

# **WORTHINGTON CITY COUNCIL**

## **AGENDA**

**7:00 P.M. - Monday, April 14, 2014  
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 March 24, 2014
  - b. City Council Minutes of Regular Meeting April 10, 2014
2. MINUTES OF BOARDS AND COMMISSIONS (PINK)
  - a. Water & Light Commission Regular Meeting Minutes of April 7, 2014
  - b. Planning Commission/Board of Appeals Meeting Minutes of April 1, 2014
  - c. Area Collaborative Meeting Minutes of March 13, 2014
  - d. Center for Active Living Committee Meeting Minutes March 10, 2014
  - e. Worthington Area Convention & Visitors Bureau Meeting Minutes of February 26, 2014
  - f. Worthington Housing & Redevelopment Meeting Minutes of February 25, 2014
3. FINANCIAL STATEMENTS
  - a. Municipal Liquor Store Income Statement for the Period of January 1, 2014 through March 31, 2014
4. a. CITY COUNCIL BUSINESS - ADMINISTRATION (WHITE)

Case Items

1. Proposal for the Liquor Store to Be Open on the 4th of July and to Compensate Employees by Offering Time and ½ Pay
5. a. CITY COUNCIL BUSINESS - ENGINEERING (BLUE)

Case Items

1. Investigate Potential to Accept Leachate from Nobles County Landfill
2. Amend Storm Water Utility Fund Budget
6. BILLS PAYABLE

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

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

Case Items

1. Third Reading Proposed Ordinance - Text Amendment (Flood Plain Management Ordinance)
2. Relocation of City's Japanese Cannon to Memorial Auditorium Grounds
3. Consideration of a Corn Maze on City Leased Land West of Highway 59 and South of 27<sup>th</sup> Street

**F. CITY COUNCIL BUSINESS -- PUBLIC WORKS (GREEN)**

Case Items

1. Request for Approval of Budget Amendment to Purchase Mower for the Airport using State and ERS Services
2. 2014 Private Docks - Set Fee, Number of Permits and Approve Dock Applications
3. Beach Nook Permit Agreement

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

Case Item

1. Airport Consultant Agreement and Work Orders 1 and 2

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

Case Items

1. Special Use Permit - 1501 Douglas Avenue
2. Authorization to Issue Senior Housing Revenue Bonds - Meadows of Worthington, LLC (Ecumen)
3. Order Repair / Demolition of Northland Mall

**I. 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

**J. CITY ADMINISTRATOR REPORT**

**K. ADJOURNMENT**

**WORTHINGTON CITY COUNCIL  
REGULAR MEETING, MARCH 24, 2014**

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, Ron Wood, Scott Nelson. Honorary Council Member Andy Johnson.

Staff present: Craig Clark, City Administrator; Dwayne Haffield, Director of Engineering; Brad Chapulis, Director of Community/Economic Development; Mike Cumiskey, Public Safety Director; Brett Wilttrout, Public Safety Department; Scott Gigrich, Building Inspector; Tammy Makram, Memorial Auditorium Manager; Janice Oberloh, City Clerk.

Others present: Aaron Hagen, Daily Globe; Kris Hohensee, Center for Active Living; Anthony Luft; members of the Friends of the Auditorium.

The Pledge of Allegiance was recited.

Mayor Oberloh introduced Anthony Luft who, as a senior, has now completed his high school wrestling years and will leave as a two time state champion. Council congratulated Anthony on his recent wrestling state championship win.

Mayor Oberloh read a proclamation proclaiming April as National Donate Life Month to encourage residents of the city of Worthington to consider and become organ and tissue donor.

**PUBLIC HEARING - IMPROVEMENT OF OKABENA STREET BY WATER MAIN  
EXTENSION AND RESOLUTION NO. 3541 ADOPTED ORDERING IMPROVEMENT  
AND PREPARATION OF PLANS AND SPECIFICATIONS**

Pursuant to published notice, this was the time and date set for a public hearing regarding the improvement of Okabena Street by extension of the municipal water distribution as follows:

*Okabena Street - between the west line of Kragness Avenue and the west line of Boote's Addition*

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

Dwayne Haffield, Director of Engineering, presented information on the 16 inch main improvement, noting this was a preliminary assessment hearing. Trunk improvement costs are \$52,000.00, lateral improvement costs are \$173,000.00, for a total project cost of \$225,000.00. Of that amount, \$25,570.26 (11.36%) is assessable to property owners, \$46,566.32 (20.70%) will come from the water main trunk account, and \$152, 863.42 (67.94%) is City Share - non-assessable costs. Mr. Haffield said the dollar amount by frontage foot was very high, so they reverted to using historical numbers instead. Costs still remain high for the size of the project but they are dealing with adverse conditions. Because the project was initiated by petition, only a majority vote of all members of the

Council is required.

Mayor Oberloh opened the floor for testimony - none was received.

The motion was made by Council Member Wood, seconded by Council Member Graber and unanimously carried to close the hearing.

The motion was made by Council Member Wood, seconded by Council Member Graber and unanimously carried to adopt the following resolution moving the project ahead:

RESOLUTION NO. 3541

#### ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS

(Refer to Resolution File for complete copy of Resolution)

#### **AGENDA CLOSED/APPROVED WITH CHANGES**

Staff requested the addition of a Public Safety item to the Administration cases to the agenda - *Proposed Resolution Authorizing Grant Agreement with MN Department of Labor and Industry*. Craig Clark, City Administrator, noted the item would be the first item under Administration with the other items to be renumbered in the order listed.

The motion was made by Council Member Nelson, seconded by Council Member Sankey and unanimously carried to close/approve the agenda with the requested addition.

#### **CONSENT AGENDA APPROVED**

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

- City Council Minutes - Regular meeting March 10, 2014 and continued meeting March 12, 2014; Special Joint City Council/Water and Light Commission/Housing and Redevelopment Authority meeting March 18, 2014
- Minutes of Boards and Commissions - CAL Committee Minutes of February 17, 2014; Area Collaborative Minutes of February 18, 2014 and February 20, 2014; Worthington Public Arts Commission Minutes of February 20, 2014; Heron Lake-Okabena Watershed Board Minutes of January 21, 2014
- Financial Statements - Municipal Liquor Store Income Statement for the Period January 1, 2013 through December 31, 2013; Municipal Liquor Store Income Statement for the Period January 1, 2014 through February 28, 2014

- Exemption from Lawful Gambling Permit for Pheasants Forever Nobles County Chapter #14 to conduct raffles at their Pheasants Forever banquet on October 10, 2014 at the Worthington Event Center - Chief Executive Officer is Scott Rall
- Approved the Mission Statement, Vision Statement and Goals for the Center for Active Living, along with a new logo, as presented
- Appointed Dwayne Haffield, Director of Engineering, as the non-voting member and Council Member Graber as the voting member to represent Worthington to the Regional Trail Plan Steering Committee
- Modification to the Memorial Auditorium Advisory Committee By-laws that will increase the Board membership from six to seven to allow for a cross-membership with the Friends of the Auditorium
- Bills payable and totaling \$517,405.15 be ordered paid

**RESOLUTION ADOPTED AUTHORIZING GRANT AGREEMENT WITH MN DEPARTMENT OF LABOR AND INDUSTRY**

Sgt. Brett Wiltrout of the Worthington Public Safety Department presented a resolution to Council authorizing him to enter into a grant agreement with the Minnesota Department of Labor and Industry for a matching grant awarded to the department for the purchase of equipment for the Emergency Response Unit (SWAT) for \$8,500. The grant is authorized for Assault Enhanced Tactical Vests and supplementary equipment for the vests, ballistic helmet liners, and Dead Stop Police ballistic shields.

The motion was made by Council Member Graber, seconded by Council Member Nelson and unanimously carried to adopt the following resolution:

**RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT**

Be it resolved that the Worthington Police Department enter into a grant agreement with the Minnesota Department of Labor and Industry for the safety grant project submitted to the State of MN on January 27, 2014.

Police Sergeant Brett Wiltrout of Worthington is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Worthington Police Department and to be the fiscal agent and administer the grant.

**SECOND READING PROPOSED ORDINANCE - TEXT AMENDMENT (FLOOD PLAIN MANAGEMENT ORDINANCE)**

Pursuant to published notice, this was the time and date set for the second reading of a proposed ordinance that would amend Title XV, Section 152 of the City Code of Worthington, Nobles County, Minnesota, and bring the City's Flood Plain Management Plan into compliance with federal

regulations. Failure to adopt legally enforceable flood plain management measures that comply with Title 44 Code of Federal Regulations prior to the effective date of May 19, 2014 will result in the community's suspension from the National Flood Insurance Program.

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

**NOMINATING COMMITTEE RECOMMENDATIONS APPROVED FOR COMMITTEE APPOINTMENTS/REAPPOINTMENTS**

The Nominating Committee met on Monday, March 17, 2014 and was making the following recommendations to Council for committee appointments/reappointments:

Center for Active Living Comm.-	Appoint Paula Ausham to fill Bob Petrich's unexpired first term, which term will expire December 31, 2015
	Appoint Simon Koster to fill Chuck Moore's unexpired first term, which term will expire December 31, 2015
Econ. Dev. Rev. Loan Fund Comm.-	Reappoint Ryan Weber for first full two-year term, which term will expire December 31, 2015
Park & Rec. Advisory Board -	Reappoint Joe Anderson for first full three-year term, which term will expire March 31, 2017
	Reappoint Jacoba Nagel for a three-year term, which term will expire March 31, 2017
	Appoint Scott Langerud for a three-year term, which term expires March 31, 2017 - to replace Shawn Fritz who declined to serve a second term
Planning Commission -	Appoint Bob Bristow for a three-year term, which term expires March 31, 2017 - to replace Dana Oberloh who was not eligible for another term
	Appoint Amy Woitalewicz for a three-year term, which term expires March 31, 2017 - to replace Dale Ryan who declined to serve another term
Water & Light Commission -	Reappoint Gary Hoffmann for a three-year term, which term expires March 31, 2017
	Reappoint Jim Elsing for a three-year term, which term expires March 31, 2017

The motion was made by Council Member Nelson, seconded by Council Member Kuhle and unanimously carried to approve the recommendations for committee appointments/reappointments as presented.

**REQUEST FROM THE FRIENDS OF THE AUDITORIUM (FOTA) FOR FINANCIAL ASSISTANCE FROM THE CITY OF WORTHINGTON APPROVED**

Several members of the Friends of the Auditorium were present at the meeting to present a request to Council for financial assistance for the 2014-2015 season at the Memorial Auditorium Performing Arts Center. Candace Joens, President of the Friends of the Auditorium, and Judie Wendt-Johnson, of the FOTA Committee, discussed their situation with Council. The request was for approximately \$25,000 to cover booking costs of \$16,000 for the 2014-2015 season, and advertisement and other bills that were due immediately.

Following discussion, the motion was made by Council Member Wood and seconded by Council Member Graber to provide a \$25,000 grant to the Friends from the hospital funds, and a \$16,000 booking loan from the hospital impact funds, with a management plan developed on or before July 1, 2014 that shows a relationship between FOTA and the Advisory Board - to be presented to the Finance Manager.

Craig Clark, City Administrator, noted his preference would be to draw the funds from the undesignated unreserved funds. Council Member Wood stated his motion would stay with the hospital funds. The motion was unanimously carried.

**RESOLUTION ADOPTED AUTHORIZING AGREEMENT FOR TURN BACK OF TH 59/60 SEGMENTS**

During the Hwy 60 project, Mn DOT indicated they would, at some point, turnback certain segments of the former TH 59/60 road to the City's and County's jurisdiction. With the recent completion of the project, staff now presented a resolution and agreement for the turnback. Dwayne Haffield, Director of Engineering, noted that in addition to the turnback, Minnesota statute provides that future costs of a roadway are a reasonable and proper consideration in its conveyance. Reimbursement for costs of improving a roadway to an appropriate condition may be provided to the receiving authority through state funding of a turnback project or through direct payment.

The segment of TH 59/60 from Flower Lane to County Road 57 warrants full reconstruction to an urban roadway design, and the segment from Dover Street to Oxford Street needs no improvement as it was fully reconstructed as part of the TH 59/60 project. The allowable cost for reconstruction of the Flower Lane/County Road 57 segment was proposed by MnDOT to be \$1,087,080. Because the need to reconstruct the segment is not immediate, and there is potential for some realignment of



the roadway in the future, it was proposed that funding for the improvement be provided by direct payment. Both segments are eligible for designation as Municipal State Aid Streets and therefore, eligible for construction and maintenance funding.

The City Attorney reviewed the agreement and had no concerns.

The motion was made by Council Member Wood, seconded by Council Member Nelson and unanimously carried to adopt the following resolution authorizing the turnback agreement and to request consideration for future reconstruction costs by direct lump sum payment in the amount of \$1,087,080:

#### RESOLUTION

IT IS RESOLVED that the City of Worthington enters into Mn/DOT Agreement No. 05616 with the State of Minnesota, Department of Transportation for the following purposes:

State release of a segment of Trunk Highway (TH) 60 to the City of Worthington from Flower Lane to County Road (CR) 57.

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

#### **RENTAL HOUSING INSPECTION UPDATE**

Scott Gigrich, Building Official for the City of Worthington, provided an update to Council on the rental housing inspection he's performed since his hiring in September of 2013. Of the 619 rental units in the city, 619 of them have been inspected, and 473 of those have received a certificate of compliance. An additional 137 unregistered rental units have been discovered. Some of the violations he has encountered include bed bugs, cockroaches, broken windows, missing smoke alarms, faulty wiring, illegal bedrooms, filth, collapsing ceilings, mold, sewage, open sewer lines, unapproved units, fire hazards, stair/step hazards, among other things. Mr. Gigrich said along with noting the violations to the landlords, he also tries to educate them and provide information on resources to help them become compliant.

They hope to look at a potential ordinance that would hold tenants responsible when they are the ones creating the problems. Brad Chapulis, Director of Community/Economic Development, said they were working with Nobles County on a course of action and trying to get local control over public health issues back to the County level instead of the state.

#### **COUNCIL COMMITTEE REPORTS**

Mayor Oberloh - met regarding the proposed bonding bill - seems that all of the projects from SW Minnesota have been taken out due to a partisan issue. They are in the process of setting up another meeting this week to try to get the projects back in the bill - they will go before the House and Senate leadership to get it done.

Council Member Kuhle - had a joint City/County/School Board meeting on Friday - great discussion. County and School reps noted the City needs to try to be more mindful of their projects. Discussion was also held regarding the mall.

Council Member Graber - attended a CAL meeting - the new logo was discussed. Regarding the joint meeting at the Fire Hall - very well done - the Mayor did great job chairing the meeting.

Council Member Sankey - nothing to report.

Council Member Wood - nothing to report.

Council Member Nelson - nothing to report.

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

Craig Clark, City Administrator, noted that staff was working on dates for the annual spring trash pickup and were looking at the week of April 21<sup>st</sup> to avoid prom, with residents able to start putting items out on the prior Wednesday, April 16<sup>th</sup>. Following discussion on several upcoming events, Mr. Clark said staff would continue to work on an appropriate dates for the clean up and relay that to Council.

### **ADJOURNMENT**

The motion was made by Council Member Wood, seconded by Council Member Sankey and unanimously carried to adjourn the meeting at 8:32 p.m.

Janice Oberloh, MCMC  
City Clerk

**WORTHINGTON CITY COUNCIL  
SPECIAL MEETING, APRIL 10, 2014**

The meeting was called to order at 7:00 a.m. in City Hall Council Chambers by Mayor Alan E. Oberloh with the following Council Members present: Mike Kuhle, Diane Graber, Rod Sankey, Ron Wood, Scott Nelson.

Staff present: Craig Clark, City Administrator; Brad Chapulis, Director of Community/Economic Development; Brian Kolander, Finance Director; Janice Oberloh, City Clerk.

Others present: Justine Wettshreck, KWOA; Aaron Hagen, Daily Globe; Tom Johnson, Nobles County Administrator; Julie Wellnitz, Nobles County Library Director.

**CITY BALLOT QUESTION AND APPROVAL OF USE OF SITE**

The City recently received information that the interest of the E.O. Olson heirs in the property where the former outdoor pool was located had expired, which allows the City to explore the option of conveying the property to Nobles County for a new public library. Because the site is considered a park, releasing the land from park status would take voter approval as provided by the City Charter. Brad Chapulis, Director of Community/Economic Development, noted the portion of the property with the rearing ponds would need to be included to meet impervious coverage requirements.

Council considered the following three options for a proposed ballot question to be put before the voters at 2014 General Election regarding the former outdoor pool site, asking the voters to approve the sale, transfer, or lease of the property to Nobles County for a new library:

CITY QUESTION BALLOT

CITY OF WORTHINGTON

To vote for a question, completely fill in the oval next to the word "YES" for that question. To vote against a question, completely fill in the oval next to the word "NO" for that question.

**APPROVAL TO TRANSFER PARK PROPERTY  
TO NOBLES COUNTY FOR LIBRARY**

May the City of Worthington transfer to Nobles County certain park property located between Worthmore Street, Park Avenue, West Lake Avenue, Liberty Drive and Elmwood Avenue so as to allow the County to build and operate a public library thereon subject to the retention of a conservation easement will protect and maintain the existing fish rearing ponds?

OVAL YES

OVAL NO

CITY QUESTION BALLOT

CITY OF WORTHINGTON

To vote for a question, completely fill in the oval next to the word "YES" for that question. To vote against a question, completely fill in the oval next to the word "NO" for that question.

APPROVAL TO LEASE PARK PROPERTY  
TO NOBLES COUNTY FOR LIBRARY

May the City of Worthington lease to Nobles County certain park property located between Worthmore Street, Park Avenue, West Lake Avenue, Liberty Drive and Elmwood Avenue so as to allow the County to build and operate a public library thereon subject to provisions in the lease which will protect and maintain the existing fish rearing ponds?

OVAL YES

OVAL NO

CITY QUESTION BALLOT

CITY OF WORTHINGTON

To vote for a question, completely fill in the oval next the word "YES" for that question. To vote against a question, completely fill in the oval next to the word "NO" for that question.

APPROVAL TO SELL PARK PROPERTY  
TO NOBLES COUNTY FOR LIBRARY

May the City of Worthington sell to Nobles County certain park property located between Worthmore Street, Park Avenue, West Lake Avenue, Liberty Drive and Elmwood Avenue so as to allow the County to build and operate a public library thereon subject to the retention of a conservation easement will protect and maintain the existing fish rearing ponds?

OVAL YES

OVAL NO

Several Council Members indicated they had no interest in leasing the land to the County but would consider conveying the property by sale or transfer providing there was language added that would convey the property back to the City if the County failed to build a library or if the library would cease to exist.

Staff noted the property would need to be declared as surplus property prior to any sale, lease or transfer. Council Member Wood noted that he was vocally against putting a library on that site - that Council had earlier agreed to maintain the downtown core area, and this could result in a vacant building there.

Following discussion, the motion was made by Council Member Wood to create a ballot option that Council agree on transfer, lease or sale of the property. Council Member Nelson seconded the motion. Following discussion and clarification, Council Member Wood amended his motion to include "for the purpose of a library" and Council Member Nelson accepted the amendment. The following voted in favor of the motion: Kuhle, Graber and Nelson, with the following voting against the motion: Sankey and Wood - motion carried

Staff requested Council approval of one of the forms of ballot question before them, sale, transfer or lease. Following discussion, the motion was made by Council Member Kuhle to transfer the property. Council Member Nelson asked if that included striking the word "conservation" from the ballot question, which was confirmed. Following discussion, motion died for lack of a second.

Council Member Kuhle moved to transfer the property to Nobles County, striking the word "conservation" from the question. Council Member Nelson seconded the motion, with the following voting in favor of the motion: Kuhle and Nelson. The following voted against the motion - Sankey, Wood, and Graber - motion failed

Council Member Graber moved to lease the property to the County - motion failed for lack of a second.

Council Member Kuhle moved to allow the transfer to the County with the stipulation that if it ceases to be a library then it transfers back to the City. Council Member Graber seconded the motion, with the following Council Members voting in favor of the motion: Kuhle, Graber and Nelson, and the following Council Members voting against the same: Sankey and Wood - motion carried.

Staff will work to reword the ballot question to include the requested stipulation.

### **BUSINESS SUBSIDY POLICY**

At their March 18, 2014 Special Meeting, Council and staff discussed the City's current Business Subsidy Policy. Following discussion, Council agreed to review the policy and directed staff to research what the minimum wage requirements were in policies adopted by other Minnesota communities. Brad Chapulis, Director of Community/Economic Development, distributed information obtained in his review and comparison, concluding that there are three categories a majority of the policies follow: replication of state policy, specified locally established wage requirement, and wage requirements based on economic statistics. Each of the communities have defined what they believe is a "livable wage" that would warrant public financial assistance for economic development. Mr. Chapulis said the matter was discussed with the Economic Development Task Force but didn't gain the necessary support for their strategic plan. Council questioned whether benefits were included in the minimum wage amounts displayed - he would request that they not be included.

Council determined they would like additional time to review the information just provided by staff before making any changes to our business subsidy policy, and requested that staff do additional homework and involve the County and WREDC.

### **IPAD / WI-FI DISCUSSION**

Craig Clark, City Administrator, noted that to move forward with electronic Council agenda packets, staff had researched and settled on IPADS. The Water and Light Commission implemented the use of IPADS for their agendas and Council Member Wood reported that it is working very well. Mr. Clark said Council should also consider whether the City would supply Wi-Fi to any Council Member that did not already have it. Council noted that a number of establishments in Worthington offer free Wi-Fi, and once it is downloaded it would be stored on the device - the City should not need to provide the service to them. Mr. Clark said Council would choose if they wanted a paper packet or the IPAD, but not both. Mayor Oberloh suggested that if large exhibits and policies could be accessed electronically it would be great. Council inquired if it would be possible to get individual email accounts set up on them so they could keep city business separate from their personal email. Mr. Clark said devices similar to the ones the Water and Light Commission use are approximately \$329 plus the cost of the cover - a tablet option would be slightly less expensive. If Council wanted email capabilities on the devices we may need to look at additional storage capacity. We would assume the devices would belong to the City, and if they were lost or damaged, or needed updates, the City would take care of it.

### **MEMORANDUM OF UNDERSTANDING FOR SUMMER HOURS FOR LOCAL 49 APPROVED**

Staff presented a request from the Operating Engineers Local 49 for Council to consider providing

a summer hours work schedule for 2014 that would allow them to work longer days and receive Friday afternoons off. Summer hours in 2012 started June 20 and in 2013 started May 20<sup>th</sup>. Craig Clark, City Administrator suggested we could start them April 21<sup>st</sup> in 2014. Council Member Graber inquired if this would be available to other groups if they requested. Mr. Clark noted it would be considered at that time, but we would need to be sure that all departments are covered during the normal working hours.

The motion was made by Council Member Nelson, seconded by Council Member Wood and unanimously carried to approve the Memorandum of Summer Hours for Local 49.

It was noted that the agreement did not cover the non-union, supervisory positions.

### **ADJOURNMENT**

The motion was made by Council Member Wood, seconded by Council Member Sankey and unanimously carried to adjourn the meeting at 8:10 a.m.

Janice Oberloh, MCMC  
City Clerk

**UNAPPROVED**

## **WATER AND LIGHT COMMISSION MINUTES REGULAR MEETING APRIL 7, 2014**

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., DST, 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; Eric Roos, Water 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 March 3, 2014, and the Joint Worthington City Council, Water and Light Commission and Housing and Redevelopment Authority Special Meeting held March 18, 2014
- Unadjusted and unaudited financial statements for December 2013
- Financial statements and staff reports for February 2014
- Utility bills payable totaling \$244,118.90 for March 14, March 21, March 28 and April 4, 2014

### **APPROVE PLANS AND SPECIFICATIONS FOR 2014 SANITARY SEWER SPOT REPAIRS**

Scott Hain, General Manager, presented the plans for the proposed 2014 sanitary sewer spot repair project. The project consists of several spot repairs and installation of additional manholes as listed below:

- Grand Avenue manhole and spot repair
- Lake Avenue - Winifred Street to May Street sewer spot repairs and manhole
- Apel Avenue spot repair
- Burlington Avenue - Clary Street to Miller Street additional manhole
- Alley north of East Lake Boulevard manhole

The total estimated cost of the project, including engineering and contingencies, is \$120,000. The amount budgeted for the work included in this project is \$125,560. Additional sanitary



sewer work included in the 2014 budget is proposed to be incorporated into a separate bid package.

A motion was made by Commissioner Wood, seconded by Commissioner Hoffmann and unanimously carried to approve the plans and authorize an advertisement for bids to be received on May 2, 2014, and considered for award at the Commission's May 5, 2014, meeting.

#### **DECLARE VEHICLE AS SURPLUS PROPERTY AND AUTHORIZE DISPOSAL**

A motion was made by Commissioner Hoffmann, seconded by Commissioner Donovan and unanimously carried to formally declare the Electric Department's 2005 Dodge ½ ton truck as surplus property and to authorize staff to dispose of the vehicle in accordance with the City Property Disposal Policy.

#### **AUTHORIZE PAYMENT FOR WELLHEAD PROTECTION AREA LAND ACQUISITION**

Scott Hain, General Manager, reported that Pheasants Forever was the successful bidder in acquiring 147.37 acres of property located within the Lake Bella wellhead protection area at a cost of \$5,800 per acre.

Mr. Hain also provided the Commission with a PowerPoint presentation illustrating the areas of high vulnerability in the Lake Bella wellhead protection area and the location of the recent property acquisition.

After discussion, a motion was made by Commissioner Wood, seconded by Commissioner Elsing and unanimously carried to authorize an initial payment of \$250,000 to Pheasant Forever toward the acquisition of 147.37 acres of land in the Lake Bella wellhead protection area.

#### **UPDATE ON LAKE BELLA WELL LEVELS & THE BAN ON NON-ESSENTIAL WATER USE**

Scott Hain, General Manager, provided the Commission with an update on the current and historic water levels at the Lake Bella wellfield. Commission members were also reminded that the ban on non-essential water use has been in place since November 2013. The Commission reaffirmed the continuation of the ban.

Mr. Hain also provided the Commission with an update on state and federal funding and recent legislative activities relating to the Lewis and Clark Regional Water System project.

#### **AMERICAN PUBLIC POWER ASSOCIATION (APPA) SAFETY AWARD**

Scott Hain, General Manager, reported that Worthington Public Utilities received notice that we scored an incident rate of 0 thus achieving first place in Group B (systems with 15,000 to 29,999 worker-hours of exposure) of the American Public Power Association Safety Contest. This is

the 13<sup>th</sup> time in the last 15 years (and the 8th consecutive year) that WPU has taken first place in our category.

### **MISSOURI RIVER ENERGY SERVICES ANNUAL MEETING**

Scott Hain, General Manager, reported that Missouri River Energy Services will hold their 49<sup>th</sup> annual meeting on May 7-8, 2014, at the Sioux Falls Convention Center. Discussion was held on attending the meeting.

### **ADJOURNMENT**

A motion was made by Commissioner Hoffmann, seconded by Commissioner Wood and unanimously carried to adjourn the meeting at 3:54 P.M., DST. President Thompson declared the meeting adjourned.

Deb A. Scheidt

Secretary to the Commission

**Planning Commission/Board of Appeals Minutes  
April 1, 2014**

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

Members Present: Chad Nixon, Bob Bristow, Kelly Meyer, Ken Moser, Scott Nelson,  
Amy Woitalewicz  
Members Absent: Ethan Bates  
Staff Present: Brad Chapulis, Director of Comm/Econ. Dev.; Angela Thiner, Secretary

**Introduction of New Commission Members**

Bob Bristow and Amy Woitalewicz

**Approval of Minutes**

A motion was made by Ken Moser to approve the minutes of the March 4, 2014 meeting after making a correction to the spelling of Kelly Meyer's name. Kelly Meyer seconded the motion and it unanimously passed.

**Planning Commission Business**

**Public Hearing and Recommendation to City Council**

**Special Use Permit - Worthington Christian Church, 1501 Douglas Avenue**

Brad Chapulis summarized the application. Worthington Christian Church is seeking the issuance of a special use permit for property it owns at 1501 Douglas Avenue. If approved, it is their intent to construct a 42'x100' addition to its existing religious facility. Brad pointed out that according to City records, Worthington Christian Church has never received a Conditional Use Permit for any of the developments done on the site to date. If the current application is to be approved all previous work done would be approved at that time as well.

Parking and trash screening were the 2 considerations Brad wanted to highlight noting that the site currently has 111 parking stalls on site. However, with the completion of the proposed improvements 241 parking stalls would be required. He did note that the applicant had the ability to reduce the number of required parking stalls to 136 by eliminating simultaneous use of the property. The site plan indicates the applicant has the ability to provide 150 parking stalls, however, the 34 stalls shown along the south property line currently do not exist, furthermore, the applicant has indicated that this area is gravel. According to Zoning Ordinance all required parking stalls and their abutting driving aisles must be hard surfaced within 2 years of the development. Staff is suggesting that if the Commission moves forward with a motion for approval, the following conditions should be included:

- The applicant agrees to prohibit simultaneous use of the facility in writing.
- The applicant hard surface the required parking as outlined by City Code.

The second zoning regulation Brad wanted to make mention of was that of trash screening noting that there are provisions in the City Code which require all uses, aside from single family residential, provide enclosed garbage collection areas. The applicant has dumpsters out in the open located in the northwest corner of the property. If the commission made a motion for approval Staff would suggest to include a condition that requires the establishment of trash screening as outlined by City Code.

After further discussion among the commission, Commissioner Nixon opened the public hearing. With no one from the public in attendance, a motion was by Ken Moser to close public hearing, seconded by Kelly Meyer and passed unanimously.

Commissioner Bristow questioned Brad if the application were to be approved, if he thought the church would have any issues with any of the conditions set by the Planning Commission. Brad responded that raising additional funds for hard surfacing the additional stalls needed may be an issue. Bob Bristow pointed out that they would have 2 years to come up with additional funding.

With there being no further discussion among the commission, Ken Moser made a motion for approval of the Special Use Permit contingent upon:

1. The applicant agrees to prohibit simultaneous use of the facility in writing;
2. The applicant hard surface the required parking as outlined in City Code;
3. The applicant maintain the sight obscuring buffer along the north property line as required by City Code;
4. The applicant establish and maintain an exterior trash enclosure as required by City Code; and
5. All site improvements are completed as illustrated in Exhibit 1.

Amy Woitalewicz seconded the motion and it passed unanimously.

Brad Chapulis stated the recommendation would be forwarded to City Council for their consideration at their April 14, 2014 meeting.

#### **Other Business**

##### **Next Meeting**

The May meeting is scheduled for Tuesday, May 6<sup>th</sup>.

#### **Bolton and Menk South Lake Master Infrastructure Study**

The South Lake Master Infrastructure study has been received from Bolton and Menk. Staff is reviewing the study and will update the Planning Commission after they have finished.

#### **Commission Training**

Brad informed the commission that he has had the opportunity to receive some training CD's from the Minnesota Chapter of the American Planning Association and questioned the members if there were any specific topics they would like further information on. Ken Moser asked if it was possible to get a list of topics at the next meeting for them to review. Brad noted that he would request a few different CD's from the library so the commission would have a list of topics to choose from.

#### **Adjournment**

With no further business before the Planning Commission, Scott Nelson motioned to adjourn the meeting at 7:30 p.m. The motion was seconded by Kelly Meyer and passed unanimously.

Angela Thiner  
Secretary

## Area Collaboration Minutes

March 13, 2014, Wilmont Community Center, Wilmont, MN

Marv Zylstra opened with the Pledge of Allegiance. Introductions were made.

Tom Johnson gave a recap of the informational meetings held on February 18 and 20, 2014. SCALE is getting people engaged as there are endless projects we can work together on. Meeting time is the second Thursday of each month, 5:30 – 7:00 p.m., rotating locations throughout Nobles County. At the April meeting this will be confirmed.

A list of current collaborations that were sent in by area organizations was distributed.

An official name of this committee needs to be made. Some ideas brought forward:

- Citizens for Nobles County
- INC – Innovative Nobles County
- CINCO – Citizens Involved in Nobles County
- BIGER Together – Business Individuals Government Education Residents
- Nobles County SCALE
- NAIL – Nobles Alliance Improving Life

It was decided to invite Gary Shelton, from SCALE, to the next meeting. Gary can give his presentation to the entire group, help plant the seeds to what we can benchmark off of, what are some concerns, ideas, projects, road blocks so we do not make the same mistakes.

### Items discussed:

- List of ideas/projects
- Do we want a mission statement?
- Who to include in meetings – entire boards or 1-2 representatives
- Scott County has all of their legislatures attend all of the meetings
- Email will be sent to more than just the clerks of the committees in the future, as people attend the meeting, their email will be added to the group list
- What revolving loan funds do we have?
- Emergency Management Services?
- What changes need to be made in education to meet the workforce?
- Possibly use Drop Box for information
- What do we do to best manage the resources and taxes?
- Collaborate to get things done
- Water issue
- Fire Departments
- Ambulance
- How can we serve townships better and more efficient?
- Assessing Requirements issue
- Officials Guide – add phone numbers, school boards

Tom Johnson will contact Gary Shelton and see if he can attend or Skype at our next meeting. Meeting tentatively set for Thursday, April 10, 2014, 5:30 p.m., at the Biotechnology Advancement Center; pending Gary's availability.

## CAL Committee Meeting Minutes March 10<sup>th</sup>, 2014

Present: Carole Wiese, Diane Graber, Paula Ausham, Jesse Leopold, Dale Carlson, Kris Hohensee

Absent: Julie Haas, Chuck Magyar, Jerry Perkins, Pat Henderschiedt

The meeting was called to order by Dale at 10:30am.

The minutes from the February meeting were reviewed, a motion to accept the minutes as presented was made by Diane, 2<sup>nd</sup> by Paula, motion carried.

Old Business: Diane asked if Kris's job description was completed yet. She reported that it had not been worked on much since the last meeting. Diane asked that she make sure that the work environment information be included in the description, she stated she would make note to include it.

The logo was reviewed. Everyone liked the logo but thought that the background color was a little dark and asked if that could be lightened up. Diane made a motion to approve the logo with the changes to the background color made lighter, 2<sup>nd</sup> by Carole, motion passed. Kris stated that she would have the color adjusted and present it to City Council for approval.

The handbook was reviewed again and discussed. The day fee pricing was not included, Kris stated she would get that put in there. Kris had asked for everyone to think about what we could come up with for a Mission/Vision for the CAL. Paula presented something, discussion was held and a motion was made by Jesse to go with what was presented as the mission/vision for the CAL, 2<sup>nd</sup> by Carole, motion carried. Kris would get them set up for approval through the City Council.

New Business: Kris reviewed the February programs that were held. She stated that Headstart kids wanted to come over to the CAL and do some activities with the members. Kris stated that she had tried this before and had a hard time getting enough people to commit to coming. Discussion was held on whether that was a programing that we wanted to pursue or was it just something if it every worked out we would go with it.

Senior Dining's lack of volunteers was discussed. Kris and Carole talked about the routes and how they are run. It was stated that there are not nearly enough people that are willing to commit to driving and discussion was held on what can be done.

A motion was made to adjourn the meeting at 11:20am by Paula, 2<sup>nd</sup> by Carole, meeting was adjourned. Next meeting will be April 14<sup>th</sup> @ 10:30am in the CAL meeting room.

Worthington Area Convention & Visitors Bureau  
Board of Directors Meeting  
February 26, 2014  
Chamber/CVB Conference Room  
4:03 p.m.

Present: Dave Hartzler, Jessica Nixon, Ryan McGaughey, Randy Thompson, Amber Luinenburg, Jesse Flynn, Jason Johnson, Jeff Fouch, Jeff Rotert, Darlene Macklin and Ashley Goettig.

Excused Absence: Andy Johnson, Trevor Nickel, Scott Nelson, Amanda Walljasper-Tate, Jenny Andersen-Martinez and Nancy Vaske.

Chairperson of the Board Randy Thompson presiding.

A motion was made by Dave Hartzler, seconded by Jessica Nixon, and passed unanimously to approve the agenda as presented.

A motion was made by Dave Hartzler, seconded by Jesse Flynn, and passed unanimously to approve the minutes of the January 27, 2014 Board of Directors meeting.

A motion was made by Dave Hartzler, seconded by Amber Luinenburg, and passed unanimously to accept the January, 2014 financial statements as presented.

Community  
Calendar  
Presentation:

Joni Harms, Daily Globe attended the Board meeting to present a new program that the Daily Globe is now offering through their website. At the Planning Conference in November a priority was to come up with an all inclusive calendar that would be readily available on a Smartphone for anyone in the area wanting to find out what events are going on. Joni Harms showed the new program and what it is all capable of doing. Vice-Chair of the Chamber/CVB Board, Amber Luinenburg explained that she had utilized the program already with great success. The Community Calendar is an opportunity for all members of the community to enter their events online for all to see. There is also a radius feature that allows you to look for events at a maximum of a 500 mile radius. There were a few questions that were asked that the Daily Globe staffed offered to check on because the program is so new. Some of the questions included whether or not there was an app to download onto a Smartphone that would direct you right to the Worthington Community Calendar? Also whether or not various calendars could be synced so an individual would only have to update one calendar.



International Festival A motion was made by Jason Johnson, seconded by Ryan McGaughey, Sponsorship Request: and passed unanimously to approve a \$1,000.00 sponsorship to the 2014 International Festival.

Mural Request/ Gail Holinka, Board member of the Windsurfing Regatta and committee  
Windsurfing Regatta: chair of the Arts on the Shore would like to do a mural on the Medi-Van Building that would be held in conjunction of the 2014 Windsurfing Regatta & Unvarnished Music Festival. Gail has applied for a legacy grant to cover the costs of the mural, but in the event the grant is not awarded she would like to know if CVB would be willing to donate the money toward the mural. The Board of Directors agreed that the mural would not attract tourists. A motion was made by Jeff Rotert, seconded by Jesse Flynn, and passed unanimously to decline the request on the grounds that it does not fit the mission of the Convention & Visitors Bureau.

Committee Reports: Marketing/Visitors – They are assisting the Region Crown Victoria Association Convention that will be held in Worthington on May 23<sup>rd</sup>-26<sup>th</sup>. A suggestion was made to contact the golf courses to see if they would be willing to put a package together for visitors that would be interested.

Motel Advisory – The committee met to decide where they would be allocating the 2014 advertising dollars.

Sports & Recreation – The Wild Turkey Shoot-Out is scheduled for March 15<sup>th</sup>, 2014 and are looking for volunteers.

Winterfest – The committee set the dates for the 2015 Winterfest. The dates will be January 30<sup>th</sup> & 31<sup>st</sup>.

Governor's Pheasant Opener – The committee has signed the contract and will be meeting again in two weeks to discuss the budget.

Next Meeting: The next meeting will be held on March 26<sup>th</sup> at 4:00 p.m.

Meeting was adjourned by consensus at 4:44 p.m.

