

WORTHINGTON CITY COUNCIL

AGENDA

7:00 P.M. - Monday, December 9, 2013
City Hall Council Chambers

A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

B. INTRODUCTIONS AND OPENING REMARKS

C. AGENDA ADDITIONS/CHANGES AND CLOSURE

1. Additions/Changes
2. Closure

D. CONSENT AGENDA

1. CITY COUNCIL MINUTES (WHITE)
 - a. City Council Minutes of Regular Meeting November 25, 2013
2. MINUTES OF BOARDS AND COMMISSIONS (PINK)
 - a. Water and Light Commission Minutes of Regular Meeting December 2, 2013
 - b. Memorial Auditorium Advisory Board of Directors Minutes of November 12, 2013
 - c. Planning Commission/Board of Appeals Minutes of December 3, 2013
3. a. CITY COUNCIL BUSINESS - ADMINISTRATION (WHITE)
Case Item
 1. Audit Engagement Letter
 2. Rescind Previous Action and Approve Lease Agreement with NB Golf
 3. Memorial Auditorium Request for Professional Services
 4. Approval of Modifications to the Position Description of the Memorial Auditorium Director
4. 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

1. Resolution Approving the 2013 Tax Levies Collectible in 2013
2. 2014 Budget Resolution
3. Third Reading Proposed Ordinance Vacating a Portion of a Platted Utility Easement - 1709 Rust Road
4. 2014 Legislative Priorities

F. CITY COUNCIL BUSINESS - PUBLIC SAFETY (TAN)

Case Items

1. Request for Fire Department to Conduct Control Burn

G. CITY COUNCIL BUSINESS - PUBLIC UTILITIES (YELLOW)

Case Items

1. 2014 Utility Department Strategic Financial Plans

H. CITY COUNCIL BUSINESS - PUBLIC WORKS (GREEN)

Case Items

1. Authorize Use of Chautauqua Park for Camping for the Tour of Minnesota Bike Ride the Saturday of Regatta Weekend
2. 2014 Park Use Fees
3. 2014 Olson Park Campground Fees
4. 2014 Concession Fees

I. CITY COUNCIL BUSINESS - ENGINEERING (BLUE)

Case Item

1. Maintenance Agreement for Old TH 59/60

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

Case Items

1. Special Use Permit - 322 10th Avenue
2. Text Amendment - Zoning Application Fees (First Reading)

J. COUNCIL COMMITTEE REPORTS

1. Mayor Oberloh
2. Council Member Kuhle
3. Council Member Graber
4. Council Member Sankey
5. Council Member Wood
6. Council Member Nelson

K. CITY ADMINISTRATOR REPORT

L. ADJOURNMENT

**WORTHINGTON CITY COUNCIL
REGULAR MEETING, NOVEMBER 25, 2013**

The meeting was called to order at 7:00 p.m. in City Hall Council Chambers by Mayor Alan E. Oberloh with the following Council Members present: Mike Kuhle, Diane Graber, Rod Sankey, Scott Nelson. Honorary Council Member: Jerry Eykyn. Members absent: Ron Wood (excused).

Staff present: Craig Clark, City Administrator; Brad Chapulis, Director of Community/Economic Development; Dwayne Haffield, Director of Engineering; Jim Eulberg, Public Works Director; Janice Oberloh, City Clerk.

Others present: Aaron Hagen, Daily Globe; Kris Hohensee, Center for Active Living; David Engler, Venetian Steakhouse.

The Pledge of Allegiance was recited.

HONORARY COUNCIL MEMBER

Jerry Eykyn was welcomed as the Honorary Council Member for the months of October, November, and December, 2013.

PUBLIC HEARING - NOBLES SQUARE DEED GRANT

Pursuant to published notice, this was the time and date set for a public hearing regarding the Nobles Square DEED Grant received by the City on behalf of the Southwest Minnesota Housing Partnership.

The motion was made by Council Member Sankey, seconded by Council Member Nelson and unanimously carried to open the hearing.

Brad Chapulis, Director of Community/Economic Development, provided information to Council, stating that the City had received a \$350,000 grant from the Minnesota Department of Employment and Economic Development (DEED) on behalf of the Southwest Minnesota Housing Partnership for their purchase and renovation/rehabilitation of the Nobles Square I & II Apartments. The grant agreement requires a public hearing to allow interested parties to voice their opinion on the progress of the project. Mr. Chapulis noted the grant money has been loaned to the Housing Partnership as a 30 year deferred loan with an interest rate of .25%, and matures on April 30, 2043. Total development cost of the project is \$3,998,736. Jorge Lopez, representing the Housing Partnership, noted that \$2,285,537 has been spent to rehab 48 units, in addition to a new roof, parking lot repairs and repair of water problems.

Mayor Oberloh asked if there was anyone present who wished to provide testimony. None was received.

The motion was made by Council Member Nelson, seconded by Council Member Graber and

unanimously carried to close the hearing.

No action was required.

AGENDA APPROVED/CLOSED WITH CORRECTIONS/ADDITIONS

The motion was made by Council Member Kuhle, seconded by Council Member Sankey and unanimously carried to approve/close the agenda with the following corrections/additions:

- Item F3 - include list of recommendations from Nominating Committee for Council approval of committee appointments/reappointments
- Item F4 - correction of address to 1635 Oxford Street and correction to licensing dates and approval request
- Item F5 - include diagram of proposed CAL logo

CONSENT AGENDA APPROVED

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

- City Council Minutes of regular meeting November 12, 2013
- Minutes of Boards and Commissions - Water and Light Commission Minutes of November 18, 2013; Airport Advisory Board Minutes of November 5, 2013; CAL Committee Minutes of October 14, 2013; Heron Lake Watershed Board Minutes of September 17, 2013
- Municipal Liquor Store Income Statement for the Period January 1, 2013 through October 31, 2013

- 2014 License Renewals:

On-Sale Beer

2014 - 1	Pizza Hut #2747, 1551 N. Humiston Avenue
2014 - 2	El Azteca Restaurant - 223 Tenth Street
2014 - 3	Hickory Lodge Bar & Grill LLC - 2015 N. Humiston Avenue
2014 - 4	Fraternal Order of Eagles #3282 - 205 Oxford Street
2014 - 5	The Ground Round Grill & Bar - P.O. Box 1029/1290 Ryan's Road
2014 - 6	Worthington Country Club - 851 W. Oxford Street
2014 - 7	Ben Lee's Bros. Café - 212 Tenth Street
2014 - 8	Long Branch Saloon - 206 Tenth Street
2015 - 9	Oxford Bowl - 325 Oxford Street
2015 - 10	Panda House - 913 Fourth Avenue

Off-Sale Beer

2014 - 1	Casey's General Store #3263 - 2021 Highway 59 N/Box 921
2014 - 2	Casey's General Store #1686 - 1704 Oxford Street

2014 - 3	Casey's General Store #2166 - 1007 Oxford Street
2014 - 4	Hy-Vee Food Store - 1235 Oxford Street
2014 - 5	Hy-Vee Gas - 1245 Oxford Street
2014 - 6	Sterling Drug - 511 Tenth Street
2014 - 7	La Azteca Grocery Store - 219 Tenth Street
2014 - 8	Worthington Travel Plaza, 2411 Highway 60 NE
2014 - 9	Wal-Mart - 1055 Ryan's Road
2014 - 10	Worthington Comfort Suites - 1447 Prairie Drive
2014 - 11	El Mexicano #3 - 310 Tenth Street
2014 - 12	Bob & Steve's Shell - 1408 Oxford Street
2014 - 13	Mini Market Lupita - 1906 Oxford Street
2014 - 14	Fareway Store, - 1028 Ryan's Road
2014 - 15	Long Branch Saloon - 206 Tenth Street
2014 - 16	Interstate Cenex - 1710 N. Humiston Avenue

Dance

2014-1 Hickory Lodge Bar & Grill - 2015 N. Humiston Avenue
2014-2 VFW Post 3958, 1117 Second Avenue

Pawn Shop

- 2014-1 Pawn-It - 1730 Oxford Street
- 2014 Street Lighting Fund budget which includes an increase in reserves of about \$15,000
 - Bills payable and totaling \$935,846.37 be ordered paid

ORDINANCE NO. 1075 ADOPTED VACATING PART OF AN EASEMENT - LOT 28, BLOCK 4, LAKEVIEW HEIGHTS ADDITION

Pursuant to published notice, this was the time and date set for the third reading of a proposed ordinance that would vacate part of an easement in Lot 28, Block 4, Lakeview Heights Addition as follows:

The following described portion of the platted public utility easement in Lot 28, Block 4, Lakeview Heights Addition, City of Worthington, Nobles County, Minnesota, be vacated:

The east 7.00 feet of the west 10.00 feet of Lot 28, Block 4, Lakeview Heights Addition, City of Worthington, Nobles County, Minnesota, except the north 8.00 feet thereof.

The motion was made by Council Member Nelson, seconded by Council Member Kuhle and unanimously carried to give a third reading to, and subsequently adopt, the following Ordinance:

ORDINANCE NO. 1075

AN ORDINANCE TO VACATE THE PLATTED PUBLIC UTILITY EASEMENT IN LOT 28,
BLOCK 4, LAKEVIEW HEIGHTS ADDITION

(Refer to Ordinance File for complete copy of Ordinance)

**SECOND READING PROPOSED ORDINANCE TO VACATE PORTION OF PLATTED
UTILITY EASEMENT - 1709 RUST ROAD**

Pursuant to published notice, this was the time and date set for the second reading of a proposed ordinance that would vacate a portion of a platted public utility easement on the property located at 1709 Rust Road as follows:

An ordinance vacating that portion of the platted public utility easement in Lot 3, Block 2, Homewood Hills Third Addition, City of Worthington, Nobles County, Minnesota described as follows:

The east 8.00 feet of the west 16.00 feet of Lot 3, Block 2, Homewood Hills Third Addition, City of Worthington, Nobles County, Minnesota.

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

NOMINATING COMMITTEE RECOMMENDATIONS APPROVED

The Nominating Committee met on Monday, November 25th and were making the following recommendations for committee appointments/reappointments:

Airport Advisory Board-	Reappointed Brian Larson for first full five-year term, term to expire 10/31/2018
Housing & Redevelopment Authority-	Reappoint Lyle Ten Haken for first full five-year term, term to expire 11/30/18
Planning Commission-	Reappoint Chad Nixon for second three-year term, term to expire 03/31/16
	Reappoint Kelly Meyer for second three-year term, term to expire 04/30/2016
Police Civil Service-	Reappoint Jenny Anderson-Martinez for second three-

year term, term to expire December 31, 2016

Public Arts Commission-

Appoint Kathy Craun to replace Beth Habicht (who declined to serve a second term) for a three year term, term to expire 11/30/2016

Traffic & Safety Committee-

Reappoint Mark Nelson for a second three-year term, term to expire 10/30/2016

The motion was made by Council Member Kuhle, seconded by Council Member Nelson and unanimously carried to approve the appointments/reappointments as recommended by the Nominating Committee.

Staff noted that the Nominating Committee will have a recommendation at the next Council meeting to replace Bruce Pass on the Planning Commission. Mr. Pass's term had expired 04/30/2013 and he was not eligible for reappointment. Several names were suggested none had yet been contacted.

ON-SALE BEER, ON-SALE WINE AND ON-SALE LIQUOR LICENSES APPROVED FOR VENETIAN STEAKHOUSE, 1635 OXFORD STREET

The motion was made by Council Member Graber, seconded by Council Member Nelson and unanimously carried to approve the following licenses, for the license periods shown, for the Venetian Steakhouse, 1635 Oxford Street:

- On-Sale Beer - license period December 9 - 31, 2013
- On-Sale Wine - license period December 9, 2013 through June 30, 2014
- On-Sale Liquor - license period December 9, 2013 through June 30, 2014

UPDATE ON CENTER FOR ACTIVE LIVING PROGRAMING AND MEMBERSHIPS

Council received an update from Kris Hohensee, Director of the Center for Active Living, on current programming at the Center and ideas for future programming. Ms. Hohensee also noted that memberships at the Center have been steadily increasing since she started there in July - approximately 35 new members. Racquet ball memberships are also increasing with four new members. Council thanked Ms. Hohensee for the information and for her efforts.

AGREEMENT REQUESTING STATE AID FOR ELIGIBLE COSTS FOR THE AIRPORT FOR FISCAL YEARS 2014 AND 2015 (MAINTENANCE AND OPERATION) AND RESOLUTION APPROVING EXECUTION OF MAINTENANCE AND OPERATION AGREEMENT APPROVED

The motion was made by Council Member Graber, seconded by Council Member Kuhle and unanimously carried to approve a Grant Agreement for Airport Maintenance and Operations, and to approve the following resolution authorizing execution of the Grant Agreement:

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. 03964, "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

The agreement is similar to the agreements the City has routinely entered into in previous years to be eligible for cost sharing with Mn DOT to recover costs for the operation and maintenance of the airport.

RESOLUTION NO. 3535 ADOPTED APPROVING 2014 SEWER SERVICE CHARGES

Staff presented the proposed 2014 Sewer Service Rates for Council approval. Dwayne Haffield, Director of Engineering, noted the combined changes in connection and usage charges result in a \$.79 decrease for all non-industrial users, which represents a 3.7% decrease for a 2,000 gallon per month user, and a .4% decrease for a 60,000 per month user. Total revenue to be generated from the 2014 rates is \$1,884,718, which is \$66,505 less than the \$1,951,223 budgeted to be generated from the 2013 rates. The Water and Light Commission approved the proposed rates at their November 18, 2013 meeting.

The motion was made by Council Member Kuhle, seconded by Council Member Graber and unanimously carried to adopt the following resolution approving the changes in the sewer rate schedule:

RESOLUTION NO. 3535

APPROVING CHANGES IN THE SEWER RATE SCHEDULE

(Refer to Resolution File for complete copy of Resolution)

PROCUREMENT OF AIRPORT ENGINEER AUTHORIZED AND SELECTION PROCESS

APPROVED

As a condition to receive Airport Improvements Program (AIP) grants funded by the Federal Aviation Administration (FAA), the City agrees to certain terms and conditions, including those pertaining to the procurement of professional services. Those requirements include:

- The consultant is to be selected through a qualifications based selection process
- The selection process must allow for open and free competition
- The services to be solicited are limited to identified projects that are initiated within five (5) years of the date the contract is signed by the consultant

The current Personal Services contract with the firm of Mead and Hunt was approved by Council on April 14, 2008 following the selection process during the latter part of 2007, and the 5-year period of services has now expired. Staff was recommending that the selection process be initiated at this time to secure a consultant for the next possible construction cycle using the following selection process:

- A request for SOQ's be published and direct mailed to firms known to be providing airport services in the State
- Three to five firms be selected on the basis of specific criteria to request proposals from
- A firm be selected on the basis of specific criteria to enter into fee negotiations with. This may or may not follow interviews with one or more of the firms submitting proposals.

(These preceding steps would be conducted by a selection committee consisting of :

- The Council member of the Airport Committee
- An additional member of the Airport Committee (Chairman)
- A representative of the FBO selected by Integrity Aviation
- The Director of Public Works
- The City Engineer
- Fees will be negotiated by City staff and an independent fee review will be secured if found necessary
- A recommendation will be presented to Council for approval of the selected firm

Council Members Kuhle and Nelson expressed concern that we aren't asking for fee amounts up front for initial consideration. Dwayne Haffield, Director of Engineering, replied that the selection process is dictated by Federal guidelines and we really can't deviate from that if we want to be eligible to receive these federal grants. Mr. Haffield noted it is important to look for someone who can also lead us through a Master Plan development.

Following additional discussion, the motion was made by Council Member Sankey, seconded by Council Member Kuhle and unanimously carried to authorize procurement of an Airport Engineer for the federally funded projects to be conducted in the next five years and approve the selection process.

COUNCIL COMMITTEE REPORTS

Mayor Oberloh - Attended the Minnesota West open house at the old fire hall - was impressed with

what they had done. Also emceed at the Highway 60 open house in celebration of the completion of this segment of the project - it was very well attended, including Representative Hamilton who worked to get the project done for us.

Council Member Kuhle - nothing to report.

Council Member Graber - Attended the CGMC conference - heard what they will be proposing and lobbying for on their members' behalf. Also attended a CAL meeting, reviewed the racquet ball and other programs. Was unable to attend the Heron Lake Watershed meeting as it conflicted with the last day of the Police Department's Citizen's Academy program - which she recommends everyone should participate.

Council Member Sankey - Attended the CGMC conference - they want cities to know that LGA helps cities to lower their tax bill. The Health Insurance Advisory Board met and seem to be going in circles - looking at a 16% to 20% increase. The Highway 60 project is impressive - kudos to Hamilton.

Council Member Nelson - HRA met and is looking to bring a proposal to Council at the December 9th meeting regarding their 48-unit rental project - they're also close to completing their employee handbook. Also attended the Highway 60 unveiling.

CITY ADMINISTRATOR'S REPORT

Craig Clark, City Administrator, reported that he had been attending the Blandin Leadership for a Culturally Diverse Community sessions - it has been a good process. The Sports Authority has decided that the Chamber will help facilitate further discussion and will be meeting on December 19th at 5:00 p.m. Regarding the CGMC meeting, there is a big push coming for Economic Development in greater Minnesota. LGA - looking for an inflationary increase to the program. - December 5th he will be participating in a Greater Minnesota Economic Development Partnership meeting. As a result of comments from the CGMC conference, Mr. Clark visited with the Scott County Administrator and he is willing to come down here to facilitate a discussion regarding city/county relationships. Health Care Advisory Committee met - there will be substantial increases for both the City's portion and the employee's portion. We will continue to work on it to control some costs in other ways, but the group did agree to increases deductibles and out of pocket maximums. - Echoed the Mayor's comments about Highway 60 - a lot of effort went in to it - also gave credit to Representative Hamilton.

ADJOURNMENT

The motion was made by Council Member Kuhle, seconded by Council Member Nelson and unanimously carried to adjourn the meeting at 8:07 p.m.

Janice Oberloh, MCMC
City Clerk

UNAPPROVED

WATER AND LIGHT COMMISSION MINUTES REGULAR MEETING DECEMBER 2, 2013

The regular meeting of the Water and Light Commission was called to order in the Worthington Public Utilities Conference Room at 3:00 P.M., CST, by President Randy Thompson with the following members present: Ron Wood, Gary Hoffmann, James Elsing and Kevin Donovan.

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

Others present: Aaron Hagen, Daily Globe

AGENDA ADDITIONS/CLOSURE

A motion was made by Commissioner Wood, seconded by Commissioner Hoffmann and unanimously carried to close the agenda as presented.

CONSENT AGENDA APPROVED

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

- Water and Light Commission minutes of the regular meeting held on November 18, 2013
- Utility bills payable totaling \$287,468.91 for November 22 and November 29, 2013.

ELECTRIC DEPARTMENT 2014 STRATEGIC FINANCIAL PLAN

At the November 18, 2013, regular meeting, the recently completed electric rate study was presented to Commission members. As a result of the proposed rate increases included in the study, the Commission directed Mr. Hain, to prepare a draft budget utilizing the proposed rates and various options utilizing additional reserve funding over a specified period of time and to communicate the results of the options to the Commission prior to preparing and presenting the 2014 draft strategic financial plan. After considering the options presented, Mr. Hain was directed to prepare the 2014 strategic financial plan to include the utilization of an adequate amount of additional reserve funding to cut the proposed 2014 rate increases in half. Mr. Hain reminded Commission members that the 2014 rate increases are attributable to the projected increases in purchased power and transmission costs totaling approximately \$1,442,000.

With the use of additional reserve funding, the following adjustments to the customer charges, electric energy rates and demand rates were proposed in order to accommodate the expenses included in the proposed budget:

<u>Customer Class</u>	<u>2013 Rate</u>	<u>2014 Rate</u>
Residential Rates		
Customer Charge (per month)	\$10.00	\$10.50
Energy Charge (per kWh) – June, July, Aug	\$0.092	\$0.0985
Energy Charge (per kWh) – other months	\$0.083	\$0.0845
Commercial Rates		
Customer Charge (per month)	\$19.00	\$20.00
Energy Charge (per kWh) – June, July, Aug	\$0.095	\$0.102
Energy Charge (per kWh) – other months	\$0.088	\$0.089
Medium General Service Rates		
Demand Charge (per month)	\$40.00	\$45.00
Demand Charge (per kW) – June, July, Aug	\$15.40	\$17.20
Demand Charge (per kW) – Dec, Jan, Feb	\$12.37	\$14.26
Demand Charge (per kW) – other months	\$12.37	\$12.79
Energy Charge (per kWh)	\$0.0466	\$0.0458
Large General Service Rates		
Customer Charge (per month)	\$40.00	\$45.00
Demand Charge (per kW) – June, July, Aug	\$15.40	\$17.20
Demand Charge (per kW) – Dec, Jan, Feb	\$12.37	\$14.26
Demand Charge (per kW) – other months	\$12.37	\$12.79
Energy Charge (per kWh)	\$0.0466	\$0.0458

After discussion, a motion was made by Commissioner Donovan, seconded by Wood and unanimously carried to approve the 2014 Electric Department Strategic Financial Plan as presented to include the proposed electric rate adjustments.

WATER UPDATE

Scott Hain, General Manager, provided the Commission with an update on the status of the static well levels at the Lake Bella well field.

Discussion was also continued from the November 4, 2013, regular Commission meeting on the possible implementation of conservation water rates. The Commission requested that Mr. Hain develop various rate proposals and present them to the Commission for further discussion at a future meeting.

A brief discussion was also held on considering various changes to the existing water use ordinance. It was the consensus of the Commission not to consider changes to the ordinance at this time.

ELECTRONIC DELIVERY OF WATER AND LIGHT COMMISSION AGENDAS AND MANAGER'S REPORTS

At their May 6, 2013, Commission meeting the Commission expressed an interest in the electronic delivery of Water and Light Commission agendas and manager's reports and directed staff to investigate the cost of purchasing electronic devices and report back to the Commission at a future meeting. Mr. Hain reported that funds for the purchase of devices have been included in the three approved 2014 utility department budgets. Discussion was held on the types of devices to be used, ownership, technical support and delivery methods. After discussion, the Commission directed staff to proceed with the conversion to electronic delivery of Commission materials.

ADJOURNMENT

A motion was made by Commissioner Elsing, seconded by Commissioner Donovan and unanimously carried to adjourn the meeting at 4:06 P.M., CST. President Thompson declared the meeting adjourned.

Deb A. Scheidt
Secretary to the Commission

**Planning Commission/Board of Appeals Minutes
December 3, 2013**

The meeting was called to order at 7:00 p.m. by Chad Nixon in the City Hall Council Chambers.

Members Present: Chad Nixon, Ken Moser, Kelly Meyer, Scott Nelson, Dana Oberloh, Dale Ryen
Members Absent: Bruce Pass
Staff Present: Brad Chapulis, Director of Comm/Econ. Dev.; Angela Thiner, Secretary
Others Present: Dwayne Haffield, City Engineer

Approval of Minutes

A motion was made by Kelly Meyer and seconded by Ken Moser to approve the minutes of the November 4, 2013 meeting. The motion passed unanimously.

Planning Commission Business

Public Hearing and Recommendation to City Council

Special Use Permit - 322 Tenth Avenue

Mr. Randy Junker is seeking the approval of a special use permit for property located at 322 Tenth Avenue. According to his application, Mr. Junker intends to construct a 352 square foot addition on his existing house. The Flood Insurance Rate Map completed by FEMA recognizes the subject property as being located within the flood plain boundary. The Flood Plain Management Ordinance allows the construction of buildings within the flood plain subject to flood proofing by fill. Any alternative method of flood proofing must be approved by the City through the special use permit process. Based on the existing conditions, the applicant is seeking to flood proof by structurally designing the addition's foundation for hydrostatic equalization.

After Brad Chapulis reviewed the special use permit application, Mr. Nixon opened the public hearing. With there being no one in attendance either for or against the application, Ken Moser made a motion to close the public hearing. Kelly Meyer seconded the motion and it passed unanimously.

After brief discussion among the commission, Ken Moser motioned to approve the Special Use Permit contingent upon the conditions recommended by staff:

1. The minimum floor elevation of the addition shall be at or above 1576.8 feet;
2. The addition be constructed in accordance with SEH's plan and report; and
3. The applicant properly utilize a method as to minimize sediment runoff during construction.

Kelly Meyer seconded the motion and it passed unanimously.

Public Hearing and Recommendation to City Council

Text Amendment - Zoning Application Fees

The City of Worthington, like many other communities, has established application fees for various licenses, permits and/or services. In accordance with the Zoning Ordinance, the City does require the submittal of an application fee for the various zoning related applications, i.e. variance, special use permit, rezoning, preliminary plats. The purpose and intent of the fees are to offset the costs the City incurs in processing the applications. A typical application requires 4-6 cumulative staff hours for processing and publication/mailling

of a public notice of the application in the Daily Globe and all property owners within 350 feet of the property in question. Staff estimates that the City incurs \$250-\$500 in expenses for each typical application processed. The City is currently utilizing a fee schedule that was set in the mid 1990's.

Brad Chapulis gave a brief review of the text amendment. Chad Nixon opened the public hearing. With there being no comments from the public, Scott Nelson motioned to close the public hearing. Kelly Meyer seconded the motion and it passed unanimously.

After discussion among the commission, it was agreed upon that the rates may need to be re-examined on a more regular basis. Ken Moser motioned to approve the proposed ordinance and resolutions. Scott Nelson seconded the motion and it passed unanimously.

Review and Approval - 2014 to 2018 Capital Improvements Plan

In accordance with Title XV, Section 151 of the City Code and applicable State Statutes and to assure that the public improvements are consistent with the Comprehensive Plan, the Planning Commission reviewed the 2014 to 2018 Capital Improvements Program. Dwayne Haffield, City Engineer, presented a summary of the program.

After hearing Mr. Haffield's response to questions regarding the projects outlined in the CIP, Scott Nelson motioned to approve the 2014 to 2018 Capital Improvements Program as presented. The motion was seconded by Dana Oberloh and passed unanimously.

Other Business

Next Meeting

Next meeting is scheduled for January 7th, 2014 at 7:00 p.m.

