

**WORTHINGTON CITY COUNCIL
REGULAR MEETING**

AGENDA

5:30 P.M. - Monday, July 24, 2023
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. PUBLIC HEARING FOR REVIEW OF STORM WATER POLLUTION PREVENTION PLAN - ENGINEERING-CASE ITEM 1 (BLUE)**
 - 1. Open Hearing
 - 2. Hearing Presentation
 - 3. Testimony
 - 4. Close Hearing
 - 5. Action Hearing
- E. CONSENT AGENDA**
 - 1. CITY COUNCIL MINUTES (WHITE)
 - a. Regular City Council Meeting Minutes of July 10, 2023
 - 2. MINUTES OF BOARDS AND COMMISSIONS (PINK)
 - a. Planning Commission Meeting Minutes of May 2, 2023
 - b. Convention & Visitors Bureau Meeting Minutes of May 31, 2023
 - c. Heron Lake Watershed Board Meeting Minutes of June 21, 2023
 - 3. CITY COUNCIL BUSINESS - ADMINISTRATION (WHITE)
 - Case Item(s)
 - 1. Application for Parade Permit/to Block Streets - King Turkey Day

- Inc.
2. Applications for Temporary On-Sale Liquor Licenses - King Turkey Day Inc.

4. CITY COUNCIL BUSINESS - PUBLIC WORKS (GREEN)

Case Item(s)

1. Dock Permit
5. FINANCIAL STATEMENTS (LAVENDER)
- a. General Fund Statement of Revenue and Expenditures for the Period of January 1, 2023 through June 30, 2023
 - b. Municipal Liquor Store Income Statement for the Period of January 1, 2023 through June 30, 2023
 - c. Olson Park Statement of Revenue and Expenditures - Budget and Actual for the Period of January 1, 2023 - June 30, 2023
 - d. Fieldhouse Statement of Revenue and Expenditures - Budget and Actual for the Period of January 1, 2023 - June 30, 2023

6. BILLS PAYABLE (WHITE)

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

F. CITY COUNCIL BUSINESS - PUBLIC SAFETY (TAN)

Case Item(s)

1. Introduction and Oath of Officers Ivan Martinez and Ernesto Rivera Mercado
2. Acceptance of Program Funds
3. Acceptance of Program Funds

G. CITY COUNCIL BUSINESS - ADMINISTRATION (WHITE)

Case Item(s)

1. Text Amendment - Title III, Chapter 32.30, Local Sales and use Tax of the City Code of Worthington, Nobles County, Minnesota

2. Annual Approval of Data Practices Policy and Resolution Appointing a Responsible Authority and Designees
3. Award of Quote for Demolition of Former Lakeshore Service Station
4. Council Discussion Regarding a Text Amendment to Chapter 71 “Motorized Golf Carts”
5. Memorial Auditorium Performing Arts Center - ISD 518 Rental Agreement

H. CITY COUNCIL BUSINESS - ENGINEERING (BLUE)

Case Item(s)

2. Recommendation for the Reward of Contract for the Construction of Sanitary Sewer and Water Main on North Humiston Avenue from Oxford Street North to Ryan’s Road

I. CITY COUNCIL BUSINESS - COMMUNITY DEVELOPMENT

Case Item(s)

1. Conditional Use Permit - 1438 Humiston Avenue
2. Preliminary Plat - 1530 Airport Road
3. Final Plat - 1530 Airport Road
4. Conditional Use Permit Amendment - 700 2nd Avenue
5. Professional Services Agreement - Maxfield Research & Consulting

J. COUNCIL COMMITTEE REPORTS

1. Mayor Von Holdt
2. Council Member Janssen
3. Council Member Ernst
4. Council Member Kielblock
5. Council Member Kolpin
6. Council Member Cummings

K. CITY ADMINISTRATOR REPORT

L. ADJOURNMENT

**WORTHINGTON CITY COUNCIL
REGULAR MEETING
JULY 10, 2023**

The meeting was called to order at 5:30 p.m., in City Hall Council Chambers by Mayor Rick Von Holdt with the following Council Members present: Chad Cummings, Chris Kielblock, Larry Janssen, Alaina Kolpin, Amy Ernst.

Staff present: Steve Robinson, City Administrator; Steve Schneider, City Engineer; Hyunmyeong Goo, Assistant City Engineer; Cristina Adame, Communications & Relations; Josee Briones, Intern; Angie Hurtado Rivera, Intern; Rosa Abdela, Intern; Mindy Eggers, City Clerk.

Others Present: Kari Lucin, The Globe; Jaime Salinas, FORWARD Worthington; Jay Larson.

The Pledge of Allegiance was recited.

AGENDA APPROVED WITH ADDITIONS/CHANGES

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

CONSENT AGENDA

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

- Regular City Council Meeting Minutes of June 26, 2023
- Special City Council Meeting Minutes of June 21, 2023
- Economic Development Authority Meeting Minutes of June 12, 2023
- Application for Parade Permit to Block Streets - FORWARD Worthington
- Bills Payable Totaling \$1,179,613.18

ACQUISITION OF REAL PROPERTY - CHERRY POINT STORM OUTFALL IMPROVEMENTS APPROVED

Steve Robinson, City Administrator, said the quote for the Cherry Point Storm Outfall Improvements project was awarded to Henning Construction in July 2022 but the work was delayed pending acquisition of easements for work on private property. Mr. Robinson explained the drainage system consists of an open ditch and stormwater pipe crossing over private property. No recorded easements exist for the stormwater utility. A realignment is being done to the system by moving the stormwater pipe further from a home to provide room for construction activities. The width needed for construction, along with the new location puts the needed easement onto the neighboring property. The property owner is not interested in having a utility easement on their property since the lot is narrow and the easement will make the land unusable. The owner has offered to sell the lot to the City for \$6,400.

Staff's opinion is that it would be less expensive for the City to purchase the parcel than go through eminent domain to acquire an easement or purchase the land.

Staff is working with the City Attorney on the acquisition and recommends the City purchase parcel #31-1103-500 to complete the project.

A motion was made by Council Member Cummings, seconded by Council Member Janssen and unanimously carried to approve the land acquisition of Parcel #31-1103-500 in the amount of \$6,400.00.

APPROVED AND AWARDED THE CONTRACT FOR THE RECONSTRUCTION OF SHELL STREET

Steve Schnieder, City Engineer said bids were opened on Friday, July 7, 2023 for the reconstruction of Shell Street from Lake Avenue to Ninth Avenue. The bid results are as follows:

IDEAL Landscape - \$387,132.50
Henning Construction, Inc. - \$410,757.00
Duininck, Inc. - \$619,944.50

Mr. Schnieder said there was an error in the Engineer's Estimate and the correct amount is \$475,380.00. He noted that this did not affect the bidding process.

Mr. Schnieder said that there is not a specific start date for the project but the completion date is scheduled for October 20th.

A motion was made by Council Member Ernst, seconded by Council Member Kolpin and unanimously carried to award the bid to Ideal Landscape in the amount of \$387,132.50.

COUNCIL COMMITTEE REPORTS

Mayor Von Holdt - Attended the last known Civil War Veteran Ceremony. Did an interview with Zoe Todd of CNN at the Memorial Auditorium on July 4th. Will be taking part in the opening ceremonies at the International Festival.

Council Member Janssen - No report.

Council Member Ernst - No report.

Council Member Kielblock - Said the Memorial Auditorium will be hosting the MN State Arts Board this week.

Council Member Kolpin - Said the International Festival kickoff will be held at the Memorial Auditorium on Thursday evening and a community breakfast will be held on Friday morning and the public is invited.

Council Member Cummings - The Beach Bash was a great event and the International Festival will be held this weekend.

CITY ADMINISTRATOR REPORT

Mr. Robinson said Paige Schultz is the new Liquor Store Manager. Interviews will be held tomorrow for the Assistant Manager position.

The Assistant Finance Director position closed today and a new police officer also started today along with a Utility Water employee.

The North Humiston Water & Sewer Reconstruction project came in under the Engineer's Estimate. This project will be funded by the TIF spending plan.

The sealed bids for the demolition of the former Lakeshore Station are due at 2:00 p.m. on Wednesday, July 12th.

The lights have been replaced at the JBS Fieldhouse.

ADJOURNMENT

The motion was made by Council Member Kielblock, seconded by Council Member Cummings and unanimously carried to adjourn the meeting at 5:52 p.m.

Mindy L. Eggers, MCMC
City Clerk

**CITY OF WORTHINGTON
PLANNING COMMISSION MEETING
Tuesday, May 2, 2023; 7:00 p.m.
COUNCIL CHAMBERS, CITY HALL**

Members Present: Andy Berg, Jason Gerdes, Michael Hoeft, Chris Kielblock, Mark Vis, Erin Schutte Wadzinski

Members Absent: Lizbeth Lerma

Staff: Matt Selof, Director of Community Development/Planning & Zoning

Others Present: John Landgaard, Steve Thill, Theresa Thill, Gary Oberloh, Emma McNamee, The Globe

CALL TO ORDER

Andy Berg called the meeting to order at 7:00 p.m.

AGENDA ADDITIONS/CHANGES AND CLOSURE

No changes to the Agenda. Chris Kielblock moved to approve the agenda; seconded by Michael Hoeft. Motion was approved unanimously.

APPROVAL OF MINUTES – April 4, 2023 Meeting

Chris Kielblock moved to approve the Minutes; seconded by Jason Gerdes. Motion was approved unanimously.

PLANNING COMMISSION BUSINESS

Public Hearing and Planning Commission Recommendation

Change of Zone – 1381 Knollwood Drive

Matt Selof presented the item. The City of Worthington is considering a change of zone for property located at 1381 Knollwood Drive from 'I' Institutional to 'R-4' Medium Density Residential. If approved, this would allow for the existing building to be converted into apartment units.

Staff found that with changes of zone and other land use requests, the surrounding zoning and land uses should be considered to reduce future land use conflicts. As shown in Exhibit 1A and 1B, the surrounding zoning and land uses are as follows:

North: 'R-1' Single Family Detached Residential. Single-family homes are located directly north.

South: 'I' Major Institutional and 'R-1' Single-Family Detached Residential. Single-family homes are located to the south.

East: 'R-4' Medium Density Residential. Apartments are located to the east.

West: 'R-1' Single-Family Detached Residential. Single-family homes are located to the west.

The owner is planning to use the existing building and is proposing little to no site changes. Staff found that this change of zone would not create any land use conflicts. Staff finds the proposed change of zone will allow for re-use of the building, fits the goals of the Comprehensive Plan, and will not create any land use conflicts. As such, staff recommended approval of the requested change of zone.

An 'R-4' could allow for a number of units, but the property is restricted due to part of it falling into the shoreland overlay district.

Kielblock moved to open the Public Hearing, seconded by Gerdes. Motion passed unanimously.

John Landgaard addressed the group. Landgaard shared a paper of signatures of residents of the neighborhood who were against the proposed change. He said that the property is zoned institutional, but that the property west of there is residential, and it makes no sense to change to an 'R-4.' Landgaard is concerned about overloading the property with multi-family structures. Until there are firm plans for the property, Landgaard said he opposes a change to 'R-4.' He felt maybe a duplex or townhome would be reasonable. Landgaard said that his neighborhood has covenants, but the property in question is not part of that, but borders the neighborhood. Landgaard wondered why the requestor(s) were not at the hearing.

Gary Oberloh addressed the group. He was in agreement with John Landgaard. Oberloh is against a possible apartment house on that property and in that area.

Gerdes moved to close the Public Hearing; seconded by Mark Vis. Motion passed unanimously.

Vis asked if the property owner spoke about any type of plan for the property. Selof said that the owners were looking at putting in apartments in the existing building but have not identified any other plans at this time.

Hoelt said that it seems like this would be spot-zoning for apartments, which there has been quite a lot of. He felt that it should not be changed as there is nothing to stop the owner from building something with a lot of units, or lots of stories.

Schutte Wadzinski asked about restrictions on the shoreland overlay district. Selof said that there are restrictions on non-impervious coverage in the shoreland overlay district, and the property in question is only partly in the shoreland overlay district. Selof noted that building, including structures or parking lot is more restricted on the west half of the property as a result.

Gerdes said that there is a great need for housing in the community.

Hoeft said it looked like a better option for the property to have a condo. The current structure is occupied.

Gerdes said he would like to see a (building) plan before any decisions would be made to approve something like this. Andy Berg said that he would also like to see a potential plan. Hoeft said that, if granted, a (previous) plan would not have to be followed once the zoning was changed.

Schutte Wadzinski asked if they planning commission were to recommend a townhome how would that differ from apartments. Selof explained that townhomes are individually owned whereas apartments are owned by one entity.

Selof said that there are potentially other options. Kielblock said that it sounded as if the planning commission was not in favor of changing from 'R-1' to 'R-4.'

Berg recommended tabling the discussion. Schutte Wadzinski said that it would be nice to hear from the property owner. Gerdes said a plan is just a plan – the property owner would not have to abide by what they presented if it was changed to 'R-4.'

Hoeft moved to deny the request; seconded by Kielblock. The motion passed: Aye: Hoeft, Gerdes, Kielblock, Berg; Nay: Vis, Schutte Wadzinski

Staff will forward the decision to next meeting of the City Council, Monday, May 8, 2023.

Public Hearing and Planning Commission Recommendation:

Change of Zone – 1477 Knollwood Drive

Matt Selof presented the item. The City of Worthington is considering a change of zone for property located at 1477 Knollwood Drive from 'I' Institutional to 'R-1' Single Family Detached Residential.

The property was previously operated by a non-profit and was zoned accordingly for its use. The house eventually sold and is being used as a single-family dwelling.

As there is a pending request for a change of zone with the adjacent property to the north, Staff felt this was an appropriate time to correct the zoning of this property as

well. Given its current use and surrounding zoning, staff has determined that 'R-1' Single-Family Detached Residential is the best zoning designation for this property.

Staff found that with changes of zone and other land use requests, the surrounding zoning and land uses should be considered to reduce future land use conflicts. As shown in Exhibit 2A and 2B, the surrounding zoning and land uses are as follows:

North: Pending change of zone to 'R-4'. Possible apartments.

South: 'I' Major Institutional and 'R-1' Single-Family Detached Residential. Single-family homes are located to the south.

East: 'R-4' Medium Density Residential. Apartments are located to the east.

West: 'R-1' Single-Family Detached Residential. Single-family homes are located to the west.

Staff found the proposed change of zone will allow for re-use of the building, fits within the goals of the Comprehensive Plan, and will not create any land use conflicts. As such, Staff recommended approval of the requested change of zone.

Kielblock moved to open the Public Hearing, seconded by Vis. Motion passed unanimously.

John Landgaard addressed the group. He was in favor of the change to 'R-1' and gave a brief history of the property and how it came to be two parcels.

Gerdes moved to close the Public Hearing; seconded by Kielblock. Motion passed unanimously.

Gerdes moved to approve the request to change the zone from 'I' to 'R-1'; seconded by Vis. Motion passed unanimously.

Staff will forward this to next meeting of the City Council, Monday, May 8, 2023.

Public Hearing and Planning Commission Recommendation:

Change of Zone – 1530 Airport Road

Matt Selof presented the item. The City of Worthington is considering a change of zone for property located at 1530 Airport Road (Prairie Justice Center) from 'TZ' Transition Zone to 'B-3' General Business District. If approved, this would allow for subdivision of the property.

The subject property is currently owned by Nobles County and contains the Prairie Justice Center, which includes the County Courthouse, Sheriff's Department, County Jail, and the Worthington Police Department.

Nobles County is pursuing a C.I.C. Plat (Common Interest Community or Condo Plat) for a portion of the building as part of a grant they are receiving for a mental health facility. At the same time, they are considering splitting off two other areas of the property. In order to accomplish this, and meet the minimum lot size requirements, the property must be rezoned. The 'B-3' General Business District is the closest option, with would retain its current use under an existing conditional use permit.

The planned subdivision would also be allowed, while maintaining the ability to construct an impound lot/building in the future (something that is of great interest to both Nobles County and the City of Worthington).

Staff found that with changes of zone and other land use requests, the surrounding zoning and land uses should be considered to reduce future land use conflicts. As shown in Exhibit 3A and 3B, the surrounding zoning and land uses are as follows:

North: 'TZ' Transition Zone is located northeast, directly north is outside of city limits. A warehouse and one single-family home are located on the north side of Airport Road.

South: 'TZ' Transition Zone with later changes to a PUD with commercial development.

East: 'TZ' Transition Zone. The Airport is located directly east.

West: 'R-1' Single-Family Detached Residential. Single-family homes are located to the west.

Staff recommended approval of the requested change of zone.

Selof explained that while the City is technically making the request, it also has a vested interest in the outcome of the change of zone; therefore, when it comes time for a preliminary plat, that request will come from Nobles County.

Kielblock moved to open the Public Hearing, seconded by Vis. Motion passed unanimously.

No member of the public spoke about the request.

Kielblock moved to close the Public Hearing; seconded by Gerdes. Motion passed unanimously.

Gerdes moved to approve the change of zone from 'TZ' to 'B-3'; seconded by Hoeft. Motion passed unanimously.

Staff will forward this to next meeting of the City Council, Monday, May 8, 2023.

Public Hearing and Planning Commission Recommendation:
Change of Zone – Cecilee Street Addition

Matt Selof presented the item. The City of Worthington is considering a change of zone for property located along the north and south side of Cecilee Street from 'R-2' Single Family, Low Density Preservation Residential to 'R-4' Medium Density Residential. The area included in this request encompasses only the newer addition to the street. If approved, this may allow two-family units on certain lots.

The City of Worthington is considering a change of zone for property located along the north and south side of Cecilee Street from 'R-2' Single Family, Low Density Preservation Residential to 'R-4' Medium Density Residential. The area included in this request encompasses only the newer addition to the street. If approved, this may allow two-family units on certain lots.

The subject properties are currently zoned 'R-2' Single Family, Low Density District. As such, they are currently subject to the following regulations:

Minimum Front Setback: 20 Feet.

Minimum Rear Setback: 20 Feet.

Minimum Side Setback: 8 Feet.

There are lot coverage requirements, height restrictions, and other requirements that are generally consistent across residential zoning districts.

The 'R-2' district primarily permits single-family homes but may permit two-family dwellings or larger if the lot meets the size requirements. In the 'R-2' district a lot must be a minimum of 11,000 square feet for a two-family dwelling.

City Staff received a request to construct a two-family dwelling (duplex) on a lot that is 10,368 square feet. As currently zoned, the request must be denied. To construct a duplex there are two options, 1) obtain a variance or, 2) get a change of zone approved. Staff supports the idea of a change of zone and believes it is in the best interest of the City.

The 'R-4' District carries the following requirements:

Minimum Front Setback: 15 Feet.

Minimum Rear Setback: 20 Feet.

Minimum Side Setback: 10 (a variable side setback is allowed for lots less than 100 feet wide – for most of these lots that brings the setback down to 9 feet on either side).

Minimum required lot size for two-family: 9,000 Square Feet.

Staff proposed maintaining Lot 1, Block 4 as 'R-2' on the south side of Cecilee. This would provide the future street right-of-way as a break point between the two zoning districts.

Staff found that with changes of zone and other land use requests, the surrounding zoning and land uses should be considered to reduce future land use conflicts. As shown in Exhibit 4A and 4B, the surrounding zoning and land uses are as follows:

North: 'R-4' Medium Density Residential and 'B-3' General Business District. Empty land and a movie are located to the north.

South: 'R-4' Medium Density Residential. Empty Land is located to the south.

East: 'R-2' Single Family, Low Density Residential. Single-family homes are located to the east.

West: 'R-4' Medium Density and 'R-2' Single Family, Low Density. Empty land and single-family homes are located to the west.

The City of Worthington has a great interest in the Cecilee Street Addition. The City's goal with undertaking this development was to create more housing in the City. Staff found the proposed change would not create any conflicts and creates some consistency with the 2021 change of zone. The City has already supported duplexes on this street, the proposal meets the goals of the Comprehensive Plan, and will not negatively affect surrounding land uses.

Therefore, Staff recommends approval of the requested change of zone.

Selof said that two lots have been sold. All are planned single family lots, except the ones owned by HRA – those are planned for duplexes.

Schutte Wadzinski moved to open the Public Hearing, seconded by Kielblock. Motion passed unanimously.

Selof said he discussed the change of zone with the owners of the private lot for sale that abuts the area in question. They had some concern about how this may affect the value of that lot, especially if a tri-plex or 4-unit building were built next to it. Selof further explained that they discussed the existing utility easements on the lots adjacent and how it restricts those lots to a duplex at most. Selof stated that the owner of the private lot informed staff that they are not opposed to the change of zone.