Respectfully Submitted,

Darlene Macklin, Executive Director

**Worthington HRA Regular Board Meeting**  
**February 25, 2014**  
**819 10<sup>th</sup> Street, Worthington, MN**

Board Members Present: Lyle TenHaken, Scott Nelson, Heidi Ricard, Mike Kuhle, and Brad Chapulis  
Excused Absence: Royce Boehrs  
Staff Members Present: Randy Thompson, HRA Executive Director  
Others Present: None

Lyle TenHaken, Board Chairman called the meeting to order at 5:25 P.M

APPROVAL OF THE AGENDA: A motion was made by Mike Kuhle to approve the agenda with NO changes: The motion was seconded by Scott Nelson. The Motion Passed.

APPROVAL OF MEETING MINUTES: A motion was made by Mike Kuhle to approve the minutes from the January 23, 2014 board meeting. The motion was seconded by Scott Nelson. The Motion Passed.

UPDATE ON MEETING WITH JBS SWIFT: Randy Thompson provided an update to the board in regards to a meeting that was held with JBS Swift on February 12, 2014. Thompson indicated that he met with Jenny Anderson Martinez, HR Manager and the Plant Manager of the JBS Swift production facility in Worthington. Also in the meeting was Lisa Graphenteen of the SW Minnesota Housing Partnership, and Brad Chapulis with the City of Worthington. The discussion centered around asking JBS to consider making a monetary gift of support to the Rising Sun Estates Housing project as well as another housing project that the SW Housing Partnership is looking into building in Worthington in 2015.

JBS was very open to the meeting, and was receptive to the talking points of the group. The JBS Plant Manager did indicate that there is concern on the behalf of Swift for 2014 production levels. This concern is due to the large numbers of hogs that have been dying due to a disease that is going through the Hog production facilities in the United States. These reduced numbers may have an impact on Swift's 2014 production levels. The JBS Swift staff indicated they would pass the request on to their upper management team at their corporate headquarters and get back to us.

OTHER FUNDING SCENERIOS WITH THE CITY OF WORTHINGTON AND PUBLIC UTILITIES: The Board also discussed trying to get the HRA board and the Worthington Public Utilities Board to attend a Worthington City Council Work Session to discuss this project more in-depth and see how the three entities might come together on the project. A joint meeting between the three entities will try to be arranged in the very near future.

The Board also heard discussion led by Randy Thompson and Brad Chapulis that the Southwest Initiative Foundation has also been approached and that Thompson had a conversation with Scott Marquardt and Amy Woitalewicz of the SW Initiative Foundation (SWIF) to inquire if SWIF would be able to be a possible funding source for the project. Scott and Amy indicated that they

would discuss the project with SWIF President Sherry Ristau and then likely bring the request to their next SWIF board meeting in early March for funding consideration, and also how the loan might be structured. SWIF will get back to the HRA after their board meeting.

BILLS PAYABLE: The bills payable for the period of January 18, 2014 to February 20, 2014 were presented for approval. The bills that were paid included: Prairie Acres Account \$9,421.75, Management/Levy Account \$180.00, The Rising Sun Estates Account \$9,900.00, The Public Housing Account \$56,281.11.

FINANCIAL STATEMENT REVIEW: The board reviewed the January 31, 2014 financial statements. The Statements were prepared by the Accounting Firm Hawkins & Ash. The board also reviewed the dashboard statement internally prepared which provides a recap of the monthly and year to date financial information as prepared by the accounting firm. The financial statements for the HRA LRPH and Section 8, the Prairie Acres, the Management/Levy Account, and the Rising Sun Estates account were reviewed. Upon review and having several questions answered a motion to approve the financial statements and the bills paid from all four accounts was made by Scott Nelson with support for the motion by Heidi Ricard. The Motion Passed. Motion- 02252014-A

BOARD RETREAT 2014: The board discussed the upcoming board retreat scheduled for March 1, 2014. Thompson indicated to the board that the Bio-Technology Advancement Center had been reserved as the location for the event to begin at 8:00 a.m. Scott Marquardt of the Southwest Initiative Foundation would be facilitating the retreat. Thompson indicated that he had met with Scott to determine the topic discussion questions that each board member had received earlier in the month and completed. The board members responses to these questions would be the lead topics of discussion for the retreat.

EXECUTIVE DIRECTORS UPDATES TO THE BOARD: Executive Director Randy Thompson updated the board on the following topics: All 152 rental units owned and managed by the HRA have recently been inspected by the City of Worthington Rental Inspector and have passed that inspection. A Certificate of Compliance was issued by the City of Worthington for all 152 units. Thompson also updated the board that the Campus View Apartments located near the Minnesota West College in Worthington is currently on the market for sale at an asking price of \$1,125,000. Thompson also updated the board on meeting that he had with Al Drost and Mike Edwards in regards to a parcel of property located near the Prairie Elementary School. Al Drost recently purchased the property and he is considering putting up both rental housing and owner occupied housing on the property in the future.

Thompson also indicated that ideas were continuing to be generated on how a financing package could be structured to finance the Rising Sun Estates Project. Thompson indicated that his discussions with the Southwest Initiative Foundation staff had been very positive and that SWIF was very interested in the project. SWIF is well aware of the need for additional market rate rental units in Worthington. Thompson Thanked the board for their continued persistence in getting the housing project going, and that further conversations and ideas could be discussed at the upcoming Board Retreat.

FUTURE MEETING DATES: The Next board meeting will be March 25, 2014 at 5:15 p.m. to be held in the Atrium Community Room. This will be the regular monthly meeting of the board.

Having No Further business to discuss Chairman Lyle TenHaken declared the meeting adjourned at 7:00 p.m.

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

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

## CITY OF WORTHINGTON, MINNESOTA

MUNICIPAL LIQUOR STORE  
INCOME STATEMENT  
For the Period 1/1/14 Through 3/31/14  
(Amounts in Dollars)

	Total 2014 Budget	MARCH		% YTD Actual to Budget	YTD	
		Actual	Previous Year		Actual	Previous Year
<b>Sales</b>						
Liquor	1,400,000	102,014	98,623	20.4%	285,440	277,774
Wine	460,000	31,226	32,625	20.2%	92,823	89,509
Beer	1,620,000	107,285	112,101	18.0%	291,681	291,399
Mix/nonalcohol	64,000	3,679	13,326	15.4%	9,882	19,211
NSF charges	300	-	-	20.0%	60	30
<b>Net Sales</b>	<b>3,544,300</b>	<b>244,204</b>	<b>256,675</b>	<b>19.2%</b>	<b>679,886</b>	<b>677,923</b>
<b>Cost of Goods Sold</b>						
Liquor	1,008,000	73,846	66,993	20.4%	205,937	166,405
Wine	324,000	19,021	18,048	19.6%	63,547	50,128
Beer	1,234,000	81,324	50,592	18.0%	222,663	173,634
Soft drinks/mix	41,500	4,913	1,465	25.0%	10,357	5,262
Freight	24,000	1,229	1,636	18.0%	4,311	3,806
<b>Total Cost of Goods Sold</b>	<b>2,631,500</b>	<b>180,333</b>	<b>138,734</b>	<b>19.3%</b>	<b>506,815</b>	<b>399,235</b> *
<b>Gross Profit</b>	<b>912,800</b>	<b>63,871</b>	<b>117,941</b>	<b>19.0%</b>	<b>173,071</b>	<b>278,688</b> *
<b>Operating Expenses</b>						
Personnel services	252,211	19,374	28,610	23.0%	58,020	57,914
Supplies	19,200	1,631	2,006	28.9%	5,549	3,714
Other services & charges	138,011	9,333	10,283	19.3%	26,586	21,779
Depreciation (estimated)	15,500	1,292	1,417	25.0%	3,876	4,251
<b>Total Operating Expenses</b>	<b>424,922</b>	<b>31,630</b>	<b>42,316</b>	<b>22.1%</b>	<b>94,031</b>	<b>87,658</b>
<b>Operating Income (Loss)</b>	<b>487,878</b>	<b>32,241</b>	<b>75,625</b>	<b>16.2%</b>	<b>79,040</b>	<b>191,030</b>
<b>Non-Operating Revenues (Expenses)</b>						
Interest earnings **	3,000	250	250	25.0%	750	750
Other non-operating	-	-	100	-	-	336
<b>Total Non-Operating Revenue (Expense)</b>	<b>3,000</b>	<b>250</b>	<b>350</b>	<b>25.0%</b>	<b>750</b>	<b>1,086</b>
<b>Net Income (Loss) b/Operating Transfers</b>	<b>490,878</b>	<b>32,491</b>	<b>75,975</b>	<b>16.3%</b>	<b>79,790</b>	<b>192,116</b>
<b>Operating Transfers-Out</b>	<b>(225,000)</b>	<b>(18,750)</b>	<b>(16,667)</b>	<b>25.0%</b>	<b>(56,250)</b>	<b>(50,001)</b>
<b>Net Income (Loss)</b>	<b>265,878</b>	<b>13,741</b>	<b>59,308</b>	<b>N/A</b>	<b>23,540</b>	<b>142,115</b>

\*Prior to April 2013 inventory amounts were calculated using a percentage. Starting in April of 2013 actual inventory amounts were used instead of the percentage method. This correction will be reflected in the April 2013 monthly and YTD totals. Because of this change there is a large variance between 2013 and 2014 amounts.

\*\* Includes three months budget

## **ADMINISTRATIVE SERVICES MEMO**

**DATE: APRIL 11, 2014**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

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

### **CONSENT AGENDA CASE ITEMS**

**1. PROPOSAL FOR THE LIQUOR STORE TO BE OPEN ON THE 4TH OF JULY AND TO COMPENSATE EMPLOYEES BY OFFERING TIME AND ½ PAY**

Due to the 4th of July falling on a Friday and Saturday the next 2 years, we are proposing for the liquor store to be open from 11:00 am - 7:00 pm. These 2 days of the week comprise approx. 65% of our weekly business and this holiday is traditionally the largest retail sales holiday of the three summer holidays.

We are also proposing for the employees who will work on this day being full-time or part-time will be compensated with the pay of time and ½ of the normal hourly pay. This will give them an additional incentive to want to work. With the special hours listed above we feel that everyone will still be able to enjoy part of their holiday.

Council action is requested to approve to be open on July 4, 2014 with the special 4th of July hours (11:00 am - 7:00 pm) and the pay of time and ½ to our liquor store full-time and part-time employees scheduled to work on July 4th, 2014

### **CASE ITEMS**

**1. THIRD READING PROPOSED ORDINANCE - TEXT AMENDMENT (FLOOD PLAIN MANAGEMENT ORDINANCE)**

Pursuant to published notice, this is the time and date set for the third reading of a proposed ordinance that would amend Title XV, Section 152 of the City Code of Worthington, Nobles County, Minnesota, and bring the City's Flood Plain Management Plan in to compliance with federal regulations. Failure to adopt legally enforceable flood plain management measures that comply with Title 44 Code of Federal Regulations prior to the effective date of May 19, 2014 will result in the community's suspension from the National Flood Insurance Program. A copy of the proposed ordinance was included with your March 10th<sup>th</sup> City Council agenda.

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

2. **RELOCATION OF CITY'S JAPANESE CANNON TO MEMORIAL AUDITORIUM GROUNDS**

The volunteer group working to restore the Japanese cannon, currently in Chautauqua Park, would like to relocate the cannon to the Memorial Auditorium grounds. This was considered at the April 8, 2014 Advisory Board meeting and was positively received. They have suggested locating the cannon by the flag pole in front of the new addition.

**Council action is requested to approve the relocation of the City's Japanese cannon to the Memorial Auditorium grounds.**

3. **CONSIDERATION OF A CORN MAZE ON CITY LEASED LAND WEST OF HIGHWAY 59 AND SOUTH OF 27<sup>th</sup> STREET**

Pat Haberman, who rents City agricultural land west of Highway 59 and South of 27<sup>th</sup> Street, is interested in utilizing the property to have a corn maze and selling pumpkins, gourds and other agricultural products.

In order for Mr. Haberman to be able to do this, the area is zoned TZ or essentially transitional agriculture and he would need to obtain a special use permit. As a result of being the land owner, the City Council would have to approve the Mayor to sign off on behalf of the City to apply for the permit. This is an odd situation in where the City would need to sign off on the use of the land and then also approve the permit which is the established due process.

There are a few conditions staff has suggested be considered by Mr. Haberman and will be discussed at the Council meeting and presented by Mr. Haberman. His outline is included as *Exhibit 1*.

**Council direction is requested to consider the authorization of the Mayor to sign on behalf of the City for Mr. Haberman's conditional use permit.**

Pat Haberman  
dba Brewster Fresh Produce  
16556 Wass Ave  
Brewster, MN 56119  
phone 507-360-0655

#### INTENTIONS FOR CORN MAZE

1. Create a fun family friendly activity for our area.
2. Plant oats along the road. This area will be used for parking to minimize road hazards with (kids) exiting and entering vehicles.
3. Would purchase a one million dollar "Special Events" Insurance" policy for liability issues.
4. Would have worker compensation insurance for employees involved.
5. Would have two porta-potties leased and maintain by Nienkerk.
6. Would also have pumpkins, gourds, ornamental corn etc. for sale.
7. The Jim and Pat Arnt family will be handling the direct hands on management.



## PUBLIC WORKS MEMO

**DATE:** April 11, 2014  
**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**SUBJECT:** ITEMS REQUIRING CITY COUNCIL ACTION OR REVIEW

### Case Items

**1. Request for approval of Budget Amendment to purchase mower for the Airport using State and ERS reserves.**

The mower attachment for the 2005 Ford tractor required an undo amount of maintenance this last year. Between the money spent keeping it going and the down time because of repairs it would seem the best course of action would be to replace it. Last fall I contacted MnDOT Office of Aeronautics to check on availability of funds to replace the mower. I was told since we hadn't put it in our budget request to them the short answer was no funding was available, but if I submitted a request it was possible that come spring we might be eligible for 2014 funding. I received a call from the MnDOT Office of Aeronautics a couple of weeks ago saying we could proceed with the acquisition of the mower and it would be eligible for a 2/3 state / 1/3 local cost sharing program. We are in process of getting the paperwork done for this grant.

Attached is a copy of the quote for the requested mower.

**Suggested motion:** Authorize approval for a Budget Amendment to purchase a mower for the airport using state funds (2/3 state \$9,000.00) and ERS reserves (1/3 local \$4,500.00 from the current ERS balance of \$16,489) contingent on getting final approval of the grant from MnDOT Office of Aeronautics.

**2. 2014 Private Docks – Set Fee, Set number of permits and approve dock applications**

Per the Dock Policy for Private Docks on City Property approved at the April 16, 2013 Council meeting, see attached, Council will be asked to approve the same dock fee (\$135.00) as last year for 2014 and set the number of authorized private docks at nine, again the same as in 2013. Attached is a list of the permit holders for 2013. It should be noted that there is a different name for the permit for 702 West Lake Ave., last year Doug Fransen was the permit holder and this year the owner of the property directly across from the dock site, Alice and Paul Hoffman

submitted the application. The list of folks who were sent permit applications for 2014 is attached.

**Suggested motion:** 1.) Set fee for 2014 Dock Permit at 135.00. 2) Set number of authorized dock permits at nine. 3.) Approve dock permits for the parties on the 2014 permit mailing contingent upon receiving a signed permit application, a check for the permit amount and a certificate of insurance.

### **3. Beach Nook Permit Agreement**

Jessica Arnt has submitted an agreement to operate the Beach Nook again this year. Assuming the agreement is approved staff will work with her to make sure the facility meets food code requirements and is ready to operate. Attached is a copy of the unsigned agreement. She has submitted her application to operate the Beach Nook for 2014 along with a check for the concession permit fee. In order for the agreement to be complete the \$100.00 damage deposit needs to be made as well as providing the City with a certificate of insurance.

**Suggested motion:** Approve the agreement to operate the Beach Nook contingent upon receipt of the damage deposit and receipt of the certificate of insurance.



# SALES QUOTE

Jaycox Implement, Inc.

1909 Oxford Street  
Worthington, MN 56187  
Phone: 507-376-3147  
Fax: 507-376-4595  
Prepared by: Chad Jaycox

DATE:	4/9/2014
QUOTE #	1152
Customer ID	
Valid Until:	5/9/2014

## CUSTOMER

Worthington Municipal Airport  
Worthington, MN 56187

DESCRIPTION	TAXED	AMOUNT
(1) 2014 Kubota ZD331-72, 31 hp diesel, 72" deck, zero turn mower		\$13,500.00

TRADE DESCRIPTION	AMOUNT
-------------------	--------

## TERMS AND CONDITIONS

1. Customer will be billed after indicating acceptance of this quote
2. Payment will be due prior to delivery of service and goods
3. Please fax or mail the signed price quote to the address above

Customer Acceptance (sign below):

x \_\_\_\_\_  
Print Name:

Subtotal	\$	13,500.00
Taxable	\$	-
Tax rate		0.000%
Tax due	\$	-
Other	\$	-
<b>TOTAL Due</b>	<b>\$</b>	<b>13,500.00</b>

If you have any questions about this price quote, please contact  
Chad Jaycox 507-376-3147 or via email @ [jaycox@frontiernet.net](mailto:jaycox@frontiernet.net)

**Thank You For Your Business!**

## Dock Policy for Private Docks on City Property

This policy applies only to private docks placed on public property on Lake Okabena:

1. The City Council will annually set the maximum number of private docks allowed on public property. (currently 9 permits)
2. Property owners who currently have a valid dock permit will have first option on renewals of a dock permit for the following year unless the City Council reduces the number of permits available. Then all permit applications from existing permit holders will be reviewed by the Council and they will make the decision on renewals.

Adopted by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor

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

## **DOCK PERMIT HOLDERS 2013**

Clarence Kremer     920 West Lake Avenue

Doug Fransen     702 West Lake Avenue--dock not located directly across from Doug Fransen house but located in front of Paul and Alice Hoffman's house at 702 Lake----

Dale Ryen     916 West Lake Avenue

Evelyn Lambert     610 West Lake Avenue

Rolf Carlson     117 Lake Avenue

Tim Gaul     625 Lake Avenue

Bruce Pass     214 Lake Street

Dave Holinka     200 Lake Street

Jenny Andersen/Arturo Martinez     1977 South Shore Drive

**DOCK PERMIT HOLDERS 2014 -- Mailed to:**

Clarence Kremer    920 West Lake Avenue

Alice and Paul Hoffman    702 West Lake Avenue

Dale Ryen    916 West Lake Avenue

Evelyn Lambert    610 West Lake Avenue

Rolf Carlson    117 Lake Avenue

Tim Gaul    625 Lake Avenue

Bruce Pass    214 Lake Street

Dave Holinka    200 Lake Street

Jenny Andersen/Arturo Martinez    1977 South Shore Drive

## **CITY OF WORTHINGTON - PATRICIA ARNT DBA THE BEACH NOOK**

This Agreement made and entered into by and between the City of Worthington, a municipal corporation hereinafter called the Lessor and Patricia Arnt, an individual residing at 23484 Paul Avenue, Worthington, Minnesota, dba "The Beach Nook" hereinafter called the Lessee.

WITNESSETH, in consideration of mutual covenants and agreements herein contained, the Lessor grants to the Lessee, the concession area in the Centennial Beach Restroom/Concession Building in order to carry out the selling of concessions to the general public, as subject to the following agreements, terms and conditions:

1. CONCESSION SPACE DEFINITION: Said space, located in the Centennial Beach Restroom/Concession Building, shall consist of the center portion of the building designated and designed as the concession area. The concession area shall be a secured area accessed only by the Lessee or the Lessee's authorized staff. The Director of Public Works and the Park Supervisor will be permitted access to the concession area at reasonable times with reasonable notice for the purposes of inspection and repair.

2. TERM OF LEASE

This Agreement will commence upon execution and shall terminate on September 30, 2014.

3. RENTAL PAYMENT

There shall be no rent paid by Lessee for the use of the concession space, however, in exchange for there being no rent obligation, Lessee agrees to be open for business between Memorial Day and Labor Day. It is the general understanding of the parties that the business will be open every day during that period as weather permits. Lessee may open her business prior to Memorial Day or after Labor Day if she so desires.

4. CONCESSION FEE AND DAMAGE DEPOSIT

Lessee shall pay the required concession permit fee of \$175 which is required in order to sell concessions within a City Park and shall also pay a \$100 damage deposit which shall be returned upon termination of this Lease Agreement provided there is no damage to concession area as a result of the acts of the Lessee.

5. BEACH AND RESTROOM MAINTENANCE

The City of Worthington shall pay to Lessee the sum of Five Thousand and No/100 (\$5,000.00) Dollars in exchange for the Lessee maintaining the restroom facilities, the beach area and the concession area during the term of this Lease Agreement. Such maintenance shall consist of ensuring that the restrooms are clean and sanitary; shall also include the filling of soap and towel dispensers; and shall include the replacement of toilet tissue. Lessee shall also sweep the concrete area in front of the building and shall ensure that garbage and litter are picked-up in the area of the building and upon the beach. Payment shall be made by the City on or before December 1, 2014.

6. FURNISHING OF SUPPLIES

The City agrees to furnish the necessary cleaning and paper supplies required to maintain the restroom and beach areas.

7. CITY'S MAINTENANCE RESPONSIBILITIES

The City shall be responsible for emptying the garbage cans as well as for keeping the electrical and plumbing fixtures in good working condition; shall be responsible for issues concerning safety; and shall be responsible for repairs needed as a result of damage done to the restroom and/or concession areas unless said damage was as a result of the acts of the Lessee.

8. ACCOUNTING

Lessee shall provide an accounting to Lessor of her Profit and Loss for the 2014 season on or before November 1, 2014.

9. UTILITIES

Utility payments shall be the responsibility of the City during the lease agreement.

10. PROOF OF INSURANCE AND HEALTH CERTIFICATE

Upon signing of the lease agreement, the Operator agrees to provide to the City a Certificate of Liability Insurance in the amount of \$1,000,000 naming the City as an additional insured party. Operator also agrees to provide the required food vendors health certificate from Nobles/Rock Public Health

11. TERMINATION OF LEASE: This lease agreement may be terminated by either party upon thirty (30) days written notice of the other party. Failure of the operator to maintain the restroom/beach and concession areas shall be cause for immediate termination.

Upon termination of this lease, the Operator shall remove all personal property from the leased premises within thirty (30) days after said termination.

If Lessee does not operate her business for the full period of time between Memorial Day and Labor Day or if this Agreement is terminated by either party pursuant to this section, Lessee will be paid a pro-rata portion of the maintenance payment set for the in Section 5 above for the days that the business was open. Closure due to cold weather or rain shall not be a basis for discounting the payment by the City.



**IN WITNESSETH WHEREOF**, the parties have executed this instrument on their behalf by their duly authorized officers.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

CITY OF WORTHINGTON

\_\_\_\_\_  
Alan E. Oberloh, Its Mayor

\_\_\_\_\_  
Janice Oberloh, Its Clerk

\_\_\_\_\_  
Patricia Arnt dba Beach Nook

## **ENGINEERING MEMO**

**DATE: APRIL 11, 2014**  
**TO: HONORABLE MAYOR AND COUNCIL**  
**SUBJECT: ITEMS REQUIRING COUNCIL ACTION OR REVIEW**

### **CONSENT AGENDA ITEMS**

#### **1. INVESTIGATE POTENTIAL TO ACCEPT LEACHATE FROM NOBLES COUNTY LANDFILL**

Landfill leachate is the liquid formed within a landfill which is collected on a liner for proper disposal to prevent ground water contamination. Treatment of the leachate at a wastewater treatment plant is an acceptable and common management practice provided that the wastewater treatment plant can continue to meet all discharge requirements and not significantly reduce the life of available sludge disposal sites. Discharge requirements include those pertaining to maintaining stream standards for a variety of pollutants and metals as well as meeting discharge limits on conventional pollutants. The availability of sludge disposal sites may ultimately be restricted as a result of the accumulation of metals.

The Nobles County Landfill currently transports its leachate to a Sioux Falls wastewater treatment facility. The Landfill has been and continues to be interested in reducing the costs for transporting the 4,100 gallons (on an annual average basis) of leachate generated at the landfill. Several years ago the City was contacted regarding disposing the leachate at the Municipal Wastewater Treatment Facility. Relatively basic calculations performed by staff at that time indicated that it was not advisable for the City to accept the leachate at the wastewater treatment facility. Recently the City has been contacted again to explore the feasibility of disposing the leachate at the Worthington wastewater treatment plant. Landfill management was informed of the early determination and advised that a more advance study would be needed to determine if treatment at the Worthington facility might be feasible. Landfill management agreed that additional study may be in their best interest and requested that such a study be conducted. Whereas the study should be conducted in the interest of the City but may benefit the Landfill, it was determined that the City should contract with a consultant and agreed that the Landfill would reimburse the City for the costs of the study.

City staff contacted the Sioux Falls office of HDR to determine if they would submit a proposal for such a study. HDR submitted an acceptable proposal that was also found satisfactory to Landfill management. In order to formalize the terms of understanding between the City and the Landfill the City Attorney drafted the agreement included as Exhibit 1. This agreement includes the HDR proposal as an exhibit. Staff recommends that Council approve the study being conducted, accept the HDR proposal and authorize

execution of the agreement with the Landfill.

Council should note that regardless of the outcome of the study, any acceptance of leachate at the facility will require a user agreement between the City and the Landfill approved by the City Council. Such a user agreement would include provisions to protect the treatment works and reject wastewater as necessary. Council may also note that disposal at the industrial wastewater treatment facility is not regarded as a desirable option due to the sensitivity of the biological process implemented at that facility and the difficulty in identifying possible toxicity issues.

## **2. AMEND STORM WATER UTILITY FUND BUDGET**

The Lake Okabena outlet pipes are concrete from the outlet structure (dam) through the railroad bed however the last several feet of the two pipes up to the head wall are corrugated metal pipes. It has been found that both of the segments of metal pipes are seriously deteriorated and in need of immediate repair. It has been determined that repairs can be accomplished by a trenchless method to install cast in place liners. The cost of the services and equipment required to install the liners is projected to be \$25,000 or less.

There is no budget available for undertaking the repairs which should not be delayed. Staff recommends that Council amend the 2014 Storm Water Utility Budget (Fund 606) to increase the amount budgeted for unanticipated yard/street problems (606-49771) from \$10,000 to \$35,000 utilizing Fund 606 reserves. The budget increase will allow staff to procure the services needed to complete the repairs.

## **CASE ITEMS**

### **1. AIRPORT CONSULTANT AGREEMENT AND WORK ORDERS 1 AND 2**

The 2014 airport capital improvements budget includes federal and local funding for Taxiway B joint and crack repairs. The airport's capital improvement budget also identifies an extension of Taxiway C to be completed in 2015 using federal and local funds. In regard to the Taxiway B repairs project, design needs to commence as soon as possible for funding this year. In order to complete the Taxiway C project next year an updated Environmental Assessment needs to be completed prior to October of this year. The professional services required to complete these tasks as well as construction phase engineering services for the Taxiway B repairs project would be provided by the City's Airport Engineer.

In order for professional services to be eligible for FAA funding, the firm(s) utilized for airport projects must be procured through an open solicitation and qualification based selection process. The procurement is valid for only the projects identified in the process and for no more than 5 years. The City contracted with Mead and Hunt Inc. for airport related professional services following completion of such a selection process in 1997, 2003 and 2008. Because it would be 5 years since the last procurement process was concluded, it was necessary to undertake the process prior to entering into any new contracts for FAA funded projects. At its November 25, 2013 meeting, Council approved an airport consultant selection process. Through the latter part of 2013 and early this year, the airport consultant selection committee has advanced through the procurement process. The process resulted in the selection of the firm of Bolton and Menk subject to negotiation of a contract and fees for design and construction services for the Taxiway B repair project and preparation of the Environmental Assessment for the Taxiway C extension project. Fees were to be negotiated by staff with no further involvement of the committee unless terms of a contract could not be reached.

Bolton and Menk submitted a proposed agreement that includes three documents, the master services agreement and two work orders. The master services agreement establishes the terms and conditions that may be common to all projects undertaken by the firm over the next five years. Work orders address the scope of services and fees for each individual project. The master agreement has been reviewed by the City attorney, the City's insurance representative and a League of Minnesota Cities Risk Management Attorney. Changes in the proposed master agreement have been made to address the comments provided in those reviews.

The individual task orders have been reviewed by staff. Task Order 1, which addresses the Taxiway B repair project was modified from that initially proposed to reduce certain costs. The City Engineer found that the revised Task Order 1 proposes reasonable fees and hours of service for the project. The \$29,325.00 in lump sum and "not to exceed" fees does represent a higher than typical percentage of the project, however, the administration of Federal Aviation Administration funding, such as preparation of a close out report, does require a certain amount of time that is not directly proportional to the project cost.

Task Order 2 proposes the services and fees for preparation of the Taxiway C Extension Environmental Assessment. It has been determined that the hourly rates are representative of market rates, however, the time required to complete the tasks is not clearly definable until the process is in progress. Given the variable nature of preparing the new Environmental Assessment for the project, the fees were changed from lump sum as originally proposed to "not to exceed". The "not to exceed" fees will be based on actual time required and allowing necessary time to be defined as the work progresses. The "not to exceed" fees for the Environmental Assessment is proposed at \$55,640.00.

Initial funding of the Taxiway B repair design and preparation of the Taxiway C Environmental Assessment will be from airport reserves. Funding for 90% of all of the Taxiway B repair project (including construction and construction phase engineering) and for preparation of the Taxiway C Environmental Assessment is anticipated to be from a Federal Aviation Administration (FAA) grant utilizing the City's entitlement funds. The FAA grant would not be prepared until bids for the Taxiway B repair project has been received. The local share will be funded by the reserves shown to be available for those projects.

Staff recommends that Council concur with the selection of Bolton and Menk and authorize execution of the master services agreement and the two work orders, all included as Exhibit 2 (except FAA attachments), subject to satisfactory completion of the master services agreement review process. Whereas the League review involves certain recommendations rather than specific approvals or rejections, determination of satisfactory completion of the review process may be as made by the City Attorney.

Although not directly related to the approvals recommended at this time, Council may note that financing the Taxiway C Extension project next year might require an internal loan to allow construction to proceed on schedule while airport reserves temporarily directed to the multi-plane hangar project are replenished from hangar lease payments. Council may, on the other hand, also note that any potential funding the Minnesota Department of Transportation (MnDOT) may have available to supplement federal funding will be pursued. The additional MnDOT funding may be available as a result of that department receiving repayment of dedicated aviation funds it lost to the states general fund in a prior year.

CITY OF WORTHINGTON-NOBLES COUNTY LANDFILL, INC.  
AGREEMENT TO REIMBURSE

1. PARTIES: The parties to this agreement are the following:
  - a. City of Worthington, PO Box 279, Worthington, Minnesota 56187, hereinafter "City".
  - b. Nobles County Landfill, Inc. c/o Eric Joens, 24777 220th Street, Rushmore, Minnesota 56168, hereinafter "Landfill".
2. PURPOSE: The purpose of this agreement is to provide for the reimbursement to the City from Landfill from certain expenses associated with exploring the possibility of treating certain Landfill waste at the Worthington Municipal Wastewater Treatment Facility.
3. PAYMENT: The City will accept a proposal from HDR, Inc., a copy of which is attached hereto as Exhibit 'A'. Landfill agrees to reimburse the City for the payment made to HDR within thirty (30) days of the City presenting a copy of the bill to Landfill.
4. SCOPE: This Agreement to Reimburse is limited only to the proposal set forth in Exhibit 'A'. Without further agreement, neither party shall be obligated to pursue any project or pay for any expenses beyond those set forth in Exhibit 'A'.

IN WITNESS WHEREOF, The undersigned parties have caused this agreement to be signed on their behalf.

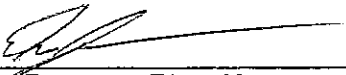
Dated this 8 day of April, 2014.

CITY OF WORTHINGTON

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

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

Nobles County Landfill, Inc.

By:  \_\_\_\_\_  
Eric Joens, Its Manager

## **SCOPE OF WORK**

### **City of Worthington, Minnesota Municipal Wastewater Treatment Plant Leachate Acceptance Impact Evaluation**

#### **WORK TASKS**

##### **TASK 1.0: Project Initiation**

The Project Initiation Task will be used to get the project started through a series of activities that will kick the project off, gather required information and establish desires and direction to allow the project to progress efficiently. The initiation activities will include a project kick-off meeting to assemble key team members from the City of Worthington, the Regional Landfill and HDR to establish working relationships and lines of communication. The initial activities will develop and inform the project team members of the project goals and objectives, management structure, lines of communication, schedule, budget, and project management approach.

##### **Task 1.01: Project Kick-Off Meeting**

**Approach.** The project kick-off meeting will be held with key project team members to officially "kick-off" the project. The meeting will be used to:

- Understand the existing conditions at the Regional Landfill with regard to leachate collection, on-site treatment and handling
- Collect data and discuss leachate waste characteristics, metals, BOD, ammonia, TKN, suspended solids, etc.
- Discuss potential impacts that acceptance of the leachate at the Municipal WWTF may have on the treatment process and solids disposal options.
- Discuss project team member's roles, responsibilities and communication channels.

##### **Task 1.02: Work Plan**

**Approach.** Develop a brief work plan that will be used throughout the project to provide access to important information, including contact information, activities, preliminary design criteria, and a host of other information.

Deliverables will include:

1. Task 1.01: Meeting minutes with project instructions, communication protocols, and work assignments made during the meeting.
2. Task 1.01: Action item list and List of Key Decisions.

##### **TASK 2.0 Evaluation Phase & Impact Letter Report**

The evaluation will use the data collected to evaluate the potential impact(s) that disposal of the leachate from the Regional Landfill may have on the wastewater treatment or solids disposal and if its acceptance would be in accordance with the existing sewer use ordinance. The evaluation will be presented in an Evaluation and Impact Letter Report.

**Task 2.01: Evaluate Leachate Impact**

**Approach.** HDR will evaluate the impact that acceptance of leachate at the Municipal WWTF may have on the treatment process, wastewater effluent characteristics, sludge generation and any impact to the existing land application process for those solids. We will also check for compliance with the existing sewer ordinance.

The evaluation is to make a determination of whether the leachate will pass through (impacting the receiving stream) or interfere with treatment at the POTW or disposal of the sludge generated at the POTW. This does not include an evaluation of cost impacts.

**Task 2.02: Evaluation & Impact Letter Report**

**Approach.** HDR will prepare a brief letter report summarizing the findings of the evaluation of leachate impact. This will allow City staff and Regional Landfill staffs to review the evaluation results to assist in the decision to accept leachate at the WWTF in the future.

**Assumptions & Clarifications**

- Evaluation will be conducted for the City of Worthington. Interactions with the Regional Landfill and the MPCA will be conducted by the City, with the exception of the Kick-Off meeting that will be attended by a representative(s) from the Regional Landfill.
- Development or modification of Maximum Allowable Headworks Loadings, Local Limits or modifications to the sewer use ordinance are not included.
- In accordance with the MPCA correspondence provided to develop this scope, If the POTW can adequately receive the leachate from the Regional Landfill, they will be classified as a Significant Industrial User (SIU) and would need to register as such. That notification/registration is not included in this scope.

**SCHEDULE**

The HDR staff to be utilized on this project are available to begin work immediately after receiving a notice to proceed. We anticipate that the project would be completed within 45 days after that notice.

**FEE**

HDR proposes to conduct the services described for a lump sum fee of \$4,950.



**MASTER AGREEMENT FOR PROFESSIONAL SERVICES  
AIRPORT PLANNING, ENGINEERING AND CONSTRUCTION SERVICES  
APRIL 2014 THROUGH MARCH 2019**

**WORTHINGTON MUNICIPAL AIRPORT  
CITY OF WORTHINGTON, MINNESOTA**

This Agreement, made this 14th day of APRIL 2014, by and between the CITY OF WORTHINGTON, 303 9<sup>th</sup> Street, Worthington, MN, hereinafter referred to as CLIENT, and BOLTON & MENK, INC., 12224 Nicollet Avenue, Burnsville MN, hereinafter referred to as CONSULTANT.

WITNESS, whereas the CLIENT requires professional services in conjunction with future airport planning, engineering and construction services as listed in the Airport Capital Improvement Program (ACIP) for the WORTHINGTON MUNICIPAL AIRPORT and whereas the CONSULTANT agrees to furnish the various professional services required by the CLIENT throughout the 5-year Airport Consultant Selection period.

NOW, THEREFORE, in consideration of the mutual covenants and promises between the parties hereto, it is agreed:

**SECTION I - CONSULTANT'S SERVICES**

- A. The CONSULTANT agrees to perform the various Basic Services in connection with the Airport as described and detailed in future Work Orders.
- B. Upon mutual agreement of the parties hereto, Additional Services may be authorized as described in Work Orders or as described in Paragraph IV.B.

## SECTION II - THE CLIENT'S RESPONSIBILITIES

- A. The CLIENT shall promptly compensate the CONSULTANT in accordance with Section III of this Agreement.
- B. The CLIENT shall place any and all previously acquired information in its custody at the disposal of the CONSULTANT for its use. Such information shall include but shall not be limited to boundary surveys, topographic surveys, preliminary sketch plan layouts, building plans, soil surveys, abstracts, deed descriptions, tile maps and layouts, aerial photos, utility agreements, environmental reviews, and zoning limitations in CLIENT's possession. The CONSULTANT may rely upon the accuracy and sufficiency of all such information in performing services unless otherwise instructed, in writing, by CLIENT.
- C. The CLIENT will make reasonable attempts to gain access to and make all provisions for entry upon both public and private portions of the project and pertinent adjoining properties.
- D. The CLIENT will give prompt notice to the CONSULTANT whenever the CLIENT observes or otherwise becomes aware of any material defect in the proposed work as described in future work orders.
- E. The CLIENT shall designate a liaison person to act as the CLIENT'S representative with respect to services to be rendered under this Agreement. Said representative shall have the authority to transmit instructions, receive instructions, receive information, interpret and define the CLIENT'S policies with respect to the project and CONSULTANT'S services, subject to any restrictions under state law or the CLIENT'S home rule charter.
- F. Recognizing and acknowledging that CONSULTANT'S services and expertise do not include the following services, CLIENT will provide, as required for completion of any project assigned to CONSULTANT by Work Order: 1) Accounting, bond, and financial advisory (including, if applicable, "municipal advisor" services as described in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) and the municipal advisor registration rules issued by the Securities and Exchange Commission), independent cost estimating, and insurance counseling services; 2) Legal services with regard to issues pertaining to the project as CLIENT requires, a contractor raises, CONSULTANT reasonably request; 3) such auditing services as CLIENT requires to ascertain how or for what purpose a contractor has used money paid.
- G. The CLIENT will seek any and all regulatory permits required for the proper and legal execution of the project.
- H. The CLIENT will hire, when requested by the CONSULTANT, an independent test company to perform laboratory and material testing services, and soil investigation that can be justified for the proper design and construction of the project, subject to City Council approval of the CLIENT. The CONSULTANT shall assist the CLIENT in selecting a testing company. Payment for testing services shall be made directly to the testing company by the CLIENT and is not part of this Agreement.

### SECTION III - COMPENSATION FOR SERVICES

#### A. FEES.

1. The CLIENT will compensate the CONSULTANT for performance of General Services as requested by CLIENT at agreed rates and project services as described in future Work Orders.