Expiration of term

Brad Chapulis informed the commission that Bruce Pass' term had expired. Having served 2 full terms, he is not eligible for reappointment. Brad thanked Mr. Pass for his years of service. Brad Chapulis noted he had received some names from the nominating committee to fill Bruce's spot.

Adjournment

With no further business before the Planning Commission, Dana Oberloh motioned to adjourn the meeting at 7:27 p.m. The motion was seconded by Scott Nelson and passed unanimously.

Angela Thiner
Secretary

Memorial Auditorium Advisory Board of Directors Minutes: November 12, 2013

The meeting was called to order by President Matt Oleske at 6:40pm. Members present: Diane Graber, Mara Jierle, David Reeves, Stephen Woitalewicz, Margaret Hurlbut Vosburgh and Eric Harp.

November 12, 2013 Agenda with the addition of Peter Pan to the reports and October 16, 2013 Minutes were unanimously approved.

Dave Reeves motioned and Julie Nystrom seconded that the Board choose the darker rock from Jasper Stone company for the Memorial Auditorium Performing Arts Center sign. It will read in block letters similar to the sign above the original Auditorium doors, MEMORIAL AUDITORIUM, and in italics *Performing Arts Center*. Brian Phelps of Jasper Stone company will be contacted. MHV will contact Groninga Construction to get quotes for the cement pilings to place the stone on. The board traveled outside to further discuss the placement of the new sign. MHV will contact Brad Chapulis and John Nordell about placement and will then email the board for consensus on placement and how to pay for the cement and lighting part of the project.

REPORTS

The October, 2013, financial statement was reviewed and unanimously approved by the board. MHV reported that an additional \$10,500.00 will be added to the user fees from ISD #518. Estimates for rentals through 2013 could reach \$5,000.00 more in revenue.

OLD BUSINESS

- The auditorium seat replacement project information was tabled.
- Jim Eulberg, City of Worthington was not able to provide the cement work for the new sign. MHV contact 5 other constructors/workers, but none were able to do the job or did not respond. Michael Edwards, ME Works was contacted and will get back to MHV with a price for the job. At that time, MHV will email the board and let them know the status of the project. Jasper Stone contacted MHV and the font is in question. MHV to contact Jasper Stone and report back to the board.
- 574 students and adults attended Peter Pan. The student series production Peter Pan lost \$91.67.
- Dwayne Haffield contacted a Sioux Falls company to hire a consultant to advise on the ceiling and rigging project at a cost of \$3,000.00. Scott Murfield, Safety - City of Worthington will look into securing a Safety Grant for the project.

The next meeting was scheduled for Tuesday, December 3, 5:15pm. Hearing no new business, President Matt Oleske adjourned the meeting.

The board spent time discussing a brochure for the Auditorium. The following recommendations were made for the brochure: using the new sign on the cover, tri-fold on glossy paper, rentals and cooperative programming, history, owned & operated by City, Advisory Board description, photos of the original school buildings with the attached Auditorium, list unique events and include information about facebook, twitter, etc.

Respectfully Submitted, David Reeves, Secretary & Margaret Hurlbut Vosburgh, Manager

ADMINISTRATIVE SERVICES MEMO

DATE: DECEMBER 6, 2013

TO: HONORABLE MAYOR AND CITY COUNCIL

SUBJECT: ITEMS REQUIRING CITY COUNCIL ACTION OR REVIEW

CONSENT AGENDA CASE ITEMS

1. AUDIT ENGAGEMENT LETTER

Staff has received a proposal for the 2013 year-end audit services from Drealan Kvilhaug Hoefker & Co., P.A. The maximum would not exceed \$20,700, excluding word processing of the report. This is an increase of \$500 over 2012. Staff recommends Council approval of the proposal shown as *Exhibit 1*.

2. RESCIND PREVIOUS ACTION AND APPROVE LEASE AGREEMENT WITH NB GOLF

At its October 28, 2013 Special Meeting, Council approved a 5 year golf cart (Electric) lease with Versatile Vehicles Inc. who would supply EZGO carts at \$108 per cart per month. The lease was based on Versatile being able to purchase the current gasoline carts Prairie View is leasing from NB Golf Cars.

The current lease had a buy-out clause in which NB Golf Cars was responsible for making a balloon payment of \$39,000 on November 1 to CitiCapital Commercial Corporation (lease holder). They made the payment which in effect did not allow Versatile the opportunity to purchase the current carts.

As a result, Tom Jansa contacted NB Golf and renegotiated a new lease with them. NB Golf has agreed to enter into a 5 year lease with the City of Worthington for \$96.22 per cart per month (24 electric carts) and pay for the buyout at the end of the lease (\$1,350 per cart). This would save the City approximately \$2,120 per year compared to the previously approved EZGO Lease.

Council action is requested to rescind the action on October 28, 2013 that would have been with Versatile and EZGO carts and otherwise approve a new five year lease with NB Golf Cars and provide electric Club Car carts included as *Exhibit 2*.

3. MEMORIAL AUDITORIUM REQUEST FOR PROFESSIONAL SERVICES

Due to concerns as to the safety of the stage rigging at Memorial Auditorium, auditorium staff procured the firm of Stage Technology in mid 2011 to inspect and report on the rigging system. The firm identified a variety of problems and reported that the "space is very

dangerous". The most serious issues were able to be immediately corrected by auditorium staff, however, the recommendation to replace the rigging remained. Auditorium staff has obtained a quote for replacing the rigging and established funding for completion of the rigging replacement as quoted.

The rigging is connected to the structural system of the Auditorium's roof. The installer has conditioned their proceeding with the rigging replacement on receipt of a determination that the structural system is capable of supporting the rigging. It is now anticipated that qualified installers would seek such a determination before proceeding. The services of a structural engineer would be required to conduct the necessary evaluation and determination. Whereas the original building plans lack the information needed to make a structural evaluation, the existing structure will need to be defined through an onsite inspection and "reversed engineered". Staff has identified a local (Sioux Falls) firm, SEA, that will provide the services needed. Two other firms declined to provide the services. Due to the range of time that may be required to complete the onsite review and perform the evaluation, the firm provides such services on an hourly basis with costs typically ranging from \$1,500 to \$2,500. It is recommended that a budget of \$3,000 be established for the services.

Staff recommends that Council amend the 2013 Auditorium Fund (614) budget to include \$3,000 for the professional services with offsetting revenue to be from reserves in the Municipal Building Fund (409).

It may be noted that it is not known if the structural determination will be favorable. Should it be determined that there is not adequate capacity in the existing structure to meet contemporary loading criteria, structural modifications could be required. It should also be noted that the rigging replacement quote is based on the suspended ceiling being removed for installation. Although the ceiling surface should be re-secured to the ceiling's underlying structure it is not anticipated that it will be cost effective to remove and replace the ceiling to accommodate the ease of rigging installation. The structural evaluation may, however, reveal the need for ceiling modifications to allow for structural modifications. The structural firm will also be requested to make recommendations as to the best means for re-securing the ceiling surface.

Council action is requested to approve the professional services with SEA from reserves in fund 409 to perform a structural assessment for the installation of rigging at the Memorial Auditorium and thereby authorize the Mayor to sign the agreement.

4. APPROVAL OF MODIFICATIONS TO THE POSITION DESCRIPTION OF THE MEMORIAL AUDITORIUM DIRECTOR

Recently Margaret Hurlbut Vosburg submitted her resignation as Manager of the Memorial

Auditorium. Her years of service to the City are to be commended as well as her efforts in promoting the arts within our community.

As a result of her resignation I have taken the opportunity to review the job description and note a few recommended changes before we seek a suitable replacement.

The number of work hours for the position was adjusted in 2011 when the facility opened up to more of year round activities because of the addition and installation of air conditioning. As a result the position hours should be updated to the current 33 hours per week rather than 20 hours previously listed. It is also suggested to provide flexibility in the job requirements on page four by adding language that would recognize additional experience in working at a performing arts or related facility could be substituted for the educational requirements.

Council action is requested to approve the revised job description included as *Exhibit 3*.

CASE ITEMS

1. RESOLUTION APPROVING THE 2013 TAX LEVIES COLLECTIBLE IN 2014

On September 9, 2013, the City Council approved a proposed property tax levy of \$3,188,049 for 2014 (a 1.3 percent increase over 2013). It is staff's recommendation to approve the final levy in the amount of \$3,175,460 for 2014 (a .9% increase over 2013) as shown on the attached resolution included as *Exhibit 4*. The levy includes a General Purpose Tax Levy of \$2,238,512 and Special Tax Levies of \$936,948. The General Purpose Tax includes an Economic Development Levy of \$83,000 (*Exhibit 5*); the Special Tax Levy includes Economic Development Tax Abatements of \$28,400.

As allowed by legislation changes, public comment will be taken at this time regarding the proposed 2014 tax levies. (Budget Hearing information is included in your packet under separate cover for a short Truth in Taxation presentation.)

Also included as *Exhibit 6*, is the Housing and Redevelopment Authority's proposed levy of \$99,331; the same amount pre-certified on September 9, 2013.

Suggested Motion: Move to adopt the resolutions approving the 2013 Tax Levies collectible in 2014.

2. 2014 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 2014 fund budgets for the City of Worthington, Minnesota.

3. **THIRD READING PROPOSED ORDINANCE VACATING A PORTION OF A PLATTED UTILITY EASEMENT - 1709 RUST ROAD**

Pursuant to published notice, this is the time and date set for the third reading of a proposed ordinance that would vacate a portion of a 16 foot wide platted utility easement along the west (rear) property line at 1709 Rust Road as follows:

An ordinance vacating that portion of the platted public utility easement in Lot 3, Block 2, Homewood Hills Third Addition, City of Worthington, Nobles County, Minnesota described as follows:

The east 8.00 feet of the west 16.00 feet of Lot 3, Block 2, Homewood Hills Third Addition, City of Worthington, Nobles County, Minnesota.

Adoption of the ordinance will allow the property owner to place an accessory structure closer to the rear property line. A complete copy of the proposed ordinance was included in your November 12, 2013 Council agenda.

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

4. **2014 LEGISLATIVE PRIORITIES**

The City, County, School District and the Chamber have put together legislative priorities over the last several years and at the last Joint City, County, and School District meeting there was continued interest in putting one together for 2014. This platform will be shared with the Governor and state legislators who represent Worthington and our area.

The proposed platform is included as ***Exhibit 8*** and includes support of local priorities.

Council approval of *Exhibit 8* is requested for inclusion in the 2014 legislative priorities.

DREALAN KVILHAUG HOEFKER & Co., P.A.



Member
Division for CPA Firms AICPA

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

CERTIFIED PUBLIC ACCOUNTANTS

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

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

October 31, 2013

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, 2013. 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, 2013, and the related notes to the financial statements. 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.

We have also been engaged to report on supplementary information other than RSI, that 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 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 31, 2013
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 on that other information.

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

Audit Objectives

The objective of our audit is the expression of opinions as to whether your 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 second 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 the provisions laws, regulations, contracts and 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 paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and OMB Circular A-133 in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of 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. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will 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 31, 2013
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 will be required to acknowledge in the written 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. You agree to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept 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 is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

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 written 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 31, 2013
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 preparation of the schedule of federal awards in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

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

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

To the Honorable Mayor and
Members of the City Council
October 31, 2013
Page Five

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. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable 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.

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

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

To the Honorable Mayor and
Members of the City Council
October 31, 2013
Page Six

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 or material weaknesses. 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.

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, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

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.

To the Honorable Mayor and
Members of the City Council
October 31, 2013
Page Seven

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 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 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.

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 shareholder 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, 2013, would be as follows:

Expected range, excluding word processing of report	\$20,200 - \$20,700
Maximum would not exceed (including direct expenses)	\$20,700

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 \$400.

To the Honorable Mayor and
Members of the City Council
October 31, 2013
Page Eight

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 2011 peer review report accompanies this letter.

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

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

Yours sincerely,

DREALAN KVILHAUG HOEFKER & CO., P.A.

by Wayne W. Drealan
Wayne W. Drealan, CPA

RESPONSE:

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

By: _____

Title: _____

Date: _____

Lewis, Kisch & Associates, Ltd.

CERTIFIED PUBLIC ACCOUNTANTS

1303 South Frontage Road, Suite 3

Hastings, Minnesota 55033

James V. Lewis, C.P.A.
Carol J. Sailer, C.P.A.
Thomas A. Madsen, C.P.A.

Telephone: (651) 437-3356
FAX: (651) 437-3808
email: admin@lewiskisch.com

SYSTEM REVIEW REPORT

September 23, 2011

To the Shareholders

Turbes Drealan Kvilhaug Hoefker & Co., P.A.

and the Peer Review Committee of the Minnesota Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Turbes Drealan Kvilhaug Hoefker & Co., P.A. (the firm) in effect for the year ended April 30, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Turbes Drealan Kvilhaug Hoefker & Co., P.A. in effect for the year ended April 30, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Turbes Drealan Kvilhaug Hoefker & Co., P.A. has received a peer review rating of *pass*.

Respectfully submitted,

Lewis, Kisch & Associates, Ltd.



303 E. Railroad St.
Hendricks, MN 56136
507-275-3564

27140 Parklanc Drive
Sioux Falls, SD 57106
605-275-4653



4509 NE 14th Street
Des Moines, IA 50313
515-264-1661

We're on the web:
nbgolfcar.com

GOLF CARS

UTILITY VEHICLES - SALES - PARTS - SERVICE - LEASING

PREPARED FOR: Prairie View Golf Course
PO Box 279
Worthington, MN 56187

November 18th, 2013

NEW GOLF CAR LEASE TO PURCHASE PROPOSAL

NB Golf, LLC proposes to lease to purchase with a \$1,350.00 buyout upon completion of the lease to Prairie View Golf Course 30, 2014 Club Car Precedent electric golf cars with tops, numbers 1-30, wheel covers, windshields, single point watering with refill kit, deionizer water purifier and custom logo.

<u>MONTHS</u>	<u>RATE/CAR/MONTH</u>	<u>FLEET MONTHLY RATE</u>	<u>SERVICE</u>	<u>TERM</u>
60	\$96.22/Car/Month	\$2,886.60/Month/30 Cars	No	2014-2018

Payment months: April, May, June, July, August and September

Nonpayment months: October, November, December, January, February and March

The lease contract shall be subject to the terms and provisions of the contract to be executed by the parties. Upon fulfilling all terms and conditions of this agreement, the golf cars will become the property of Prairie View Golf Course. NB Golf, LLC will provide a Guaranty Buyback letter stating that we will buy the cars back at the end of the payment schedule for the \$1,350/car balloon payment. This guaranty is solely between NB Golf, LLC and the City of Worthington and is not associated with the lender.

- All applicable taxes are additional.
- Subject to credit approval.
- Price quotation firm for thirty days from day of proposal.
- The above lease quotes are based on that all payments have been paid and on time.
- Prairie View Golf Course has to provide insurance on golf cars.
- Prairie View Golf Course is responsible for damage to the golf cars.

Accepted By: _____
Company: _____
Title: _____
Date: _____

NB Golf, LLC
By: Greg Gilbertson
Thank you for your interest
in our product

CITY OF WORTHINGTON

POSITION GUIDELINES

JOB TITLE: Manager, Memorial Auditorium **CLASSIFICATION:** Part-time Exempt

DIVISION: Administrative Services

DATE APPROVED:

SUMMARY

Management position with oversight responsibilities in all departments to ensure success in all ongoing daily and annual operations. The position is directly responsible for administrative, financial, and operational activities directly related to Memorial Auditorium.

ACCOUNTABILITIES

Reports to: City Administrator

Supervises: Marketing Assistant
Maintenance/Technical Assistance Manager
Oversee Custodial Services Physical Plant Management, production staff and crews, front of house staffing, other personnel and volunteers

Coordinates with: Marketing Assistant, Technical Director/Physical Plant Manager
Memorial Auditorium Advisory Board of Directors,
Friends of the Auditorium, Inc., Board of Directors
School District #518 Administration

ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Administrative:

Day to day operations associated with Auditorium renters to include:

- maintaining schedule of rentals, as well as other activities in the facility
- secure contract agreements, routine bookkeeping required to insure efficient collection of fees
- maintain in-house data base/mailling list
- assist City Administrator with budget and fee schedule preparations
- assist with monitoring and planning for short and long term maintenance of physical plant
- write timely and appropriate grants for facility and programming

B. Programming

Position Guidelines - Manager, Memorial Auditorium

Page 2

Schedule and negotiate contracts for season series:

- emphasis on connection to community

C. Promotional:

Promote performances seeking to maximize attendance, participation:

- write and edit news releases
- implement media schedules for advertising and story placement
- coordinate artist / advertising materials
- write and edit program copy brochures, posters and miscellaneous advertising
- provide art direction for publications

D. Supervisory:

Oversee Marketing Assistant, Custodial Services, Physical Plant Management, production staff and crews, front of house staffing, other personnel and volunteers.

E. Presenting the Performing Arts:

The Performance

- planning the performing season
- selecting artists
- negotiating and contracting with artists
- promotion and publicity
- technical production
- house management: ushers, box office, more

The Season

- budgeting
- marketing
- ongoing communication with artists/managers
- ongoing communication with audience members

Institutional Management

- budgeting
- financial oversight
- grant writing
- long-range planning
- developing a mission and an institutional identity
- personnel management
- tracking and complying with government regulations
- working with board members and donors

- facility management

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

Additional

- government affairs
- forging community alliances
- hosting residencies
- audience development
- educational outreach

PERIPHERAL DUTIES

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

EQUIPMENT

Miscellaneous office equipment, sound and lighting equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 is regularly required to use hands to finger, handle, feel or operate objects, or controls and reach with hands and arms. The employee frequently is required to talk, hear, sit, walk and stand.

The employee may be required to lift and/or move objects up to 10 pounds and occasionally be required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distance vision.

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 the essential functions.

While performing the duties of this job, the employee typically works a 33 hour work week setting hours to meet scheduling needs.

The noise level in the work environment is low to moderate.

JOB REQUIREMENTS

1. Minimum Qualifications:
 - A. Knowledge and / or interest in the performing arts
 - B. Ability to effectively communicate both in writing and orally, ability to multitask
 - C. Knowledge and experience in computers, record and bookkeeping
 - D. Flexible schedule with availability to work nights and weekends
 - E. Completion of Bachelors Degree or related work experience in General Studies, Liberal Arts, Performing Arts, Art Education, Theater, Music, English, Accounting, or related field. A collective amount of experience within the performing arts or event or facility management may be substituted for the educational requirements

Must have and maintain a valid State of Minnesota Driver's License.

CITY OF WORTHINGTON, MINNESOTA

RESOLUTION APPROVING 2013 TAX LEVIES COLLECTIBLE IN 2014

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 2014 upon the taxable property in said City of Worthington, Minnesota for the following purposes:

LIMITED GENERAL PURPOSE TAX:	2013/2014 LEVY	SPECIAL TAX LEVIES:	2013/2014 LEVY
General Fund	830,501	G.O. Debt Service Funds including Improvement Bonds (MS 275.50 Subd. 5e and MS 429.091)	
Recreation Fund	847,976		
Economic Development Authority Fund	0	PIR Series 2007A \$4,370,000	328,000
Improvement Construction Fund	301,296	PIR Series 2009C \$2,710,000	173,155
Aquatic Center Facility Fund	100,000	PIR Series 2010A \$1,915,000	177,393
Memorial Auditorium Fund	75,739	PIR Series 2012A \$2,570,000	230,000
GENERAL PURPOSE TAX LEVY-CITY	2,155,512	SUBTOTAL DEBT SERVICE FUNDS	908,548
EDA TAX LEVY	83,000	Economic Development Tax Abatement	28,400
TOTAL GENERAL PURPOSE TAX	2,238,512	TOTAL SPECIAL TAX LEVIES	936,948

SPECIAL TAX LEVIES: (Other than Debt Service)	RECAP OF TAX LEVY TOTALS:	
Housing & Redevelopment Authority (MS 462.545 Subd. 6)	General Purpose Levy	2,238,512
Separate Certified Levy	Special Tax Levies	936,948
	TOTAL NET LEVY	3,175,460

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

ATTEST:

Mayor: _____

Passed by the City Council of the City of
Worthington this _____ day of
_____, 2013.

City Clerk: _____

RESOLUTION APPROVING 2013 TAX LEVIES COLLECTIBLE IN 2014

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 2014, upon the taxable property in said City of Worthington, Minnesota, for the following purposes:

SPECIAL TAX LEVY	CERTIFIED LEVY 2013/2014
ECONOMIC DEVELOPMENT AUTHORITY TAX LEVY (Minnesota Statute 469.107, Subdivision 1)	
Special Tax for Operations	\$83,000.00

NET CERTIFIED LEVY \$83,000.00

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 _____, 2013.

_____, Mayor

_____, City Clerk

Passed by the Economic Development Authority of the City of Worthington, Minnesota, this the _____th day of _____, 2013.

_____, Chair

_____, Secretary

RESOLUTION APPROVING THE 2013 TAX LEVY COLLECTIBLE IN 2014

BE IT RESOLVED, by the City Council 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 2014, upon the taxable property in said City of Worthington, Minnesota for the following Purposes:

SPECIAL TAX LEVY

**CERTIFIED LEVY
2013/2014**

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

Special Tax for Operations

\$99,331.00

NET CERTIFIED LEVY

\$99,331.00

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 _____, 2013.

Signed By:

Mayor: _____

City Clerk: _____

Passed by the Worthington Housing and Redevelopment Authority of Worthington Board of Commissioners on this the 27th day of August, 2013

Signed By:

Board Chairman: [Signature]

Executive Director: [Signature] Executive Director

CITY OF WORTHINGTON

RESOLUTION NO. _____

A RESOLUTION FOR THE APPROVAL OF THE 2014 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 resource4s to 2014 programs, projects and services.

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

1. The 2014 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	830,501	3,539,658	3,019,634	7,389,793
SPECIAL REVENUE FUNDS:					
204	Small Cities Grant	0	380,000	0	380,000
207	Police Department Task Force	0	190,675	166,173	356,848
211	WRH Fund	0	0	332,796	332,796
213	Sales Tax Revenue	0	0	700,500	700,500
214	Event Center	0	0	15,000	15,000
229	Recreation Fund	847,976	0	244,170	1,092,146
231	Economic Development Auth. Tax Abatement & EDA Levy	111,400	0	94,300	205,700
	TOTAL SPECIAL REVENUE FUNDS	959,376	570,675	1,552,939	3,082,990
DEBT SERVICE FUNDS:					
316	T.I. Series 2003B Fund	0	0	22,000	22,000
321	Permanent Improv. Fund	0	0	48,471	48,471
345	'07A PIR Bond Fund	328,000	0	180,475	508,475
346	'09C PIR Bond Fund	173,155	0	86,153	259,308
347	'10A PIR Bond Fund	177,393	0	64,025	241,418
348	'12A PIR Bond Fund	230,000	0	56,069	286,069
349	'12B Sales Tax Revenue	0	0	402,450	402,450
	TOTAL DEBT SERVICE FUNDS	908,548	0	859,643	1,768,191

FUND NO.	DESCRIPTION	TAX LEVY SUPPORT	GENERAL STATE/FED AID	OTHER SOURCES	TOTAL BUDGET
CAPITAL PROJECT FUNDS:					
401	Improvement Construction Fund	301,296	70,000	9,992,978	10,364,274
409	Municipal Building Fund	0	0	10,000	10,000
412	TI District - P.View - Unlim.	0	0	9,015	9,015
419	TI District #7	0	0	1,168,620	1,168,620
425	Okabena Estates	0	0	24,050	24,050
426	CCSI Redevelopment	0	0	48,516	48,516
427	Bedford Technology Project	0	0	41,305	41,305
431	Aquatic Center	100,000	0	0	100,000
TOTAL CAPITAL PROJECT FUNDS		401,296	70,000	11,294,484	11,765,780
ENTERPRISE FUNDS:					
606	Storm Water	0	0	5,280,225	5,280,225
607	Street Lighting	0	0	255,636	255,636
609	Liquor	0	0	3,727,100	3,727,100
612	Airport	0	148,948	207,659	356,607
614	Auditorium Fund	75,739	0	217,678	293,417
TOTAL ENTERPRISE FUNDS		75,739	148,948	9,688,298	9,912,985
702	DATA PROCESSING FUND	0	0	340,976	340,976
872	CABLE TV FUND	0	0	140,000	140,000
TOTAL 2012 BUDGET		3,175,460	4,329,281	26,895,974	34,400,715

Adopted by the City Council of the City of Worthington, Minnesota this 9th day of December, 2013.

(SEAL)

Mayor

City Clerk

Exhibit 7C

City of Worthington

2014 Minnesota Legislative Priorities

Completion of Highway 60 to St. James

While completion of the final section of Highway 60 to Worthington from the Iowa border officially opened on November 22, 2013 after three years of construction, the long awaited project won't be complete until the full project is complete. The investment for long term economic development won't be realized until the Minneapolis metropolitan area is linked with I-29 and I-90 corridors via Highway 60 and 169. Efforts to divert funding for completion of this project should be fought and the timeline for the completion of the project should remain on track for 2018.

Lewis and Clark Bonding Request

The Lewis & Clark Joint Powers Board, representing the four Minnesota members of the Lewis & Clark Regional Water System including the cities Worthington and Luverne, Lincoln Pipestone Rural Water and Rock County Rural Water, has submitted a request for a capital appropriation in the amount of \$61,055,269 to construct the Minnesota portions of the Lewis & Clark project and allow delivery of water to the four Minnesota member entities. The request represents the amount of funding that can be obligated for construction in Minnesota from July 1, 2014, to June 30, 2016, and would result in connections to the City of Luverne, Rock County Rural Water and Lincoln Pipestone Rural Water. An estimated additional \$1,161,000 would be needed in FY16 to complete the connection to the City of Worthington.

The Lewis & Clark Regional Water System project was authorized by Congress in 2000 and was to receive 80% of construction funding from the federal government with the remaining 20% of funding to be provided by the three participating states and the twenty member entities. The three states and the twenty members have already paid 100% of their project cost share while, as of 9/30/13, the federal government still owes \$207.4 million. Since, FY09, when construction progress on the project became entirely dependent on federal funding, funding levels have dropped to levels that are not even keeping pace with project inflation while the need for additional water resources in southwest Minnesota has continued to grow.