Kielblock moved to close the Public Hearing; seconded by Gerdes. Motion passed unanimously.

Vis asked how a duplex would fit on a 10,000 square foot property. Selof said that with a finished basement or two story structure it would work. Selof stated that he has seen a site plan and that it would meet all the requirements under an R-4 district.

Vis moved to approve the change of zone from 'R-2' to 'R-4'; seconded by Schutte Wadzinski. Motion passed: Aye: Vis, Gerdes, Berg, Kielblock, Schutte Wadzinski; Nay: Hoeft

Staff will forward this to next meeting of the City Council, Monday, May 8, 2023.

OTHER BUSINESS

Selof shared an update about the Comprehensive Plan Project and when it will be starting.

There will be a join-meeting on Wednesday, May 24, 2023; 4:00 p.m., at the Fire Hall.

ADJOURNMENT

Kielblock moved to Adjourn; seconded by Vis. The motion passed unanimously.

Next meeting: June 6, 2023; 7:00 p.m.

Kielblock adjourned the meeting at 8:04 p.m.

Meredith Vaselaar, Secretary

FORWARD Worthington Board of Directors Meeting
CVB Meeting
May 31, 2023
FORWARD Worthington Office
3:12 p.m.

Present: Julie Foote, Mark Vis, John Standafer, Paige Kinley, Katie Meyer, Melissa Gehl, Jill Cuperus, Darlene Macklin and Executive Director Jamie Salinas.

Absent: Tom Hanson and Minilik Mersha.

Chair Julie Foote presiding.

Sponsorship Request: YMCA 5K/10K – Representatives from the YMCA were unable to make the May meeting and have requested to be put on the June agenda.

King Turkey Day – Holly Sieve, President of King Turkey Day requested a \$5,000.00 sponsorship for this year's festival. The request is the same as in the past year. This year's budget for the festival is \$132,000.00. Sieve stated that the sponsorship is appreciative and looks forward to this year.

A motion was passed unanimously to approve the \$5,000.00 request for King Turkey Day.

Beach Bash – Chad Cummings was in attendance and explained to those new to the board the history of the Beach Bash. The request for this year is \$2,500.00.

A motion was passed unanimously to approve the \$2,500.00 request for the Beach Bash.

A motion was made and passed unanimously to approve the agenda as presented with the removal of item 10, King Turkey Day sponsorship since it is listed as item 3.

A motion was made and passed unanimously to approve the April 26, 2023 meeting minutes.

A motion was made and passed unanimously to accept the April, 2023 financial statement as presented.

2024 Pheasant Forever Fest Booth: Julie Foote, informed the board that the 2024 Pheasant Forever Fest will be held in Sioux Falls, SD on March 1st, 2nd and 3rd, 2024. The cost of the booth is \$1,200.00. Scott Rall thought that Nobles County Pheasants Forever could share in the cost if the CVB was interested.

FORWARD Worthington, Board of Directors Meeting, CVB Continued, Page 2

If Worthington attends the event, more public hunting maps will be needed. That cost is approximately \$5,000.00. An open discussion was held on possible digital maps to save on cost. This will be discussed further with Rall.

Volunteers will be also be needed to man the booth. Several board members were interested in manning the booth if needed.

To get people to stop at your booth, door prizes are encouraged. In past years, a hunting package was offered including a personal guide, meals and hotel stay. This could be pursued with the assistance of Rall.

Julie Foote also mentioned that other communities in the area may be interested in a joint booth, such as Luverne, Pipestone, Slayton and Jackson. Foote will visit with other communities to see if there is an interest.

Travel Information Center: Executive Director Jamie Salinas will check with Austin Opdahl on the status of the invoice for the Travel Information Center expenses to the State of Minnesota. The contract with the State is also being prepared for the upcoming season.

Signature Cards: A motion was passed unanimously to approve Jamie Salinas, Executive Director, to all financial signature cards for the Convention and Visitors Bureau.

Committee Reports: A. Marketing Committee – Two new members have joined the committee.

B. Sports & Recreation Committee – A committee meeting will be held tonight (May 31st).

Next Meeting: The next meeting will be June 28, 2023.

With no further business to be brought before the Board, the meeting adjourned at 4:18 P.M.

Respectfully Submitted,
Jamie Salinas, Executive Director

Minutes of the June 21st, 2023 HLWD Board Meeting

Present

- Board of Managers: Wayne Rasche, Jason Freking, Mark Bartosh, Cory Reith, Randy Lubben.
- HLWD Staff: Loretta Halbur, Davis Harder (virtual)
- Smith Partners (virtual): Chuck Holtman, Louis Smith
- Jackson County (virtual): Kelly Rasche
- DNR (arrived later): Tom Kresko, Megan Benage, Hailey Byron
- Public: Lloyd Kalfs, Sandy Kalfs, Dave Hussong, Kevin Stevens, Jim Eigenberg, Gloria Van Voorst, Justin Ahlers, Phil Kruger
Please refer to sign in sheet as well Virtual: Brenda Keiser, Michael Hennen, Rockney Atz,

Agenda

President Rasche called the meeting to order at 8:00am. Motion to approve the agenda made by Freking. Seconded by Lubben. Vote 5-0. Motion passed.

Regular Meeting

Minutes

Motion to approve May 17 minutes made by Lubben. Seconded by Freking. Vote 5-0. Motion passed.

Public Drainage Systems

- JD 36
 - The final Closeout Report was received from ISG. Motion to set the date of the public hearing for July 19, 2023 at 8:00am or soon thereafter made by Bartosh. Seconded by Freking. Vote 5-0. Motion passed.
- CD 3
 - Milbrath Warranty Issue
 - Discussion of ISG maps and correspondence regarding the Milbrath property. Board needed more clarification on the map and timeline of public and private connections and chose to wait to take action until next month
 - Henze Farms Issue
 - Halbur informed the board of a reported issue on Henze Farms between Station 51+00 and 52+00. The cross connect was probed and the old tile line may not have been capped off properly. It is under review by ISG.
 - Manager Rasche voiced his opinion on ISG's supervision of contractors during construction and warranty work, speaking to the need of possibly more oversight by ISG to ensure better quality work.
- JD 3
 - ISG is working on modelling updates
 - Manager Bartosh gave an update on the meeting with the DNR (Todd Kolander and Tom Kresko). The DNR's stance is that no permit will be issued until modelling shows absolutely no impact to the calcareous fen. According to ISG's models at the time, JD 3's water is going into the lake at the same time as Jack and Okabena Creek and showing major flooding upstream. ISG is looking at downsizing improved branches. The idea of focusing on BMP enrollment with individual landowners was also discussed, but the DNR was not in favor because it is tough to ensure longevity of most of those practices (i.e. cover crops).
- Invoices to Jackson County
 - CD 3 voided and reissued invoices for Branch 9C reimbursement were discussed. Manager Rasche is not in favor of a credit on an invoice and would rather see a check written.

- JD 36 invoices – question raised on ~\$150 worth of expenses (seeding damage issues) and if it should be system's responsibility. Dave Hussong was present to show seeding damage pictures and discuss how the contractor left ruts in a no tilled section of rye that was then planted to soybeans.
- **Motion to approve only Invoice 93337 (JD 3) and Invoice 93338 (JD 14) and table the CD 3 and JD36 invoices until next month, made by Freking. Seconded by Lubben. Vote 5-0.**

District Business

- Septic Loan Application - Jensen
 - **Motion to approve septic loan application for A. Jensen, contingent on receiving application fee, made by Freking. Seconded by Lubben. Vote 5-0. Motion Passed.**
- Advisory Committee Letter of Recommendation
 - Lloyd Kalfs, Advisory Committee Chair, asked that the letter of recommendation from the committee be read into the record (see Attachment A).
 - Public Discussion
 - J. Ahlers – Sits on the Des Moines River 1W1P committee and thinks the 1W1P is more of an opportunity to not have a technician so money can be spent on projects
 - P. Kruger – Discussion at our meeting about not calling it “technical staff” so it could include more office help, grant writing, but go “out in the field.”
 - Board of Managers – We’re trying to avoid duplication of efforts by ISG or other agencies with grant work and projects. Manager Reith stated, “We’re not spearheading projects, we’re more of a supportive role now.”
 - L. Kalfs – A technician could help prioritize different project areas, help with grant writing, and focus on the future. It’s rare for a business or agency to lose two full-time employees and only hire a part-time employee back.
 - Mgr Bartosh – Project contracts start with the farmers and move through the system. State agencies want to move away from access and towards targeting.
 - L. Kalfs – the watershed has a broader work area versus SWCD’s which are bound by county lines.
 - J. Ahlers – Any dime spent on an employee is a dime not spent on a project
 - P. Kruger – An employee can be that human touch to get a project done and moved through the system.
 - Mgr. Bartosh – Asked Mr. Kalfs if he had shared any financial or budget considerations with the advisory committee during their discussions. Kalfs responded no. If the District hires a technician, it would mean dropping the cost-share program because it would be \$60,000-70,000 for the employee and another \$30,000 for the water quality monitoring. Bartosh asked if there were other groups or organizations that would be willing to contribute to a staff person.
 - P. Kruger – Is 1W1P going to hire a technician?
 - Mgr. Bartosh – No. That’s led by the SWCDs
 - P. Kruger – This Board seems more concerned about drainage than conservation.
 - Mgr. Freking – Drainage projects are initiated by landowners and farmers and we have to do our due diligence as the drainage authority and follow statute.
 - D. Hussong – At the SWCDs, it starts with the farmer. Between the 8 counties, 8 SWCDs and HLWD we need to cooperate together. Right now efforts are begin focused at the headwaters (in Murray County) but eventually the focus will shift downstream to the HLWD and Jackson County.
 - Manager Bartosh offered to meet with Lloyd Kalfs and Scott Runck to discuss the advisory committee’s recommendation and will coordinate with them on a date and time.
- Policy Handbook Draft & ByLaws Draft Review

- The Board discussed the recommended changes presented by Halbur, Manager Rasche, and Manager Bartosh.
 - Wage Administration – currently employees are paid on the 15th and last day of the month. Could consider moving to a bi-weekly regular schedule. However, with an impending medical leave, the Office Manager was content in keeping the policy the same.
 - Drainage Inspection Policy – this section mirrors statute closely. The first paragraph will include an addition of “in coordination with its partners” in line 2, so the paragraph reads:
 - “It is the policy of the HLWD that in accordance with the requirements of Minnesota Statutes, Section 103E.705, Subdivision 1, the HLWD, **in coordination with its partners**, shall inspect all drainage systems which have been transferred to the HLWD pursuant to Minnesota Statutes, Section 103D.625.
 - Advisory Committee (By Laws)
 - Discussion on moving to an application-based process and limiting the committee to 7 members. Per statute, the advisory committee must consist of 5 people. Due to the size of the watershed, 7 people would be within reason.
 - The HLWD Advisory Committee recently voted to recommend that the Board not limit the number of members.
 - Justin Ahlers voiced his opinion that County Commissioners would not need to serve on the committee since the commissioners already appoint the Managers themselves.
 - Manager Reith asked if there would be term limits and the process if the Board needed to change someone on the committee. The committee is appointed annually by the Board, so that could mitigate some of those issues.
 - The Board decided to change the first line of the second paragraph in the By Laws Draft so it reads, “**Per statute, the advisory committee will consist of at least 5 members.** Potential committee members apply using the form in Appendix C of the Policy Handbook.”
- Motion to adopt the proposed Bylaws at the August meeting, to accommodate the 30-days notice statute, made by Rasche. Seconded by Reith. Vote 5-0. Motion passed.
- Motion to approve the revised Policy Handbook made by Rasche. Seconded by Lubben. Vote 5-0. Motion passed.
- Website
 - Halbur reviewed the recommended changes by legal counsel and staff. Manager Bartosh suggested two managers meeting with Halbur to develop a final draft. Manager Rasche and Bartosh volunteered.
 - Holtman provided insight on the lack of District Bylaws and how sections of the policy handbook would be more appropriate in a Bylaws handbook. These are required by statute. Legal counsel will provide a list of policy handbook sections that could be converted to bylaws.
- Website Quotes
 - Halbur presented the two quotes received from Paschen Communications and ITDWebDesign. Both companies put together reasonable offers. ITDWebDesign recommended moving to a new content management system, WordPress, that was more widely used and more user-friendly.
 - Motion to approve the proposal from ITDWebDesign made by Rasche. Seconded by Freking. Vote 5-0. Motion passed.

Manager Rasche called for a recess at 10:05 to allow DNR staff to set up for their Calcareous Fen presentation. Meeting resumed at 10:15am.

Calcareous Fen Presentation – DNR Staff

- Megan Benage presented information regarding calcareous fens in Minnesota. Topics included basic ecology of fens, what impacts them, and how can they be lost. More information can be found on DNR's website and here: https://files.dnr.state.mn.us/natural_resources/water/wetlands/calcareous_fen_fact_sheet.pdf

District Business (continued)

- Employee Maternity Leave
 - Loretta Halbur is requesting maternity leave from late August until mid-October. Due to personal circumstances, she is requesting to return with a flexible in-office schedule. After a brief discussion, the Board agreed to her request, with the condition that she notify the Chair of her in-office schedule when she returns.

Treasurer's Report and Bill Payment

- Discussion on the CD 3 Settlement payments, end of employment for the Conservation Tech due to the grant timeline, and an error on the 5-31-2023 payroll. Motion to approve the treasurer's report and bill payment made by Bartosh. Seconded by Freking. Vote 5-0. Motion passed.

Adjourn

Motion to adjourn made by Lubben. Seconded by Freking. Vote 5-0. Motion passed.

Meeting adjourned at 11:40am.

Respectfully submitted,
Cory Reith
Board Secretary

CITY OF WORTHINGTON, MINNESOTA

EXHIBIT 1

GENERAL FUND
STATEMENT OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
For the Six Months Ended June 30, 2023

	2023				2022 Actual
	12 Months Budget	6 Months Budget	Actual	Variance Favorable (Unfavorable)	
REVENUES					
Taxes	\$ 2,928,413	\$ 1,464,207	\$ 70,499	\$ (1,393,708) *	\$ 65,998
Licenses and permits	215,975	107,988	160,036	52,048	67,051
Intergovernmental revenue	4,026,188	2,013,094	161,162	(1,851,932) *	805,347
Charges for services	298,647	149,324	203,699	54,375	154,329
Fines and forfeits	45,000	22,500	22,137	(363)	22,708
Miscellaneous revenue	115,851	57,926	84,871	26,945	39,164
TOTAL REVENUES	\$ 7,630,074	\$ 3,815,039	\$ 702,404	\$ (3,112,635)	\$ 1,154,597
OTHER SOURCES					
Sale of fixed assets	-	-	6,751	6,751	10,581
Operating transfer-in	1,459,533	729,767	715,393	(14,374)	684,732
TOTAL REVENUES AND OTHER SOURCES	\$ 9,089,607	\$ 4,544,806	\$ 1,424,548	\$ (3,120,258)	\$ 1,849,910
EXPENDITURES					
General government	\$ 2,624,883	\$ 1,540,922	\$ 1,479,653	\$ 61,269	\$ 944,527
Public safety	5,109,528	2,693,474	2,334,959	358,515	2,505,695
Public works	1,313,589	599,792	919,855	(320,063)	422,180
Culture and recreation	115,255	62,083	59,358	2,725	29,767
Conservation and development	222,379	111,007	83,384	27,623	75,809
TOTAL EXPENDITURES	\$ 9,385,634	\$ 5,007,278	\$ 4,877,209	\$ 130,069	\$ 3,977,978
OTHER USES					
Operating transfer-out	46,792	23,751	130,244	(106,493)	23,425
TOTAL EXPENDITURES AND OTHER USES	\$ 9,432,426	\$ 5,031,029	\$ 5,007,453	\$ 23,576	\$ 4,001,403
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	\$ (342,819)	\$ (486,223)	\$ (3,582,905)	\$ (3,096,682)	\$ (2,151,493)

Notes:

2023 actual versus 2022 actual variance explanations:

Licenses and permits revenue difference due to building permits received in 2023 versus 2022.

Intergovernmental revenue difference due to timing of receipt of American Rescue Plan Funds in 2023 versus 2022.

Charges for services revenue difference due to amount of finance charges budgeted in 2023 are less than 2022.

General government expenditures difference due to capital purchases (Butcher land, mobile stage).

Public safety expenditures difference due to capital purchases and personnel costs.

Public works expenditures difference due to capital purchases and personnel costs.

* The tax payments are received in June and December for approximately half of the current year levy. The LGA (intergovernmental revenue), is usually received in July and December with \$1,788,480 received each time.

CITY OF WORTHINGTON, MINNESOTA

EXHIBIT 2

GENERAL FUND
SCHEDULE OF REVENUES - BUDGET AND ACTUAL
For the Six Months Ended June 30, 2023

	2023			
	6 Months Budget	Actual	Variance Favorable (Unfavorable)	2022 Actual
Taxes				
Property taxes ¹	\$ 1,387,957	\$ 1,087	\$ (1,386,870)	\$ 6,489
Lodging taxes	75,000	63,429	(11,571)	58,238
Gambling taxes	1,250	5,983	4,733	1,271
Total taxes	\$ 1,464,207	\$ 70,499	\$ (1,393,708)	\$ 65,998
Licenses and permits				
Alcoholic beverage license	\$ 17,500	\$ 37,600	\$ 20,100	\$ 4,800
Other business licenses and permits	3,000	7,935	4,935	7,514
Building permits	55,000	89,367	34,367	28,712
Plumbing/mechanical permits	3,500	3,365	(135)	2,688
Misc development permits	238	475	237	225
Zoning fees	1,750	1,196	(554)	1,883
Gas franchise fees ²	27,000	20,098	(6,902)	21,229
Total licenses and permits	\$ 107,988	\$ 160,036	\$ 52,048	\$ 67,051
Intergovernmental revenue				
Federal grants				
Police	\$ 20,000	\$ -	\$ (20,000)	\$ -
Other	-	110,162	110,162	715,744
State grants				
Local government aid ¹	1,788,480	-	(1,788,480)	-
Other	61,500	50,000	(11,500)	50,000
State shared				
Insurance premium tax-fire ³	30,614	1,000	(29,614)	2,000
Insurance premium tax-police ³	100,000	-	(100,000)	-
County aid				
Highway grants	12,500	-	(12,500)	30,099
Other local grants	-	-	-	7,504
Total intergovernmental revenue	\$ 2,013,094	\$ 161,162	\$ (1,851,932)	\$ 805,347
Charges for services				
General government ⁴	\$ 99,289	\$ 117,166	\$ 17,877	\$ 70,126
Public safety	14,600	12,854	(1,746)	20,707
Highways and streets	7,560	17,312	9,752	12,823
Sanitation	23,750	52,218	28,468	45,997
Recreation	4,125	4,149	24	4,676
Total charges for services	\$ 149,324	\$ 203,699	\$ 54,375	\$ 154,329
Fines and forfeits				
Court fines and forfeitures	\$ 22,500	\$ 22,137	\$ (363)	\$ 22,708
Total fines and forfeits	\$ 22,500	\$ 22,137	\$ (363)	\$ 22,708

¹Tax payments are received in June and December for approx. half of the current year levy. In 2023 we received payment in July. The LGA (intergovernmental) revenue, is usually received in July and December with \$1,788,480 received each time.

²Received quarterly

³Received in September/October

⁴Timing of Engineering Surcharge

(Continued)

CITY OF WORTHINGTON, MINNESOTA
GENERAL FUND
SCHEDULE OF REVENUES - BUDGET AND ACTUAL
For the Six Months Ended June 30, 2023

EXHIBIT 2

(Continued)

	2023		Variance Favorable (Unfavorable)	2022 Actual
	6 Months Budget	Actual		
Miscellaneous revenue				
Interest earnings-regular ⁵	\$ 18,183	\$ 99	\$ (18,084)	\$ (338)
Interest earnings-loans ⁶	22,288	-	(22,288)	-
Rents	1,855	2,210	355	1,710
Other revenues	14,100	39,946	25,846	26,432
Contributions/donations	1,500	42,616	41,116	11,360
Total miscellaneous revenue	\$ 57,926	\$ 84,871	\$ 26,945	\$ 39,164
Total revenue	\$ 3,815,039	\$ 702,404	\$ (3,112,635)	\$ 1,154,597
Other sources				
Sale of fixed assets	\$ -	\$ 6,751	\$ 6,751	\$ 10,581
Operating transfer-in				
Electric Fund	367,267	352,891	(14,376)	350,285
Liquor Fund	137,500	137,502	2	137,502
Other*	225,000	225,000	-	196,945
Total other sources	\$ 729,767	\$ 722,144	\$ (7,623)	\$ 695,313
Total revenue and other sources	\$ 4,544,806	\$ 1,424,548	\$ (3,120,258)	\$ 1,849,910

⁵First six months share recorded in July and last six months recorded in December⁶Majority of loan interest recorded in December⁷Includes donation from Early Risers Kiwanis for all inclusive dock.

