAGE DISTRIBUTING INC	11/25/11	BEER	LIQUOR	NON-DEPARTMENTAL	102.30
	11/25/11	MIX	LIQUOR	NON-DEPARTMENTAL	177.00
	11/25/11	BEER	LIQUOR	NON-DEPARTMENTAL	225.90
	11/25/11	BEER	LIQUOR	NON-DEPARTMENTAL	4,661.35
	11/25/11	BEER	LIQUOR	NON-DEPARTMENTAL	673.60
	11/25/11	MIX	LIQUOR	NON-DEPARTMENTAL	145.65
	11/25/11	BEER	LIQUOR	NON-DEPARTMENTAL	7,357.65
	11/25/11	BEER	LIQUOR	NON-DEPARTMENTAL	5,329.50
	11/25/11	MIX	LIQUOR	NON-DEPARTMENTAL	42.00
	11/25/11	BEER	LIQUOR	NON-DEPARTMENTAL	55.80
	11/25/11	BEER	LIQUOR	NON-DEPARTMENTAL	213.00
				TOTAL:	18,983.75
HAIN SCOTT	11/25/11	REIMBURSE	WATER	O-SOURCE WELLS & SPRNG	24.08
	11/25/11	REIMBURSE	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	5.99
	11/25/11	REIMBURSE	ELECTRIC	ADMIN OFFICE SUPPLIES	33.59
				TOTAL:	63.66
HALI-BRITE INC	11/25/11	PHILLIPS 90 PAR38	AIRPORT	O-GEN MISC	111.24
				TOTAL:	111.24

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
HARP ERIC	11/25/11	APPRENTICESHIP 11/7-11/18/	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	200.00
				TOTAL:	200.00
HOFFMAN DAVID	11/25/11	REIMBURSE	GENERAL FUND	POLICE ADMINISTRATION	10.00
				TOTAL:	10.00
HY-VEE INC-61609	11/25/11	TIDE DETERGENT	MUNICIPAL WASTEWAT	O-PURIFY MISC	23.26
	11/25/11	BRIGHT ENERGY SOLUTIONS MT	ELECTRIC	CUSTOMER INSTALL EXPEN	241.33
				TOTAL:	264.59
HY-VEE INC-61705	11/25/11	WINE TASTING SUPPLIES	LIQUOR	O-GEN MISC	25.80
	11/25/11	GAS FOR FORKLIFT	LIQUOR	O-GEN MISC	34.23
				TOTAL:	60.03
INTEGRITY AVIATION INC	11/25/11	FBO MANAGEMENT FEE	AIRPORT	O-GEN MISC	1,995.00
				TOTAL:	1,995.00
INTL UNION LOCAL #49	11/25/11	UNION DUES	GENERAL FUND	NON-DEPARTMENTAL	64.98
	11/25/11	UNION DUES	GENERAL FUND	NON-DEPARTMENTAL	66.06
	11/25/11	UNION DUES	RECREATION	NON-DEPARTMENTAL	28.01
	11/25/11	UNION DUES	RECREATION	NON-DEPARTMENTAL	50.73
	11/25/11	UNION DUES	IMPROVEMENT CONST	NON-DEPARTMENTAL	0.39
	11/25/11	UNION DUES	WATER	NON-DEPARTMENTAL	75.66
	11/25/11	UNION DUES	WATER	NON-DEPARTMENTAL	72.95
	11/25/11	UNION DUES	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	107.75
	11/25/11	UNION DUES	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	112.97
	11/25/11	UNION DUES	STORM WATER MANAGE	NON-DEPARTMENTAL	43.21
	11/25/11	UNION DUES	STORM WATER MANAGE	NON-DEPARTMENTAL	16.98
	11/25/11	UNION DUES	AIRPORT	NON-DEPARTMENTAL	0.31
				TOTAL:	640.00
JACKS UNIFORMS & EQUIPMENT	11/25/11	LOCKOUT SYSTEM	GENERAL FUND	POLICE ADMINISTRATION	70.94
				TOTAL:	70.94
JACKSON COUNTY SHERIFFS OFFICE	11/25/11	SAFE & SOBER GRANT	GENERAL FUND	POLICE ADMINISTRATION	1,221.65
				TOTAL:	1,221.65
JACKSON POLICE DEPARTMENT	11/25/11	SAFE & SOBER GRANT	GENERAL FUND	POLICE ADMINISTRATION	941.87
				TOTAL:	941.87
JANITOR'S CLOSET LTD	11/25/11	SUPPLIES	GENERAL FUND	GENERAL GOVT BUILDINGS	224.31
	11/25/11	SUPPLIES	GENERAL FUND	GENERAL GOVT BUILDINGS	93.30
				TOTAL:	317.61
JAYCOX IMPLEMENT INC	11/25/11	BALL BEARING, GUSSET FAN	RECREATION	PARK AREAS	736.02
	11/25/11	PARTS	RECREATION	PARK AREAS	119.66
				TOTAL:	855.68
JERRY'S AUTO SUPPLY	11/25/11	OIL FILTERS	RECREATION	PARK AREAS	12.91
				TOTAL:	12.91
JOHNSON BROTHERS LIQUOR CO	11/25/11	WINE	LIQUOR	NON-DEPARTMENTAL	1,040.00
	11/25/11	WINE	LIQUOR	NON-DEPARTMENTAL	1,320.00
	11/25/11	WINE	LIQUOR	NON-DEPARTMENTAL	96.95
	11/25/11	LIQUOR	LIQUOR	NON-DEPARTMENTAL	3,892.18
	11/25/11	WINE	LIQUOR	NON-DEPARTMENTAL	681.45

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	11/25/11	LIQUOR	LIQUOR	NON-DEPARTMENTAL	264.00
	11/25/11	WINE	LIQUOR	NON-DEPARTMENTAL	1,224.05
	11/25/11	LIQUOR	LIQUOR	NON-DEPARTMENTAL	3,756.77
	11/25/11	WINE	LIQUOR	NON-DEPARTMENTAL	2,098.35
	11/25/11	BEER	LIQUOR	NON-DEPARTMENTAL	125.94
	11/25/11	WINE	LIQUOR	NON-DEPARTMENTAL	68.00
	11/25/11	WINE CREDIT	LIQUOR	NON-DEPARTMENTAL	305.48
				TOTAL:	14,262.21
JSA SERVICES	11/25/11	SHOW TOWELS, RAGS	WATER	O-DISTR MISC	58.62
				TOTAL:	58.62
KARLS CARQUEST AUTO PARTS INC	11/25/11	AIR COMPRESSOR PARTS	RECREATION	PARK AREAS	2.84
				TOTAL:	2.84
KIPLINGER TAX LETTER	11/25/11	RENEWAL	GENERAL FUND	ACCOUNTING	67.00
				TOTAL:	67.00
KRUSE MOTORS OF WORTHINGTON INC	11/25/11	TOW	GENERAL FUND	CODE ENFORCEMENT	63.68
	11/25/11	REPAIRS	SAFETY PROMO/LOSS	HEALTH/SAFETY/FITNESS	734.93
				TOTAL:	798.61
KUE CONTRACTORS INC	11/25/11	BIO SCIENCE TESTING & TRAI	ECONOMIC DEV AUTHO	TRAINING/TESTING CENTE	113,757.00
				TOTAL:	113,757.00
LAMPERTS YARDS INC-2602004	11/25/11	TREATED LUMBER-INTERCITY P	RECREATION	PARK AREAS	403.77
				TOTAL:	403.77
LAW ENF LABOR SERV INC #4	11/25/11	UNION DUES	GENERAL FUND	NON-DEPARTMENTAL	420.00
	11/25/11	UNION DUES	GENERAL FUND	NON-DEPARTMENTAL	434.02
				TOTAL:	854.02
LAWNS PLUS	11/25/11	LEAF CLEAN UP	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	200.00
				TOTAL:	200.00
LIEN ELECTRIC INC	11/25/11	46 DRU INSTALLS	ELECTRIC	FA DISTR METERS	3,220.50
				TOTAL:	3,220.50
LOCATORS & SUPPLIES INC	11/25/11	FLAGS-MARKING	ELECTRIC	CUSTOMER INSTALL EXPEN	476.10
				TOTAL:	476.10
LYON COUNTY SHERIFF OFFICE	11/25/11	SAFE & SOBER GRANT	GENERAL FUND	POLICE ADMINISTRATION	1,332.26
				TOTAL:	1,332.26
MALTERS SHEPHERD & VON HOLTUM	11/25/11	LEGAL FEES	GENERAL FUND	CITY ATTORNEY	515.81
	11/25/11	LEGAL FEES	GENERAL FUND	CITY ATTORNEY	44.85
	11/25/11	LEGAL FEES	GENERAL FUND	CITY ATTORNEY	361.38
	11/25/11	LEGAL FEES	GENERAL FUND	CITY ATTORNEY	67.28
	11/25/11	LEGAL FEES	ELECTRIC	PROFESSIONAL SERVICES	74.76
	11/25/11	LEGAL FEES	AIRPORT	O-GEN MISC	52.33
				TOTAL:	1,116.41
MARCO	11/25/11	MONTHLY SERVICE	GENERAL FUND	SECURITY CENTER	49.83
	11/25/11	MONTHLY SERVICE	GENERAL FUND	SECURITY CENTER	49.84
	11/25/11	MONTHLY SERVICE	GENERAL FUND	SECURITY CENTER	25.59
	11/25/11	MONTHLY SERVICE	GENERAL FUND	SECURITY CENTER	25.58