- a. Additional Construction Services

The CONSULTANT and CLIENT agree that the duration of the construction activity is dependent upon factors that are outside of the control of the CONSULTANT, such as weather, site conditions, contractor experience, contractor expertise, contractor scheduling and contractor efficiency. When the extent of these construction services beyond the control of the CONSULTANT occurs, the CLIENT agrees that the CONSULTANT will be reimbursed for additional Construction Services in excess of the budget stated in the Work Order. Compensation shall be based on the standard hourly rate for the individuals providing services on the project.

2. Basic Services and Additional Services as outlined in Section I.B will vary depending upon project conditions and will be billed in accordance with the rate schedule attached to the Work Order. This schedule is subject to change at the start of each calendar year, upon 30 days written notice to the CLIENT.
      3. In addition to the foregoing, CONSULTANT shall be reimbursed at cost plus an overhead fee (not-to-exceed 10%) for the following Direct Expenses when incurred in the performance of the work.
        - a. CLIENT approved outside (facilities not owned by CONSULTANT) computer services.
        - b. CLIENT approved outside professional and technical services.
        - c. Identifiable reproduction and reprographic charges.
        - d. Other costs for such additional items and services that the CLIENT may require the CONSULTANT to provide to fulfill the terms of this Agreement.
      4. Additional services as outlined in Section I.B and described in Exhibit I.B will vary depending upon project conditions and will be billed on an hourly basis at the rate described in Section III.A.2.

- B. The payment to the CONSULTANT will be made by the CLIENT upon billing at intervals not more often than monthly at the rates specified in the Work Order, subject to approval of the City Council or authorized representative. If the CLIENT objects to all or any portion of any invoice, the CLIENT shall notify the CONSULTANT of the dispute with ten (10) days from the date of receipt and shall pay that portion of the invoice not in dispute. Any dispute shall be settled in accordance with Section IV of this Agreement.

## SECTION IV - GENERAL

### A. STANDARD OF CARE

Professional services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the Consultant's profession currently practicing under similar conditions.

### B. CHANGE IN PROJECT SCOPE

In the event the CLIENT changes or is required to change the scope of the Work Order from that described in Section I and/or the applicable addendum, and such changes require Additional Services by the CONSULTANT, the CONSULTANT shall be entitled to additional compensation at the applicable hourly rates. The CONSULTANT shall give notice to the CLIENT of any Additional Services, prior to furnishing such additional services. The CLIENT may request an estimate of additional cost from the CONSULTANT, and upon receipt of the request, the CONSULTANT shall furnish such, prior to authorization of the changed scope of work.

### C. LIMITATION OF LIABILITY

CONSULTANT shall indemnify, defend, and hold harmless CLIENT and its officials, agents and employees from any loss, claim, liability, and expense (including reasonable attorneys' fees and expenses of litigation) arising from, or based in the whole, or in any part, on any negligent act or omission by CONSULTANT'S employees, agents, or subconsultants.

CLIENT shall indemnify, defend, and hold harmless CONSULTANT and its employees from any loss, claim, liability, and expense (including reasonable attorneys' fees and expenses of litigation) arising from, or based in the whole, or in any part, on any negligent act or omission by CLIENT'S employees, agents, or consultants.

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the CONSULTANT.

### D. INSURANCE

The CONSULTANT agrees to maintain, at the CONSULTANT'S expense, statutory workers' compensation coverage. The CONSULTANT'S workers' compensation coverage shall include Coverage B, Employer's Liability with minimum limits are as follows:

- \$500,000 – Bodily Injury by Disease per employee
- \$500,000 – Bodily Injury by Disease aggregate
- \$500,000 – Bodily Injury by Accident

The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, commercial general liability insurance coverage insuring CONSULTANT against claims for bodily injury, death or property damage arising out of CONSULTANT'S general business activities (including automobile use). The liability insurance policy shall provide coverage in the minimum amount of \$1,000,000 per occurrence; \$2,000,000 annual aggregate, but in no event less than the amount otherwise carried by CONSULTANT. The commercial general liability policy shall be endorsed to list CLIENT as an additional insured for on-going and completed operations. CONSULTANT'S policies shall be

primary insurance to any other valid and collectible insurance available to the CLIENT with respect to any claim arising out of the CONSULTANTS performance under this Agreement.

During the period of this agreement, the CONSULTANT also agrees to maintain, at CONSULTANT'S expense, Professional Liability Insurance coverage insuring CONSULTANT against damages for legal liability arising from an error, omission or negligent act in the performance of professional services required by this agreement. The professional liability insurance policy shall provide coverage for each occurrence in the amount of \$2,000,000 and annual aggregate of \$2,000,000 on a claims-made basis. The retroactive or prior acts date of such coverage shall not be after the effective date of this Agreement and the CONSULTANT shall maintain such insurance for a period of at least three (3) years, following completion of the work. If such insurance is discontinued, extended reporting period coverage must be obtained by the CONSULTANT to fulfill this requirement.

CONSULTANT shall provide CLIENT with certificates of insurance, showing evidence of required coverages and endorsements.

**E. OPINIONS OR ESTIMATES OF CONSTRUCTION COST**

Where provided by the CONSULTANT through a Work Order or otherwise, opinions or estimates of construction cost will generally be based upon public construction cost information. Since the CONSULTANT has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the CLIENT and the CONSULTANT does not warrant or guarantee the accuracy of construction cost opinions or estimates. The CLIENT acknowledges that costs for project financing should be based upon contracted construction costs with appropriate contingencies.

**F. CONSTRUCTION SERVICES**

It is agreed that the CONSULTANT and its representatives shall not be responsible for the means, methods, techniques, schedules or procedures of construction selected by the contractor or the safety precautions or programs incident to the work of the contractor.

**G. USE OF ELECTRONIC/DIGITAL DATA**

Because of the potential instability of electronic/digital data and susceptibility to unauthorized changes, copies of documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Except for electronic/digital data which is specifically identified as a project deliverable by this AGREEMENT or except as otherwise explicitly provided in this AGREEMENT, all electronic/digital data developed by the CONSULTANT as part of the PROJECT is acknowledged to be an internal working document for the CONSULTANT'S purposes solely and any such information provided to the CLIENT shall be on an "AS IS" basis strictly for the convenience of the CLIENT without any warranties of any kind. As such, the CLIENT is advised and acknowledges that use of such information may require substantial modification and independent verification by the CLIENT (or its designees). Provision of electronic/digital data, whether required by this Agreement or provided as a convenience to the Client, does not include any license of software or other systems necessary to read, use or reproduce the information. It is the responsibility of the CLIENT to verify compatibility with its system and long-term stability of media. CLIENT shall indemnify and hold harmless CONSULTANT and its Subconsultants from

all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting from third party use or any adaptation or distribution of electronic/digital data provided under this AGREEMENT, unless such third party use and adaptation or distribution is explicitly authorized by this AGREEMENT.

H. REUSE OF DOCUMENTS

Reports, Drawings, and Specifications and all other identified deliverables (including electronic and digital versions of such documents) prepared or furnished by CONSULTANT pursuant to this AGREEMENT are instruments of service in respect to the Project and CONSULTANT shall retain as ownership interest in therein. Upon payment of all fees owed to the CONSULTANT, the CLIENT shall acquire an ownership interest in all identified deliverables, including Reports, Plans, and Specifications, for any reasonable use relative to the Project and the general operations of the CLIENT. CLIENT may make and disseminate copies for information and reference in connection with the use and maintenance of the Project and CLIENT'S facilities. However, such documents are not intended or represented to be suitable for reuse by CLIENT or others on extension of the Project or on any other project and any reuse other than that specifically intended by this AGREEMENT will be at CLIENT'S sole risk and without liability or legal exposure to CONSULTANT.

I. CONFIDENTIALITY

CONSULTANT agrees to keep confidential and not to disclose to any person or entity, other than CONSULTANT'S employees and subconsultants any information obtained from CLIENT not previously in the public domain or not otherwise previously known to or generated by CONSULTANT unless disclosure is required by the Minnesota Government Data Practices Act. These provisions shall not apply to information in whatever form that comes into the public domain through no fault of CONSULTANT; or is furnished to CONSULTANT by a third party who is under no obligation to keep such information confidential; or is information for which the CONSULTANT is required to provide by law or authority with proper jurisdiction; or is information upon which the CONSULTANT must rely for defense of any claim or legal action.

J. PERIOD OF AGREEMENT

This Agreement will remain in effect for the longer of a period of five years or such other explicitly identified completion period, after which time the Agreement may be extended upon mutual agreement of both parties.

K. PAYMENTS

If CLIENT fails to make any payment due CONSULTANT for services and expenses within thirty days after date of the CONSULTANT'S invoice, a service charge of one-half percent (0.5%) per month or the maximum rate permitted by law, whichever is less, will be charged on any unpaid balance. No service charge shall accrue on amounts withheld pursuant to Section III, Paragraph B of this Agreement. In addition after giving seven days' written notice to CLIENT, CONSULTANT may, without waiving any claim or right against the CLIENT and without incurring liability whatsoever to the CLIENT, suspend services and withhold project deliverables due under this Agreement until CONSULTANT has been paid in full all amounts due for services, expenses and charges, except for the amounts disputed under Section III, Paragraph B of this Agreement..

L. TERMINATION

This Agreement may be terminated by either party for any reason or for convenience by either party upon sixty (60) days written notice.

In the event of termination, the CLIENT shall be obligated to the CONSULTANT for payment of amounts due and owing including payment for services performed or furnished to the date and time of termination, computed in accordance with Section III of this Agreement.

M. CONTINGENT FEE

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from award or making of this Agreement.

N. NON-DISCRIMINATION

The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein.

**The CONSULTANT is an Equal Opportunity Employer** and it is the policy of the CONSULTANT that all employees, persons seeking employment, subcontractors, subconsultants and vendors are treated without regard to their race, religion, sex, color, national origin, disability, age, sexual orientation, marital status, public assistance status or any other characteristic protected by federal, state or local law.

O. CONTROLLING LAW

This Agreement is to be governed by the law of the State of Minnesota.

P. DISPUTE RESOLUTION

CLIENT and CONSULTANT agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law. Any claims or disputes unresolved after good faith negotiations shall then be submitted to mediation using a neutral from the Minnesota District Court Rule 114 Roster, or if mutually agreed at time of dispute submittal, a neutral from the American Arbitration Association Construction Industry roster. If mediation is unsuccessful in resolving the dispute, then either party may seek to have the dispute resolved by bringing an action in a court of competent jurisdiction.

Q. SURVIVAL

All obligations, representations and provisions made in or given in Section IV of this Agreement will survive the completion of all services of the CONSULTANT under this Agreement or the termination of this Agreement for any reason.

April 11, 2014

R. SEVERABILITY

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon CLIENT and CONSULTANT, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

S. SECTION 508 OF THE REHABILITATION ACT

All electronic Information Technology (IT) procured, developed, maintained or used as part of this Contract shall comply with Section 508 standards.

T. FEDERAL CONTRACT PROVISIONS

The attached Federal Contract Provisions apply for Architectural/Engineering Professional Services funded under the Federal Airport Improvement Program (AIP). They are deemed part of this agreement and are incorporated herein. All references to "CONTRACTOR" shall also mean "CONSULTANT."

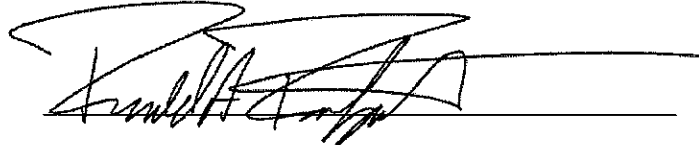
**SECTION V - SIGNATURES**

THIS INSTRUMENT embodies the whole agreement of the parties, there being no promises, terms, conditions or obligation referring to the subject matter other than contained herein. This Agreement may only be amended, supplemented, modified or canceled by a duly executed written instrument signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their behalf.

CLIENT: City of Worthington, Minnesota

CONSULTANT: Bolton & Menk, Inc.



Ronald A. Roetzel, P.E.

Principal, Aviation Group Manager

April 11, 2014



**WORK ORDER No. 1  
TO  
PROFESSIONAL SERVICES CONTRACT  
DESIGN, BID ADMINISTRATION, GRANT ADMINISTRATION, AND CONSTRUCTION  
ADMINISTRATION SERVICES**

**FOR  
TAXIWAY B CRACK REPAIR**

**BETWEEN:** The City of Worthington,  
A Minnesota municipal corporation (SPONSOR)

**AND:** Bolton & Menk, Inc. (CONSULTANT)

**EFFECTIVE DATE:** April 14, 2014

**RECITALS**

1. City owns and operates the Worthington Municipal Airport located in Worthington, Minnesota
2. This is Work Order No. 1 to the Professional Services Contract, between City and Bolton & Menk, Inc. The Professional Services Contract effective April 14, 2014 is referred to herein as the “Master Agreement”.

**AGREEMENT**

The Consultant agrees to provide Design, Bid Administration, Grant Administration, and Construction Administration services all required for the Taxiway B Crack Repair project at the Worthington Municipal Airport herein referred to as the **Project**.

**I.A. BASIC SERVICES**

**PROJECT DESCRIPTION**

Federal grant assurances require each airport to implement a pavement maintenance management program in order to continue to receive Federal funding. To assist airports to meet these assurances the Mn/DOT Office of Aeronautics provides pavement evaluation reports every three years. A pavement evaluation was completed in June 2012 for the Worthington Municipal Airport. Pavements were evaluated using the Pavement Condition Index (PCI) procedure. The report identifies recommended near term and long term maintenance of the airfield pavements.

The report rated Taxiway B as being “very good” with an average PCI rating of 74. Distresses identified include longitudinal and transvers cracking, and alligator cracking. A field inspection of the pavement indicated failure of the transverse control joints causing the pavement to “cup” at each.

In order for Taxiway B to continue to perform at a high level preventative maintenance should be considered. This project will involve crack rout and seal of L & T cracks and alligator cracks, replacement of longitudinal control joint sealant, and repair of transverse control joints.

## **PROJECT SCOPE**

For purposes of this Work Order, the Basic Services to be provided by the Consultant are as follows:

### **TASK I. DESIGN**

#### **PHASE I. CONTRACT ADMINISTRATION**

##### **1.0 Project Scoping**

###### **1.1 Preliminary Meetings with the Sponsor**

Consultant shall confer with the Sponsor on, and ascertain, project requirements, finances, schedules, and other pertinent matters and shall meet with FAA if needed and other concerned agencies and parties on matters affecting the project and shall arrive at a mutual understanding of such matters with the Sponsor. Meetings with the Sponsor shall also determine the need for topographical surveying and pavement/geotechnical testing. It is anticipated that there will be a maximum of 1 meeting with the Sponsor and/or the FAA, with some meetings occurring at the project location.

###### **1.2 Prepare Project Scope of Work and Proposal**

This includes preparing the scope of work and fee proposal and negotiating the contract scope and fee with the Sponsor. This also includes coordination with subconsultants for scopes and fees.

##### **2.0 Project Coordination (coordination with Sponsor, State, FAA, etc.)**

Consultant shall coordinate with the subconsultants, sponsor, State, FAA and other applicable agencies to complete the work elements in Phase 1.

#### **PHASE II. PRELIMINARY DESIGN (30%)**

##### **3.0 Geotechnical Investigation**

###### **3.1 Coordination to schedule geotechnical work**

This task includes data collection and review of available geotechnical records in order to gather information on existing soil conditions and past geotechnical or pavement test results. Coordination will be done with the geotechnical subconsultant to schedule work and establish any work constraint parameters.

###### **3.2 Establish project testing requirements**

~~The Consultant shall determine the type and frequency of geotechnical testing required for the project. The testing shall consider such items as pavement type, design methodology, type of wheel loading, and weight of design aircraft. Determine soil boring locations and frequency of testing.~~

~~o Develop a project sketch showing location and coordinates of borings~~

~~o Determine soil sampling locations and types of soils testing required.~~

###### **3.3 Field work**

Field work will be performed by a qualified geotechnical subconsultant. The geotechnical investigation will include: Four (4) soil borings to a depth of 5 feet.

### 3.4 Analyze data

After receiving the testing report from the geotechnical firm, the Consultant will analyze the data and any existing geotechnical data received from Sponsor, consisting of the following tasks:

- o Review geotechnical recommendations
- o Determine appropriate data for pavement design.
- o Input data for computer modeling with topographical survey data
- o Prepare pavement data and soil information for incorporation on plan sheets
- o Evaluate existing pavement sections for potential recycling and reuse

### 4.0 Prepare Preliminary Cost Estimate

#### 4.1 Calculate estimated preliminary quantities

The Consultant will calculate necessary quantities for the various work items. Quantities will be consistent with the specifications and acceptable quantity calculation practices.

#### 4.2 Prepare preliminary costs estimate

### 5.0 Prepare FAA Form 7460, CSPP

Consultant will complete FAA Form 7460-1 and the Construction Safety and Phasing Plan (CSPP), through FAA's Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) website portal. The 7460 form and CSPP will be prepared according to current FAA Guidelines.

### 6.0 Project Coordination (coordination with Sponsor, State, FAA, etc.)

Consultant shall coordinate with the subconsultants, sponsor, State, FAA and other applicable agencies to complete the work elements in Phase II.

## **PHASE III. FINAL DESIGN (60%, 95% AND FINAL)**

### 7.0 Prepare Preliminary Plans

Preliminary plans will be prepared for the Project. The plan sheets will be limited to those sheets necessary to carry-out the construction of the proposed project: Taxiway B Crack Repair. The following list of drawings will be used as a guideline. Additional drawings may be added during the design phase, if required.

#### General:

- G-001 Cover Sheet, Sheet Index & Symbols
- ~~G-002 Legend & Abbreviations~~
- ~~G-003 General Notes~~
- G-021 Project Layout Plan
- ~~G-041 Survey Control Plan~~
- G-061 Project Quantity Tables
- G-081 Construction Operations & Phasing Plan

#### Geotechnical:

- B-051 Plan & Log of Soil Borings

#### Civil:

##### **General**

- ~~C-001 Civil Legend~~

~~C-021 Erosion Control Plans~~  
~~C-031 Erosion Control Details~~  
~~C-041 Storm Water Management Plans~~  
C-051 Demolition Plans  
C-061 Demolition Details  
~~C-081 Geometries~~  
~~C-091 Existing Contours~~

**Site**

~~C-101 Grading & Drainage Plans~~  
~~C-141 Intersection Details~~

~~C-201 Plan & Profiles~~

C-301 Typical Sections  
C-311 Paving Details  
~~C-321 Jointing Plans~~  
~~C-341 Jointing Details~~  
~~C-361 Pavement Grooving Plan~~

**8.0 Prepare Preliminary Specifications**

The Consultant will assemble the technical specifications necessary for the intended work. Standard FAA specifications will be utilized where possible. Additional specifications will be prepared to address work items or materials that are not covered by the FAA specifications.

**8.1 Prepare preliminary technical specifications**

This task includes the preparation of standard and supplemental specifications, necessary to establish the construction requirements of the project. Standard specifications will be assembled and reviewed for relevancy to the project. In addition, supplement specifications will be included, where deemed necessary.

**8.2 Prepare preliminary contract documents**

The Consultant will prepare the preliminary contract documents including invitation for bids, instruction to bidders, proposal, equal employment opportunity clauses, construction contract agreement, performance bond, payment bond, State Requirements, Federal Requirements, Preliminary Bid Schedule, Wage Rates, and general provisions. Preparation will include establishing the location for the bid opening, dates for advertisement, and description of the work schedule. Preliminary contract documents will be prepared as early as possible during the design phase and submitted to the Owner for review by the Owner. Also review and incorporate the Sponsor's general provisions and contract clauses, as required.

**8.3 Prepare preliminary special provisions**

The Consultant will prepare Special Provisions to address, or expand on, conditions that require additional clarification. They will include but are not be limited to the following items:

- o Description of Work
- o Haul Roads/Project Access
- o Airport Security
- o Work Schedule
- o Additional Quality Control Requirements
- o Pre-Construction Conference

- o Sequencing of the Work
- o Closure of Air Operations Area's
- o Accident Prevention
- o Underground Cables/Utilities
- o Guarantees/Insurance/Taxes/Permits
- o Contracts/Subcontracts
- o Additional DBE Information
- o Liquidated Damages
- o Construction Operational Plan
- o Safety Standards and Impacts
- o Additional Acceptance Testing Issues
- o Grade Control and Surface Tolerance for Paving Work
- o The Construction Management Plan
- o Operation and Maintenance Manuals for Equipment
- o Special Testing Considerations
- o Project Closeout Forms
- o Construction Superintendent
- o Contractor Insurance Requirements
- o State Revenue Withholding
- o Sales Tax Exemption
- o Security Requirements
- o Precedence of Specifications
- o Disposal of waste Materials
- o Contract Time
- o Temp Facilities for Contractor

9.0 Conduct Plan Review at 95% Complete

Following the completion of the plans and specifications, the Engineer will submit a set of drawings and specifications to the Sponsor for their review. A teleconference meeting will be scheduled to make a final inspection of the project. The project will be reviewed with the FAA to obtain their concurrence with the design.

10.0 Prepare Final Plans and Specifications

A final set of plans, specifications and contract documents will be prepared which incorporates revisions, modifications and corrections determined during the Sponsor's review of the 95% submittal.

11.0 Prepare and Submit Final Estimated Cost Estimate

29.1 Calculate estimated final quantities

29.2 Prepare final cost estimate

Using the final quantities calculated following the completion of the plans and specifications, the Consultant will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers, and other databases available.

12.0 Prepare Advertisement for Bids

Required advertisement dates, and bidding dates will be established. Consultant will submit a copy to the Sponsor for distribution to the local and selected publications of the pending project. The Sponsor shall pay for the associated cost of advertising.

- 13.0 Project Coordination (coordination with Sponsor, State, FAA, etc.)  
Consultant shall coordinate with the subconsultants, sponsor, State, FAA and other applicable agencies to complete the work elements in Phase III.
- 14.0 Project Meetings  
The Consultant will arrange and lead the meetings as described in the subtasks below. The Consultant will produce drawings and handouts as needed for the purpose of conducting each meeting.
- 14.1 Final design review  
The Consultant will prepare and conduct a teleconference review meeting to present the final design documents.
- 14.2 Coordination meetings (with FAA, State, Local Agencies, subconsultants etc.)  
The Consultant shall conduct additional coordination meeting(s) with the Airport, Consultant project team members, and/or various stakeholders as needed. This task assumes that a total of one progress meeting will be held, one-hour in duration, with all design team members.

## **TASK II. BID ADMINISTRATION**

- 15.0 Furnish Bid Documents  
Consultant shall prepare, reproduce and distribute a total of 10 sets of bidding documents for the project. In addition, electronic copies of the bid documents will be made available for download through the Quest Construction Document Network website (QuestCDN). The consultant will also keep a current list of plan holders and distribute this to interested parties upon request. This task includes coordination required to facilitate these requests.
- 16.0 Respond to Bidders Questions  
During the bidding process, the Consultant will be available to clarify bidding issues with contractors and suppliers, and for consultation with the various entities associated with the project. This item also includes contacting bidders to generate interest in the project.
- 17.0 Prepare and Distribute Addendums  
Consultant shall issue addenda as appropriate to interpret, clarify, or change the bidding documents as required by the Sponsor or the FAA. Addenda will be made available to the plan holders either through mail, electronic mail, hand delivering or via facsimile transmission. Any addenda that are generated as a sole result of the Sponsors error or omission will be considered as extra services and the Consultant shall be reimbursed for this effort as an amendment to this contract.
- 18.0 Bid Review and Bid Tabulation  
Consultant shall advise Board as to the acceptability of any subcontractors, suppliers, and other persons and organizations proposed by the bidders and as to the acceptability of substitute materials and equipment proposed by bidders. The Consultant shall prepare a spreadsheet that includes all bid items for the purpose evaluating the lowest bidder. The Consultant shall input the as-bid unit prices into the spreadsheet and to verify mathematical computations of the bids. The Consultant will then provide recommendations to the Sponsor as to the name of the Apparent Low Bidder.
- 19.0 Prepare Recommendation for Award  
The Consultant will prepare a recommendation of award for the Sponsor to accept or reject the bids as submitted. If rejection is recommended, the Consultant will supply an explanation for their

recommendation and possible alternative actions the Sponsor can pursue to complete the project. Once the Contract Award is made the Consultant will distribute the bid tabulations on request of the Sponsor.

### **TASK III. GRANT ADMINISTRATION**

#### **20.0 Grant Application and Administration**

The Application may be prepared after the project design has been completed and the bids accepted or the FAA may require the Application to be completed early during the design phase. Preparation of the Application will include the following:

- Prepare Federal 424 form
- Prepare Project Funding Summary
- Prepare Program Narrative, discussing the Purpose and Need of the work and the Method of Accomplishment
- Prepare Preliminary Estimate
- Prepare the Sponsors Certification (Attachments 1, 2, 3, 4, and 5)
- Attach the current Grant Assurances (check with FAA for current copy)
- Prepare an exhibit to be submitted with application
- Obtain photographs of project site to be submitted with application.

The Consultant will submit the Application to the Sponsor for approval and signatures. After obtaining the necessary signatures, the Sponsor will forward at least three copies of the signed Application to the FAA for further processing.

#### **21.0 Project Closeout**

Prepare the FAA Project Financial Closeout Forms and Report and submit to the Sponsor for submittal at the conclusion of the project.

### **TASK IV. CONSTRUCTION ADMINISTRATION**

#### **PHASE I. PRE-CONSTRUCTION SERVICES**

#### **22.0 Pre-Construction Meeting**

Consultant will arrange for and conduct the pre-construction meeting. The Project Manager and the Resident Engineer will establish this meeting to review Local, State, Federal Aviation Administration (FAA) and project specific requirements prior to commencing construction. The meeting will be conducted at the Airport and will include the Sponsor/Owner, Mn/DOT Aeronautics (if available), Subconsultants, FAA MSP-ADO (if available), Contractor, Subcontractors and utility companies. This task will include:

- Scheduling the meeting, sending invitations, providing meeting materials and pre-meeting exhibit and material preparation.
- Obtain and review the project construction schedules from the contractor or contractors prior to presentation at the preconstruction meeting. The Owner should be provided copies of all construction schedules.

- Prior to preconstruction meeting, furnish the name of the Project Engineer with qualifications for approval by the Owner. Project Engineer means Engineer as defined in Section 10 (Section 10-18) of the General Provisions of the construction documents.
- Preside at the preconstruction meeting, prepare a detailed record of the meeting and submit to the Owner and all participants.
- Provide Contractor with a list of required submittals to be provided by Contractor and discussed at the meeting.
- Provide Contractor with additional copies of Construction Documents and digital data (Project Drawings) as requested.

#### 23.0 Initial Construction Layout and Construction Staking

The Consultant will perform initial survey work to establish construction limits, survey control, locations of barricades or construction signs.

### **PHASE II. CONSTRUCTION MANAGEMENT**

#### 24.0 Construction Administration Services

The Consultant will provide Construction Administration Services the scope of which is based on the following:

- The Consultant and Client agree that construction engineering services furnished shall be to the extent necessary to determine compliance with plans and specifications, including necessary general supervision of Resident Project Representative Services authorized by the Client.
- The Consultant and Client agree that the Construction Engineering Services provided by the Consultant may actually be required to continue and exceed beyond the construction time element stated in the Client's agreement with the construction Contractor. When the extent of these construction services beyond the control of the Consultant occurs, the Client agrees that Consultant will be reimbursed for additional Construction Engineering Services in excess of the specified construction time period at a mutually acceptable fee negotiated at the time all the pertinent circumstances are known.

Nothing herein shall be construed as imposing upon the Consultant's responsibility for the construction means, methods, techniques, sequences, safety programs, and procedures used by contractors.

- The Consultant agrees that Resident Project Representative services furnished under this Contract shall be to observe the work and to determine compliance with the plans and specifications, including representing the Client in coordination of construction activities among contractors and between contractors and utilities, and to accommodate the reasonable requirements of the Client on and around areas of construction.



- When the Consultant is on the site, documentation will be maintained regarding construction progress and delays, quantities and percentages of work, tests performed, observations made and work accepted, problems encountered and instructions given to contractors, field changes and adjustments approved, and other records required or otherwise necessary to maintain a record of the work.

The Consultant agrees to provide Construction Administration Services that include the following:

- 24.1 Check and monitor construction activities and certify that all project work completed under observation of the Resident Project Representative is in substantial compliance with the plans, specifications and contract documents including any modifications by Change Order or otherwise, that all required tests were performed, and that such work is recommended for acceptance.
- 24.2 Provide interpretation of plans and specifications as requested.
- ~~24.3 Supervise and coordinate Subconsultant contracts for field observation and testing.~~
- 24.4 Review shop drawings and certificates submitted by contractors for compliance with design concepts, as required by the applicable sections of the technical specifications.
- 24.5 Review all periodic and final pay requests and explanation of variation between Contract and final quantities prepared by Resident Project Representative. Coordinate Contractor approval and signature and submit to Client for approval.
- 24.6 Review weekly Construction Progress and Inspection Reports (FAA Form 5370-1) as prepared by Resident Project Representative and submit to Owner and applicable Agencies.
- 24.7 Prepare, review and process Field Orders, Change Orders to include a cost estimate, cost/price analysis, record of negotiations, review and evaluation of "Contractor's Request for Extension of Contract Time" and make recommendations regarding approval to the Client. Notify the Contractor that no work can start until approved by the Client.
- 24.8 Coordinate and meet with the Client for consultation and advice during construction to include conducting construction progress meetings. Coordinate with Owner's Representative including:
  - Review and evaluate "Contractor's Request for Extension of Contract Time" and submit recommendations to the Client.
  - Meet with the Client for consultation and advice during construction.
- 24.9 Coordinate on-site inspections of construction as requested. Make recommendations for acceptance or modification of work.

- 24.10 Monitor that all testing required by the specifications is performed. Review and approve all materials reports prepared by the Resident Project Representative and/or Subconsultants.
- 24.11 Maintain record drawings from redline or working drawings prepared by Resident Project Representative as accumulated during the course of construction to show "Record Drawing" conditions.
- 24.12 Retain and review payroll reports of each contractor and subcontractor and monitor Contractor's compliance with paying employees as per established State Prevailing Wages and/or Federal Davis Bacon requirements.
- ~~24.13 Monitor Contractor's compliance with Disadvantaged Business Enterprise (DBE) program (i.e. determine that the firms on the job are as stated in the plan. Determine that the volume of work and equipment used complies with the plan.) Report deviations to the Sponsor.~~

### **PHASE III. RESIDENT ENGINEERING**

#### **25.0 Resident Project Representative (RPR)**

The Client as part of this agreement authorizes Resident Engineering Services and the Consultant agrees to provide a Resident Project Representative, materials acceptance testing, and staking services in the execution of the Construction Engineering Services for the project work. The Client and Consultant agree that the Consultant may employ the Resident Project Representative on other work during periods of temporary job shutdown when such services are not required by this project. Normally, the Resident Project Representative will give intermittent part-time service on this project when construction is in progress to include temporary interruptions due to weather or mechanical failure.

For this Project **Full-Time** Resident Project Representative services will be provided. It is anticipated the Project will be completed within **10 Working Days**. This will include one (1) field inspection visits by the Project Manager and ten (10) field inspection visits by the RPR.

Resident Project Representative Services shall be completed in accordance with the following:

- Coordinate with the Testing Subconsultant to perform acceptance tests required to be provided by the Client in the construction Contract Documents.
- Coordinate with Contractor regarding schedule, work progress, quality of work, and notify contractor of equipment and methods which do not comply with the Contract requirements. The Resident Project Representative shall notify the Client in the event that the Contractor elects to continue the use of questioned equipment and methods.
- Maintain daily records of the Contractor's progress and activities during the course of construction, to include progress of all work. These records document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the Contractor, weather, equipment use, labor requirements, safety problems, and changes required.

- Evaluate and discuss potential Field Orders and Change Orders with the Contractor as necessary.
- Evaluate possible material substitutions as requested by the Contractor.
- Prepare, process and distribute to Project Engineer weekly Construction Progress and Inspection Reports (FAA Form 5370-1).
- Measure and compute as-built quantities of all materials incorporated in the work and items of work completed, and maintain an item record account.
- Prepare periodic Pay Requests for review by the Project Engineer and Contractor.
- Monitor the contractor's compliance with airport operations to include coordination with airport manager, hangar owners and airport users and with the Construction Safety Phasing Plan (CSPP).
- Attend and participate in construction progress meetings.
- Coordinate the necessary construction staking/layout schedule as needed by the Contractor.
- Perform other services as reasonably required by the Client and as outlined in the Contract Documents.

#### **PHASE IV. POST CONSTRUCTION SERVICES**

##### **26.0 Final Inspection and Documentation**

###### **26.1 Final Inspection**

The Consultant will schedule and conduct a final inspection with the Sponsor, Contractor, State and FAA representatives to determine whether the project has reached substantial completion and the work is in accordance with the plans and specifications. The Consultant will document items found to be deficient.

###### **26.2 Final Punch List**

The Consultant will prepare a punch list correspondence including the deficient items and will forward this correspondence to the Contractor requiring correction of the items and request a schedule for completion. The Consultant will send a copy to the Sponsor and include a copy in the Grant Closeout Report.

###### **26.3 Final Construction Certifications and Grant Closeout Preparation**

Once all of the punch list items have been completed to the satisfaction of the Sponsor, State and FAA, the Consultant will prepare a Certification of Construction Acceptance for the project. This certification will also be included in the Grant Closeout Report. Assemble documentation for the project closeout report once the project is complete. This will include gathering all construction documentation, supplemental agreements (if applicable), weekly reports, pay requests, testing result summaries, final certification documentation, and change orders in preparation for closeout.

27.0 As-Built Plans, Equipment Manuals, Materials Book

27.1 As-Built Plans

The project team will collaboratively assemble a set of as-built plans for the project. The as-built plans will include field constructed conditions included as part of this Project including any field surveying required to compute final quantities and the drawings will become record information. The Consultant shall provide Owner with two (2) sets of reproducible "Record Drawings" in both digital and hardcopy format.

**I.B. ADDITIONAL SERVICES**

Consulting services performed other than those authorized under Section I.A. shall not be considered part of the Basic Services and may be authorized by the Sponsor as Additional Services. Additional Services consist of those services, which are not generally considered to be Basic Services; or exceed the requirements of the Basic Services; or are not definable prior to the commencement of the project; or vary depending on the technique, procedures or schedule of the project contractor. Additional services may consist of the following:

1. Additions to the project outside of this scope.
2. Any surveying required for the Project.
3. Additional geotechnical investigation required for the Project.
4. Additional Field Investigation required beyond those specified.
5. Completion of additional special studies not identified in Section I.A.
6. Periodic completion of grant reimbursement requests (i.e. Credit Applications).
7. Attendance of additional meetings beyond those identified in the above scope.
8. All other services not specifically identified in Section I.A.

### **I.C. CONSIDERATION**

The services described above in Section I.A. BASIC SERVICES shall be provided on a **LUMP SUM** and **ACTUAL COST** basis as follows:

TASK I – DESIGN	\$ 8,965.00 (LUMP SUM)
TASK II – BID ADMINISTRATION	\$ 995.00 (LUMP SUM)
TASK III – GRANT ADMINISTRATION	\$ 2,735.00 (LUMP SUM)
TASK IV – CONSTRUCTION ADMINISTRATION	\$ 14,630.00 (ACTUAL COST)
<u>Direct Subconsultants</u>	<u>\$ 2,000.00 (ACTUAL COST)</u>
<b>TOTAL AUTHORIZED FEE</b>	<b>\$ 29,325.00</b>

Progress payments shall be made in accordance with the Attached Fee Schedule and Section III of the Master Agreement.

### **I.D. SCHEDULE**

The consulting services authorized under Section I.A. will be performed under the following schedule or as authorized by the CLIENT as the BASIC SERVICES proceed.


<b>TASK</b>	<b>SERVICE DESCRIPTION</b>	<b>DATE</b>
I	DESIGN	March-May, 2014
II	BID ADMINISTRATION	May 2014
III	GRANT ADMINISTRATION	May – September 2014
IV	CONSTRUCTION ADMINISTRATION	July – August, 2014

### **I.E. AUTHORIZATION**

City of Worthington, Minnesota

Bolton & Menk, Inc.

By: \_\_\_\_\_  
Mr. Alan E. Oberloh  
Mayor

By:   
Ronald A. Roetzel, P.E.  
Principal / Aviation Services Manager

Attest: \_\_\_\_\_  
Mr. Dwayne Haffield  
Director of Engineering

**DETAILED WORK PLAN  
ESTIMATED PERSON-HOURS AND FEES**

SPONSOR: WORTHINGTON MUNICIPAL AIRPORT  
PROJECT: TAXIWAY B CRACK REPAIR  
BMT PROJECT NO: TS1.106023  
CONSULTANT: BOLTON & MENK, INC.