On April 1, 2013, Governor Dayton held a conference call with Senators Klobuchar and Franken and Representative Walz to discuss how to keep construction of the Lewis & Clark project moving forward. During the call the Governor suggested the possibility of additional State funding in order to help connect the Minnesota members. Follow-up conversations with the Governor's office have confirmed his continuing support for providing additional State funding.

Biotechnology Advancement Center Bonding Request

The economic development leaders of Worthington, Minnesota have committed time, talent, and funds to develop a sustainable, low cost, high value education center that brings the dynamic industry of agriculture biosciences together with education as a true convergence.

The financial commitments from federal, state and local government have paid dividends with the occupancy of the BAC as an educational and business incubator but our work is not done. Initial state funds for the BAC had to be returned due to language restrictions and as a result the City is asking for a reappropriation of \$398,000. The laboratory portion of the BAC will provide needed support to existing and future regional bioscience business and educational institutions as well as the adjacent Bioscience Industrial Park. This project is the result of a long-term vision that plays to Worthington's strength position of servicing the animal bioscience industry.

Housing

Housing continues to be a concern at all levels of the spectrum. Worthington has seen a steady growth in population at over 13 percent from the most recent census data. During this time of population growth there has been a stagnation of new home construction. These factors along with a strong employment need of our businesses have presented the demand for over **500** new units by 2020.

The State should partner with local housing efforts to relieve the demand for so business growth can occur. Programs for workforce housing, rehabilitation or homes, tax incentives or other programs should be funded sufficiently to help address this critical issue and remove a significant barrier to economic growth.

Public Safety ARMER

In 2012, the City of Worthington in conjunction with Nobles County migrated to the State's ARMER system to comply with the federally mandated 2013 deadline for VHF narrowbanding and to meet the State's push for radio system interoperability.

Build-outs of the ARMER system in other areas of the state the MN Legislature authorized sales tax abatement for purchases of equipment used on the ARMER system. The Legislature approved the sales tax abatement for the original build-out in the Metro area and the build-outs in Central MN (St. Cloud area) and Southeastern MN (Rochester area). We are seeking equitable treatment on this issue and would like to see a bill similar to H.F. 394 authored by Representative Howes in 2011, which would allow for retroactive sales tax abatement on such purchases made after June 30, 2010 for the continued build-out in the SW region.

Greater Minnesota Economic Development Initiatives

Minnesota's economy needs a pro-jobs agenda at the legislature and policies need to recognize the different challenges faced by businesses in Greater Minnesota. The Coalition of Greater Minnesota Cities has proposed several initiatives that address these needs so businesses can grow and prosper in all regions of the state. These efforts have focused on a jobs creation fund, training programs, enhancements to the Angel Investment Tax Credits, Broadband development and public infrastructure support. These programs will help promote economic development and keep rural Minnesota more competitive.

Trail Development

The City is interested in increasing the recreational, transportation and quality of life opportunity to its residents. The City has identified the establishment of a trail network as an important priority for the City. The City is requesting state trail funding to help the city with this important attribute to our community and eventually network into a broader system as trail access grows across Minnesota.

This Old House

The State had promoted tempering what can be a disincentive to maintaining a City's housing stock by establishing a program referred to as "This Old House." The program allowed homeowners to defer the increase in valuation that was seen by making improvements in older homes. The tax incentive defers 100% of increased taxes for a ten years period and 20% for an additional five years. This can provide an established community like Worthington a method where homeowners will not face a financial disincentive to update older homes. The City supports the restoration of this important program.

PUBLIC SAFETY MEMO

DATE: DECEMBER 6, 2013

TO: HONORABLE MAYOR AND CITY COUNCIL

SUBJECT: ITEMS REQUIRING CITY COUNCIL ACTION OR REVIEW

CASE ITEM

1. **REQUEST FOR FIRE DEPARTMENT TO CONDUCT CONTROL BURN.**

The Worthington Fire Department seeks authorization from the City Council to conduct a control burn training exercise of an unoccupied dwelling at 860 S. Lake Street, Parcel Number 31-0979-000 (*see aerial photo, Exhibits 1 and 2*). City Administrator Clark was contacted earlier this year by Mel Janssen from Shine Brothers to gauge interest in conducting a control burn exercise on the former Pospisil residence located to the south of the Shine property. Shine Brothers is the current owner of the property. The Fire Department discussed the control burn exercise with City Administrator Clark and it was decided to apply for a permit through the MN DNR for the state to authorize the control burn.

The Worthington Fire Department applied for and received a DNR permit (*see Exhibit 3*) to proceed with the control burn exercise. The DNR permit allows for the exercise to take place. Council authorization is also necessary to go forward with the exercise.

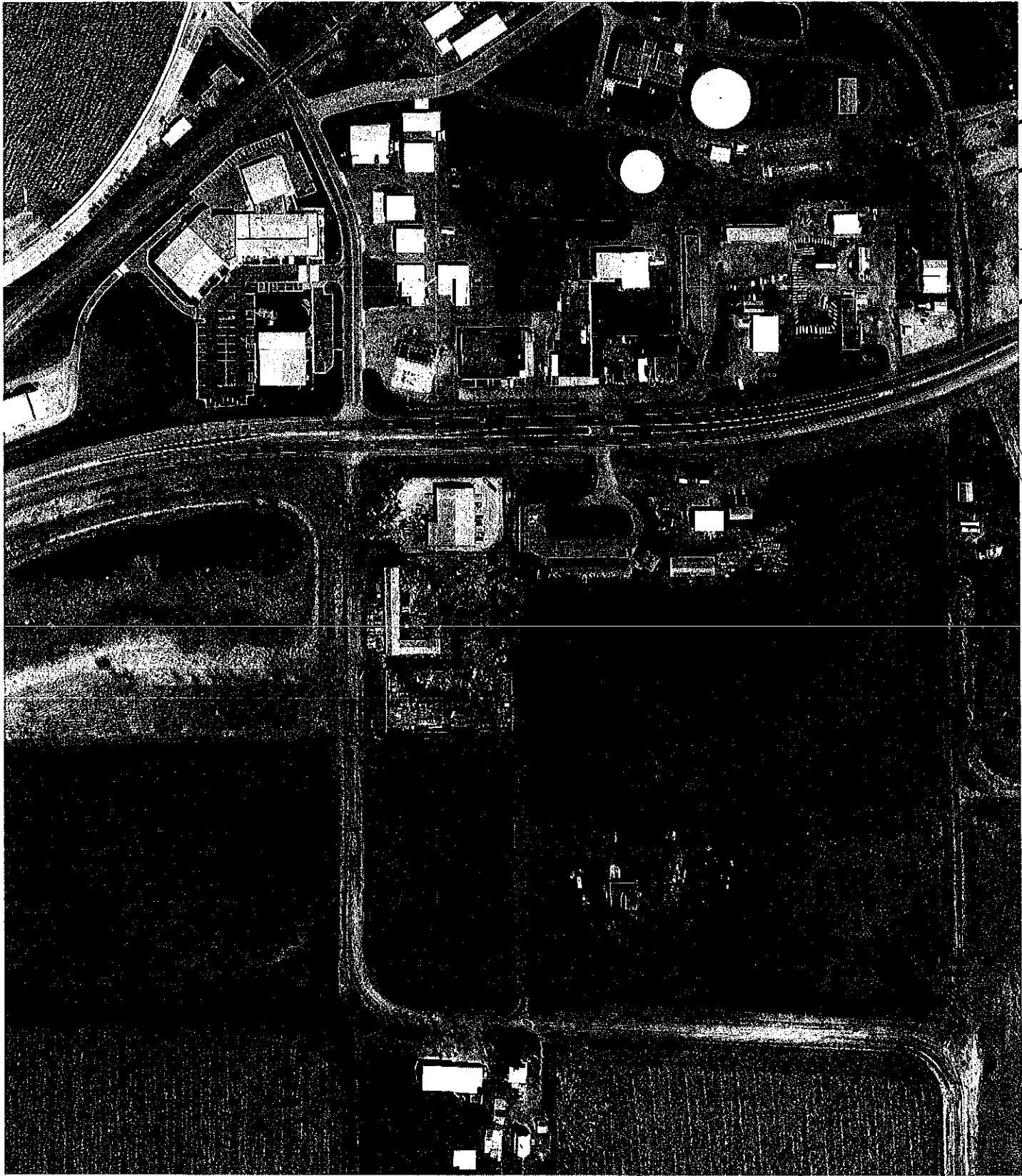
Worthington City Code 91.01 allows for Council to authorize permission to conduct the control burn of the structure if it doesn't violate State or Federal laws. Conducting the control burn exercise will not violate State or Federal laws.

Staff recommends Council authorize the request to conduct the control burn training exercise on a date selected by the Worthington Fire Department that will meet the guidelines of the DNR permit.

Proposed Motion: Authorization of control burn training exercise



Exhibit 1



31-0572-700

0675-500

NA-05813-13

FIRE TRAINING LIVE-BURN APPLICATION

FIRE CHIEF or TRAINING OFFICER: Complete this application and submit to a local DNR Forestry Office a minimum of 14 days prior to the actual live-burn training. All training should have a burn plan and must be conducted using the techniques described in the publication "Structural Burn Training Manual" prepared by Minnesota State Colleges and Universities.

Fire Department/Other Agency WORTHINGTON FIRE DEPT.		Address (City, State Zip) 830 2ND AVE PO. BOX 279	
Applicant's Name RICK VON HOLDT	Title FIRE CHIEF	Work Telephone 507-372-5454	Home Telephone 507-372-7821 507-360-7240 Cell
Type of Live-Fire Training to be conducted: <input type="checkbox"/> Structure <input type="checkbox"/> Other:			
Street Address WORTHINGTON MN 56187		County NOBLES	
Name of FDN/SCU or Connecting Lead Instructor RICK VON HOLDT	Telephone Number 507-360-7240 Cell	Fire Dept Training Officer Name RICK VON HOLDT	

If structure is to be burned, indicate proposed number to be burned under this application: **1**

Indicate Type and size of structure(s) to be burned: (check)

- ☐ Commercial ☒ Structure Private Structure **40** Ft by **40** Approximate Size Ft.
☐ Commercial ☐ Structure Private Structure _____ Ft by _____ Approximate Size Ft.
☐ Additional structures will require a site visit by a DNR Forester.

☒ Attach a site plan/map to application identifying structure(s) involved in Live-Burn training. Live Burn Training scheduled to occur between the dates of **11/22/13** to **12/20/13**

Asbestos Inspector MERLIN TEERINK	License No. A1352
Address (City, State Zip) 21769 PAUL AVE	Telephone Number 507-372-7271

Pre-Burn Requirements - Initial to verify that you have/will comply with each of the following:

- ☒ Notification of Intent to Perform a Demolition form has been submitted to PCA.
☒ Asbestos inspections and abatement must be completed on all structures. _____ Written consent of
☒ burn site property owner must be secured before training is conducted.
☒ If structure, utilities must be disconnected before training is conducted.
☒ Local emergency dispatcher(s) must be notified prior to the live-burn.

Post-Burn Requirements - All debris remaining after the Live-Burn Training requiring disposal must be disposed of in a manner that meets MPCA and local solid waste ordinance requirements:

I attest, by my signature, that I have read and will comply with the above requirements, MS888, any attachment to this application, and that I am the authorized chief or training officer for the above fire department/agency.

Applicant's Signature Rick von Holdt Fire Chief	Date 11-9-13
Application Approved	Burning Permit attached

DNR Forester Thomas E. Remonovic	Date 11/21/13
--	-------------------------

Application Denied

Reason

FIRE SAFETY AND AIR QUALITY REQUIREMENTS

I AGREE:

- ☒ To keep this fire under control and to assume responsibility for all damages and costs that may result from burning done under this permit.
- ☒ To attend this fire until completely extinguished.
- ☒ To have this permit available at the burn site for inspection.
- ☒ Not to burn if there is a practical alternative method for disposal of the material such as chipping or composting.
- ☒ To use a clean burning device to start the fire.
- ☒ Not to conduct burning during any air quality alert.
- ☒ Not to burn paper or cardboard except as provided under Minnesota Statutes 17.135.
- ☒ To extinguish the fire immediately if this permit is revoked.
- ☒ That prevailing wind must be away from nearby occupied buildings.
- ☒ That fires will not be allowed to smolder without flame.

PROHIBITED MATERIALS ARE: oils, rubber, plastics, tires and chemically treated materials such as railroad ties, treated lumber, composite shingles, tar paper, insulation, composition board, sheet rock, wiring, paint, hazardous and industrial solid waste.

VIOLATIONS OF PERMIT CONDITIONS MAY SUBJECT PERMITTEE TO CRIMINAL AND/OR CIVIL ACTIONS

REUSE, RECYCLE, AND COMPOST

MINNESOTA OPEN BURNING PERMIT & LOCAL PERMIT

BURNING PERMIT CONDITIONS (Check those that apply)

- ☐ **PILED MATERIAL** (Circle Fuel) Trees/Brush/Leaves
Piles _____ Approx Pile Size _____
- ☐ **RUNNING FIRE** (Circle Fuel) Grass / Brush / Slash
Size of Area in Acres _____
- ☒ **SPECIAL CONDITIONS** Worthington ED
Training Burn
- ☒ **ATTACHMENT** Application
- ☐ **LOCAL ORDINANCE**
- ☒ **PRIOR TO BURNING CALL** Nobles Co REC
507-295-5100

PERMITTEE INFORMATION

Name Worthington ED
Rick van Holt, Chief

Address 830 2nd Av
P.O. Box 279
Worthington

City _____ State MN Zip 56187

Telephone Number (507) 360-7240

BURN SITE LOCATION

County Nobles Section _____ Twp _____ Range _____

Forty or Gov't Lot _____ Fire # _____

Address: South Lake Street
Worthington, MN 56187

EFFECTIVE DATES: From: M 11 / D 21 / Y 13 To: M 1 / D 1 / Y 14

DAILY HOURS: From: 1400 AM/PM To: 0800 AM/PM --- OR --- ☒ **ALL DAY**

This permit is for open burning as allowed and specified in Minnesota Statute 88.16, Minn. Uniform Fire Code, and local ordinances. The permittee is granted permission to burn the above described materials at the specified location during the dates and times listed above. I attest, by my signature, that I have read the front and back of this permit and will comply with the conditions of, and any attachments to this permit; and that I am the landowner or have permission of the landowner to burn at the above burn site location.

Permittee's Signature

Date

Approving Authority Signature

Date

Thomas C. Roman

11/21/13

NA-01974-04

Revised 2/00



**Minnesota Pollution
Control Agency**

520 Lafayette Road North
St. Paul, MN 55155-4194

Notification of Intent to Perform a Demolition

Asbestos Program

Doc Type: Asbestos & Demolition/Amendments

Type of notification: ☒ Original ☐ Amended ☐ Project cancellation

Notification must be postmarked or received ten (10) working days before demolition begins. See Item 5 for emergency demolitions. Both start and end dates should be amended in writing as necessary to reflect current project dates.

Demolition Contractor

Name: SHINE BROS. OF MN
Address: P.O. BOX 462
520 WEST GATEWAY
City, State, Zip: WORTHINGTON MN 56187
Phone number: 507-376-3600
Contact name: MEL JANSSEN
Phone number: 507-376-3600

Building Owner

Name: SHINE BROS. OF MN
Address: P.O. BOX 462
520 WEST GATEWAY
City, State, Zip: WORTHINGTON MN 56187
Phone number: 507-376-3600
Contact name: MEL JANSSEN
Phone number: 507-306-3600

Building Information

Building name: POSPISIL HOUSE
Address/Location: 800 S. LAKE ST
City, State, Zip: WORTHINGTON MN 56187
County: NOBLES
Phone number: NA
Age of bldg (yrs): _____ Size of bldg (sq ft): _____
Number of floors, including basement level(s): _____
Present use of bldg: EMPTY
Prior use of bldg: HOUSE HOLD

Dates of demolition or intentional burning:

Start date: 11/22/13 End date: 12/20/13
mm/dd/yy mm/dd/yy

Note: If there is >260 linear feet or >160 square feet of Regulated Asbestos-Containing Material (RACM) in the building to be demolished, it must be removed by a licensed asbestos contractor prior to demolition. The State of MN-Notice of Intent to Perform an Asbestos Abatement Project <http://www.pca.state.mn.us/publications/w-sw4-06.doc> must be used to notify for the asbestos removal.

Is nonfriable ACM present in the structure to be demolished? ☐ Yes ☒ No

Will nonfriable ACM be present in the structure at the time of demolition? ☐ Yes ☒ No

If Yes to both questions above, complete Items 1-9. If No to either question, complete Items 3-9.

1. If ACM will be left in place for the demolition indicate the amount of Category I and/or Category II nonfriable ACM left in place.

Category I: _____ Linear feet
_____ Square feet
_____ Cubic feet

Category I nonfriable ACM means asbestos-containing packings, gaskets, resilient floor covering, and asphalt roofing products containing more than one percent asbestos.

Category I nonfriable ACM is not allowed to remain in place for demolition if it is in poor condition.

Category II: _____ Linear feet
_____ Square feet
_____ Cubic feet

Category II nonfriable ACM means any material, excluding Category I nonfriable ACM, containing more than one percent Asbestos that, when dry, cannot be crumbled, pulverized, or reduced to a powder by hand pressure.

Category II nonfriable ACM is not allowed to remain in place for demolition if it has a high probability of becoming crumbled, pulverized, or reduced to a powder during demolition, transport, or disposal (e.g., transite, cement, slate roofing).

2. Description and location of ACM remaining in place (including number of floors and rooms):

3. Company and/or individual that conducted the building inspection and the procedure used to determine the presence or absence of ACM (including analytic method): (Note: Prior to demolition all structures must be inspected by a licensed asbestos inspector who has been certified through the Minnesota Department of Health.)

QUANTUM LABORATORIES - MERLIN TEERINK

POLARIZED LIGHT MICROSCOPY ASBESTOS ANALYSIS REPORT

4. Description of planned demolition and the specific method(s) that will be used:

BACKHOE/PAYLOADER & DUMP TRUCKS LOAD OUT HAUL TO SCHAAP
SANITATION LANDFILL

5. If the demolition was ordered by a government agency, please identify the agency and attach a copy of the order:

Name: _____ Title: _____

Authority: _____

Date of order (mm/dd/yy): _____ Start date (mm/dd/yy): _____

Notification for an emergency demolition must be submitted as early as possible before demolition begins, but not later than the following working day. A demolition is considered an emergency only when the facility has been deemed structurally unsound and in danger of imminent collapse. If the structurally unsound building is known to contain any regulated ACM or is suspected to contain any regulated ACM, special procedures must be followed. If you are unaware of the special procedures, instructions/regulations can be obtained by contacting the Minnesota Pollution Control Agency (MPCA) at the address or phone number listed below.

6. Description of procedure to be followed in the event that unexpected RACM is found or Category II nonfriable ACM becomes crumbled, pulverized or reduced to powder:

7. Demolition waste transporter(s) information:

Transporter name: SHINE BROS

Contact name: MEL JANSSEN

Transporter address: 520 WEST GATEWAY

City, State, Zip: WORTHINGTON MN 56187

Phone number: 507-376-3600

8. Demolition waste disposal information: *see below for more information

Landfill name: SCHAAP SANITATION

Owner/Operator: ERIC JOENS

Address/Location: P.O. Box 698 27008 HWY 59/60 SOUTH

City, State, Zip: WORTHINGTON MN 56187

Phone number: 507-376-9218

9. I certify that the above information is correct and I am a bonafide representative of the demolition contractor or building owner and have authority to enter into agreements for my employer.

Print name: MELVIN JANSSEN JR. Title: SITE MANAGER

Signature: [Signature] Date: 11-8-13

Important Note:

Ensure you are in compliance with Minn. R. 7035.0805 prior to the commencement of renovation/demolition.

This rule requires that the following items be removed two days prior to demolition: mixed municipal solid waste; household hazardous waste; industrial or hazardous waste; waste tires; major appliances; items containing elemental mercury, Poly-Chlorinated BiPhenyls (PCBs), and chlorofluorocarbons (CFCs); oil; lead; electronics; and other prohibited items. See MPCA website at <http://www.pca.state.mn.us/publications/w-sw4-20.pdf> for a Pre-Renovation/Demolition Environmental Checklist Guidance Document to assist with completion of this rule.

*Demolition waste must be disposed of at a permitted solid waste facility. For other disposal option please contact the regional MPCA solid waste compliance/enforcement staff with any questions.

Submit to: Minnesota Pollution Control Agency
Industrial Division - Asbestos Program
520 Lafayette Road North
St. Paul, MN 55155-4194

Questions call: 651-296-6300 or 1-800-657-3864

Fax: 651-297-1438

E-mail: asbestos.demolition.pca@state.mn.us



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
11/27/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NICKEL & ASSOCIATES PO Box 218 Worthington, MN 56187		CONTACT NAME: PHONE (A/C, No, Ext): (507) 376-9788 FAX (A/C, No): (507) 376-9155 E-MAIL ADDRESS:		
INSURED CITY OF WORTHINGTON 303 9TH ST PO BOX 279 WORTHINGTON, MN 56187		INSURER(S) AFFORDING COVERAGE		NAIC#
		INSURER A: League of MN Cities Ins Trust		
		INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		
INSURER F:				

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR			CMC 31899	03/17/13	03/17/14	EACH OCCURRENCE \$ 1,500,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000				
			MED EXP (Any one person) \$				
			PERSONAL & ADV INJURY \$				
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					GENERAL AGGREGATE \$	
						PRODUCTS - COMP/OP AGG \$ 2,000,000	
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANYAUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			CMC 31899	03/17/13	03/17/14	COMBINED SINGLE LIMIT (Ea accident) \$ 1,500,000
			BODILY INJURY (Per person) \$				
			BODILY INJURY (Per accident) \$				
			PROPERTY DAMAGE (Per accident) \$				
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE			MEL6491	03/17/13	03/17/14	EACH OCCURRENCE \$ 1,000,000
			AGGREGATE \$ 1,000,000				
	DED	RETENTION \$					
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	02000689924	03/25/13	03/25/14	WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/>
			E.I. EACH ACCIDENT \$ 1,500,000				
			E.I. DISEASE - EA EMPLOYEE \$ 1,500,000				
			E.I. DISEASE - POLICY LIMIT \$ 1,500,000				
A	MN LIQUOR LIABILITY			LLC 2399	03/17/13	03/17/14	\$1,000,000 EACH COMMON CAUSE LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Controlled Training Burn**CERTIFICATE HOLDER****Shine Bros. Corp. of MN**
520 Hwy. 59 & 60 S
Worthington, MN 56187**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

WORTHINGTON PUBLIC UTILITIES

WATER AND LIGHT COMMISSION MEMO

DATE: DECEMBER 6, 2013

TO: HONORABLE MAYOR AND CITY COUNCIL

SUBJECT: ITEMS REQUIRING CITY COUNCIL ACTION OR REVIEW

CASE ITEM

1. 2014 UTILITY DEPARTMENT STRATEGIC FINANCIAL PLANS

Under Section 6.04 of the City of Worthington Charter, the Water and Light Commission shall have the power to establish rates, fees, rules, regulations and policies for the operation and management of municipal utilities under their control subject to such ordinances as the City Council may adopt. Section 6.04 of the Charter also directs that the Commission shall annually prepare a budget forecast for the ensuing years and furnish a copy to the City Council for their review and approval.

The Water and Light Commission reviewed and approved the 2014 Water Department Strategic Financial Plan at their regular meeting held on November 4, 2013. At their regular meeting held on November 18, 2013, the Commission reviewed and approved the 2014 Wastewater Department Strategic Financial Plan, including the 2014 sewer rates as established by the Sewer Service Charge System. The City Council approved the 2014 Sewer Service Charge System at their regular meeting held on November 25, 2013. The 2014 Electric Department Strategic Financial Plan was considered and approved by the Water and Light Commission at their meeting held on December 2, 2013. Executive Summaries of the 2014 Worthington Public Utilities Strategic Financial Plans were mailed to the Mayor and City Council members on December 3, 2013, for advance review.

Scott Hain, General Manager, will be in attendance to discuss the contents of the 2014 Utility Department Strategic Financial Plans at the December 9, 2013, City Council meeting and, on behalf of the Water and Light Commission, will request Council approval of the plans. Council members are asked to please bring their copies of the Executive Summary to the meeting.

PUBLIC WORKS MEMO

DATE: December 9, 2013

TO: HONORABLE MAYOR AND CITY COUNCIL

SUBJECT: ITEMS REQUIRING CITY COUNCIL ACTION OR REVIEW

The following items were addressed at the December 3, 2013 Park Advisory Board meeting and require Council action.

Case Items

1. Authorize use of Chautauqua Park for camping for the Tour of Minnesota bike ride the Saturday of Regatta weekend

Darlene Macklin and Kenton Meier made a presentation to the Park Advisory Board at the December 3, 2013 meeting requesting the use of Chautauqua Park for camping for participants in the Tour of Minnesota bike ride the Saturday of Regatta weekend. They indicated porta potties and some provisions for showering for the participants would be provided. Darlene will be present to make a presentation to Council. The following is the information Darlene provided:

The 2014 Tour of Minnesota formerly the Jim Klobuchar Ride will be making their way across Southern Minnesota over six days and 318.4 miles. They will be starting in Jackson, Minnesota and will ride their bicycles to Worthington, Minnesota on Saturday, June 14th. The Sports and Recreation Committee of the Worthington Area Convention & Visitors Bureau is requesting that this group of 125-150 bike riders be given permission to camp in Chautauqua Park the evening of Saturday, June 14th with a departure date the morning of Sunday, June 15th.

The Park Advisory Board recommended approval of the use of the park for camping for the Tour of Minnesota bike ride.

Suggested motion: Authorize the use of Chautauqua Park for camping for the Tour of Minnesota bike ride the Saturday of Regatta weekend (June 14, 2014).