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	150.84
MARSHALL POLICE DEPARTMENT	11/25/11	SAFE & SOBER GRANT	GENERAL FUND	POLICE ADMINISTRATION	1,385.36
				TOTAL:	1,385.36
MATHESON TRI-GAS INC	11/25/11	ACETYLENE, OXYGEN	RECREATION	PARK AREAS	190.05
				TOTAL:	190.05
MC CARTHY'S FLORAL	11/25/11	FRESH ROPING	GENERAL FUND	MISC SPECIAL DAYS/EVEN	987.53
				TOTAL:	987.53
MC LAUGHLIN & SCHULZ INC	11/25/11	REPAIRS	GENERAL FUND	PAVED STREETS	151.39
				TOTAL:	151.39
MCCUEN WELDING & MACHINING INC	11/25/11	STREET LIGHT REPAIR	ELECTRIC	M-DISTR ST LITE & SIG	67.80
				TOTAL:	67.80
MEAD & HUNT INC	11/25/11	PROFESSIONAL SERVICES	AIRPORT	PROJECT #3	887.60
	11/25/11	PROFESSIONAL SERVICES	AIRPORT	PROJECT #7	894.15
				TOTAL:	1,781.75
MERITAIN HEALTH	11/25/11	HEALTH INS ADMIN	GENERAL FUND	MAYOR AND COUNCIL	1,671.59
	11/25/11	HEALTH INS ADMIN	GENERAL FUND	ADMINISTRATION	425.20
	11/25/11	HEALTH INS ADMIN	GENERAL FUND	CLERK'S OFFICE	642.55
	11/25/11	HEALTH INS ADMIN	GENERAL FUND	ENGINEERING ADMIN	831.56
	11/25/11	HEALTH INS ADMIN	GENERAL FUND	ENGINEERING ADMIN	14.64
	11/25/11	HEALTH INS ADMIN	GENERAL FUND	ENGINEERING ADMIN	15.97
	11/25/11	HEALTH INS ADMIN	GENERAL FUND	ENGINEERING ADMIN	9.48
	11/25/11	HEALTH INS ADMIN	GENERAL FUND	ENGINEERING ADMIN	16.47
	11/25/11	HEALTH INS ADMIN	GENERAL FUND	ENGINEERING ADMIN	5.32
	11/25/11	HEALTH INS ADMIN	GENERAL FUND	ENGINEERING ADMIN	5.32
	11/25/11	HEALTH INS ADMIN	GENERAL FUND	ENGINEERING ADMIN	421.78
	11/25/11	HEALTH INS ADMIN	GENERAL FUND	ENGINEERING ADMIN	166.66
	11/25/11	HEALTH INS ADMIN	GENERAL FUND	ECONOMIC DEVELOPMENT	855.15
	11/25/11	HEALTH INS ADMIN	GENERAL FUND	GENERAL GOVT BUILDINGS	97.93
	11/25/11	HEALTH INS ADMIN	GENERAL FUND	POLICE ADMINISTRATION	7,453.30
	11/25/11	HEALTH INS ADMIN	GENERAL FUND	REGULATE LAWFUL GAMBLE	20.95
	11/25/11	HEALTH INS ADMIN	GENERAL FUND	SECURITY CENTER	1,072.49
	11/25/11	HEALTH INS ADMIN	GENERAL FUND	SECURITY CENTER	1,072.51
	11/25/11	HEALTH INS ADMIN	GENERAL FUND	FIRE ADMINISTRATION	14.64
	11/25/11	HEALTH INS ADMIN	GENERAL FUND	ANIMAL CONTROL ENFORCE	119.42
	11/25/11	HEALTH INS ADMIN	GENERAL FUND	PAVED STREETS	1,346.75
	11/25/11	HEALTH INS ADMIN	GENERAL FUND	MISC SPECIAL DAYS/EVEN	254.39
	11/25/11	HEALTH INS ADMIN	RECREATION	GOLF COURSE-GREEN	217.35
	11/25/11	HEALTH INS ADMIN	RECREATION	PARK AREAS	1,375.26
	11/25/11	HEALTH INS ADMIN	PIR/TRUNKS	SP ASSESS-ADMIN ESCROW	212.60
	11/25/11	HEALTH INS ADMIN	IMPROVEMENT CONST	ADI DEVELOPMENT	21.26
	11/25/11	HEALTH INS ADMIN	IMPROVEMENT CONST	CLARY ST-OSLO TO HUMIS	16.30
	11/25/11	HEALTH INS ADMIN	WATER	O-SOURCE WELLS & SPRNG	6.19
	11/25/11	HEALTH INS ADMIN	WATER	O-PUMPING	25.32
	11/25/11	HEALTH INS ADMIN	WATER	O-PURIFY LABOR	51.40
	11/25/11	HEALTH INS ADMIN	WATER	O-DISTR SUPER AND ENG	425.20
	11/25/11	HEALTH INS ADMIN	WATER	O-DIST UNDERGRND LINES	244.49
	11/25/11	HEALTH INS ADMIN	WATER	O-DISTR MISC	121.10
	11/25/11	HEALTH INS ADMIN	WATER	M-SOURCE WELLS & SPRNG	27.71
	11/25/11	HEALTH INS ADMIN	WATER	M-TRANS MAINS	2.48