**DESIGN, BID ADMINISTRATION, GRANT ADMINISTRATION, AND CONSTRUCTION ADMINISTRATION SERVICES  
WORK ORDER NO.1**

<b>PHASE I - CONTRACT ADMINISTRATION</b>	
1.0 Project Scoping	\$395.00
2.0 Project Coordination	\$1,115.00
Expenses	\$0.00
<b>TOTAL PHASE I - CONTRACT ADMINISTRATION</b>	<b>\$5,100.00</b>
<b>PHASE II - PRELIMINARY DESIGN</b>	
3.0 Geotechnical Investigation	\$345.00
4.0 Prepare Preliminary Cost Estimate	\$200.00
5.0 Prepare FAA Form 7460, CSPP	\$515.00
6.0 Project Coordination	\$280.00
Expenses	\$0.00
<b>TOTAL PHASE II - PRELIMINARY DESIGN</b>	<b>\$1,340.00</b>
<b>PHASE III - FINAL DESIGN</b>	
7.0 Prepare Preliminary Plans	\$2,460.00
8.0 Prepare Preliminary Specifications	\$2,220.00
9.0 Conduct Plan Review at 95% Complete	\$280.00
10.0 Prepare and Submit Final Plans and Specifications	\$1,075.00
11.0 Prepare and Submit Final Cost Estimate	\$200.00
12.0 Prepare Advertisement for Bids	\$285.00
13.0 Project Coordination	\$280.00
14.0 Project Meetings	\$345.00
Expenses	\$0.00
<b>TOTAL PHASE III - FINAL DESIGN</b>	<b>\$7,115.00</b>
<b>TASK II - BID ADMINISTRATION</b>	
15.0 Furnish Bid Documents	\$250.00
16.0 Respond to Bidder Questions	\$115.00
17.0 Prepare and Distribute Addendums	\$255.00
18.0 Bid Review and Bid Tabulation	\$115.00
19.0 Prepare Recommendation for Award	\$230.00
Expenses	\$0.00
<b>TOTAL TASK II - BID ADMINISTRATION</b>	<b>\$995.00</b>
<b>TASK III - GRANT ADMINISTRATION</b>	
20.0 Grant Application and Administration	\$670.00
21.0 Project Closeout	\$2,055.00
Expenses	\$0.00
<b>TOTAL TASK III - GRANT ADMINISTRATION</b>	<b>\$2,725.00</b>
<b>PHASE I - PRE-CONSTRUCTION SERVICES</b>	
22.0 Pre-Construction Meeting	\$820.00
23.0 Initial Construction Layout and Construction Staking	\$350.00
Expenses	\$0.00
<b>TOTAL PHASE I - PRE-CONSTRUCTION SERVICES</b>	<b>\$1,170.00</b>
<b>PHASE II - CONSTRUCTION MANAGEMENT</b>	
24.0 Construction Management	\$4,255.00
Expenses	\$0.00
<b>TOTAL PHASE II - CONSTRUCTION MANAGEMENT</b>	<b>\$5,425.00</b>
<b>PHASE III - RESIDENT ENGINEERING</b>	
25.0 Resident Project Representative Services	\$10,150.00
Expenses	\$0.00
<b>TOTAL PHASE III - RESIDENT ENGINEERING</b>	<b>\$10,150.00</b>
<b>PHASE IV - POST CONSTRUCTION SERVICES</b>	
26.0 Final Inspection and Documentation	\$1,600.00
27.0 As-Built Plans, Equipment Manuals, and Materials Book	\$495.00
Expenses	\$0.00
<b>TOTAL PHASE IV - POST CONSTRUCTION SERVICES</b>	<b>\$2,095.00</b>
<b>TOTAL DESIGN, BID ADMINISTRATION, GRANT ADMINISTRATION, AND CONSTRUCTION ADMINISTRATION SERVICES</b>	<b>\$27,325.00</b>

<b>DIRECT SUB CONSULTANTS</b>	
Electrical Engineering (for Design)	\$0.00
Topographic Surveying (for Design)	\$0.00
Permitting/Soil Testing (for Design)	\$2,000.00
Pull Permit Mechanical and Electrical Design	\$0.00
Environmental Site Assessment	\$0.00
Other	\$0.00
Expenses	\$0.00
<b>TOTAL DIRECT SUB CONSULTANTS</b>	<b>\$2,000.00</b>

<b>TOTAL BOLTON &amp; MENK FEES</b>	<b>\$27,325.00</b>
<b>TOTAL DIRECT SUB CONSULTANTS</b>	<b>\$2,000.00</b>
<b>TOTAL ENGINEERING FEES</b>	<b>\$29,325.00</b>

Item No.	Principal	Project Manager	Project Engineer	Engineer I	Land Surveyor	Engineering Technician	Airport Planner	Clerical	Other	Total Hours	Cost Summary
<b>PHASE I - CONTRACT ADMINISTRATION</b>											
1.0 Project Scoping											
1.1 Preliminary meetings with the Sponsor	0	1	0	0	0	0	0	0	0	1	\$115.00
1.2 Prepare project scope of work and proposal	1	1	0	0	0	0	0	0	0	2	\$280.00
Estimated Total Man-hours	1	2	0	0	0	0	0	0	0	3	
Summary Costs	\$165.00	\$230.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$395.00
2.0 Project Coordination											
Estimated Total Man-hours	0	1	0	0	0	0	0	0	0	1	\$115.00
Summary Costs	\$0.00	\$115.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$115.00
Expenses											
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Mileage	0	0	0	0	0	0	0	0	0	0 Miles	\$0.00
Lodging	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Airline Costs	0	0	0	0	0	0	0	0	0	0 Trips	\$0.00
Meals	0	0	0	0	0	0	0	0	0	0	\$0.00
Total Expenses											\$0.00
<b>PHASE II - PRELIMINARY DESIGN</b>											
3.0 Geotechnical Investigation											
3.1 Coordination to conduct geotechnical work	0	1	0	0	0	0	0	0	0	1	\$115.00
3.2 Obtain project design requirements	0	0	0	0	0	0	0	0	0	0	\$0.00
3.3 Field work	0	1	0	0	0	0	0	0	0	1	\$115.00
3.4 Analyze data	0	1	0	0	0	0	0	0	0	1	\$115.00
Estimated Total Man-hours	0	3	0	0	0	0	0	0	0	3	
Summary Costs	\$0.00	\$345.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$345.00
4.0 Prepare Preliminary Cost Estimate											
4.1 Calculate estimated preliminary quantities	0	0	1	0	0	0	0	0	0	1	\$100.00
4.2 Prepare preliminary cost estimates	0	0	1	0	0	0	0	0	0	1	\$100.00
Estimated Total Man-hours	0	0	2	0	0	0	0	0	0	2	
Summary Costs	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$200.00
5.0 Prepare FAA Form 7460, CSPP											
Estimated Total Man-hours	0	1	4	0	0	0	0	0	0	5	\$515.00
Summary Costs	\$0.00	\$115.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$515.00
6.0 Project Coordination											
Estimated Total Man-hours	1	1	0	0	0	0	0	0	0	2	\$280.00
Summary Costs	\$165.00	\$115.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$280.00
Expenses											
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Mileage	0	0	0	0	0	0	0	0	0	0 Miles	\$0.00
Lodging	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Airline Costs	0	0	0	0	0	0	0	0	0	0 Trips	\$0.00
Meals	0	0	0	0	0	0	0	0	0	0	\$0.00
Reproductions / Printing Charges	0	0	0	0	0	0	0	0	0	0	\$0.00
Total Expenses											\$0.00
<b>PHASE II - FINAL DESIGN</b>											
7.0 Prepare Preliminary Plans											
General											
G-001 Cover Sheet, Sheet Index & Symbols	0	0	2	0	0	0	0	0	0	2	\$280.00
G-002 Layout & Annotations	0	0	0	0	0	0	0	0	0	0	\$0.00
G-003 General Notes	0	0	0	0	0	0	0	0	0	0	\$0.00
G-021 Project Layout Plan	0	1	2	0	0	0	0	0	0	3	\$315.00
G-044 Survey Control Data	0	0	0	0	0	0	0	0	0	0	\$0.00
G-061 Project Quantity Tables	0	0	2	0	0	0	0	0	0	2	\$200.00
G-081 Construction O & Paving Plan	0	1	4	0	0	0	0	0	0	5	\$515.00
Geotechnical											
B-051 Plan & Log of Soil Borings	0	0	2	0	0	0	0	0	0	2	\$200.00
<b>PHASE I - CONTRACT ADMINISTRATION TOTAL</b>											
<b>PHASE II - PRELIMINARY DESIGN TOTAL</b>											
<b>PHASE II - FINAL DESIGN TOTAL</b>											
<b>PHASE I - CONTRACT ADMINISTRATION TOTAL</b>											
<b>PHASE II - PRELIMINARY DESIGN TOTAL</b>											
<b>PHASE II - FINAL DESIGN TOTAL</b>											





Item No.	Principal \$165.00	Project Manager \$115.00	Project Engineer \$100.00	Engineer I \$95.00	Land Surveyor \$145.00	Engineering Technician \$90.00	Airport Planner \$120.00	Clerical \$70.00	Other \$0.00	Total Hours	Cost Summary
<b>TASK II - BID ADMINISTRATION</b>											
15.0 Furnish Bid Documents											
Estimated Total Man-hours	0	0	0	0	0	0	0	4	0	4	\$280.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$280.00	\$0.00		\$280.00
16.0 Respond to Bidders Questions											
Estimated Total Man-hours	0	1	0	0	0	0	0	0	0	1	\$115.00
Summary Costs	\$0.00	\$115.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$115.00
17.0 Prepare and Distribute Addendums											
Estimated Total Man-hours	0	1	0	0	0	0	0	2	0	3	\$255.00
Summary Costs	\$0.00	\$115.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$140.00	\$0.00		\$255.00
18.0 Bid Review and Bid Tabulation											
Estimated Total Man-hours	0	1	0	0	0	0	0	0	0	1	\$115.00
Summary Costs	\$0.00	\$115.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$115.00
19.0 Prepare Recommendation for Award											
Estimated Total Man-hours	0	2	0	0	0	0	0	0	0	2	\$230.00
Summary Costs	\$0.00	\$230.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$230.00
Expenses											
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$75.00
Mileage	0	0	0	0	0	0	0	0	0	0 Miles	\$0.57
Lodging	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Airline Costs	0	0	0	0	0	0	0	0	0	0 Trips	\$600.00
Meals	0	0	0	0	0	0	0	0	0	0	\$15.00
Reproductions / Printing Charges	0	0	0	0	0	0	0	0	0	0	\$250.00
Total Expenses											\$0.00
<b>TASK II - BID ADMINISTRATION TOTAL</b>											<b>\$995.00</b>
<b>TASK III - GRANT ADMINISTRATION</b>											
20.0 Grant Application and Administration											
Estimated Total Man-hours	0	2	2	0	0	0	2	0	0	6	\$670.00
Summary Costs	\$0.00	\$210.00	\$200.00	\$0.00	\$0.00	\$0.00	\$240.00	\$0.00	\$0.00		\$670.00
21.0 Project Closeout											
Estimated Total Man-hours	1	4	0	0	0	0	12	0	0	17	\$2,065.00
Summary Costs	\$165.00	\$460.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,440.00	\$0.00	\$0.00		\$2,065.00
Expenses											
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$75.00
Mileage	0	0	0	0	0	0	0	0	0	0 Miles	\$0.57
Lodging	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Airline Costs	0	0	0	0	0	0	0	0	0	0 Trips	\$600.00
Meals	0	0	0	0	0	0	0	0	0	0	\$15.00
Total Expenses											\$0.00
<b>TASK III - GRANT ADMINISTRATION TOTAL</b>											<b>\$2,735.00</b>
<b>PHASE I - PRE-CONSTRUCTION SERVICES</b>											
22.0 Pre-Construction Meeting											
Estimated Total Man-hours	0	4	0	0	0	4	0	0	0	8	\$520.00
Summary Costs	\$0.00	\$460.00	\$0.00	\$0.00	\$0.00	\$360.00	\$0.00	\$0.00	\$0.00		\$820.00
23.0 Initial Construction Layout and Construction Staking											
Estimated Total Man-hours	0	0	0	0	0	4	0	0	0	4	\$360.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360.00	\$0.00	\$0.00	\$0.00		\$360.00
Expenses											
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$75.00
Mileage	0	0	0	0	0	0	0	0	0	0 Miles	\$0.57
Lodging	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Airline Costs	0	0	0	0	0	0	0	0	0	0 Trips	\$600.00
Meals	0	0	0	0	0	0	0	0	0	0	\$15.00
Total Expenses											\$0.00
<b>PHASE I - PRE-CONSTRUCTION SERVICES TOTAL</b>											<b>\$1,180.00</b>

Item No.	Principal \$165.00	Project Manager \$115.00	Project Engineer \$100.00	Engineer I \$95.00	Land Surveyor \$145.00	Engineering Technician \$50.00	Airport Planner \$120.00	Clerical \$70.00	Other \$0.00	Total Hours	Cost Summary
<b>PHASE I - PRE-CONSTRUCTION SERVICES</b>											
24.0 Construction Management											
24.1 Monitor Construction Progress and Compliance	0	1	0	0	0	0	0	0	0	1	\$115.00
24.2 Provide Interpretation on Project Plans & Specs	0	1	0	0	0	0	0	0	0	1	\$115.00
24.3 Supervise Construction Submittals	0	0	0	0	0	0	0	0	0	0	\$0.00
24.4 Review Shop Drawings	0	1	0	0	0	0	0	0	0	1	\$115.00
24.5 Review and Process Periodic Pay Requests	0	1	0	0	0	0	0	0	0	1	\$115.00
24.6 Review and Submit Weekly Progress Reports	0	1	0	0	0	0	0	0	0	1	\$115.00
24.7 Prepare, Review and Process Field Orders and Change Orders	0	1	0	0	0	0	0	0	0	1	\$115.00
24.8 Owner Coordination and Construction Progress Meetings	0	1	0	0	0	0	0	0	0	1	\$115.00
24.9 Coordinate On-Site Inspections w/Owner	0	1	0	0	0	0	0	0	0	1	\$115.00
24.10 Verify Materials QC Testing Is According to Specs	0	1	0	0	0	0	0	0	0	1	\$115.00
24.11 Review and Update Field As-Built Drawings	0	1	0	0	0	0	0	0	0	1	\$115.00
24.12 Monitor Compliance with State Prevailing Wage and/or Davis Bacon Requisitions	0	1	0	0	0	0	0	0	0	1	\$115.00
24.13 Monitor Compliance with DBE Program	0	1	0	0	0	0	0	0	0	1	\$115.00
Estimated Total Man-Hours	0	11	0	0	0	0	0	0	0	11	\$1,265.00
Summary Costs	\$0.00	\$1,265.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,265.00
Expenses											
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Mileage	0	0	0	0	0	0	0	0	0	0 Miles	\$0.00
Lodging	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Airline Costs	0	0	0	0	0	0	0	0	0	0 Trips	\$0.00
Meals	0	0	0	0	0	0	0	0	0	0	\$0.00
Total Expenses											\$0.00
<b>PHASE II - CONSTRUCTION MANAGEMENT TOTAL</b>											
<b>PHASE III - RESIDENT ENGINEERING</b>											
25.0 Resident Project Representative Services											
Field Inspection	0	1	0	0	0	10	0	0	0	11	\$1,350.00
Number of Days	0	10	0	0	0	10	0	0	0	10	\$10,150.00
Hours per Day	0	10	0	0	0	100	0	0	0	110	\$10,150.00
Total Hours	0	10	0	0	0	100	0	0	0	110	\$10,150.00
Estimated Total Man-Hours	0	10	0	0	0	100	0	0	0	110	\$10,150.00
Summary Costs	\$0.00	\$1,350.00	\$0.00	\$0.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$0.00		\$10,150.00
Expenses											
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Mileage	0	0	0	0	0	0	0	0	0	0 Miles	\$0.00
Lodging	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Airline Costs	0	0	0	0	0	0	0	0	0	0 Trips	\$0.00
Meals	0	0	0	0	0	0	0	0	0	0	\$0.00
Total Expenses											\$0.00
<b>PHASE IV - POST CONSTRUCTION SERVICES</b>											
26.0 Final Inspection and Documentation											
Final Inspection	0	8	0	0	0	4	0	0	0	12	\$1,260.00
Final Punch List	0	1	0	0	0	1	0	0	0	2	\$205.00
Final Construction Certifications	0	1	0	0	0	0	0	0	0	1	\$115.00
Estimated Total Man-Hours	0	10	0	0	0	5	0	0	0	15	\$1,600.00
Summary Costs	\$0.00	\$1,150.00	\$0.00	\$0.00	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00		\$1,600.00
Expenses											
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Mileage	0	0	0	0	0	0	0	0	0	0 Miles	\$0.00
Lodging	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Airline Costs	0	0	0	0	0	0	0	0	0	0 Trips	\$0.00
Meals	0	0	0	0	0	0	0	0	0	0	\$0.00
Total Expenses											\$0.00
<b>PHASE V - POST CONSTRUCTION SERVICES TOTAL</b>											
<b>PHASE VI - POST CONSTRUCTION SERVICES</b>											
27.0 As-Built Plans, Equipment Manuals, and Materials Book											
As-Built Plans	0	1	0	0	0	2	0	2	0	5	\$435.00
Estimated Total Man-Hours	0	1	0	0	0	2	0	2	0	5	\$435.00
Summary Costs	\$0.00	\$115.00	\$0.00	\$0.00	\$0.00	\$180.00	\$0.00	\$140.00	\$0.00		\$435.00
Expenses											
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Mileage	0	0	0	0	0	0	0	0	0	0 Miles	\$0.00
Lodging	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Airline Costs	0	0	0	0	0	0	0	0	0	0 Trips	\$0.00
Meals	0	0	0	0	0	0	0	0	0	0	\$0.00
Total Expenses											\$0.00
<b>PHASE IV - POST CONSTRUCTION SERVICES TOTAL</b>											
<b>PHASE V - POST CONSTRUCTION SERVICES TOTAL</b>											
<b>PHASE VI - POST CONSTRUCTION SERVICES TOTAL</b>											

**BETWEEN:** The City of Worthington,  
A Minnesota municipal corporation (SPONSOR)

**AND:** Bolton & Menk, Inc (CONSULTANT)

**EFFECTIVE  
DATE:** April 14, 2014

1. The Sponsor owns and operates the Worthington Municipal Airport located in Worthington, Minnesota.
2. This is Work Order No. 2 to the Professional Services Contract, between City and Bolton & Menk. The Professional Services Contract effective April 14, 2014 is referred to herein as the “**Master Agreement**”.

The Consultant agrees to provide aviation planning and environmental services required for the National Environmental Policy Act (NEPA) Environmental Assessment (EA) to extend parallel taxiway "C" to the Runway 17 threshold at the Worthington Municipal Airport herein referred to as the **Project**.

In 1999 a NEPA Finding of No Significant Impact (FONSI) was obtained for extension of Taxiway “C” to the Runway 17 threshold. Wetlands were mitigated at the time to construct an extension of Taxiway “B” to Runway 11/29; however, the extension to Taxiway “C” was not constructed at that time. The lack of a full parallel taxiway to Runway 17/35 has remained a safety issue at the airport. Now that funding is available, the City would like to move forward with the parallel taxiway extension. At a project scoping meeting on March 21, 2014 with the City of Worthington, FAA, and Consultant, it was determined due to the date of the original environmental documentation that a new EA would be required.

## **PROJECT SCOPE**

For purposes of this Work Order, the Basic Services to be provided by the Consultant are as follows:

### **TASK I. CONTRACT ADMINISTRATION**

#### **1.0 PROJECT SCOPING**

- 1.0 The Consultant shall confer with the Sponsor in developing a work plan for this project. This includes discussing the proposed project with the Sponsor. This includes a maximum of one (1) meeting with the Sponsor to work through any issues and to solidify the project approach and structure. This task also includes preliminary coordination with MnDOT Aeronautics and FAA for understanding of the study.
- 1.1 The Consultant shall prepare the scope of work and fee proposal and negotiating the contract scope and fee with the Sponsor.

#### **2.0 PROJECT COORDINATION**

The Consultant shall coordinate with the Sponsor, State, FAA and other applicable agencies to complete the tasks identified herein throughout the duration of the project in a timely and effective manner.

### **TASK II. DRAFT ENVIRONMENTAL ASSESMENT PREPARATION**

#### **3.0 PURPOSE AND NEED, PROPOSED ACTION**

The Consultant will develop a project Purpose and Need statement. Information from previous airport planning documents provided by the Sponsor, including the 1999 EA and the previously approved Airport Layout Plan, will be referenced. Updated aviation forecasts or an airport user survey will not be necessary nor completed as part of this Work Order. The project Purpose and Need statement will be forwarded to FAA for review. A meeting will be held with MnDOT Aeronautics and FAA to discuss and gain concurrence on the Purpose and Need as well as review concerns these agencies may have.

#### **4.0 IDENTIFY PRELIMINARY ALTERNATIVES**

The Consultant will utilize previous airport planning documents to develop preliminary project alternatives that meet the Purpose and Need identified in Work Element 3 to be considered in the EA document. Given that the end points of the proposed project are essentially fixed and there are no known major environmental considerations, it is anticipated that this discussion will focus on the No Build alternatives and why other location alternatives are not warranted and/or viable.

#### **5.0 PUBLIC EARLY COORDINATION**

Following FAA guidance, the Consultant will perform public involvement activities to include a neighbor letter to inform, provide opportunity for comments and understand stakeholder concerns. For the purposes of this task, the potentially affected public will be those residences or businesses

within ½ mile of the proposed construction activities. The Consultant will look to the Sponsor to provide names and addresses of property owners within this area. The Consultant (on Sponsor letterhead) will draft and distribute a concise project overview including project mapping to the identified neighbors. This mailing will also identify contact information and procedures for comments/questions neighbors may have.

## 6.0 CULTURAL RESOURCES REVIEW

The Consultant understands that the 1999 EA concluded that there were no properties eligible for or listed on the National Register of Historic Places in the project's area of effect based on correspondence from the State Historic Preservation Office (SHPO). However, we anticipate that previous cultural review will not meet current standards.

- 6.1 The Consultant will review and summarize findings from the 1999 EA. The Consultant will obtain relevant records maintained by the Minnesota Historical Society, the Office of the State Archaeologist Office and local Historical Societies and Libraries; relevant records may include archaeological site forms, historic standing structure forms, listings on the National Register of Historic Places, historic burial records, historic plat maps, fire insurance maps, newspapers, vignettes and other archival media. Any archaeological / historical sites within one mile of the APE will be plotted on a map. The Consultant will check the records maintained by County offices regarding the age of buildings near the Proposed Action.
- 6.2 The Consultant will perform an archaeological field review including a pedestrian walkover and shovel testing as well as a cursory review of standing structures. This fieldwork will be in accordance with the *Secretary of the Interior's Standards for Identification* and the *SHPO Manual for Archaeological Projects in Minnesota*.
- 6.3 The Consultant will prepare a Draft Phase I Section 106 report that meets the requirements of Section 106 of the National Historic Preservation Act (NHPA). This report will include the results of the efforts toward identifying historical and archaeological resources with recommendations as to whether any further work is necessary. These recommendations will be made based on guidance documents provided by the FAA, Department of the Interior and SHPO. If consultation with the FAA and SHPO conclude that further work is required, then this would be addressed under a separate work order. Any advanced lab analysis or artifact curation would also be addressed under a separate work order.

## 7.0 WETLAND EVALUATION

The Consultant understands that a wetland delineation was performed as part of the 1999 EA and that this work did not identify any wetlands in the project area being addressed in the current EA. However the work done for the previous EA is approximately 15 years old and needs to be field verified using current standards.

- 7.1 The Consultant will thoroughly investigate available background information at the project location. This includes:
  - Available Aerial Photographs.
  - Nobles County LiDAR Maps.

- National Wetlands Inventory Maps.
- Minnesota Department of Natural Resources – Public Waters Maps.
- Nobles County Soil Survey Maps.

- 7.2 The Consultant will visit the site and perform transects and sampling in the project area. Methods will be in compliance with applicable US Corps of Engineers and Minnesota Board of Water and Soil Resource (BWSR) requirements. If wetland conditions are identified, stakes or flags at the limits of the wetland areas will be placed using a sub-meter GPS unit to accurately locate and map each point.
- 7.3 The Consultant will prepare a Wetland Evaluation/Delineation Report documenting the findings, with coordination as needed with the Wetland Technical Evaluation Panel (TEP).

## 8.0 AFFECTED ENVIRONMENT AND ENVIRONMENTAL CONSEQUENCES

The Consultant will research available existing information, including the findings in the 1999 EA, and review the proposed project alternatives for potential NEPA impacts using guidance from the FAA Environmental Desk Reference for Airport Actions, Order 5050.4B, and Order 1050.1E. This work will summarize and incorporate the cultural resources and wetlands findings from those work elements as previously summarized (7 and 8, respectively). For each of the NEPA impact categories, regulatory background information will be provided followed by an evaluation of the potential for impact from the proposed project. The following NEPA categories will be evaluated for the No Build and the Proposed Action:

1. Air Quality
2. Biotic Resources
3. Coastal Barriers / Coastal Zone Management
4. Compatible Land Use
5. Construction
6. Section 4(f)/6(f) – parks, wildlife refuges, etc.
7. Federally-listed Endangered and Threatened Species
8. Energy Supplies, Natural Resources, and Sustainable Design
9. Environmental Justice – low income/minority populations
10. Farmlands
11. Floodplains
12. Hazardous Materials
13. Historic and Archeological
14. Induced Socioeconomic
15. Light Emissions and Visual Effects
16. Noise
17. Social Impacts
18. Solid Waste
19. Water Quality
20. Wetlands
21. Wild and Scenic Rivers

Other than Wetlands and Historic/Archaeological, this will not involve field work or special studies.

**9.0 SUMMARIZE PERMITS, MITIGATION, COORDINATION**

Following FAA guidance, the Consultant will provide summary information for the Draft EA document regarding permits required, any mitigation requirements identified under Work Element 9, and agency coordination activities which went into the Draft EA process.

**10.0 FINALIZE DRAFT EA DOCUMENT**

The Consultant will submit a draft of the Draft EA to the Sponsor for review. Once any Sponsor comments have been addressed, the Consultant will submit a draft of the Draft EA to FAA for review and comments. The Consultant will address FAA comments and prepare the final Draft EA for public and agency notice/review procedures.

**TASK III. FINAL ENVIRONMENTAL ASSESSMENT AND FINDING OF NO SIGNIFICANT IMPACT (FONSI)**

**11.0 FINALIZE EA DOCUMENT AND PROCESS**

12.0 The Consultant will produce up to 35 copies of the Draft EA for agency and public review and will mail these to appropriate agencies, libraries, and the City. This includes coordination with the local newspaper to advertise the comment period and offer the opportunity for a Public Hearing per NEPA requirements. Recipients will have 30 days to review and provide comments.

13.0 It is assumed that a Public Hearing will not be requested during the public comment period. If a Public Hearing is requested, this will require additional services and the Consultant will provide an estimated fee to complete this work.

14.0 The Consultant will coordinate with FAA to respond to comments made by agencies and the public on the Draft EA, and will make revisions to the document as appropriate. This will result in the Final EA document which will include, as an appendix, all comments received and responses to those comments.

15.0 Consultant will coordinate with FAA and provide necessary information to complete Finding of No Significant Impact (FONSI), if FAA approval is obtained.

**TASK IV. GRANT ADMINISTRATION**

**16.0 GRANT ASSISTANCE & CLOSEOUT**

Consultant will prepare FAA project programming papers as necessary to provide FAA necessary detail about the project for funding.

16.1 Consultant shall prepare up to one (1) FAA grant application for the project.

- 16.2 Consultant shall prepare up to one (1) FAA grant closeout report for the grant which is anticipated to cover the EA and associated grant work. CONSULTANT will also prepare the final reimbursement request at the end of the grant.

#### **I.B. ADDITIONAL SERVICES**

Consulting services performed other than those authorized under Section I.A. shall not be considered part of the Basic Services and shall be authorized by the Sponsor as Additional Services. Additional Services consist of those services, which are not generally considered to be Basic Services; or exceed the requirements of the Basic Services; or are not definable prior to the commencement of the project; or vary depending on the technique, procedures or schedule of the project contractor. Additional services may consist of the following:

1. Completion of additional special studies not identified in Section I.A.
2. Work related to attending and/or facilitating additional meetings, including the Public Hearing, beyond those identified in the above scope. These meetings would be authorized as needed by the Sponsor at an hourly basis per meeting, however these are likely not reimbursable under the FAA grant.
3. All other services not specifically identified in Section I.A.

#### **I.C. CONSIDERATION**

The services described above in Section I.A. BASIC SERVICES shall be provided on an **ACTUAL COST** basis as follows:

TASK I – CONTRACT ADMINISTRATION	\$3,195.00
TASK II – DRAFT ENVIRONMENTAL ASSESSMENT	\$29,035.00
TASK III – FINAL ENVIRONMENTAL ASSESSMENT	\$21,470.00
<u>TASK IV – GRANT ADMINISTRATION</u>	<u>\$1,940.00</u>
<b>TOTAL AUTHORIZED FEE</b>	<b>\$55,640.00</b>

Progress payments shall be made in accordance with the Attached Fee Schedule and Section III of the Master Agreement

#### **I.D. SCHEDULE**

The consulting services authorized under Section I.A. will be performed under the following schedule or as authorized by the Sponsor as the BASIC SERVICES proceed.



TASK	SERVICE DESCRIPTION	DATE
I	CONTRACT ADMINISTRATION	May – July, 2014
II	DRAFT ENVIRONMENTAL ASSESSMENT	May – August, 2014
III	FINAL ENVIRONMENTAL ASSESSMENT	August - September 2014
IV	GRANT ADMINISTRATION	October 2014

**I.E. AUTHORIZATION**

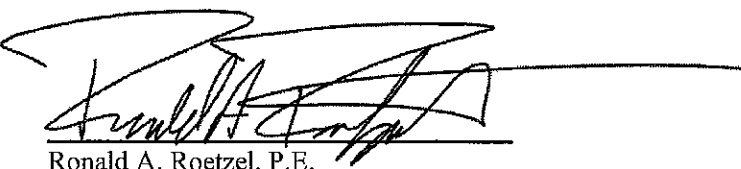
**City of Worthington, Minnesota**

**Bolton & Menk, Inc.**

By:

\_\_\_\_\_  
Mr. Alan E. Oberloh  
Mayor

By:

  
\_\_\_\_\_  
Ronald A. Roetzel, P.E.  
Principal, Aviation Group Manager

Attest:

\_\_\_\_\_  
Mr. Dwayne Haffield  
Director of Engineering

**DETAILED WORK PLAN  
ESTIMATED PERSON-HOURS AND FEES**

SPONSOR: WORTHINGTON MUNICIPAL AIRPORT  
PROJECT: ENVIRONMENTAL ASSESSMENT - EXTENSION OF TAXWAY C  
BMT PROJECT No.: TS1.190071  
CONSULTANT: BOLTON & MENK, INC.  
WORK ORDER NO.2  
ENVIRONMENTAL ASSESSMENT

1.0	Project Scoping	\$1,485.00	
2.0	Project Coordination	\$1,710.00	
	Expenses	\$0.00	
<b>TASK II - DRAFT ENVIRONMENTAL ASSESSMENT PREPARATION</b>			
3.0	Purpose and Need, Proposed Action	\$3,520.00	
4.0	Identify Preliminary Alternatives	\$2,360.00	
5.0	Public Early Coordination	\$1,760.00	
6.0	Cultural Resources Review	\$5,250.00	
7.0	Wetland Evaluation	\$3,750.00	
8.0	Affected Environment & Environ. Consequences	\$6,615.00	
9.0	Summarize Permits, Mitigation, Coordination	\$2,460.00	
10.0	Finalize Draft EA Document	\$3,320.00	
	Expenses	\$0.00	
	<b>TOTAL TASK II - PUBLIC INVOLVEMENT</b>	<b>\$29,085.00</b>	
<b>TASK III - FINAL ENVIRONMENTAL ASSESSMENT &amp; FINDING OF NO SIGNIFICANT IMPACT (FONSI)</b>			
11.0	Finalize EA Document and Process	\$5,560.00	
12.0	Produce Draft EA Document	\$6,860.00	
13.0	Public Hearing	\$0.00	
14.0	Response to Draft EA Comments	\$5,250.00	
15.0	Complete FONSI	\$1,800.00	
	Expenses	\$0.00	
	<b>TOTAL TASK III - FINAL ENVIRONMENTAL ASSESSMENT</b>	<b>\$23,470.00</b>	
<b>TOTAL PERSON-HOURS</b>			
16.0	Grant Assistance & Closeout	\$1,940.00	
	Expenses	\$0.00	
	<b>TOTAL PERSON-HOURS</b>	<b>\$5,560.00</b>	
			<b>TOTAL BOLTON &amp; MENK FEES</b>
			<b>\$55,640.00</b>
			<b>TOTAL EXPENSES</b>
			<b>\$0.00</b>
			<b>TOTAL</b>
			<b>\$55,640.00</b>

Item No.	Principal \$185.00	Project Manager \$120.00	Environmental/ Transportation Planner \$195.00	Staff Aviation Planner \$85.00	Cultural Resources \$70.00	Wetland Specialist \$90.00	GIS Technician \$75.00	Clerical \$70.00	Other \$0.00	Total Hours	Cost Summary
<b>1.0 Project Scoping</b>											
1.1 Preliminary meetings with the Sponsor	0	1	0	0	0	0	0	0	0	1	\$120.00
1.2 Prepare project scope of work and proposal	1	3	8	0	0	0	0	0	0	12	\$1,865.00
Estimated Total Man-hours	1	4	8	0	0	0	0	0	0	13	
Summary Costs	\$185.00	\$480.00	\$840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,485.00
<b>2.0 Project Coordination</b>											
Estimated Total Man-hours	2	8	4	0	0	0	0	0	0	14	
Summary Costs	\$330.00	\$960.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,710.00
<b>Expenses</b>											
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Mileage	0	0	0	0	0	0	0	0	0	0 Miles	\$0.57
Loading	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Airline Costs	0	0	0	0	0	0	0	0	0	0 Trips	\$600.00
Meals	0	0	0	0	0	0	0	0	0	0	\$25.00
Total Expenses											\$0.00

Item No.	Principal	Project Manager	Environmental/Transportation Planner	Staff Aviation Planner	Cultural Resources	Wetland Specialist	GIS Technician	Clerical	Other	Total Hours	Cost Summary
<b>TASK II - DRAFT ENVIRONMENTAL ASSESSMENT PREPARATION</b>											
<b>3.0 Purpose and Need, Proposed Action</b>											
Estimated Total Man-hours	0	16	0	10	0	0	10	0	0	36	\$3,520.00
Summary Costs	\$0.00	\$1,920.00	\$0.00	\$850.00	\$0.00	\$0.00	\$750.00	\$0.00	\$0.00		\$3,520.00
<b>4.0 Identify Preliminary Alternatives</b>											
Estimated Total Man-hours	0	4	0	8	0	0	16	0	0	28	\$2,860.00
Summary Costs	\$0.00	\$480.00	\$0.00	\$880.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$0.00		\$2,860.00
<b>5.0 Public Early Coordination</b>											
Estimated Total Man-hours	0	0	8	4	0	0	4	4	0	20	\$1,760.00
Summary Costs	\$0.00	\$0.00	\$640.00	\$340.00	\$0.00	\$0.00	\$300.00	\$280.00	\$0.00		\$1,760.00
<b>5.0 Cultural Resources Review</b>											
6.1 Review 1999 EA Findings	0	0	0	0	10	0	0	0	0	10	\$700.00
6.2 Archaeological Field Review	0	0	0	0	25	0	0	0	0	25	\$1,760.00
6.3 Phase I Section 106 Report	0	0	0	0	40	0	0	0	0	40	\$2,800.00
Estimated Total Man-hours	0	0	0	0	75	0	0	0	0	75	\$5,260.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$5,250.00	\$0.00	\$0.00	\$0.00	\$0.00		\$5,250.00
<b>7.0 Wetland Evaluation</b>											
7.1 Investigate background information	2	2	2	2	2	2	2	2	2	2	\$3,750.00
7.2 Site visit	10	10	10	10	10	10	10	10	10	10	\$3,750.00
7.3 Wetland Evaluation/Delineation Report	2	2	2	2	2	2	2	2	2	2	\$3,750.00
Estimated Total Man-hours	0	0	4	0	0	0	0	0	0	41	\$3,750.00
Summary Costs	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$3,750.00
<b>8.0 Affected Environment &amp; Environmental Consequences</b>											
8.1 Air Quality	0	0	1	0	0	0	0	0	0	1	\$105.00
8.2 Biotic Resources	0	0	2	0	0	0	0	0	0	2	\$120.00
8.3 Coastal Barriers/Coastal Zone Management	0	0	1	0	0	0	0	0	0	1	\$105.00
8.4 Compatible Land Use	0	1	2	0	0	0	4	0	0	7	\$690.00
8.5 Construction	0	0	1	0	0	0	0	0	0	1	\$105.00
8.6 Section 4(f)/6(f)	0	0	1	0	0	0	0	0	0	1	\$105.00
8.7 Federally-listed Endangered & Threatened Species	0	0	1	0	0	0	0	0	0	1	\$105.00
8.8 Energy Supplies, Natural Resources, & Sustain.	0	0	1	0	0	0	0	0	0	1	\$105.00
8.9 Environmental Justice	0	0	1	0	0	0	0	0	0	1	\$105.00
8.10 Farmlands	0	1	8	0	0	0	4	0	0	13	\$1,260.00
8.11 Floodplains	0	0	1	0	0	0	4	0	0	5	\$405.00
8.12 Hazardous Materials	0	0	1	0	0	0	0	0	0	1	\$105.00
8.13 Historic and Archaeological	0	1	2	0	0	0	2	0	0	5	\$480.00
8.14 Induced Socioeconomic	0	0	1	0	0	0	0	0	0	1	\$105.00
8.15 Light Emissions and Visual Effects	0	0	1	0	0	0	0	0	0	1	\$105.00
8.16 Noise	0	0	1	0	0	0	0	0	0	1	\$105.00
8.17 Social Impacts	0	0	1	0	0	0	0	0	0	1	\$105.00
8.18 Solid Waste	0	0	1	0	0	0	0	0	0	1	\$105.00
8.19 Water Quality	0	0	4	0	0	0	8	0	0	12	\$1,020.00
8.20 Wetlands	0	1	4	0	0	0	8	0	0	13	\$1,140.00
8.21 Wild & Scenic Rivers	0	0	1	0	0	0	0	0	0	1	\$105.00
Estimated Total Man-hours	0	4	37	0	0	0	30	0	0	71	\$6,615.00
Summary Costs	\$0.00	\$480.00	\$3,885.00	\$0.00	\$0.00	\$0.00	\$2,250.00	\$0.00	\$0.00		\$6,615.00
<b>9.0 Summarize Permits, Mitigation, Coordination</b>											
Estimated Total Man-hours	0	4	15	0	0	0	4	0	0	24	\$2,460.00
Summary Costs	\$0.00	\$480.00	\$1,680.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00		\$2,460.00

Item No.	Principal \$185.00	Project Manager \$120.00	Environmental/ Transportation Planner \$105.00	Staff Aviation Planner \$85.00	Cultural Resources \$70.00	Wetland Specialist \$90.00	GIS Technician \$75.00	Clerical \$70.00	Other \$0.00	Total Hours	Cost Summary
<b>10.0 Finalize Draft EA Document</b>											
Estimated Total Man-hours Summary Costs	0 \$0.00	4 \$480.00	16 \$1,680.00	0 \$0.00	0 \$0.00	0 \$0.00	8 \$600.00	8 \$560.00	0 \$0.00	26	\$3,320.00 \$3,320.00
<b>Expenses</b>											
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Mileage	0	0	0	0	0	0	0	0	0	0 Miles	\$0.00
Lodging	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Airline Costs	0	0	0	0	0	0	0	0	0	0 Trips	\$0.00
Meals	0	0	0	0	0	0	0	0	0	0	\$0.00
Reproductions / Printing Charges	0	0	0	0	0	0	0	0	0	0	\$0.00
Total Expenses	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>TASK II - DRAFT ENVIRONMENTAL ASSESSMENT PREPARATION TOTAL</b>											<b>\$29,035.00</b>
<b>11.0 Finalize EA Document and Process</b>											
Estimated Total Man-hours Summary Costs	0 \$0.00	8 \$960.00	10 \$1,050.00	0 \$0.00	0 \$0.00	0 \$0.00	10 \$750.00	40 \$2,800.00	0 \$0.00	68	\$5,560.00 \$5,560.00
<b>12.0 Produce Draft EA Document</b>											
Estimated Total Man-hours Summary Costs	0 \$0.00	8 \$960.00	24 \$2,520.00	8 \$680.00	0 \$0.00	0 \$0.00	26 \$1,950.00	50 \$3,500.00	0 \$0.00	106	\$8,860.00 \$8,860.00
<b>13.0 Public Hearing</b>											
Estimated Total Man-hours Summary Costs	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0	\$0.00 \$0.00
<b>14.0 Response to Draft EA Comments</b>											
Estimated Total Man-hours Summary Costs	0 \$0.00	10 \$1,200.00	10 \$1,050.00	10 \$850.00	0 \$0.00	0 \$0.00	10 \$750.00	20 \$1,400.00	0 \$0.00	60	\$5,250.00 \$5,250.00
<b>15.0 Complete FONSI</b>											
Estimated Total Man-hours Summary Costs	0 \$0.00	8 \$960.00	8 \$840.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	16	\$1,800.00 \$1,800.00
<b>Expenses</b>											
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Mileage	0	0	0	0	0	0	0	0	0	0 Miles	\$0.00
Lodging	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Airline Costs	0	0	0	0	0	0	0	0	0	0 Trips	\$0.00
Meals	0	0	0	0	0	0	0	0	0	0	\$0.00
Reproductions / Printing Charges	0	0	0	0	0	0	0	0	0	0	\$0.00
Total Expenses	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>TASK III - FINAL ENVIRONMENTAL ASSESSMENT &amp; FINDING OF NO SIGNIFICANT IMPACT (FONSI) TOTAL</b>											<b>\$27,470.00</b>
<b>16.0 Grant Assistance &amp; Closeout</b>											
Estimated Total Man-hours Summary Costs	4 \$600.00	6 \$720.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	8 \$560.00	0 \$0.00	18	\$1,940.00 \$1,940.00
<b>Expenses</b>											
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Mileage	0	0	0	0	0	0	0	0	0	0 Miles	\$0.00
Lodging	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Airline Costs	0	0	0	0	0	0	0	0	0	0 Trips	\$0.00
Meals	0	0	0	0	0	0	0	0	0	0	\$0.00
Total Expenses	0	0	0	0	0	0	0	0	0	0	\$0.00

**COMMUNITY/ECONOMIC DEVELOPMENT MEMO**

**DATE: APRIL 11, 2014**  
**TO: HONORABLE MAYOR AND COUNCIL**  
**SUBJECT: ITEMS REQUIRING COUNCIL ACTION OR REVIEW**

**AGENDA ITEMS**

**1. SPECIAL USE PERMIT - 1501 DOUGLAS AVENUE**

Worthington Christian Church is requesting the issuance of a special use permit for property it owns at 1501 Douglas Avenue (Exhibit 1). If approved, the applicant intends to construct a 42'x100' addition to its existing religious facility. Religious Institutions are only permissible through the issuance of a special use permit in the "R-1" - One Family Detached Residential District, which is the zoning classification for the subject property. The legal description of the subject property is as follows:

Commencing at a point on the west line of the Southeast Quarter of Section 13, Township 102, North, of Range 40, West of the 5<sup>th</sup> P.M., a distance of 410 feet north of the southwest corner of said quarter section as place of beginning; thence north on the west line of said quarter section, a distance of 538 feet; thence east and parallel with the south section line of said Section 13, a distance of 409.8 feet to the west line of Douglas Avenue, extended; thence south along the west line of Douglas Avenue, extended, a distance of 538 feet to the north line of a tract of land heretofore conveyed to Eileen Mickelson by deed recorded in Book 89 of Deeds on page 624 in the office of the Register of Deeds for Nobles County, Minnesota; thence westerly in a direct line to the place of beginning being a distance of approximately 400.5 feet, together with an easement for driveway and street purposes over and across Douglas Avenue extended north of U. S. Highway 16 for a distance of 1018 feet, being 70 feet in width; and also a further easement for driveway and street purposes over a tract of land 70 feet in width north and south, which tract lies immediately north of the property herein conveyed and extending from the west line of said quarter section to the west line of Douglas Avenue, extended.