*Operating Transfer-in-Other includes transfers for Insurance Funds-\$450,000.

(Continued)

CITY OF WORTHINGTON, MINNESOTA

EXHIBIT 2

GENERAL FUND
 SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
 For the Six Months Ended June 30, 2023

	2023		Variance Favorable (Unfavorable)	2022 Actual
	6 Months Budget	Actual		
General government				
Mayor and council				
Personnel services	\$ 44,095	\$ 40,382	\$ 3,713	\$ 29,986
Supplies	100	92	8	-
Other services and charges	6,483	2,320	4,163	9,678
Total mayor and council	\$ 50,678	\$ 42,794	\$ 7,884	\$ 39,664
Administration				
Personnel services	\$ 143,047	\$ 121,012	\$ 22,035	\$ 92,503
Supplies	500	279	221	95
Other services and charges	44,275	21,590	22,685	2,532
Total administration	\$ 187,822	\$ 142,881	\$ 44,941	\$ 95,130
Clerk's office and elections				
Personnel services	\$ 98,700	\$ 92,194	\$ 6,506	\$ 90,172
Supplies	2,050	567	1,483	663
Other services and charges	12,638	8,176	4,462	10,353
Capital outlay	-	985	(985)	-
Total clerk's office and elections	\$ 113,388	\$ 101,922	\$ 11,466	\$ 101,188
Finance				
Personnel services	\$ 93,616	\$ 86,094	\$ 7,522	\$ 78,088
Supplies	900	318	582	397
Other services and charges ⁷	72,092	82,684	(10,592)	51,135
Total finance	\$ 166,608	\$ 169,096	\$ (2,488)	\$ 129,620
Legal				
Other services and charges	\$ 17,500	\$ 7,980	\$ 9,520	\$ 19,223
Total legal	\$ 17,500	\$ 7,980	\$ 9,520	\$ 19,223
Engineering				
Personnel services	\$ 146,448	\$ 138,640	\$ 7,808	\$ 203,609
Supplies	7,595	1,166	6,429	2,370
Other services and charges ⁸	87,800	37,559	50,241	36,966
Capital outlay	5,000	-	5,000	(12,360)
Total engineering	\$ 246,843	\$ 177,365	\$ 69,478	\$ 230,585
Community & economic development				
Personnel services ⁹	\$ 178,417	\$ 152,933	\$ 25,484	\$ 103,427
Supplies	3,250	1,445	1,805	1,436
Other services and charges ¹⁰	178,278	64,500	113,778	51,832
Capital outlay	12,500	-	12,500	-
Total community & economic development	\$ 372,445	\$ 218,878	\$ 153,567	\$ 156,695

⁷Variance due to timing of audit billings.⁸Variance due to unspent funds for professional engineering services and GIS.⁹Variance due to timing of housing inspector hire.¹⁰Variance due to expenditure for Worthington Rediscovered not made yet in 2023.

(Continued)

CITY OF WORTHINGTON, MINNESOTA

EXHIBIT 2

(Continued)

GENERAL FUND
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
For the Six Months Ended June 30, 2023

	2023		Variance Favorable (Unfavorable)	2022 Actual
	6 Months Budget	Actual		
General government buildings				
Personnel services	\$ -	\$ 818	\$ (818)	\$ 743
Supplies	1,650	1,279	371	932
Other services and charges ¹¹	39,550	70,804	(31,254)	51,149
Total general government buildings	\$ 41,200	\$ 72,901	\$ (31,701)	\$ 52,824
Other general government				
Personnel services	\$ -	\$ -	\$ -	\$ 66
Supplies	-	-	-	56
Other services and charges	55,038	54,976	62	58,138
Capital outlay ¹²	289,400	490,860	(201,460)	61,338
Total other general government	\$ 344,438	\$ 545,836	\$ (201,398)	\$ 119,598
Total general government	\$ 1,540,922	\$ 1,479,653	\$ 61,269	\$ 944,527
Public safety				
Police department				
Personnel services ¹³	\$ 1,800,585	\$ 1,601,360	\$ 199,225	\$ 1,512,034
Supplies	74,950	48,852	26,098	45,930
Other services and charges ¹⁴	477,725	429,703	48,022	560,716
Capital outlay ¹⁵	56,750	77,364	(20,614)	203,154
Total police department	\$ 2,410,010	\$ 2,157,279	\$ 252,731	\$ 2,321,834
Fire department				
Personnel services ¹⁶	\$ 95,211	\$ 54,615	\$ 40,596	\$ 45,371
Supplies	12,850	3,824	9,026	14,997
Other services and charges	54,700	46,488	8,212	38,983
Capital outlay	20,000	15,744	4,256	-
Total fire department	\$ 182,761	\$ 120,671	\$ 62,090	\$ 99,351
Civil defense				
Supplies	\$ -	\$ 130	\$ (130)	\$ 31
Other services and charges	650	2	648	212
Capital outlay	-	-	-	10,624
Total civil defense	\$ 650	\$ 132	\$ 518	\$ 10,867

¹¹Variance due to expenditures for City Hall HVAC unit.¹²Variance due to timing of capital outlay expenditures compared to 6 month budget allocation.¹³Variance due to scheduling and reduced amount of overtime hours as well as personnel turnover.¹⁴Variance due to timing of expenditures compared to 6 month budget allocation.¹⁵Variance due to timing of capital outlay expenditures compared to 6 month budget allocation.¹⁶Variance due to wages paid compared to 6 month budget allocation.

(Continued)

CITY OF WORTHINGTON, MINNESOTA

(Continued)

GENERAL FUND
 SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
 For the Six Months Ended June 30, 2023

	2023		Variance Favorable (Unfavorable)	2022 Actual
	6 Months Budget	Actual		
Animal control				
Personnel services	\$ 11,395	\$ 2,447	\$ 8,948	\$ 9,015
Supplies	1,500	288	1,212	639
Other services and charges	1,950	937	1,013	640
Total animal control	\$ 14,845	\$ 3,672	\$ 11,173	\$ 10,294
Code enforcement				
Personnel services ¹⁷	79,098	49,067	30,031	59,489
Supplies	1,075	1,645	(570)	678
Other services and charges	5,035	2,493	2,542	3,182
Total code enforcement	\$ 85,208	\$ 53,205	\$ 32,003	\$ 63,349
Total public safety	\$ 2,693,474	\$ 2,334,959	\$ 358,515	\$ 2,506,695
Public works				
Streets				
Personnel services ¹⁸	\$ 266,720	\$ 344,631	\$ (77,911)	\$ 217,934
Supplies ¹⁹	94,800	129,700	(34,900)	81,973
Other services and charges ²⁰	86,638	111,397	(24,759)	57,483
Capital outlay ²¹	116,582	261,924	(145,342)	-
Total streets	\$ 564,740	\$ 847,652	\$ (282,912)	\$ 357,390
City wide spring clean-up				
Personnel services	\$ 6,257	\$ 18,359	\$ (12,102)	\$ 15,000
Supplies	750	1,170	(420)	990
Other services and charges ²²	28,045	52,674	(24,629)	48,800
Total city wide spring clean-up	\$ 35,052	\$ 72,203	\$ (37,151)	\$ 64,790
Total public works	\$ 599,792	\$ 919,855	\$ (320,063)	\$ 422,180

¹⁷Variance due to allocation of personnel time and late hire.¹⁸Variance due to allocation of personnel time allocation compared to budget allocation of hours.¹⁹Variance due to snow removal costs.²⁰Variance due to snow removal costs (hired trucks).²¹Variance due to timing of machinery purchases versus 6 month budget allocation.²²Variance due to timing of trash pickup expenditures.

(Continued)

CITY OF WORTHINGTON, MINNESOTA

EXHIBIT 2

(Continued)

GENERAL FUND
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
For the Six Months Ended June 30, 2023

	2023		Variance Favorable (Unfavorable)	2022 Actual
	6 Months Budget	Actual		
Culture and recreation				
Center for Active Living				
Supplies	\$ 5,850	\$ 1,963	\$ 3,887	\$ 3,932
Other services and charges	50,855	54,971	(4,116)	22,664
Total Center for Active Living	\$ 56,705	\$ 56,934	\$ (229)	\$ 26,596
Public Arts				
Supplies	\$ 450	\$ -	\$ 450	\$ -
Other services and charges	1,928	470	1,458	414
Total Public Arts	\$ 2,378	\$ 470	\$ 1,908	\$ 414
Band				
Other services and charges	\$ 3,000	\$ 1,954	\$ 1,046	\$ 2,757
Total Band	\$ 3,000	\$ 1,954	\$ 1,046	\$ 2,757
Total culture and recreation	\$ 62,083	\$ 59,358	\$ 2,725	\$ 29,767
Conservation and development				
Clean water partnership project				
Other services and charges	\$ 7,500	\$ -	\$ 7,500	\$ -
Total clean water partnership project	\$ 7,500	\$ -	\$ 7,500	\$ -
Lake improvement				
Personnel services	\$ 4,631	\$ 4,508	\$ 123	\$ 5,689
Supplies	1,550	980	570	481
Other services and charges	2,903	4,475	(1,572)	581
Capital outlay ²³	-	20,619	(20,619)	-
Total lake improvement	\$ 9,084	\$ 30,582	\$ (21,498)	\$ 6,751
Economic development & assistance				
Personnel services	\$ 7,145	\$ 4,000	\$ 3,145	\$ 1,072
Supplies	2,000	12	1,988	-
Other services and charges ²⁴	85,278	48,790	36,488	47,671
Capital outlay	-	-	-	20,315
Total economic development/assistance	\$ 94,423	\$ 52,802	\$ 41,621	\$ 69,058
Total conservation and development	\$ 111,007	\$ 83,384	\$ 27,623	\$ 75,809
Other uses				
Operating transfer-out				
WRH Fund ²⁵	\$ 11,875	\$ 118,414	\$ (106,539)	\$ 11,713
Water Fund	5,938	5,915	23	5,856
Municipal Industrial Wastewater	5,938	5,915	23	5,856
Total other uses	\$ 23,751	\$ 130,244	\$ (106,493)	\$ 23,425
Total expenditures and other uses	\$ 5,031,029	\$ 5,007,453	\$ 23,576	\$ 4,001,403

²³Variance due to purchase of handicap dock (funding from Kiwanis).²⁴Variance due to amount of lodging tax collected.²⁵Variance due to use of American Rescue Plan Act (ARPA) monies for Cecilee lot buydown.

CITY OF WORTHINGTON, MINNESOTA

MUNICIPAL LIQUOR STORE INCOME STATEMENT For the Period 1/1/23 Through 6/30/23 (Amounts in Dollars)

	Total 2023 Budget	June Actual	June Previous Year	% YTD Actual to Budget	YTD Actual	YTD Previous Year
Sales						
Liquor	2,190,000	181,553	179,327	44.5%	974,829	979,011
Wine	620,000	41,834	44,361	42.1%	261,096	265,633
Beer	2,430,000	255,633	237,437	47.6%	1,156,251	1,102,303
Mix/nonalcohol	89,000	10,149	10,258	45.9%	40,889	39,773
NSF charges	100	-	(4)	0.0%	-	75
Net Sales	5,329,100	489,169	471,379	45.7%	2,433,065	2,386,795
Cost of Goods Sold						
Liquor	1,552,500	175,477	128,062	44.8%	694,985	703,151
Beer	1,841,450	326,224	182,564	47.4%	873,284	830,731
Wine	486,450	51,528	31,866	39.6%	192,729	192,516
Soft drinks/mix	59,580	9,641	6,658	42.3%	25,198	23,747
Freight	37,000	2,129	3,509	39.8%	14,731	17,470
Total Cost of Goods Sold	3,976,980	564,999	352,659	45.3%	1,800,927	1,767,615
Gross Profit	1,352,120	(75,830)	118,720	46.8%	632,138	619,180
Operating Expenses						
Personnel services	533,580	38,734	39,764	43.5%	232,328	200,543
Supplies	35,300	2,287	3,917	35.2%	12,443	11,369
Other services & charges	223,658	38,341	33,352	48.0%	107,310	13,313
Interest	13,027	-	-	0.0%	-	-
Depreciation (estimated)	107,000	8,917	8,917	50.0%	53,500	53,500
Total Operating Expenses	912,565	88,279	85,950	44.4%	405,581	278,725
Operating Income (Loss)	439,555	(164,109)	32,770	51.5%	226,557	340,455
Non-Operating Revenues (Expenses)						
Interest earnings **	4,500	375	375	50.0%	2,250	2,250
Other non-operating	-	-	-	-	-	-
Sale of fixed asset	-	-	-	-	-	-
Loss on fixed asset	-	-	-	-	-	-
Total Non-Operating Revenue (Expense)	4,500	375	375	50.0%	2,250	2,250
Net Income (Loss) b/Operating Transfers	444,055	(163,734)	33,145	51.5%	228,807	342,705
Operating Transfers-In	-	-	-	-	-	-
Operating Transfers-Out	(275,000)	(22,917)	(22,917)	50.0%	(137,502)	(137,502)
Net Income (Loss)	169,055	(186,651)	10,228	N/A	91,305	205,203

** Includes six months budget

CITY OF WORTHINGTON, MINNESOTA

OLSON PARK CAMPGROUND
STATEMENT OF REVENUES VS. EXPENDITURES
For the Period 1/1/23 Through 6/30/23
(Amounts in Dollars)

	Total Current Year Budget	June Actual	YTD	
			Actual	Previous Year
Revenues				
Park fees-daily taxable	90,000	17,563	57,673	55,595
Park fees-other (fire wood, pop & ice)	1,500	939	939	512
Total Revenues	91,500	18,502	58,612	56,107
Expenditures				
Personnel services				
Full-time employees	4,795	-	649	265
Part-time employees	18,123	4,334	6,099	4,662
PERA contributions	1,081	-	49	20
FICA/medicare	1,753	332	514	376
Misc. employer paid insurance	1,283	-	166	61
Workmen's comp.-ins. premium	895	280	560	373
Supplies				
Misc. office supplies	600	-	56	-
Cleaning supplies	2,500	248	1,748	2,087
Misc. operating supplies	1,500	-	-	120
Building repair supplies	5,000	-	6,032	1,759
Misc. repair & maint supplies	3,500	625	625	275
Concessions	500	155	155	177
Other services and charges				
Misc. professional services	5,000	765	2,747	2,779
Telephone	650	122	376	242
Misc advertising	3,000	-	-	-
General liability insurance	2,100	1,334	1,334	1,375
Property insurance	3,500	1,162	1,162	1,985
Electric utilities	7,000	1,325	2,508	2,998
Water utilities	850	131	319	305
Gas utilities	2,500	162	1,384	1,291
Refuse disposal	3,000	626	1,105	659
Sewer utilities	700	150	321	257
Buildings-repair & maintenance	1,000	-	-	-
Improv other than bldg-repair & mai	1,000	75	75	-
Machinery/equipment-repair/mainten	-	-	-	-
Misc rentals	-	-	210	-
Cash short and over	-	-	-	-
Dues and subscriptions	600	-	-	-
Licenses and taxes	650	-	594	594
Capital outlay				
Improvement Misc	-	-	-	10,729
Total Expenditures	73,080	11,826	28,788	33,389
Excess (Deficiency) of Revenue Over Expenditures	18,420	6,676	29,824	22,718

CITY OF WORTHINGTON, MINNESOTA

FIELD HOUSE
STATEMENT OF REVENUES VS. EXPENDITURES
For the Period 1/1/23 Through 6/30/23
(Amounts in Dollars)

	Total Current Year Budget	June Actual	YTD Actual	Previous Year
Revenues				
Field House - User fees	82,000	(654)	20,865	-
Field House - Rental fees	-	2,510	31,923	-
Total Revenues	82,000	1,856	52,788	-
Expenditures				
Personnel services				
Full-time employees	123,430	9,723	58,087	55,526
Overtime	-	-	165	-
Part-time employees	31,200	2,020	14,971	-
PERA contributions	9,257	729	4,366	4,164
FICA/medicare	11,829	891	5,548	4,220
Health insurance admin/claims	24,533	885	5,311	4,054
Life insurance	97	7	42	49
LTD insurance	835	71	407	408
HSA contribution	-	63	375	375
Health insurance-claims-TPA	-	-	555	-
Workmen's comp.-ins. premium	2,053	1,382	2,765	1,967
Supplies				
Office supplies	1,200	15	15	1,601
Cleaning supplies	1,000	199	1,852	1,139
Misc. operating supplies	1,200	-	2,682	130
Equipment parts	300	-	36	-
Building repair supplies	500	-	150	-
Misc. repair & maint supplies	500	-	596	-
Small tools	200	-	20	903
Equipment minor	1,000	-	-	-
Misc. equip, furniture/fixtures	300	-	627	40
Other services and charges				
Misc. professional services	2,500	21	1,538	1,108
Telephone	2,000	265	1,044	471
Postage	200	5	5	-
Travel, conferences, schools	200	-	-	-
Misc advertising	1,000	350	2,666	1,029
General liability insurance	4,200	4,153	4,153	3,564
Property insurance	4,000	3,542	3,542	3,357
Electric utilities	8,000	3,236	18,396	12,689
Water utilities	2,000	15	351	74
Gas utilities	8,000	228	4,053	11,603
Refuse disposal	2,000	198	989	-
Sewer utilities	600	29	485	149
Storm water utilities	1,000	166	997	783
Misc. utilities	1,000	13	80	80
Buildings-repair & maintenance	500	-	-	228
Structure repair & maintenance	1,000	-	-	-
Misc repairs & maintenance	500	-	3,203	442
Cash short and over	-	(197)	(842)	-
Dues and subscriptions	300	-	3,161	-
Licenses and taxes	2,000	-	120	120
Miscellaneous	1,000	9	1,252	15
Capital Outlay				
Bldgs & structure-misc	-	-	103,058	1,618,580
Machinery and equipment misc	-	-	-	60,468
Office equipment purchase	-	-	-	56,118
Total Expenditures	251,434	28,018	246,821	1,845,454
Excess (Deficiency) of Revenue Over Expenditures	(169,434)	(26,162)	(194,033)	(1,845,454)

PUBLIC SAFETY MEMO**DATE: JULY 24, 2023****TO: HONORABLE MAYOR AND CITY COUNCIL****SUBJECT: ITEMS REQUIRING CITY COUNCIL ACTION OR REVIEW****CASE ITEMS****1. INTRODUCTION AND OATH OF OFFICERS IVAN MARTINEZ AND ERNESTO RIVERA MERCADO**

Ivan Martinez and Ernesto Rivera Mercado joined our Worthington Police Department team in 2023.

Ivan was born in Sioux City Iowa, where he lived with his family until he was eleven years old. His family then moved to Worthington where he graduated from the Worthington High School in 2019. After high school, he attended and graduated from Minnesota West, in 2021, with a degree in Law Enforcement. Ivan started with WPD in March and is currently working full-time shifts for the department.

Ernesto grew up in Puerto Rico where he graduated from high school in 2015. He attended Puerto Rico's Carivab and graduated in 2018 with certification in aircraft mechanics. He worked briefly as an aircraft mechanic until he traveled to Worthington in 2018, because of a family emergency. While in Worthington, Hurricane Maria destroyed much of Puerto Rico, including his family's property. As a result, Ernesto decided to stay in Worthington, where he attended and graduated from Minnesota West, in 2021, with a degree in Law Enforcement. Ernesto started with WPD in March and is currently working full-time shifts for the department.

Tonight, Officer Martinez and Officer Rivera Mercado will take their officer oaths and will be officially welcomed to the Worthington Police Department.

2. ACCEPTANCE OF PROGRAM FUNDS

New City Buffet generously donated \$500 to the Worthington Police Department. The donation will be placed in Police Program Reserves and will be utilized to enhance crime prevention programs.

Council action is requested to adopt a resolution (*Exhibit 1*) accepting the \$500 donation.

3. **ACCEPTANCE OF PROGRAM FUNDS**

Walmart generously donated \$1000 to the Worthington Police Department. The donation will be placed in Police Program Reserves and will be utilized to enhance crime prevention programs.

Council action is requested to adopt a resolution (*Exhibit 2*) accepting the \$1000 donation.

RESOLUTION NO. _____**A RESOLUTION ACCEPTING A DONATION OF FUNDS**

WHEREAS, the City of Worthington has been notified that New City Buffet, hereinafter "Donor" desired to donate funds to the City; and

WHEREAS, Donor has placed the following restrictions upon the fund distribution: \$500 to be used to enhance crime prevention programs.