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	11/25/11	HEALTH INS ADMIN	WATER	M-DISTR METERS	25.98
	11/25/11	HEALTH INS ADMIN	WATER	GENERAL ADMIN	60.07
	11/25/11	HEALTH INS ADMIN	WATER	ADMIN OFFICE SUPPLIES	1.55
	11/25/11	HEALTH INS ADMIN	WATER	ADMIN MISC	9.68
	11/25/11	HEALTH INS ADMIN	WATER	ACCTS-METER READING	85.04
	11/25/11	HEALTH INS ADMIN	WATER	ACCTS-RECORDS & COLLEC	154.14
	11/25/11	HEALTH INS ADMIN	WATER	PROJECT #14	243.31
	11/25/11	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	O-SOURCE SUPERVISION	65.20
	11/25/11	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	87.93
	11/25/11	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	152.15
	11/25/11	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	O-PURIFY LABOR	254.90
	11/25/11	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	438.14
	11/25/11	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	O-PURIFY MISC	21.25
	11/25/11	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	593.55
	11/25/11	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	470.82
	11/25/11	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	GENERAL ADMIN	48.05
	11/25/11	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	1.55
	11/25/11	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	PROFESSIONAL SERVICES	42.52
	11/25/11	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	ADMIN MISC	9.68
	11/25/11	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	128.62
	11/25/11	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	PROJECT #8	67.11
	11/25/11	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	PROJECT #28	41.13
	11/25/11	HEALTH INS ADMIN	ELECTRIC	O-SOURCE GENERATION	31.25
	11/25/11	HEALTH INS ADMIN	ELECTRIC	O-DISTR UNDERGRND LINE	53.39
	11/25/11	HEALTH INS ADMIN	ELECTRIC	O-DISTR METERS	21.26
	11/25/11	HEALTH INS ADMIN	ELECTRIC	O-DISTR MISC	620.99
	11/25/11	HEALTH INS ADMIN	ELECTRIC	M-CISTR SUPER & ENG	42.52
	11/25/11	HEALTH INS ADMIN	ELECTRIC	M-DISTR UNDERGRND LINE	331.20
	11/25/11	HEALTH INS ADMIN	ELECTRIC	M-DISTR ST LITE & SIG	119.54
	11/25/11	HEALTH INS ADMIN	ELECTRIC	GENERAL ADMIN	292.32
	11/25/11	HEALTH INS ADMIN	ELECTRIC	ADMIN OFFICE SUPPLIES	15.47
	11/25/11	HEALTH INS ADMIN	ELECTRIC	ADMIN MISC	19.35
	11/25/11	HEALTH INS ADMIN	ELECTRIC	ACCTS-METER READING	95.91
	11/25/11	HEALTH INS ADMIN	ELECTRIC	ACCTS-RECORDS & COLLEC	663.32
	11/25/11	HEALTH INS ADMIN	ELECTRIC	ACCTS-ASSISTANCE	212.60
	11/25/11	HEALTH INS ADMIN	ELECTRIC	FA DISTR UNDRGRND COND	10.87
	11/25/11	HEALTH INS ADMIN	ELECTRIC	FA DISTR UNDRGRND COND	160.14
	11/25/11	HEALTH INS ADMIN	ELECTRIC	FA DISTR ST LITE & SIG	42.52
	11/25/11	HEALTH INS ADMIN	ELECTRIC	FA DISTR METERS	127.56
	11/25/11	HEALTH INS ADMIN	STORM WATER MANAGE	STORM DRAINAGE	103.57
	11/25/11	HEALTH INS ADMIN	LIQUOR	O-GEN MISC	869.40
	11/25/11	HEALTH INS ADMIN	AIRPORT	O-GEN MISC	8.34
	11/25/11	HEALTH INS ADMIN	AIRPORT	PROJECT #7	16.30
	11/25/11	HEALTH INS ADMIN	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	217.35
	11/25/11	HEALTH INS ADMIN	DATA PROCESSING	DATA PROCESSING	642.55
	11/25/11	KLEVE NOV FOR DEC	HEALTH INS PLAN (T	NON-DEPARTMENTAL	217.35
	11/25/11	ROLOFF NOV FOR DEC	HEALTH INS PLAN (T	NON-DEPARTMENTAL	217.35
	11/25/11	EVERDING OCT FOR NOV	HEALTH INS PLAN (T	NON-DEPARTMENTAL	217.35
	11/25/11	EVERDING NOV FOR DEC	HEALTH INS PLAN (T	NON-DEPARTMENTAL	<u>217.35</u>
				TOTAL:	27,809.00
MICHAEL EGGERS	11/25/11	PLAT REPAIRED	ELECTRIC	O-DISTR SUPER & ENG	<u>15.00</u>
				TOTAL:	15.00
MID-STATES ORGANIZED CRIME INFO CENTER	11/25/11	2011 ANNUAL CONFERENCE	GENERAL FUND	POLICE ADMINISTRATION	<u>100.00</u>
				TOTAL:	100.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MINNESOTA BENEFIT ASSOCIATION	11/25/11	MN BENEFITS	GENERAL FUND	NON-DEPARTMENTAL	69.69
	11/25/11	MN BENEFITS	GENERAL FUND	NON-DEPARTMENTAL	70.38
	11/25/11	MN BENEFITS	GENERAL FUND	NON-DEPARTMENTAL	64.56
	11/25/11	MN BENEFITS	GENERAL FUND	NON-DEPARTMENTAL	68.19
	11/25/11	INSURANCE	GENERAL FUND	MAYOR AND COUNCIL	314.84
	11/25/11	INSURANCE	GENERAL FUND	ACCOUNTING	493.32
	11/25/11	INSURANCE	GENERAL FUND	POLICE ADMINISTRATION	177.34
	11/25/11	INSURANCE	GENERAL FUND	PAVED STREETS	118.60
	11/25/11	INSURANCE	GENERAL FUND	CODE ENFORCEMENT	193.34
	11/25/11	INSURANCE	GENERAL FUND	MISC SPECIAL DAYS/EVEN	30.42
	11/25/11	MN BENEFITS	RECREATION	NON-DEPARTMENTAL	23.45
	11/25/11	MN BENEFITS	RECREATION	NON-DEPARTMENTAL	27.96
	11/25/11	MN BENEFITS	RECREATION	NON-DEPARTMENTAL	1.55
	11/25/11	MN BENEFITS	RECREATION	NON-DEPARTMENTAL	3.36
	11/25/11	INSURANCE	RECREATION	PARK AREAS	198.12
	11/25/11	MN BENEFITS	WATER	NON-DEPARTMENTAL	13.21
	11/25/11	MN BENEFITS	WATER	NON-DEPARTMENTAL	13.21
	11/25/11	INSURANCE	WATER	O-PUMPING	53.43
	11/25/11	INSURANCE	WATER	O-PURIFY LABOR	87.12
	11/25/11	INSURANCE	WATER	O-DIST UNDERGRND LINES	130.35
	11/25/11	INSURANCE	WATER	O-DISTR MISC	89.06
	11/25/11	INSURANCE	WATER	M-TRANS HYDRANTS	18.14
	11/25/11	INSURANCE	WATER	GENERAL ADMIN	31.32
	11/25/11	MN BENEFITS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	59.80
	11/25/11	MN BENEFITS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	60.86
	11/25/11	MN BENEFITS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	58.49
	11/25/11	MN BENEFITS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	59.49
	11/25/11	INSURANCE	MUNICIPAL WASTEWAT	O-PURIFY LABOR	96.92
	11/25/11	INSURANCE	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	0.01
	11/25/11	INSURANCE	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	0.01
	11/25/11	INSURANCE	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	96.92
	11/25/11	INSURANCE	MUNICIPAL WASTEWAT	GENERAL ADMIN	25.06
	11/25/11	MN BENEFITS	ELECTRIC	NON-DEPARTMENTAL	37.22
	11/25/11	MN BENEFITS	ELECTRIC	NON-DEPARTMENTAL	37.22
	11/25/11	MN BENEFITS	ELECTRIC	NON-DEPARTMENTAL	2.92
	11/25/11	MN BENEFITS	ELECTRIC	NON-DEPARTMENTAL	2.92
	11/25/11	INSURANCE	ELECTRIC	O-SOURCE SUPER & ENG	9.76
	11/25/11	INSURANCE	ELECTRIC	O-DISTR SUPER & ENG	175.66
	11/25/11	INSURANCE	ELECTRIC	M-SOURCE SUPER & ENF	9.76
	11/25/11	INSURANCE	ELECTRIC	GENERAL ADMIN	152.46
	11/25/11	MN BENEFITS	STORM WATER MANAGE	NON-DEPARTMENTAL	9.15
	11/25/11	MN BENEFITS	STORM WATER MANAGE	NON-DEPARTMENTAL	2.89
	11/25/11	MN BENEFITS	STORM WATER MANAGE	NON-DEPARTMENTAL	9.15
	11/25/11	MN BENEFITS	STORM WATER MANAGE	NON-DEPARTMENTAL	2.71
	11/25/11	INSURANCE	STORM WATER MANAGE	STREET CLEANING	312.29
	11/25/11	MN BENEFITS	LIQUOR	NON-DEPARTMENTAL	26.87
	11/25/11	MN BENEFITS	LIQUOR	NON-DEPARTMENTAL	26.87
	11/25/11	INSURANCE	AIRPORT	O-GEN MISC	4.85
	11/25/11	MN BENEFITS	DATA PROCESSING	NON-DEPARTMENTAL	10.21
	11/25/11	MN BENEFITS	DATA PROCESSING	NON-DEPARTMENTAL	10.21
	11/25/11	INSURANCE	DATA PROCESSING	DATA PROCESSING	<u>80.35</u>
				TOTAL:	3,671.99
MINNESOTA DEPARTMENT OF HEALTH	11/25/11	RECREATIONAL CAMPING LICEN	RECREATION	OLSON PARK CAMPGROUND	<u>532.40</u>
				TOTAL:	532.40



VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MINNESOTA ENERGY RESOURCES CORP	11/25/11	GAS SERVICE	RECREATION	PARK AREAS	14.57
	11/25/11	GAS SERVICE	RECREATION	PARK AREAS	<u>148.70</u>
				TOTAL:	163.27
MINNESOTA MUNICIPAL UTILITIES ASSOC	11/25/11	MMUA TECHNICAL & OPERATION	ELECTRIC	O-DISTR MISC	<u>440.00</u>
				TOTAL:	440.00
MISCELLANEOUS V CAVAZOS FELIPA Y	11/25/11	REFUND OF CREDITS-ACCTS FI	GENERAL FUND	NON-DEPARTMENTAL	19.42
	11/25/11	REFUND OF CREDITS-ACCTS FI	WATER	NON-DEPARTMENTAL	16.57
	11/25/11	REFUND OF CREDITS-ACCTS FI	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	30.85
	11/25/11	REFUND OF CREDITS-ACCTS FI	ELECTRIC	NON-DEPARTMENTAL	12.92
	11/25/11	REFUND OF CREDITS-ACCTS FI	STREET LIGHTING	NON-DEPARTMENTAL	3.99
	11/25/11	REFUND OF CREDITS-ACCTS FI	GARBAGE COLLECTION	NON-DEPARTMENTAL	41.29
	11/25/11	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	<u>50.00</u>
				TOTAL:	175.04
MN CHILD SUPPORT PAYMENT CTR	11/25/11	GARNISHMENT	WATER	NON-DEPARTMENTAL	<u>294.46</u>
				TOTAL:	294.46
MN DEPT OF LABOR AND INDUSTRY	11/25/11	ESHLEMAN LICENSE	GENERAL FUND	ECONOMIC DEVELOPMENT	<u>110.00</u>
				TOTAL:	110.00
MNFFPC	11/25/11	2012 ANNUAL MAINTENACE	GENERAL FUND	FIRE ADMINISTRATION	<u>320.00</u>
				TOTAL:	320.00
MORGAN CREEK VINEYARDS	11/25/11	WINE	LIQUOR	NON-DEPARTMENTAL	<u>164.88</u>
				TOTAL:	164.88
MTI DISTRIBUTING INC	11/25/11	PARTS FOR MOWERS	RECREATION	PARK AREAS	1,629.21
	11/25/11	BEARING FOR MOWER	RECREATION	PARK AREAS	<u>95.95</u>
				TOTAL:	1,725.16
MURRAY COUNTY SHERIFFS OFFICE	11/25/11	3RD QTR REIMBURSE- LEWIS	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	<u>11,931.25</u>
				TOTAL:	11,931.25
NCL OF WISCONSIN INC	11/25/11	CHEMICALS	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	<u>301.08</u>
				TOTAL:	301.08
NCPERS MINNESOTA 851801	11/25/11	LIFE INS	GENERAL FUND	NON-DEPARTMENTAL	135.72
	11/25/11	LIFE INS	GENERAL FUND	NON-DEPARTMENTAL	130.88
	11/25/11	NOV FOR DECEMBER INS FARAG	GENERAL FUND	NON-DEPARTMENTAL	16.00
	11/25/11	NOV FOR DECEMBER INS CLARK	GENERAL FUND	NON-DEPARTMENTAL	16.00
	11/25/11	LIFE INSURANCE	GENERAL FUND	POLICE ADMINISTRATION	16.00
	11/25/11	LIFE INS	RECREATION	NON-DEPARTMENTAL	16.69
	11/25/11	LIFE INS	RECREATION	NON-DEPARTMENTAL	22.44
	11/25/11	LIFE INS	IMPROVEMENT CONST	NON-DEPARTMENTAL	0.19
	11/25/11	LIFE INS	WATER	NON-DEPARTMENTAL	15.03
	11/25/11	LIFE INS	WATER	NON-DEPARTMENTAL	13.76
	11/25/11	LIFE INS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	32.95
	11/25/11	LIFE INS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	34.97
	11/25/11	LIFE INS	ELECTRIC	NON-DEPARTMENTAL	21.84
	11/25/11	LIFE INS	ELECTRIC	NON-DEPARTMENTAL	21.79
	11/25/11	LIFE INS	STORM WATER MANAGE	NON-DEPARTMENTAL	1.58
	11/25/11	LIFE INS	LIQUOR	NON-DEPARTMENTAL	8.00
	11/25/11	LIFE INS	LIQUOR	NON-DEPARTMENTAL	8.00
	11/25/11	LIFE INS	AIRPORT	NON-DEPARTMENTAL	0.16

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	11/25/11	LIFE INS	DATA PROCESSING	NON-DEPARTMENTAL	16.00
	11/25/11	LIFE INS	DATA PROCESSING	NON-DEPARTMENTAL	<u>16.00</u>
				TOTAL:	544.00
NEWPORT LABORATORIES, INC	11/25/11	PARCEL #15	ELECTRIC	FA DISTR POLES TOWERS	3,200.00
	11/25/11	PARCEL #10	ELECTRIC	FA DISTR POLES TOWERS	<u>3,072.00</u>
				TOTAL:	6,272.00
NOBLES COUNTY AUDITOR/TREASURER	11/25/11	DEC LEASE PAYMENT	WATER	O-DISTR RENTS	143.61
	11/25/11	DEC LEASE PAYMENT	WATER	ADMIN RENT	287.21
	11/25/11	DEC LEASE PAYMENT	MUNICIPAL WASTEWAT	O-PURIFY MISC	114.89
	11/25/11	DEC LEASE PAYMENT	MUNICIPAL WASTEWAT	ADMIN RENT	229.77
	11/25/11	DEC LEASE PAYMENT	ELECTRIC	O-DISTR RENTS	689.32
	11/25/11	DEC LEASE PAYMENT	ELECTRIC	ADMIN RENT	<u>1,407.35</u>
				TOTAL:	2,872.15
NOBLES COUNTY DAC	11/25/11	SHREDDING	GENERAL FUND	ACCOUNTING	<u>335.24</u>
				TOTAL:	335.24
NOBLES COUNTY HIGHWAY DEPT	11/25/11	OCTOBER FUEL	GENERAL FUND	ENGINEERING ADMIN	424.94
	11/25/11	OCTOBER FUEL	GENERAL FUND	ECONOMIC DEVELOPMENT	73.99
	11/25/11	OCTOBER FUEL	GENERAL FUND	POLICE ADMINISTRATION	5,390.17
	11/25/11	OCTOBER FUEL	GENERAL FUND	REGULATE LAWFUL GAMBLE	19.27
	11/25/11	OCTOBER FUEL	GENERAL FUND	ANIMAL CONTROL ENFORCE	209.52
	11/25/11	OCTOBER FUEL	GENERAL FUND	PAVED STREETS	1,854.63
	11/25/11	OCTOBER FUEL	GENERAL FUND	CODE ENFORCEMENT	200.26
	11/25/11	OCTOBER FUEL	RECREATION	GOLF COURSE-GREEN	1,289.83
	11/25/11	OCTOBER FUEL	RECREATION	PARK AREAS	1,244.20
	11/25/11	OCTOBER FUEL	WATER	O-PUMPING	437.27
	11/25/11	OCTOBER FUEL	WATER	M-TRANS MAINS	674.44
	11/25/11	OCTOBER FUEL	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	67.18
	11/25/11	OCTOBER FUEL	MUNICIPAL WASTEWAT	O-PURIFY MISC	81.59
	11/25/11	OCTOBER FUEL	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	284.85
	11/25/11	OCTOBER FUEL	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	99.86
	11/25/11	OCTOBER FUEL	ELECTRIC	O-DISTR UNDERGRND LINE	1,576.04
	11/25/11	OCTOBER FUEL	STORM WATER MANAGE	STORM DRAINAGE	586.98
	11/25/11	OCTOBER FUEL	STORM WATER MANAGE	STORM DRAINAGE	816.22
	11/25/11	OCTOBER FUEL	STORM WATER MANAGE	STREET CLEANING	<u>1,696.96</u>
				TOTAL:	17,028.20
NOBLES COUNTY SHERIFF	11/25/11	SAFE & SOBER GRANT	GENERAL FUND	POLICE ADMINISTRATION	907.98
	11/25/11	3RD QTR REIMBURSE- KRUGER	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	<u>11,931.25</u>
				TOTAL:	12,839.23
OKABENA-OCHEDEA BELLA CWP	11/25/11	2011 EXPENSES	GENERAL FUND	CLEAN WATER PARTNER	<u>9,550.98</u>
				TOTAL:	9,550.98
PAUSTIS & SONS	11/25/11	LIQUOR	LIQUOR	NON-DEPARTMENTAL	199.00
	11/25/11	WINE	LIQUOR	NON-DEPARTMENTAL	<u>1,296.02</u>
				TOTAL:	1,495.02
PEPSI COLA BOTTLING CO	11/25/11	MIX	LIQUOR	NON-DEPARTMENTAL	96.90
	11/25/11	MIX	LIQUOR	NON-DEPARTMENTAL	<u>271.20</u>
				TOTAL:	368.10
PHILLIPS WINE & SPIRITS INC	11/25/11	LIQUOR	LIQUOR	NON-DEPARTMENTAL	1,735.53