The Planning Commission considered the application at its April 1, 2014 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 applicant agrees to prohibit simultaneous use of the facility in writing;
2. The applicant hard surface the required parking as outlined in City Code;
3. The applicant maintain the sight obscuring buffer along the north property line as required by City Code;
4. The applicant establish and maintain an exterior trash enclosure as required by City Code; and
5. All site improvements are completed as illustrated in Exhibit 1.

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

1. Worthington Christian Church, which was originally constructed in 1961 and expanded on several occasions, consisting of a sanctuary with a seating capacity of

545 persons, a fellowship hall (inc. kitchen) with a maximum occupancy of 170 persons, 20 classrooms, and 2 offices. The applicant is proposing to construct a 42' x 100' addition along the northwest corner of the existing facility. The addition will be utilized as a multi-purpose room with a maximum occupancy of 170 persons. A proposed site plan is provided as Exhibit 1. According to City records, the Church has never obtained a Special Use Permit for any of the development that has occurred on the premise. As such, the church has been operating as a legally non-conforming land use, or what is commonly known as being "grandfathered". Approval of the SUP application would encompass the consideration/approval of all previous improvements to the property.

2. With each zoning application that is submitted, Staff reviews the property's compliance with all applicable zoning regulations. Even though the land use currently exists, the application to physically expand the facility requires compliance with all applicable zoning requirements. Below is a summary of staff's review:

**PARKING-** Worthington Christian Church has established and currently maintains 111 parking stalls on site. With the completion of the proposed improvements, the church would be required to provide 241 stalls based on the different land uses of the facility (ie. sanctuary, fellowship hall, classrooms, and multi-purpose room). According to Section 155.042 of the Zoning Ordinance, the applicant has the ability to reduce the parking requirements by agreeing to eliminate simultaneous use of the property. Simultaneous Uses are defined as two separate land uses occurring at the same time. In this case, if the applicant would agree to the condition that the fellowship hall/classrooms/multi-purpose room and sanctuary would not be able to be utilized at the same time, the applicant would only have to provide parking for the sanctuary, or 136 parking stalls. If the applicant were to have functions in the fellowship hall and the sanctuary at the same time or if the applicant would not agree to this condition, the applicant would be required to provide the required 241 parking stalls. Examples of this scenario are the American Reformed Church, 1720 North Burlington Avenue, and First Covenant Church on South Shore Drive.

The submitted site plan illustrates the applicant's ability to provide 150 parking stalls and comply with the minimum number of stalls required to utilize the elimination of simultaneous use provisions outlined in the above paragraph. However, the 34 stalls shown along the south property line are not currently existing. Furthermore, the applicant is indicating that this area is gravel. According to the Zoning Ordinance, all required parking stalls and their abutting driving aisles must be hard surfaced (concrete, asphalt, or bituminous).

Staff would suggest that a motion for approval, if applicable, should include conditions that require the following:

- The applicant agrees to prohibit simultaneous use of the facility in writing.
- The applicant hard surface the required parking as outlined in City Code.



**SIGHT OBSCURING BUFFER** - Exhibit 1 is a copy of the City's Required Fencing Table. Such buffer is required along the north property line of the subject property. While the site plan submitted does not show the establishment of a buffer, the site does contain a uniform line of mature coniferous trees that serve as a buffer. Staff would suggest that a motion for approval, if applicable, should include a condition that this buffer is maintained.

**TRASH SCREENING** - Title XV, Section 155.043(G) of the City Code requires all uses that provide trash or garbage collection areas to be enclosed on at least three sides by opaque screening. The open side must not face any street or the front yard of any abutting property. The applicant has unenclosed dumpsters located in the northwest parking area, or adjacent to the proposed addition. Staff would suggest that a motion for approval, if applicable, should include a condition that requires the establishment of trash screening as outlined in the City Code.

3. According to the Land Use Map of the City's Comprehensive Plan, the land use for the subject area is residential to the north and commercial to the south. The Comprehensive Plan illustrates that institutional uses (i.e. schools and churches) have the potential to be included into the fabric of a neighborhood environment and actually serve as a buffer between the commercial activity and the residential neighborhood. Since the church is already existing, it is staff's opinion that the approval of the Special Use Permit would be in compliance with the land use goals and objectives of the Comprehensive Plan. The need to obtain a Special Use Permit allows the City to place conditions on any expansion of the institutional land use to assure its compatibility with the neighborhood.
  4. As previously indicated, all property to the north of the subject property is residential in nature. This area is currently zoned "R-1" - One Family Detached Residential. To the south, the property is predominately commercial in nature. Zoned "B-3" - General Business, this area includes farm implement dealership, offices, retail, etc... It is staff's opinion, as designed, the proposed expansion of the "Institutional" land use would be compatible with the residential neighborhood and would serve as a physical buffer between the Oxford Street activities and the residential area north of the church.
2. **AUTHORIZATION TO ISSUE SENIOR HOUSING REVENUE BONDS - MEADOWS OF WORTHINGTON, LLC (ECUMEN)**

Meadows of Worthington, LLC, a Minnesota limited liability company which operates under the corporate umbrella of Ecumen, a Minnesota based non-profit organization, has requested the City of Worthington to issue tax-exempt Revenue Bonds not to exceed \$6,500,000 on its behalf to refinance the revenue bonds issued in 2009 for the construction of a 42-unit addition to its senior housing facility (The Meadows) located at 1801 Collegeway.

The City is authorized to issue the bonds pursuant to State Statute Chapter 462C which relates to multi-family housing. Under the Act, the City may issue its bonds and lend the proceeds to Meadows of Worthington, LLC, the sole member of which is Ecumen. Principal of and interest on the bonds would be payable from and secured by a pledge of payments to be received by the City pursuant to the terms of a loan agreement between the parties, and principal of and interest on the bonds would also be guaranteed by the Ecumen. The bonds would not be general or moral obligations of the City, and the City's credit, assets, and taxing powers would not be pledged to make payments due on the bonds. In return for the use of the City's bonding authority, Ecumen will be responsible to pay the City a \$8,125 fee and all legal expenses it has incurred with the project.

Copies of the Preliminary Official Statement, Indenture, Loan Agreement, Mortgage, Assignment of Mortgage, and Bond Purchase Agreement are available in the offices of the Community Development Department located in City Hall.

Should the Council wish to proceed with the issuance of the revenue bonds, it may do so by approving the resolution shown in Exhibit 2.

### **3. ORDER REPAIR / DEMOLITION OF NORTHLAND MALL**

On March 10, 2014, Community Development Department staff, including Armand Eshleman, the City's Building Official, observed several items to be in violation of various codes / regulations with the Northland Mall building, which is located at 1635 Oxford Street. These violations were outlined in a letter sent to the managing owner the same day which he received on March 13, 2014. A copy of the letter and return receipt is attached as Exhibit 3. In the letter, the managing owner was given 30 days to present a written plan to City staff to address the issues. The 30-day time to respond will expire on Saturday, April 12, 2014 but due to the weekend, the law extends the date to Monday, April 14, 2014. On March 31, 2014, a roofing contractor obtained a building permit to complete some roof repairs and Staff did have a brief conversation as to the contractor's plans. As of the date of this writing, Staff has not had any other conversations with the managing owner or any representative of his nor has it received a plan of action. Furthermore, the managing owner has taken no steps to fully address the issues raised in the letter. The 30-day time to respond expired on Saturday, April 12, 2014 but due to the weekend, the law extends the date to Monday, April 14, 2014.

Due to the dilapidated and physical state of the subject building and the failure of the owner to address all of the issues in a timely fashion, staff recommends that the City move forward to require the owner to repair or demolish the building pursuant to state law. Minnesota Statute Chapter 463 allows local units of government to declare a building to be "hazardous" and to order the owner(s) to abate (repair or demolish) the structure and to include an established time frame to do so. If the owner should fail to comply with the Order, the next step would be for the City to seek an Order from the District Court to enforce the City's Order to demolish/repair the "hazardous" building.

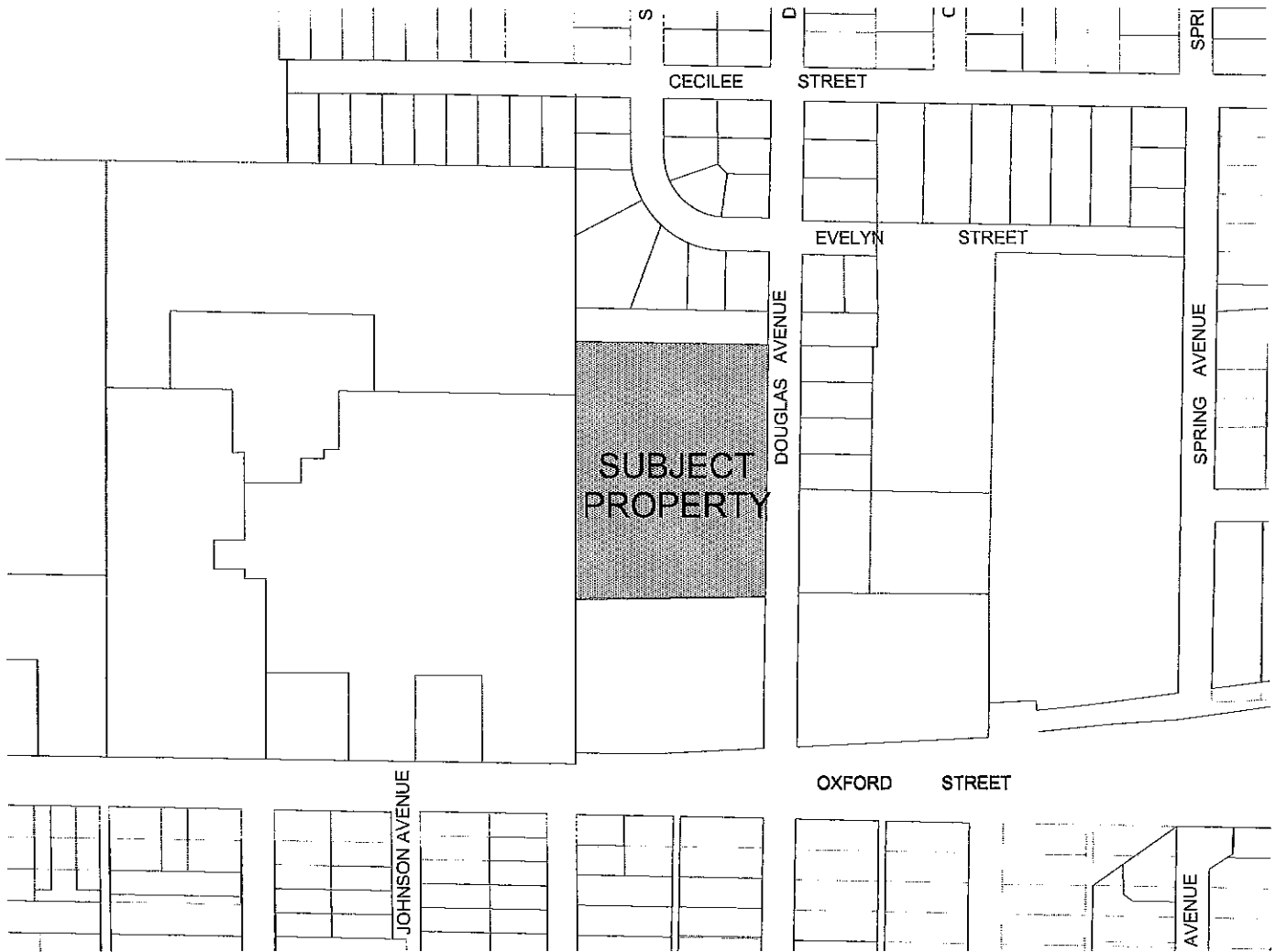
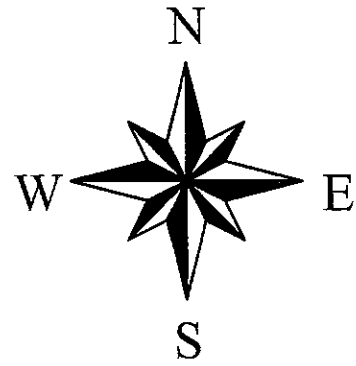
Staff recommends that the Council declare the building to be "hazardous" and order Northland

Mall Realty Management, LLC, to address the specific issues raised by staff in the letter dated March 10, 2014 by authorizing the Mayor to execute the Notice of Order shown in Exhibit 3. Execution of the Order would require the owner to do the following:

1. Properly repair all the identified violations outlined in the March 10, 2014, letter or demolish the subject building.
2. Obtain all of the applicable permits to do the work necessary to satisfy this order within thirty (30) days from the date of this Notice and Order.
3. The demolition or repair work must be completed within sixty (60) days from the date of the Notice and Order.

Council action is requested.

# 1501 DOUGLAS 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.



APPENDIX C: TABLE 3. REQUIRED FENCES

<i>Use</i>	<i>Potential Disharmonious Use</i>	<i>Minimum Wall/Fence Requirement (Height in Feet)</i>
Residential District	All other districts except A, E, F, S, I, M-1, M-2	4'6"
Residential	Parking lots	4'6"
Residential	Loading	6'0"
Residential	Industrial Districts M-1, M-2	4'6" to 8'0"*
Residential	Utility building or substation	6'0"
All uses except M-2	Junk yards and used vehicles and implements	6'0"
*but no less than required by the Administrator		

('69 Code, Ch. 7 App. Table 3)

(E) *Distance buffering.* Certain uses and activities are inherently incompatible with other uses and activities and are hereby separated so as to reduce conflict and to maintain amenity as indicated on the Table 4, entitled Required Distance Buffering. ('69 Code, § 7-12.05)

(F) *Landscaping.* Required front yards for all residential districts shall consist of a green space area of not less than 60%. A green space area shall be defined as an area designated for decorative landscaping and/or lawns. Green space shall not include surfaces designed for vehicular and pedestrian movement or other impervious surfaces. All green space areas shall be properly maintained and in well-kept condition. ('69 Code, § 7-12.06)

(G) *Required trash areas.* Except in the case of single family uses, all uses that provide trash or garbage collection areas shall enclose these areas on at least three sides by opaque screening at least six feet in height. The open side of the trash or garbage collection area shall not face any street, or the front yard of any abutting property. ('69 Code, § 7-12.07)

(H) *Exceptions.*

(1) The Administrator may temporarily waive screening requirements for an initial period not to exceed 12 months. Granting of subsequent waivers for periods of no more than one year shall be permitted.

(2) In the event that terrain or other natural features are such that the erection of obscuring greenbelts, walls or fences will not serve the intended purpose, as determined by the Administrator, then no such fences, wall or green belt shall be required.

(3) The Administrator shall be considered an educated observer.  
(('69 Code, § 7-12.08)

(I) *Nonconforming uses.* The requirements stated in this section shall be subject to the Nonconforming Lots, Uses and Structures provisions stated in §§ 155.200 through 155.205. ('69 Code, § 7-12.09)  
(Am. Ord. 889, passed 12-13-99) Penalty, see § 155.999

#### **§ 155.044 PERFORMANCE STANDARDS.**

It is the intent of this title that no land or building in any district shall be used or occupied in any manner so as to create any hazard or otherwise objectionable element which will adversely affect the surrounding area or adjoining premises. ('69 Code, § 7-13)

(A) *Performance standards regulations.* The following provisions, standards and specifications shall apply:

A RESOLUTION AUTHORIZING THE ISSUANCE  
OF HOUSING AND HEALTH CARE REVENUE REFUNDING BONDS  
(MEADOWS OF WORTHINGTON PROJECT), SERIES 2014

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

1. City. The City is authorized by its charter and the laws of the State of Minnesota, including Minnesota Statutes, Chapter 462C, as amended (the "Act"), to issue and sell its revenue bonds for the purpose of financing or refinancing the cost of multifamily housing developments for the elderly and related health care facilities and to enter into agreements necessary or convenient in the exercise of the powers granted by the Act.

2. Authorization of Project; Documents Presented. Meadows of Worthington, LLC, a Minnesota limited liability company (the "Borrower") whose sole member is Ecumen, a Minnesota nonprofit corporation, has proposed to this Council that the City issue and sell its Housing and Health Care Revenue Refunding Bonds (Meadows of Worthington Project), Series 2014 (the "Bonds"), as "Additional Bonds" in substantially the form set forth in and pursuant to the Indenture (as hereafter defined), pursuant to the Act. The proceeds of the Bonds will be loaned to the Borrower to refund and redeem the outstanding principal balance of the City's \$6,730,000 Housing and Health Care Revenue Bonds (Ecumen Corporate Guaranty – Meadows of Worthington Project), Series 2009A (the "Prior Bonds") issued to finance costs of construction and equipping of 42 units of additional congregate senior housing and the conversion of 14 units of existing assisted living into memory care units at the Borrower's existing facility located at 1801 Collegeway in the City (the "Project"). Forms of the following documents relating to the Bonds have been submitted to the City:

(a) Loan Agreement (the "Loan Agreement") dated as of May 1, 2007, as amended by a First Amendment to Loan Agreement dated as of May 1, 2009, as further amended by a Second Amendment to Loan Agreement dated as of May 1, 2014, each between the City and the Borrower, whereby the City agrees to loan to the Borrower the proceeds of sale of the Bonds and the Borrower agrees to pay amounts sufficient to provide for the full and prompt payment of the principal of, premium, if any, and interest on the Bonds; and

(b) Indenture of Trust (the "Indenture") dated as of May 1, 2007, as amended by a First Supplemental Indenture of Trust dated as of May 1, 2009, as further amended by a Second Supplemental Indenture of Trust dated as of May 1, 2014, each between the City and U.S. Bank National Association, as trustee (the "Trustee"), authorizing the issuance of and pledging certain revenues, including those to be derived from the Loan Agreement, as security for the Bonds, and setting forth proposed recitals, covenants and agreements relating thereto; and



(c) Second Amendment to Combination Mortgage, Security Agreement, Fixture Financing Statement and Assignment of Leases and Rents executed by the Borrower and the Trustee (but not the City) which further amends the Combination Mortgage, Security Agreement, Fixture Financing Statement and Assignment of Leases and Rents, dated as of May 1, 2007, as amended by a First Amendment to Combination Mortgage, Security Agreement, Fixture Financing Statement and Assignment of Leases and Rents, dated as of May 1, 2009, executed by the Borrower in favor of the City, by which the Borrower grants a mortgage lien on and security interest in certain mortgaged property, as described therein, as further security for the payment of the Bonds; and

(d) Bond Purchase Agreement (the "Bond Purchase Agreement"), among Dougherty & Company LLC (the "Underwriter"), the Borrower and the City, providing for the purchase of the Bonds from the City by the Underwriter and setting the terms and conditions of purchase; and

(f) Preliminary Official Statement (the "Preliminary Official Statement") to be used by the Underwriter to sell the Bonds.

3. Findings. Based solely on the representations of the Borrower, its counsel, and Bond Counsel, it is hereby found, determined and declared that:

(a) Refinancing of the Project will further the policy of the Act.

(b) The Bonds will be issued by the City upon the terms set forth in the Indenture, under the provisions of which the City's interest in the Loan Agreement (except for certain reserved rights of the City) will be pledged to the Trustee as security for the payment of principal of, premium, if any, and interest on the Bonds.

(c) The Loan Agreement provides for payments by the Borrower to the Trustee for the account of the City of such amounts as will be sufficient to pay the principal of, premium, if any, and interest on the Bonds when due. The Loan Agreement obligates the Borrower to pay for all costs of operation and maintenance of the Project, including adequate insurance, taxes and special assessments. A reserve fund has been established under the provisions of the Indenture in connection with the issuance of the Bonds, which reserve fund will not be initially funded but the future funding of which will be guaranteed by Ecumen.

(d) Under the provisions of the Act, and as provided in the Loan Agreement and Indenture, the Bonds are not to be payable from nor charged upon any funds of the City other than amounts payable pursuant to the Loan Agreement and moneys in the funds and accounts held by the Trustee which are pledged to the payment thereof; the City is not subject to any liability thereon; no owners of the Bonds shall ever have the right to compel the exercise of the taxing power of the City to pay any of the Bonds or the interest thereon, nor to enforce payment thereof against any property of the City; the Bonds shall not constitute a charge, lien or encumbrance, legal or equitable, upon any property of the City (other than the interest of the City in the Loan Repayments to be made by the Borrower under the Loan Agreement); and each Bond issued under the

Indenture shall recite that such Bond, including interest thereon, shall not constitute or give rise to a charge against the general credit or taxing powers of the City.

4. Approval and Execution of Documents. Subject to the provisions of paragraphs 5 and 8, hereof, the forms of Loan Agreement, Indenture, and Bond Purchase Agreement referred to in paragraph 2 (collectively, the "Bond Documents"), are approved in substantially the forms submitted. Subject to the provisions of paragraphs 5 and 8 hereof, the Bond Documents shall be executed in the name and on behalf of the City by the Mayor and the City Clerk.

5. Approval, Execution and Delivery of Bonds. Subject to the provisions of paragraph 8 hereof, the City shall proceed forthwith to issue the Bonds in an aggregate principal amount of not to exceed \$6,500,000, in the form and upon the terms set forth in the Indenture, which terms are for this purpose incorporated in this resolution and made a part hereof; provided, however, that the aggregate principal amount of the Bonds, the maturities of the Bonds, the interest rates thereon, and any provisions for mandatory redemption thereof shall all be as set forth in the final form of the Indenture to be approved, executed and delivered by the officers of the City authorized to do so by the provisions of this Resolution, which approval shall be conclusively evidenced by such execution and delivery; and provided further that, in no event, shall such rates of interest produce a net interest cost in excess of 8.50% per annum, and the final maturity shall not be later than May 1, 2039. The Underwriter has agreed pursuant to the provisions of the Bond Purchase Agreement, and subject to the conditions therein set forth, to purchase the Bonds at the purchase price set forth in the Bond Purchase Agreement, and said purchase price shall be accepted by the execution of the Bond Purchase Agreement by the Mayor and the City Clerk. The Mayor, City Clerk and other City officers are authorized and directed to prepare and execute the Bonds as prescribed in the Indenture and to deliver them to the Trustee, together with a certified copy of this Resolution and the other documents required by Article II of the Indenture, for authentication, registration and delivery to or at the direction of the Underwriter. As provided in the Indenture, each Bond shall contain a recital that it is issued pursuant to the Act, and such recital shall be conclusive evidence of the validity and regularity of the issuance thereof.

6. Official Statement. The City hereby consents to the preparation and distribution of the Preliminary Official Statement and a final Official Statement to brokers, dealers and other potential purchasers; provided that it is understood that the City has not participated in the preparation of or reviewed, and will not participate in the preparation of or review, the Preliminary Official Statement or the Final Official Statement, and has not made and will not make any independent investigation of the facts provided therein, and has solely relied upon the Borrower and the Underwriter and legal counsel retained by them to assure the accuracy and completeness of the information set forth in the Preliminary Official Statement and Final Official Statement, and therefore the City makes no representations or warranties regarding the information contained therein, except under the heading "THE CITY," and the City assumes no responsibility with respect to the Preliminary Official Statement or the Final Official Statement, including without limitation as to matters relating to the accuracy, completeness, or sufficiency of the Preliminary Official Statement or the Final Official Statement.

7. Records and Certificates. The Mayor, City Clerk and other officers of the City are authorized and directed to prepare and furnish to bond counsel and the Underwriter, when

issued, certified copies of all proceedings and records of the City relating to the Bonds, and such other affidavits and certificates as may be required to show the facts appearing from the books and records in the officers custody and control or as otherwise known to them; and all such certified copies, certificates and affidavits, including any heretofore furnished, shall constitute representations of the City as to the truth of all statements contained therein.

8. Changes in Forms Approved; Absent and Disabled Officers. The approval hereby given to the various documents referred to above includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate, the appropriate City staff person or by the officers authorized herein to execute or accept, as the case may be, said documents prior to their execution; and said officers or staff members are hereby authorized to approve said changes on behalf of the City. The execution of any instrument by the appropriate officer or officers of the City herein authorized shall be conclusive evidence of the approval of such document in accordance with the terms hereof. In the event of absence or disability of the officers, any of the documents authorized by this Resolution to be executed may be executed without further act or authorization of the City Council by any member of the City Council or any duly designated acting official, or by such other officer or officers of the City Council as, in the opinion of Counsel to the City, may act in their behalf.

9. Qualified Tax Exempt Obligations. The Borrower designated the Prior Bonds as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the "Code"). Based on the representations of the Borrower and advice of Bond Counsel, the Bonds are being issued to refund, not "advance refund" within the meaning of Section 149(d)(5) of the Code, the Prior Bonds, and will be deemed designated for purposes of Section 265(b)(3) of the Code because the amount of the Bonds does not exceed the outstanding amount of the Prior Bonds and the Prior Bonds were previously designated as qualified tax-exempt obligations.

Adopted by the City Council of the City of Worthington, Minnesota this 14th day of April, 2014.

STATE OF MINNESOTA    )  
  ) SS  
COUNTY OF NOBLES     )

I, the undersigned, being the duly qualified and acting City Clerk of the City of Worthington, Minnesota (the "City"), do hereby certify that attached hereto is a compared, true and correct copy of a resolution giving final approval to an issuance of certain multifamily housing revenue bonds by the City, adopted by the City Council of the City on April 14, 2014, at a meeting thereof duly called and held, as on file and of record in my office, which resolution has not been amended, modified or rescinded since the date thereof, and is in full force and effect as of the date hereof, and that the attached Extract of Minutes as to the adoption of such resolution is a true and accurate account of the proceedings taken in passage thereof.

WITNESS My hand this \_\_\_\_ day of April, 2014.

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

## NOTICE and ORDER

Certified Mail Number: 7012 3050 0001 6929 8669

March 10, 2014

Mike Kohen  
Northland Mall Realty  
Management LLC  
249-27 37<sup>th</sup> Avenue  
Littleneck, NY 11363

RE: Northland Mall building, 1635 Oxford Street Worthington, MN  
Legal Description: First Resurvey & Resubdivision Northland Mall First Addition  
Lot 2 Block 1 & Lot 5 Block 1

PIN: 31-2933-100 & 31-2935-500

Dear Mr. Kohen:

As the owner of the property known as The Northland Mall you are hereby notified of unsafe conditions in the building located at 1635 Oxford Street in Worthington, MN.

- The building has suffered from lack of maintenance resulting in roofing membrane failures and water intrusion.
- Roof coverings are saturated with water.
- Suspended ceiling systems are compromised.
- It is unknown how much structural damage has occurred from water intrusion.
- HVAC systems in public areas are non-functional.
- Lack of ventilation, high levels of humidity and bulk water entering the building may be creating an unhealthy environment.
- This list is not intended nor shall it be considered all inclusive of unsafe conditions in the building. Additional study may reveal additional problems.

You are hereby ordered to abate by repair, rehabilitation, demolition or removal, the unsafe conditions found in the fore mentioned building according to Minnesota Statute section 463.

*A written plan of action shall be presented to Community Development staff within 30 days of the receipt of this letter.*

Failure to comply with this order will result with the matter being forwarded to the City Attorney and the City Council for action as authorized under Minnesota State Statute Section 463.

If you have any questions, please feel free to call staff at (507-372-8640).

Sincerely,



Bradley Chapulis  
Director Comm & Econ Dev.



Armand Eshleman  
Building Official

cc Mark Shepherd, City Attorney  
Mike Cumiskey, Director of Public Safety  
Craig Clark, City Administrator

**COMPLETE THIS SECTION**

Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.  
Print your name and address on the reverse so that we can return the card to you.  
■ Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

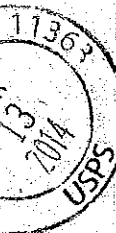
Mike Kohen  
Northland Mall Realty  
Management LLC  
249-27 37th Ave  
Little Neck NY 11363

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature ☒ Agent  
*Mike K* ☐ Addressee

B. Received by (Printed Name) C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes  
If YES, enter delivery address below: ☐ No



3. Service Type  
☒ Certified Mail ☐ Express Mail  
☐ Registered ☐ Return Receipt for Merchandise  
☐ Insured Mail ☐ C.O.D.  
4. Restricted Delivery? (Extra Fee) ☐ Yes

2. Article Number (Transfer from service label) 7012 3050 0001 6929 8669

3811, February 2004 Domestic Return Receipt 102595-02-M-1540

City of Worthington  
**BUILDING PERMIT**

No. 20830

Phone: 507-372-8640

Date 3-31-14

Applicant to complete numbered spaces only

Job Address 1. <u>1635 OXFORD ST</u>		Parcel Number <u>31-2933-100</u>		Permit Number <b>20830</b>  Owner Address <b>1635 OXFORD ST</b>  Owner <b>NORTLAND MALL REALTY MANAGEMENT</b>
Lot No. <u>2</u>	Block <u>1</u>	Tract <u>NORTLAND MALL FIRST ADDN, 1ST RESUR / RESUR</u>		
Owner <u>NORTLAND MALL REALTY MANAGEMENT LLC 244-27, 37TH AVE LITTLE ROCK, NY 11363</u>		Mailing Address <u>244-27, 37TH AVE LITTLE ROCK, NY 11363</u>		
Applicant <u>ROBERT SMITH</u>		Mailing Address <u>1635 OXFORD STREET WORTHINGTON</u>		
Contractor <u>ROBERT SMITH</u>		Mailing Address <u>1635 OXFORD STREET WORTHINGTON</u>		
5. Architect or Designer		Mailing Address		Phone <u>973-851-2081</u>
6. Dimension of Building or Addition				Sq. Ft.
7. Use of Building <input type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial				
8. Class of Work <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Move <input type="checkbox"/> Remove <input type="checkbox"/> Replace				
9. Describe Work <u>INSTALL ± 12,000 sq. ft. of NEW APPLIED ROOFING OVER</u> <u>EXISTING MEMBRANE WORK AREAS SHOWN ON AERIAL PHOTO #1</u>				
Change use from _____ to _____				
Special Conditions or Approvals		Type of Const	Occupancy Group	Flood Zone <input type="checkbox"/> Yes <input type="checkbox"/> No
		Total Sq. Ft. Of Bldg(s)	No. Of Stories	Shoreland <input type="checkbox"/> Yes <input type="checkbox"/> No
		No. Of Dwelling Units	Use Zone	Easements <input type="checkbox"/> Yes <input type="checkbox"/> No
		Max Occ. Load	Height of Building	Basement <input type="checkbox"/> Yes <input type="checkbox"/> No
		Off Street Parking Spaces	Sprinkler or Alarm <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Basement
Valuation of Work: \$ <u>16,000</u>				
Permit Fees <u>264.31</u>	Surcharge <u>8.00</u>	Total <u>272.31</u>		
Signature of Owner, Contractor or Authorized Agent <u>Angelathiner</u>		Date <u>3-31-14</u>		
Receipt of Payment		Date		
<b>NOTICE</b> This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.  I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provision of any other state or local law regulating construction or the performance of construction. <u>Robert Smith</u> <u>3/31/14</u> Signature of Owner, Contractor or Authorized Agent    Date				
Contractor License No.		Exp. Date		
Signature of Zoning Official <u>Armand Eskleman</u>		Date <u>3-31-14</u>		
Signature of Building Official		Date		
<b>Permit Not Valid Until</b> Signed by <input checked="" type="checkbox"/> Building Official <input type="checkbox"/> Zoning Official And Receipt of Payment is Acknowledged				
Special Approvals		Not Required	Required	Received
<b>Zoning</b>				
Special Use				
Variance				
Site Plan				
<b>Other</b>				
Soil Report				
Plans & Specs				
<u>AERIAL PHOTO</u>			<u>X</u>	<u>X</u>
<b>Additional Permits</b>				
Plumbing				
Sewer				
Excavation				
Water Connection				
Sign				
Sewer Disconnect				
ECP/SWPPP				
<u>INSPECTION LIST SENT</u>				



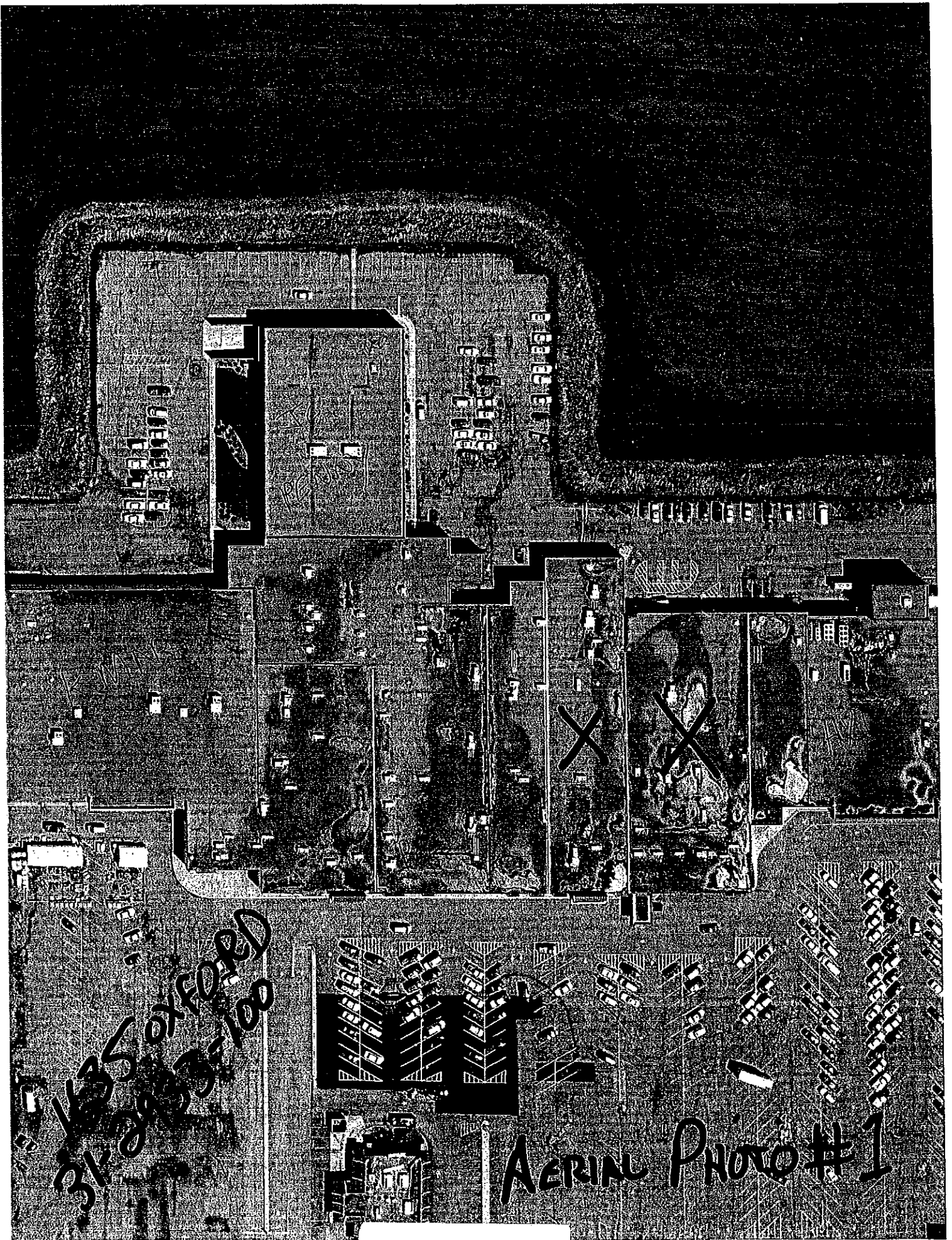


Exhibit 3e

**WORTHINGTON CITY COUNCIL RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION ORDERING THE REPAIR OR REMOVAL OF HAZARDOUS CONDITIONS LOCATED AT 1635 Oxford Street, Worthington, Minnesota, and legally described as:**

**Parecel ID# 31-2933-100 & 31-2935-500**

**Lots 2 and 5, Block 1, First Resurvey and Resubdivision of Northland Mall First Addition, City of Worthington, Nobles County, Minnesota.**

WHEREAS, pursuant to Minn. Stat. Sections 463.15 and 463.261, the City Council of Worthington, Minnesota finds the building reference above to be a hazardous building for the following reasons:

1. The building has suffered from lack of maintenance resulting in roofing membrane failures and water intrusion.
2. Suspended ceiling systems are compromised.
3. HVAC systems in public areas are non-functional.
4. Lack of ventilation, high levels of humidity and bulk water entering the building may be creating an unhealthy environment.
5. This list is not intended nor shall it be considered all inclusive of unsafe conditions in the building. Additional study may reveal additional problems.