WHEREAS, Minn. Stat. 465.03 requires that acceptance of any donation be approved by the City Council by a two-thirds majority vote;

NOW, THEREFORE, be it RESOLVED:

The City of Worthington does hereby accept the donation referenced above with any and all conditions, if any, as specified by the donor.

That the Mayor and Clerk are authorized to sign said agreement on behalf of the City of Worthington.

Approved this _____ day of _____, 2023, by a two thirds majority vote of the Worthington City Council with the following members voting in favor thereof: _____; and the following members opposed _____.

(SEAL)

CITY OF WORTHINGTON

BY: _____
Rick Von Holdt, Its Mayor

ATTEST: _____
Mindy L. Eggers, Its Clerk

RESOLUTION NO. _____**A RESOLUTION ACCEPTING A DONATION OF FUNDS**

WHEREAS, the City of Worthington has been notified that Walmart, hereinafter "Donor" desired to donate funds to the City; and

WHEREAS, Donor has placed the following restrictions upon the fund distribution: \$1,000 to be used to enhance crime prevention programs.

WHEREAS, Minn. Stat. 465.03 requires that acceptance of any donation be approved by the City Council by a two-thirds majority vote;

NOW, THEREFORE, be it RESOLVED:

The City of Worthington does hereby accept the donation referenced above with any and all conditions, if any, as specified by the donor.

That the Mayor and Clerk are authorized to sign said agreement on behalf of the City of Worthington.

Approved this _____ day of _____, 2023, by a two thirds majority vote of the Worthington City Council with the following members voting in favor thereof: _____; and the following members opposed _____.

(SEAL)

CITY OF WORTHINGTON

BY: _____
Rick Von Holdt, Its Mayor

ATTEST: _____
Mindy L. Eggers, Its Clerk

ADMINISTRATION MEMO

DATE: JULY 20, 2022

TO: HONORABLE MAYOR AND CITY COUNCIL

SUBJECT: ITEMS REQUIRING CITY COUNCIL ACTION OR REVIEW

CONSENT AGENDA CASE ITEMS

1. APPLICATION FOR PARADE PERMIT / TO BLOCK STREETS - KING TURKEY DAY INC.

King Turkey Day, Inc. has submitted an Application for Parade Permit / to Block Streets for the 2023 King Turkey Day events. The application, listing and map of the proposed street closures are included as ***Exhibit 1***. Holly Sieve has been designated as the Safety Officer for the events, and the required certificate of insurance has been received.

Council action is requested on the Application for Parade Permit / to Block Streets submitted by King Turkey Day, Inc.

2. APPLICATIONS FOR TEMPORARY ON-SALE LIQUOR LICENSES - KING TURKEY DAY, INC.

King Turkey Day, Inc. has submitted the following application for Temporary On-Sale Liquor Licenses in conjunction with the 2023 King Turkey Day celebration:

One-Day License - Turkey Day Mixer Beer Garden at the Downtown Pavilion
Thursday, September 14, 2023 from 4:00 p.m. to 9:00 p.m.

Two-Day License - Beer Garden at the Downtown Pavilion
located at 10th Street and 2nd Avenue
Friday, September 15, 2022 from 4:00 p.m. to 11:59 p.m.
Saturday, September 16, 2022 from 11:00 a.m. to 11:59 p.m.

The application is included as ***Exhibit 2***. All of the required paperwork, fees, and insurance certificate naming the City of Worthington as additional insured have been received.

Council action is requested on the applications for Temporary On-Sale Liquor Licenses submitted by King Turkey Day, Inc.

CASE ITEMS

1. **TEXT AMENDMENT - TITLE III, CHAPTER 32.30, LOCAL SALES AND USE TAX OF THE CITY CODE OF WORTHINGTON, NOBLES COUNTY, MINNESOTA**

The Minnesota Department of Revenue has revised the Local Option Sales Tax Agreement between the City and the Department of Revenue concerning the transmittals of sales tax receipts to the City each month. The Agreement was approved by Council on June 12, 2023. The agreement allows the City 90 days to update the current ordinance in place regarding the collection of the local sales and use tax if needed due to any changes.

Under the Minnesota Statutes, section 297A.99 needs to be added under Section 2 Definitions, sub-section (d) state sales and use tax law rules. The text being added is in red:

Section 2. Definitions. For purposes of this chapter, the following words, terms, and phrases have the meanings given them in this section unless the language or context clearly indicates a different meaning is intended.

(a) **City.** "City" means the City of Worthington, Minnesota.

(b) **Commissioner.** "Commissioner" means the Commissioner of Revenue of the state of Minnesota or a person to whom the Commissioner has delegated functions.

(c) **Designated projects.** "Designated projects" means Improvements to the Aquatic Center, Improvements to the Field House, Improvements to the Ice Arena, other Park and Recreation Capital Projects and Improvements, Lake Quality Improvements, and, Improvements to the 10th Street Plaza as authorized by the Minnesota Legislature in Session Laws 2019, First Special Session, Chapter 6 and approved by the voters at the November 6, 2018 referendum.

(d) **State sales and use tax laws and rules.** "State sales and use tax laws and rules" means those provisions of the state revenue laws applicable to state sales and use tax imposition, administration, collection, and enforcement, including Minnesota Statutes, chapters 270C, 289A, 297A, 297A.99 and Minnesota Rules, chapter 8130, as amended from time to time.

Council is requested to approve the first reading of the proposed ordinance shown in *Exhibit 3*.

2. **ANNUAL APPROVAL OF DATA PRACTICES POLICY AND RESOLUTION APPOINTING A RESPONSIBLE AUTHORITY AND DESIGNEES**

The League of Minnesota Cities Insurance Trust requires cities annually approve the Data Practices Policy shown as *Exhibit 4*. It is also required that the City appoint a person as the Responsible Authority to meet the requirements of chapter 13, collectively cited as the Minnesota Government Data Practices Act (MGDPA).

Staff requests that Steve Robinson, City Administrator, be appointed the Responsible Authority and Mindy Eggers, City Clerk, and Troy Appel, Public Safety Director be appointed his designees to assist in meeting the requirements of Minnesota Statutes. The City Clerk will be designated to assist with general data requests in reference to Chapter 13, and the Public Safety Director will be designated to assist with law enforcement data requests in reference to section 13.82 of the MGDPA.

Council is requested to approve the Data Practices Policy and also adopt the resolution making the above appointments (*see Exhibit 5*).

3. **AWARD OF QUOTE FOR DEMOLITION OF FORMER LAKESHORE SERVICE STATION**

Quotes for the above project were received on July 12, 2023 at 2:00 p.m. The City received quotes from three contractors. All quotes were responsive. The quote for the base amount are noted below.

Nienkerk Companies	\$58,950.00
Ideal Landscaping	\$64,050.00
Henning Construction	\$64,445.00

The Request for Quotes included unit prices for work that may occur in excess of estimated quantities for the following:

- Excavation and disposal of excess soil,
- Excavation, removal and disposal of contaminated soil,
- Furnish and place additional fill material
- Furnish and place additional top soil, and
- Furnish and install additional turf restoration.

Nienkerk Companies submitted the low quote both in the base work and unit prices. Staff's recommendation is to award the quote to Nienkerk Companies.

Council action is requested.

4. **COUNCIL DISCUSSION REGARDING A TEXT AMENDMENT TO CHAPTER 71
"MOTORIZED GOLF CARTS"**

At the request of City Council, Staff was asked to research the City's authority to allow the operation of golf carts on designated streets under the jurisdiction of the City. Council adopted Ordinance 918 establishing Chapter 71 of the City Code in March 2001 authorizing the permitting of Motorized Golf Carts. The ordinance restricts issuance of permits to Institutions, defined as a facility used exclusively as a residence for at least 15 elderly or disabled persons. The ordinance limited the issuance of only two permits per calendar year and references compliance with applicable Minnesota traffic regulation statutes.

Minnesota Statute 169.045 "Special Vehicle Use on Roadway" grants that home rule charter cities may authorize by ordinance the operation of motorize golf carts on designated roadways under its jurisdiction. The statute, among other provisions, states motorized golf carts may only be operated on designated roadways from sunrise to sunset, unless equipped with original equipment headlights, taillights, and rear-facing brake lights.

5. **MEMORIAL AUDITORIUM PERFORMING ARTS CENTER - ISD 518 RENTAL
AGREEMENT**

For many years, Worthington ISD 518 has utilized the City's Memorial Auditorium Performing Arts Center for school district productions. This agreement reserves the facility for ISD 518's use for a total of 62 days per contract year. Should the usage exceed 62 days per contract year, ISD 518 shall pay a pro-rated amount for the additional days.

The current contract expired on June 30, 2023. Memorial Auditorium management and administration staffs from both the City and ISD 518 recommend renewing a three-year agreement, in effect from July 1, 2023 to June 30, 2026.

The proposed agreement, included as ***Exhibit 6***, includes an approximate four percent (4%) increase for each of the three years of the new contract and provides that the school district shall pay the City the following rental fees:

July 1, 2023 - June 30, 2024	\$35,000 annually
July 1, 2024 - June 30, 2025	\$36,500 annually
July 1, 2025 - June 30, 2026	\$38,000 annually

Administrative Memo

July 24, 2023

Page 5

The fees received from ISD 518 represent fifty percent of Memorial Auditorium's total budgeted revenue excluding taxes.

The ISD 518 School Board approved the agreement at their July 18, 2023 meeting. Staff recommends Council approved the agreement and authorize execution by the Mayor and Clerk.

2023 King Turkey Day
Street Closure Requests

Friday, September 15, 2023 from 7am through 10pm Saturday, September 16, 2023

- **Ninth Street from Second Avenue to Fifth Avenue.
- **Third Avenue from Ninth to Tenth Street.
- **Fourth Avenue from Ninth to Tenth Street.
- **Third Avenue and Fourth Avenues to the alley (going toward the lake)
--For carnival and food vendors

Friday, September 15, 2023 from 2pm to Saturday, September 16, 2023 at 12:00 midnight

- **Second Avenue from Eight to Tenth Street
- **Tenth Street from First and Second Avenue
- **First Avenue from Tenth Street to Eleventh Street
--For Beer Garden and Band

Saturday, September 16, 2023 6:00 a.m. – 5:00 p.m.

- **Tenth Street from First Avenue to McMillan Street to Clary Street
- **Second Avenue to Ninth Street
- **Third and Fourth Avenue to the alley (going towards Eleventh Street)
- **Clary & First Avenue to Tenth Street
--For Parade Route, Parade Staging & 10K/5K Race

Saturday, September 16, 2023 1:00 p.m. – 4:00 p.m.

- **Ninth Street and Second Avenue to Lake Street (Bike Bridge area)
--For Marching Band Staging

Saturday, September 16, 2023

From 6:00 am – 10:00 a.m.

- **Second Avenue to Tenth Street to Lake Street to Lake Avenue to Tower, Tower to 10th, right to 10th to Tower, Tower to Clary Street, Clary Street to McMillan and McMillan to Tenth Downtown.

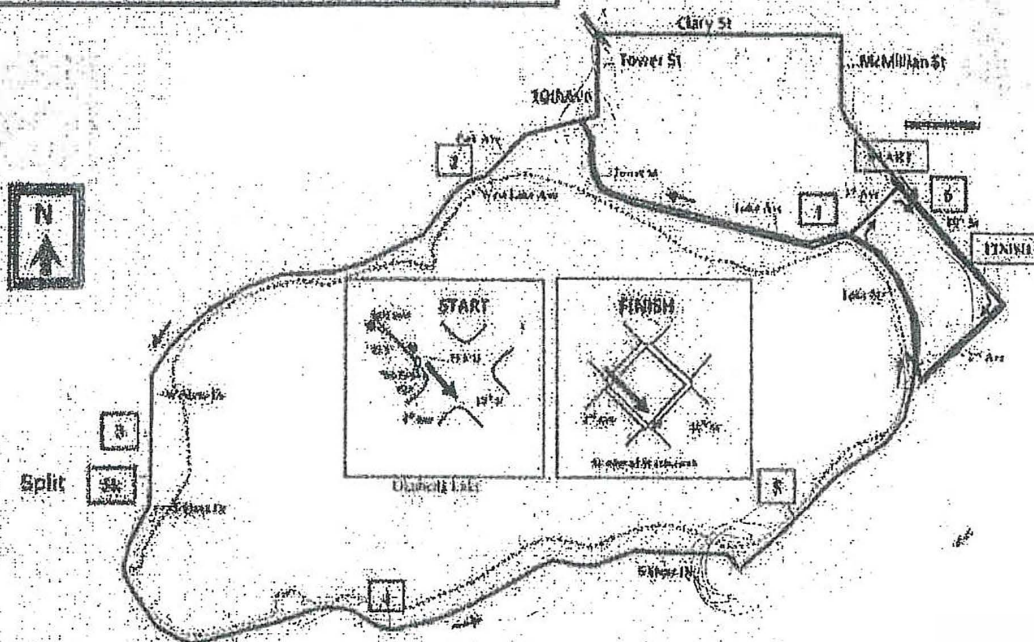
10K Race will follow the same route until Centennial, then head left on Tenth to West Lake, they will continue around Lake Okabena all the way until 7th Ave, go up 7th Ave to 10th Street. These closures are slated to be partial closures during the event and traffic will still have access outside the event.

--For 10K/5K Race Walk

KING TURKEY DAY 5K RACE/WALK & 10K RACE

5K Run & 5K Walk - In Red on Map - not a certified course

Start: on 10th St to Second Ave; take right onto 2nd Ave,
2nd Ave to Lake St; take right on to Lake St.
Lake St to Lake Ave to Tower St.
Tower St to 10th Ave and back to Tower St.
Tower St. to Clary, take right onto Clary St.
Clary St to McMillan St. Right onto McMillan St.
McMillan St to 10th St. Follow to finish line on 10th St & 3rd Ave.



Same as last year

10K USATF Certified Course #MN18024RR
Effective Jul 12, 2018 - Dec 31, 2028

Run the shortest possible route - take
cutbacks, but stay on pavement at all
times including corners.

LOCATIONS:

START: on 10th St, NW of 7th Ave, SW side of 10th St, 29' 8" SE to nearest "No Parking" sign, 85' 9" SE of street lamp on SW side of 10th St, nail in road.
1 Mile: On Lake Ave, west of 7th Ave intersection, even with E edge of house #729
2 Miles: On West Lake Ave, even with E edge of 1st house (garage is under the deck) W of house #474
3 Miles: On West Shore Dr, 4' 8" N of pavement divider, near N edge of #703 driveway to E
4 Miles: On South Shore Dr, E of Sunny Point, 15' SW of light pole on E side of boat landing entrance
5 Miles: On South Shore Dr, 1st pavement divider SW of No Parking sign, light pole is S across road
6 Miles: On 10th St, in intersection of 6th Ave, even with the S curb of entry to the hospital, 11' 6.5" N of N edge of S crosswalk
FINISH: On 10th St, SE edge of SE crosswalk going from SW to NE across 10th St, nail in road

Revised on May 29, 2018 by
Thomas R. Brown, 11545 10th St NE,
Minneapolis, MN 55412

ington AD

1121 Third Avenue • Worthington, MN 56187

www.worthingtonmnchamber.com

wcofc@worthingtonmnchamber.com



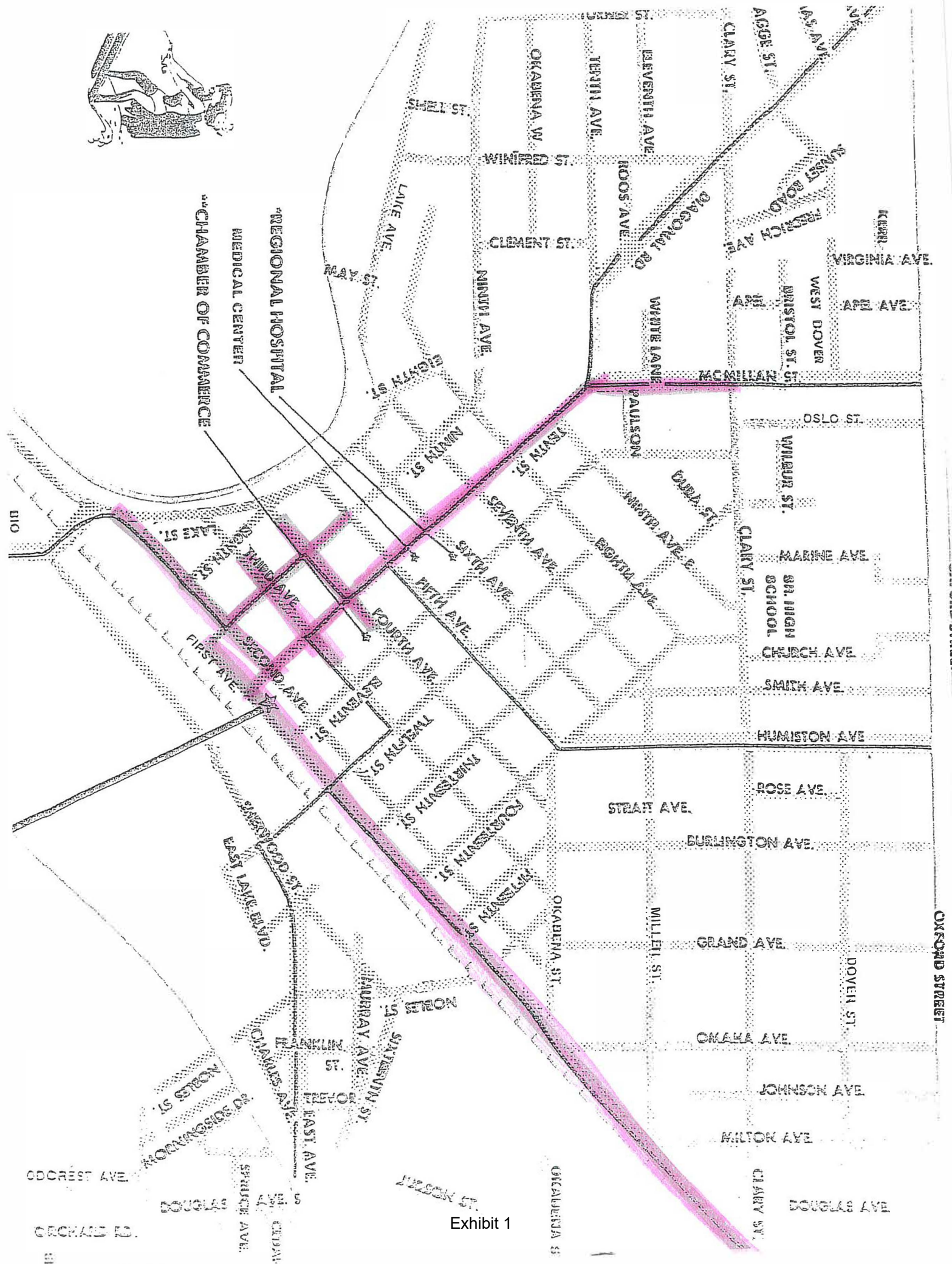


Exhibit 1



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization		Tax exempt number	
King Turkey Day Inc		7.18.2023			
Organization Address (No PO Boxes)		City	State	Zip Code	
700 2nd Avenue		Worthington	MN	56187	
Name of person making application		Business phone		Home phone	
Susan Noerenberg		507.372.2919			
Date(s) of event		Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer			
September 14, 15, 16 2023		<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit			
Organization officer's name		City	State	Zip Code	
Holly Sieve		Worthington	MN	56187	
Organization officer's name		City	State	Zip Code	
Jay Jensen		Worthington	MN	56187	
Organization officer's name		City	State	Zip Code	
Megan Prins		Worthington	MN	56187	

Location where permit will be used. If an outdoor area, describe.

Downtown Pavilion, corner of 10th St & 2nd Avenue

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

Doll Distributing
500 Industrial Ln
Worthington, MN 56187

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

Hub International Great Plains, LLC
\$500,000.00

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival <input type="checkbox"/> Yes <input type="checkbox"/> No	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**

RESOLUTION NO. _____

**RESOLUTION APPOINTING A RESPONSIBLE AUTHORITY AND DESIGNEES
AND ASSIGNING DUTIES**

WHEREAS, Minnesota Statutes, section 13.02, subdivision 16, as amended, requires that the City of Worthington appoint a Responsible Authority to administer the requirements for collection, storage, use and dissemination of data on individuals within the City and,

WHEREAS, the Worthington City Council shares concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by immediately appointing an administratively qualified Responsible Authority as required under the statute, and

WHEREAS, the Worthington City Council agrees that the Responsible Authority requires the appointment of designees to assist him in complying with the Minnesota Governmental Data Practices Act (MGDPA).