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	11/25/11	WINE	LIQUOR	NON-DEPARTMENTAL	426.90
	11/25/11	BEER	LIQUOR	NON-DEPARTMENTAL	36.80
	11/25/11	LIQUOR	LIQUOR	NON-DEPARTMENTAL	5,646.80
	11/25/11	WINE	LIQUOR	NON-DEPARTMENTAL	1,761.51
	11/25/11	BEER	LIQUOR	NON-DEPARTMENTAL	36.80
	11/25/11	LIQUOR CREDIT	LIQUOR	NON-DEPARTMENTAL	18.16-
	11/25/11	LIQUOR CREDIT	LIQUOR	NON-DEPARTMENTAL	9.22-
	11/25/11	LIQUOR CREDIT	LIQUOR	NON-DEPARTMENTAL	9.22-
	11/25/11	LIQUOR CREDIT	LIQUOR	NON-DEPARTMENTAL	14.13-
				TOTAL:	9,593.61
PIPESTONE COUNTY SHERIFF OFFICE	11/25/11	3RD QTR REIMBURSE-DENGLER	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	11,931.25
				TOTAL:	11,931.25
PRAIRIE PETROLEUM INC	11/25/11	TRANSMISSION PROJECT EASEM	ELECTRIC	FA DISTR POLES TOWERS	768.00
				TOTAL:	768.00
PRAIRIE VENTURES LLC	11/25/11	PARCEL # 16	ELECTRIC	FA DISTR POLES TOWERS	3,648.00
	11/25/11	PARCEL # 14	ELECTRIC	FA DISTR POLES TOWERS	3,200.00
				TOTAL:	6,848.00
PRO CUT LAWN & HYDROSEEDING SERVICE	11/25/11	SEEDING	RECREATION	PARK AREAS	850.00
	11/25/11	SEEDING	RECREATION	PARK AREAS	650.00
	11/25/11	SEEDING	RECREATION	PARK AREAS	2,850.00
	11/25/11	SEEDING	RECREATION	PARK AREAS	1,486.72
				TOTAL:	5,836.72
PROMO 4U	11/25/11	2012 CALENDAR PROMOS	LIQUOR	O-GEN MISC	176.41
				TOTAL:	176.41
QUALITY AUTO BODY	11/25/11	REPAIR K-9 SQUAD #727	SAFETY PROMO/LOSS	HEALTH/SAFETY/FITNESS	5,389.28
	11/25/11	SQUAD 27 BATTERY & BELT	SAFETY PROMO/LOSS	HEALTH/SAFETY/FITNESS	238.22
				TOTAL:	5,627.50
QUALITY WINE & SPIRITS	11/25/11	LIQUOR	LIQUOR	NON-DEPARTMENTAL	7,414.40
	11/25/11	WINE	LIQUOR	NON-DEPARTMENTAL	160.00
	11/25/11	LIQUOR	LIQUOR	NON-DEPARTMENTAL	4,247.24
	11/25/11	WINE	LIQUOR	NON-DEPARTMENTAL	1,150.00
	11/25/11	LIQUOR	LIQUOR	NON-DEPARTMENTAL	1,227.39
	11/25/11	BEER	LIQUOR	NON-DEPARTMENTAL	96.00
	11/25/11	LIQUOR	LIQUOR	NON-DEPARTMENTAL	239.70
				TOTAL:	14,534.73
RACOM CORP	11/25/11	HEADSET, EARPHONES ERU	GENERAL FUND	SECURITY CENTER	159.24
	11/25/11	HEADSET, EARPHONES ERU	GENERAL FUND	SECURITY CENTER	159.25
				TOTAL:	318.49
RADIO SHACK CORP	11/25/11	LEAD-FREE SOLDER, IRON HOL	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	18.23
				TOTAL:	18.23
RAY ALLEN MANUFACTURING CO INC	11/25/11	PUP TUG & MINI TUG	GENERAL FUND	POLICE ADMINISTRATION	52.90
				TOTAL:	52.90
RDJ SPECIALTIES INC	11/25/11	PROMO ITEMS	GENERAL FUND	FIRE ADMINISTRATION	780.55
				TOTAL:	780.55

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
RESCO INC	11/25/11	METERING CT'S	ELECTRIC	FA DISTR METERS	90.84
				TOTAL:	90.84
ROCK COUNTY SHERIFFS OFFICE	11/25/11	SAFE & SOBER GRANT	GENERAL FUND	POLICE ADMINISTRATION	1,373.99
				TOTAL:	1,373.99
ROOS ERIC	11/25/11	REIMBURSE CDL LICENSE	WATER	O-DISTR MISC	19.00
				TOTAL:	19.00
RUNNINGS SUPPLY INC-ACCT#9502440	11/25/11	STEEL TOE BOOTS	ELECTRIC	O-DISTR MISC	124.99
				TOTAL:	124.99
RUNNINGS SUPPLY INC-ACCT#9502485	11/25/11	CHRISTMAS LIGHTS	GENERAL FUND	MISC SPECIAL DAYS/EVEN	83.30
	11/25/11	SPRAYER PARTS	RECREATION	PARK AREAS	42.74
	11/25/11	INTERCITY PLAYGROUND	RECREATION	PARK AREAS	11.40
				TOTAL:	137.44
SANITATION PRODUCTS INC	11/25/11	DEBRIS HOSE	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	212.25
	11/25/11	DEBRIS HOSE	STORM WATER MANAGE	STORM DRAINAGE	212.26
				TOTAL:	424.51
SCHAAP SANITATION INC	11/25/11	MONTHLY SERVICE	RECREATION	PARK AREAS	529.52
	11/25/11	MONTHLY SERVICE	RECREATION	OLSON PARK CAMPGROUND	523.72
	11/25/11	MONTHLY SERVICE	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	64.99
				TOTAL:	1,118.23
SCHWALBACH ACE HARDWARE-5930	11/25/11	GALVANIZED NIPPLE	GENERAL FUND	FIRE ADMINISTRATION	2.45
	11/25/11	CHRISTMAS LIGHTS	GENERAL FUND	MISC SPECIAL DAYS/EVEN	2.13
	11/25/11	CHRISTMAS LIGHTS	GENERAL FUND	MISC SPECIAL DAYS/EVEN	32.04
	11/25/11	CHRISTMAS LIGHTS	GENERAL FUND	MISC SPECIAL DAYS/EVEN	66.53
	11/25/11	WINPERIZE CLUBHOUSE	RECREATION	GOLF COURSE-GREEN	165.76
	11/25/11	SUPPLIES	RECREATION	PARK AREAS	43.03
	11/25/11	SKATE PARK SUPPLIES	RECREATION	PARK AREAS	68.38
				TOTAL:	380.32
SCHWALBACH ACE #6067	11/25/11	DISPOSABLE BAG & THREAD SE	MUNICIPAL WASTEWAT	O-PURIFY MISC	19.21
	11/25/11	DOOR HOLDS	MUNICIPAL WASTEWAT	M-PURIFY STRUCTURES	48.04
	11/25/11	BALL VALVE	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	13.88
				TOTAL:	81.13
MICHAEL A SCHWALBACH	11/25/11	SR CENTER RENT-DEC	COMMUNITY CTR/GRAN	COMMUNITY CENTER	570.00
				TOTAL:	570.00
SECURE BENEFITS SYSTEMS CORP	11/25/11	ADMIN FEE	GENERAL FUND	NON-DEPARTMENTAL	71.74
	11/25/11	ADMIN FEE	GENERAL FUND	NON-DEPARTMENTAL	70.58
	11/25/11	CHILD CARE	GENERAL FUND	NON-DEPARTMENTAL	112.49
	11/25/11	CHILD CARE	GENERAL FUND	NON-DEPARTMENTAL	112.49
	11/25/11	UNREIMBURSED MEDICAL	GENERAL FUND	NON-DEPARTMENTAL	2,730.23
	11/25/11	UNREIMBURSED MEDICAL	GENERAL FUND	NON-DEPARTMENTAL	2,359.14
	11/25/11	MONTHLY ADMIN FEE	GENERAL FUND	OTHER GEN GOVT MISC	20.00
	11/25/11	ADMIN FEE	RECREATION	NON-DEPARTMENTAL	4.62
	11/25/11	ADMIN FEE	RECREATION	NON-DEPARTMENTAL	7.60
	11/25/11	UNREIMBURSED MEDICAL	RECREATION	NON-DEPARTMENTAL	172.91
	11/25/11	UNREIMBURSED MEDICAL	RECREATION	NON-DEPARTMENTAL	283.47
	11/25/11	ADMIN FEE	PIR/TRUNKS	NON-DEPARTMENTAL	1.03
	11/25/11	ADMIN FEE	PIR/TRUNKS	NON-DEPARTMENTAL	2.20