**WHEREAS**, the conditions listed above are outlined in the letter prepared by Armand Eshleman and Bradley Chapulis on March 10, 2014, which is attached to this resolution as Exhibit A.

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

1. That pursuant to the foregoing findings and in accordance with Minn. Stat. §§ 463.15 and 463.261, the Council orders the record owner of the above hazardous building or their representatives to make the following corrections on the property at (address):
  - A. Repair or replace roofing membrane failures to stop water intrusion.
  - B. Repair or replace the compromised suspended ceiling system.
  - C. Repair or replace the HVAC systems in public areas which are currently non-functional.
2. That the repairs listed above must all be made within 60 days after this order is served upon

the property owner. The repairs must be completed in compliance with all applicable codes and regulations and done pursuant to proper permits from the city.

3. That a motion for summary enforcement of the order will be made to the District Court of Nobles County in which the hazardous building or property is situated unless corrective action is taken, or unless an answer is filed within the time specified in Minn. Stat. § 463.18, which is 20 days.
4. That in accordance with Minn. Stat. § 463.24, the owner or occupant must remove all personal property and/or fixtures that will reasonably interfere with the work within 70 days. If the property and/or fixtures are not removed and the city enforces this order, the city may sell personal property, fixtures, and/or salvage materials at a public auction after three days posted notice.
5. That if the city must take actions to enforce this order, all enforcement costs will be specially assessed against the property and collected in accordance with Minn. Stat. §§ 463.22, 463.21, and 463.161.
6. That the City Attorney is authorized to serve this order upon the owner of the premises and upon all lien-holders of record.
7. That the City Attorney is authorized to proceed with the enforcement of this order as provided in Minn. Stat. §§ 463.15 and 463.261.

Approved this 14th day of April, 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
A & B BUSINESS EQUIPMENT INC	3/28/14	TONER	GENERAL FUND	SECURITY CENTER	72.12
	3/28/14	TONER	GENERAL FUND	SECURITY CENTER	72.13
				TOTAL:	144.25
ALL FLAGS LLC	3/28/14	US FLAGS	GENERAL FUND	OTHER GEN GOVT MISC	44.85
	3/28/14	US FLAGS	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	29.41
				TOTAL:	74.26
APPEL TROY	3/28/14	REIMBURSE COMMANDERS MEETI	GENERAL FUND	POLICE ADMINISTRATION	53.45
	3/28/14	REIMBURSE COMMANDERS MEETI	GENERAL FUND	POLICE ADMINISTRATION	19.00
				TOTAL:	72.45
ASCAP	3/28/14	CPI ADJUSTMENTS	GENERAL FUND	MAYOR AND COUNCIL	6.25
				TOTAL:	6.25
BEVERAGE WHOLESALERS INC	3/28/14	BEER	LIQUOR	NON-DEPARTMENTAL	7,002.00
	3/28/14	BEER	LIQUOR	NON-DEPARTMENTAL	291.20
				TOTAL:	7,293.20
BRADLEY CHAPULIS	3/28/14	HSA	GENERAL FUND	NON-DEPARTMENTAL	230.00
				TOTAL:	230.00
CLARITUS	3/28/14	POSTAGE INK CARTRIDGE, SEA DATA PROCESSING		COPIER/FAX	206.29
				TOTAL:	206.29
DAILY GLOBE	3/28/14	SUBSCRIPTION	GENERAL FUND	SECURITY CENTER	88.08
	3/28/14	SUBSCRIPTION	GENERAL FUND	SECURITY CENTER	88.07
	3/28/14	NEWSPAPERS	LIQUOR	NON-DEPARTMENTAL	132.94
				TOTAL:	309.09
DANS ELECTRIC INC	3/28/14	SERVICE CALL, DOOR OPENER	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	108.75
	3/28/14	HEATER TRUCK FILL STAND	STORM WATER MANAGE	STORM DRAINAGE	136.56
				TOTAL:	245.31
DEPUTY REGISTER #33	3/28/14	LICENSE 2 WPD FORFEITED CA	GENERAL FUND	POLICE ADMINISTRATION	41.50
	3/28/14	LICENSE '14 FORD PU	ELECTRIC	FA TRANSPORTATION EQUI	1,561.35
				TOTAL:	1,602.85
DEWILD GRANT RECKERT AND ASSOC	3/28/14	PROFESSIONAL SERVICES-PERM	ELECTRIC	O-SOURCE MISC	486.86
				TOTAL:	486.86
ECHO GROUP INC	3/28/14	FUSES	ELECTRIC	M-DISTR UNDERGRND LINE	9.66
				TOTAL:	9.66
FRIENDS OF THE AUDITORIUM	3/28/14	GRANT	WRH	OTHER GEN GOVT MISC	20,000.00
				TOTAL:	20,000.00
FRONTIER COMMUNICATIONS	3/28/14	PHONE SERVICE	GENERAL FUND	MAYOR AND COUNCIL	57.43
	3/28/14	PHONE SERVICE	GENERAL FUND	ADMINISTRATION	451.60
	3/28/14	PHONE SERVICE	GENERAL FUND	CLERK'S OFFICE	177.28
	3/28/14	PHONE SERVICE	GENERAL FUND	ACCOUNTING	65.68
	3/28/14	PHONE SERVICE	GENERAL FUND	ENGINEERING ADMIN	205.05
	3/28/14	PHONE SERVICE	GENERAL FUND	ECONOMIC DEVELOPMENT	159.24
	3/28/14	PHONE SERVICE	GENERAL FUND	OTHER GEN GOVT MISC	25.06
	3/28/14	PHONE SERVICE	GENERAL FUND	FIRE ADMINISTRATION	193.14
	3/28/14	PHONE SERVICE	GENERAL FUND	PAVED STREETS	122.37

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	3/28/14	PHONE SERVICE	GENERAL FUND	CENTER FOR ACTIVE LIVI	223.92
	3/28/14	PHONE SERVICE	RECREATION	GOLF COURSE-CLUBHOUSE	148.37
	3/28/14	PHONE SERVICE	RECREATION	GOLF COURSE-GREEN	86.18
	3/28/14	PHONE SERVICE	RECREATION	PARK AREAS	152.07
	3/28/14	FIRE ALARMS	ECONOMIC DEV AUTHO	TRAINING/TESTING CENTE	73.53
	3/28/14	PHONE SERVICE	WATER	O-PUMPING	70.16
	3/28/14	PHONE SERVICE	WATER	O-PURIFY MISC	61.04
	3/28/14	PHONE SERVICE	WATER	O-DISTR STORAGE	35.42
	3/28/14	PHONE SERVICE	WATER	O-DISTR MISC	56.63
	3/28/14	PHONE SERVICE	WATER	ADMIN OFFICE SUPPLIES	25.11
	3/28/14	PHONE SERVICE	WATER	ACCTS-RECORDS & COLLEC	82.88
	3/28/14	PHONE SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	276.95
	3/28/14	PHONE SERVICE	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	25.31
	3/28/14	PHONE SERVICE	MUNICIPAL WASTEWAT	O-PURIFY MISC	44.73
	3/28/14	PHONE SERVICE	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	25.11
	3/28/14	PHONE SERVICE	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	64.43
	3/28/14	PHONE SERVICE	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	26.31
	3/28/14	PHONE SERVICE	ELECTRIC	O-SOURCE MISC	65.66
	3/28/14	PHONE SERVICE	ELECTRIC	O-DISTR SUPER & ENG	54.64
	3/28/14	PHONE SERVICE	ELECTRIC	O-DISTR STATION EXPENS	118.64
	3/28/14	PHONE SERVICE	ELECTRIC	O-DISTR MISC	26.52
	3/28/14	PHONE SERVICE	ELECTRIC	M-DISTR STATION EQUIPM	18.70
	3/28/14	PHONE SERVICE	ELECTRIC	ADMIN OFFICE SUPPLIES	76.35
	3/28/14	PHONE SERVICE	ELECTRIC	ACCTS-RECORDS & COLLEC	241.96
	3/28/14	PHONE SERVICE	ELECTRIC	ACCTS-ASSISTANCE	45.79
	3/28/14	PHONE SERVICE	LIQUOR	O-GEN MISC	191.14
	3/28/14	PHONE SERVICE	AIRPORT	O-GEN MISC	86.83
	3/28/14	PHONE SERVICE	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	71.58
	3/28/14	PHONE SERVICE	DATA PROCESSING	DATA PROCESSING	123.84
	3/28/14	PHONE SERVICE	DATA PROCESSING	COPIER/FAX	24.00
				TOTAL:	4,080.65
GOPHER STATE ONE CALL INC	3/28/14	MONTHLY LOCATE SERVICE	WATER	O-DISTR MISC	2.18
	3/28/14	MONTHLY LOCATE SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	2.17
	3/28/14	MONTHLY LOCATE SERVICE	ELECTRIC	O-DISTR MISC	4.35
				TOTAL:	8.70
INTL UNION LOCAL #49	3/28/14	UNION DUES	GENERAL FUND	NON-DEPARTMENTAL	83.95
	3/28/14	UNION DUES	GENERAL FUND	NON-DEPARTMENTAL	67.54
	3/28/14	UNION DUES	RECREATION	NON-DEPARTMENTAL	33.31
	3/28/14	UNION DUES	RECREATION	NON-DEPARTMENTAL	48.30
	3/28/14	UNION DUES	IMPROVEMENT CONST	NON-DEPARTMENTAL	17.02
	3/28/14	UNION DUES	IMPROVEMENT CONST	NON-DEPARTMENTAL	16.56
	3/28/14	UNION DUES	WATER	NON-DEPARTMENTAL	86.66
	3/28/14	UNION DUES	WATER	NON-DEPARTMENTAL	84.40
	3/28/14	UNION DUES	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	99.78
	3/28/14	UNION DUES	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	101.07
	3/28/14	UNION DUES	STORM WATER MANAGE	NON-DEPARTMENTAL	3.58
	3/28/14	UNION DUES	STORM WATER MANAGE	NON-DEPARTMENTAL	7.59
	3/28/14	UNION DUES	AIRPORT	NON-DEPARTMENTAL	3.30
	3/28/14	UNION DUES	AIRPORT	NON-DEPARTMENTAL	2.14
				TOTAL:	655.20
JACKS UNIFORMS & EQUIPMENT	3/28/14	UNIFORMS	GENERAL FUND	POLICE ADMINISTRATION	503.94
				TOTAL:	503.94

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
LAW ENF LABOR SERV INC #4	3/28/14	UNION DUES	GENERAL FUND	NON-DEPARTMENTAL	517.50
	3/28/14	UNION DUES	GENERAL FUND	NON-DEPARTMENTAL	517.50
		TOTAL:			1,035.00
MAKRAM TAMMY	3/28/14	REIMBURSE FINANCIAL ASSESS	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	202.72
		TOTAL:			202.72
MARTHALER CHEVROLET OF WORTHINGTON	3/28/14	SERVICE AIR BAG LIGHT	GENERAL FUND	POLICE ADMINISTRATION	95.00
	3/28/14	SERVICE AIR BAG LIGHT	GENERAL FUND	POLICE ADMINISTRATION	14.25
		TOTAL:			109.25
MINNESOTA BENEFIT ASSOCIATION	3/28/14	MN BENEFITS	GENERAL FUND	NON-DEPARTMENTAL	70.08
	3/28/14	MN BENEFITS	GENERAL FUND	NON-DEPARTMENTAL	71.44
	3/28/14	MN BENEFITS	GENERAL FUND	NON-DEPARTMENTAL	50.37
	3/28/14	MN BENEFITS	GENERAL FUND	NON-DEPARTMENTAL	52.89
	3/28/14	INSURANCE	GENERAL FUND	ACCOUNTING	313.84
	3/28/14	INSURANCE	GENERAL FUND	POLICE ADMINISTRATION	177.34
	3/28/14	INSURANCE	GENERAL FUND	CODE ENFORCEMENT	193.34
	3/28/14	MN BENEFITS	RECREATION	NON-DEPARTMENTAL	27.58
	3/28/14	MN BENEFITS	RECREATION	NON-DEPARTMENTAL	26.90
	3/28/14	MN BENEFITS	RECREATION	NON-DEPARTMENTAL	3.85
	3/28/14	MN BENEFITS	RECREATION	NON-DEPARTMENTAL	2.83
	3/28/14	INSURANCE	RECREATION	PARK AREAS	193.34
	3/28/14	INSURANCE	RECREATION	TREE REMOVAL	0.01
	3/28/14	MN BENEFITS	WATER	NON-DEPARTMENTAL	13.21
	3/28/14	MN BENEFITS	WATER	NON-DEPARTMENTAL	13.21
	3/28/14	INSURANCE	WATER	O-PUMPING	50.75
	3/28/14	INSURANCE	WATER	O-PURIFY LABOR	142.58
	3/28/14	INSURANCE	WATER	GENERAL ADMIN	31.33
	3/28/14	MN BENEFITS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	15.49
	3/28/14	MN BENEFITS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	14.81
	3/28/14	MN BENEFITS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	84.48
	3/28/14	MN BENEFITS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	83.85
	3/28/14	INSURANCE	MUNICIPAL WASTEWAT	O-PURIFY LABOR	90.55
	3/28/14	INSURANCE	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	12.74
	3/28/14	INSURANCE	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	90.56
	3/28/14	INSURANCE	MUNICIPAL WASTEWAT	GENERAL ADMIN	25.06
	3/28/14	MN BENEFITS	ELECTRIC	NON-DEPARTMENTAL	37.22
	3/28/14	MN BENEFITS	ELECTRIC	NON-DEPARTMENTAL	37.22
	3/28/14	MN BENEFITS	ELECTRIC	NON-DEPARTMENTAL	2.92
	3/28/14	MN BENEFITS	ELECTRIC	NON-DEPARTMENTAL	2.92
	3/28/14	INSURANCE	ELECTRIC	O-SOURCE SUPER & ENG	9.76
	3/28/14	INSURANCE	ELECTRIC	O-DISTR SUPER & ENG	175.66
	3/28/14	INSURANCE	ELECTRIC	M-SOURCE SUPER & ENF	9.76
	3/28/14	INSURANCE	ELECTRIC	GENERAL ADMIN	152.45
	3/28/14	MN BENEFITS	STORM WATER MANAGE	NON-DEPARTMENTAL	3.26
	3/28/14	MN BENEFITS	STORM WATER MANAGE	NON-DEPARTMENTAL	3.94
	3/28/14	MN BENEFITS	STORM WATER MANAGE	NON-DEPARTMENTAL	3.06
	3/28/14	MN BENEFITS	STORM WATER MANAGE	NON-DEPARTMENTAL	3.69
	3/28/14	MN BENEFITS	LIQUOR	NON-DEPARTMENTAL	25.55
	3/28/14	MN BENEFITS	LIQUOR	NON-DEPARTMENTAL	25.55
	3/28/14	MN BENEFITS	AIRPORT	NON-DEPARTMENTAL	0.68
	3/28/14	MN BENEFITS	AIRPORT	NON-DEPARTMENTAL	2.66
	3/28/14	MN BENEFITS	AIRPORT	NON-DEPARTMENTAL	1.16
	3/28/14	MN BENEFITS	DATA PROCESSING	NON-DEPARTMENTAL	10.21
	3/28/14	MN BENEFITS	DATA PROCESSING	NON-DEPARTMENTAL	10.21

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	3/28/14	INSURANCE	DATA PROCESSING	DATA PROCESSING	80.35
				TOTAL:	2,450.66
MINNESOTA ENERGY RESOURCES CORP	3/28/14	GAS SERVICE	RECREATION	PARK AREAS	1,460.56
				TOTAL:	1,460.56
MINNESOTA MUNICIPAL UTILITIES ASSOC	3/28/14	2014 DRUG & ALCOHOL CONSOR	GENERAL FUND	PAVED STREETS	155.00
	3/28/14	2014 DRUG & ALCOHOL CONSOR	RECREATION	GOLF COURSE-GREEN	31.00
	3/28/14	2014 DRUG & ALCOHOL CONSOR	RECREATION	PARK AREAS	93.00
	3/28/14	2014 DRUG & ALCOHOL CONSOR	WATER	O-DISTR MISC	186.00
	3/28/14	2014 DRUG & ALCOHOL CONSOR	MUNICIPAL WASTEWAT	O-PURIFY MISC	186.00
	3/28/14	2014 DRUG & ALCOHOL CONSOR	ELECTRIC	O-DISTR MISC	186.00
				TOTAL:	837.00
MISCELLANEOUS V AMERICAN LIGHTING	3/28/14	FERGUSON ENTERPRISE-REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	2,393.00
EISENGA ADAM	3/28/14	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	150.00
MAROTZKE LORI	3/28/14	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	175.00
MCGRAW LINDA	3/28/14	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	150.00
STEFFL KATHY	3/28/14	CUSTOMER REBATES	ELECTRIC	CUSTOMER INSTALL EXPEN	275.00
				TOTAL:	3,143.00
MN CHILD SUPPORT PAYMENT CTR	3/28/14	GARNISHMENT	WATER	NON-DEPARTMENTAL	294.46
				TOTAL:	294.46
NCPERS MINNESOTA 851801	3/28/14	LIFE INS	GENERAL FUND	NON-DEPARTMENTAL	114.55
	3/28/14	LIFE INS	GENERAL FUND	NON-DEPARTMENTAL	112.62
	3/28/14	INSURANCE	GENERAL FUND	NON-DEPARTMENTAL	32.00
	3/28/14	LIFE INSURANCE	GENERAL FUND	POLICE ADMINISTRATION	16.00
	3/28/14	LIFE INS	RECREATION	NON-DEPARTMENTAL	20.73
	3/28/14	LIFE INS	RECREATION	NON-DEPARTMENTAL	23.20
	3/28/14	LIFE INS	PIR/TRUNKS	NON-DEPARTMENTAL	3.60
	3/28/14	LIFE INS	PIR/TRUNKS	NON-DEPARTMENTAL	3.60
	3/28/14	LIFE INS	IMPROVEMENT CONST	NON-DEPARTMENTAL	8.31
	3/28/14	LIFE INS	IMPROVEMENT CONST	NON-DEPARTMENTAL	8.09
	3/28/14	LIFE INS	WATER	NON-DEPARTMENTAL	19.53
	3/28/14	LIFE INS	WATER	NON-DEPARTMENTAL	18.49
	3/28/14	LIFE INS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	27.44
	3/28/14	LIFE INS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	28.21
	3/28/14	LIFE INS	ELECTRIC	NON-DEPARTMENTAL	21.84
	3/28/14	LIFE INS	ELECTRIC	NON-DEPARTMENTAL	21.79
	3/28/14	LIFE INS	LIQUOR	NON-DEPARTMENTAL	16.00
	3/28/14	LIFE INS	LIQUOR	NON-DEPARTMENTAL	16.00
	3/28/14	LIFE INS	DATA PROCESSING	NON-DEPARTMENTAL	16.00
	3/28/14	LIFE INS	DATA PROCESSING	NON-DEPARTMENTAL	16.00
				TOTAL:	544.00
NICOLE KEMPMA'S CLEANING AND ORGANIZI	3/28/14	CLEANING 3/4, 3/7	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	100.00
	3/28/14	CLEAN 3/11	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	75.00
				TOTAL:	175.00
NOBLES COUNTY AUDITOR/TREASURER	3/28/14	LEASE PAYMENT UTILITIES	WATER	O-DISTR RENTS	149.32
	3/28/14	LEASE PAYMENT UTILITIES	WATER	ADMIN RENT	298.64
	3/28/14	LEASE PAYMENT UTILITIES	MUNICIPAL WASTEWAT	O-PURIFY MISC	119.45
	3/28/14	LEASE PAYMENT UTILITIES	MUNICIPAL WASTEWAT	ADMIN RENT	238.91
	3/28/14	LEASE PAYMENT UTILITIES	ELECTRIC	O-DISTR RENTS	716.73
	3/28/14	LEASE PAYMENT UTILITIES	ELECTRIC	ADMIN RENT	1,463.31

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
TOTAL:					2,986.36
NORCOSTCO INC	3/28/14	BLACK PAINT	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	409.43
TOTAL:					409.43
MN PEIP	3/28/14	HEALTH INS PREMIUM	GENERAL FUND	NON-DEPARTMENTAL	6,622.65
	3/28/14	HEALTH INS PREMIUM	GENERAL FUND	NON-DEPARTMENTAL	6,361.50
	3/28/14	INSURANCE APRIL	GENERAL FUND	NON-DEPARTMENTAL	1,635.24
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	MAYOR AND COUNCIL	1,709.76
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	MAYOR AND COUNCIL	1,676.20
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	ADMINISTRATION	511.50
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	ADMINISTRATION	511.50
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	CLERK'S OFFICE	854.88
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	CLERK'S OFFICE	854.88
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	ENGINEERING ADMIN	906.94
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	ENGINEERING ADMIN	960.52
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	ECONOMIC DEVELOPMENT	1,113.36
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	ECONOMIC DEVELOPMENT	1,113.36
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	GENERAL GOVT BUILDINGS	141.64
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	GENERAL GOVT BUILDINGS	199.05
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	POLICE ADMINISTRATION	9,005.17
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	POLICE ADMINISTRATION	9,003.93
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	REGULATE LAWFUL GAMBLE	33.10
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	REGULATE LAWFUL GAMBLE	34.34
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	SECURITY CENTER	1,614.68
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	SECURITY CENTER	1,614.69
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	SECURITY CENTER	1,614.67
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	SECURITY CENTER	1,614.70
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	ANIMAL CONTROL ENFORCE	171.69
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	ANIMAL CONTROL ENFORCE	171.69
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	PAVED STREETS	484.89
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	PAVED STREETS	1,241.28
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	ICE AND SNOW REMOVAL	1,768.13
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	ICE AND SNOW REMOVAL	52.77
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	SIGNS AND SIGNALS	15.91
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	CENTER FOR ACTIVE LIVI	30.05
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	CENTER FOR ACTIVE LIVI	30.05
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	INVALID DEPARTMENT	378.51
	3/28/14	HEALTH INS ADMIN	GENERAL FUND	INVALID DEPARTMENT	787.08
	3/28/14	HEALTH INS PREMIUM	RECREATION	NON-DEPARTMENTAL	622.25
	3/28/14	HEALTH INS PREMIUM	RECREATION	NON-DEPARTMENTAL	816.01
	3/28/14	HEALTH INS ADMIN	RECREATION	GOLF COURSE-GREEN	343.38
	3/28/14	HEALTH INS ADMIN	RECREATION	GOLF COURSE-GREEN	343.38
	3/28/14	HEALTH INS ADMIN	RECREATION	PARK AREAS	1,023.38
	3/28/14	HEALTH INS ADMIN	RECREATION	PARK AREAS	920.70
	3/28/14	HEALTH INS ADMIN	RECREATION	TREE REMOVAL	139.15
	3/28/14	HEALTH INS ADMIN	RECREATION	TREE REMOVAL	580.67
	3/28/14	HEALTH INS PREMIUM	PIR/TRUNKS	NON-DEPARTMENTAL	126.68
	3/28/14	HEALTH INS PREMIUM	PIR/TRUNKS	NON-DEPARTMENTAL	126.68
	3/28/14	HEALTH INS ADMIN	PIR/TRUNKS	SP ASSESS-ADMIN ESCROW	230.17
	3/28/14	HEALTH INS ADMIN	PIR/TRUNKS	SP ASSESS-ADMIN ESCROW	230.17
	3/28/14	HEALTH INS PREMIUM	IMPROVEMENT CONST	NON-DEPARTMENTAL	249.68
	3/28/14	HEALTH INS PREMIUM	IMPROVEMENT CONST	NON-DEPARTMENTAL	231.26
	3/28/14	HEALTH INS ADMIN	IMPROVEMENT CONST	W OXFORD-ELMWOOD TO PA	12.79
	3/28/14	HEALTH INS ADMIN	IMPROVEMENT CONST	OVERLAY PROGRAM	80.65
	3/28/14	HEALTH INS ADMIN	IMPROVEMENT CONST	HAGGE-DIAGONAL TO TOWE	19.18



VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	3/28/14	HEALTH INS ADMIN	IMPROVEMENT CONST	CYNTHIA AVE-TOWER TO D	18.35
	3/28/14	HEALTH INS ADMIN	IMPROVEMENT CONST	D\48439	62.24
	3/28/14	HEALTH INS ADMIN	IMPROVEMENT CONST	D\48439	25.58
	3/28/14	HEALTH INS ADMIN	IMPROVEMENT CONST	TH 59 N IMPROVEMENTS	25.58
	3/28/14	HEALTH INS ADMIN	IMPROVEMENT CONST	10TH ST 1ST AVE TO 9TH	318.30
	3/28/14	HEALTH INS ADMIN	IMPROVEMENT CONST	10TH ST 1ST AVE TO 9TH	153.72
	3/28/14	HEALTH INS ADMIN	IMPROVEMENT CONST	OXF ST-DIAG RD-MCMILLA	44.76
	3/28/14	HEALTH INS ADMIN	IMPROVEMENT CONST	OXF ST-DIAG RD-MCMILLA	334.76
	3/28/14	HEALTH INS ADMIN	IMPROVEMENT CONST	MAY ST PEDESTRIAN CROS	155.80
	3/28/14	HEALTH INS ADMIN	IMPROVEMENT CONST	MAY ST PEDESTRIAN CROS	281.39
	3/28/14	HEALTH INS ADMIN	IMPROVEMENT CONST	DARLING DR-BURLINGTON	18.35
	3/28/14	HEALTH INS ADMIN	IMPROVEMENT CONST	8TH AV-9TH TO DEAD END	25.58
	3/28/14	HEALTH INS ADMIN	IMPROVEMENT CONST	GRAND AVE N	37.53
	3/28/14	HEALTH INS ADMIN	IMPROVEMENT CONST	GRAND AVE N	15.90
	3/28/14	HEALTH INS ADMIN	IMPROVEMENT CONST	OKABENA ST WATER MAIN	63.94
	3/28/14	HEALTH INS ADMIN	IMPROVEMENT CONST	OKABENA ST WATER MAIN	6.39
	3/28/14	HEALTH INS PREMIUM	WATER	NON-DEPARTMENTAL	465.34
	3/28/14	HEALTH INS PREMIUM	WATER	NON-DEPARTMENTAL	550.72
	3/28/14	HEALTH INS ADMIN	WATER	O-SOURCE WELLS & SPRNG	6.90
	3/28/14	HEALTH INS ADMIN	WATER	O-PUMPING	59.98
	3/28/14	HEALTH INS ADMIN	WATER	O-PUMPING	62.39
	3/28/14	HEALTH INS ADMIN	WATER	O-PURIFY LABOR	92.30
	3/28/14	HEALTH INS ADMIN	WATER	O-PURIFY LABOR	130.64
	3/28/14	HEALTH INS ADMIN	WATER	O-DISTR SUPER AND ENG	343.38
	3/28/14	HEALTH INS ADMIN	WATER	O-DISTR SUPER AND ENG	343.38
	3/28/14	HEALTH INS ADMIN	WATER	O-DIST UNDERGRND LINES	884.86
	3/28/14	HEALTH INS ADMIN	WATER	O-DIST UNDERGRND LINES	662.01
	3/28/14	HEALTH INS ADMIN	WATER	O-DISTR MISC	272.12
	3/28/14	HEALTH INS ADMIN	WATER	O-DISTR MISC	170.97
	3/28/14	HEALTH INS ADMIN	WATER	M-TRANS MAINS	204.60
	3/28/14	HEALTH INS ADMIN	WATER	M-TRANS MAINS	436.21
	3/28/14	HEALTH INS ADMIN	WATER	M-DISTR METERS	31.33
	3/28/14	HEALTH INS ADMIN	WATER	M-DISTR METERS	82.97
	3/28/14	HEALTH INS ADMIN	WATER	GENERAL ADMIN	76.73
	3/28/14	HEALTH INS ADMIN	WATER	GENERAL ADMIN	72.59
	3/28/14	HEALTH INS ADMIN	WATER	ADMIN OFFICE SUPPLIES	1.72
	3/28/14	HEALTH INS ADMIN	WATER	ADMIN MISC	8.39
	3/28/14	HEALTH INS ADMIN	WATER	ACCTS-METER READING	127.88
	3/28/14	HEALTH INS ADMIN	WATER	ACCTS-METER READING	306.90
	3/28/14	HEALTH INS ADMIN	WATER	ACCTS-RECORDS & COLLEC	160.20
	3/28/14	HEALTH INS ADMIN	WATER	ACCTS-RECORDS & COLLEC	160.21
	3/28/14	HEALTH INS ADMIN	WATER	PROJECT #4	6.39
	3/28/14	HEALTH INS ADMIN	WATER	PROJECT #5	212.69
	3/28/14	HEALTH INS ADMIN	WATER	PROJECT #5	193.04
	3/28/14	HEALTH INS PREMIUM	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	988.77
	3/28/14	HEALTH INS PREMIUM	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	970.63
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	O-SOURCE SUPERVISION	153.45
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	O-SOURCE SUPERVISION	153.45
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	79.63
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	101.20
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	358.05
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	358.05
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	O-PURIFY LABOR	519.35
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	O-PURIFY LABOR	557.58
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	532.93
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	522.62

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	O-PURIFY MISC	63.84
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	O-PURIFY MISC	25.58
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	626.24
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	512.80
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	525.10
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	560.61
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	GENERAL ADMIN	61.38
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	GENERAL ADMIN	58.07
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	1.72
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	ADMIN MISC	8.39
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	134.56
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	134.56
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	PROJECT #2	36.02
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	PROJECT #2	210.47
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	PROJECT #2	12.73
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	PROJECT #3	205.03
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	PROJECT #3	56.05
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	PROJECT #7	6.40
	3/28/14	HEALTH INS ADMIN	MUNICIPAL WASTEWAT	PROJECT #12	32.46
	3/28/14	HEALTH INS PREMIUM	ELECTRIC	NON-DEPARTMENTAL	935.78
	3/28/14	HEALTH INS PREMIUM	ELECTRIC	NON-DEPARTMENTAL	836.92
	3/28/14	INSURANCE APRIL	ELECTRIC	NON-DEPARTMENTAL	449.26
	3/28/14	HEALTH INS ADMIN	ELECTRIC	O-DISTR UNDERGRND LINE	7.55
	3/28/14	HEALTH INS ADMIN	ELECTRIC	O-DISTR UNDERGRND LINE	29.38
	3/28/14	HEALTH INS ADMIN	ELECTRIC	O-DISTR MISC	378.22
	3/28/14	HEALTH INS ADMIN	ELECTRIC	O-DISTR MISC	279.18
	3/28/14	HEALTH INS ADMIN	ELECTRIC	M-SOURCE STRUCTURES	82.09
	3/28/14	HEALTH INS ADMIN	ELECTRIC	M-CISTR SUPER & ENG	49.36
	3/28/14	HEALTH INS ADMIN	ELECTRIC	M-CISTR SUPER & ENG	14.77
	3/28/14	HEALTH INS ADMIN	ELECTRIC	M-DISTR STATION EQUIPM	51.15
	3/28/14	HEALTH INS ADMIN	ELECTRIC	M-DISTR UNDERGRND LINE	477.64
	3/28/14	HEALTH INS ADMIN	ELECTRIC	M-DISTR UNDERGRND LINE	869.42
	3/28/14	HEALTH INS ADMIN	ELECTRIC	M-DISTR ST LITE & SIG	45.28
	3/28/14	HEALTH INS ADMIN	ELECTRIC	M-DISTR ST LITE & SIG	194.83
	3/28/14	HEALTH INS ADMIN	ELECTRIC	M-DISTR PLANT MISC	308.77
	3/28/14	HEALTH INS ADMIN	ELECTRIC	M-DISTR PLANT MISC	148.88
	3/28/14	HEALTH INS ADMIN	ELECTRIC	GENERAL ADMIN	373.39
	3/28/14	HEALTH INS ADMIN	ELECTRIC	GENERAL ADMIN	353.27
	3/28/14	HEALTH INS ADMIN	ELECTRIC	ADMIN OFFICE SUPPLIES	17.23
	3/28/14	HEALTH INS ADMIN	ELECTRIC	ADMIN MISC	16.78
	3/28/14	HEALTH INS ADMIN	ELECTRIC	ACCTS-METER READING	102.30
	3/28/14	HEALTH INS ADMIN	ELECTRIC	ACCTS-METER READING	153.45
	3/28/14	HEALTH INS ADMIN	ELECTRIC	ACCTS-RECORDS & COLLEC	675.21
	3/28/14	HEALTH INS ADMIN	ELECTRIC	ACCTS-RECORDS & COLLEC	675.20
	3/28/14	HEALTH INS ADMIN	ELECTRIC	ACCTS-ASSISTANCE	255.74
	3/28/14	HEALTH INS ADMIN	ELECTRIC	ACCTS-ASSISTANCE	255.74
	3/28/14	HEALTH INS ADMIN	ELECTRIC	FA DISTR METERS	490.38
	3/28/14	HEALTH INS ADMIN	ELECTRIC	FA DISTR METERS	123.81
	3/28/14	HEALTH INS PREMIUM	STORM WATER MANAGE	NON-DEPARTMENTAL	90.32
	3/28/14	HEALTH INS ADMIN	STORM WATER MANAGE	STORM DRAINAGE	75.01
	3/28/14	HEALTH INS ADMIN	STORM WATER MANAGE	STORM DRAINAGE	167.29
	3/28/14	HEALTH INS ADMIN	STORM WATER MANAGE	STREET CLEANING	102.07
	3/28/14	HEALTH INS ADMIN	LIQUOR	O-GEN MISC	1,030.14
	3/28/14	HEALTH INS ADMIN	LIQUOR	O-GEN MISC	1,030.14
	3/28/14	HEALTH INS PREMIUM	AIRPORT	NON-DEPARTMENTAL	52.74
	3/28/14	HEALTH INS PREMIUM	AIRPORT	NON-DEPARTMENTAL	79.85

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	3/28/14	HEALTH INS ADMIN	AIRPORT	O-GEN MISC	180.96
	3/28/14	HEALTH INS ADMIN	AIRPORT	O-GEN MISC	204.40
	3/28/14	HEALTH INS PREMIUM	DATA PROCESSING	NON-DEPARTMENTAL	281.50
	3/28/14	HEALTH INS PREMIUM	DATA PROCESSING	NON-DEPARTMENTAL	281.50
	3/28/14	HEALTH INS ADMIN	DATA PROCESSING	DATA PROCESSING	854.88
	3/28/14	HEALTH INS ADMIN	DATA PROCESSING	DATA PROCESSING	854.88
	3/28/14	COBRA INSURANCE APRIL	HEALTH INS PLAN (T	NON-DEPARTMENTAL	1,373.52
				TOTAL:	92,529.40
RACOM CORP	3/28/14	EQUIP UNIT #29	GENERAL FUND	POLICE ADMINISTRATION	3,653.11
	3/28/14	SERVICE UPLANDER	GENERAL FUND	POLICE ADMINISTRATION	95.00
	3/28/14	SPEAKER MIC	GENERAL FUND	POLICE ADMINISTRATION	130.00
	3/28/14	REPLACE RADIO UNIT #105	ELECTRIC	O-DISTR MISC	208.50
				TOTAL:	4,086.61
SANFORD PATIENT FINANCIAL SERVICES	3/28/14	EMPLOYEE PHYSICALS	SAFETY PROMO/LOSS	HEALTH/SAFETY/FITNESS	203.00
				TOTAL:	203.00
SCHWALBACH #4465	3/28/14	ICE MELT	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	14.95
	3/28/14	FOLDING SAW HORSE	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	21.36
	3/28/14	PARTS	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	26.67
	3/28/14	FASTENERS	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	2.54
	3/28/14	FASTENERS	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	8.04
				TOTAL:	73.56
SECURE BENEFITS SYSTEMS CORP	3/28/14	ADMIN FEE	GENERAL FUND	NON-DEPARTMENTAL	70.57
	3/28/14	ADMIN FEE	GENERAL FUND	NON-DEPARTMENTAL	68.82
	3/28/14	CHILD CARE	GENERAL FUND	NON-DEPARTMENTAL	715.61
	3/28/14	CHILD CARE	GENERAL FUND	NON-DEPARTMENTAL	715.32
	3/28/14	UNREIMBURSED MEDICAL	GENERAL FUND	NON-DEPARTMENTAL	2,135.97
	3/28/14	UNREIMBURSED MEDICAL	GENERAL FUND	NON-DEPARTMENTAL	2,093.62
	3/28/14	MONTHLY ADMIN FEE	GENERAL FUND	OTHER GEN GOVT MISC	20.00
	3/28/14	ADMIN FEE	RECREATION	NON-DEPARTMENTAL	7.41
	3/28/14	ADMIN FEE	RECREATION	NON-DEPARTMENTAL	8.90
	3/28/14	CHILD CARE	RECREATION	NON-DEPARTMENTAL	9.22
	3/28/14	CHILD CARE	RECREATION	NON-DEPARTMENTAL	3.84
	3/28/14	UNREIMBURSED MEDICAL	RECREATION	NON-DEPARTMENTAL	237.83
	3/28/14	UNREIMBURSED MEDICAL	RECREATION	NON-DEPARTMENTAL	284.70
	3/28/14	ADMIN FEE	IMPROVEMENT CONST	NON-DEPARTMENTAL	1.55
	3/28/14	ADMIN FEE	IMPROVEMENT CONST	NON-DEPARTMENTAL	1.32
	3/28/14	UNREIMBURSED MEDICAL	IMPROVEMENT CONST	NON-DEPARTMENTAL	43.85
	3/28/14	UNREIMBURSED MEDICAL	IMPROVEMENT CONST	NON-DEPARTMENTAL	35.52
	3/28/14	ADMIN FEE	WATER	NON-DEPARTMENTAL	9.88
	3/28/14	ADMIN FEE	WATER	NON-DEPARTMENTAL	10.13
	3/28/14	UNREIMBURSED MEDICAL	WATER	NON-DEPARTMENTAL	263.58
	3/28/14	UNREIMBURSED MEDICAL	WATER	NON-DEPARTMENTAL	270.14
	3/28/14	ADMIN FEE	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	10.03
	3/28/14	ADMIN FEE	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	9.86
	3/28/14	UNREIMBURSED MEDICAL	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	327.16
	3/28/14	UNREIMBURSED MEDICAL	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	322.37
	3/28/14	ADMIN FEE	ELECTRIC	NON-DEPARTMENTAL	3.38
	3/28/14	ADMIN FEE	ELECTRIC	NON-DEPARTMENTAL	3.38
	3/28/14	UNREIMBURSED MEDICAL	ELECTRIC	NON-DEPARTMENTAL	135.47
	3/28/14	UNREIMBURSED MEDICAL	ELECTRIC	NON-DEPARTMENTAL	135.47
	3/28/14	ADMIN FEE	STORM WATER MANAGE	NON-DEPARTMENTAL	0.56
	3/28/14	CHILD CARE	STORM WATER MANAGE	NON-DEPARTMENTAL	8.33