BE IT RESOLVED, the City Council of Worthington appoints Steve Robinson, City Administrator as the Responsible Authority and Mindy Eggers, City Clerk, and Troy Appel, Public Safety Director as the Responsible Authority's designees for the purposes of meeting all requirements of Minnesota Statutes, chapter 13 as amended, and with rules as lawfully promulgated by the commissioner of Administration.

FURTHER, BE IT RESOLVED, the Responsible Authority and his designees shall require the requesting party pay the actual cost of making, certifying, and compiling copies and of preparing summary data, as allowed by Minnesota Statutes, chapter 13 and by Minnesota Rules, chapter 1205, as amended.

I certify that the above resolution was adopted by the City Council of the City of Worthington, Nobles County, Minnesota this 24th day of July, 2023.

(SEAL)

CITY OF WORTHINGTON

Rick Von Holdt, Mayor

ATTEST: _____
Mindy Eggers, City Clerk



City of Worthington

Guidelines and Procedures

For the

Minnesota Government
Data Practices Act

**City of Worthington
Data Practices Procedures
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PUBLIC ACCESS TO GOVERNMENT DATA AND RIGHTS OF SUBJECTS OF DATA

These procedures are adopted to comply with the requirements of the Minnesota Government Data Practices Act, MN Statutes §13.01 et seq.

- I. **Responsible Authority and Compliance Official.** The City Council has appointed the City Administrator, as the Responsible Authority and Compliance Official for purposes of the MGDPA. The Responsible Authority and Compliance Official has designated the Public Safety Director and the City Clerk, to assist in complying with the MGDPA to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices concerns. The phrase "Responsible Authority or a designee" used in this Policy means the person responding to a MGDPA request for the City.
- II. **Government Data Generally is Accessible to the Public.** "Government Data" means all data collected, created, received, maintained or disseminated by the City regardless of its physical form, storage media or conditions of use. Government Data is public data and is generally accessible by the public according to the terms of the MGDPA, unless it is specifically classified differently by the MGDPA or other law, and may be subject to a fee. The MGDPA classifies categories of Government Data that *are not generally accessible to the public* as follows:
 - **"Confidential data on individuals"** is inaccessible to the public or to the individual subject of the data.
 - **"Private data on individuals"** is inaccessible to the public, but is accessible to the individual subject of the data.
 - **"Protected nonpublic data"** is data *not on individuals* that is inaccessible to the public or the subject of the data, if any.
 - **"Nonpublic data"** is data *not on individuals* that is inaccessible to the public, but accessible to the subject of the data, if any.
- III. **Access to Public Data.** All data maintained by the City is public unless there is a specific statutory designation which gives it a different classification.
 - A. **People entitled to Access.** Any person has the right to inspect and copy public data. The person also has the right to have an explanation of the meaning of the data. The person does not need to state his or her name, provide identification or give the reason for the request (MS 13.05, subd. 12).

To fulfill the request, the representative of the City may ask questions to clarify the request and should use the form contained in this policy as Exhibit A. The City must determine whether it maintains the requested data.

The City is not required by the Minnesota Government Data Practices Act to provide data that it does not maintain, nor is the City required to produce data in a new format.

- B. Form of Request.** The request for public data may be verbal or written. It is recommended that the Data Request the City will consult with its attorney in preparing a response to a request for data relating to litigation.
- C. Time Limits.** Requests will be received and processed during normal business hours. If requests cannot be processed or copies cannot be made immediately at the time of the request, the information must be supplied as soon as reasonably possible. Standing requests will be valid for one year at which time the request must be renewed by the party making the request.
- D. Fees.** Fees may be charged only if the requesting person asks for a copy or electronic transmittal of the data. The fee may not include time necessary to separate public from non-public data. Fees may not be charged for inspection of government data.

Single-Sided, Black and White, Letter or Legal Size Documents

1-100 pages	\$.25 per page	(MN Statute 13.03, subd. 3 c.)
101 or more pages	Actual Cost	(as defined below)

The charge for most other types of copies, when a charge is not set by statute or rule is the actual cost of copies which includes the cost of searching for and retrieving the data, including the cost of employee time, and for making, certifying, and electronically transmitting copies of the data by facsimile (FAX) or email and/or mailing copies of the data and any other production expenses. The cost of employee time to search for data, retrieve data and make copies is \$25 per hour.

The City may require the requesting party to prepay any fees associated with a request for copies or transmission.

The Responsible Authority may also charge an additional fee if the copies have commercial value and are a substantial and discrete portion of a formula, compilation, program, process, or system developed with significant expenditure of public funds. This additional fee must relate to the actual development costs of the information.

- IV. Access to Data on Individuals.** Data about individual people is classified by law as public, private, or confidential. A list of the private and confidential information maintained by the City is attached as Exhibit B (Non-public Data Maintained by

City). Information to be incorporated on forms used to collect private and confidential information is also attached as Exhibit C (Tennessee Warning).

A. People Entitled to Access.

1. **Public data** about an individual may be shown or given to anyone.
2. **Private data** about an individual may be shown or given to:
 - The individual
 - A person who has been given access by the express written consent of the data subject. This consent must be on the form attached as Exhibit D, or a form reasonably similar.
 - People who are authorized access by the federal, state, or local law or court order.
 - People about whom the individual was advised at the time the data was collected. The identity of those people must be part of the *Tennessee Warning*.
 - People within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.
3. **Confidential** information may **not** be given to the subject of the data, but may be shown or given to:
 - People who are authorized access by federal, state or local law or court order and whose identity is disclosed in the *Tennessee Warning*.
 - People within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

B. Form of Request. Any individual may request verbally or in writing whether the City has stored data about that individual and whether the data is classified as public, private, or confidential.

All requests to see or copy private or confidential information must be in writing. An information disclosure request, attached as Exhibit A, must be completed to document who requests and who receives this information. The Responsible Authority or Designee must complete the relevant portions of the form. The Responsible Authority or Designee may waive the use of this form if there is other documentation of the requesting party's identity, the data requested, and the City's response. A response to a request for data relating to litigation will be made after consultation with the City Attorney.

- C. **Identification of Requesting Party.** The Responsible Authority or Designee must verify the identity of the requesting party as a person entitled to access. This can be done through personal knowledge, presentation of written identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.
- D. **Time Limits.** Requests will be received and processed during normal business hours. The response must be immediate, if possible, or within 10 working days if an immediate response is not possible (M.S. 13.04 subd. 3).
- E. **Fees.** Fees may be charged in the same manner as for public information.
- F. **Summary Data.** Summary data is statistical records and reports derived from data on individuals but which does not identify an individual by name or any other private or confidential data. Summary data is public. The Responsible Authority or Designee will prepare summary data upon request, if the request is in writing and the requesting party pays for the cost of preparation. The Responsible Authority or Designee must notify the requester of the anticipated time schedule and the reasons for the delay.

Summary data may be prepared by "blacking out" personal identifiers, cutting out portions of the records that contain personal identifiers, programming computers to delete personal identifiers, or other reasonable means.

The Responsible Authority may authorize an outside agency or person to prepare the summary data if (1) the specific purpose is given in writing, (2) the agency or person agrees not to disclose the private or confidential data, and (3) the Responsible Authority determines that access by this outside agency or person will not compromise the privacy of the private or confidential data. The Responsible Authority may use the form attached as Exhibit E.

- G. **Juvenile Records.** The following applies to private (not confidential) data about people under the age of 18.
 - 1. **Parental Access.** In addition to the people listed above who may have access to private data, a parent may have access to private information about a juvenile subject. "Parent" means the parent or legal guardian of a juvenile data subject, or individual acting as a parent or legal guardian in the absence of a parent or legal guardian. The parent is presumed to have this right unless the Responsible Authority or designee has been given evidence that there is a state law, court order, or other legally binding document which prohibits this right.
 - 2. **Notice to Juvenile.** Before requesting private data from juveniles, City personnel must notify the juveniles that they may request that the

information not be given to their parent(s). This notice should be in the form attached as Exhibit F.

3. **Denial of Parental Access.** The Responsible Authority or Designee may deny parental access to private data when the juvenile requests this denial and the Responsible Authority or Designee determines that withholding the data would be in the best interest of the juvenile. The request from the juvenile must be in writing stating the reasons for the request. In determining the best interest of the juvenile, the Responsible Authority or Designee will consider:

- Whether the juvenile is of sufficient age and maturity to explain the reasons and understand the consequences;
- Whether denying access may protect the juvenile from physical or emotional harm;
- Whether there is reasonable grounds to support the juvenile's reasons; and
- Whether the data concerns medical, dental, or other health services provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize the health of the minor.

The Responsible Authority or Designee may also deny parental access without a request from the juvenile under Minnesota Statutes Section 144.335.

V. **Denial of Access.** If the Responsible Authority or Designee determines that the requested data is not accessible to the requesting party, the Responsible Authority or Designee must inform the requesting party orally at the time of the request or in writing as soon after that as possible. The Responsible Authority or Designee must place an oral denial in writing upon request. This must also include the specific legal authority for the denial.

VI. **Collection of Data on Individuals.** The collection and storage of information about individuals will be limited to that necessary for the administration and management of programs specifically authorized by the state legislature, city council, or federal government.

When an individual is asked to supply private or confidential information about himself or herself, the City employee requesting the information must give the individual a *Tennesen* warning. This warning must contain the following:

1. The purpose and intended use of the requested data; and

2. Whether the individual may refuse or is legally required to supply the requested data; and
3. Any known consequences from supplying or refusing to supply the information; and
4. The identity of other persons or entities authorized by state or federal law to receive the data.

A *Tennessee* warning is not required when an individual is requested to supply investigative data to a law enforcement officer.

A *Tennessee* warning may be on a separate form or may be incorporated into the form which requests the private or confidential data.

In certain situations, a victim and/or witness to a crime may request that their identity be withheld from the public.

- VII. Challenge to Data Accuracy.** An individual who is the subject of public or private data may contest the accuracy or completeness of that data maintained by the City. The individual must notify the City's Responsible Authority in writing describing the nature of the disagreement. Within 30 days, the Responsible Authority or Designee must respond and either (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual, or (2) notify the individual that the Authority believes the data to be correct.

An individual who is dissatisfied with the Responsible Authority's action may appeal to the Commissioner of the Minnesota Department of Administration, using the contested case procedures under Minnesota Statutes Chapter 14. The Responsible Authority will correct any data if so ordered by the Commissioner.

VIII. Data Protection.

A. Accuracy of Data.

1. All employees will be requested to provide updated personal information to the appropriate supervisor and Human Resources. The information is necessary for tax purposes, insurance coverage, emergency notifications, and other personnel purposes. Other people who provide private or confidential information will also be encouraged to provide updated information when appropriate.
2. Department heads should periodically review forms used to collect data on individuals to delete items that are not necessary and to clarify items that may be ambiguous.

3. All records must be disposed of according to the City's records retention schedule.

B. Data Safeguards.

1. Private and confidential information will be stored in files or databases which are not readily accessible to individuals who do not have authorized access and which will be secured during hours when the offices are closed.
2. Private and confidential data must be kept only in City offices, except when necessary for City business.
3. Only those employees whose job responsibilities require them to have access will be allowed access to files and records that contain private and confidential information. These employees will be instructed to:
 - not discuss, disclose or otherwise release private or confidential data to City employees whose job responsibilities do not require access to the data;
 - not leave private or confidential data where non-authorized individuals might see it; and
 - shred private or confidential data before discarding, or dispose through confidential locked recycling.
- When a contract with an outside party requires access to private or confidential information, the contracting party will be required to use and disseminate the information consistent with the Act. The City may include in a written contract the language contained in Exhibit G.

Exhibit A
CITY OF WORTHINGTON
INFORMATION DISCLOSURE REQUEST
MINNESOTA GOVERNMENT DATA PRACTICES ACT



A. COMPLETED BY REQUESTER

(Optional, for the sole purpose of facilitating access to the data)

REQUESTER NAME (Last, First, MI):	DATE OF REQUEST:
	REQUEST TYPE: → IN-PERSON → PHONE → MAIL
STREET ADDRESS:	PHONE NUMBER:
CITY, STATE, ZIP CODE:	SIGNATURE:
DESCRIPTION OF THE INFORMATION REQUESTED:	

NOTE: You may be required to pay the actual costs of making and/or compiling the copies of information requested.

B. COMPLETED BY DEPARTMENT

DEPARTMENT NAME:	REQUEST HANDLED BY:
METHOD OF RESPONSE: → IN-PERSON → PHONE → MAIL → FAX	INFORMATION CLASSIFIED AS: → PUBLIC → PRIVATE → NON-PUBLIC → CONFIDENTIAL → PROTECTED NON-PUBLIC
ACTION: → APPROVED → APPROVED IN PART (Explain below) → DENIED (Explain below)	
IDENTITY VERIFIED FOR PRIVATE INFORMATION: → IDENTIFICATION → COMPARE SIGNATURE ON FILE → PERSONAL KNOWLEDGE → OTHER	

C. COMPLETE WHEN FEES ARE ASSESSED

PHOTOCOPYING CHARGES: → NONE → _____ X <u>0.25</u> = _____ (# OF PAGES)	FEES: (Complete Cost Calculation)	
TOTAL AMOUNT DUE: \$	RECEIVED BY:	DATE:
AUTHORIZED SIGNATURE:		

Make check /money order payable to: **City of Worthington**

If mailed, return form and payment to: **CITY OF WORTHINGTON, 303 9th St, PO Box 279, Worthington MN 56187**

Exhibit B
CITY OF WORTHINGTON
RESOURCE LIST
NON-PUBLIC DATA MAINTAINED
BY THE CITY OF WORTHINGTON

1. **Applicant Data (Private)** MN Stat. 13.43, subd. 3

Data about current and former applicants for City employment is Private Data on Individuals—except the following, which is Public Data:

Veteran status

Relevant test scores

Rank on eligible list

Job history

Education and training

Work availability

Name, after being certified as eligible for appointment to a vacancy or when considered a finalist for a position of public employment (which occurs when the person has been selected to be interviewed by the appointing authority)

Applicants for Appointment. (MN Statutes 13.601, subd. 3.) Data about applicants for appointment to a public body collected by a government entity as a result of the applicant's application for appointment to the public body are Private Data on Individuals except that the following are public: name; city of residence, except when the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service;

Once an individual is appointed to a public body, the following additional data are public: residential address and either a telephone number or e-mail address where the appointee can be reached, or both at the request of the appointee.

Any e-mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an e-mail address or telephone number provided by the public body as the designated e-mail address or telephone number at which the appointee can be reached.

2. **Appraisal Data (Confidential/Protected Nonpublic/
Public)** MN Stat. 13.44 subd. 3

Data on estimated or appraised values of real property made by or on behalf of the City for the purpose of selling or acquiring real property are Confidential or Protected Nonpublic Data. Appraised values of real property obtained by owners who have received from the City an offer to purchase property are Private or Nonpublic Data.

All such data become Public Data when (1) submitted to a court-appointed condemnation commissioner; (2) submitted in court during condemnation proceedings; or (3) the parties enter into an agreement for the purchase and sale of the real property.

3. **Assessor's Data (Private/Nonpublic)** MN Stat. 13.51, 375.192, 272.115, 273.124

Data on sale sheets from private MLS organizations where the contract with the organization requires that the data not be made available to the public is Private Data.

The following income property data is Private Data or Nonpublic Data: (a) detailed income and expense figures; (b) average vacancy factors; (c) verified net rentable areas or net usable areas, whichever is appropriate; (d) anticipated income and expenses; (e) projected vacancy forms; and (f) lease information.

Income information on individuals collected for purposes of determining eligibility of property under class 4d (Minn. Stat. §§ 273.128 and 273.13) are Private Data.

Social Security Nos. and Federal Employer Identification Nos. on Certificates of Value, homestead applications, and other documents is Private Data.

4. **Auditing Data (Nonpublic/Protected Nonpublic)** MN Stat. 13.392

Data, notes, and preliminary drafts of audit reports are Protected Nonpublic or Confidential until the final report has been published.

5. **Benefit Data (Private)** MN Stat. 13.462

Data on individuals seeking information about becoming an applicant for or a recipient of benefits or services provided, or that is or was an applicant or recipient of such benefits or services, under various housing, home ownership, rehabilitation and community action agency, Head Start, and food assistance programs administered by government entities, with the exception of names and addresses, is Private Data.

6. **Bids, Proposals, Sealed Bids (Private/Nonpublic)** MN Stat. 13.37, subd. 2; 13.591

Sealed bids, including the number of bids received, prior to opening are Nonpublic Data.

Proposals submitted in response to a Request for Proposals are Private or Nonpublic Data until the responses are opened. Once opened, the name becomes Public, but all other data remain Private or Nonpublic until completion of the selection process. After the process is completed, all remaining data are Public with the exception of trade secret data.

Data submitted by a business in response to a Request for Bids are Private or Nonpublic Data until the bids are opened. Once opened, the name of the bidder and the dollar amount specified in the response become Public Data. All other data in a bidder's response to a bid are Private or Nonpublic data until the completion of the selection process. After the process is completed, all remaining data are Public with the exception of trade secret data.

In the event that all responses to a Request for Proposals or a Request for Bids are rejected, information that was Private or Nonpublic remains that way until a resolicitation of bids results in completion of the selection process or the process is abandoned. If resolicitation does not occur within one year, the remaining data become Public.

7. **Business Data (Private/Nonpublic)** MN Stat. 13.591

The following data submitted by a business requesting financial assistance, a license, or other benefit are Private or Nonpublic: financial information about the business, including credit reports, financial statements, net worth calculations, business plans, income and expense projections, balance sheets, customer lists, income tax returns, and design, market, and feasibility studies not paid for with public funds. This data becomes public when assistance, a license, or other benefits are granted, except the following, which remain Private or Nonpublic: business plans; income and expense projections not related to the financial assistance provided; customer lists; income tax returns; and design, market, and feasibility studies not paid for with public funds.

8. **City Attorney Records (Confidential)** MN Stat. 13.393

The use, collection, storage, and dissemination of data by the city attorney is governed by statutes, rules, and professional standards concerning discovery, production of documents, introduction of evidence, and professional responsibility. Data which is the subject of attorney-client privilege is Confidential. Data which is the subject of the “work product” privilege is Confidential.

9. **Civil Investigative Data (Confidential/Private)** MN Stat. 13.39

Data collected as part of an active investigation undertaken to commence or defend pending civil litigation, or which are retained in anticipation of pending civil litigation is confidential, except that a complainant’s statement is private.

10. **Drug and Alcohol Test Results (Private)** MN Stat. 181.954; 49 CFR 382.405

With respect to public sector employees and job applicants, the results of drug or alcohol tests are Private Data on Individuals.

11. **Elected Officials Correspondence (Private)** MN Stat. 13.601

Correspondence between individuals and elected officials is Private Data, but may be made Public Data by either the author or any recipient.

12. **Electronic Payments, Credit Card Numbers, Bank Account Numbers (Nonpublic)** MN Stat. 13.37; 13.6401

Information that would substantially jeopardize the security of information, possessions, or individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury is Private or Nonpublic.

13. **Examination Data (Private or Confidential)** MN Stat. 13.34

Completed versions of personnel and licensing examinations are Private Data, unless the Responsible Authority determines that they should be confidential because access would compromise the objectivity, fairness, or integrity of the examination process.

14. **Federal Contracts Data (Private/Nonpublic)** MN Stat. 13.35

To the extent that a federal agency requires it as a condition for contracting with a City, all government data collected and maintained by the City is classified as private or nonpublic.
15. **Firearms Data (Private)** MN Stat. 13.87, subd. 2

Data about the purchase or transfer of firearms and applications for permits to carry firearms.
16. **Group Auto Self-Insurance Claims Data (Private/Nonpublic)** Minn. Stat. § 471.617

Claims data, either as to single claims or total claims of an individual, is Private or Nonpublic Data, except that it may be disclosed to authorized personnel of the City in order to administer a health benefit program.
17. **Hazardous Materials (Private/Nonpublic)** MN Stat. 145.94

Data relating to exposure to hazardous substances is Private or Nonpublic.
18. **HRA Data (Non-Public/Private/Confidential)** MN Stat. 13.585, 13.462, 13.59

Housing agency data, data about individuals participating in the City's housing rehabilitation program, Section 8 rental assistance program, and other housing assistance programs, data relating to businesses receiving financial assistance.

Data pertaining to negotiations with property owners regarding the purchase of the property are Nonpublic Data. Except the HRA's evaluation of properties that it does not purchase, all other negotiation data becomes Public Data at the time of the closing of the property sale.

Data pertaining to individuals' income collected for purposes of determining eligibility of property for classification 4d under Minn. Stat. §§ 273.128 and 273.13 is Private Data on Individuals. Such data may be disclosed to county and local assessors responsible for determining eligibility of property for classification 4d.