2. 2014 Park Use Fees

No change from the 2013 Park Use Fees were recommended by the Park Advisory Board. Current Fees are as follows:

- A. The current fee to reserve one the two enclosed shelter areas located within the Chautauqua and Centennial Parks is \$ **45.00** with an additional \$ **40.00** key/clean up deposit which is refunded provided the shelter is cleaned and the key is returned. Reserving of the open shelters within the smaller parks surrounding Lake Okabena (Ahlers, Ludlow, Slater and Sunset Parks) is permitted for a \$ **25.00** fee with an additional \$ **40.00** damage/clean up deposit which is refunded provided the shelter is cleaned. These shelters are still available on a “first come first serve” basis if they are not reserved. Reservation times are posted at the shelter and no problems were experienced.
- B. The Chautauqua Band Shell user fee is currently **\$45.00**.
- C. A user fee of \$ **45.00** is required for the use of open green spaces for events of 99 people or less, **\$100.00** for 100 to 499 people and **\$200.00** for 500 to 1000 people. Events larger than 1,000 people are considered too large to be accommodated at any of the parks. Permit request for 100 or more people will be evaluated on a case by case basis. This will permit the Board to evaluate each event to determine the impact an event may have upon the park usage and any special requirements which may be required to permit a request. For example, mini biffs have been required for the local union event.

The Park Advisory Board recommended approval of the Park Use Fees for 2014 unchanged from the 2013 fees.

Suggested motion: Adopt the 2013 Park Use Fees unchanged for 2014.

3. 2014 Olson Park Campground Fees

The proposed fee adjustments for the Olson Park Campground for 2014 include state sales tax as well as a modest increase in fees to the City.

Location	2013 Fee	Increase	Proposed 2014 Fee
Sites 1-12 (Bay electric sites)	\$ 28.00	\$ 2.00	\$ 30.00
Sites 13-63(Electric sites)	\$ 24.00	\$ 1.50	\$ 25.50
Sites 64-68 (Tent sites)	\$ 18.00	\$ 1.50	\$ 19.50
Weekly rate	\$ 160.00	\$ 15.00	\$ 175.00
Monthly rate	\$ 425.00	\$ 25.00	\$ 450.00

The Park Advisory Board recommended approval of the Proposed 2014 Olson Park Campground Fees.

Suggested motion: Adopt the proposed 2014 fee structure for Olson Park Campground use.

4. 2014 Concession Fees

No change from the 2013 Concession Fees were recommended by the Park Advisory Board. Current Fees are as follows:

Proposed 2014 Concession Fees

PERMIT TYPE	2013 Fee	Proposed 2014 Fee
One day permit (nonprofit) <i>(generating revenue for city supported recreational activity)</i>	\$ 65.00	\$ 65.00
One day permit (profit making) <i>(general group)</i>	\$ 75.00	\$ 75.00
Annual nonprofit permit	\$ 80.00	\$ 80.00
Annual profit making permit	\$175.00	\$175.00
Annual mobile permit (nonprofit) <i>(allows utilization of all city parks where off street parking is available, with the exception of Centennial Beach/Shelter)</i>	\$275.00	\$275.00
Annual mobile permit (profit making) <i>(allows utilization of all city parks where off street parking is available, with the exception of Centennial Beach/Shelter)</i>	\$375.00	\$375.00

NOTE: All permits require a \$100.00 clean up deposit which is refunded if all trash/garbage is removed and disposed of in a proper manner.

The Park Advisory Board recommended approval of the Concession Fees for 2014 unchanged from the 2013 fees.

Suggested motion: Adopt the 2013 Concession Fees unchanged for 2014.

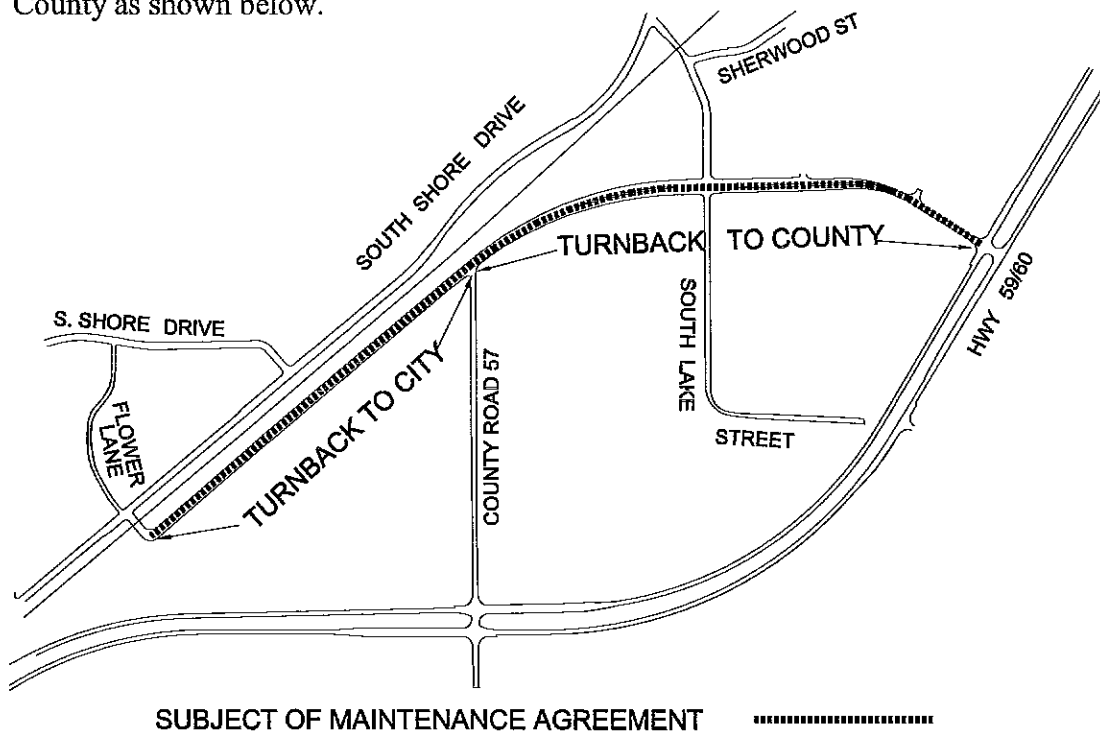
ENGINEERING MEMO

DATE: DECEMBER 6, 2013
TO: HONORABLE MAYOR AND COUNCIL
SUBJECT: ITEMS REQUIRING COUNCIL ACTION OR REVIEW

CASE ITEM

1. MAINTENANCE AGREEMENT FOR OLD TH 59/60

As presented to Council in December of 2012, old TH 59/60 from Flower Lane to its easterly connection with new TH 59/60 is proposed to be turned back to the City and County as shown below.



The turn-back will not occur until after the winter maintenance season and the Minnesota Department of Transportation (MnDOT) is seeking to have the road segment maintained by a local road authority again this season. Prior to last season, MnDOT, County and City staff met to discuss maintenance of this segment of old TH 59/60 as well as other roadway segments affected by the TH 59/60 project. It was determined that it will be most efficient and effective for the City to undertake the maintenance of the subject segment of old TH 59/60.

Exhibit 1 includes a proposed standard maintenance agreement between the City and MnDOT for the 2013-2014 winter season. The agreement, which is the same as last

year's, outlines the City's responsibilities and provides for a payment of \$2,625 to the City for providing the required maintenance. This amount is based on standard payment rates and the lane miles of the roadway segment. The agreement terminates on May 31, 2014. It is anticipated that proposed TH 59/60 turn-backs will occur prior to next winter, however, a new agreement will be required should the turn-backs not occur.

Staff recommends that Council authorize the Mayor and Clerk to execute the agreement in Exhibit 1 by passing the resolution also included in Exhibit 1. The agreement number will be inserted when assigned by MnDOT.

Note that the subject segment of old TH 59/60 consists of all or portions of Flower Lane, West Gateway Drive and East Gateway Drive.

Related Information

Because the City can provide maintenance of the old TH 59/60 in an efficient and timely manner, it is anticipated that the City will continue to provide for maintenance of the segment of old TH 59/60 from County Road 57 easterly to new TH 59/60 through a maintenance agreement with the County. This will be similar to the arrangement on several County State Aid Highways including the 10th Street, Diagonal Road south of Oxford Street and Oxford Street from Diagonal Road to Humiston Avenue. The maintenance of other segments of roadways having designation changes induced by the TH 59/60 project will also need to be addressed in a revised or updated agreement with the County.

In regard to the turn-back of TH 59/60 and local designation changes being induced by the TH 59/60 project, maps showing the existing and proposed County State Aid Highway (CSAH) and Municipal State Aid Street (MSA) designations are included as a separate attachment to the agenda. The proposed changes in designations are, with one exception, the same as those presented to the City Council in December of 2013 at which time they were being reviewed by MnDOT staff for preliminary approval. The modification in the proposed designations from that presented last year is the designation of Lake Street and South Lake Street from 2nd Avenue to old TH 59/60 as a MSA Street rather than a CSAH. The segment of South Lake Street from Sherwood Street to old TH 59/60 will be a CSAH turn-back. At a later date the proposed changes will be advanced to the City Council and County Board for approval and formal submission to MnDOT. No action is required at this time.

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
And
CITY OF WORTHINGTON
ROUTINE MAINTENANCE
AGREEMENT**

**Routine Maintenance Performed
by the City on:**

**Total Agreement Amount (Fiscal Year 2014)
\$2625**

Trunk Highway Number (T.H.): Old T.H. 60

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

Recitals

1. Under Minnesota Statutes § 161.38, subdivision 3, the State and the City wish to enter into an agreement that will provide routine maintenance performed by the City on certain trunk highway(s) located within the City limits; and
2. The State will reimburse the City for the maintenance performed; and
3. Minnesota Statutes § 161.20, subdivision 2, authorizes the Commissioner of Transportation to make agreements with and cooperate with any governmental authority for the purposes of constructing, maintaining and improving the trunk highway system.

Agreement

1. Term of Agreement; Survival of Terms

- 1.1. **Effective date.** This Agreement will be effective on December 1, 2013, or the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2, whichever is later.
- 1.2. **Expiration date.** This Agreement will expire on May 1, 2014, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3. **Survival of terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 7. Liability; Worker Compensation Claims; Insurance; 9. State Audits; 10. Government Data Practices; 11. Governing Law; Jurisdiction; Venue; and 13. Force Majeure.

2. Agreement Between the Parties

2.1. Maintenance by the City

- A. **Location.** The City will perform routine maintenance of the following portions of the trunk highway system within the City limits:
 - i. On Old Trunk Highway No. 60 from Flower Lane to the Junction of New TH 60, a total distance of 1.04 miles consisting of 3.60 lane miles.
- B. **Total Mileage.** The total trunk highway mileage for the routine maintenance performed under this Agreement is 1.04 miles consisting of 3.60 lane miles.

- 2.2. **Maintenance Responsibilities (Reimbursable)** The City will perform the following routine maintenance duties to the satisfaction of the State's District Maintenance Engineer at Mankato, Minnesota. All materials

used in the performance of said routine maintenance must comply with the State's current "Standard Specifications for Construction".

- i. Maintain the trunk highway to keep it smooth and in good repair for the passage of traffic and free from all obstructions and impediments to traffic. This includes all necessary preventative maintenance to preserve the roadbed in its present condition, such as proper and timely crack sealing of the surface, restoration of utility openings, and all necessary patching of the roadbed.
- ii. Keep the traveled roadway free and clear of ice, snow, litter, debris, and any other foreign matter of any nature.
- iii. Sand, salt or chemically treat the traveled roadway as necessary to provide for safe public travel.
- iv. Maintain the roadside vegetation and landscaping in a neat and orderly fashion by mowing, trimming, and providing for noxious weed control according to Minnesota Statutes § 160.23.
- v. Dispose of all snow, litter, debris and any other foreign matter collected upon, along or adjacent to the trunk highway property and within the trunk highway right-of-way limits and State roadside development facilities (i.e. rest areas) according to all applicable laws, ordinances, and regulations.
- vi. Maintain roadway markings, traffic control devices and safety devices in operating and usable condition. The State will place, install and maintain at all times suitable guide signs, warning signs, route markers, and center lines for the guidance of traffic on the trunk highway(s).
- vii. Furnish all labor, materials, tools, equipment and any other necessary items to perform the routine maintenance duties covered under this agreement.

2.3. *Other Maintenance Responsibilities; Agreements (Non-reimbursable)* The City is responsible for performing the following routine maintenance duties, without cost or expense to the State:

- i. Keep the pedestrian user areas of the walkways, medians, pedestrian ramps and curb and gutter free and clear of ice, snow, litter, debris, and any other foreign matter of any nature.
- ii. Sand, salt or chemically treat, and repair joints and panels in the pedestrian user areas of the walkways, medians, pedestrian ramps, and curb and gutter.
- iii. Maintain any other facilities located within the trunk highway right-of-way that are covered under other agreements or Limited Use Permits. This Agreement does not supersede any other agreements between the parties.

2.4. *Traffic Control*

- A. The City may partially block the trunk highway to perform the routine maintenance under this Agreement. In cases of emergency, the City may block the trunk highway and prevent passage of traffic thereon. At no time, however, may the City continue to obstruct the free passage of traffic on the trunk highway for a longer period of time than is reasonably required for making the necessary repairs.
- B. The City may close the trunk highway to travel as necessary for the repair or installation of water or gas mains, electric or telephone cables, or sewers. The City must give the State ten days written notice and obtain a permit before such repairs or installation, except for extraordinary emergencies.
- C. The City will not close any portion of the trunk highway to traffic for reasons other than those set forth above and in no event for a time longer than necessary to complete the required maintenance work. In the event of the total blocking or closing of the trunk highway, the City must provide a suitable detour during such time.
- D. The City must conduct all trunk highway partial and total closures in conformance with the current Minnesota Manual on Uniform Traffic Control Devices (MNMUTCD) and Temporary Traffic Control Zone Layouts - Field Manual.

- 2.5. *Maintenance of Route Change of Trunk Highway.*** If there is a change in the routing of Old Trunk Highway 60, a substitution of the route for the old trunk highway, or a variation from the present location of the trunk highway, (other than the new alignment of New T.H. 60) the City will maintain the substituted trunk highway in accordance with this Agreement after such changes, substitution, or variation and will be paid the amount to which it is entitled under this Agreement, based on the substituted mileage. If the State relocates any portion of the trunk highway and the roadway reverts to the City, the City will maintain the reverted portion at its sole expense.
- 2.6. *City's Failure to Adequately Maintain.*** If the City fails to perform any of the routine maintenance according to the terms of this Agreement, the State may reduce the amount payable to the City by either an amount judged to be fair and equitable for such routine maintenance, or, if the State performs such routine maintenance, by the actual cost of the maintenance performed by the State in accordance with this Agreement.
- 2.7. *Extraordinary Maintenance.*** The City is not required to perform any extraordinary maintenance, construction or reconstruction under this Agreement. If the City is willing to perform extraordinary maintenance, and the State's District Maintenance Engineer at Mankato approves such performance, the parties to this Agreement must enter into a separate agreement therefore. No expenses may be incurred on the extraordinary maintenance prior to the full execution of such an agreement as governed by Minnesota Statutes § 16A.15, subdivision 3.
- 2.8. *Inspection of City Performed Maintenance.*** Authorized representatives of the City and the State will jointly inspect the involved trunk highways on a regular basis during the life of this Agreement to determine if the routine maintenance is being performed according to the terms of this agreement.

3. Basis of State Cost

The State's payment to the City for routine maintenance will be based on the number of lane miles times the dollar value to be paid per lane mile per State fiscal year. Fractional miles (to the hundredth of a mile) and fractional years (to the next half month) will be used in computing the amounts payable under this Agreement.

4. State Cost and Payment by the State

- 4.1. *State Cost.*** \$2625 is the State's estimated total cost for the routine maintenance covered under this Agreement based on the data below:

Fiscal Year 2013 : \$2625 = 3.60 lane miles, times \$1,750 per lane mile, times 5/12 of a year (5 months)

- 4.2. *Conditions of Payment.*** The State will make a lump sum payment to the City for routine maintenance performed, on a quarterly basis, on or after September 30, December 31, March 31, and June 30 of each State fiscal year after the following conditions have been met:
- A.** Encumbrance by the State of the necessary funds for the routine maintenance payment amount.
 - B.** Execution of this Agreement and transmittal to the City.
 - C.** The State's receipt of an invoice from the City for the applicable period of time, signed by the State's authorized representative attesting that all routine maintenance has been performed in full conformity with this Agreement.
 - i.** The invoice must indicate the amount, if any, deducted from the estimated payment under Article 2.5 of this Agreement.
 - ii.** The City will keep records and accounts that enable it to provide the State, when requested, with documentation itemizing the labor, materials and equipment used to perform the routine maintenance.

5. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

5.1. The State's Authorized Representative will be:

Name/Title: Thomas Zimmerman, Maintenance Superintendent (or successor)
Address: 2151 Bassett Drive, Mankato MN 56001
Telephone: 507.304.6104
Fax: 507.304.6109
E-Mail: Tom.Zimmerman@state.mn.us

5.2. The City's Authorized Representative will be:

Name/Title: Dwayne Haffield, City of Worthington Engineer (or successor)
Address: 303 Ninth Street
P O Box 279
Worthington, MN 56187
Telephone: 507-372-8640
E-Mail: D.Haffield@ci.worthington.mn.us

6. Assignment; Amendments; Waiver; Contract Complete

- 6.1. **Assignment.** Neither party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 6.2. **Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 6.3. **Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 6.4. **Contract Complete.** This Agreement contains all prior negotiations and agreements, with respect to routine maintenance, between the State and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

7. Liability; Worker Compensation Claims; Insurance

- 7.1. Each party is responsible for its own acts, omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of others and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the City. Notwithstanding the foregoing, the City will indemnify, hold harmless, and defend (to the extent permitted by the Minnesota Attorney General) the State against any claims, causes of actions, damages, costs (including reasonable attorneys fees), and expenses arising in connection with the project covered by this Agreement, regardless of whether such claims are asserted by the City's contractor(s) or consultant(s) or by a third party because of an act or omission by the City or its contractor(s) or consultant(s).
- 7.2. Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.

8. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

9. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the City's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

10. Government Data Practices

The City and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the City or the State.

11. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

12. Termination

12.1. By Mutual Agreement. This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below

12.2. Termination for Insufficient Funding. The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the City. The State is not obligated to pay for any services that are provided after notice and the State's effective date of termination. However, the City will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if this Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

13. Force Majeure

Neither party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

[The remainder of this page has been intentionally left blank]

STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

Signed: _____

Date: _____

SWIFT Purchase Order: _____

CITY of WORTHINGTON

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: _____
(Area Maintenance Engineer)

Date: _____

Approved:

By: _____
(District Engineer)

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____
(With delegated authority)

Date: _____

CITY of WORTHINGTON

RESOLUTION

IT IS RESOLVED that the City of Worthington enters into Mn/DOT Agreement No. _____ with the State of Minnesota, Department of Transportation for the following purposes:

To provide for routine maintenance by the City upon, along and adjacent to Old Trunk Highway No. 60, the limits of which are defined in said Agreement.

IT IS FURTHER RESOLVED that the Mayor and the Clerk are authorized to execute the Agreement and any amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Worthington City Council at an authorized meeting held on the 9th day of December, 2013, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to before me this _____ day of _____, 2013

Notary Public _____

My Commission Expires _____

NOTARY
STAMP

(Signature)

(Type or Print Name)

(Title)

COMMUNITY/ECONOMIC DEVELOPMENT MEMO

DATE: DECEMBER 6, 2013
TO: HONORABLE MAYOR AND COUNCIL
SUBJECT: ITEMS REQUIRING COUNCIL ACTION OR REVIEW

CONSENT AGENDA CASE ITEM

1. 2014 MINNESOTA CITY PARTICIPATION PROGRAM APPLICATION

The Minnesota City Participation Program (MCP), which is offered through the Minnesota Housing Finance Agency (MHFA), is an annually funded program that provides below market interest rate home mortgage loans for low to moderate income first-time home buyers purchasing homes within awarded communities. The loans are originated by an MHFA contracted lender and sold to the MHFA. Awarded communities are given an allotment of dollars that are exclusively for mortgages within the community for six months. Unused funds are placed into a pool that is then available to any MCP community until funds are exhausted or the end of the year, whichever occurs first. The program is administered by MHFA and does not require a local match. Below is a usage summary of the MCP in previous years.

<u>Year</u>	<u>Allocation</u>	<u># of Loans</u>	<u>Total \$ Committed</u>
2006	\$163,362	22	\$1,637,950
2007	\$151,806	4	\$324,675
2008	\$179,198	7	\$748,300
2009	No Program Due to Non-Competitive Bonding Market		
2010	\$172,878	6	\$536,958
2011	\$180,324	10	\$1,141,408
2012	\$207,282	3	\$331,750
2013	\$208,806	6	\$656,730 (as of 11/30/13)

Since the program provides the City with a financial tool to accomplish its goal of promoting home ownership, and does so without local match or administration, staff is recommending the Council apply for MCP funds for 2014 by authorizing the City staff to submit an application.

CASE ITEMS

1. SPECIAL USE PERMIT - 322 10TH AVENUE

Mr. Randy Junker is seeking the approval of a special use permit for property located at 322 Tenth Avenue (Exhibit 1). According to the application, Mr. Junker intends to construct a 352 square foot addition to the existing principal structure - house (Exhibit 1). The Flood Insurance Rate Map completed by the Federal Emergency Management Authority recognizes the subject property as being located within the flood plain boundary. The Flood Plain Management Ordinance allows the construction of buildings within the flood plain subject to flood proofing by fill. Any alternative method of flood proofing must be approved by the City through the special use permit process. Based on the existing conditions, the applicant is seeking to flood

proof by structurally designing the addition's foundation for hydrostatic equalization. The legal description of the subject property under consideration is as follows:

Lot 6, Block 1, Auditor's Plat of Ager's Subdivision, City of Worthington, Nobles County, Minnesota

The Planning Commission considered the application at its December 3, 2013 meeting. After holding a public hearing, the Commission voted unanimously to recommend City Council approve the special use permit subject to the following conditions:

1. The minimum floor elevation of the addition shall be at or above 1576.8 feet;
2. The addition be constructed in accordance with SEH's plan and report; and
3. The applicant properly utilizes a method as to minimize sediment runoff during construction.

The Commission's recommendation was based on the following considerations:

1. The City's Flood Plain Management Ordinance regulates all development that occurs within the flood plain. The Ordinance recommends all development use the following flood proofing method:
"Buildings constructed within the flood plain shall be elevated to an elevation 1 foot above the Regulatory Flood Protection Elevation (RFPE). Such elevation must be maintained for 15 feet beyond the proposed building."
Other methods of flood proofing are permissible but only by the issuance of a special use permit.
2. Since the applicant is proposing to construct an addition to his existing single family dwelling, it is not feasible to flood proof by fill. The addition will be unable to maintain the fill elevation 15 feet out from the addition due to the existing structure and the addition's proximity to property lines.
3. The applicant is proposing to construct a 352 sq.ft. addition to the existing single family dwelling. The addition will have a floor elevation of 1576.8 feet, which is the minimum elevation required by Ordinance. A copy of the proposed floor plan is provided in Exhibit 1.
4. According to the Flood Plain Ordinance, all alternative flood proofing methods must be certified by a registered professional engineer or architect. The applicant has hired SEH to structurally design the proposed addition for flood proofing purposes. The registered professional engineer's plan and report is provided in Exhibit 1.
5. As with any development within the flood plain, some of the sediment from the construction site will runoff into nearby creeks, ditches, lakes or storm sewers. Staff would recommend that the applicant provide a method to minimize the sediment runoff during construction.

2. TEXT AMENDMENT - ZONING APPLICATION FEES (FIRST READING)

The City of Worthington, like many other communities, has established application fees for various licenses, permits and/or services. In accordance with the Zoning Ordinance, the City does require the submittal of an application fee for the various zoning related applications, i.e. variance, special use permit, rezoning, preliminary plats. A copy of the City's current fee structure is enclosed as Exhibit 2. The purpose and intent of the fees are to offset the costs the City incurs in processing the applications. A typical application requires 4-6 cumulative staff hours for processing and publication/ mailing of a public notice of the application in the Daily Globe and all property owners within 350 feet of the property in question, respectively. Staff estimates that the City incurs \$250 - \$ 500 in expenses for each typical application processed. The City is currently utilizing a fee schedule that was set in the mid 1990s.