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	3/28/14	UNREIMBURSED MEDICAL	STORM WATER MANAGE	NON-DEPARTMENTAL	8.32
	3/28/14	ADMIN FEE	LIQUOR	NON-DEPARTMENTAL	6.75
	3/28/14	ADMIN FEE	LIQUOR	NON-DEPARTMENTAL	6.75
	3/28/14	UNREIMBURSED MEDICAL	LIQUOR	NON-DEPARTMENTAL	130.83
	3/28/14	UNREIMBURSED MEDICAL	LIQUOR	NON-DEPARTMENTAL	130.83
	3/28/14	ADMIN FEE	AIRPORT	NON-DEPARTMENTAL	0.68
	3/28/14	ADMIN FEE	AIRPORT	NON-DEPARTMENTAL	0.53
	3/28/14	CHILD CARE	AIRPORT	NON-DEPARTMENTAL	2.66
	3/28/14	UNREIMBURSED MEDICAL	AIRPORT	NON-DEPARTMENTAL	25.51
	3/28/14	UNREIMBURSED MEDICAL	AIRPORT	NON-DEPARTMENTAL	19.23
	3/28/14	ADMIN FEE	DATA PROCESSING	NON-DEPARTMENTAL	4.50
	3/28/14	ADMIN FEE	DATA PROCESSING	NON-DEPARTMENTAL	4.50
	3/28/14	UNREIMBURSED MEDICAL	DATA PROCESSING	NON-DEPARTMENTAL	187.49
	3/28/14	UNREIMBURSED MEDICAL	DATA PROCESSING	NON-DEPARTMENTAL	187.49
				TOTAL:	8,679.86
SOUTHWEST MINNESOTA HOUSING PARTNERSHI	3/28/14	CDAP-12-0071-O-FY13 #5	SMALL CITIES GRANT	SW MN HOUSING	22,024.00
				TOTAL:	22,024.00
SOUTHWEST MN CHAPTER OF I.C.C.	3/28/14	RES FIRE SPRINKLER SYSTEM	GENERAL FUND	ECONOMIC DEVELOPMENT	80.00
				TOTAL:	80.00
STUART C IRBY CO	3/28/14	FR UNIFORMS	ELECTRIC	O-DISTR MISC	132.53
	3/28/14	FR UNIFORMS	ELECTRIC	O-DISTR MISC	200.50
	3/28/14	BATTERY-POWER QUALITY METE	ELECTRIC	M-DISTR UNDERGRND LINE	182.57
	3/28/14	METER SOCKETS-PHASE 3	ELECTRIC	FA DISTR METERS	348.31
				TOTAL:	863.91
TOTAL REGISTER SYSTEMS	3/28/14	SHELF LABELS	LIQUOR	O-GEN MISC	62.18
				TOTAL:	62.18
TRACTOR SUPPLY CREDIT PLAN	3/28/14	WATLAND PLAYGROUND	RECREATION	PARK AREAS	15.92
	3/28/14	RATCHET	ELECTRIC	O-DISTR MISC	26.68
				TOTAL:	42.60
UPPER MIDWEST COMMUNITY POLICING INSTI	3/28/14	IA INVESTIGATIONS-FLYNN	GENERAL FUND	POLICE ADMINISTRATION	250.00
				TOTAL:	250.00
VANTAGEPOINT TRANSFER AGENTS-457	3/28/14	DEFERRED COMP	GENERAL FUND	NON-DEPARTMENTAL	351.42
	3/28/14	DEFERRED COMP	GENERAL FUND	POLICE ADMINISTRATION	76.92
				TOTAL:	428.34
VERIZON WIRELESS	3/28/14	PHONE SERVICE	GENERAL FUND	POLICE ADMINISTRATION	648.49
	3/28/14	PHONE SERVICE	GENERAL FUND	SECURITY CENTER	56.36
	3/28/14	PHONE SERVICE	GENERAL FUND	SECURITY CENTER	56.36
	3/28/14	PHONE SERVICE	GENERAL FUND	CODE ENFORCEMENT	50.42
	3/28/14	WIRELESS DATA LINES	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	61.27
	3/28/14	PHONE SERVICE	WATER	O-DISTR MISC	38.33
	3/28/14	PHONE SERVICE	WATER	O-DISTR MISC	50.42
	3/28/14	PHONE SERVICE	WATER	O-DISTR MISC	33.33
	3/28/14	PHONE SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	33.33
	3/28/14	PHONE SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	38.33
	3/28/14	PHONE SERVICE	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	33.33
	3/28/14	PHONE SERVICE	ELECTRIC	O-DISTR SUPER & ENG	38.33
	3/28/14	PHONE SERVICE	ELECTRIC	O-DISTR SUPER & ENG	50.42
	3/28/14	PHONE SERVICE	ELECTRIC	O-DISTR MISC	33.33

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	3/28/14	PHONE SERVICE	ELECTRIC	ADMIN OFFICE SUPPLIES	50.42
	3/28/14	PHONE SERVICE	ELECTRIC	ACCTS-METER READING	38.33
				TOTAL:	1,310.80
WAL MART BUSINESS/GEGRB	3/28/14	SD CARD	GENERAL FUND	POLICE ADMINISTRATION	15.95
	3/28/14	PROGRAMMING SUPPLIES	GENERAL FUND	CENTER FOR ACTIVE LIVI	37.01
	3/28/14	PROGRAMMING SUPPLIES, CLEA	GENERAL FUND	CENTER FOR ACTIVE LIVI	58.54
	3/28/14	BROOM, DUSTPAN	GENERAL FUND	CENTER FOR ACTIVE LIVI	6.39
				TOTAL:	117.89
WORTHINGTON AREA UNITED WAY	3/28/14	PAYROLL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	36.00
	3/28/14	PAYROLL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	36.00
	3/28/14	PAYROLL WITHHOLDING	RECREATION	NON-DEPARTMENTAL	4.00
	3/28/14	PAYROLL WITHHOLDING	RECREATION	NON-DEPARTMENTAL	4.00
				TOTAL:	80.00
WORTHINGTON REGIONAL ECON DEV CORP	3/28/14	BIOSCIENCE CONFERENCE SPON	ELECTRIC	ACCTS-INFO & INSTR ADV	1,500.00
				TOTAL:	1,500.00
WOW!	3/28/14	BAC-AUDIO/VISUAL SYSTEM	ECONOMIC DEV AUTHO	TRAINING/TESTING CENTE	66.78
				TOTAL:	66.78
WW COMMUNICATIONS AND SECURITY SPECIAL	3/28/14	ALARM MONITORING	GENERAL FUND	CENTER FOR ACTIVE LIVI	395.00
				TOTAL:	395.00
ZEE MEDICAL SERVICE	3/28/14	EYE WASH	MUNICIPAL WASTEWAT	O-PURIFY MISC	68.35
				TOTAL:	68.35

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

101	GENERAL FUND	72,248.56
204	SMALL CITIES GRANT	22,024.00
207	PD TASK FORCE	61.27
211	WRH	20,000.00
229	RECREATION	7,715.97
231	ECONOMIC DEV AUTHORITY	140.31
321	PIR/TRUNKS	720.90
401	IMPROVEMENT CONST	2,313.95
601	WATER	8,524.65
602	MUNICIPAL WASTEWATER	11,202.64
604	ELECTRIC	20,429.66
606	STORM WATER MANAGEMENT	613.58
609	LIQUOR	10,098.00
612	AIRPORT	663.33
614	MEMORIAL AUDITORIUM	961.70
702	DATA PROCESSING	3,143.64
703	SAFETY PROMO/LOSS CTRL	203.00
705	HEALTH INS PLAN (TEA)	1,373.52

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GRAND TOTAL:	182,438.68
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VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
APPEL TROY	4/04/14	REIMBURSE	GENERAL FUND	POLICE ADMINISTRATION	11.00
				TOTAL:	11.00
ARNOLD MOTOR SUPPLY	4/04/14	WIPER BLADES	RECREATION	GOLF COURSE-GREEN	11.10
	4/04/14	CARB CLEANER	RECREATION	GOLF COURSE-GREEN	16.97
	4/04/14	PLIERS	RECREATION	GOLF COURSE-GREEN	24.99
	4/04/14	OIL DRY	ELECTRIC	O-DISTR UNDERGRND LINE	40.57
	4/04/14	OIL DRY	ELECTRIC	O-DISTR UNDERGRND LINE	18.16
	4/04/14	PARTS	ELECTRIC	O-DISTR UNDERGRND LINE	325.16
				TOTAL:	436.95
ARTSPOWER	4/04/14	MY HEART IN A SUITCASE FIN	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	1,500.00
				TOTAL:	1,500.00
AVERA MEDICAL GROUP WORTHINGTON	4/04/14	EMPLOYMENT PHYSICAL	GENERAL FUND	PAVED STREETS	126.00
	4/04/14	LAB TESTING	GENERAL FUND	PAVED STREETS	150.00
	4/04/14	LAB TESTING	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	76.00
	4/04/14	EMPLOYMENT PHYSICAL	MUNICIPAL WASTEWAT	O-PURIFY MISC	126.00
	4/04/14	IMMUNIZATIONS	MUNICIPAL WASTEWAT	O-PURIFY MISC	259.00
	4/04/14	LAB TESTING	ELECTRIC	O-DISTR MISC	75.00
				TOTAL:	812.00
BHS MARKETING LLC	4/04/14	CHEMICALS	INDUSTRIAL WASTEWA	O-PURIFY MISC	8,498.95
				TOTAL:	8,498.95
BOB & STEVES SHELL	4/04/14	FEBRUARY FUEL	GENERAL FUND	FIRE ADMINISTRATION	158.77
				TOTAL:	158.77
CHAPULIS BRADLEY	4/04/14	REIMBURSE	GENERAL FUND	ECONOMIC DEVELOPMENT	229.28
				TOTAL:	229.28
CREATIVE PRODUCT SOURCING INC-DARE	4/04/14	DARE GRADUATION	GENERAL FUND	DARE	528.98
				TOTAL:	528.98
CULLIGAN WATER COND CO	4/04/14	WATER SOFTENER	AIRPORT	O-GEN MISC	1,304.10
				TOTAL:	1,304.10
DAILY GLOBE	4/04/14	HOTEL WRAP ADVERTISEMENT	LIQUOR	O-GEN MISC	300.00
				TOTAL:	300.00
DANS ELECTRIC INC	4/04/14	FIRE PROTECTION AIR COMPRE	AIRPORT	O-GEN MISC	85.50
				TOTAL:	85.50
DAVIS TYPEWRITER CO INC	4/04/14	SHARPIE	GENERAL FUND	POLICE ADMINISTRATION	2.03
	4/04/14	PRINTED ENVELOPES	GENERAL FUND	POLICE ADMINISTRATION	84.42
	4/04/14	HANGING FOLDERS	GENERAL FUND	POLICE ADMINISTRATION	2.88
	4/04/14	DRYERASE MARKER	GENERAL FUND	POLICE ADMINISTRATION	2.36
	4/04/14	HIGHLIGHTERS, LEGAL PAD, T	GENERAL FUND	SECURITY CENTER	13.67
	4/04/14	HIGHLIGHTERS, LEGAL PAD, T	GENERAL FUND	SECURITY CENTER	13.66
	4/04/14	DVD-R, CDR, FILES	GENERAL FUND	SECURITY CENTER	40.59
	4/04/14	DVD-R, CDR, FILES	GENERAL FUND	SECURITY CENTER	40.59
	4/04/14	PENS	GENERAL FUND	SECURITY CENTER	9.76
	4/04/14	PENS	GENERAL FUND	SECURITY CENTER	9.75
	4/04/14	PENS, TAPE CORRECTIONS, MA	GENERAL FUND	SECURITY CENTER	14.63
	4/04/14	PENS, TAPE CORRECTIONS, MA	GENERAL FUND	SECURITY CENTER	14.62
				TOTAL:	248.96

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
DE LAGE LANDEN PUBLIC FINANCE LLC	4/04/14	CLUB CAR LEASE	RECREATION	GOLF COURSE-CLUBHOUSE	2,309.28
				TOTAL:	2,309.28
DEMUTH PAT	4/04/14	REIMBURSE	ELECTRIC	O-DISTR MISC	31.76
				TOTAL:	31.76
DITCH WITCH OF SD INC	4/04/14	PUSHER PARTS	ELECTRIC	O-DISTR UNDERGRND LINE	521.82
	4/04/14	PUSHER PARTS	ELECTRIC	O-DISTR UNDERGRND LINE	6.36
				TOTAL:	528.18
ECHO GROUP INC	4/04/14	PVC FITTINGS	ELECTRIC	M-DISTR UNDERGRND LINE	11.42
				TOTAL:	11.42
ECUMEN THE MEADOWS	4/04/14	LIGHTING EFFICIENCY REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	225.00
				TOTAL:	225.00
FLUID CONSERVATION SYSTEMS INC	4/04/14	XMIC LISTENING SYSTEM	WATER	FA MACHINERY & EQUIPME	4,050.00
				TOTAL:	4,050.00
GERDES ALFRED	4/04/14	REIMBURSE TANKER ENDORSEME	GENERAL FUND	PAVED STREETS	22.03
				TOTAL:	22.03
GRABER DIANE M	4/04/14	REIMBURSE HERON LAKE WATER	GENERAL FUND	MAYOR AND COUNCIL	23.52
				TOTAL:	23.52
HAIN SCOTT	4/04/14	REIMBURSE MEETING MILEAGE	WATER	O-SOURCE WELLS & SPRNG	159.04
	4/04/14	REIMBURSE MEETING MILEAGE	ELECTRIC	ADMIN OFFICE SUPPLIES	380.18
				TOTAL:	539.22
HYDRAULIC WORLD INC	4/04/14	MODIFY CYLINDER	GENERAL FUND	ICE AND SNOW REMOVAL	415.91
				TOTAL:	415.91
INTEGRITY AVIATION INC	4/04/14	FBO MANAGEMENT FEE MARCH	AIRPORT	O-GEN MISC	1,995.00
				TOTAL:	1,995.00
LAMPERTS YARDS INC-2602004	4/04/14	PROGRAMMING SUPPLIES RETUR	GENERAL FUND	CENTER FOR ACTIVE LIVI	21.99
	4/04/14	PULLS FOR COOLER	RECREATION	GOLF COURSE-CLUBHOUSE	6.58
	4/04/14	COOLER FLOOR REPAIR	RECREATION	GOLF COURSE-CLUBHOUSE	135.60
				TOTAL:	120.19
LINCOLN-PIPESTONE RURAL WATER SYSTEM	4/04/14	MARCH WATER PURCHASES-EAST WATER		O-SOURCE MISC	19,138.56
	4/04/14	MARCH WATER PURCHASES-WEST WATER		O-SOURCE MISC	30,774.42
				TOTAL:	49,912.98
MAKRAM TAMMY	4/04/14	REIMBURSE ART ADVOCACY, ME	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	255.12
				TOTAL:	255.12
MCCUEN WELDING & MACHINING INC	4/04/14	PARTS REPAIR	GENERAL FUND	ICE AND SNOW REMOVAL	430.42
	4/04/14	REPAIR ARM-FILTER #4	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	1,141.20
				TOTAL:	1,571.62
MINNESOTA DEPARTMENT OF HEALTH	4/04/14	MONITORING WELL MAINT PERM WATER		O-SOURCE WELLS & SPRNG	50.00
				TOTAL:	50.00
MINNESOTA VALLEY TESTING LABS INC	4/04/14	FEBRUARY SALTY DISCHARGE T	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	135.00
				TOTAL:	135.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MISCELLANEOUS V CASTILLO ORBELINA	4/04/14	REFUND OF DEPOSITS-ACCTS F WATER		NON-DEPARTMENTAL	45.00
CASTILLO ORBELINA	4/04/14	REFUND OF DEPOSITS-ACCTS F MUNICIPAL WASTEWAT		NON-DEPARTMENTAL	25.79
CASTILLO ORBELINA	4/04/14	REFUND OF DEPOSITS-ACCTS F ELECTRIC		NON-DEPARTMENTAL	95.00
KAY REH	4/04/14	REFUND OF DEPOSITS-ACCTS F ELECTRIC		NON-DEPARTMENTAL	85.54
KAY REH	4/04/14	REFUND OF DEPOSITS-ACCTS F ELECTRIC		ACCTS-RECORDS & COLLEC	0.02
KAZEMBA ARNOLD	4/04/14	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	50.00
LEIVA CARLOS A	4/04/14	REFUND OF DEPOSITS-ACCTS F ELECTRIC		NON-DEPARTMENTAL	28.18
LEIVA CARLOS A	4/04/14	REFUND OF DEPOSITS-ACCTS F ELECTRIC		ACCTS-RECORDS & COLLEC	0.02
MCGRAW LINDSEY	4/04/14	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	150.00
PEDERSON THERESA	4/04/14	FORFEITURE AGREEMENT#12-45 PD TASK FORCE		BUFFALO RIDGE DRUG TAS	139.00
SEIVER ED	4/04/14	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	50.00
SEVERANCE LEVI J	4/04/14	REFUND OF DEPOSITS-ACCTS F WATER		NON-DEPARTMENTAL	2.74
SEVERANCE LEVI J	4/04/14	REFUND OF DEPOSITS-ACCTS F WATER		ACCTS-RECORDS & COLLEC	0.01
SEVERANCE LEVI J	4/04/14	REFUND OF DEPOSITS-ACCTS F ELECTRIC		NON-DEPARTMENTAL	95.00
SEVERANCE LEVI J	4/04/14	REFUND OF DEPOSITS-ACCTS F ELECTRIC		ACCTS-RECORDS & COLLEC	0.02
SEYKORA RYAN J	4/04/14	REFUND OF CREDITS-ACCTS FI GENERAL FUND		NON-DEPARTMENTAL	7.52
SEYKORA RYAN J	4/04/14	REFUND OF CREDITS-ACCTS FI ELECTRIC		NON-DEPARTMENTAL	0.20
SEYKORA RYAN J	4/04/14	REFUND OF CREDITS-ACCTS FI GARBAGE COLLECTION		NON-DEPARTMENTAL	10.94
SPIEGELHOFF JOHN	4/04/14	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	50.00
TURBES GERALD	4/04/14	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	10.00
WALGREEN CO #10189	4/04/14	COMMERCIAL REFRIG REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	780.00
WIETZEMA TODD	4/04/14	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	50.00
WINCH ERIC J	4/04/14	REFUND OF DEPOSITS-ACCTS F ELECTRIC		NON-DEPARTMENTAL	27.92
WINCH ERIC J	4/04/14	REFUND OF DEPOSITS-ACCTS F ELECTRIC		ACCTS-RECORDS & COLLEC	0.02
				TOTAL:	1,702.92
MN DEPT TRANSPORTATION	4/04/14	BIT OVERLAYS	IMPROVEMENT CONST	OVERLAY PROGRAM	237.36
				TOTAL:	237.36
MSANI	4/04/14	6 REGISTRATIONS CAN AM CON PD TASK FORCE		BUFFALO RIDGE DRUG TAS	900.00
				TOTAL:	900.00
NALCO COMPANY	4/04/14	PHOSPHATE	WATER	O-PURIFY	4,892.55
				TOTAL:	4,892.55
SPAN PUBLISHING INC	4/04/14	DIRECTORY	GENERAL FUND	SECURITY CENTER	72.00
	4/04/14	DIRECTORY	GENERAL FUND	SECURITY CENTER	72.00
				TOTAL:	144.00
NOBLES COOPERATIVE ELECTRIC	4/04/14	ELECTRIC SERVICE	WATER	O-PUMPING	15.45
	4/04/14	ELECTRIC SERVICE	WATER	O-PUMPING	15.45
				TOTAL:	30.90
RESCO INC	4/04/14	METER MODULES	ELECTRIC	FA DISTR METERS	7,122.55
				TOTAL:	7,122.55
RESERVE ACCOUNT	4/04/14	POSTAGE	WATER	ADMIN OFFICE SUPPLIES	150.00
	4/04/14	POSTAGE	WATER	ACCTS-RECORDS & COLLEC	1,350.00
	4/04/14	POSTAGE	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	150.00
	4/04/14	POSTAGE	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	1,350.00
	4/04/14	POSTAGE	ELECTRIC	ADMIN OFFICE SUPPLIES	300.00
	4/04/14	POSTAGE	ELECTRIC	ACCTS-RECORDS & COLLEC	2,700.00
				TOTAL:	6,000.00
RILEY MARK	4/04/14	K9 TRAINING 3/17-3/21	GENERAL FUND	POLICE ADMINISTRATION	103.22
	4/04/14	K9 TRAINING 3/17-3/21	GENERAL FUND	POLICE ADMINISTRATION	195.00



VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4/04/14	K9 TRAINING 3/24-3/28	GENERAL FUND	POLICE ADMINISTRATION	108.36
	4/04/14	K9 TRAINING 3/24-3/28	GENERAL FUND	POLICE ADMINISTRATION	195.00
		TOTAL:			601.58
SANITATION PRODUCTS INC	4/04/14	PARTS FOR ELGIN SWEEPER	STORM WATER MANAGE	STREET CLEANING	1,205.69
		TOTAL:			1,205.69
SCHWALBACH #4465	4/04/14	LIGHT BULBS	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	54.76
	4/04/14	KEYS, KEY TAGS	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	10.17
		TOTAL:			64.93
ARTHUR SHERER	4/04/14	SNOW REMOVAL	GENERAL FUND	ICE AND SNOW REMOVAL	800.00
		TOTAL:			800.00
SHINE BROS CORP OF MN	4/04/14	MATERIAL TO MAKE GRABBER/J	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	38.89
		TOTAL:			38.89
STREICHER'S INC	4/04/14	REPLACEMENT FOAM	GENERAL FUND	POLICE ADMINISTRATION	139.98
		TOTAL:			139.98
T & R SERVICE	4/04/14	CAPACITOR DISPOSAL	ELECTRIC	M-DISTR LINE TRANSFRMR	15,184.00
		TOTAL:			15,184.00
TACTICAL TECHNOLOGIES INC	4/04/14	REPAIR-CTR-757V	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	148.00
		TOTAL:			148.00
VERIZON WIRELESS	4/04/14	PHONE SERVICE	GENERAL FUND	MAYOR AND COUNCIL	42.53
	4/04/14	PHONE SERVICE	GENERAL FUND	ADMINISTRATION	58.60
	4/04/14	PHONE SERVICE	GENERAL FUND	ENGINEERING ADMIN	62.06
	4/04/14	PHONE SERVICE	GENERAL FUND	ECONOMIC DEVELOPMENT	31.03
	4/04/14	PHONE SERVICE	GENERAL FUND	PAVED STREETS	67.06
	4/04/14	PHONE SERVICE	RECREATION	PARK AREAS	36.03
	4/04/14	PHONE SERVICE	RECREATION	OLSON PARK CAMPGROUND	31.03
	4/04/14	PHONE SERVICE	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	31.03
		TOTAL:			359.37
VON HOLDT RICK	4/04/14	REIMBURSE GEAR REPAIR	GENERAL FUND	FIRE ADMINISTRATION	36.00
	4/04/14	LUNCH CONFINED SPACE TRAIN	GENERAL FUND	FIRE ADMINISTRATION	45.62
		TOTAL:			81.62
WESCO DISTRIBUTION INC	4/04/14	STREET LIGHT LAMPS	ELECTRIC	M-DISTR ST LITE & SIG	116.71
		TOTAL:			116.71
WESTPHAL BOB	4/04/14	REIMBURSE AWWA SCHOOL	WATER	O-PURIFY MISC	209.63
		TOTAL:			209.63
WORTHINGTON EVENT CENTER	4/04/14	GOPHER STATE ONE CALL MEET	ELECTRIC	O-DISTR MISC	2,646.14
		TOTAL:			2,646.14
WORTHINGTON EXCAVATING INC	4/04/14	SNOW REMOVAL	GENERAL FUND	ICE AND SNOW REMOVAL	751.25
		TOTAL:			751.25
WORTHINGTON REGIONAL ECON DEV CORP	4/04/14	WHITE BOARD BAC	ECONOMIC DEV AUTHO	TRAINING/TESTING CENTE	65.29
		TOTAL:			65.29

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
----- FUND TOTALS -----					
101		GENERAL FUND	5,110.11		
207		PD TASK FORCE	1,187.00		
229		RECREATION	2,571.58		
231		ECONOMIC DEV AUTHORITY	65.29		
401		IMPROVEMENT CONST	237.36		
601		WATER	60,852.85		
602		MUNICIPAL WASTEWATER	3,301.88		
604		ELECTRIC	31,176.75		
605		INDUSTRIAL WASTEWATER	8,498.95		
606		STORM WATER MANAGEMENT	1,205.69		
609		LIQUOR	300.00		
612		AIRPORT	3,384.60		
614		MEMORIAL AUDITORIUM	1,851.08		
873		GARBAGE COLLECTION	10.94		
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GRAND TOTAL:			119,754.08		
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TOTAL PAGES: 5

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AANENSON TONYA	4/11/14	REIMBURSE '14 PSAP 911 CON	GENERAL FUND	SECURITY CENTER	29.50
	4/11/14	REIMBURSE '14 PSAP 911 CON	GENERAL FUND	SECURITY CENTER	29.50
				TOTAL:	59.00
AMERICAN BOTTLING COMPANY	4/11/14	MIX	LIQUOR	NON-DEPARTMENTAL	102.31
				TOTAL:	102.31
ARCTIC ICE INC	4/11/14	ICE	LIQUOR	NON-DEPARTMENTAL	165.97
	4/11/14	ICE	LIQUOR	NON-DEPARTMENTAL	187.66
				TOTAL:	353.63
ARTISAN BEER COMPANY	4/11/14	BEER	LIQUOR	NON-DEPARTMENTAL	178.85
	4/11/14	BEER	LIQUOR	NON-DEPARTMENTAL	89.00
				TOTAL:	267.85
BELLBOY CORP	4/11/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	536.50
				TOTAL:	536.50
BENSON TECHNICAL WORKS INC	4/11/14	QUARTERLY LIGHT VERIFICATI	AIRPORT	O-GEN MISC	624.25
				TOTAL:	624.25
BEVERAGE WHOLESALERS INC	4/11/14	BEER	LIQUOR	NON-DEPARTMENTAL	2,858.85
	4/11/14	BEER	LIQUOR	NON-DEPARTMENTAL	2,040.53
	4/11/14	BEER	LIQUOR	NON-DEPARTMENTAL	4,756.50
	4/11/14	BEER	LIQUOR	NON-DEPARTMENTAL	3,993.60
				TOTAL:	13,649.48
BOB & STEVES SHELL	4/11/14	FUEL	GENERAL FUND	FIRE ADMINISTRATION	210.11
				TOTAL:	210.11
BOB'S PIANO SERVICE INC	4/11/14	TUNE PIANO, REPAIR KEYS	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	130.00
				TOTAL:	130.00
BOLTON & MENK INC	4/11/14	CONSTRUCTION SERVICES	IMPROVEMENT CONST	TH 59 N IMPROVEMENTS	3,335.50
				TOTAL:	3,335.50
BOMGAARS, JACLIN	4/11/14	REIMBURSE	GENERAL FUND	POLICE ADMINISTRATION	133.34
				TOTAL:	133.34
BRADLEY CHAPULIS	4/11/14	HSA	GENERAL FUND	NON-DEPARTMENTAL	230.00
				TOTAL:	230.00
BURNS LOCK & KEY	4/11/14	ADJUST LOCKS	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	40.00
				TOTAL:	40.00
COAST TO COAST SOLUTIONS	4/11/14	SUPPLIES	GENERAL FUND	POLICE ADMINISTRATION	519.95
				TOTAL:	519.95
COCA-COLA ENTERPRISES-MIDWEST DIVISION	4/11/14	MIX	LIQUOR	NON-DEPARTMENTAL	270.08
				TOTAL:	270.08
CONCRETE MATERIALS	4/11/14	COLD MIX	GENERAL FUND	PAVED STREETS	736.59
				TOTAL:	736.59
COOPERATIVE ENERGY CO- ACCT # 5910807	4/11/14	KEROSENE	GENERAL FUND	PAVED STREETS	26.00
	4/11/14	SUPERLUBE TMS 15W40	GENERAL FUND	PAVED STREETS	64.75

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4/11/14	DIESEL	GENERAL FUND	PAVED STREETS	107.88
	4/11/14	2-10 QT INDOL ISO	GENERAL FUND	ICE AND SNOW REMOVAL	113.60
	4/11/14	DIESEL	GENERAL FUND	ICE AND SNOW REMOVAL	212.66
	4/11/14	DIESEL	GENERAL FUND	ICE AND SNOW REMOVAL	229.47
	4/11/14	PREMIUM	RECREATION	TREE REMOVAL	7.91
				TOTAL:	762.27
CRA PAYMENT CENTER	4/11/14	CUTTING EDGE-AIRPORT SNOWB	AIRPORT	O-GEN MISC	106.00
				TOTAL:	106.00
CULLIGAN WATER COND CO	4/11/14	MONTHLY SERVICE	GENERAL FUND	GENERAL GOVT BUILDINGS	66.00
	4/11/14	MONTHLY SERVICE	GENERAL FUND	SECURITY CENTER	27.75
	4/11/14	MONTHLY SERVICE	GENERAL FUND	SECURITY CENTER	27.75
	4/11/14	MONTHLY SERVICE	GENERAL FUND	PAVED STREETS	5.00
	4/11/14	MONTHLY SERVICE	GENERAL FUND	CENTER FOR ACTIVE LIVI	5.25
	4/11/14	MATERIAL TO THAW FROZEN LI	WATER	O-DIST UNDERGRND LINES	63.95
	4/11/14	MONTHLY SERVICE	WATER	O-DISTR MISC	18.00
	4/11/14	MONTHLY SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	18.00
	4/11/14	MONTHLY SERVICE	ELECTRIC	ACCTS-RECORDS & COLLEC	12.83
				TOTAL:	244.53
CUMISKEY MICHAEL	4/11/14	REIMBURSE MN CHIEFS TRAINI	GENERAL FUND	POLICE ADMINISTRATION	106.00
				TOTAL:	106.00
DACOTAH PAPER CO	4/11/14	BAGS, SUPPLIES	LIQUOR	O-GEN MISC	549.06
	4/11/14	RETURNED ITEMS	LIQUOR	O-GEN MISC	51.40
				TOTAL:	497.66
DAILY GLOBE	4/11/14	ONLINE ADS	GENERAL FUND	MAYOR AND COUNCIL	60.00
	4/11/14	ORDINANCE PUBLICATION	GENERAL FUND	CLERK'S OFFICE	352.36
	4/11/14	PUBLIC HEARING	GENERAL FUND	ECONOMIC DEVELOPMENT	194.40
	4/11/14	POLICE OFFICER AD	GENERAL FUND	POLICE ADMINISTRATION	216.20
	4/11/14	OPEN HOUSE ADS	RECREATION	GOLF COURSE-CLUBHOUSE	648.00
	4/11/14	HEARING NOTICE	IMPROVEMENT CONST	OKABENA ST WATER MAIN	109.36
	4/11/14	MARCH MADNESS, ST PADDYS D	LIQUOR	O-GEN MISC	379.15
				TOTAL:	1,959.47
DAVIS TYPEWRITER CO INC	4/11/14	LEGAL PAD	GENERAL FUND	ADMINISTRATION	8.41
	4/11/14	POST-IT NOTES, HIGHLIGHTER	GENERAL FUND	CLERK'S OFFICE	23.26
	4/11/14	TAPE, PENCIL LEAD	GENERAL FUND	ENGINEERING ADMIN	6.91
	4/11/14	BINDER CLIP	GENERAL FUND	ENGINEERING ADMIN	0.65
	4/11/14	PHONE MESSAGE BOOK	GENERAL FUND	ENGINEERING ADMIN	6.46
	4/11/14	TAPE, PENCIL LEAD	GENERAL FUND	ECONOMIC DEVELOPMENT	6.92
	4/11/14	BINDER CLIP	GENERAL FUND	ECONOMIC DEVELOPMENT	0.66
	4/11/14	PHONE MESSAGE BOOK	GENERAL FUND	ECONOMIC DEVELOPMENT	6.47
	4/11/14	PAPER, PUSH PINS	GENERAL FUND	ECONOMIC DEVELOPMENT	11.22
	4/11/14	TISSUE PAPER, NAPKINS, GAR	GENERAL FUND	GENERAL GOVT BUILDINGS	168.63
	4/11/14	CHAIR MAT	WATER	ADMIN OFFICE SUPPLIES	90.00
	4/11/14	POST-ITS, FILTER	WATER	ACCTS-RECORDS & COLLEC	11.88
	4/11/14	PAPER	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	13.68
	4/11/14	CHAIR MAT	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	45.00
	4/11/14	POST-ITS, FILTER	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	5.94
	4/11/14	PAPER	ELECTRIC	O-DISTR SUPER & ENG	13.68
	4/11/14	CHAIR MAT	ELECTRIC	ADMIN OFFICE SUPPLIES	44.99
	4/11/14	POST-ITS, FILTER	ELECTRIC	ACCTS-RECORDS & COLLEC	5.95
	4/11/14	DATER	ELECTRIC	ACCTS-RECORDS & COLLEC	35.73

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4/11/14	TOILET PAPER, TOWELS	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	91.92
	4/11/14	CARTRIDGE, INDEX TABBING	DATA PROCESSING	DATA PROCESSING	130.31
				TOTAL:	728.67
DE LAGE LANDEN PUBLIC FINANCE LLC	4/11/14	CART LEASE	RECREATION	GOLF COURSE-CLUBHOUSE	2,309.28
				TOTAL:	2,309.28
DEPARTMENT OF FINANCE	4/11/14	ADMIN FORFEITURE-SEIZED OC	GENERAL FUND	POLICE ADMINISTRATION	53.00
				TOTAL:	53.00
DIAMOND VOGEL PAINT	4/11/14	COUNCIL CHAMBER PAINT	GENERAL FUND	GENERAL GOVT BUILDINGS	21.30
	4/11/14	PLOW HITCHES	GENERAL FUND	ICE AND SNOW REMOVAL	42.36
				TOTAL:	63.66
DONOHUE & ASSOCIATES INC	4/11/14	DECHLORINATIONI SYSTEM IMP	MUNICIPAL WASTEWAT	FA PURIFY STRUCTURES	422.28
	4/11/14	DECHLORINATIONI SYSTEM IMP	INDUSTRIAL WASTEWA	PROJECT #6	479.78
				TOTAL:	902.06
DREALAN KVILHAUG HOEFKER & CO PA	4/11/14	2013 AUDIT WORK	GENERAL FUND	AUDITS AND BUDGETS	11,300.00
				TOTAL:	11,300.00
ECHO GROUP INC	4/11/14	SHOP LIGHTS	RECREATION	PARK AREAS	77.70
	4/11/14	FUSES	ELECTRIC	M-DISTR UNDERGRND LINE	63.25
	4/11/14	REDUCING WASHERS	ELECTRIC	M-DISTR UNDERGRND LINE	20.66
				TOTAL:	161.61
FASTENAL COMPANY	4/11/14	SPECTACLE KITS	GENERAL FUND	FIRE ADMINISTRATION	248.83
	4/11/14	RUSTO PRIMER/PAINT	GENERAL FUND	PAVED STREETS	34.59
	4/11/14	PARTS	GENERAL FUND	PAVED STREETS	22.06
	4/11/14	PLOW HITCHES	GENERAL FUND	ICE AND SNOW REMOVAL	31.02
	4/11/14	SUPPLIES FOR SIGNS	GENERAL FUND	SIGNS AND SIGNALS	36.41
	4/11/14	T ROD	ELECTRIC	O-DISTR MISC	4.21
	4/11/14	DRILL BIT	ELECTRIC	O-DISTR MISC	41.94
	4/11/14	BROOM, SAFETY GLASSES	ELECTRIC	O-DISTR MISC	113.60
				TOTAL:	532.66
FEDEX	4/11/14	SHIPPING	GENERAL FUND	POLICE ADMINISTRATION	12.30
				TOTAL:	12.30
FERGUSON ENTERPRISES INC #226	4/11/14	SERVICE LINE REPAIR SUPPLI	WATER	O-DIST UNDERGRND LINES	78.30
				TOTAL:	78.30
FERGUSON WATERWORKS INC #2516	4/11/14	SERVICE LINE REPAIR PARTS	WATER	O-DIST UNDERGRND LINES	539.80
	4/11/14	SERVICE LINE REPAIR PARTS	WATER	O-DIST UNDERGRND LINES	403.45
	4/11/14	SERVICE LINE REPAIR PARTS	WATER	O-DIST UNDERGRND LINES	90.25
	4/11/14	SERVICE LINE REPAIR PARTS	WATER	O-DIST UNDERGRND LINES	5.25
	4/11/14	DISTRIBUTION MAIN REPAIR P	WATER	M-TRANS MAINS	258.50
	4/11/14	DISBTRIBUTION MAIN REPAIR	WATER	M-TRANS MAINS	375.50
	4/11/14	DISTRIBUTION MAIN REPAIR P	WATER	M-TRANS MAINS	80.95
	4/11/14	DISTRIBUTION MAIN REPAIR P	WATER	M-TRANS MAINS	135.00
	4/11/14	DISTRIBUTION MAIN REPAIR P	WATER	M-TRANS MAINS	98.50
				TOTAL:	1,987.20
FIFE WATER SERVICES INC	4/11/14	CHEMICALS	INDUSTRIAL WASTEWA	O-PURIFY MISC	9,325.05
				TOTAL:	9,325.05