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	11/25/11	UNREIMBURSED MEDICAL	FIR/TRUNKS	NON-DEPARTMENTAL	209.13
	11/25/11	UNREIMBURSED MEDICAL	FIR/TRUNKS	NON-DEPARTMENTAL	445.29
	11/25/11	ADMIN FEE	IMPROVEMENT CONST	NON-DEPARTMENTAL	0.23
	11/25/11	ADMIN FEE	IMPROVEMENT CONST	NON-DEPARTMENTAL	0.28
	11/25/11	UNREIMBURSED MEDICAL	IMPROVEMENT CONST	NON-DEPARTMENTAL	11.00
	11/25/11	UNREIMBURSED MEDICAL	IMPROVEMENT CONST	NON-DEPARTMENTAL	39.64
	11/25/11	ADMIN FEE	WATER	NON-DEPARTMENTAL	9.36
	11/25/11	ADMIN FEE	WATER	NON-DEPARTMENTAL	9.28
	11/25/11	UNREIMBURSED MEDICAL	WATER	NON-DEPARTMENTAL	516.98
	11/25/11	UNREIMBURSED MEDICAL	WATER	NON-DEPARTMENTAL	514.63
	11/25/11	ADMIN FEE	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	11.50
	11/25/11	ADMIN FEE	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	11.73
	11/25/11	UNREIMBURSED MEDICAL	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	429.22
	11/25/11	UNREIMBURSED MEDICAL	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	440.22
	11/25/11	ADMIN FEE	ELECTRIC	NON-DEPARTMENTAL	4.00
	11/25/11	ADMIN FEE	ELECTRIC	NON-DEPARTMENTAL	4.00
	11/25/11	UNREIMBURSED MEDICAL	ELECTRIC	NON-DEPARTMENTAL	101.04
	11/25/11	UNREIMBURSED MEDICAL	ELECTRIC	NON-DEPARTMENTAL	101.04
	11/25/11	ADMIN FEE	STORM WATER MANAGE	NON-DEPARTMENTAL	5.52
	11/25/11	ADMIN FEE	STORM WATER MANAGE	NON-DEPARTMENTAL	2.06
	11/25/11	UNREIMBURSED MEDICAL	STORM WATER MANAGE	NON-DEPARTMENTAL	93.40
	11/25/11	UNREIMBURSED MEDICAL	STORM WATER MANAGE	NON-DEPARTMENTAL	45.25
	11/25/11	ADMIN FEE	LIQUOR	NON-DEPARTMENTAL	6.75
	11/25/11	ADMIN FEE	LIQUOR	NON-DEPARTMENTAL	6.75
	11/25/11	UNREIMBURSED MEDICAL	LIQUOR	NON-DEPARTMENTAL	120.83
	11/25/11	UNREIMBURSED MEDICAL	LIQUOR	NON-DEPARTMENTAL	120.83
	11/25/11	ADMIN FEE	AIRPORT	NON-DEPARTMENTAL	0.27
	11/25/11	UNREIMBURSED MEDICAL	AIRPORT	NON-DEPARTMENTAL	35.23
	11/25/11	ADMIN FEE	DATA PROCESSING	NON-DEPARTMENTAL	4.50
	11/25/11	ADMIN FEE	DATA PROCESSING	NON-DEPARTMENTAL	4.50
	11/25/11	UNREIMBURSED MEDICAL	DATA PROCESSING	NON-DEPARTMENTAL	209.00
	11/25/11	UNREIMBURSED MEDICAL	DATA PROCESSING	NON-DEPARTMENTAL	209.00
				TOTAL:	9,670.96
SHINE BROS CORP OF MN	11/25/11	REBAR	RECREATION	PARK AREAS	94.78
	11/25/11	FLATS	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	37.96
	11/25/11	FLATS	STORM WATER MANAGE	STORM DRAINAGE	37.96
				TOTAL:	170.70
SHORT ELLIOTT HENDRICKSON INC	11/25/11	PROFESSIONAL SERVICES	IMPROVEMENT CONST	RAY DR, RYAN'S RD, 59	587.39
				TOTAL:	587.39
SOUTHERN WINE & SPIRITS OF MINNESOTA	11/25/11	LIQUOR	LIQUOR	NON-DEPARTMENTAL	1,830.37
	11/25/11	WINE CREDIT	LIQUOR	NON-DEPARTMENTAL	6.50
	11/25/11	WINE, FREIGHT	LIQUOR	NON-DEPARTMENTAL	2,105.98
	11/25/11	FREIGHT	LIQUOR	O-SOURCE MISC	21.20
	11/25/11	WINE, FREIGHT	LIQUOR	O-SOURCE MISC	34.40
				TOTAL:	3,985.45
SOUTHWEST BUILDING SPECIALISTS INC	11/25/11	RENTAL INSPECTIONS (4/11-1	GENERAL FUND	ECONOMIC DEVELOPMENT	1,950.00
				TOTAL:	1,950.00
SOUTHWEST REGIONAL DEVELOPMENT COMM	11/25/11	OCTOBER 2011 ADMIN SERVICE	ECONOMIC DEV AUTHO	TRAINING/TESTING CENTE	1,804.02
				TOTAL:	1,804.02
SOUTHWEST WHOLESALE CO INC	11/25/11	COFFEE	GENERAL FUND	GENERAL GOVT BUILDINGS	70.75