Exhibit 2 is a summary of the zoning fee survey conducted by Worthington and Owatonna city staff. The survey shows the various fees collected by 22 greater Minnesota communities. Other than Fairmont, the City of Worthington collects the lowest fees. Staff presented the survey to the City Council during its 2014 budget meetings. After discussion, the Council supported the following fee schedule:

Variance, SUP, Rezoning, and Text Amendments - \$200
Preliminary Plat - \$150 + \$2 per lot
Final Plat - No Charge
Planned Unit Development - \$350
Planned Unit Development Amendment - \$150

Currently, the fee schedule shown in the Section 155.224 of the Zoning Ordinance was the fee schedule established in 1969, the adoption date of the current Ordinance. All of the zoning fee increases since 1969 have not been done by Ordinance. Staff is proposing to amend the Zoning Ordinance to allow the Zoning Fees to be established by resolution. This will allow the fees to be adjusted without having to amend the Ordinance each time the City chooses to do so. In order to proceed with a new fee schedule as recommended by staff, the following must occur:

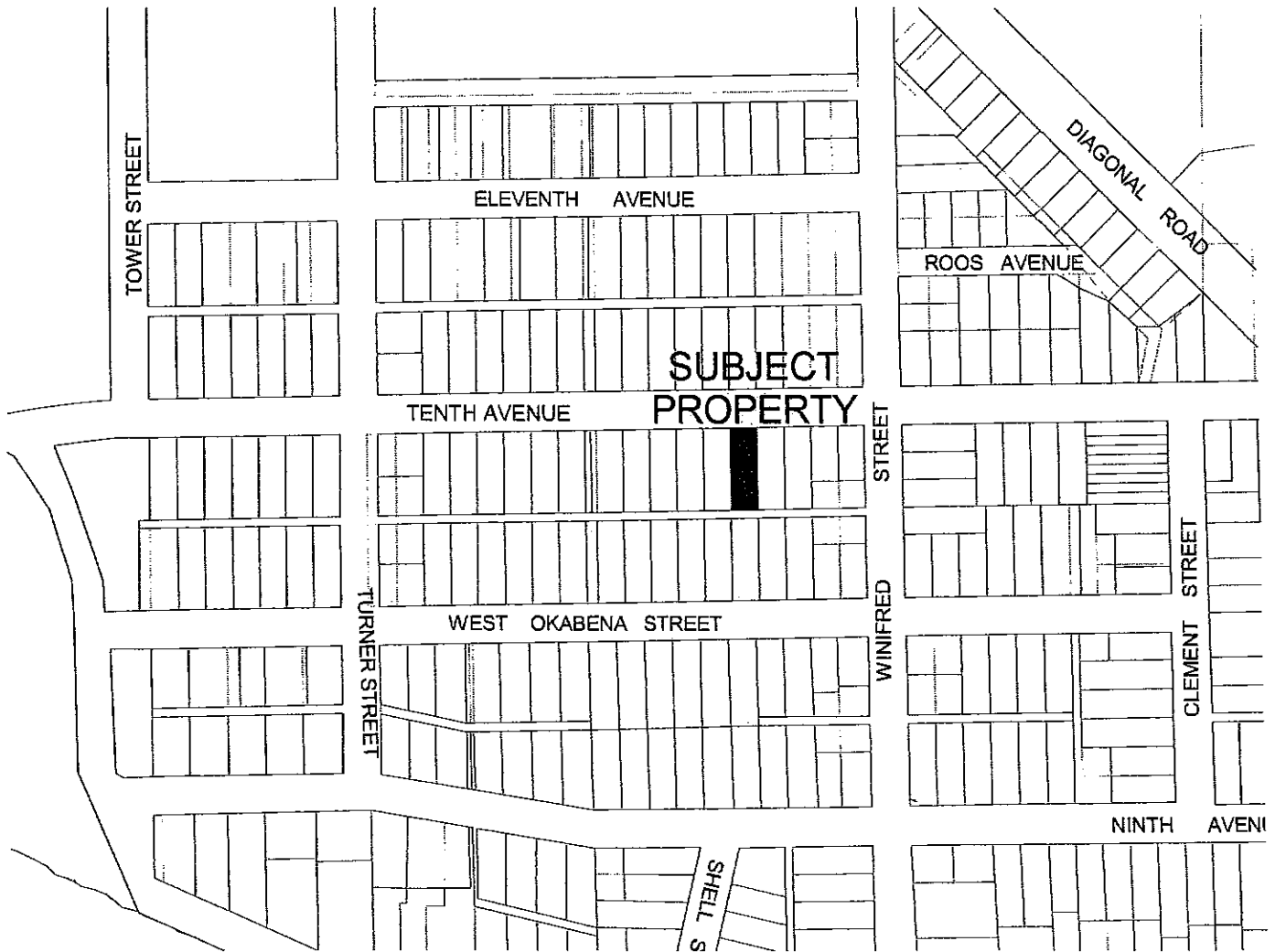
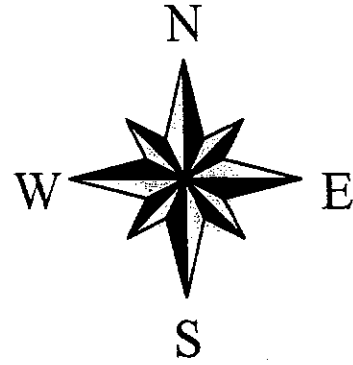
1. The adoption of a text amendment shown in Exhibit 2. The amendment repeals the existing fee schedule, gives proper title of Zoning Application Fees, and states that the City Council shall adopt fees by resolution.
2. Approve the resolution shown in Exhibit 2. The resolution will set the zoning fees for the City commencing January 1, 2014.

The Planning Commission considered the proposed text amendment at its December 3, 2013 meeting. After holding a public hearing, the Commission voted unanimously to recommend City Council approve the Ordinance and Resolution provided in Exhibit 2.

Should Council agree with the Commission's recommendation, it may do so by approving the first reading of the proposed Ordinance as well as the approval of the proposed Resolution, both of which are provided in Exhibit 3.

Council action is requested.

322 10th AVENUE



THIS MAP IS FOR INFORMATIONAL PURPOSES ONLY.
IN CASE OF A CONFLICT OR DISCREPANCY BETWEEN THIS MAP
AND THE LEGAL DESCRIPTION OF THE SUBJECT PROPERTY,
THE LEGAL DESCRIPTION SHALL GOVERN.

Parcel No. 31-0715-000

Plot Plan

Permit No. _____

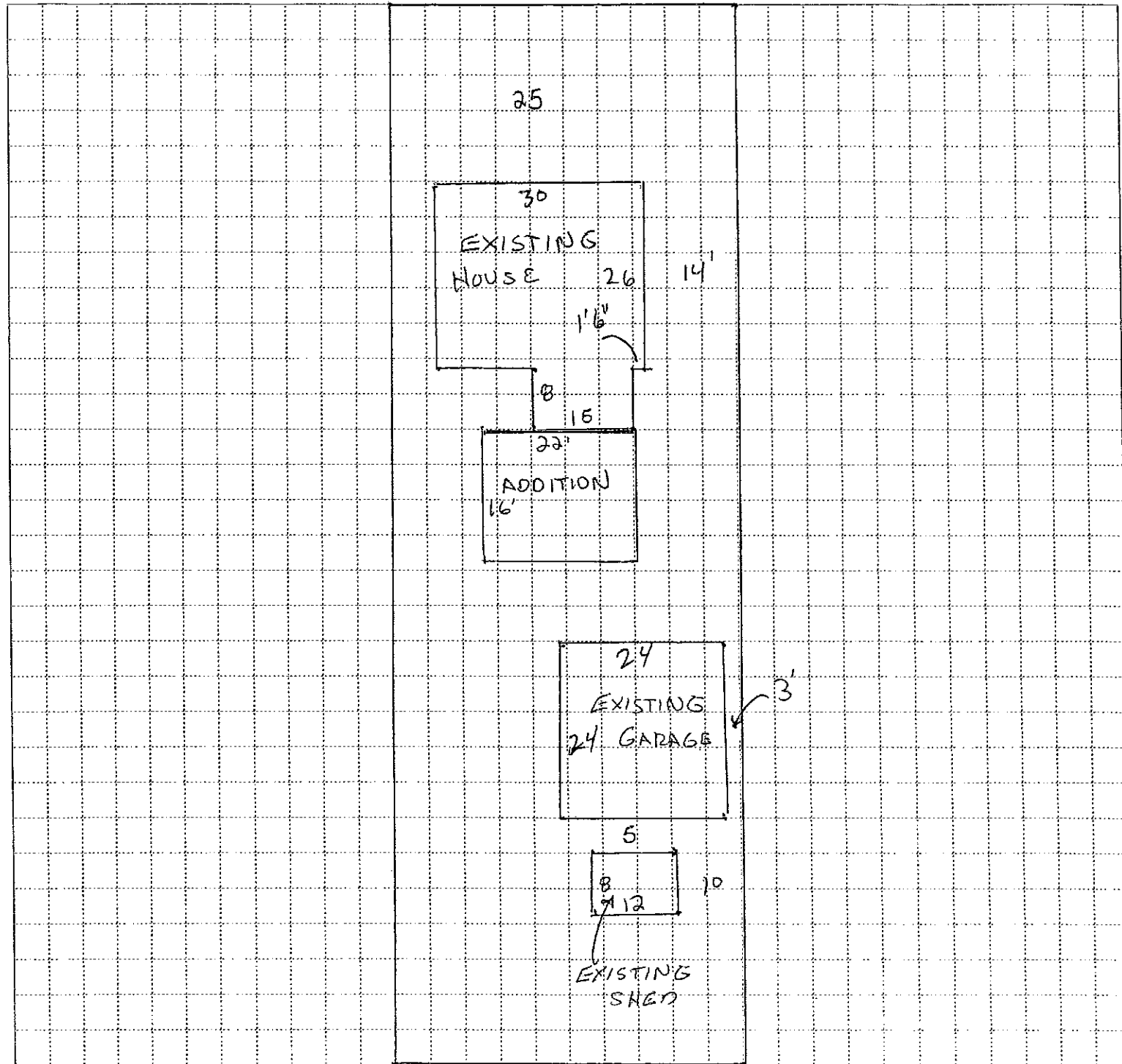
This form need not be used when plat plans drawn to scale of not less than 1" = 20' are filed with the permit application. Each building site must have a separate plot plan.. For new buildings, provide the following information in the space below: 1. Location and dimension of proposed construction and existing improvements. 2. Show building site and setback dimensions. 3. Show easements. 4. Show location of survey pins. 5. Specify the use of each building and major portion thereof. 6. Locations and dimensions of all pervious areas.



Indicate North in Circle

Graph Squares are 5'x 5' or 1" = 20'

10th AVE



I/We certify that the proposed construction will conform to the dimensions and uses shown above and that no changes will be made without first obtaining approval.

Signature of Contractor or Authorized Agent

Date

Signature of Owner (If Owner Builder)

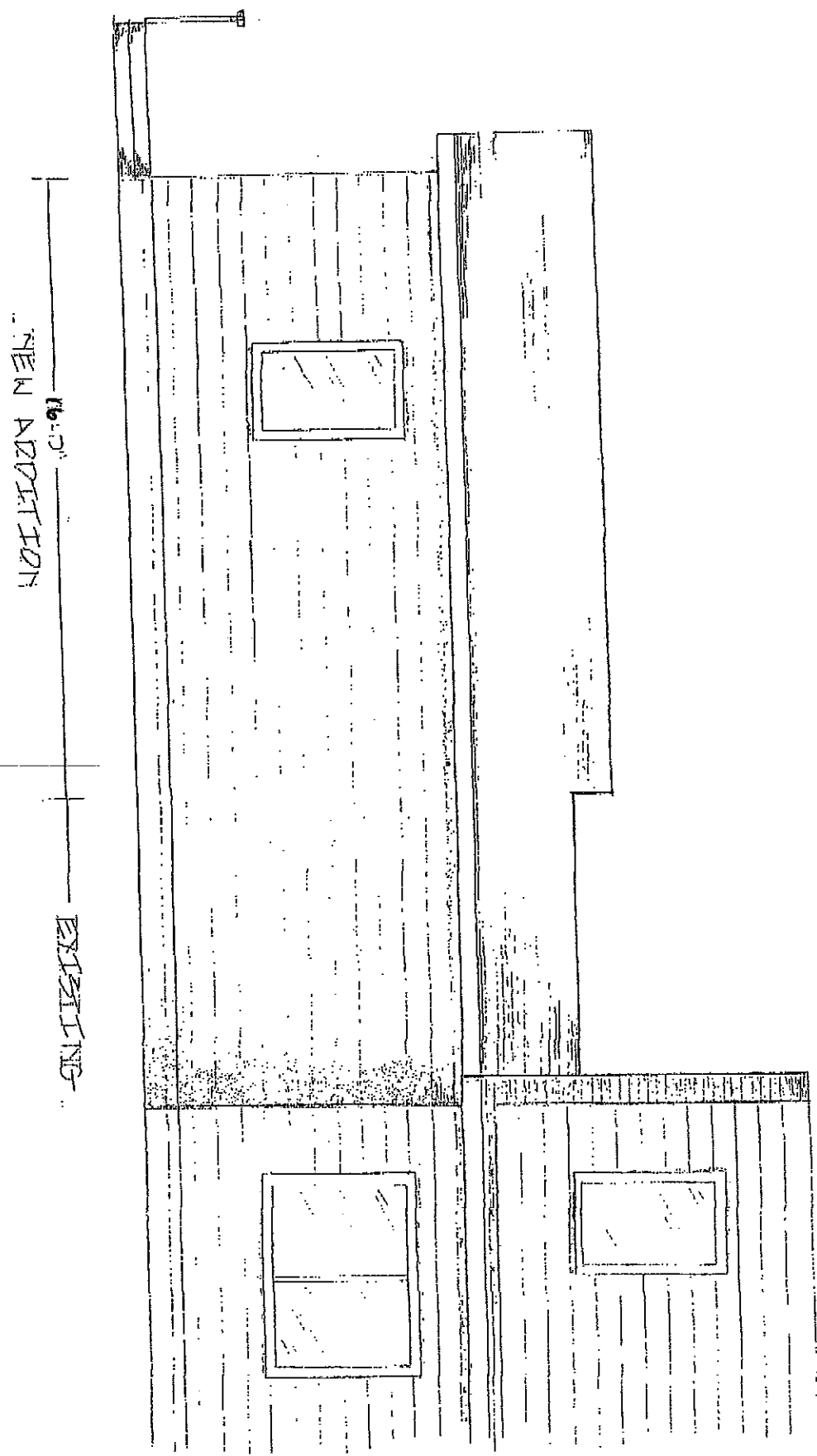
Date

Signature of E

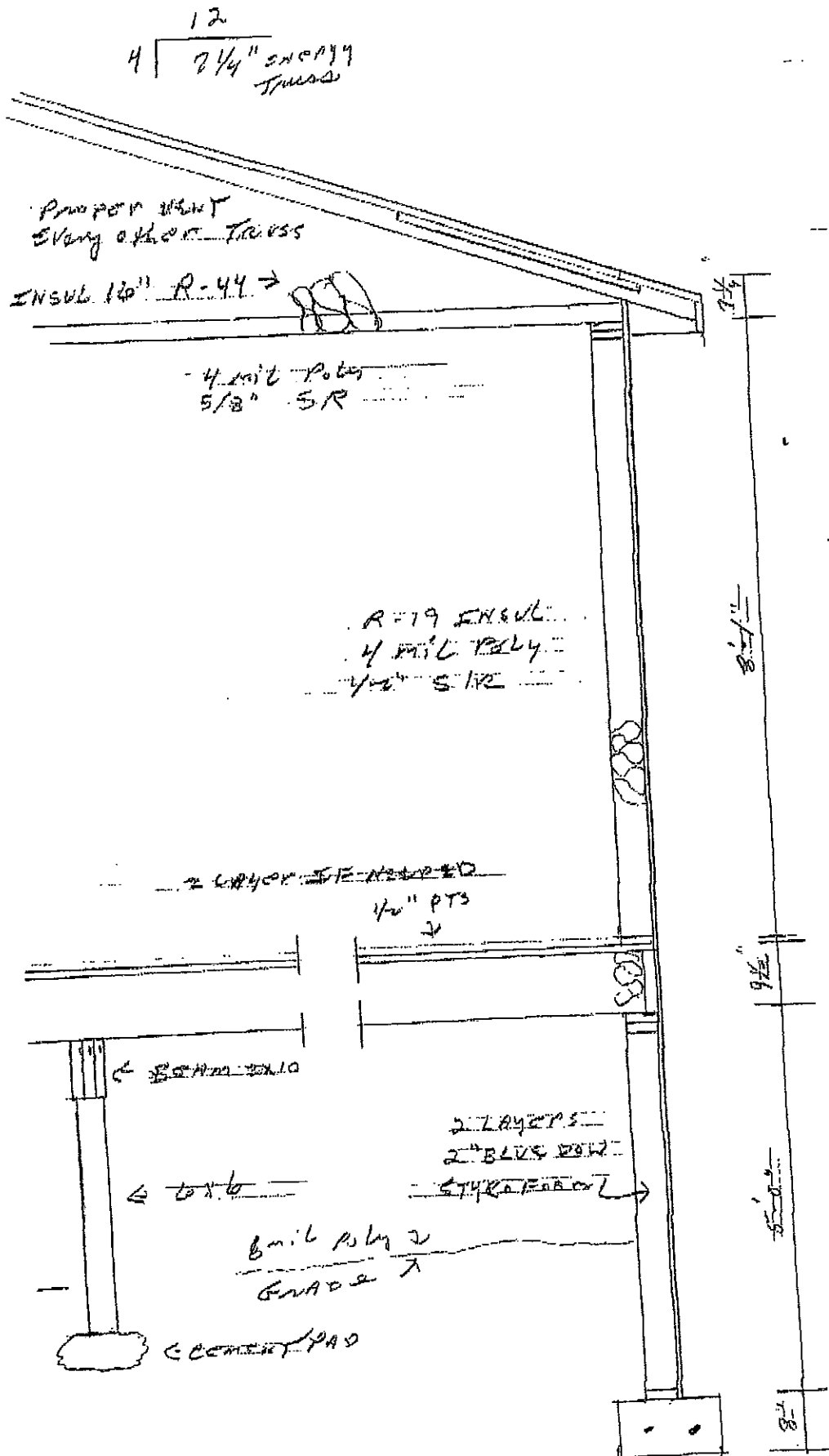
Date

PANDY'S BONNIE JUNKEE
- 522 10th AVE. NORTHINGTON TN -

SCALE 1/4" = 1'-0"
S1013



10/03/13 09:27 AM



Properly install
Every other Truss
SYNTHETIC FIBER
2 RODS TIGHTENED
4x8x1/2 plywood

6x8 ALUM. FASTEN
ALUM. C.I. SUPPORT

3 WALLS OF ADDITION
2x6 PLY STUDS 16" OC
1/2" OSB
1/2" SIK
Steel Bracing 3"

EAST WALL OF THE
ADDITION IS 2x4'S
R-13 WITH 1" BLVDOW
FOAM

3/4" TO 1" PLYWOOD FLOOR
9/16" JOIST 16" OC
9/16" PTM BOARD
R-19 INSULATION BOX JOIST

WOOD FOUNDATION TO
2x6 STUDS 16" OC
SINKS BOTTOM ROOF TOP
ALL WOOD JOIST
6 MIL PLYWOOD FOUNDATION
4x8 1/2" 1/2" PLYWOOD FLOOR

CONCRETE FLOOR
IN 2x4 B.O.R.

1/2" SCALE = 1'-0" RANNEY BONNIE JUNKIES 5/20/13



November 27, 2013

Mr. Randy Junker
322 10th Avenue
Worthington, MN 56187

RE: Foundation Review REVISED
Junker Residence
Worthington, MN

Dear Mr. Junker,

SEH has reviewed the flood plain foundation structural requirements for the proposed addition at your residence. It is our understanding the proposed addition will be placed over a crawl space. The crawl space shall comply with all applicable building codes.

The following were included in the foundation review:

- The flood plain elevation is 1575.80
- The minimum elevation of the floor in the addition shall be 1576.80
- The existing floor elevation is 1574.95
- The existing ground elevation is 1573.45 + -
- The crawl space shall be ventilated with openings on two sides of the foundation. The vent openings shall have a minimum area of one square foot per 100 square foot of crawl space. The vent openings shall also serve as flood equalization for the crawl space area. The bottom of the vent openings shall be lower than the flood plain elevation (1575.80). The vent openings shall be covered with grates, grills, louvers or screens.
- A vent pipe (minimum diameter of 3-inches) shall be installed in the crawl space such that it will allow air to escape from the crawl space when it is filling with water. The vent shall extend a minimum of 3-feet above the flood plain elevation (1578.80).
- There shall be provisions for removing water from the flooded crawl space (sump pump).


The top of the foundation shall not exceed the surrounding grade level by more than 36-inches. The proposed wood foundation shall meet the following requirements:

- The bottom of the foundation shall be at least 42-inches below finish grade.
- The foundation stud wall shall be placed on a concrete footing.
- The foundation wall shall be 2"x6" studs, placed 16-inches on center, Hem-Fir No. 2 or better.
- The foundation wall shall have a maximum unbalanced height of 36-inches.
- The exterior plywood sheathing shall be 15/32" with a span rating of 32/16. The plywood shall be APA rated sheathing.
- The floor joists perpendicular to the foundation wall shall be attached with 3-10d nails per joist.
- The floor joist parallel to the foundation wall shall have blocking spaced at a maximum of 36-inches on center and attached with 3-10d nails.
- Access to the crawl space shall be provided and comply with applicable codes.

The foundation shall be constructed in accordance to all provisions of the current issue of the Permanent Wood Foundation Design and Construction Guide.

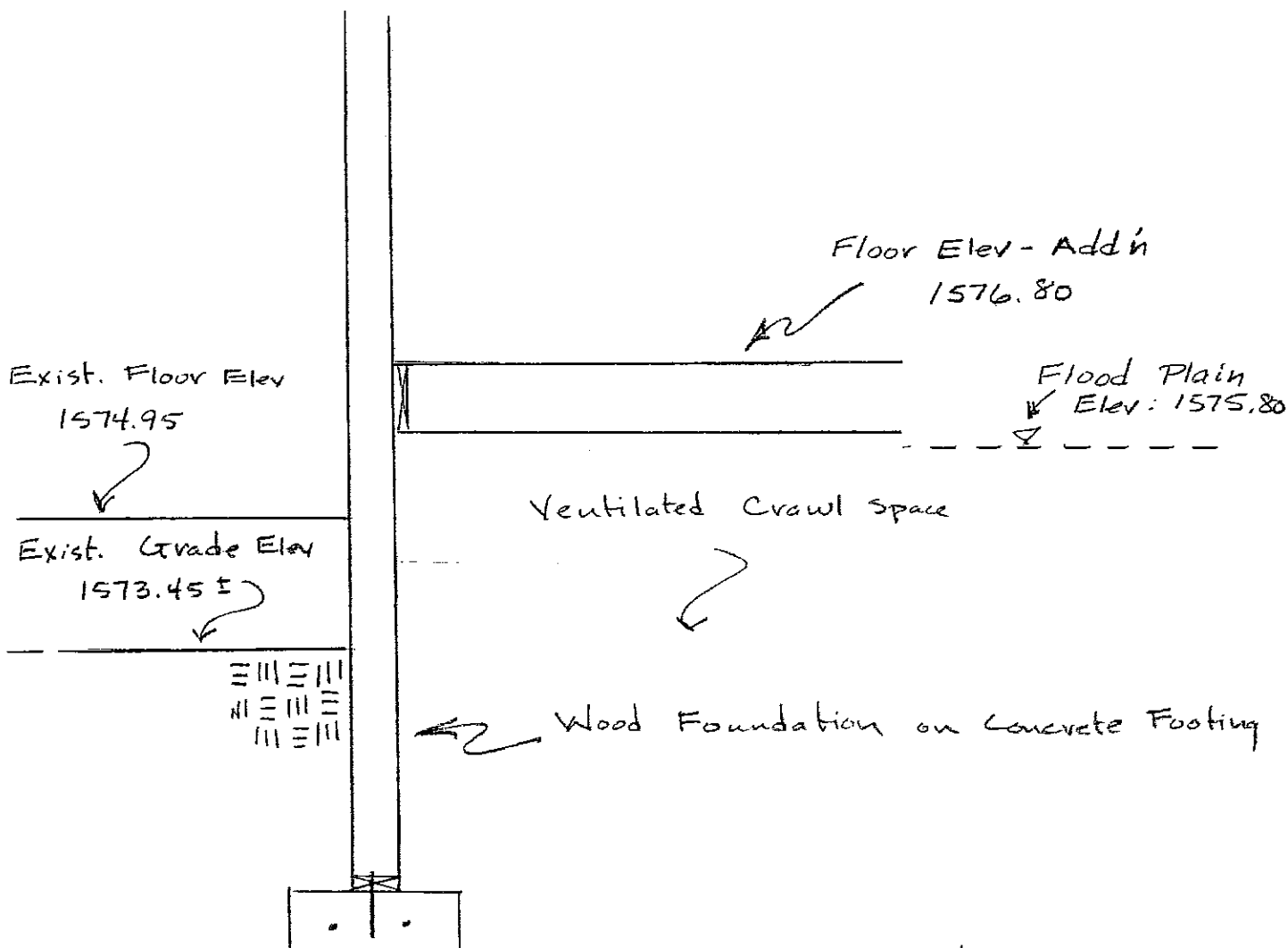
Please call me at 507.376.5888 if you have any questions or desire additional information.

Cordially,


Steve Robinson, PE

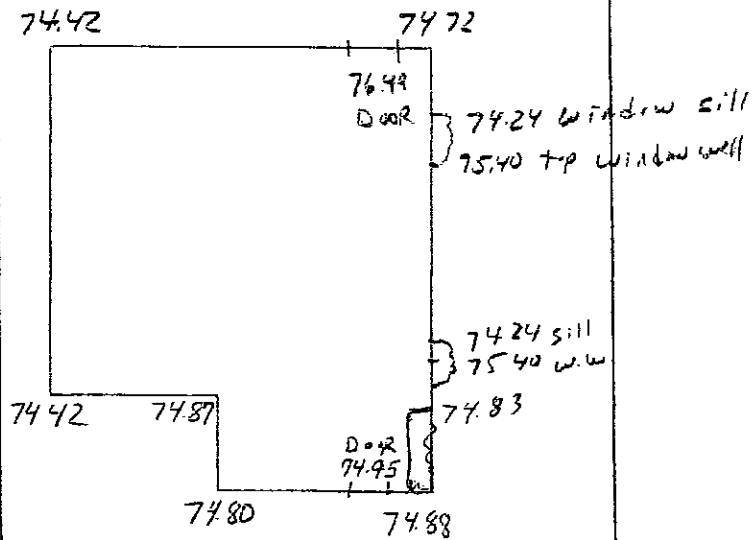


Project: Junker Residence
Subject: _____
Date: 11.27.13 By: _____ SEH #: _____
Checked by: _____ Date: _____ Office: _____ File #: _____
Sheet No: _____ Of: _____



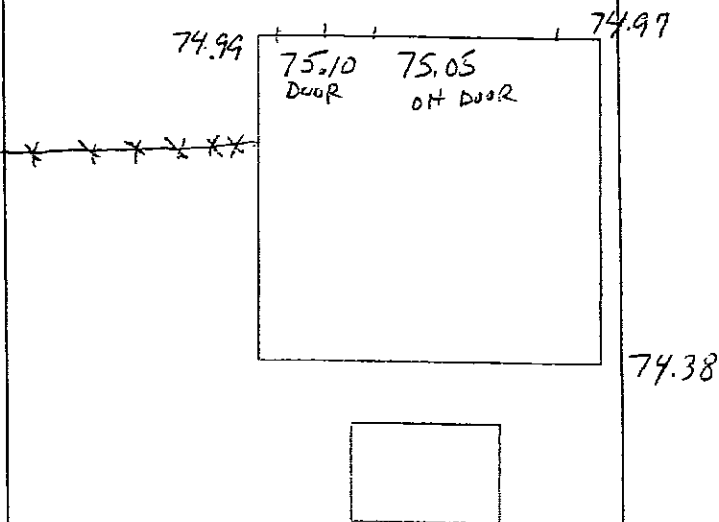
322

10-5-2013



Flood Plain Elev
1575.80

Min. Floor Elev.
1576.80



CITY OF WORTHINGTON PLANNING AND ZONING

APPLICATION FORM

Note to applicant: This is a comprehensive application form. You only need to complete those items related to your type of development. All items must be completed prior to acceptance of the application.