Law enforcement access to data may be subject to different regulation
19. **Human Rights Data (Confidential/Private)** MN Stat. 13.552, 363A

Human rights investigative data are Confidential. The name and address of a charging party and respondent, factual basis of the allegations, and the statute under which the action is brought are Private Data on Individuals.
20. **Labor Relations Information (Nonpublic/Protected Nonpublic)** MN Stat. 13.37, subd. 1 (c)

Management positions on economic and non-economic items that have not been presented during the collective bargaining process or interest arbitration, including information collected or created to prepare the management position are Nonpublic or Protected Nonpublic Data.

21. **Law Enforcement and Investigative Data Confidential/Protected Nonpublic/ Private)** MN Stat. 13.80, 13.82, 13.85, 13.87, 169.09, 168.10, 169A.70, 171.043, 171.07, 171.071, 171.12, 171.32, 299A.61, 299C.065, 299C.091, 299C.093, 299C.095, 299C.46, 299C.48, 299C.53, 299C.56, 611.272, 626.53, 609.324, 609.3452, 609.3471, 626.556, 626.5563, 626.557, 626.558, 626.5593, 626.89, 629.341, 260B.171, 260B.198, 260B.235, 299C.68, 299F.035, 299F.04, 299F.05, 299F.054, 299F.055, 299F.056, 299F.095, 299F.096

Data collected under Minn. Stat. § 518B.01 (Domestic Abuse Act) are Confidential until a temporary court order is executed or served on the respondent in the action.

Audio recordings of 911 calls are Private Data on Individuals with respect to the individual making the call, but a written transcript of the call is Public provided it does not reveal the identity of an individual subject to protection under Minn. Stat. § 13.82, subd. 17 (e.g. undercover law enforcement officer, victim of criminal sexual conduct, other crime victim or witness requesting anonymity).

Criminal investigative data during an active investigation is confidential or protected nonpublic. Data on inactive investigations, unless the release of the data would jeopardize an ongoing investigation or reveal the identity of an individual subject to protection under Minn. Stat. § 13.82, subd. 17, is public—with the exception of photographs that are clearly offensive to common sensibilities, which are private or nonpublic data, provided the existence of the photographs is disclosed to individuals requesting the inactive investigation file. An investigation is “inactive” when an agency or prosecuting authority decides not to pursue a case, when the statute of limitations (or thirty years after the offense, whichever comes first) expires, or upon the exhaustion of appeal rights of a person convicted on the basis of the investigative data.

A law enforcement agency can make investigative data public to aid law enforcement, promote public safety, or dispel unrest. Written requests to access data by victims of crimes or alleged crimes must be granted unless the authority reasonably believes that release of data will interfere with an investigation or the request is prompted by a desire by the requester to engage in unlawful behavior.

Investigations involving reports of child abuse or neglect or maltreatment of a vulnerable adult, either active or inactive, are Private Data on Individuals in cases where the alleged victim is identified. The identity of the reporter of child abuse or neglect is Confidential, unless compelled by law. The identity of the reporter of maltreatment of a vulnerable adult is Private Data on Individuals.

Data on court records relating to name changes is Confidential during an active investigation and Private Data on Individuals when an investigation is inactive.

Data that uniquely describes stolen, lost, confiscated, or recovered property are Private Data or Nonpublic Data.

Data that identifies customers of pawn shops, scrap metal dealers, or secondhand stores are Private Data on Individuals.

Deliberative process data or data revealing investigative techniques are Confidential.

Data presented as evidence in court is public.

Arrest data (including booking photographs), requests for service data, and response or incident data is public.

22. **Municipal Obligation Register Data** MN Stat. 475.55
(Private/Nonpublic)

Information with respect to the ownership of municipal obligations is Private or Nonpublic.

23. **Personal Contact & Online Account Information** MN Stat. 13.356
(Private)

Telephone, email address, user name/password collected for notification purposes.

24. **Personnel Data (Private)** MN Stat. 13.43

All data about an individual who is employed as, or an applicant to be, an undercover law officer*. All data on all other individuals who are or were an employee, an applicant for employment, volunteer, independent contractor, except the following which is public:

- Name
- Actual gross salary
- Salary range
- Contract fees
- Actual gross pension
- Value and nature of employer paid fringe benefits
- Basis for and amount of added remuneration, including expense reimbursement
- Bargaining unit
- Job title
- Job description
- Education and training background
- Previous work experience
- Date of first and last employment
- The existence and status (but not nature) of any complaints or charges against the employee, whether or not resulting in discipline
- Final disposition of any disciplinary action, with specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees
- Terms of any agreement settling any dispute arising from the employment relationship, including a “buyout” agreement

- Work location
- Work telephone number
- Badge number
- Honors and awards received
- Payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of medical leave or other not public data
- Employee Identification Number (not a social security number)

If it is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, information that is relevant to the safety concerns may be released to (1) the person who may be harmed or to the person's attorney when relevant to obtaining a restraining order, (2) a pre-petition screening team in the commitment process, or (3) a court, law enforcement agency or prosecuting agency.

*Undercover Law Enforcement Officer Data (Private - MNStatute § 13.43, subd. 5)

All data about an individual who is employed as, or is an applicant to be, an undercover law officer is Private Data on Individuals. When the individual is no longer assigned to an undercover position, the data is Personnel Data unless the law enforcement agency determines that revealing the data would threaten the personal safety of the officer or jeopardize an active investigation.

25. **Planning Survey Data (Private/Nonpublic)** MN Stat. 13.59

The following data collected in surveys of individuals conducted by the City for the purpose of planning, development and redevelopment are classified as private or nonpublic: names and addresses of individuals and the legal descriptions of property owned by the individuals, and the commercial use of the property to the extent disclosure of the use would identify a particular business.

26. **Property Complaint Data (Confidential)** MN Stat. 13.44

The identities of individuals who register complaints concerning violations of state laws or local ordinances concerning the use of real property is Confidential Data on Individuals.

27. **Public Employees Retirement Association Data (Private)** MN Stat. 13.63

The home address, date of birth, direct deposit account number, and tax withholding data of individual beneficiaries and survivors of members are Private Data on Individuals.

28. **Registered Voter Lists** MN Stat. 13.37, 203B.12,
Absentee Ballots (Private/Protected Nonpublic) 201.091

Sealed absentee ballots before opening by an election judge are Protected Nonpublic. Names of voters submitting absentee ballots are Private until the close of voting.

Registered voter lists are private, except for use related to elections, political activities, or law enforcement. The date of birth, portion of a Social Security number, driver's license number or other identification card number on voter lists cannot be provided on a list available for public inspection.

29. **Rentals (Private/Nonpublic)** MN Stat. 13.55

The following data relating to convention rentals are classified as Private and Nonpublic: Letter or other documentation from any person who makes inquiry to or who is contacted by the facility regarding the availability of the facility for staging events, identity of firms and corporations which contact the facility, type of event which they wish to stage in the facility, suggested terms of rentals, and responses of authority staff to these inquiries, exhibitor data. All rental data is Public information when certain conditions are met.

30. **Safe at Home Program Participation Data (Private)** MN Stat. 13.045

31. **Salary Benefit Survey Data (Nonpublic)** MN Stat. 13.435

Salary and personnel benefit data purchased from consulting firms is nonpublic.

32. **Security Information (Private/Nonpublic)** MN Stat. 13.37

Data which if disclosed would be likely to substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury. This includes crime prevention block maps and lists of volunteers who participate in community crime prevention programs and their home addresses and telephone numbers, but these may be disseminated to other volunteers participating in crime prevention programs. This also includes interior sketches, photos, or plans of buildings where detailed information about alarm systems or similar issues could jeopardize security.

The location of a National Night Out event is Public Data.

33. **Social Recreation Data (Private)** MN Stat. 13.548

The name, address, telephone number, any other data that identifies the individual, and any data which describes the health or medical condition of the individual, family relationships, living arrangements, and opinions as to the emotional makeup or behavior of individuals enrolling in recreational or social programs are Private Data.

34. **Social Security Numbers (Private)** MN Stat. 13.355

35. **Trade Secret Information (Nonpublic)** MN Stat. 13.37

The Responsible Authority, in consultation with legal counsel as necessary, will determine whether particular information qualifies as Trade Secret according to the following definition:

“Trade Secret information” is government data that includes a formula, pattern, compilation, program, device, method, technique, or process that is (1) supplied by an individual or organization; (2) subject to efforts by the individual or organization to maintain secrecy of the information; and (3) derives independent actual or potential economic value by not being known to or accessible to the public through lawful means.

36. **Transportation Service Data (Private)**

MN Stat. 13.72

Personal, medical, financial, familial or locational information, except the name, of applicants or users of transportation services for the disabled or elderly is Private Data.

37. **Welfare (Private)**

MN Stat. 13.46

Generally, welfare data (except summary data) is Private Data. The welfare data section of the MGDPA, however, has numerous exceptions and special treatment for particular data types and applications. Contact the City attorney for requests involving welfare data.

Exhibit C
CITY OF WORTHINGTON
DATA PRACTICES ADVISORY
(Tennessee Warning)



Some or all of the information that you are asked to provide on the attached form is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.

Our purpose and intended use of this information is: _____

You ☐ are / ☐ are not legally required to provide this information.

If you refuse to supply the information, the following may happen: _____

Other persons or entities who are authorized by law to receive this information are: _____

Exhibit D
CITY OF WORTHINGTON
CONSENT TO RELEASE PRIVATE DATA



I, _____, authorize the City of Worthington ("City") to release the
(print name)
following private data about me:

to the following person or people:

The person or people receiving the private data may use it only for the following purpose or purposes:

This authorization is dated _____ and expires on _____.

The expiration cannot exceed one year from the date of the authorization, except in the case of authorizations given in connection with applications for life insurance or non-cancelable or guaranteed renewable health insurance and identified as such, two years after the date of the policy.

I agree to give up and waive all claims that I might have against the City, its agents and employees for releasing data pursuant to this request.

X _____
Signature

Identity verified by:

- ☐ Witness: × _____
☐ Identification: Driver's License, State ID, Passport, other: _____
☐ Comparison with signature on file
☐ Other: _____

Responsible Authority/Designee: _____

Exhibit E
CITY OF WORTHINGTON
GOVERNMENT DATA ACCESS AND
NONDISCLOSURE AGREEMENT



1. **AUTHORIZATION.** City of Worthington (“City”) hereby authorized _____, (“Authorized Party”) access to the following government data:

2. **PURPOSE.** Access to this government data is limited to the objective of creating summary data for the following purposes:

3. **COST.** (Check which applies):

- ☐ The Authorized Party is the person who requested the summary data and agrees to bear the City’s costs associated with the preparation of the data which has been determined to be \$ _____.
☐ The Authorized Party has been requested by the City to prepare summary data and will be paid a reasonable fee.

4. **SECURITY.** The Authorized Party agrees that it and any employees or agents under its control must protect the privacy interests of individual data subjects in accordance with the terms of this Agreement.

The Authorized Party agrees to remove all unique personal identifiers which could be used to identify any individual from data classified by state or federal law as not public which is obtained from City records and incorporated into reports, summaries, compilations, articles, or any document or series of documents.

Data contained in files, records, microfilm, or other storage media maintained by the City are the City’s property and are not to leave the City’s custody. The Authorized Party agrees not to make reproductions of any data or remove any data from the site where it is provided, if the data can in any way identify an individual.

No data which is not public and which is irrelevant to the purpose stated above will ever be disclosed or communicated to anyone by any means.

The Authorized Party warrants that the following named individual(s) will be the only person(s) to participate in the collection of the data described above: _____

5. **LIABILITY FOR DISCLOSURE.** The Authorized Party is liable for any unlawful use or disclosure of government data collected, used and maintained in the exercise of this Agreement and classified as not public under state or federal law. The Authorized Party understands that it may be subject to civil or criminal penalties under those laws.

The Authorized party agrees to defend, indemnify, and hold the City, its officers and employees harmless from any liability, claims, damages, costs, judgments, or expenses, including reasonable attorneys' fees, resulting directly or indirectly from an act or omission of the Authorized Party, its agents, employees or assignees under this agreement and against all loss by reason of the Authorized Party's failure to fully perform in any respect all obligations under this Agreement.

6. **INSURANCE.** In order to protect itself as well as the City, the Authorized Party agrees at all times during the term of the Agreement to maintain insurance covering the Authorized Party's activities under this Agreement. The insurance will cover \$1,000,000 per claimant for personal injuries and/or damages and \$1,000,000 per occurrence. The policy must cover the indemnification obligation specified above.

7. **ACCESS PERIOD.** The Authorized Party may have access to the information described above from _____ to _____.

8. **SURVEY RESULTS.** (Check which applies):

- ☐ If the Authorized Party is the requester, a copy of all reports, summaries, compilations, articles, publications or any document or series of documents which are created from the information provided under this Agreement must be made available to the City in its entirety.
- ☐ If the Authorized Party is a contractor of the City, all copies of reports, summaries, compilations, articles, publications or any document or series of documents which are created from the information provided under this Agreement must be provided to the City. The Authorized Party may retain one copy for its own records but may not disclose it without City permission, except in defense of claims brought against it.

AUTHORIZED PARTY: _____

By: _____

Date: _____

Title (if applicable): _____

CITY OF WORTHINGTON

By: _____

Date: _____

Its: _____

Exhibit F
CITY OF WORTHINGTON
NOTICE TO PERSONS UNDER AGE OF 18



Some of the information you are asked to provide is classified as private under state law. You have the right to request that some of the information not be given to one or both of your parents/legal guardians. Please complete the form below if you wish to have information withheld.

Your request does not automatically mean that the information will be withheld. State law requires the City to determine if honoring the request would be in your best interest. The City is required to consider:

- Whether you are of sufficient age and maturity to explain the reasons and understand the consequences,
- Whether denying access may protect you from physical or emotional harm,
- Whether there is reasonable grounds to support your reasons, and
- Whether the data concerns medical, dental, or other health services provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize your health.

NOTICE GIVEN TO: _____

Date: _____

BY: _____

(Title)

Request to Withhold Information

I request that the following information: _____

Be withheld from: _____

For these reasons: _____

Date: _____ Print Name: _____ Signature: _____

Exhibit G

SAMPLE CONTRACT PROVISION



Data Practices Compliance. Contractor will have access to data collected or maintained by the City to the extent necessary to perform Contractor's obligations under this contract. Contractor agrees to maintain all data obtained from the City in the same manner as the City is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the City. Contractor agrees to defend and indemnify the City, its elected officials and employees, from any claim, liability, damage or loss asserted against the City, its elected officials and employees, as a result of Contractor's failure to comply with the requirements of the Act or this contract. Upon termination of this contract, Contractor agrees to return data to the City, as requested by the City.

ORDINANCE NO. _____

**AN AMENDMENT TO ORDINANCE NO. 1144 AMENDING TITLE III, CHAPTER
32.30 LOCAL SALES AND USE TAX OF THE CITY CODE OF WORTHINGTON,
NOBLES COUNTY, MINNESOTA**

The City Council of the City of Worthington Does Hereby Ordain:

Text being added is in red:

Section 2. Definitions. For purposes of this chapter, the following words, terms, and phrases have the meanings given them in this section unless the language or context clearly indicates a different meaning is intended.

(a) City. “City” means the City of Worthington, Minnesota.

(b) Commissioner. “Commissioner” means the Commissioner of Revenue of the state of Minnesota or a person to whom the Commissioner has delegated functions.

(c) Designated projects. “Designated projects” means Improvements to the Aquatic Center, Improvements to the Field House, Improvements to the Ice Arena, other Park and Recreation Capital Projects and Improvements, Lake Quality Improvements, and, Improvements to the 10th Street Plaza as authorized by the Minnesota Legislature in Session Laws 2019, First Special Session, Chapter 6 and approved by the voters at the November 6, 2018 referendum.

(d) State sales and use tax laws and rules. “State sales and use tax laws and rules” means those provisions of the state revenue laws applicable to state sales and use tax imposition, administration, collection, and enforcement, including Minnesota Statutes, chapters 270C, 289A, 297A, 297A.99 and Minnesota Rules, chapter 8130, as amended from time to time.

Section 9. This Ordinance shall be in full force and effect from and after its passage and publication.

Passed and adopted by the City Council of the City of Worthington, Minnesota, this 24th day of July, 2023.

(SEAL)

CITY OF WORTHINGTON

Rick Von Holdt, Mayor

ATTEST: _____
Mindy Eggers, City Clerk

2023 – 2026 RENTAL AGREEMENT
CITY OF WORTHINGTON MEMORIAL AUDITORIUM PERFORMING ARTS CENTER and
INDEPENDENT SCHOOL DISTRICT #518

714 13th Street, P.O. Box 279, Worthington MN 56187

PHONE 507.376.9101 FAX 507.372.8630

thememorialauditorium@gmail.com www.ci.worthington.mn.us

CONTRACT # ISD 518

The purpose of this agreement is to outline the roles and responsibilities of the City of Worthington, herein after known as the "City" as owner and lessor of Memorial Auditorium, and Independent School District #518, herein after known as "ISD #518" as lessee of the facility. This agreement shall supersede and replace any previous contracts.

Section 1

LESSOR AGREES TO RENT THE MEMORIAL AUDITORIUM PERFORMING ARTSCENTER ACCORDING TO THE FOLLOWING TERMS AND CONDITIONS:

1. The Memorial Auditorium will be heated or air conditioned for 62 days according to ISD #518 schedules. The 62 days include Worthington High School fall play, Worthington High School musical, Worthington Middle School band concert, Worthington Middle School spring choral concert, Worthington High School spring choir concert, Worthington Middle School spring orchestra concert, Worthington High School Jazz Band concert and other programs working in consultation with Auditorium staff and Worthington City Administrator. Should the usage exceed 62 days per contract, ISD #518 shall pay a pro-rated share of additional days, provided days are available. Events will be tentatively scheduled by Auditorium management one (1) year ahead of the actual events to ensure availability of the facility for ISD #518. Auditorium management will be allowed to schedule functions that will not interfere with ISD #518 rehearsals and performances. In order to accommodate both ISD #518 and Memorial Auditorium, sets for all of the above-mentioned events will need to be moveable. Rental of Memorial Auditorium does not include access to the following areas without prior authorization from Auditorium management and staff: staff offices, technical director workshop and equipment, ticket office, and concession area. When ISD #518 plans to build sets and/or props, an ISD #518 representatives must meet with Auditorium management and staff to determine building procedures, equipment, and accessible areas.
2. The City will maintain sufficient property and liability insurance on the facility.
Memorial Auditorium grounds will be maintained and in suitable condition for public use including snow removal, grounds maintenance and upkeep.
3. A Technical Director, provided by the Auditorium, will oversee and be in charge of any and all technical matters during ISD #518 events. The City will provide the use of Memorial Auditorium's lighting and sound equipment on-site. Any rental of extra equipment will be at the cost of ISD #518. Any additional time above five (5) hours per day on rehearsal and performance dates for the technical director will be paid to the Technical Director by ISD #518. Outside technical personnel must be approved by Auditorium management. In the event ISD #518 rents technical equipment from sources other than Memorial Auditorium, Auditorium management and staff will not be responsible for malfunctions and/or repairs.

4. The stage of Memorial Auditorium will be made available for rehearsals and performances when ISD #518 agrees to time of arrival for rehearsals and performances. Rehearsal and performance times must be arranged through Auditorium management in a timely manner.
5. In case of emergency, Auditorium management will be in charge of emergency procedures in the interest of public safety. Attached is a copy of Memorial Auditorium's written procedures, so that in the event they are needed, the directors or administrators can understand and assist with the students and spectators.
6. The granting of this agreement does not relinquish the City's right to control and manage the Memorial Auditorium Performing Arts Center and enforce all reasonable rules for the management thereof. The City specifically reserves the right to operate and control all aspects of sound/audio, video, and lights. The City may further use, during the period covered by this agreement, any portions of the licensed premises for any purpose, provided that such uses shall not unduly interfere with the use herein contemplated by the Tenant.
7. In the event the City is unable to provide the Memorial Auditorium, or any of the personnel to be provided by it pursuant to this agreement, because of strike, lockout, public calamity, or Act of God, then both the City and ISD #518 shall be excused from further performance of this agreement. In the event of a failure of a provided system (sound, lights, heat, cooling) causing disruption or cancellation of scheduled use, the City shall be excused from providing the emergency sound/lighting system.
8. This contract shall be adjusted on a daily prorated basis if ISD #518 is unable to use the Auditorium for any of the contracted 62 days for performances detailed in Section 1 paragraph 1 above due to circumstances beyond their control
9. The City agrees to defend and indemnify ISD #518, and its officers, employees, and agents, from and against claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from City's performance or failure to perform legal obligations under this Agreement.
10. The City will exercise reasonable care to safeguard property of ISD #518 while in the Memorial Auditorium, but shall not be responsible for the personal property of ISD #518, its officers, agents, employees, representatives, volunteers or guests.
11. Concession sales for all events will be sold by the Friends of the Auditorium. No other food or beverages will be sold by any other entities.
12. All tickets for ISD 518 events will be sold through the Memorial Auditorium box office.