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
FIRE SAFETY USA, INC	4/11/14	FIRE BOOTS, CARBON FIRE HO	GENERAL FUND	FIRE ADMINISTRATION	1,380.00
	4/11/14	6" LEATHER FRONT	GENERAL FUND	FIRE ADMINISTRATION	210.00
	4/11/14	GEAR LETTERS	GENERAL FUND	FIRE ADMINISTRATION	41.00
				TOTAL:	1,631.00
FLAHERTY & HOOD PA	4/11/14	LABOR/EMPLOYMENT CONSULTAT	GENERAL FUND	CITY ATTORNEY	202.98
				TOTAL:	202.98
GAMETIME	4/11/14	MILLARD PLAYGROUND PARTS	RECREATION	PARK AREAS	160.20
				TOTAL:	160.20
GCC -CONSOLIDATED READY MIX INC	4/11/14	TEMP REPAIRS	WATER	M-TRANS MAINS	329.50
				TOTAL:	329.50
GOPHER STATE ONE CALL INC	4/11/14	MONTHLY LOCATE	WATER	O-DISTR MISC	9.48
	4/11/14	MONTHLY LOCATE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	9.47
	4/11/14	MONTHLY LOCATE	ELECTRIC	O-DISTR MISC	18.95
				TOTAL:	37.90
GRAHAM TIRE OF WORTHINGTON INC	4/11/14	SERVICE UNIT #28	GENERAL FUND	POLICE ADMINISTRATION	109.95
	4/11/14	SERVICE UNIT #28	GENERAL FUND	POLICE ADMINISTRATION	90.57
	4/11/14	FLOOR DRY	GENERAL FUND	FIRE ADMINISTRATION	42.45
	4/11/14	FILTER	GENERAL FUND	FIRE ADMINISTRATION	16.99
				TOTAL:	259.96
GRAINGER INC	4/11/14	DISTRIBUTION TOOLS	WATER	M-TRANS MAINS	24.38
	4/11/14	DISTRIBUTION TOOLS	WATER	M-TRANS MAINS	538.39
				TOTAL:	562.77
HAGEN BEVERAGE DISTRIBUTING INC	4/11/14	BEER	LIQUOR	NON-DEPARTMENTAL	6,024.55
	4/11/14	BEER	LIQUOR	NON-DEPARTMENTAL	2,560.00
	4/11/14	BEER	LIQUOR	NON-DEPARTMENTAL	4,764.40
	4/11/14	MIX	LIQUOR	NON-DEPARTMENTAL	45.00
	4/11/14	BEER	LIQUOR	NON-DEPARTMENTAL	3,118.50
	4/11/14	BEER	LIQUOR	NON-DEPARTMENTAL	81.00
	4/11/14	BEER	LIQUOR	NON-DEPARTMENTAL	9,621.50
	4/11/14	MIX	LIQUOR	NON-DEPARTMENTAL	20.40
	4/11/14	BEER	LIQUOR	NON-DEPARTMENTAL	119.00
	4/11/14	BEER	LIQUOR	NON-DEPARTMENTAL	1,155.60
	4/11/14	BEER	LIQUOR	NON-DEPARTMENTAL	4,913.45
	4/11/14	BEER	LIQUOR	NON-DEPARTMENTAL	39.10
	4/11/14	BEER	LIQUOR	NON-DEPARTMENTAL	765.80
	4/11/14	WATER	LIQUOR	O-GEN MISC	12.00
				TOTAL:	33,121.30
HAWKINS INC	4/11/14	CHEMICALS	WATER	O-PURIFY	2,925.03
	4/11/14	3 TONS CHLORINE	WATER	O-PURIFY	1,933.00
				TOTAL:	4,858.03
HULS HANNAH	4/11/14	REIMBURSE PORTALS TRAINING	GENERAL FUND	SECURITY CENTER	48.50
	4/11/14	REIMBURSE PORTALS TRAINING	GENERAL FUND	SECURITY CENTER	49.50
				TOTAL:	98.00
HY-VEE INC-61705	4/11/14	JOINT MEETING 3/18/14	GENERAL FUND	MAYOR AND COUNCIL	66.25
				TOTAL:	66.25

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
IDE@S	4/11/14	SLIM CHARGER	GENERAL FUND	PAVED STREETS	19.99
				TOTAL:	19.99
INDIAN ISLAND WINERY	4/11/14	WINE	LIQUOR	NON-DEPARTMENTAL	795.84
				TOTAL:	795.84
INVENTORY TRADING CO	4/11/14	UNIFORMS-DISPATCH/RECORDS	GENERAL FUND	SECURITY CENTER	232.00
	4/11/14	UNIFORMS-DISPATCH/RECORDS	GENERAL FUND	SECURITY CENTER	232.00
				TOTAL:	464.00
ITEN, VIDA	4/11/14	REIMBURSE TECHNOLOGY DAYS	ELECTRIC	ACCTS-ASSISTANCE	72.80
				TOTAL:	72.80
J & K WINDOWS	4/11/14	MARCH WINDOW CLEANING	LIQUOR	O-GEN MISC	64.13
				TOTAL:	64.13
JACKS UNIFORMS & EQUIPMENT	4/11/14	SHOULDER HOLSTER	GENERAL FUND	POLICE ADMINISTRATION	156.94
	4/11/14	UNIFORMS	GENERAL FUND	POLICE ADMINISTRATION	120.89
	4/11/14	BOOTS	GENERAL FUND	POLICE ADMINISTRATION	170.94
				TOTAL:	448.77
JAYCOX IMPLEMENT INC	4/11/14	SNOWBLOWER PARTS	RECREATION	PARK AREAS	438.72
	4/11/14	TOOLCAT PARTS	RECREATION	PARK AREAS	72.43
	4/11/14	REPAIR TOOLCAT	RECREATION	PARK AREAS	89.50
	4/11/14	BEARINGS	AIRPORT	O-GEN MISC	79.22
	4/11/14	RETURNED BEARING	AIRPORT	O-GEN MISC	39.61
				TOTAL:	640.26
JBS USA	4/11/14	1ST QTR VARIABLE RECONCILI	INDUSTRIAL WASTEWA	ADMIN MISC	108,967.15
				TOTAL:	108,967.15
JERRY'S AUTO SUPPLY	4/11/14	FITTINGS, HOSE UNIT 410	GENERAL FUND	PAVED STREETS	115.68
	4/11/14	MARKER	GENERAL FUND	PAVED STREETS	5.29
	4/11/14	REDUCER	ELECTRIC	O-DISTR UNDERGRND LINE	5.69
	4/11/14	SOCKET SET	ELECTRIC	O-DISTR MISC	34.99
				TOTAL:	161.65
ANTHONY D JOHNSON	4/11/14	REPAIR INTERSECTION 11TH & WATER		M-TRANS MAINS	2,125.00
				TOTAL:	2,125.00
JOHNSON BROTHERS LIQUOR CO	4/11/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	4,373.97
	4/11/14	WINE	LIQUOR	NON-DEPARTMENTAL	3,014.95
	4/11/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	98.00
	4/11/14	WINE	LIQUOR	NON-DEPARTMENTAL	911.20
	4/11/14	BEER	LIQUOR	NON-DEPARTMENTAL	20.99
	4/11/14	WINE	LIQUOR	NON-DEPARTMENTAL	960.00
	4/11/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	8,342.36
	4/11/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	111.00
	4/11/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	3,607.87
	4/11/14	WINE	LIQUOR	NON-DEPARTMENTAL	818.90
	4/11/14	BEER	LIQUOR	NON-DEPARTMENTAL	62.97
	4/11/14	WINE	LIQUOR	NON-DEPARTMENTAL	10.34
	4/11/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	42.00
	4/11/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	125.99
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	37.23
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	91.20

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	1.60
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	38.40
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	38.40
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	68.80
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	61.74
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	33.61
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	0.53-
	4/11/14	FREIGHT	LIQUOR	O-GEN MISC	1.60-
				TOTAL:	22,512.73
KARIAN PETERSON POWER LINE CONTRACTING	4/11/14	TRANSMISSION MARKER BALL R ELECTRIC		M-DISTR OVERHEAD LINES	5,634.50
				TOTAL:	5,634.50
LAW ENFORCEMENT LABOR SERVICES INC #27	4/11/14	UNION DUES	GENERAL FUND	NON-DEPARTMENTAL	135.00
				TOTAL:	135.00
LAWNS PLUS	4/11/14	SNOW REMOVAL FEBRUARY	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	281.25
				TOTAL:	281.25
LEAGUE OF MN CITIES INSURANCE TRUST	4/11/14	WORK COMP	GENERAL FUND	MAYOR AND COUNCIL	64.25
	4/11/14	WORK COMP	GENERAL FUND	ADMINISTRATION	189.50
	4/11/14	WORK COMP	GENERAL FUND	ELECTIONS	25.25
	4/11/14	WORK COMP	GENERAL FUND	CLERK'S OFFICE	220.00
	4/11/14	WORK COMP	GENERAL FUND	ACCOUNTING	235.50
	4/11/14	WORK COMP	GENERAL FUND	ENGINEERING ADMIN	378.50
	4/11/14	WORK COMP	GENERAL FUND	ECONOMIC DEVELOPMENT	397.75
	4/11/14	WORK COMP	GENERAL FUND	GENERAL GOVT BUILDINGS	21.25
	4/11/14	WORK COMP	GENERAL FUND	POLICE ADMINISTRATION	13,811.21
	4/11/14	WORK COMP	GENERAL FUND	REGULATE LAWFUL GAMBLE	79.00
	4/11/14	WORK COMP	GENERAL FUND	SECURITY CENTER	401.63
	4/11/14	WORK COMP	GENERAL FUND	SECURITY CENTER	401.63
	4/11/14	WORK COMP	GENERAL FUND	FIRE ADMINISTRATION	5,540.75
	4/11/14	WORK COMP	GENERAL FUND	ANIMAL CONTROL ENFORCE	94.50
	4/11/14	WORK COMP	GENERAL FUND	PAVED STREETS	2,723.25
	4/11/14	WORK COMP	GENERAL FUND	ICE AND SNOW REMOVAL	1,014.75
	4/11/14	WORK COMP	GENERAL FUND	SIGNS AND SIGNALS	92.25
	4/11/14	WORK COMP	GENERAL FUND	TRASH PICKUP	134.75
	4/11/14	WORK COMP	GENERAL FUND	CODE ENFORCEMENT	93.75
	4/11/14	WORK COMP	GENERAL FUND	CENTER FOR ACTIVE LIVI	50.75
	4/11/14	WORK COMP	GENERAL FUND	LAKE IMPROVEMENT	33.50
	4/11/14	WORK COMP	GENERAL FUND	MISC SPECIAL DAYS/EVEN	10.00
	4/11/14	WORK COMP	GENERAL FUND	INVALID DEPARTMENT	277.25
	4/11/14	WORK COMP	RECREATION	GOLF COURSE-CLUBHOUSE	9.25
	4/11/14	WORK COMP	RECREATION	GOLF COURSE-GREEN	584.50
	4/11/14	WORK COMP	RECREATION	PARK AREAS	1,773.50
	4/11/14	WORK COMP	RECREATION	OLSON PARK CAMPGROUND	281.50
	4/11/14	WORK COMP	RECREATION	TREE REMOVAL	1,669.00
	4/11/14	WORK COMP	PIR/TRUNKS	SP ASSESS-ADMIN ESCROW	32.75
	4/11/14	WORK COMP	IMPROVEMENT CONST	OTHER MISC PROJECTS	2,068.25
	4/11/14	WORK COMP	WATER	INJURIES AND DAMAGES	3,169.50
	4/11/14	WORK COMP	MUNICIPAL WASTEWAT	INJURIES AND DAMAGES	4,431.00
	4/11/14	WORK COMP	ELECTRIC	INJURIES & DAMAGES	3,520.50
	4/11/14	WORK COMP	STORM WATER MANAGE	STORM DRAINAGE	483.50
	4/11/14	WORK COMP	STORM WATER MANAGE	STREET CLEANING	999.50
	4/11/14	WORK COMP	LIQUOR	O-GEN MISC	1,315.75
	4/11/14	WORK COMP	AIRPORT	O-GEN MISC	226.25



VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4/11/14	WORK COMP	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	80.75
	4/11/14	WORK COMP	DATA PROCESSING	DATA PROCESSING	261.53
			TOTAL:		47,198.00
LOCATORS & SUPPLIES INC	4/11/14	SAFETY VESTS	GENERAL FUND	PAVED STREETS	140.40
	4/11/14	SHOVELS	ELECTRIC	O-DISTR MISC	261.18
			TOTAL:		401.58
MARCO	4/11/14	SERVICE/SUPPLY-SHARP MX500 WATER		ACCTS-RECORDS & COLLEC	24.07
	4/11/14	SERVICE/SUPPLY-SHARP MX500 MUNICIPAL WASTEWAT		ACCT-RECORDS & COLLECT	24.06
	4/11/14	SERVICE/SUPPLY-SHARP MX500 ELECTRIC		ACCTS-RECORDS & COLLEC	48.14
			TOTAL:		96.27
MARKS TOWING & REPAIR OF WORTHINGTON I	4/11/14	TOW	GENERAL FUND	POLICE ADMINISTRATION	65.00
	4/11/14	TOW	GENERAL FUND	POLICE ADMINISTRATION	50.00
	4/11/14	TOW	GENERAL FUND	POLICE ADMINISTRATION	50.00
	4/11/14	TOW	GENERAL FUND	POLICE ADMINISTRATION	40.00
	4/11/14	TOW	GENERAL FUND	POLICE ADMINISTRATION	50.00
	4/11/14	TOW	GENERAL FUND	POLICE ADMINISTRATION	75.00
			TOTAL:		330.00
MARTHALER FORD OF WORTHINGTON	4/11/14	OIL CHANGE SQUAD 30	GENERAL FUND	POLICE ADMINISTRATION	5.03
	4/11/14	OIL CHANGE SQUAD 30	GENERAL FUND	POLICE ADMINISTRATION	12.95
	4/11/14	SERVICE/REPAIR FAN	GENERAL FUND	POLICE ADMINISTRATION	205.00
	4/11/14	OIL CHANGE UNIT 44	GENERAL FUND	POLICE ADMINISTRATION	5.03
	4/11/14	OIL CHANGE UNIT 44	GENERAL FUND	POLICE ADMINISTRATION	10.45
	4/11/14	CHECK ENGINE LIGHT UNIT 44	GENERAL FUND	POLICE ADMINISTRATION	95.00
	4/11/14	CHECK ENGINE LIGHT UNIT 44	GENERAL FUND	POLICE ADMINISTRATION	14.25
	4/11/14	UNIT #204 REPLACE PINION S WATER		M-PUMPING	166.76
			TOTAL:		514.47
MATHESON TRI-GAS INC	4/11/14	ACETYLENE	GENERAL FUND	PAVED STREETS	103.27
	4/11/14	CUTTING OIL	ELECTRIC	O-DISTR STATION EXPENS	23.03
			TOTAL:		126.30
MATT PARROTT/STOREY KENWORTHY	4/11/14	A/P CHECKS	DATA PROCESSING	DATA PROCESSING	619.34
			TOTAL:		619.34
MCCUEN WELDING & MACHINING INC	4/11/14	WATER TANK TRUCK	STORM WATER MANAGE	STREET CLEANING	5,267.11
			TOTAL:		5,267.11
METERING & TECHNOLOGY SOLUTIONS	4/11/14	METER PARTS-FROST BOTTOMS	WATER	M-DISTR METERS	146.11
			TOTAL:		146.11
MICHAEL EGGERS	4/11/14	SERVICE/TA SQUAD	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	35.51
			TOTAL:		35.51
MINNESOTA BUREAU OF CRIMINAL APPREHENS	4/11/14	SUPERVISION/MGMT -WILTROUT	GENERAL FUND	POLICE ADMINISTRATION	190.00
			TOTAL:		190.00
MINNESOTA ELEVATOR INC	4/11/14	QUARTERLY SERVICE	GENERAL FUND	GENERAL GOVT BUILDINGS	176.99
			TOTAL:		176.99
MINNESOTA ENERGY RESOURCES CORP	4/11/14	GAS SERVICE	GENERAL FUND	GENERAL GOVT BUILDINGS	1,224.84
	4/11/14	GAS SERVICE	GENERAL FUND	FIRE ADMINISTRATION	1,820.86
	4/11/14	GAS SERVICE	GENERAL FUND	PAVED STREETS	249.68

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4/11/14	GAS SERVICE	GENERAL FUND	CENTER FOR ACTIVE LIVI	927.26
	4/11/14	GAS SERVICE	RECREATION	OLSON PARK CAMPGROUND	367.27
	4/11/14	GAS SERVICE	ECONOMIC DEV AUTHO	TRAINING/TESTING CENTE	2,072.54
	4/11/14	GAS SERVICE	WATER	O-DISTR MISC	16.86
	4/11/14	GAS SERVICE	MUNICIPAL WASTEWAT	O-PURIFY MISC	5,346.01
	4/11/14	GAS SERVICE	AIRPORT	O-GEN MISC	593.92
	4/11/14	GAS SERVICE	AIRPORT	O-GEN MISC	444.19
				TOTAL:	13,063.43
MINNESOTA GFOA	4/11/14	CAFR COMMENT REVIEW	GENERAL FUND	ACCOUNTING	50.00
				TOTAL:	50.00
MINNESOTA MUNICIPAL UTILITIES ASSOC	4/11/14	OSHA SAFETY PROGRAM	GENERAL FUND	ADMINISTRATION	168.28
	4/11/14	OSHA SAFETY PROGRAM	GENERAL FUND	ENGINEERING ADMIN	308.51
	4/11/14	OSHA SAFETY PROGRAM	GENERAL FUND	ECONOMIC DEVELOPMENT	140.23
	4/11/14	OSHA SAFETY PROGRAM	GENERAL FUND	POLICE ADMINISTRATION	1,738.87
	4/11/14	OSHA SAFETY PROGRAM	GENERAL FUND	FIRE ADMINISTRATION	2,019.33
	4/11/14	OSHA SAFETY PROGRAM	GENERAL FUND	PAVED STREETS	56.09
	4/11/14	OSHA SAFETY PROGRAM	GENERAL FUND	PAVED STREETS	336.56
	4/11/14	OSHA SAFETY PROGRAM	GENERAL FUND	CODE ENFORCEMENT	56.09
	4/11/14	OSHA SAFETY PROGRAM	RECREATION	GOLF COURSE-GREEN	56.09
	4/11/14	OSHA SAFETY PROGRAM	RECREATION	PARK AREAS	224.37
	4/11/14	WINTER LEGISLATIVE CONFERE	ELECTRIC	ADMIN OFFICE SUPPLIES	240.00
	4/11/14	WINTER LEGISLATIVE CONFERE	ELECTRIC	ADMIN MISC	480.00
	4/11/14	OSHA SAFETY PROGRAM	LIQUOR	O-GEN MISC	168.28
	4/11/14	OSHA SAFETY PROGRAM	DATA PROCESSING	DATA PROCESSING	224.37
				TOTAL:	6,217.07
MINNESOTA SHERIFFS' ASSOCIATION	4/11/14	PSAP 911 CONFERENCE	GENERAL FUND	SECURITY CENTER	400.00
	4/11/14	PSAP 911 CONFERENCE	GENERAL FUND	SECURITY CENTER	400.00
				TOTAL:	800.00
MISCELLANEOUS V AHRENS PAULA	4/11/14	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	50.00
HULS DAN	4/11/14	REIMBURSE MAILBOX DAMAGE	GENERAL FUND	ICE AND SNOW REMOVAL	40.00
MIXNER JAMES/ANGIE	4/11/14	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	50.00
SCHWAB LANA	4/11/14	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	25.00
TEN HAKEN LYLE	4/11/14	CUSTOMER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	25.00
				TOTAL:	190.00
MISSOURI RIVER ENERGY SERVICES	4/11/14	REGISTRATION-TECHNOLOGY DA	ELECTRIC	ADMIN OFFICE SUPPLIES	50.00
	4/11/14	REGISTRATION-TECHNOLOGY DA	ELECTRIC	ACCTS-RECORDS & COLLEC	50.00
				TOTAL:	100.00
MN CHILD SUPPORT PAYMENT CTR	4/11/14	GARNISHMENT	WATER	NON-DEPARTMENTAL	294.46
				TOTAL:	294.46
NICOLE KEMPEMA'S CLEANING AND ORGANIZI	4/11/14	CLEANING 3/29, 4/2	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	337.50
				TOTAL:	337.50
NOBLES COUNTY ATTORNEY	4/11/14	ADMIN FORFEITURE-OCANA	GENERAL FUND	POLICE ADMINISTRATION	106.00
				TOTAL:	106.00
NOBLES COUNTY AUDITOR/TREASURER	4/11/14	1st QTR SECURITY CENTER	GENERAL FUND	POLICE ADMINISTRATION	2,043.79
	4/11/14	LONG DISTANCE ENDING 2/28/	GENERAL FUND	POLICE ADMINISTRATION	140.53
	4/11/14	1st QTR SECURITY CENTER	GENERAL FUND	SECURITY CENTER	5,319.00
	4/11/14	1st QTR SECURITY CENTER	GENERAL FUND	SECURITY CENTER	3,710.49

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4/11/14	1st QTR SECURITY CENTER	GENERAL FUND	SECURITY CENTER	1,260.93
	4/11/14	1st QTR SECURITY CENTER	GENERAL FUND	SECURITY CENTER	1,228.67
	4/11/14	1st QTR SECURITY CENTER	GENERAL FUND	SECURITY CENTER	19,358.40
	4/11/14	1st QTR SECURITY CENTER	GENERAL FUND	SECURITY CENTER	16.49
	4/11/14	1st QTR SECURITY CENTER	GENERAL FUND	SECURITY CENTER	2,020.00
	4/11/14	1st QTR SECURITY CENTER	GENERAL FUND	SECURITY CENTER	6,097.50
	4/11/14	1st QTR SECURITY CENTER	GENERAL FUND	SECURITY CENTER	4,469.88
	4/11/14	1st QTR SECURITY CENTER	GENERAL FUND	SECURITY CENTER	994.00
	4/11/14	1st QTR SECURITY CENTER	GENERAL FUND	SECURITY CENTER	1,799.64
	4/11/14	1st QTR SECURITY CENTER	GENERAL FUND	SECURITY CENTER	27.41
	4/11/14	1st QTR SECURITY CENTER	GENERAL FUND	SECURITY CENTER	2,365.05
	4/11/14	1st QTR SECURITY CENTER	GENERAL FUND	SECURITY CENTER	3,527.50
	4/11/14	1st QTR SECURITY CENTER	GENERAL FUND	SECURITY CENTER	189.43
	4/11/14	1st QTR SECURITY CENTER	GENERAL FUND	SECURITY CENTER	27.53
	4/11/14	MARCH LEGAL SERVICES	GENERAL FUND	PROSECUTION	11,690.25
	4/11/14	SOLID WASTE MGMT FEBRUARY	WASTE MANAGEMENT C	SOLID WASTE/RECYCLE	7,268.00
				TOTAL:	73,554.49
NOBLES COUNTY ENVIRONMENTAL SERVICES	4/11/14	ELECTRONICS RECYCLING	ELECTRIC	O-DISTR MISC	66.15
	4/11/14	RECYCLE FLUORESCENT BULB,	LIQUOR	O-GEN MISC	58.45
				TOTAL:	124.60
OXFORD AUTOMOTIVE EXTERIORS LLC	4/11/14	REMOVE GRAPHICS SQUAD 29	GENERAL FUND	POLICE ADMINISTRATION	151.20
	4/11/14	ADJUST HINGES & DOOR	GENERAL FUND	ANIMAL CONTROL ENFORCE	43.20
	4/11/14	REPAIR SQUAD 35	SAFETY PROMO/LOSS	HEALTH/SAFETY/FITNESS	3,261.36
				TOTAL:	3,455.76
PAUSTIS & SONS	4/11/14	WINE	LIQUOR	NON-DEPARTMENTAL	410.00
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	7.00
				TOTAL:	417.00
PEPSI COLA BOTTLING CO	4/11/14	MIX	LIQUOR	NON-DEPARTMENTAL	61.00
	4/11/14	MIX	LIQUOR	NON-DEPARTMENTAL	54.00
	4/11/14	MIX	LIQUOR	NON-DEPARTMENTAL	134.70
	4/11/14	MIX	LIQUOR	NON-DEPARTMENTAL	27.00
				TOTAL:	276.70
PHILLIPS WINE & SPIRITS INC	4/11/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	3,834.17
	4/11/14	WINE	LIQUOR	NON-DEPARTMENTAL	260.55
	4/11/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	2,220.75
	4/11/14	WINE	LIQUOR	NON-DEPARTMENTAL	707.05
	4/11/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	130.00-
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	59.47
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	12.80
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	36.95
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	46.41
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	1.60-
				TOTAL:	7,046.55
RACOM CORP	4/11/14	MAINTENANCE CONTRACT	GENERAL FUND	POLICE ADMINISTRATION	426.00
	4/11/14	EQUIP NEW SQUAD 34	GENERAL FUND	POLICE ADMINISTRATION	2,436.22
	4/11/14	PRICE DISCOUNT	GENERAL FUND	POLICE ADMINISTRATION	652.08-
				TOTAL:	2,210.14
RILEY MARK	4/11/14	REIMBURSE K9 TRAINING 3/31	GENERAL FUND	POLICE ADMINISTRATION	105.92
	4/11/14	REIMBURSE K9 TRAINING 3/31	GENERAL FUND	POLICE ADMINISTRATION	195.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	300.92
RONS REPAIR INC	4/11/14	HAND SEAL	GENERAL FUND	PAVED STREETS	0.84
	4/11/14	MIRROR KIT	GENERAL FUND	ICE AND SNOW REMOVAL	185.00
	4/11/14	DOT STICKER UNIT 101	ELECTRIC	O-DISTR UNDERGRND LINE	360.76
	4/11/14	DOT STICKER PUSHER TRAILER	ELECTRIC	O-DISTR UNDERGRND LINE	52.00
	4/11/14	DOT STICKER UNIT 109	ELECTRIC	O-DISTR UNDERGRND LINE	82.00
				TOTAL:	680.60
RUNNINGS SUPPLY INC-ACCT#9502440	4/11/14	SHOVEL	WATER	O-DIST UNDERGRND LINES	49.98
	4/11/14	SERVICE LINE THAWING MATER	WATER	O-DIST UNDERGRND LINES	19.41
	4/11/14	FILTER PLANT-PROPANE TORCH	WATER	O-DIST UNDERGRND LINES	29.99
	4/11/14	SHOP LIGHT MAINTENANCE	WATER	M-DIST STRUCTURES	74.46
	4/11/14	PAPER TOWELS, SCOURING STI	MUNICIPAL WASTEWAT	O-PURIFY MISC	12.97
	4/11/14	PAPER TOWELS, SCOURING STI	MUNICIPAL WASTEWAT	O-PURIFY MISC	140.22
	4/11/14	WD-40 1 GALLON	MUNICIPAL WASTEWAT	M-PURIFY EQUIPMENT	19.99
	4/11/14	HOSE FOR TRUCK FILL STAND	STORM WATER MANAGE	STORM DRAINAGE	6.26
				TOTAL:	353.28
RUNNINGS SUPPLY INC-ACCT#9502485	4/11/14	CAR WAX, CHAMOIS	GENERAL FUND	POLICE ADMINISTRATION	15.98
	4/11/14	SUMP PUMP	GENERAL FUND	FIRE ADMINISTRATION	136.48
	4/11/14	LEATHER PUNCH	GENERAL FUND	FIRE ADMINISTRATION	9.99
	4/11/14	DISH SOAP, HOSE	GENERAL FUND	ANIMAL CONTROL ENFORCE	30.98
	4/11/14	PARTS UNIT 411	GENERAL FUND	ICE AND SNOW REMOVAL	3.58
	4/11/14	CONDUIT	GENERAL FUND	ICE AND SNOW REMOVAL	10.49
	4/11/14	HEATER FOR CHEMICAL STORAG	RECREATION	GOLF COURSE-GREEN	79.99
	4/11/14	MARKER PAINT	RECREATION	GOLF COURSE-GREEN	12.38
	4/11/14	RAT KILL	RECREATION	GOLF COURSE-GREEN	22.66
	4/11/14	BIT TIP	RECREATION	PARK AREAS	2.59
	4/11/14	TRASH NIFTY NABBER	RECREATION	PARK AREAS	19.99
	4/11/14	PLAYGROUNDS	RECREATION	PARK AREAS	21.36
	4/11/14	ENGINE OIL	RECREATION	TREE REMOVAL	21.48
	4/11/14	BAR OIL, TUBING	RECREATION	TREE REMOVAL	46.59
	4/11/14	BOLTS AIRPORT SNOW BLOWER	AIRPORT	O-GEN MISC	9.01
				TOTAL:	443.55
SCHAAP SANITATION INC	4/11/14	GARBAGE SERVICE	GENERAL FUND	GENERAL GOVT BUILDINGS	109.69
	4/11/14	GARBAGE SERVICE	GENERAL FUND	FIRE ADMINISTRATION	86.65
	4/11/14	GARBAGE SERVICE	GENERAL FUND	PAVED STREETS	104.60
	4/11/14	GARBAGE SERVICE	GENERAL FUND	CENTER FOR ACTIVE LIVI	48.78
	4/11/14	GARBAGE SERVICE	RECREATION	PARK AREAS	316.78
	4/11/14	GARBAGE SERVICE	WATER	O-DISTR MISC	146.66
	4/11/14	GARBAGE SERVICE	MUNICIPAL WASTEWAT	O-PURIFY MISC	216.35
	4/11/14	GARBAGE SERVICE	ELECTRIC	O-DISTR MISC	162.50
	4/11/14	GARBAGE SERVICE	LIQUOR	O-GEN MISC	144.52
	4/11/14	GARBAGE SERVICE	AIRPORT	O-GEN MISC	85.89
	4/11/14	GARBAGE SERVICE	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	14.85
	4/11/14	SOLID WASTE-FEBRUARY	GARBAGE COLLECTION	SOLID WASTE/RECYCLE	63,456.18
	4/11/14	SOLID WASTE-FEBRUARY	GARBAGE COLLECTION	SOLID WASTE/RECYCLE	12,900.70
	4/11/14	SOLID WASTE-FEBRUARY	GARBAGE COLLECTION	CODE ENFORCEMENT	4,142.76
				TOTAL:	81,936.91
SCHWALBACH ACE HARDWARE-5930	4/11/14	WHEEL CUTOFF	GENERAL FUND	GENERAL GOVT BUILDINGS	8.99
	4/11/14	COUPLE INSERT, CLAMP, HOSE	GENERAL FUND	FIRE ADMINISTRATION	25.56
	4/11/14	HOSE, CLAMP	GENERAL FUND	PAVED STREETS	11.96
	4/11/14	POWER CENTERS	GENERAL FUND	CENTER FOR ACTIVE LIVI	23.48

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4/11/14	GASKETS	RECREATION	OLSON PARK CAMPGROUND	6.98
	4/11/14	SERVICE LINE REPAIR MATERI	WATER	O-DIST UNDERGRND LINES	11.27
	4/11/14	CLEANING SUPPLIES-BLDGS &	MUNICIPAL WASTEWAT	O-PURIFY MISC	9.98
				TOTAL:	98.22
SCHWALBACH ACE #6067	4/11/14	MATERIAL TO MAKE NEW JET S	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	11.47
	4/11/14	SUPPLIES	ELECTRIC	M-DISTR UNDERGRND LINE	25.99
	4/11/14	FILTER BAG	ELECTRIC	M-DISTR UNDERGRND LINE	21.99
	4/11/14	SCREWS	ELECTRIC	M-DISTR UNDERGRND LINE	2.40
	4/11/14	BATTERIES	ELECTRIC	ACCTS-RECORDS & COLLEC	8.99
				TOTAL:	70.84
SERVICEMASTER OF WORTHINGTON	4/11/14	CLEAN CLUBHOUSE CARPETS	RECREATION	GOLF COURSE-CLUBHOUSE	483.00
				TOTAL:	483.00
SEW UNIQUE INC	4/11/14	FIREMAN JACKET	GENERAL FUND	FIRE ADMINISTRATION	60.00
	4/11/14	UNIFORM LOGOS	ELECTRIC	O-DISTR MISC	26.72
				TOTAL:	86.72
SHEEHAN MACK SALES/EQUIP INC	4/11/14	REPAIR BRAKE & WORK LIGHTS	GENERAL FUND	ICE AND SNOW REMOVAL	2,114.91
				TOTAL:	2,114.91
SHINE BROS CORP OF MN	4/11/14	STEEL	ELECTRIC	M-DISTR UNDERGRND LINE	20.54
				TOTAL:	20.54
SHOPKO STORES OPERATING CO LLC	4/11/14	BATTERIES	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	29.98
				TOTAL:	29.98
SOUTHERN WINE & SPIRITS OF MINNESOTA	4/11/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	3,307.76
	4/11/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	2,188.09
	4/11/14	WINE	LIQUOR	NON-DEPARTMENTAL	780.00
	4/11/14	WINE	LIQUOR	NON-DEPARTMENTAL	122.00
	4/11/14	WINE	LIQUOR	NON-DEPARTMENTAL	104.00
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	72.46
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	2.31
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	51.33
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	25.90
				TOTAL:	6,201.85
SOUTHWEST CHIEFS OF POLICE	4/11/14	2014 DUES	GENERAL FUND	POLICE ADMINISTRATION	40.00
				TOTAL:	40.00
SOUTHWEST HEARING AID CENTER INC	4/11/14	POLICE EAR MOLD	GENERAL FUND	POLICE ADMINISTRATION	65.00
	4/11/14	POLICE EAR MOLD	GENERAL FUND	POLICE ADMINISTRATION	65.00
	4/11/14	POLICE EAR MOLD	GENERAL FUND	POLICE ADMINISTRATION	65.00
	4/11/14	POLICE EAR MOLD	GENERAL FUND	POLICE ADMINISTRATION	65.00
				TOTAL:	260.00
STEFFL THOMAS	4/11/14	REIMBURSE MPCA WW CONFEREN	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	206.64
	4/11/14	REIMBURSE MPCA WW CONFEREN	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	50.87
				TOTAL:	257.51
STUART C IRBY CO	4/11/14	SECONDARY 600 VOLT WIRE	ELECTRIC	FA DISTR UNDRGRND COND	10,673.91
	4/11/14	METER SOCKETS	ELECTRIC	FA DISTR METERS	2,612.29
				TOTAL:	13,286.20

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SW MN FOUNDATION	4/11/14	2014 PLEDGE	GENERAL FUND	OTHER GEN GOVT MISC	7,500.00
				TOTAL:	7,500.00
TEXAS REFINERY CORP	4/11/14	GAS TREATMENT, OIL	RECREATION	GOLF COURSE-GREEN	1,085.96
				TOTAL:	1,085.96
TRACTOR SUPPLY CREDIT PLAN	4/11/14	CENTENNIAL PLAYGROUND	RECREATION	PARK AREAS	2.99
				TOTAL:	2.99
TRI-STATE RENTAL CENTER	4/11/14	COMBO KIT	ELECTRIC	O-DISTR MISC	477.76
				TOTAL:	477.76
UNITED PARCEL SERVICE	4/11/14	INTERNET SHIPPING CHARGES	ELECTRIC	O-DISTR MISC	12.10
				TOTAL:	12.10
VANTAGEPOINT TRANSFER AGENTS-457	4/11/14	DEFERRED COMP	GENERAL FUND	NON-DEPARTMENTAL	351.42
	4/11/14	DEFERRED COMP	GENERAL FUND	POLICE ADMINISTRATION	76.92
				TOTAL:	428.34
VEEN NANCY	4/11/14	'14 PSAP 911 CONFERENCE	GENERAL FUND	SECURITY CENTER	29.50
	4/11/14	'14 PSAP 911 CONFERENCE	GENERAL FUND	SECURITY CENTER	29.50
				TOTAL:	59.00
VERIZON WIRELESS	4/11/14	AIRCARDS	GENERAL FUND	POLICE ADMINISTRATION	498.18
	4/11/14	AIRCARDS	GENERAL FUND	SECURITY CENTER	286.22
	4/11/14	WIRELESS PHONE CHARGES	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	400.52
				TOTAL:	1,184.92
VETERINARY MEDICAL CTR PA	4/11/14	DOG FOOD	GENERAL FUND	POLICE ADMINISTRATION	53.66
	4/11/14	DOG FOOD	GENERAL FUND	POLICE ADMINISTRATION	44.66
	4/11/14	THOR PHYSICAL	GENERAL FUND	POLICE ADMINISTRATION	217.82
	4/11/14	DOG FOOD	GENERAL FUND	POLICE ADMINISTRATION	44.66
				TOTAL:	360.80
VINOCOPIA INC	4/11/14	WINE	LIQUOR	NON-DEPARTMENTAL	320.00
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	12.50
				TOTAL:	332.50
MONTE WALKER	4/11/14	UNDERGROUND TROUBLE-HUMIST	ELECTRIC	M-DISTR UNDERGRND LINE	67.50
				TOTAL:	67.50
WENCK ASSOCIATES INC	4/11/14	WATERSHED MONITORING	GENERAL FUND	CLEAN WATER PARTNER	277.00
				TOTAL:	277.00
WINE MERCHANTS	4/11/14	WINE	LIQUOR	NON-DEPARTMENTAL	96.00
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	1.60
				TOTAL:	97.60
WIRTZ BEVERAGE MINNESOTA WINE & SPIRIT	4/11/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	2,958.66
	4/11/14	MIX	LIQUOR	NON-DEPARTMENTAL	144.73
	4/11/14	WINE	LIQUOR	NON-DEPARTMENTAL	40.00
	4/11/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	9,615.18
	4/11/14	MIX	LIQUOR	NON-DEPARTMENTAL	81.95
	4/11/14	WINE	LIQUOR	NON-DEPARTMENTAL	910.00
	4/11/14	LIQUOR	LIQUOR	NON-DEPARTMENTAL	3,488.77
	4/11/14	WINE	LIQUOR	NON-DEPARTMENTAL	250.50

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	50.20
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	1.65
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	139.57
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	20.35
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	44.14
	4/11/14	FREIGHT	LIQUOR	O-SOURCE MISC	4.13
				TOTAL:	17,749.83
WORTHINGTON FOOTWEAR	4/11/14	BOOTS	GENERAL FUND	ENGINEERING ADMIN	156.00
	4/11/14	BOOTS	GENERAL FUND	PAVED STREETS	200.00
	4/11/14	STEEL TOED BOOTS	WATER	O-DISTR MISC	176.00
				TOTAL:	532.00
YMCA	4/11/14	CAL MANAGEMENT-MARCH-GRANT	GENERAL FUND	CENTER FOR ACTIVE LIVI	744.91
	4/11/14	CAL MANAGEMENT-MARCH	GENERAL FUND	CENTER FOR ACTIVE LIVI	1,966.26
				TOTAL:	2,711.17
ZIMCO SUPPLY CO	4/11/14	TRANSFILM	RECREATION	GOLF COURSE-GREEN	181.15
	4/11/14	FERTILIZER	RECREATION	GOLF COURSE-GREEN	1,706.79
				TOTAL:	1,887.94

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

101	GENERAL FUND	141,571.00
207	PD TASK FORCE	466.01
229	RECREATION	12,779.91
231	ECONOMIC DEV AUTHORITY	2,072.54
321	PIR/TRUNKS	32.75
401	IMPROVEMENT CONST	5,513.11
601	WATER	14,459.64
602	MUNICIPAL WASTEWATER	10,983.93
604	ELECTRIC	25,620.22
605	INDUSTRIAL WASTEWATER	118,771.98
606	STORM WATER MANAGEMENT	6,756.37
609	LIQUOR	106,359.69
612	AIRPORT	2,129.12
614	MEMORIAL AUDITORIUM	976.27
702	DATA PROCESSING	1,235.55
703	SAFETY PROMO/LOSS CTRL	3,261.36
873	GARBAGE COLLECTION	80,499.64
878	WASTE MANAGEMENT COLL	7,268.00

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GRAND TOTAL:	540,757.09
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VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
FRIENDS OF THE AUDITORIUM	4/11/14	LOAN-PREBOOKING SHOWS	MEMORIAL AUDITORIUM	NON-DEPARTMENTAL	12,700.00
				TOTAL:	12,700.00

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

614	MEMORIAL AUDITORIUM	12,700.00
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	GRAND TOTAL:	12,700.00
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