NAME OF APPLICANT _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

LEGAL DESCRIPTION OF THE PROPERTY _____

BRIEF DESCRIPTION OF REQUEST _____

(attach additional sheets if necessary)

TYPE OF APPLICATION	FEE	REQUIRED SUBMITTALS (See reverse side.)
PRELIMINARY PLAT	\$75 +\$2 PER LOT	3
REZONING	\$100 +\$1 PER ACRE*	1
ZONING TEXT CHANGE	\$100*	7
SPECIAL USE PERMIT	\$100*	4
VACATION OF PUBLIC WAY	\$75*	5
PLANNED UNIT DEVELOPMENT	\$175*	1,3,4
AMENDED P.U.D.	\$75*	1,3,4
VARIANCE	\$100*	2,4
ADMINISTRATIVE APPEAL	\$30	6
APPEAL	\$30	6
VACATE EASEMENT NON-PLATTED	\$25*	8
VACATE EASEMENT PLATTED	\$100*	8

*Subject to an additional recording fee if approved. (\$46.00 plus \$1.00 per page over 15)

I hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge.

Applicant's Name (Please Print) _____

Owner's Name (Please Print) _____

Applicant's Signature _____

Owner's Signature _____

(the following items will be completed by City staff)

DATE FILED _____ FEE PAID \$ _____ RECEIPT NO. _____ PARCEL NO. _____

	Variance	CUP	Rezoning	Preliminary Plan	Final Plan	PUD	Code Amendment	Comp Plan Amendment
Owatonna	\$200	\$200	\$200	\$200 + \$10/lot			\$200	
Faribault	<ul style="list-style-type: none">SF - \$300All Other - \$350 + \$50 /Add'lAfter the Fact - \$500	<ul style="list-style-type: none">Com/Ind - \$550Public / Semi Public - \$300SF - \$300MF Res - \$350Amend C/I - \$300Amend Other - \$250After the Fact - \$500	<p>\$350</p>	<p>\$200 + \$15/lot + \$1500-\$5000 Legal Escrow</p>	<p>\$200 + \$10/lot + \$1500-\$5000 Legal Escrow (min \$150)</p>	<ul style="list-style-type: none">Res - \$600 +\$10/unitOther under 5 Acres - \$750 + EscrowOver 5 Acres - \$1500 + Escrow	<p>\$300</p>	<p>\$400</p>
Northfield	<ul style="list-style-type: none">SF - \$150All Other - \$600 + \$500 - \$1500 Escrow	<ul style="list-style-type: none">All Other - \$600 + \$500 - \$3000 Escrow	<p>\$600 + \$500 - \$2500 Escrow</p>	<p>\$600 + \$3000 - \$5000 Escrow</p>	<p>\$450 + \$1500 - \$5000 Escrow</p>	<p>\$450 + \$3000-\$5000 Escrow (No longer part of code.)</p>	<p>\$450 + \$500 - \$2500 Escrow</p>	<p>\$450</p>
Austin	\$275	\$225	\$275	\$375 + \$10/lot	\$375 + \$10/lot	\$275	No Charge	
New Prague	\$250	<ul style="list-style-type: none">\$350\$300 for Amendment	\$350	\$350	\$350	\$350	\$350	
Lakeville	<ul style="list-style-type: none">SF - \$250All Others - \$500 + \$1000 Escrow	<ul style="list-style-type: none">SF - \$300 + \$500 EscrowAll Others - \$500 + \$1000 Escrow	<p>\$500 + \$1000 Escrow</p>	<ul style="list-style-type: none">App Fee - \$400Eng Fee - \$150 / Acre (\$500 Min/\$3200 Max)\$2000 Escrow	<ul style="list-style-type: none">App Fee - \$250Eng Fee - \$150 / Acre (\$500 Max)\$2000 Escrow	<p>\$500 + \$2000 escrow</p>	<p>\$500 + \$2000 Escrow</p>	
Winona	\$442.50	\$442.50	\$455.75	\$98.60 + \$19.70/lot	\$98.60 + \$19.70/Lot	No PUD Ordinance	\$455.75	
Rochester	<ul style="list-style-type: none">Res - \$489 + \$172/Add'l lotOther - \$978	\$541	\$1144	\$1373 + \$21/lot	\$978 + \$21/Lot	\$1400 + escrow	\$1144	
Mankato	<ul style="list-style-type: none">Res - \$95 + \$2/noticeOther - \$325	\$335 + \$2/notice	\$335 + \$2/notice	\$60 + \$5/lot + \$2/notice	\$60 + \$10/lot over 10 lots +\$2/notice	\$335 +\$2/notice	\$335	
Waseca	<ul style="list-style-type: none">Res Homestead - \$517Other - \$515\$46 Recording fee Add'l	<ul style="list-style-type: none">Res Homestead - \$700Other - \$698\$46 Recording fee Add'l		\$200 +\$25/ lot over 10 lots	\$200 +\$25/ lot over 10 lots			

	Variance	CUP	Rezoning	Preliminary Plat	Final Plat	PUD	Code Amendment	Comprehensive Plan Amendment
WG TN	\$100	\$100	\$100	\$75 + \$2/Lot	No Charge	\$175 - New \$75 - Amend	\$100	
WG TN Proposed	\$200	\$200	\$200	\$150 + \$2/Lot	No Charge	\$350 - New \$150 - Amend	\$200	
Albert Lea	\$500	\$500	\$500	\$500 + \$10/Lot	\$500		\$500	
Fairmont	\$90	\$150	\$150	\$150	\$150		\$300	
Hutchinson	\$250	\$300	\$375	\$300 + \$15/Lot	\$100 + \$10/Lot	\$500	\$375	\$300
Luverne	\$350	\$400	\$400	\$500 - 4 Lots or less \$1000 - 4-8 Lots \$2000 - +8 Lots	No Charge		\$450	
Marshall	\$400 + Publication & postage	\$300 + Publication & postage	\$250 + Publication & postage	\$70/ Acre + Publication & postage	\$50/Acre + Publication & postage		\$250 + Publication & postage	
Moorhead	\$300	\$175	\$300	\$500	No Charge		\$300	\$250
N. Mankato	\$95 Res + \$2/notice \$325 Other + \$2/Notice	\$335 + \$2/notice	\$335 + \$2/notice	\$60 + \$5/lot + \$2/notice	\$60 + \$10/lot over 10 lots + \$2/notice	\$335 + \$2/notice	\$335	
Pipestone	\$300	\$300	\$300	No Charge	No Charge		\$300	
Red Wing	\$165 - Res+ \$2/Notice \$220 - Other + \$2/Notice	\$190 - Res + \$2/Notice \$220 - Other + \$2/Notice	\$250 + \$2/Notice	\$500 + \$15/Lot	\$1000 + \$15/Lot	\$1320 - New \$550 - Amend		\$200
Willmar	\$225	\$225	\$225	\$25/Lot - \$250 Minimum	No Charge			
Windom	\$150	\$150	\$150	\$150	\$150			

ALL FEES SUBJECT TO LOCAL RECORDING FEES UNLESS NOTED ABOVE

(G) *Council - final action.* After reviewing the recommendation of the Commission thereon, the Council shall consider such recommendations and if it decides to proceed shall instruct the City Attorney to prepare an ordinance for subsequent adoption by the Council of the proposed amendment or the district boundary change by a vote of two-thirds of all its members. ('69 Code, § 7-29.07)

(H) *Map change pending.* Whenever an application has been filed or a motion has been approved by the Commission or the Council for a change or amendment of the zoning map from a less restricted district to a more restricted district classification, a development permit or building permit may not be issued within 90 days from the date of such filing or motion which would authorize the construction of a building or the establishment of a use which would become nonconforming under the contemplated redistricting plan. ('69 Code, § 7-29.08)

(I) *Shoreland District amendments.* Copies of all public hearing notices to consider amendments in the Shoreland District shall be sent to and received by the Commissioner of Natural Resources at least ten days prior to such hearings. Copies of decisions granting amendments shall be received by the Commissioner of Natural Resources within ten days after final action. ('69 Code, § 7-29.09)

§ 155.224 CONSTRUCTION FEES SCHEDULE.

CONSTRUCTION FEE SCHEDULE	
<i>Single Family Residential</i>	
Permit	\$25.00
Inspection	
Primary use	50.00
Attached accessory use	25.00
Detached accessory use	15.00
10' x 10' or smaller storage	5.00
Surcharge	.50

CONSTRUCTION FEE SCHEDULE	
<i>Residential Other Than Single Family and Commercial</i>	
Permit	\$25.00
Inspection	
\$1.00 to \$500.00	\$5.00
\$501.00 to \$2,000.00	\$5.00 for the first \$500.00 plus \$1.00 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$20.00 for the first \$2,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$112.00 for the first \$25,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$187.00 for the first \$50,000.00 plus \$2.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$287.00 for the first \$100,000.00 plus \$1.50 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 and up	\$887.00 for the first \$500,000.00 plus \$1.00 for each additional \$1,000.00 or fraction thereof
Surcharge	\$.50

CONSTRUCTION FEE SCHEDULE	
<i>Other Fees</i>	
Public hearings	\$25.00
Variance	\$25.00
Appeals	\$15.00
Special or conditional use	\$25.00 plus hearing and construction fee
Zoning text change	\$50.00
Zoning district change	\$50.00 and \$1.00 per acre
Planned Unit Development - preliminary plan	\$100.00 plus hearing fee and construction fee
Signs	\$5.00 for signs less than 50 sq. ft. \$10.00 for signs more than 50 sq. ft.
Certificate of appropriateness	\$10.00
Certificate of occupancy	\$1.00
Notice of public hearings (one calendar year)	\$5.00
Decision notice	No charge except self-addressed stamped envelope
<i>Annual Report</i>	
The amount of fees collected, as required by this title, shall be reported yearly to the Commission.	

('69 Code, § 7-30)

§ 155.225 REMEDIES.

In case of any violation of this title or any amendment or supplement thereto, any person aggrieved by such action may request the Council or Zoning Administrator to act in his behalf to prevent unlawful development; to restrain, correct, or abate such violations; to prevent the occupancy of a building, structure or land; or to prevent any illegal act, conduct, business or use in or about such premises. Such procedures shall not limit taking action in a court of law.

('69 Code, § 7-31)

ORDINANCE NO. ____

**AN ORDINANCE TO AMEND TITLE XV OF THE CITY CODE
OF WORTHINGTON, NOBLES COUNTY, MINNESOTA**

The City Council of the City of Worthington Do Ordain:

Section I.

That Worthington City Code, Title XV, Section 155.224 shall be re-titled "Zoning Fee Schedule" and amended to read as follows:

Zoning Fees shall be assessed for work governed by this Title with the fee schedule established from time to time by Resolution of the City Council. Such fees shall be non-refundable.

Section II.

The ordinance shall be in full force and effect from and after its passage and publication.

Passed and adopted by the City Council of the City of Worthington, Minnesota, this ____ day of _____, 2014.

(SEAL)

Alan Oberloh, Mayor

Attest: _____
Janice Oberloh, City Clerk

RESOLUTION NO. _____

A RESOLUTION ESTABLISHING FEES FOR ZONING ACTIVITIES

WHEREAS, the Worthington City Council has the authority to assess fees for various work governed by Section 155.224, Title XV of the Worthington City Code from time to time by Resolution;

WHEREAS, the existing fee schedule has not been adjusted since the mid 1990s. Said fees no longer cover the expenditures related to the work covered under Title XV of the City Code;

NOW, THEREFORE, BE IT RESOLVED, the Worthington City Council adopts the application fees for the following zoning-related activities described in Title XV of the City Code:

Variance, SUP, Re-Zoning, and Text Amendments - \$200
Preliminary Plat - \$150 + \$2 per lot
Final Plat - No Charge
Planned Unit Development - \$350
Planned Unit Development Amendment - \$150
Appeals - \$30

Said fees shall take effect on _____, 2014.

Approved this _____ day of _____, 2014, by the Worthington City Council.

CITY OF WORTHINGTON

BY: _____
Alan Oberloh, Its Mayor

Janice Oberloh, Its Clerk

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AMERIPRIDE	11/29/13	TOWEL SERVICE DECEMBER	MUNICIPAL WASTEWAT	O-PURIFY MISC	<u>78.75</u>
				TOTAL:	78.75
ARTISAN BEER COMPANY	11/29/13	BEER	LIQUOR	NON-DEPARTMENTAL	<u>492.99</u>
				TOTAL:	492.99
AVERA MEDICAL GROUP WORTHINGTON	11/29/13	HEP B, LAB TESTING LIKE	GENERAL FUND	PAVED STREETS	175.00
	11/29/13	LAB TESTING-JONES	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	25.00
	11/29/13	LAB TESTING-BRAAKSMA	MUNICIPAL WASTEWAT	O-PURIFY MISC	<u>25.00</u>
				TOTAL:	225.00
BELTLINE AUTOMOTIVE	11/29/13	SERVICE #102	ELECTRIC	O-DISTR SUPER & ENG	90.24
	11/29/13	SERVICE #106	ELECTRIC	O-DISTR SUPER & ENG	43.40
	11/29/13	SERVICE #104	ELECTRIC	O-DISTR SUPER & ENG	52.32
	11/29/13	SERVICE #103	ELECTRIC	O-DISTR SUPER & ENG	<u>37.66</u>
				TOTAL:	223.62
BERTHOLD ELECTRIC POWER SERVICES	11/29/13	REPAIR ABB POWER SHIELD	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	<u>1,466.00</u>
				TOTAL:	1,466.00
BEVERAGE WHOLESALERS INC	11/29/13	BEER	LIQUOR	NON-DEPARTMENTAL	<u>9,321.63</u>
				TOTAL:	9,321.63
BORDER STATES ELECTRIC SUPPLY	11/29/13	LUGS USED ON 600V HOUSE SE ELECTRIC		FA DISTR UNDRGRND COND	<u>80.16</u>
				TOTAL:	80.16
BUFFALO RIDGE CONCRETE INC	11/29/13	STREET LIGHT BASES PHASE 3 ELECTRIC		FA DISTR ST LITE & SIG	<u>661.29</u>
				TOTAL:	661.29
COALITION OF GREATER MINNESOTA CITIES	11/29/13	2013 CGMC FALL CONFERENCE-	GENERAL FUND	MAYOR AND COUNCIL	220.00
	11/29/13	2013 CGMC FALL CONFERENCE-	GENERAL FUND	MAYOR AND COUNCIL	220.00
	11/29/13	2013 CGMC FALL CONFERENCE-	GENERAL FUND	ADMINISTRATION	<u>220.00</u>
				TOTAL:	660.00
COCA-COLA ENTERPRISES-MIDWEST DIVISION	11/29/13	MIX	LIQUOR	NON-DEPARTMENTAL	<u>298.00</u>
				TOTAL:	298.00
COOPERATIVE ENERGY CO- ACCT # 5910807	11/29/13	SHOP LP GAS	RECREATION	GOLF COURSE-GREEN	<u>1,191.47</u>
				TOTAL:	1,191.47
DASHBOARD ELECTRONICS	11/29/13	SQUAD REMOTE	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	<u>86.00</u>
				TOTAL:	86.00
DAVIS TYPEWRITER CO INC	11/29/13	GARBAGE BAGS	GENERAL FUND	GENERAL GOVT BUILDINGS	40.57
	11/29/13	TOILET PAPER	GENERAL FUND	GENERAL GOVT BUILDINGS	<u>63.05</u>
				TOTAL:	103.62
DEPARTMENT OF LABOR AND INDUSTRY	11/29/13	QTRLY BUILDING PERMIT SURC	GENERAL FUND	NON-DEPARTMENTAL	<u>1,906.06</u>
				TOTAL:	1,906.06
DEWILD GRANT RECKERT AND ASSOC	11/29/13	PROFESSIONAL SERVICES-PERM ELECTRIC		O-SOURCE MISC	324.00
	11/29/13	PROFESSIONAL SERVICES-CROS ELECTRIC		FA DISTR POLES TOWERS	<u>279.00</u>
				TOTAL:	603.00
ALLEN DROST	11/29/13	MOW BAC	ECONOMIC DEV AUTHO	TRAINING/TESTING CENTE	<u>150.00</u>
				TOTAL:	150.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ECHO GROUP INC	11/29/13	PVC	ELECTRIC	M-DISTR UNDERGRND LINE	4.70
	11/29/13	POLE WIRING-STREET LIGHTIN	ELECTRIC	FA DISTR ST LITE & SIG	365.02
				TOTAL:	369.72
ESRI INC	11/29/13	SOFTWARE MAINTENANCE	WATER	NON-DEPARTMENTAL	1,368.57
	11/29/13	SOFTWARE MAINTENANCE	ELECTRIC	NON-DEPARTMENTAL	1,368.57
				TOTAL:	2,737.14
FERGUSON ENTERPRISES INC #226	11/29/13	WELL FITTINGS	RECREATION	GOLF COURSE-GREEN	101.73
				TOTAL:	101.73
FRONTIER COMMUNICATIONS	11/29/13	PHONE SERVICE	GENERAL FUND	MAYOR AND COUNCIL	60.00
	11/29/13	PHONE SERVICE	GENERAL FUND	ADMINISTRATION	354.16
	11/29/13	PHONE SERVICE	GENERAL FUND	CLERK'S OFFICE	188.37
	11/29/13	PHONE SERVICE	GENERAL FUND	ACCOUNTING	70.31
	11/29/13	PHONE SERVICE	GENERAL FUND	ENGINEERING ADMIN	236.55
	11/29/13	PHONE SERVICE	GENERAL FUND	ECONOMIC DEVELOPMENT	161.62
	11/29/13	CREDIT LABOR	GENERAL FUND	ECONOMIC DEVELOPMENT	250.00
	11/29/13	PHONE SERVICE	GENERAL FUND	OTHER GEN GOVT MISC	26.18
	11/29/13	PHONE SERVICE	GENERAL FUND	FIRE ADMINISTRATION	207.83
	11/29/13	PHONE SERVICE	GENERAL FUND	PAVED STREETS	124.13
	11/29/13	PHONE SERVICE	GENERAL FUND	CENTER FOR ACTIVE LIVI	238.90
	11/29/13	PHONE SERVICE	RECREATION	GOLF COURSE-CLUBHOUSE	148.57
	11/29/13	PHONE SERVICE	RECREATION	GOLF COURSE-GREEN	81.16
	11/29/13	PHONE SERVICE	RECREATION	PARK AREAS	159.36
	11/29/13	FIRE ALARMS	ECONOMIC DEV AUTHO	TRAINING/TESTING CENTE	71.10
	11/29/13	PHONE SERVICE	WATER	O-PUMPING	72.37
	11/29/13	PHONE SERVICE	WATER	O-PURIFY MISC	63.79
	11/29/13	PHONE SERVICE	WATER	O-DISTR STORAGE	37.68
	11/29/13	PHONE SERVICE	WATER	O-DISTR MISC	57.42
	11/29/13	PHONE SERVICE	WATER	ADMIN OFFICE SUPPLIES	26.72
	11/29/13	PHONE SERVICE	WATER	ACCTS-RECORDS & COLLEC	88.46
	11/29/13	PHONE SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	421.97
	11/29/13	PHONE SERVICE	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	26.91
	11/29/13	PHONE SERVICE	MUNICIPAL WASTEWAT	O-PURIFY MISC	46.56
	11/29/13	PHONE SERVICE	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	26.72
	11/29/13	PHONE SERVICE	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	92.26
	11/29/13	PHONE SERVICE	ELECTRIC	O-SOURCE MISC	64.94
	11/29/13	PHONE SERVICE	ELECTRIC	O-DISTR SUPER & ENG	55.23
	11/29/13	PHONE SERVICE	ELECTRIC	O-DISTR MISC	145.10
	11/29/13	PHONE SERVICE	ELECTRIC	M-DISTR STATION EQUIPM	18.84
	11/29/13	PHONE SERVICE	ELECTRIC	ADMIN OFFICE SUPPLIES	70.52
	11/29/13	PHONE SERVICE	ELECTRIC	ACCTS-RECORDS & COLLEC	234.55
	11/29/13	PHONE SERVICE	ELECTRIC	ACCTS-ASSISTANCE	39.55
	11/29/13	PHONE SERVICE	LIQUOR	O-GEN MISC	177.66
	11/29/13	PHONE SERVICE	AIRPORT	O-GEN MISC	89.63
	11/29/13	PHONE SERVICE	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	65.44
	11/29/13	PHONE SERVICE	DATA PROCESSING	DATA PROCESSING	127.32
	11/29/13	PHONE SERVICE	DATA PROCESSING	COPIER/FAX	25.08
				TOTAL:	3,952.96
GCC -CONSOLIDATED READY MIX INC	11/29/13	STREET LIGHT BASES-PHASE 3	ELECTRIC	FA DISTR ST LITE & SIG	763.62
				TOTAL:	763.62
HAGEN BEVERAGE DISTRIBUTING INC	11/29/13	BEER	LIQUOR	NON-DEPARTMENTAL	5,193.25
	11/29/13	BEER	LIQUOR	NON-DEPARTMENTAL	200.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	5,393.25
RODNEY D HARVEY	11/29/13	C.A.L. MOUNTED SIGN, PARKI	GENERAL FUND	CENTER FOR ACTIVE LIVI	1,643.75
				TOTAL:	1,643.75
INFRARED SERVICES	11/29/13	BEDFORD INDUSTRIES-8/19/13	ELECTRIC	CUSTOMER INSTALL EXPEN	701.50
	11/29/13	BEDFORD TECH 8/26/13	ELECTRIC	CUSTOMER INSTALL EXPEN	1,395.00
	11/29/13	NEWPORT LABS 8/20/13	ELECTRIC	CUSTOMER INSTALL EXPEN	1,310.00
	11/29/13	QUALITY REFRIG-8/19/13	ELECTRIC	CUSTOMER INSTALL EXPEN	736.50
	11/29/13	GCC-9/26/13	ELECTRIC	CUSTOMER INSTALL EXPEN	414.38
	11/29/13	EMC 9/25/13	ELECTRIC	CUSTOMER INSTALL EXPEN	616.50
	11/29/13	JBS 9/18/13	ELECTRIC	CUSTOMER INSTALL EXPEN	2,782.30
				TOTAL:	7,956.18
JAYCOX IMPLEMENT INC	11/29/13	TOOLCAT PARTS	RECREATION	PARK AREAS	51.92
				TOTAL:	51.92
JOHN DEER LANDSCAPES INC	11/29/13	BUSHINGS	RECREATION	GOLF COURSE-GREEN	8.91
				TOTAL:	8.91
JOHNSON BROTHERS LIQUOR CO	11/29/13	LIQUOR	LIQUOR	NON-DEPARTMENTAL	4,565.33
	11/29/13	WINE	LIQUOR	NON-DEPARTMENTAL	3,656.40
	11/29/13	FREIGHT	LIQUOR	O-SOURCE MISC	77.20
	11/29/13	FREIGHT	LIQUOR	O-SOURCE MISC	123.20
				TOTAL:	8,422.13
KARLS CARQUEST AUTO PARTS INC	11/29/13	AIR FILTERS	GENERAL FUND	PAVED STREETS	69.87
	11/29/13	SCRAPER	GENERAL FUND	ICE AND SNOW REMOVAL	12.17
	11/29/13	HEATER HOSE KUBOTA	RECREATION	PARK AREAS	9.35
				TOTAL:	91.39
LARSON CRANE SERVICE INC	11/29/13	CTY RD 10 SAN SEWER LIFT #	MUNICIPAL WASTEWAT	PROJECT#20	122,249.97
				TOTAL:	122,249.97
LEAGUE OF MN CITIES INSURANCE TRUST	11/29/13	INSURANCE SETTLEMENT-SAUDE	SAFETY PROMO/LOSS	HEALTH/SAFETY/FITNESS	101.49
				TOTAL:	101.49
MARCO	11/29/13	MONTHLY SERVICE	GENERAL FUND	ENGINEERING ADMIN	57.98
	11/29/13	MONTHLY SERVICE	GENERAL FUND	ECONOMIC DEVELOPMENT	173.92
				TOTAL:	231.90
MIDWEST GARAGE DOORS INC	11/29/13	FRONT DOOR OPENER	ELECTRIC	M-DISTR STRUCTURES	1,021.70
				TOTAL:	1,021.70
MINNESOTA BUREAU OF CRIMINAL APPREHENS	11/29/13	IMPACT & INFLUENCE - APPEL	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	190.00
				TOTAL:	190.00
MINNESOTA ENERGY RESOURCES CORP	11/29/13	GAS SERVICE	RECREATION	PARK AREAS	262.49
				TOTAL:	262.49
MISCELLANEOUS V CHAVARRIA JUDIT M	11/29/13	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	275.00
FISHER KEITH	11/29/13	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	25.00
SICKMEYER JAMES	11/29/13	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	150.00
				TOTAL:	450.00
NALCO COMPANY	11/29/13	CREDIT 1,268# RETURNED	WATER	O-PURIFY	2,485.28-