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	70.75
SOUTHWESTERN MENTAL HEALTH CENTER INC	11/25/11	EMPLOYEE ASSISTANCE PROGRA	GENERAL FUND	OTHER GEN GOVT MISC	37.79
	11/25/11	EMPLOYEE ASSISTANCE PROGRA	RECREATION	GOLF COURSE-GREEN	0.76
	11/25/11	EMPLOYEE ASSISTANCE PROGRA	RECREATION	PARK AREAS	3.02
	11/25/11	EMPLOYEE ASSISTANCE PROGRA	WATER	EMPLOYEE PENS & BENEFIT	3.78
	11/25/11	EMPLOYEE ASSISTANCE PROGRA	MUNICIPAL WASTEWAT	O-PURIFY MISC	6.05
	11/25/11	EMPLOYEE ASSISTANCE PROGRA	ELECTRIC	EMPLOYEE PENS & BENEFIT	9.07
	11/25/11	EMPLOYEE ASSISTANCE PROGRA	LIQUOR	O-GEN MISC	3.02
	11/25/11	EMPLOYEE ASSISTANCE PROGRA	DATA PROCESSING	DATA PROCESSING	1.51
				TOTAL:	65.00
STAGE TECHNOLOGY INC	11/25/11	CABLE MOUNTS	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	36.42
				TOTAL:	36.42
VANTAGEPOINT TRANSFER AGENTS-457	11/25/11	DEFERRED COMP	GENERAL FUND	NON-DEPARTMENTAL	351.42
	11/25/11	DEFERRED COMP	GENERAL FUND	POLICE ADMINISTRATION	76.92
				TOTAL:	428.34
VERIZON WIRELESS	11/25/11	WIRELESS DATA LINES	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	94.02
				TOTAL:	94.02
VINOCOPIA INC	11/25/11	WINE	LIQUOR	NON-DEPARTMENTAL	1,264.00
	11/25/11	LIQUOR	LIQUOR	NON-DEPARTMENTAL	115.25
	11/25/11	LIQUOR	LIQUOR	NON-DEPARTMENTAL	147.50
				TOTAL:	1,526.75
BRADLEY J VON HOLDT	11/25/11	MOW 2116 ELEANOR	GENERAL FUND	CODE ENFORCEMENT	30.00
	11/25/11	MOW 1125 SMITH	GENERAL FUND	CODE ENFORCEMENT	30.00
	11/25/11	MOW 909 BETTY	GENERAL FUND	CODE ENFORCEMENT	30.00
				TOTAL:	90.00
WAL MART BUSINESS	11/25/11	TRUCK MAINTENANCE SUPPLIES	WATER	O-DIST UNDERGRND LINES	85.29
	11/25/11	OPERATING SUPPLIES	WATER	O-DISTR MISC	54.72
				TOTAL:	140.01
WELLS FARGO BANK	11/25/11	HEALTH INS PREMIUM	GENERAL FUND	NON-DEPARTMENTAL	5,861.19
	11/25/11	HEALTH INS PREMIUM	GENERAL FUND	NON-DEPARTMENTAL	5,852.52
	11/25/11	NOV FOR DECEMBER INSURANCE	GENERAL FUND	NON-DEPARTMENTAL	1,284.54
	11/25/11	HEALTH PREMIUM	GENERAL FUND	MAYOR AND COUNCIL	2,813.54
	11/25/11	HEALTH PREMIUM	GENERAL FUND	ADMINISTRATION	633.80
	11/25/11	HEALTH PREMIUM	GENERAL FUND	CLERK'S OFFICE	1,134.45
	11/25/11	HEALTH PREMIUM	GENERAL FUND	ENGINEERING ADMIN	1,216.88
	11/25/11	HEALTH PREMIUM	GENERAL FUND	ENGINEERING ADMIN	21.82
	11/25/11	HEALTH PREMIUM	GENERAL FUND	ENGINEERING ADMIN	23.77
	11/25/11	HEALTH PREMIUM	GENERAL FUND	ENGINEERING ADMIN	14.12
	11/25/11	HEALTH PREMIUM	GENERAL FUND	ENGINEERING ADMIN	24.55
	11/25/11	HEALTH PREMIUM	GENERAL FUND	ENGINEERING ADMIN	7.92
	11/25/11	HEALTH PREMIUM	GENERAL FUND	ENGINEERING ADMIN	7.92
	11/25/11	HEALTH PREMIUM	GENERAL FUND	ENGINEERING ADMIN	628.71
	11/25/11	HEALTH PREMIUM	GENERAL FUND	ENGINEERING ADMIN	248.43
	11/25/11	HEALTH PREMIUM	GENERAL FUND	ECONOMIC DEVELOPMENT	1,451.36
	11/25/11	HEALTH PREMIUM	GENERAL FUND	GENERAL GOVT BUILDINGS	96.17
	11/25/11	HEALTH PREMIUM	GENERAL FUND	POLICE ADMINISTRATION	12,329.49
	11/25/11	HEALTH PREMIUM	GENERAL FUND	REGULATE LAWFUL GAMBLE	48.26
	11/25/11	HEALTH PREMIUM	GENERAL FUND	SECURITY CENTER	1,808.39

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	11/25/11	HEALTH PREMIUM	GENERAL FUND	SECURITY CENTER	1,808.41
	11/25/11	HEALTH PREMIUM	GENERAL FUND	FIRE ADMINISTRATION	21.82
	11/25/11	HEALTH PREMIUM	GENERAL FUND	ANIMAL CONTROL ENFORCE	117.28
	11/25/11	HEALTH PREMIUM	GENERAL FUND	PAVED STREETS	2,007.45
	11/25/11	HEALTH PREMIUM	GENERAL FUND	MISC SPECIAL DAYS/EVEN	379.19
	11/25/11	HEALTH INS PREMIUM	RECREATION	NON-DEPARTMENTAL	372.89
	11/25/11	HEALTH INS PREMIUM	RECREATION	NON-DEPARTMENTAL	646.87
	11/25/11	HEALTH PREMIUM	RECREATION	GOLF COURSE-GREEN	500.65
	11/25/11	HEALTH PREMIUM	RECREATION	PARK AREAS	2,049.96
	11/25/11	HEALTH PREMIUM	PIR/TRUNKS	SP ASSESS-ADMIN ESCROW	489.70
	11/25/11	HEALTH INS PREMIUM	IMPROVEMENT CONST	NON-DEPARTMENTAL	11.17
	11/25/11	HEALTH INS PREMIUM	IMPROVEMENT CONST	NON-DEPARTMENTAL	3.17
	11/25/11	HEALTH PREMIUM	IMPROVEMENT CONST	ADI DEVELOPMENT	31.69
	11/25/11	HEALTH PREMIUM	IMPROVEMENT CONST	CLARY ST-OSLO TO HUMIS	37.55
	11/25/11	HEALTH INS PREMIUM	WATER	NON-DEPARTMENTAL	444.16
	11/25/11	HEALTH INS PREMIUM	WATER	NON-DEPARTMENTAL	437.19
	11/25/11	HEALTH PREMIUM	WATER	O-SOURCE WELLS & SPRNG	9.22
	11/25/11	HEALTH PREMIUM	WATER	O-PUMPING	58.32
	11/25/11	HEALTH PREMIUM	WATER	O-PURIFY LABOR	118.39
	11/25/11	HEALTH PREMIUM	WATER	O-DISTR SUPER AND ENG	633.80
	11/25/11	HEALTH PREMIUM	WATER	O-DIST UNDERGRND LINES	563.15
	11/25/11	HEALTH PREMIUM	WATER	O-DISTR MISC	227.11
	11/25/11	HEALTH PREMIUM	WATER	M-SOURCE WELLS & SPRNG	63.82
	11/25/11	HEALTH PREMIUM	WATER	M-TRANS MAINS	5.72
	11/25/11	HEALTH PREMIUM	WATER	M-DISTR METERS	59.86
	11/25/11	HEALTH PREMIUM	WATER	GENERAL ADMIN	89.54
	11/25/11	HEALTH PREMIUM	WATER	ADMIN OFFICE SUPPLIES	2.31
	11/25/11	HEALTH PREMIUM	WATER	ADMIN MISC	22.29
	11/25/11	HEALTH PREMIUM	WATER	ACCTS-METER READING	126.76
	11/25/11	HEALTH PREMIUM	WATER	ACCTS-RECORDS & COLLEC	229.75
	11/25/11	HEALTH PREMIUM	WATER	PROJECT #14	362.66
	11/25/11	HEALTH INS PREMIUM	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	626.25
	11/25/11	HEALTH INS PREMIUM	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	681.40
	11/25/11	HEALTH PREMIUM	MUNICIPAL WASTEWAT	O-SOURCE SUPERVISION	150.19
	11/25/11	HEALTH PREMIUM	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	149.45
	11/25/11	HEALTH PREMIUM	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	350.46
	11/25/11	HEALTH PREMIUM	MUNICIPAL WASTEWAT	O-PURIFY LABOR	506.32
	11/25/11	HEALTH PREMIUM	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	663.60
	11/25/11	HEALTH PREMIUM	MUNICIPAL WASTEWAT	O-PURIFY MISC	31.69
	11/25/11	HEALTH PREMIUM	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	974.94
	11/25/11	HEALTH PREMIUM	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	986.36
	11/25/11	HEALTH PREMIUM	MUNICIPAL WASTEWAT	GENERAL ADMIN	71.63
	11/25/11	HEALTH PREMIUM	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	2.31
	11/25/11	HEALTH PREMIUM	MUNICIPAL WASTEWAT	PROFESSIONAL SERVICES	63.38
	11/25/11	HEALTH PREMIUM	MUNICIPAL WASTEWAT	ADMIN MISC	22.29
	11/25/11	HEALTH PREMIUM	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	191.73
	11/25/11	HEALTH PREMIUM	MUNICIPAL WASTEWAT	PROJECT #8	100.03
	11/25/11	HEALTH PREMIUM	MUNICIPAL WASTEWAT	PROJECT #28	61.32
	11/25/11	HEALTH INS PREMIUM	ELECTRIC	NON-DEPARTMENTAL	1,012.32
	11/25/11	HEALTH INS PREMIUM	ELECTRIC	NON-DEPARTMENTAL	1,010.66
	11/25/11	NOV FOR DECEMBER INSURANCE	ELECTRIC	NON-DEPARTMENTAL	334.64
	11/25/11	HEALTH PREMIUM	ELECTRIC	O-SOURCE GENERATION	71.97
	11/25/11	HEALTH PREMIUM	ELECTRIC	O-DISTR UNDERGRND LINE	88.41
	11/25/11	HEALTH PREMIUM	ELECTRIC	O-DISTR METERS	31.69
	11/25/11	HEALTH PREMIUM	ELECTRIC	O-DISTR MISC	1,041.59
	11/25/11	HEALTH PREMIUM	ELECTRIC	M-CISTR SUPER & ENG	63.38