Section 2

ISD #518 AGREES THAT IT WILL ASSUME THE FOLLOWING RESPONSIBILITIES:

1. Agrees to pay the annual contract with City and all expenses as defined in the Equipment Rental Rates herein.
2. ISD #518 shall not be excused from the payment of the entire fee provided herein, nor for the payment of the presentation expenses because of its failure, for any reason for use of the Memorial Auditorium as contemplated by this agreement, except as noted in paragraph 8 of Section 1.
3. Agrees to provide ushers for events using uniform procedures as other events held at the Memorial Auditorium. The opening of ticket lobby doors and inside theater doors to the public will be determined by ISD #518 staff
4. ISD #518 staff in charge of event, agrees to provide a complete list of technical assistance needs in the form of a technical rider that define sound and lighting equipment needed, three (3) weeks in advance of the rehearsals, unless otherwise authorized by Auditorium management.

All set, props, and miscellaneous items will be removed from the stage and backstage area and all dressing rooms within 36 hours after the last performance unless earlier clearance is required due to another scheduled event. Costumes, set pieces and props will be returned to the rooms and designated spots where they belong. Memorial Auditorium staff and ISD #518 staff will supervise the return of the costumes, set pieces and props to their designated areas. Costumes, set pieces and props may only be removed with permission of Memorial Auditorium staff.

5. To procure and maintain during the entire term of its use or occupancy of the Memorial Auditorium Performing Arts Center, Commercial General Liability insurance with a minimum limit of liability of \$1,000,000 per occurrence, Combined Single Limit, bodily injury (including personal injury) and broad form property damage liability, naming the City as an additional insured to such liability insurance policy. A Certificate of insurance evidencing the above described insurance coverage must be provided to Memorial Auditorium with the return of this contract.
6. ISD #518 agrees to reimburse the Memorial Auditorium for all damages, other than normal wear and tear as defined by Auditorium management, to the theater and/or the theater's equipment resulting from the use of the Memorial Auditorium. Damage shall be reported to the Director of Management Services, ISD #518, as soon as possible after the damage occurs. A detailed listing of all associated costs known shall also be provided.
7. Specifically, ISD #518 agrees to defend and indemnify the City, and its officers, employees, and agents, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from ISD #518's performance or failure to perform its obligations under this Agreement.
8. This agreement constitutes the entire agreement between the parties, cannot be changed orally, and shall be interpreted in accordance with the laws of the State of Minnesota.

9. ISD #518 shall pay the City:

- \$35,000 for July 2023-June 2024
- \$36,500 for July 2024-June 2025, and
- \$38,000 for July 2025-June 2026

This reflects an approximate 4% increase per year for sixty-two (62) days of usage. Any additional days of usage will be billed on a pro-rated basis.

The City of Worthington shall bill ISD #518 for one-twelfth (1/12) of the total of ISD #518 proportionate annual share based on the total number of days pursuant to this contract. The payment for this bill shall be due on or before the tenth of the month for which the charge is based.

10. The City of Worthington and ISD #518 agree that the contract shall be for the period of July 1, 2023 through June 30, 2026. It is further agreed that either party may terminate this Agreement with sixty (60) days' notice at any time.

Signing this agreement means that you have read and will comply with the terms and guidelines established for the Memorial Auditorium Performing Arts Center. This contract becomes effective when signed and received by the Memorial Auditorium Performing Arts Center management.

Rick Von Holdt, Mayor

Date


John Landgaard, Superintendent

7/11/23
Date

Mindy Eggers, City Clerk

Date


ISD #518 Board of Education

7-18-23
Date

PUBLIC WORKS MEMO

DATE: JULY 20, 2023
TO: HONORABLE MAYOR AND CITY COUNCIL
SUBJECT: ITEM REQUIRING CITY COUNCIL ACTION OR REVIEW

CONSENT CASE ITEMS

1. APPROVE DOCK PERMIT

City staff has received a private dock on public property permit application from the following resident. The applicant (shown below) meets all the City Dock Policy requirements.

1. 614 W. Lake Avenue Phillip Willardson

Council action is requested to approve the application and authorize City Staff to issue the 2023 dock permit.

ENGINEERING MEMO

DATE: JULY 19, 2023
TO: HONORABLE MAYOR AND COUNCIL
SUBJECT: ITEMS REQUIRING COUNCIL ACTION OR REVIEW

AGENDA CASE ITEMS

1. PUBLIC HEARING FOR REVIEW OF STORM WATER POLLUTION PREVENTION PLAN

The City of Worthington is a regulated city under Phase II of the federal program to reduce pollution from Municipal Separate Storm Sewer Systems (MS4s). Regulated cities need to be covered under a statewide NPDES permit. Permit requirements include implementation of a Storm Water Pollution Prevention Plan (SWPPP) which is to include the following six mandatory minimum control measures:

Public Education and Outreach
Public Involvement and Participation
Illicit Discharge Detection and Elimination
Construction Site Storm Water Runoff Control
Post-Construction Storm Water Management
Pollution Prevention / Good Housekeeping for Municipal Operations

The City conducts an annual public meeting to allow comment on the City's SWPPP as its practice to satisfy the Public Involvement and Participation control measure. The public meeting will provide an opportunity for comments to be offered from anyone participating in the meeting. Input from the public meeting is to be considered in determining if the SWPPP requires revision. A copy of the SWPPP is included as *Exhibit 1* and may be reviewed at the office of the City Engineer and is also available at: <http://www.ci.worthington.mn.us/stormwater/>.

2. RECOMMENDATION FOR THE REWARD OF CONTRACT FOR THE CONSTRUCTION OF SANITARY SEWER AND WATER MAIN ON NORTH HUMISTON AVENUE FROM OXFORD STREET NORTH TO RYAN'S ROAD

Public Utilities approved the advertisement for bids for the construction of Sanitary Sewer and Water Main utilities along the east frontage of Trunk Highway 59, North Humiston Avenue. Bids were opened on July 7, 2023 at 2:30 p.m., with 2 bids received.

Duininck, Inc. was the low bid at \$797,246.00. The second bid was received from Henning Construction at \$1,053,853.75. The engineer's estimate was \$972,835.00. The low bid was 18% or \$175,589 under the estimate. The Public Utilities Commission met and discussed the project costs and supports the award of the contract to the lowest responsible bidder. Since

TIF funding is being used for construction, City Council needs to award the contract.

Staff supports the recommendation from the Public Utilities Commission to award the contract to the lowest responsible bidder Duininck, Inc of Prinsburg MN, in the amount of \$797,246.00.

Worthington, MN

NPDES Phase II

Storm Water Permit Program

2023 Annual Report Submittal

City Council Meeting
July 24, 2023

Presentation Overview

- NPDES Program Background
- Worthington's "MS4" Program

National Pollutant Discharge Elimination System (NPDES)

- Federal Regulations: EPA - Clean Water Act
– Program Administered by MPCA
- Goal is to protect and improve surface water resources Maximum 5-year permit term
- Annual Reporting / Self Assessment
- Initially used to control wastewater dischargers, now includes storm water dischargers

National Pollutant Discharge Elimination System (NPDES)

- MS4 Program is one of the three legs of the NPDES Storm Water Permit Program
 - Industrial Permits Includes airports and treatment plant site
 - Construction Storm Water Permit Applies to new construction
 - MS4 Permits
 - Municipally Separate Storm Sewer System
- A statewide general permit applies to most permittees
- Require development of Storm Water Pollution Prevention Plan (SWPPP)

Worthington's MS4 Program

- NPDES Phase 1
 - Cities with population 100,000 or more (Mpls, St. Paul)
- NPDES Phase 2
 - Mandatory MS4s – “Urbanized Areas”
 - Most cities in 7 county metropolitan area, Rochester, Duluth, military bases, hospitals, prisons, universities, etc.
 - Designated MS4s
 - 10,000 or more and density 1,000 people per square mile; or

Worthington's MS4 Program

- Storm Water Pollution Prevention Plan (SWPPP)
 - Six Minimum Control Measures (MCM)
 - => Best Management Practices (BMP)
 - > **Measurable Goals**
- City's SWPPP consists of the required BMPs established by MPCA

Worthington's Program – BMP's

1. **Public education and outreach (11)**
2. **Public participation and involvement (3)**
3. **Illicit discharge detection and elimination (5)**
4. **Construction site run-off control (6)**
5. **Post construction run-off control for new development and redevelopment (3)**
6. **Pollution prevention/good housekeeping for municipal operations (8)**
7. **Additional BMP's (2)**

36 of the 38 BMPs are “required” by the permit.
The other two are things the City is already
doing....a storm water utility and street sweeping.

BMP Sheets Establish Expectations for the City

Example BMP
Summary Sheet —
identifies goals that
must be met and
time frames.

BMP Summary Sheet

MS4 Name: City of Worthington, Minnesota

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER
RUNOFF CONTROL

Unique BMP Identification Number: 4e-1

BMP Title:	Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance
BMP Description:	The City will post a complaint telephone number on the website. Residents of the City will be able to use the call line to report illicit discharges, report construction site erosion or sedimentation concerns and provide comments on the City's SWPPP. City staff will respond to complaints and report the results of the inspections completed.
Measurable Goals:	<ol style="list-style-type: none"> 1. Record the number of calls and the nature of the complaint/call. 2. Record the number of staff inspections resulting from the call line and the follow-up actions initiated from calls and complaints received.
Timeline/Implementation Schedule:	<ol style="list-style-type: none"> 1. Ongoing/Annually 2. Ongoing/Annually
Specific Components and Notes:	
Responsible Party for this BMP:	<p>Name: Stephen Schnieder</p> <p>Department: City Engineer</p> <p>Phone: 507-372-8640</p> <p>E-mail: sschnieder@ci.worthington.mn.us</p>

Worthington's Program: 2022 "Highlights"

- Make public education and information materials available
- Maintained storm system map
- Adopted Updated Storm Water Ordinance
 - Erosion and sediment control
 - Prohibit illicit discharges
- Inspect City storm system infrastructure

Storm Water Web Site



Worthington Storm Water

[Home](#)[What Can I Do?](#)[What Must I Do?](#)[Technical Resources](#)[Report A Pollution Problem](#)[Contact Us](#)

Water issues can be challenging to deal with. Too much water, not enough water, I'm getting everybody else's water, I'm not polluting, you're polluting, it's the farmers, it's the cities, it's the lakeshore owners ... !!!

We all
ideas

For ins
getting the water that's running off your yard?

www.ci.worthington.mn.us/stormwater

more
help!
like is



Exhibit 1

Storm Water Web Site



Worthington Storm Water

Home	What Can I Do?	What Must I Do?	Technical Resources	Report A Pollution Problem	Contact Us
----------------------	--------------------------------	---------------------------------	-------------------------------------	--------------------------------------------	----------------------------

Water issues can be challenging to deal with. Too much water, not the farmers, it's the cities, it's the lakeshore owners ... !!!

We all realize the importance of clean water. There have been great ideas of little things we can do on a regular basis to improve our water.

For instance, did you know that the storm water leaving Worthington flows to four different lakes? Find your neighborhood on the map below. Which lake is getting the water that's running off your yard?

[Worthington Storm Water Ordinance](#)

[Worthington Storm Water Pollution Prevention Plan](#)

[Okabena-Ocheda Watershed Requirements](#)

[Heron Lake Watershed District Requirements](#)

[NPDES Construction Permit Application and Info](#)

[MPCA Storm Water Manual](#)

I'm not polluting, you're polluting, it's

and we would like to share a few more
need to plan for, and YOU can help!



Public Information

Worthington

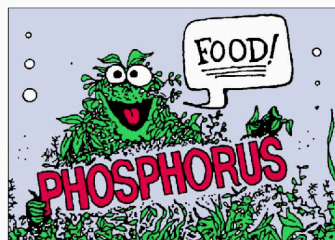
Beautiful Yards and Clean Water Too

City of Worthington
303 9th Street, P.O. Box 279
Worthington, MN 56187
(507) 372-8640
www.ci.worthington.mn.us



Every Little Bit Hurts

While only a small amount of pollution leaves the typical yard, excess nutrients from grass clippings, leaves, fertilizers and soil add up citywide. This pollution degrades water quality and fuels algae blooms.



University of Wisconsin Extension Service

Keep Your Mind on the Gutter

You can have a beautiful yard and protect water quality too. The key to cleaner water is keeping yard wastes, fertilizers, pesticides and soil out of street gutters.

Gutters are part of the storm sewer system that transports excess water from streets to lakes and streams. Unfortunately, pollutants inadvertently placed in gutters move with the runoff.

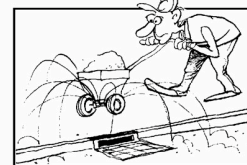
Many activities necessary to create and maintain an attractive yard have the potential to cause pollution. Most of this pollution can be avoided if Worthington residents are mindful of what goes into the gutters.



PREVENT POLLUTION

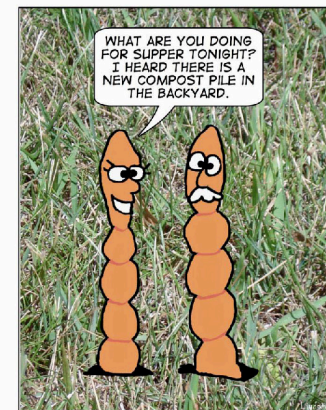
Yard Care Tips

- Change your mowing direction to blow grass clippings into the lawn rather than onto the street or driveway. Sweep up the grass clippings that get away.
- Use a mulching mower to recycle grass clippings. Newer mowers often have mulching attachments. Many older mowers can be safely modified to mulch.
- Create a compost pile for leaves, garden wastes and grass clippings. Compost is high in nutrients and is a cheap alternative to chemical fertilizers.
- Haul leaves, grasses, sticks and branches to the Recycling Center located south of Worthington on Highways 59 and 60.



University of Wisconsin Extension Service

- Test your soil before fertilizing. Most lawns in Worthington will benefit from added nitrogen but do not need phosphorus. Minnesota law restricts the use of phosphorus fertilizer in established turf unless a soil test shows it is needed.
- Calibrate your spreader to prevent over fertilization.
- Apply fertilizers in the fall or spring. Never apply fertilizers to frozen ground.
- Identify problem weeds and insects before purchasing and applying pesticides. Always follow the pesticide label.
- Sweep up fertilizers and pesticides accidentally spilled on driveways, sidewalks and streets.
- Blow leaves onto your lawn. Do not use your leaf blower to sweep debris into the street.



Landscaping Tips

- Avoid stockpiling soil, mulch or other landscaping products on driveways or streets.
- Sweep up soil spilled or tracked onto the streets or driveways.
- Plan landscaping projects so yards are protected by vegetation during the winter and spring months. Landscaping projects done in the late fall can leave sites unprotected for six months or more.
- Plant temporary vegetation, like fast growing grasses, to keep soil in place until permanent vegetation is established.
- Stabilize bare soil to prevent erosion and runoff into the street. Install durable mulch, landscaping mats or silt fences where water is likely to flow into the street.
- Divert roof gutter water away from bare soil onto established vegetation. Use downspout extensions, pipes or landscaping fabrics, where necessary, to prevent erosion.



Storm Water Ordinance

- Erosion and Sediment Control
 - Small site erosion control per Watershed Rules
 - 200 CY of material or 10,000 SF of area disturbed
 - Application for watershed permit required for B.P.
 - Requirements for projects >1 acre per NPDES permit
 - NPDES permit must be obtained for B.P.
 - Permanent BMP required for projects creating over 1 acre of new impervious surface
 - BMPs must be maintained
- Prohibits Illicit Discharges
 - Police Dispatch may be contacted

Inspect City Storm System

- Inspect 20% of all Outlets and Basins
 - 122 outlets mapped
 - 8 Wet Basins
 - 1 Dry Basin
- Inspect all structural pollution control devices
 - 5 Separators
 - 1 Skimmer

COMMUNITY DEVELOPMENT MEMO

DATE: JULY 20, 2023
TO: HONORABLE MAYOR AND CITY COUNCIL
SUBJECT: ITEMS REQUIRING CITY COUNCIL ACTION OR REVIEW

1. CONDITIONAL USE PERMIT – 1438 HUMISTON AVENUE

KLJ Engineering, on behalf of Les Schwab Tire Centers, has submitted an application for a conditional use permit to construct an automotive repair facility at 1438 Humiston Avenue. If approved, the existing building would be demolished and replaced with a new facility. Pursuant to Minnesota Statute § 462.3595 and as outlined in Worthington City Code Chapter 155, Appendix E, the City requires that automotive repair services are permitted by conditional use permit only in the ‘B-3’ General Business District, the zoning designation of the subject property. The legal description of the subject property under consideration is as follows:

A tract of land in the Southwest Quarter (SW1/4) of Section 13, Township 102 North, Range 40 West, Nobles County, Minnesota, described as follows: Beginning at a point on the West line of the SW1/4 of Section 13, Township 102, Range 40 West, 466.5 feet North of the Southwest corner thereof; thence North 00 degrees 00 minutes East, for 470.5 feet; thence South 89 degrees 27 minutes East, for 460.0 feet; thence South 00 degrees 00 minutes West for 468.8 feet; thence North 90 degrees 00 minutes West, for 460.0 feet to the point of beginning, containing an area of 4.96 acres, more or less, now known as Lot 25, Auditor’s Plat of Park of W1/2SW1/4 of Section 13, Township 102, Range 40, City of Worthington, Nobles County, Minnesota.

At its July 11, 2023 meeting, the City Planning Commission voted unanimously to recommend approval of the requested conditional use permit subject to the following conditions:

1. The applicant obtain approval from the Minnesota Department of Transportation for the change in access from the frontage road.
2. The “Bullpen” shall be constructed of masonry block or similar material and must not be see through.
3. The applicant shall establish vegetative screening along the rear/east side of the property.
4. The subject property must maintain compliance with all applicable local, State, and Federal standards and requirements.

Their recommendation was based on the following:

1. Pursuant to Minnesota Statute § 462.3595, the governing bodies of Minnesota cities may designate certain types of developments as conditional uses:

“The governing body may by ordinance designate certain types of developments, including planned unit developments, and certain land development activities as conditional uses under zoning regulations. Conditional uses may be approved by the governing body or other designated authority by a showing by the applicant that the standards and criteria stated in the ordinance will be satisfied. The standards and criteria shall include both general requirements for all conditional uses, and insofar as practicable, requirements specific to each designated conditional use.”

2. Minnesota Statute § 462.3595 also includes the procedural requirements for the issuance of a conditional use permit by a municipality in Subdivision (2). The Statute requires that public hearings on the granting of conditional permits shall be held in the manner provided in section § 462.357, Subdivision 3, which states:

“No zoning ordinance or amendment thereto shall be adopted until a public hearing has been held thereon by the planning agency or by the governing body”

3. The applicant is seeking to demolish the existing building located at 1438 Humiston Avenue and construct a new automotive repair center primarily focusing on tires. As shown in Exhibit 1A, the property under consideration is currently zoned ‘B-3’ General Business District. City Code Chapter 155, Appendix E: Table 5 states that automotive repair services are allowed in the B-3 District by Conditional Use Permit only.
4. The proposed site plan can be seen Exhibit 1B. As proposed, the plan meets all applicable zoning regulations including setbacks, parking, etc. The canopy shown on the plans is intended to provide space to pull large trailers or other vehicles around the building and replace tires on them. The ‘bullpen’ is an enclosure where used tires will be stored temporarily before they are discarded. This structure is typically a masonry block enclosure but they do occasionally use privacy fencing instead. Two examples from locations in Colorado can be seen in Exhibit 1C.

It is not determined what species of tree will be used along the backside of the property.

The access points on the frontage road (currently a MnDOT road) are being considered by the Minnesota Department of Transportation during a July meeting of their access review committee.

5. Staff finds that with any kind of land use request, the surrounding land uses and zoning should be considered to reduce future land use conflicts. The abutting land uses are as follows and shown in Exhibit 1A and 1D:

North – ‘B-3’ General Business. Space for future development will be located directly north of the site.

South – ‘B-3’ General Business. Retail sits directly adjacent with a Bank slightly further south.

East – ‘R-2’ Single Family – Low Density. Single-Family homes are located to the east of the subject property.

West – ‘B-3’ General Business. A frontage road and 4-lane road separate the subject property from retail and restaurants to the west.