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	11/29/13	2,535# PHOSPHATE	WATER	O-PURIFY	4,968.60
				TOTAL:	2,483.32
NICKEL & ASSOC INS AGENCY	11/29/13	DIESEL PLANT BOILER, MACHI	ELECTRIC	O-SOURCE MISC	31,710.00
				TOTAL:	31,710.00
NOBLES COUNTY AUDITOR/TREASURER	11/29/13	LEASE PAYMENT UTILITIES	WATER	O-DISTR RENTS	147.96
	11/29/13	LEASE PAYMENT UTILITIES	WATER	ADMIN RENT	295.92
	11/29/13	LEASE PAYMENT UTILITIES	MUNICIPAL WASTEWAT	O-PURIFY MISC	118.37
	11/29/13	LEASE PAYMENT UTILITIES	MUNICIPAL WASTEWAT	ADMIN RENT	236.74
	11/29/13	LEASE PAYMENT UTILITIES	ELECTRIC	O-DISTR RENTS	710.21
	11/29/13	LEASE PAYMENT UTILITIES	ELECTRIC	ADMIN RENT	1,450.02
				TOTAL:	2,959.22
NOBLES COUNTY HIGHWAY DEPT	11/29/13	OCTOBER FUEL	GENERAL FUND	ENGINEERING ADMIN	379.90
	11/29/13	OCTOBER FUEL	GENERAL FUND	ECONOMIC DEVELOPMENT	97.23
	11/29/13	OCTOBER FUEL	GENERAL FUND	POLICE ADMINISTRATION	5,771.25
	11/29/13	OCTOBER FUEL	GENERAL FUND	REGULATE LAWFUL GAMBLE	39.85
	11/29/13	OCTOBER FUEL	GENERAL FUND	ANIMAL CONTROL ENFORCE	182.33
	11/29/13	OCTOBER FUEL	GENERAL FUND	ICE AND SNOW REMOVAL	1,376.68
	11/29/13	OCTOBER FUEL	GENERAL FUND	CODE ENFORCEMENT	153.86
	11/29/13	OCTOBER FUEL	RECREATION	GOLF COURSE-GREEN	1,181.60
	11/29/13	OCTOBER FUEL	RECREATION	PARK AREAS	983.99
	11/29/13	OCTOBER FUEL	RECREATION	TREE REMOVAL	204.96
	11/29/13	OCTOBER FUEL	WATER	O-PUMPING	370.37
	11/29/13	OCTOBER FUEL	WATER	M-TRANS MAINS	776.98
	11/29/13	OCTOBER FUEL	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	118.08
	11/29/13	OCTOBER FUEL	MUNICIPAL WASTEWAT	O-PURIFY MISC	123.01
	11/29/13	OCTOBER FUEL	MUNICIPAL WASTEWAT	O-PURIFY MISC	129.52
	11/29/13	OCTOBER FUEL	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	130.02
	11/29/13	OCTOBER FUEL	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	113.18
	11/29/13	OCTOBER FUEL	ELECTRIC	O-DISTR UNDERGRND LINE	1,713.80
	11/29/13	OCTOBER FUEL	STORM WATER MANAGE	STORM DRAINAGE	464.56
	11/29/13	OCTOBER FUEL	STORM WATER MANAGE	STORM DRAINAGE	933.44
	11/29/13	OCTOBER FUEL	STORM WATER MANAGE	STREET CLEANING	981.37
				TOTAL:	16,225.98
NORTHERN ESCROW INC FBO WORTHINGTON EX	11/29/13	COLLEGEWAY RECON FINAL	IMPROVEMENT CONST	NON-DEPARTMENTAL	1,590.00
				TOTAL:	1,590.00
PEPSI COLA BOTTLING CO	11/29/13	MIX	LIQUOR	NON-DEPARTMENTAL	127.30
				TOTAL:	127.30
PHILLIPS WINE & SPIRITS INC	11/29/13	LIQUOR	LIQUOR	NON-DEPARTMENTAL	7,108.35
	11/29/13	WINE	LIQUOR	NON-DEPARTMENTAL	1,965.55
	11/29/13	FREIGHT	LIQUOR	O-SOURCE MISC	138.80
	11/29/13	FREIGHT	LIQUOR	O-SOURCE MISC	80.00
				TOTAL:	9,292.70
RESCO INC	11/29/13	STREET LIGHT POLES & ARMS	ELECTRIC	FA DISTR ST LITE & SIG	14,208.68
				TOTAL:	14,208.68
ROBERT L CARR CO	11/29/13	DECHLORINATION SYSTEM #3	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	2,038.75
	11/29/13	DECHLORINATION SYSTEM #3	MUNICIPAL WASTEWAT	FA PURIFY STRUCTURES	40,775.00
	11/29/13	DECHLORINATION SYSTEM #3	INDUSTRIAL WASTEWA	NON-DEPARTMENTAL	1,912.25
	11/29/13	DECHLORINATION SYSTEM #3	INDUSTRIAL WASTEWA	PROJECT #6	38,245.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	75,069.00
RUNNINGS SUPPLY INC-ACCT#9502485	11/29/13	PRESSURE GAUGE, COUPLERS	GENERAL FUND	PAVED STREETS	44.08
	11/29/13	GLOVES, RED MARKING FLAGS	RECREATION	GOLF COURSE-GREEN	55.72
	11/29/13	FITTINGS	RECREATION	GOLF COURSE-GREEN	24.54
	11/29/13	FITTINGS	RECREATION	GOLF COURSE-GREEN	7.57
	11/29/13	BOLTS	AIRPORT	O-GEN MISC	0.43
	11/29/13	ANTIFREEZE	AIRPORT	O-GEN MISC	21.36
	11/29/13	HEAVY DUTY ADHESIVE	AIRPORT	O-GEN MISC	8.11
				TOTAL:	161.81
SCHWALBACH ACE HARDWARE-5930	11/29/13	POWER CENTER	GENERAL FUND	CENTER FOR ACTIVE LIVI	20.30
	11/29/13	AIR FILTERS, EXTN CORD, ST	GENERAL FUND	CENTER FOR ACTIVE LIVI	57.09
	11/29/13	WINTERIZE CLUBHOUSE	RECREATION	GOLF COURSE-CLUBHOUSE	203.63
	11/29/13	WINDOWS	RECREATION	PARK AREAS	13.75
	11/29/13	KUBOTA HEATER	RECREATION	PARK AREAS	12.80
				TOTAL:	307.57
SHINE BROS CORP OF MN	11/29/13	REBAR-STREET LIGHT BASES	ELECTRIC	FA DISTR ST LITE & SIG	35.86
	11/29/13	REBAR-STREET LIGHT BASES	ELECTRIC	FA DISTR ST LITE & SIG	35.03
	11/29/13	REBAR-STREET LIGHT BASES	ELECTRIC	FA DISTR ST LITE & SIG	444.60
				TOTAL:	515.49
SOUTHERN WINE & SPIRITS OF MINNESOTA	11/29/13	LIQUOR	LIQUOR	NON-DEPARTMENTAL	3,176.70
	11/29/13	WINE	LIQUOR	NON-DEPARTMENTAL	1,023.74
	11/29/13	FREIGHT	LIQUOR	O-SOURCE MISC	56.34
	11/29/13	FREIGHT	LIQUOR	O-SOURCE MISC	33.76
				TOTAL:	4,290.54
ST CROIX RECREATION CO INC	11/29/13	INTERCITY PLAYGROUND	RECREATION	PARK AREAS	257.23
				TOTAL:	257.23
ROBIN STOYKE	11/29/13	MATS 11/25/13	GENERAL FUND	GENERAL GOVT BUILDINGS	56.43
				TOTAL:	56.43
STUART C IRBY CO	11/29/13	GLOVE TESTING	ELECTRIC	O-DISTR MISC	105.73
				TOTAL:	105.73
TRI-STATE RENTAL CENTER	11/29/13	AIRPORT DOOR REPLACEMENT-L	AIRPORT	O-GEN MISC	133.59
				TOTAL:	133.59
VERIZON WIRELESS	11/29/13	WIRELESS DATA LINES	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	61.09
	11/29/13	MONTHLY WIRELESS SERVICE	WATER	O-DISTR MISC	40.85
	11/29/13	MONTHLY WIRELESS SERVICE	WATER	O-DISTR MISC	52.70
	11/29/13	MONTHLY WIRELESS SERVICE	WATER	O-DISTR MISC	35.50
	11/29/13	MONTHLY WIRELESS SERVICE	WATER	O-DISTR MISC	35.50
	11/29/13	MONTHLY WIRELESS SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	35.50
	11/29/13	MONTHLY WIRELESS SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	40.85
	11/29/13	MONTHLY WIRELESS SERVICE	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	35.50
	11/29/13	MONTHLY WIRELESS SERVICE	ELECTRIC	O-DISTR SUPER & ENG	40.85
	11/29/13	MONTHLY WIRELESS SERVICE	ELECTRIC	O-DISTR SUPER & ENG	52.70
	11/29/13	MONTHLY WIRELESS SERVICE	ELECTRIC	ADMIN OFFICE SUPPLIES	52.70
	11/29/13	MONTHLY WIRELESS SERVICE	ELECTRIC	ACCTS-METER READING	40.85
				TOTAL:	524.59
WESCO DISTRIBUTION INC	11/29/13	STREET LIGHT LAMPS	ELECTRIC	M-DISTR ST LITE & SIG	1,167.08

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
TOTAL:					1,167.08
WIRTZ BEVERAGE MINNESOTA WINE & SPIRIT	11/29/13	WINE	LIQUOR	NON-DEPARTMENTAL	1,618.20
	11/29/13	LIQUOR	LIQUOR	NON-DEPARTMENTAL	8,277.00
	11/29/13	WINE	LIQUOR	NON-DEPARTMENTAL	192.00
	11/29/13	LIQUOR	LIQUOR	NON-DEPARTMENTAL	27.00
	11/29/13	WINE	LIQUOR	NON-DEPARTMENTAL	75.30
	11/29/13	FREIGHT	LIQUOR	O-SOURCE MISC	17.05
	11/29/13	FREIGHT	LIQUOR	O-SOURCE MISC	131.36
TOTAL:					10,337.91
WORTHINGTON EXCAVATING INC	11/29/13	REMOVE 4 MILLION GAL TANK	WATER	M-TRANS RESERVOIRS	8,250.00
TOTAL:					8,250.00
YMCA	11/29/13	2013 CONTRACT PAYMENT	RECREATION	RECREATION PROGRAMS	3,640.67
TOTAL:					3,640.67

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

101	GENERAL FUND	14,399.42
207	PD TASK FORCE	337.09
229	RECREATION	8,601.42
231	ECONOMIC DEV AUTHORITY	221.10
401	IMPROVEMENT CONST	1,590.00
601	WATER	14,204.11
602	MUNICIPAL WASTEWATER	164,276.16
604	ELECTRIC	65,894.70
605	INDUSTRIAL WASTEWATER	36,332.75
606	STORM WATER MANAGEMENT	2,379.37
609	LIQUOR	48,154.11
612	AIRPORT	253.12
614	MEMORIAL AUDITORIUM	65.44
702	DATA PROCESSING	152.40
703	SAFETY PROMO/LOSS CTRL	101.49

 GRAND TOTAL: 356,962.68

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AMERICAN BOTTLING COMPANY	12/06/13	MIX	LIQUOR	NON-DEPARTMENTAL	165.00
				TOTAL:	165.00
APPEL TROY	12/06/13	LUNCH 7 AGENTS PC SEARCH W PD TASK FORCE		BUFFALO RIDGE DRUG TAS	61.12
				TOTAL:	61.12
ARCTIC ICE INC	12/06/13	ICE	LIQUOR	NON-DEPARTMENTAL	92.96
				TOTAL:	92.96
ARNOLD MOTOR SUPPLY	12/06/13	TIRE GAUGE, ANTIFREEZE	RECREATION	GOLF COURSE-GREEN	87.24
	12/06/13	RETURN/EXHCANGE ANTIFREEZE	RECREATION	GOLF COURSE-GREEN	51.51
				TOTAL:	35.73
PATRICIA ARNT	12/06/13	2013 BEACH NOOK AGREEMENT	RECREATION	SWIMMING BEACHES	5,000.00
				TOTAL:	5,000.00
ARTISAN BEER COMPANY	12/06/13	BEER	LIQUOR	NON-DEPARTMENTAL	42.65
	12/06/13	BEER	LIQUOR	NON-DEPARTMENTAL	136.65
				TOTAL:	179.30
ASTRUP DRUG INC	12/06/13	TAX ABATEMENT	ECONOMIC DEV AUTHO	MISC INDUSTRIAL DEVELO	1,144.53
				TOTAL:	1,144.53
BAHRS SMALL ENGINE	12/06/13	DEMOLITION SAW PARTS	WATER	O-DIST UNDERGRND LINES	8.55
				TOTAL:	8.55
BEVERAGE WHOLESALEERS INC	12/06/13	BEER	LIQUOR	NON-DEPARTMENTAL	5,446.08
	12/06/13	beer	LIQUOR	NON-DEPARTMENTAL	4,558.40
				TOTAL:	10,004.48
BORDER STATES ELECTRIC SUPPLY	12/06/13	SECONDARY CABINET	ELECTRIC	FA DISTR UNDRGRND COND	2,591.72
				TOTAL:	2,591.72
BTU INC	12/06/13	FURNACE INSPECTION	GENERAL FUND	GENERAL GOVT BUILDINGS	407.62
				TOTAL:	407.62
C&S CHEMICALS INC	12/06/13	4,123 GALLONS ALUM	MUNICIPAL WASTEWAT	O-PURIFY MISC	5,133.53
	12/06/13	4,162 GALLONS ALUM	MUNICIPAL WASTEWAT	O-PURIFY MISC	5,182.08
	12/06/13	4,101 GALLONS ALUM	MUNICIPAL WASTEWAT	O-PURIFY MISC	5,106.13
				TOTAL:	15,421.74
COAST TO COAST SOLUTIONS	12/06/13	DARE SUPPLIES	GENERAL FUND	DARE	249.50
				TOTAL:	249.50
COOPERATIVE ENERGY CO- ACCT # 5910807	12/06/13	KEROSENE	GENERAL FUND	PAVED STREETS	26.00
	12/06/13	PROPANE	GENERAL FUND	PAVED STREETS	16.25
	12/06/13	ANTIFREEZE	RECREATION	PARK AREAS	12.65
	12/06/13	SUPERLUBE TMS 10W30	RECREATION	PARK AREAS	132.48
				TOTAL:	187.38
COOPERATIVE ENERGY CO- ACCT# 05412019	12/06/13	UNLEADED GAS	WATER	O-PUMPING	73.39
	12/06/13	GAS UNIT 300	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	84.66
				TOTAL:	158.05
CULLIGAN WATER COND CO	12/06/13	MONTHLY SERVICE	GENERAL FUND	GENERAL GOVT BUILDINGS	74.07
	12/06/13	MONTHLY SERVICE	GENERAL FUND	SECURITY CENTER	29.66

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	12/06/13	MONTHLY SERVICE	GENERAL FUND	SECURITY CENTER	29.66
	12/06/13	MONTHLY SERVICE	GENERAL FUND	PAVED STREETS	5.34
	12/06/13	MONTHLY SERVICE	GENERAL FUND	CENTER FOR ACTIVE LIVI	50.50
	12/06/13	MONTHLY SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	19.24
	12/06/13	MONTHLY SERVICE	ELECTRIC	ACCTS-RECORDS & COLLEC	24.83
	12/06/13	SALT	LIQUOR	O-GEN MISC	16.83
				TOTAL:	250.13
DACOTAH PAPER CO	12/06/13	BAGS	LIQUOR	O-GEN MISC	359.88
				TOTAL:	359.88
DANS ELECTRIC INC	12/06/13	CHRISTMAS LIGHTS	GENERAL FUND	MISC SPECIAL DAYS/EVEN	113.42
	12/06/13	WORK ON WELLS	RECREATION	GOLF COURSE-GREEN	848.39
	12/06/13	WORK ON WELLS	RECREATION	GOLF COURSE-GREEN	473.12
	12/06/13	WORK ON WELLS	RECREATION	GOLF COURSE-GREEN	816.08
	12/06/13	WORK ON VPD'S-INSURANCE	SAFETY PROMO/LOSS	HEALTH/SAFETY/FITNESS	319.82
				TOTAL:	2,570.83
DAVIS TYPEWRITER CO INC	12/06/13	CARTRIDGE	GENERAL FUND	CLERK'S OFFICE	142.74
	12/06/13	RECEIPT BOOKS	GENERAL FUND	CLERK'S OFFICE	7.02
	12/06/13	DATA CARTRIDGE	GENERAL FUND	ENGINEERING ADMIN	104.03
	12/06/13	11 X 17 PAPER, PRESEAL ENV	GENERAL FUND	ENGINEERING ADMIN	32.57
	12/06/13	11 X 17 PAPER, PRESEAL ENV	GENERAL FUND	ECONOMIC DEVELOPMENT	32.57
	12/06/13	COFFEE FILTERS	GENERAL FUND	GENERAL GOVT BUILDINGS	3.67
	12/06/13	INK CARTRIDGES, POST CARDS	GENERAL FUND	CENTER FOR ACTIVE LIVI	167.48
	12/06/13	COPIER PAPER	WATER	ADMIN OFFICE SUPPLIES	38.74
	12/06/13	LETTER OPENER, TAPE, WIPES	WATER	ACCTS-RECORDS & COLLEC	8.03
	12/06/13	COPIER PAPER	WATER	ACCTS-RECORDS & COLLEC	77.48
	12/06/13	COPIER PAPER	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	38.75
	12/06/13	LETTER OPENER, TAPE, WIPES	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	8.03
	12/06/13	COPIER PAPER	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	77.49
	12/06/13	COPIER PAPER	ELECTRIC	ADMIN OFFICE SUPPLIES	77.48
	12/06/13	LETTER OPENER, TAPE, WIPES	ELECTRIC	ACCTS-RECORDS & COLLEC	16.07
	12/06/13	COPIER PAPER	ELECTRIC	ACCTS-RECORDS & COLLEC	154.97
	12/06/13	SPECIAL PAPER	LIQUOR	O-GEN MISC	40.18
	12/06/13	STAPLES, PENS, PAPER CLIPS	LIQUOR	O-GEN MISC	22.12
	12/06/13	BINDER	DATA PROCESSING	DATA PROCESSING	9.35
				TOTAL:	1,058.77
DIAMOND VOGEL PAINT	12/06/13	WHITE COVER, COTE ALL ALUM	GENERAL FUND	PAVED STREETS	106.58
				TOTAL:	106.58
ECHO GROUP INC	12/06/13	STREET LIGHT WIRE-HWY 60	ELECTRIC	EA DISTR ST LITE & SIG	1,193.16
	12/06/13	BULBS	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	63.93
				TOTAL:	1,257.09
EMAGINE	12/06/13	WEBSITE DESIGN	ELECTRIC	ACCTS-INFO & INSTR ADV	1,425.00
				TOTAL:	1,425.00
EXTREME BEVERAGE LLC	12/06/13	MIX	LIQUOR	NON-DEPARTMENTAL	43.00
				TOTAL:	43.00
EZ-WASH	12/06/13	CAR WASHES	GENERAL FUND	POLICE ADMINISTRATION	384.00
				TOTAL:	384.00
FERGUSON WATERWORKS INC #2516	12/06/13	SERVICE LINE PARTS	WATER	O-DIST UNDERGRND LINES	2,213.96

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	12/06/13	SERVICE LINE PARTS	WATER	O-DIST UNDERGRND LINES	298.72
	12/06/13	CLAMP REPAIRS	WATER	M-TRANS MAINS	173.67
	12/06/13	FIRE HYDRANT PARTS	WATER	M-TRANS HYDRANTS	1,113.35
	12/06/13	FIRE HYDRANT PARTS	WATER	M-TRANS HYDRANTS	662.03
	12/06/13	METER SETTERS	WATER	M-DISTR METERS	1,827.48
				TOTAL:	6,289.21
GOPHER STATE ONE CALL INC	12/06/13	MONTHLY LOCATE SERVICE	WATER	O-DISTR MISC	38.14
	12/06/13	MONTHLY LOCATE SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	38.13
	12/06/13	MONTHLY LOCATE SERVICE	ELECTRIC	O-DISTR MISC	76.28
				TOTAL:	152.55
GRABER DIANE M	12/06/13	REIMBURSE CGMC FALL CONF	GENERAL FUND	MAYOR AND COUNCIL	228.94
				TOTAL:	228.94
GRAHAM TIRE OF WORTHINGTON INC	12/06/13	TIRES ON 425	GENERAL FUND	PAVED STREETS	5,201.60
	12/06/13	TIRES ON 425	GENERAL FUND	ICE AND SNOW REMOVAL	5,201.61
	12/06/13	KUBOTA REAR TIRE	RECREATION	PARK AREAS	7.50
	12/06/13	KUBOTA REAR TIRE	RECREATION	PARK AREAS	6.05
	12/06/13	REPAIR KUBOTA MOWER	RECREATION	PARK AREAS	110.26
				TOTAL:	10,527.02
HAGEN BEVERAGE DISTRIBUTING INC	12/06/13	BEER	LIQUOR	NON-DEPARTMENTAL	3,208.85
	12/06/13	MIX	LIQUOR	NON-DEPARTMENTAL	51.00
	12/06/13	BEER	LIQUOR	NON-DEPARTMENTAL	2,803.20
	12/06/13	BEER	LIQUOR	NON-DEPARTMENTAL	12,320.85
	12/06/13	BEER	LIQUOR	NON-DEPARTMENTAL	130.00
	12/06/13	BEER	LIQUOR	NON-DEPARTMENTAL	4,640.80
	12/06/13	MIX	LIQUOR	NON-DEPARTMENTAL	45.00
	12/06/13	BEER	LIQUOR	NON-DEPARTMENTAL	4,927.70
	12/06/13	WATER	LIQUOR	O-GEN MISC	32.50
				TOTAL:	28,159.90
HARLAN'S PLUMBING	12/06/13	FLUSH VALVE REPAIRS BAC	ECONOMIC DEV AUTHO	TRAINING/TESTING CENTE	55.00
				TOTAL:	55.00
HONIUS KIRK	12/06/13	REIMBURSE BOOTS	GENERAL FUND	POLICE ADMINISTRATION	139.90
				TOTAL:	139.90
IDEXX DISTRIBUTION CORP	12/06/13	LABORATORY-WATER TESTING	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	13.78
				TOTAL:	13.78
INDIAN ISLAND WINERY	12/06/13	WINE	LIQUOR	NON-DEPARTMENTAL	752.84
				TOTAL:	752.84
J & K WINDOWS	12/06/13	NOVEMBER WINDOW CLEANING	LIQUOR	O-GEN MISC	64.13
				TOTAL:	64.13
JACKS UNIFORMS & EQUIPMENT	12/06/13	HI-LITE VEST	GENERAL FUND	POLICE ADMINISTRATION	110.94
	12/06/13	BADGE	GENERAL FUND	POLICE ADMINISTRATION	74.99
	12/06/13	UNIFORMS	GENERAL FUND	POLICE ADMINISTRATION	489.79
				TOTAL:	675.72
JAYCOX IMPLEMENT INC	12/06/13	SKIDLOADER REPAIR	RECREATION	PARK AREAS	44.75
	12/06/13	SKIDLOADER REPAIR	RECREATION	PARK AREAS	2.24
				TOTAL:	46.99

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JOHNSON BROTHERS LIQUOR CO	12/06/13	LIQUOR	LIQUOR	NON-DEPARTMENTAL	4,982.08
	12/06/13	WINE	LIQUOR	NON-DEPARTMENTAL	5,052.95
	12/06/13	WINE	LIQUOR	NON-DEPARTMENTAL	2,074.90
	12/06/13	LIQUOR	LIQUOR	NON-DEPARTMENTAL	80.25-
	12/06/13	WINE	LIQUOR	NON-DEPARTMENTAL	106.66-
	12/06/13	WINE	LIQUOR	NON-DEPARTMENTAL	12.00-
	12/06/13	WINE	LIQUOR	NON-DEPARTMENTAL	16.68-
	12/06/13	FREIGHT	LIQUOR	O-SOURCE MISC	63.31
	12/06/13	FREIGHT	LIQUOR	O-SOURCE MISC	169.98
	12/06/13	FREIGHT	LIQUOR	O-SOURCE MISC	73.61
TOTAL:					12,201.24
JOSWIAK JOE	12/06/13	REIMBURSE TZD CONFERENCE	GENERAL FUND	POLICE ADMINISTRATION	51.00
	TOTAL:				51.00
KRIS ENGINEERING INC	12/06/13	CURVED CARBIDE INSERT	GENERAL FUND	ICE AND SNOW REMOVAL	1,334.22
	TOTAL:				1,334.22
L & L SPORTING	12/06/13	REPAIR 2 SHOTGUNS	GENERAL FUND	POLICE ADMINISTRATION	83.90
	TOTAL:				83.90
LAMPERTS YARDS INC-2602004	12/06/13	2X8 TREATED LUMBER	GENERAL FUND	PAVED STREETS	24.85
	12/06/13	CARRAGE BOLTS	GENERAL FUND	PAVED STREETS	5.77
	12/06/13	SMALL WIRE -CHRISTMAS LIGH	GENERAL FUND	MISC SPECIAL DAYS/EVEN	3.62
	12/06/13	PLYWOOD-WELL SERVICE	RECREATION	GOLF COURSE-GREEN	46.45
	12/06/13	INSULATION, STAPLE GUN	RECREATION	GOLF COURSE-GREEN	303.49
	12/06/13	BUSS FIELD BENCH REPAIRS	RECREATION	PARK AREAS	18.06
	12/06/13	PICNIC TABLE REPAIRS	RECREATION	PARK AREAS	129.00
	12/06/13	AIRPORT DOOR-INSURANCE WIN	SAFETY PROMO/LOSS	HEALTH/SAFETY/FITNESS	1,557.17
	TOTAL:				2,088.41
LAW ENFORCEMENT LABOR SERVICES INC #27	12/06/13	UNION DUES	GENERAL FUND	NON-DEPARTMENTAL	180.00
	TOTAL:				180.00
LAWNS PLUS	12/06/13	LAWN SERVICE-OCT 18TH	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	60.00
	TOTAL:				60.00
LEAGUE OF MN CITIES INSURANCE TRUST	12/06/13	WORK COMP	GENERAL FUND	NON-DEPARTMENTAL	22,262.72
	12/06/13	WORK COMP	RECREATION	NON-DEPARTMENTAL	3,464.83
	12/06/13	WORK COMP	PIR/TRUNKS	NON-DEPARTMENTAL	40.74
	12/06/13	WORK COMP	IMPROVEMENT CONST	NON-DEPARTMENTAL	1,681.06
	12/06/13	WORK COMP	WATER	NON-DEPARTMENTAL	2,653.69
	12/06/13	WORK COMP	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	2,921.55
	12/06/13	WORK COMP	ELECTRIC	NON-DEPARTMENTAL	2,824.22
	12/06/13	WORK COMP	STORM WATER MANAGE	NON-DEPARTMENTAL	1,251.22
	12/06/13	WORK COMP	LIQUOR	NON-DEPARTMENTAL	911.16
	12/06/13	WORK COMP	AIRPORT	NON-DEPARTMENTAL	196.38
	12/06/13	WORK COMP	MEMORIAL AUDITORIUM	NON-DEPARTMENTAL	82.21
	12/06/13	WORK COMP	DATA PROCESSING	NON-DEPARTMENTAL	271.97
	TOTAL:				38,561.75
LEWIS & CLARK REGIONAL WATER SYSTEM IN	12/06/13	LOBBY CHARGES - 1ST QTR 20	WATER	NON-DEPARTMENTAL	2,483.25
	TOTAL:				2,483.25
LINCOLN-PIPESTONE RURAL WATER SYSTEM	12/06/13	EAST INTERCONNECTION	WATER	O-SOURCE MISC	19,285.41
	12/06/13	WEST INTERCONNECTION	WATER	O-SOURCE MISC	31,343.13