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	11/25/11	HEALTH PREMIUM	ELECTRIC	M-DISTR UNDERGRND LINE	555.51
	11/25/11	HEALTH PREMIUM	ELECTRIC	M-DISTR ST LITE & SIG	275.36
	11/25/11	HEALTH PREMIUM	ELECTRIC	GENERAL ADMIN	435.73
	11/25/11	HEALTH PREMIUM	ELECTRIC	ADMIN OFFICE SUPPLIES	23.06
	11/25/11	HEALTH PREMIUM	ELECTRIC	ADMIN MISC	44.58
	11/25/11	HEALTH PREMIUM	ELECTRIC	ACCTS--METER READING	151.79
	11/25/11	HEALTH PREMIUM	ELECTRIC	ACCTS-RECORDS & COLLEC	988.72
	11/25/11	HEALTH PREMIUM	ELECTRIC	ACCTS-ASSISTANCE	316.90
	11/25/11	HEALTH PREMIUM	ELECTRIC	FA DISTR UNDRGRND COND	25.03
	11/25/11	HEALTH PREMIUM	ELECTRIC	FA DISTR UNDRGRND COND	265.23
	11/25/11	HEALTH PREMIUM	ELECTRIC	FA DISTR ST LITE & SIG	63.38
	11/25/11	HEALTH PREMIUM	ELECTRIC	FA DISTR METERS	190.14
	11/25/11	HEALTH INS PREMIUM	STORM WATER MANAGE	NON-DEPARTMENTAL	341.14
	11/25/11	HEALTH INS PREMIUM	STORM WATER MANAGE	NON-DEPARTMENTAL	41.88
	11/25/11	HEALTH PREMIUM	STORM WATER MANAGE	STORM DRAINAGE	154.37
	11/25/11	HEALTH PREMIUM	LIQUOR	O-GEN MISC	2,002.60
	11/25/11	HEALTH INS PREMIUM	AIRPORT	NON-DEPARTMENTAL	8.49
	11/25/11	HEALTH INS PREMIUM	AIRPORT	NON-DEPARTMENTAL	3.92
	11/25/11	HEALTH PREMIUM	AIRPORT	O-GEN MISC	12.41
	11/25/11	HEALTH PREMIUM	AIRPORT	PROJECT #7	37.55
	11/25/11	HEALTH INS PREMIUM	MEMORIAL AUDITORIUM	NON-DEPARTMENTAL	143.60
	11/25/11	HEALTH INS PREMIUM	MEMORIAL AUDITORIUM	NON-DEPARTMENTAL	143.60
	11/25/11	HEALTH PREMIUM	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	213.45
	11/25/11	HEALTH INS PREMIUM	DATA PROCESSING	NON-DEPARTMENTAL	200.00
	11/25/11	HEALTH INS PREMIUM	DATA PROCESSING	NON-DEPARTMENTAL	200.00
	11/25/11	HEALTH PREMIUM	DATA PROCESSING	DATA PROCESSING	1,134.45
				TOTAL:	64,609.40
WEST GOVERNMENT SERVICES	11/25/11	OCTOBER 2011 CLEAR	GENERAL FUND	SECURITY CENTER	66.59
	11/25/11	OCTOBER 2011 CLEAR	GENERAL FUND	SECURITY CENTER	66.59
				TOTAL:	133.18
WIEME BOB	11/25/11	REIMBURSE	MUNICIPAL WASTEWAT	O-PURIFY MISC	20.00
				TOTAL:	20.00
WINE MERCHANTS	11/25/11	WINE	LIQUOR	NON-DEPARTMENTAL	640.00
	11/25/11	WINE CREDIT	LIQUOR	NON-DEPARTMENTAL	15.88
				TOTAL:	624.12
WIRTZ BEVERAGE MINNESOTA WINE & SPIRIT	11/25/11	LIQUOR	LIQUOR	NON-DEPARTMENTAL	3,537.26
	11/25/11	MIX	LIQUOR	NON-DEPARTMENTAL	38.80
	11/25/11	WINE	LIQUOR	NON-DEPARTMENTAL	299.70
	11/25/11	WINE	LIQUOR	NON-DEPARTMENTAL	240.00
	11/25/11	WINE	LIQUOR	NON-DEPARTMENTAL	367.35
	11/25/11	LIQUOR	LIQUOR	NON-DEPARTMENTAL	5,675.33
	11/25/11	MIX	LIQUOR	NON-DEPARTMENTAL	100.00
	11/25/11	WINE	LIQUOR	NON-DEPARTMENTAL	125.85
	11/25/11	LIQUOR CREDIT	LIQUOR	NON-DEPARTMENTAL	2.00
				TOTAL:	10,382.29
WORTHINGTON AREA UNITED WAY	11/25/11	PAYROLL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	64.50
	11/25/11	PAYROLL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	64.50
	11/25/11	PAYROLL WITHHOLDING	RECREATION	NON-DEPARTMENTAL	2.00
	11/25/11	PAYROLL WITHHOLDING	RECREATION	NON-DEPARTMENTAL	2.00
				TOTAL:	133.00



VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
WORTHINGTON AUTO SUPPLY	11/25/11	SQUAD 32 LOW BEAM LIGHT	GENERAL FUND	POLICE ADMINISTRATION	14.03
				TOTAL:	14.03
WORTHINGTON EXCAVATING INC	11/25/11	DEICER	GENERAL FUND	ICE AND SNOW REMOVAL	1,584.00
				TOTAL:	1,584.00
WORTHINGTON FOOTWEAR	11/25/11	STEEL TOE BOOTS	WATER	O-DISTR MISC	168.00
				TOTAL:	168.00
WORTHINGTON PLUMBING & HEATING	11/25/11	SERVICE CALL	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	62.00
				TOTAL:	62.00
WORTHINGTON REGIONAL ECON DEV CORP	11/25/11	4TH QTR STAKEHOLDER DUES	ECONOMIC DEV AUTHO	MISC INDUSTRIAL DEVELO	7,500.00
				TOTAL:	7,500.00
YMCA	11/25/11	NOVEMBER SR CENTER MGMT	GENERAL FUND	COMMUNITY CENTER	582.10
	11/25/11	NOVEMBER SR CENTER MGMT	GENERAL FUND	COMMUNITY CENTER	559.00
	11/25/11	2011 CONTRACT PAYMENT	RECREATION	RECREATION PROGRAMS	3,431.66
				TOTAL:	4,572.76
ZEP SALES & SERVICE	11/25/11	CLEANING SUPPLIES	ELECTRIC	O-DISTR MISC	79.78
				TOTAL:	79.78

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

101	GENERAL FUND	109,502.55
202	COMMUNITY CTR/GRANTS	570.00
207	PD TASK FORCE	36,048.88
229	RECREATION	23,426.64
231	ECONOMIC DEV AUTHORITY	123,061.02
321	PIR/TRUNKS	4,990.72
401	IMPROVEMENT CONST	760.26
432	EVENT CENTER/AUDITORIUM	9,532.00
601	WATER	11,052.34
602	MUNICIPAL WASTEWATER	22,980.04
604	ELECTRIC	36,436.96
606	STORM WATER MANAGEMENT	5,345.90
607	STREET LIGHTING	3.99
609	LIQUOR	101,302.19
612	AIRPORT	8,032.75
614	MEMORIAL AUDITORIUM	1,332.43
702	DATA PROCESSING	3,190.35
703	SAFETY PROMO/LOSS CTRL	6,362.43
705	HEALTH INS PLAN (TPA)	869.40
873	GARBAGE COLLECTION	41.29

-----  
 GRAND TOTAL: 504,842.14  
 -----