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
TOTAL:					50,628.54
LOU'S GLOVES INC	12/06/13	RUBBER GLOVES	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	118.50
	12/06/13	RUBBER GLOVES	MUNICIPAL WASTEWAT	O-PURIFY MISC	118.50
TOTAL:					237.00
MARCO	12/06/13	INSTALL PUBLISHER, NEW SER LIQUOR		O-GEN MISC	144.28
TOTAL:					144.28
MIDWEST ENGINEERING	12/06/13	CTY RD 10 LIFT STATION REC	MUNICIPAL WASTEWAT	PROJECT#20	5,135.00
	12/06/13	MORNINGSIDE LIFT STATION R	MUNICIPAL WASTEWAT	PROJECT #21	520.00
TOTAL:					5,655.00
MIDWEST GARAGE DOORS INC	12/06/13	ATS CIRCUIT BOARD, SERVICE	GENERAL FUND	PAVED STREETS	246.00
	12/06/13	SERVICE CALL-RECEIVING DOO	LIQUOR	O-GEN MISC	125.00
TOTAL:					371.00
MINNESOTA BUREAU OF CRIMINAL APPREHENS	12/06/13	IMPACT & INFLUENCE 10/23	GENERAL FUND	POLICE ADMINISTRATION	190.00
	12/06/13	EMPLOYEE HIRE TO HIGHER 12	GENERAL FUND	POLICE ADMINISTRATION	190.00
	12/06/13	DMT RECERT-WILTROUT 10/1	GENERAL FUND	POLICE ADMINISTRATION	75.00
	12/06/13	SUPERVISOR SURVIVAL-WILTRO	GENERAL FUND	POLICE ADMINISTRATION	190.00
	12/06/13	EMPLOYEE HIRE TO HIGHER-WI	GENERAL FUND	POLICE ADMINISTRATION	190.00
	12/06/13	DMT RECERT-GAUL 10/1	GENERAL FUND	POLICE ADMINISTRATION	75.00
	12/06/13	DMT RECERT-BOLT 10/2	GENERAL FUND	POLICE ADMINISTRATION	75.00
	12/06/13	DMT RECERT-GRIMMIUS	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	75.00
TOTAL:					1,060.00
MINNESOTA DEPARTMENT OF AGRICULTURE	12/06/13	TREE CARE REGISTRY RENEWAL	RECREATION	TREE REMOVAL	25.00
TOTAL:					25.00
MINNESOTA SOCIETY OF PROF ENGINEERS	12/06/13	STATE & NATL DUES	GENERAL FUND	ENGINEERING ADMIN	358.00
TOTAL:					358.00
MISCELLANEOUS V BARTOLON SERGIO MARTIN	12/06/13	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	NON-DEPARTMENTAL	1.19
BARTOLON SERGIO MARTIN	12/06/13	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	ACCTS-RECORDS & COLLEC	0.13
DOMINGUEZ JR FERNANDO	12/06/13	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	NON-DEPARTMENTAL	155.25
DOMINGUEZ JR FERNANDO	12/06/13	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	ACCTS-RECORDS & COLLEC	0.39
ESCALANTE VELASQUEZ WI	12/06/13	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	NON-DEPARTMENTAL	63.79
ESCALANTE VELASQUEZ WI	12/06/13	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	ACCTS-RECORDS & COLLEC	0.02
ESTRADA AMANDA	12/06/13	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	NON-DEPARTMENTAL	44.95
ESTRADA AMANDA	12/06/13	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	ACCTS-RECORDS & COLLEC	0.16
HAIRY SHIRT URILIA F	12/06/13	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	NON-DEPARTMENTAL	95.00
HAIRY SHIRT URILIA F	12/06/13	REFUND OF DEPOSITS-ACCTS F	GARBAGE COLLECTION	ACCTS-RECORDS & COLLEC	9.63
HANKS CHRISTOFER	12/06/13	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	NON-DEPARTMENTAL	15.79
HANKS CHRISTOFER	12/06/13	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	ACCTS-RECORDS & COLLEC	0.17
KINGERY JEAN	12/06/13	REFUND OF DEPOSITS-ACCTS F	GENERAL FUND	NON-DEPARTMENTAL	19.22
KINGERY JEAN	12/06/13	REFUND OF DEPOSITS-ACCTS F	GARBAGE COLLECTION	NON-DEPARTMENTAL	78.10
KIRBY DANIEL	12/06/13	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	NON-DEPARTMENTAL	42.43
KIRBY DANIEL	12/06/13	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	ACCTS-RECORDS & COLLEC	0.14
LIGDI CHALA T	12/06/13	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	NON-DEPARTMENTAL	65.17
LIGDI CHALA T	12/06/13	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	ACCTS-RECORDS & COLLEC	0.17
LOX PROPERTIES	12/06/13	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	275.00
MUNIZ MARGARITA	12/06/13	REFUND OF CREDITS-ACCTS FI	WATER	NON-DEPARTMENTAL	472.05
MUNIZ MARGARITA	12/06/13	REFUND OF CREDITS-ACCTS FI	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	567.39
PANDA HOUSE	12/06/13	COMMERCIAL REFRIG REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	200.00
TORRES VAZQUEZ MARTIN	12/06/13	REFUND OF DEPOSITS-ACCTS F	ELECTRIC	NON-DEPARTMENTAL	174.61

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
TORRES VAZQUEZ MARTIN	12/06/13	REFUND OF DEPOSITS-ACCTS F ELECTRIC		ACCTS-RECORDS & COLLEC	0.37
WALGREENS #10189	12/06/13	LIGHTING EFFICIENCY REBATE ELECTRIC		CUSTOMER INSTALL EXPEN	375.00
				TOTAL:	2,656.12
MN CHILD SUPPORT PAYMENT CTR	12/06/13	GARNISHMENT	WATER	NON-DEPARTMENTAL	294.46
				TOTAL:	294.46
MORGAN CREEK VINEYARDS	12/06/13	WINE	LIQUOR	NON-DEPARTMENTAL	383.76
				TOTAL:	383.76
MORRIS ELECTRONICS INC	12/06/13	MORRIS ELECTRONICS INC	WATER	ACCTS-RECORDS & COLLEC	32.73
	12/06/13	TECHNICAL SUPPORT	WATER	ACCTS-RECORDS & COLLEC	239.63
	12/06/13	TECHNICAL SUPPORT	WATER	ACCTS-RECORDS & COLLEC	37.41
	12/06/13	TECHNICAL SUPPORT	WATER	ACCTS-RECORDS & COLLEC	37.41
	12/06/13	MORRIS ELECTRONICS INC	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	32.73
	12/06/13	TECHNICAL SUPPORT	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	239.62
	12/06/13	TECHNICAL SUPPORT	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	37.40
	12/06/13	TECHNICAL SUPPORT	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	37.40
	12/06/13	COMPUTER HARDWARE	ELECTRIC	ADMIN OFFICE SUPPLIES	849.42
	12/06/13	MORRIS ELECTRONICS INC	ELECTRIC	ACCTS-RECORDS & COLLEC	65.46
	12/06/13	TECHNICAL SUPPORT	ELECTRIC	ACCTS-RECORDS & COLLEC	479.25
	12/06/13	TECHNICAL SUPPORT	ELECTRIC	ACCTS-RECORDS & COLLEC	74.82
	12/06/13	TECHNICAL SUPPORT	ELECTRIC	ACCTS-RECORDS & COLLEC	74.82
	12/06/13	COMPUTER HARDWARE	ELECTRIC	ACCTS-RECORDS & COLLEC	1,698.84
				TOTAL:	3,936.94
MSANI	12/06/13	MSANI WINTER CONFERENCE	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	450.00
				TOTAL:	450.00
MWOA	12/06/13	MEMBERSHIP-STEFFL	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	25.00
	12/06/13	MEMBERSHIP-DUITSMAN	MUNICIPAL WASTEWAT	O-PURIFY MISC	25.00
	12/06/13	MEMBERSHIP-APEL	MUNICIPAL WASTEWAT	O-PURIFY MISC	15.00
				TOTAL:	65.00
NCL OF WISCONSIN INC	12/06/13	PHOSPHATE STANDARDS	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	97.22
				TOTAL:	97.22
NOBLES COUNTY AUDITOR/TREASURER	12/06/13	NOVEMBER LEGAL	GENERAL FUND	PROSECUTION	11,690.25
				TOTAL:	11,690.25
OKABENA-OCHEDE BELLA CWP JOINT POWERS	12/06/13	2013 EXPENSES	GENERAL FUND	CLEAN WATER PARTNER	10,947.58
				TOTAL:	10,947.58
OKABENA-OCHEDE WATERSHED DISTRICT	12/06/13	STORM WATER PERMITS	STORM WATER MANAGE	STORM DRAINAGE	4,720.00
	12/06/13	STORM WATER PERMITS	STORM WATER MANAGE	STORM DRAINAGE	1,201.56
				TOTAL:	5,921.56
OLD DOMINION BRUSH	12/06/13	2 BROOMS	STORM WATER MANAGE	STREET CLEANING	673.61
				TOTAL:	673.61
PAUSTIS & SONS	12/06/13	WINE	LIQUOR	NON-DEPARTMENTAL	1,376.96
	12/06/13	MIX	LIQUOR	NON-DEPARTMENTAL	47.00
	12/06/13	FREIGHT	LIQUOR	O-SOURCE MISC	20.00
	12/06/13	FREIGHT	LIQUOR	O-SOURCE MISC	1.25
				TOTAL:	1,445.21

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
PEPSI COLA BOTTLING CO	12/06/13	MIX	LIQUOR	NON-DEPARTMENTAL	53.00
	12/06/13	MIX	LIQUOR	NON-DEPARTMENTAL	47.80
				TOTAL:	100.80
PHILLIPS WINE & SPIRITS INC	12/06/13	LIQUOR	LIQUOR	NON-DEPARTMENTAL	5,636.77
	12/06/13	WINE	LIQUOR	NON-DEPARTMENTAL	1,044.73
	12/06/13	LIQUOR	LIQUOR	NON-DEPARTMENTAL	8,081.62
	12/06/13	WINE	LIQUOR	NON-DEPARTMENTAL	1,565.71
	12/06/13	LIQUOR	LIQUOR	NON-DEPARTMENTAL	25.32-
	12/06/13	LIQUOR	LIQUOR	NON-DEPARTMENTAL	9.22-
	12/06/13	LIQUOR	LIQUOR	NON-DEPARTMENTAL	25.79-
	12/06/13	WINE	LIQUOR	NON-DEPARTMENTAL	7.33-
	12/06/13	LIQUOR	LIQUOR	NON-DEPARTMENTAL	383.75-
	12/06/13	FREIGHT	LIQUOR	O-SOURCE MISC	97.27
	12/06/13	FREIGHT	LIQUOR	O-SOURCE MISC	53.99
	12/06/13	FREIGHT	LIQUOR	O-SOURCE MISC	149.62
	12/06/13	FREIGHT	LIQUOR	O-SOURCE MISC	45.20
	12/06/13	FREIGHT	LIQUOR	O-SOURCE MISC	8.00-
				TOTAL:	16,215.50
PHILS PLUMBING & HEATING LLC	12/06/13	REPLACE TOILET-SHOP	WATER	M-DIST STRUCTURES	413.15
				TOTAL:	413.15
PRAIRIE VENTURES, LLP & THE STATE OF M	12/06/13	2013 2ND HALF TAX ABATEMEN	ECONOMIC DEV AUTHO	MISC INDUSTRIAL DEVELO	12,817.45
				TOTAL:	12,817.45
RL LARSON EXCAVATING INC	12/06/13	TH 59 INFRASTRUCTURE IMPRO	IMPROVEMENT CONST	NON-DEPARTMENTAL	24,499.34
				TOTAL:	24,499.34
RUNNINGS SUPPLY INC-ACCT#9502440	12/06/13	SERVICE LINE REPAIR CABLE	WATER	O-DIST UNDERGRND LINES	164.38
	12/06/13	GRASS SEED-HWY 59N	WATER	O-DIST UNDERGRND LINES	24.28
	12/06/13	FOAM BOARD-TELEVISIONING UNIT	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	4.48
	12/06/13	12 QUARTS OIL	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	61.44
	12/06/13	CONDUIT, WIRE	ELECTRIC	M-DISTR UNDERGRND LINE	55.07
				TOTAL:	309.65
RUNNINGS SUPPLY INC-ACCT#9502485	12/06/13	COUPLER	GENERAL FUND	ICE AND SNOW REMOVAL	13.14
				TOTAL:	13.14
SANKEY RODNEY	12/06/13	REIMBURSE CGMC	GENERAL FUND	MAYOR AND COUNCIL	513.35
				TOTAL:	513.35
SCHAAP SANITATION INC	12/06/13	MONTHLY SERVICE	GENERAL FUND	GENERAL GOVT BUILDINGS	126.19
	12/06/13	MONTHLY SERVICE	GENERAL FUND	FIRE ADMINISTRATION	17.50
	12/06/13	MONTHLY SERVICE	GENERAL FUND	PAVED STREETS	104.60
	12/06/13	MATTRESS, BOX SPRING DISPO	GENERAL FUND	CODE ENFORCEMENT	57.95
	12/06/13	MONTHLY SERVICE	GENERAL FUND	CENTER FOR ACTIVE LIVI	48.78
	12/06/13	MONTHLY SERVICE	RECREATION	GOLF COURSE-GREEN	174.59
	12/06/13	MONTHLY SERVICE	RECREATION	PARK AREAS	405.88
	12/06/13	MONTHLY SERVICE	WATER	O-DISTR MISC	146.66
	12/06/13	MONTHLY SERVICE	MUNICIPAL WASTEWAT	O-PURIFY MISC	216.35
	12/06/13	MONTHLY SERVICE	ELECTRIC	O-DISTR MISC	162.50
	12/06/13	MONTHLY SERVICE	LIQUOR	O-GEN MISC	156.99
	12/06/13	MONTHLY SERVICE	AIRPORT	O-GEN MISC	85.89
	12/06/13	MONTHLY SERVICE	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	141.90
				TOTAL:	1,845.78

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SCHWALBACH ACE HARDWARE-5930	12/06/13	FASTENERS	GENERAL FUND	PAVED STREETS	14.74
	12/06/13	RAISED PLUG	RECREATION	PARK AREAS	10.68
				TOTAL:	25.42
SCHWALBACH ACE #6067	12/06/13	SPRAY PAINT	WATER	O-DISTR MISC	6.40
	12/06/13	SPRAY PAINT	WATER	O-DISTR MISC	6.40
	12/06/13	GLUE SPRAY-STRIPS OF SAFET	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	13.88
				TOTAL:	26.68
SECURE BENEFITS SYSTEMS CORP	12/06/13	RE-ENROLLMENT FLEX PLAN	GENERAL FUND	OTHER GEN GOVT MISC	300.00
				TOTAL:	300.00
SERVALL TOWEL & LINEN SUPPLY	12/06/13	GRANITE MATS, BAR SWIPES	LIQUOR	O-GEN MISC	74.79
				TOTAL:	74.79
SERVICEMASTER OF WORTHINGTON	12/06/13	NOVEMBER CLEANING BAC	ECONOMIC DEV AUTHO	TRAINING/TESTING CENTE	546.00
				TOTAL:	546.00
ARTHUR SHERER	12/06/13	SNOW REMOVAL	GENERAL FUND	ICE AND SNOW REMOVAL	600.00
	12/06/13	SNOW REMOVAL	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	100.00
				TOTAL:	700.00
SHI INTERNATIONAL CORP	12/06/13	GAMBER JOHNSON EQUIPMENT	GENERAL FUND	POLICE ADMINISTRATION	1,184.18
				TOTAL:	1,184.18
SIRCHIE LABS INC	12/06/13	EVIDENCE BAGS, BOX	GENERAL FUND	POLICE ADMINISTRATION	156.23
				TOTAL:	156.23
SOUTHERN WINE & SPIRITS OF MINNESOTA	12/06/13	LIQUOR	LIQUOR	NON-DEPARTMENTAL	1,862.88
	12/06/13	WINE	LIQUOR	NON-DEPARTMENTAL	573.23
	12/06/13	LIQUOR	LIQUOR	NON-DEPARTMENTAL	661.84
	12/06/13	WINE	LIQUOR	NON-DEPARTMENTAL	301.50
	12/06/13	FREIGHT	LIQUOR	O-SOURCE MISC	40.69
	12/06/13	FREIGHT	LIQUOR	O-SOURCE MISC	20.81
	12/06/13	FREIGHT	LIQUOR	O-SOURCE MISC	10.36
	12/06/13	FREIGHT	LIQUOR	O-SOURCE MISC	12.95
				TOTAL:	3,484.26
SOUTHWEST BUILDING SPECIALISTS INC	12/06/13	BUILDING OFFICIAL-JULY & S	GENERAL FUND	ECONOMIC DEVELOPMENT	1,000.00
				TOTAL:	1,000.00
STREICHER'S INC	12/06/13	AMMUNITION	GENERAL FUND	POLICE ADMINISTRATION	979.69
				TOTAL:	979.69
TRACTOR SUPPLY CREDIT PLAN	12/06/13	MARKING FLAGS	RECREATION	GOLF COURSE-GREEN	17.16
				TOTAL:	17.16
UNITED PARCEL SERVICE	12/06/13	INTERNET SHIPPING CHARGES	ELECTRIC	O-DISTR MISC	34.62
				TOTAL:	34.62
VANTAGEPOINT TRANSFER AGENTS-457	12/06/13	DEFERRED COMP	GENERAL FUND	NON-DEPARTMENTAL	351.42
	12/06/13	DEFERRED COMP	GENERAL FUND	POLICE ADMINISTRATION	76.92
				TOTAL:	428.34
VERIZON WIRELESS	12/06/13	MONTHLY WIRELESS PHONE SER	GENERAL FUND	MAYOR AND COUNCIL	44.79
	12/06/13	MONTHLY WIRELESS PHONE SER	GENERAL FUND	ADMINISTRATION	60.88

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	12/06/13	MONTHLY WIRELESS PHONE SER	GENERAL FUND	ENGINEERING ADMIN	66.06
	12/06/13	MONTHLY WIRELESS PHONE SER	GENERAL FUND	ECONOMIC DEVELOPMENT	33.03
	12/06/13	AIRCARDS	GENERAL FUND	POLICE ADMINISTRATION	506.87
	12/06/13	WIRELESS PHONE SERVICE	GENERAL FUND	POLICE ADMINISTRATION	614.63
	12/06/13	AIR CARDS	GENERAL FUND	POLICE ADMINISTRATION	498.18
	12/06/13	AIRCARDS	GENERAL FUND	SECURITY CENTER	286.22
	12/06/13	WIRELESS PHONE SERVICE	GENERAL FUND	SECURITY CENTER	59.39
	12/06/13	WIRELESS PHONE SERVICE	GENERAL FUND	SECURITY CENTER	59.39
	12/06/13	AIR CARDS	GENERAL FUND	SECURITY CENTER	286.22
	12/06/13	MONTHLY WIRELESS PHONE SER	GENERAL FUND	PAVED STREETS	71.40
	12/06/13	WIRELESS PHONE SERVICE	GENERAL FUND	CODE ENFORCEMENT	52.04
	12/06/13	BRDTF WIRELESS CHARGES	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	418.10
	12/06/13	MONTHLY WIRELESS PHONE SER	RECREATION	PARK AREAS	38.37
	12/06/13	MONTHLY WIRELESS PHONE SER	RECREATION	OLSON PARK CAMPGROUND	33.03
	12/06/13	MONTHLY WIRELESS PHONE SER	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	33.03
				TOTAL:	3,161.63
VETERINARY MEDICAL CTR PA	12/06/13	RECHECK EXAM, MOMETAMAX	GENERAL FUND	POLICE ADMINISTRATION	58.28
	12/06/13	THOR EXAM, DOG FOOD	GENERAL FUND	POLICE ADMINISTRATION	114.23
	12/06/13	THOR EXAM, SURGERY	GENERAL FUND	POLICE ADMINISTRATION	359.54
	12/06/13	BUSTER COLLAR	GENERAL FUND	POLICE ADMINISTRATION	13.78
				TOTAL:	545.83
VINOCOPIA INC	12/06/13	WINE	LIQUOR	NON-DEPARTMENTAL	2,202.50
	12/06/13	FREIGHT	LIQUOR	O-SOURCE MISC	51.75
				TOTAL:	2,254.25
W-2'S QUALITY MEATS	12/06/13	WINE TASTING SUPPLIES	LIQUOR	O-GEN MISC	122.43
				TOTAL:	122.43
WAL MART BUSINESS/GECRB	12/06/13	OFFICE SUPPLIES	GENERAL FUND	POLICE ADMINISTRATION	8.75
	12/06/13	OFFICE SUPPLIES	GENERAL FUND	POLICE ADMINISTRATION	30.95
	12/06/13	OFFICE SUPPLIES	GENERAL FUND	SECURITY CENTER	19.64
	12/06/13	OFFICE SUPPLIES	GENERAL FUND	SECURITY CENTER	19.64
	12/06/13	6' TABLE	GENERAL FUND	SECURITY CENTER	20.87
	12/06/13	6' TABLE	GENERAL FUND	SECURITY CENTER	20.88
				TOTAL:	120.73
WESCO DISTRIBUTION INC	12/06/13	GROUND STUDS	ELECTRIC	M-DISTR UNDERGRND LINE	422.16
				TOTAL:	422.16
WINE MERCHANTS	12/06/13	WINE	LIQUOR	NON-DEPARTMENTAL	640.94
	12/06/13	FREIGHT	LIQUOR	O-SOURCE MISC	12.80
				TOTAL:	653.74
WIRTZ BEVERAGE MINNESOTA WINE & SPIRIT	12/06/13	LIQUOR	LIQUOR	NON-DEPARTMENTAL	9,433.81
	12/06/13	WINE	LIQUOR	NON-DEPARTMENTAL	1,264.00
	12/06/13	FREIGHT	LIQUOR	O-SOURCE MISC	102.99
	12/06/13	FREIGHT	LIQUOR	O-SOURCE MISC	18.15
				TOTAL:	10,818.95
WJTF INVESTMENTS LLC	12/06/13	2013 ABATEMENT	ECONOMIC DEV AUTHO	MISC INDUSTRIAL DEVELO	1,098.34
				TOTAL:	1,098.34
WORTHINGTON EXCAVATING INC	12/06/13	SPRAY DE-ICER, SALT TREATM	GENERAL FUND	ICE AND SNOW REMOVAL	1,900.00
	12/06/13	DIRT-TREE STUMPS ICE STORM	GENERAL FUND	STORM DAMAGE	360.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	2,260.00
WORTHINGTON FIRE DEPT RELIEF ASSOC	12/06/13	REMAINING 2013 LEVY BALANC	GENERAL FUND	FIRE ADMINISTRATION	680.97
	12/06/13	2ND HALF NOBLES CTY TAX SE	GENERAL FUND	FIRE ADMINISTRATION	19,004.49
				TOTAL:	19,685.46
WORTHINGTON POSTMASTER	12/06/13	FIRST CLASS PRESORT FEE	ELECTRIC	ACCTS-RECORDS & COLLEC	200.00
				TOTAL:	200.00
WOW!	12/06/13	BAC-AUDIO/VISUAL SYSTEM	ECONOMIC DEV AUTHO	TRAINING/TESTING CENTE	76.36
				TOTAL:	76.36
WW GOETSCH ASSOCIATES INC	12/06/13	WWTP STORM LIFT STATION	STORM WATER MANAGE	PROJECT #22	28,178.66
				TOTAL:	28,178.66
WYCOFF DANNY	12/06/13	MILEAGE 6/14-9/14/13	LIQUOR	O-GEN MISC	100.45
				TOTAL:	100.45
YMCA	12/06/13	C.A.L. MANAGEMENT	GENERAL FUND	CENTER FOR ACTIVE LIVI	653.39
	12/06/13	C.A.L. MANAGEMENT	GENERAL FUND	CENTER FOR ACTIVE LIVI	1,892.61
				TOTAL:	2,546.00

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

101	GENERAL FUND	94,964.39
207	PD TASK FORCE	1,004.22
229	RECREATION	12,155.79
231	ECONOMIC DEV AUTHORITY	15,737.68
321	PIR/TRUNKS	40.74
401	IMPROVEMENT CONST	26,180.40
601	WATER	64,173.98
602	MUNICIPAL WASTEWATER	25,888.28
604	ELECTRIC	14,010.42
606	STORM WATER MANAGEMENT	36,025.05
609	LIQUOR	89,093.43
612	AIRPORT	282.27
614	MEMORIAL AUDITORIUM	481.07
702	DATA PROCESSING	281.32
703	SAFETY PROMO/LOSS CTRL	1,876.99
873	GARBAGE COLLECTION	87.73

 GRAND TOTAL: 382,283.76