6. With any land use request it is pertinent to consider the future land use as stated by the Comprehensive Plan. Worthington’s 2004 plan identifies the subject property as ‘Highway Commercial.’ The proposed use of the property fits within the definition of Highway Commercial.

Council requested to consider approval or denial of the land use application. Any Council member voting against the application must state their reasons for doing so for the record.

2. Preliminary Plat – 1530 Airport Road

Nobles County has submitted a request for approval of a preliminary plat of land located at 1530 Airport Road. The proposed subdivision will split the property into three (3) lots. The legal description of the property under consideration is as follows:

The Southwest Quarter of the Southwest Quarter {SW 1/4 SW 1/4} of Section Twelve (12), Township One Hundred Two (102) North, Range Forty (40) West, EXCEPT the South 1021 feet of the West 461 feet of said Quarter Quarter Section; EXCEPT the East 120 feet of the West 591 feet at the South 170 feet of said Quarter Quarter Section; EXCEPT the North 99 feet of said Quarter Quarter Section; EXCEPT the South 597 feet of the North 696 feet of the East 219 feet of said Quarter Quarter Section; containing 22.72 acres, more or less; SUBJECT to the existing ingress-egress easement affecting the East 10 feet of the West 4 71 feet of the South 170 feet of said Quarter Quarter Section; SUBJECT to easement on the East 10 feet of the West 4 71 feet of the South 170 feet of said Quarter Quarter Section, for the purpose of ingress and egress to, an in favor of, all tracts lying to the West of the above-described premises and in said Quarter Quarter Section; SUBJECT to highway easements of record. TOGETHER with an easement on the East 10 feet of the West 461 feet of said Quarter Quarter Section, for the purpose of ingress and egress to the West side of the above-described tract, which such easement shall not be exclusive. TOGETHER with an easement on the North 60 feet of the South 673 feet of the West 451 feet of the said Quarter Quarter Section, for the

purpose of ingress and egress to the West side of the above-described tract, which such easement shall not be exclusive. EXCEPT the South 330 feet thereof; the above tract includes Lot 14 of County Auditor's Plat of the SW 1 / 4 SW 1 / 4 of Section 12-102-40.

AND

The South 330 feet of the Southwest Quarter of the Southwest Quarter (SW 1 / 4 SW 1/4) of Section Twelve (12), Township One Hundred Two (102), Range Forty (40) West; EXCEPT the South 1021 feet of the West 461 feet of said Quarter Quarter Section; EXCEPT the East 120 feet of the West 591 feet of the South 170 feet of said Quarter Quarter Section; EXCEPT the North 99 feet of said Quarter Quarter Section; EXCEPT the South 597 feet of the North 696 feet of the East 219 feet of said Quarter Quarter Section; containing 22.72 acres, more or less; SUBJECT to the existing ingress-egress easement affecting the East 10 feet of the West 471 feet of the South 170 feet of said Quarter Quarter Section; SUBJECT to easement on the East 10 feet of the West 4 71 feet of said Quarter Quarter Section, for the purpose of ingress and egress to, and in favor of, all tracts lying to the West of the above-described premises and in said Quarter Quarter Section; SUBJECT to highway easements of record. TOGETHER with an easement on the East 10 feet of the West 461 feet of said Quarter Quarter Section, for the purpose of ingress and egress to the West side of the above described tract, which such easement shall not be exclusive. TOGETHER with an easement on the North 60 feet of the South 673 feet of the West 451 feet of the said Quarter Quarter Section, for the purpose of ingress and egress to the West side of the above-described tract, which such easement shall not be exclusive. Said tract containing 60.04 acres, more or less; the above tract includes Lot 15 of County Auditor's Plat of the SW 1 / 4 SW 1 / 4 of Section 12-102-40.

AND

Lot Sixteen (16) and Lot Seventeen (17) of County Auditor's Plat of the Southwest Quarter of the Southwest Quarter {SW 1/4 SW 1/4} of Section Twelve (12), Township One Hundred Two (102) North, Range Forty (40) West, in the City of Worthington, County of Nobles, Minnesota.

The City Planning Commission considered the requested plat at its July 11, 2023 meeting and voted unanimously to recommend approval of the requested preliminary plat.

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

1. The proposed preliminary plat shown in Exhibit 2A would create two new lots: Lot 1, which currently contains a pollinator garden would be 1.792 acres and front along Highway 59; Lot 2 would maintain Prairie Justice Center and frontage along Airport Road. This lot is proposed to be 17.211 acres. Lot 3 would front along 27th Street and contain 5.968 acres.

Plans for the newly created lots are undetermined at this time.

2. The subject property is currently zoned 'B-3' General Business District (recently changed). The lots, as proposed, meet all standards for lots within that zoning district.
3. Staff finds that with any kind of land use request, the surrounding land uses and zoning should be considered to reduce future land use conflicts. The abutting land uses are as follows and shown in Exhibit 2B:

North: 'TZ' Transition Zone is located northeast, directly north is outside of city limits. A warehouse and one single-family home are located on the north side of Airport Road.

South: 'TZ' Transition Zone with later changes to a PUD with commercial development.

East: 'TZ' Transition Zone. The Airport is located directly east.

West: 'R-1' Single-Family Detached Residential. Single-family homes are located to the west.

4. The City's Comprehensive Plan designates the future land use of the subject property as public/semi-public. With no formative plans to sell any of the lots, the proposed plat meets the goals of the Comprehensive Plan.
5. No new infrastructure is required to serve the new lots. Should Lot 3 ever be developed, the City will likely need to consider improvements to 27th Street which is currently gravel.

Should Council concur with the findings of the Planning Commission, it may approve the requested preliminary plat by motion. Any Council Member voting against the land use application must state for the record their reason(s) for denial.

Council action is requested.

3. Final Plat – 1530 Airport Road

Nobles County is requested approval of a final plat of property located at 1530 Airport Road. The final plat can be seen in Exhibit 3A. There are no changes between the preliminary plat and this proposed final plat.

Contingent on approval of the preliminary plat, Council may approve the final plat.

4. Conditional Use Permit Amendment – 700 2nd Avenue

The City of Worthington is seeking an amendment to a conditional use permit issued in June 2021 which allows for the operation of an indoor recreation facility at 700 2nd Avenue. The City is seeking to amend or remove the requirement of a fence along the southeast property line (along the railroad). The legal description of the subject property under consideration is as follows:

Lots 3 through 11, Lot 12 except the northeast 30 feet thereof, and Lots 13 through 19; all in Block 2; Auditor's Subdivision of Block 2 (Original Town), City of Worthington, Nobles County, Minnesota.

At its July 11, 2023 meeting, the City Planning Commission voted unanimously to recommend approval of the requested amendment to remove the fence requirement entirely.

Their recommendation was based on the following:

1. On June 14, 2021, the Worthington City Council approved a Conditional use Permit that allows the City of Worthington to operate an indoor recreation facility on the subject property (700 2nd Avenue) subject to the following conditions:
 1. The site plan be in accordance with Exhibit 1E;
 2. A trash enclosure that meets the minimum standards established in City Ordinance § 155.043 (G);
 3. The property complies with City Code Section 155.042: Parking and Loading;
 4. The subject property must maintain compliance with all applicable local, State, and Federal standards and requirements.
 5. The applicant provide fencing at a minimum height of four feet six inches (4'6") that meets the criteria of City Ordinance § 155.043 (C) along the southeast property line of the project area.

The City has now completed the trash enclosure and is seeking to complete the fencing to fulfill the 5th condition on the permit. As City Staff looked at the site, the decision was made to seek an amendment to remove or change the fencing requirement.

The reasoning for the fence requirement was to prevent uncontrolled access to the railroad tracks by children playing outside.

2. Exhibit 4A shows the area where the fence is required to be. The site plan for the facility can be seen in Exhibit 4B, the fence roughly runs to the edge of the parking lot, adjacent to a tract of land the City does not own. At the time, the Commission

recommended that the fence be brought all the way to the Fire Hall but could not require it since that property was not under consideration during the public hearing. While this does make more sense to run it all the way up the hill, there would still be a gap in the fence where there is a tract of land that is not owned by the City.

3. The City is requesting complete removal of the fencing requirement; however, should the Commission feel it is still important, the City would respect that and complete the fence. If that is the case, the City would request that it be amended to allow the fence to be squared off with the corner of the building. The space behind the building is largely occupied by HVAC equipment, which is not a suitable space for children. This alternative option is shown in Exhibit 4C.
4. No outdoor programming has occurred since the Fieldhouse has been open.

Council requested to consider approval or denial of the land use request Any Council member voting against the application must state their reasons for doing so for the record.

5. Professional Services Agreement – Maxfield Research & Consulting

The City's last comprehensive housing study was completed in 2018 by Maxfield Research and Consulting. This study provides valuable information regarding housing demand, housing characteristics, rental market analysis, affordability/development costs, and recommendations.

Staff is hearing from developers that the current study is outdated and they are not able to confidently use the data any longer. The age of the study is cited as one reason for that, the other is the unknown impacts of the pandemic and the rapid inflation that followed. Maxfield recommends an updated study every 5 years.

Maxfield's proposal can be seen in Exhibit 5A.

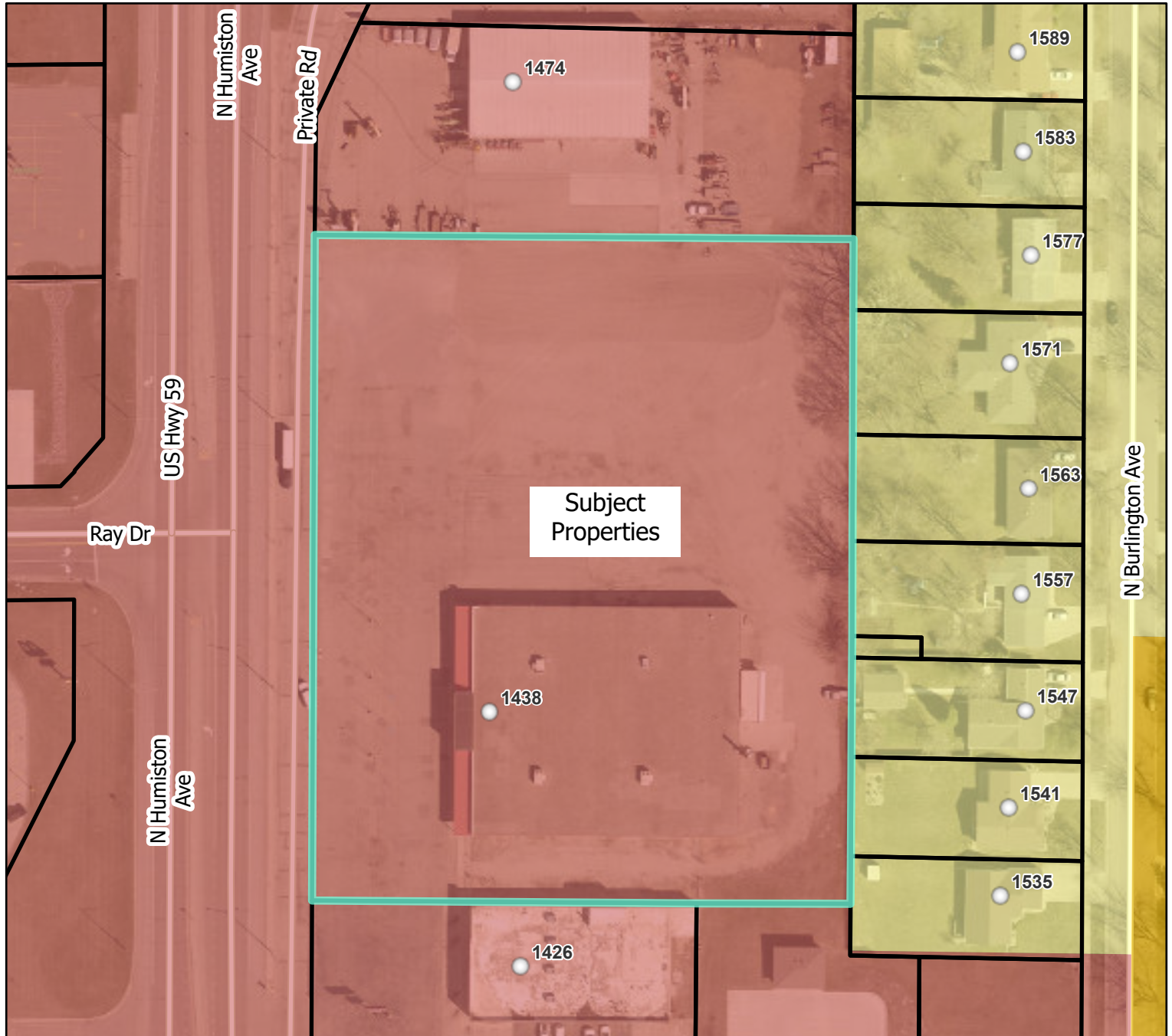
Maxfield has identified a few options. Those include an Initial Market Assessment which examines the market rate rental housing demand, a Market Demand Assessment which would look at demand across all housing types, and a Comprehensive Housing Needs Assessment.

Staff recommends proceeding with the initial market assessment (\$5,200) first which would provide demand for market rate rental housing and can be completed within 45-50 days. Staff then recommends moving into the full comprehensive housing study (\$17,500) which would take approximately 5-6 months.

The cost of the initial market assessment will be deducted from the cost of the full study. The advantage to doing the initial assessment first is timing. That can be started right

away and completed in under two months. The full comprehensive housing study would take about 5-6 months and Maxfield is not able to start that until sometime this fall.

1438 Humiston Avenue



Legend

- | | | |
|--------------------------------|---------------------------------------------------|-------------------------------------------------------|
| City Limits | Lakeshore District | Residential - Low Density Preservation District |
| parcels | Light Manufacturing District | Residential - Medium Density District |
| Roads | General Manufacturing District | Residential - Multi-Family, Medium and High Districts |
| Zoning Districts | Planned Unit Development | Residential - Mobile Home District |
| Neighborhood Business District | Residential - Single Family Detached | Natural Features District |
| Central Business District | Residential - Single Family, Low Density District | Transition Zone District |
| General Business District | | |
| Shopping Centers District | | |
| Major Institution District | | |





LES SCHWAB TIRE CENTER
LES SCHWAB
WORTHINGTON, MINNESOTA
CONCEPTUAL SITE PLAN



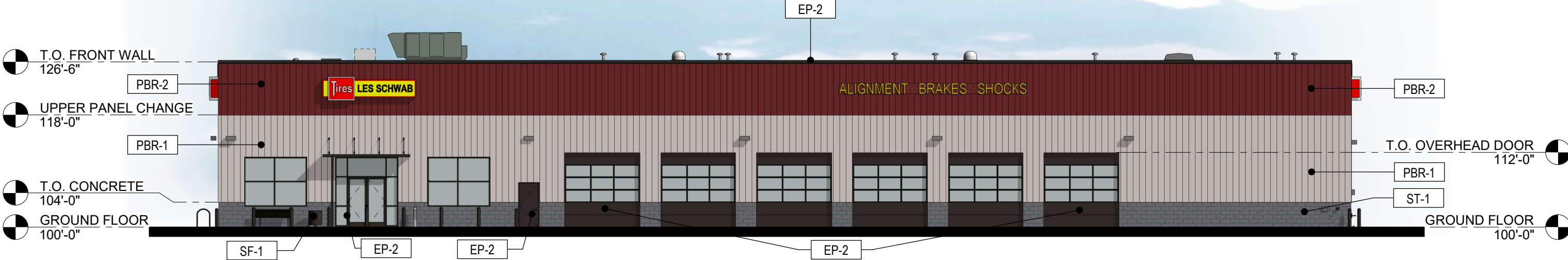
DESIGN | LES SCHWAB TIRE CENTER - WORTHINGTON, MN
PERSPECTIVE

SM 6 BAY RH LINEAR PEMB STORE - PROTOTYPE Q1 2023

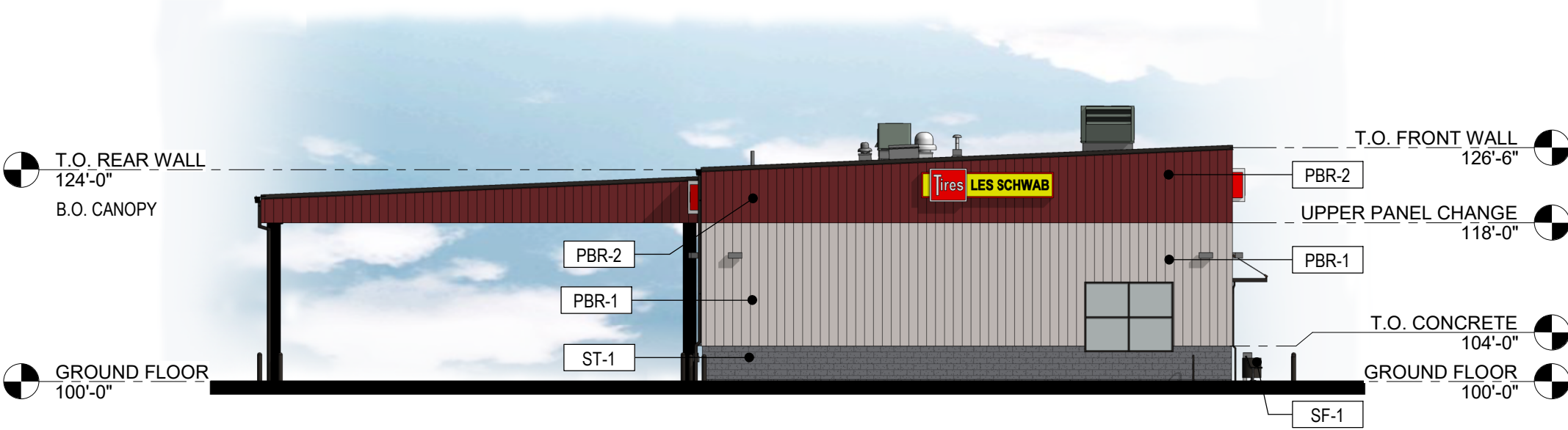
Exhibit 1B

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06.15.2023



1 FRONT ELEVATION
SCALE: 1/16" = 1'-0"



2 SHOWROOM ELEVATION
SCALE: 1/16" = 1'-0"

MATERIAL LEGEND:	
ST-1	VERSETTA STONE - CARVED BLOCK 'MIDNIGHT'
PBR-1	LOWER PBR PANEL 'ALMOND' BY PEMB MFR.
PBR-2	UPPER PBR PANEL 'COLONIAL RED' BY PEMB MFR.
BAT-1	BATTENLOK HS ROOF PANEL/TRIM 'MIDNIGHT BRONZE' BY PEMB MFR.
SF-1	SITE FURNISHINGS IN DARK BRONZE, TRASH RECEPTICLE AND BENCH
EP-2	EXTERIOR PAINT SUPERPAINT EXTERIOR ACRYLIC LATEX SATIN A89W01151 (MATCH KAWNEER #40 DARK BRONZE)



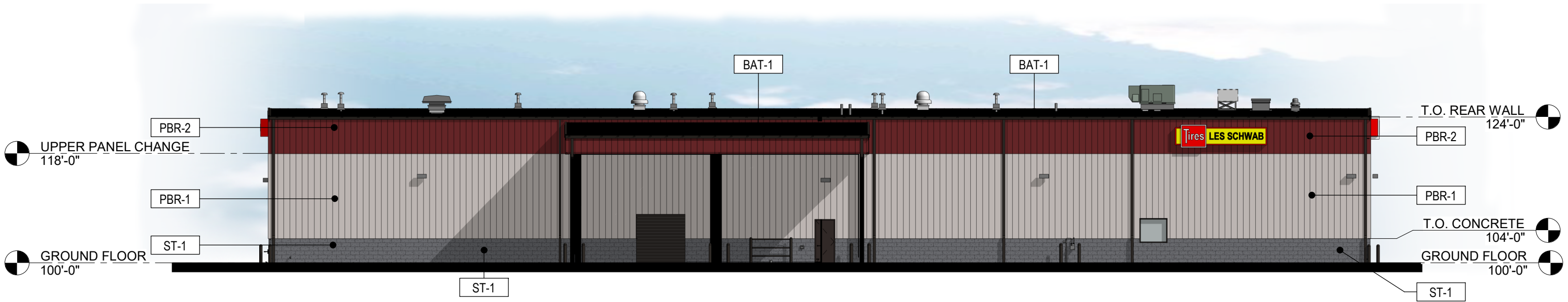
DESIGN | LES SCHWAB TIRE CENTER - WORTHINGTON, MN
EXTERIOR ELEVATIONS

SM 6 BAY RH LINEAR PEMB STORE - PROTOTYPE Q1 2023

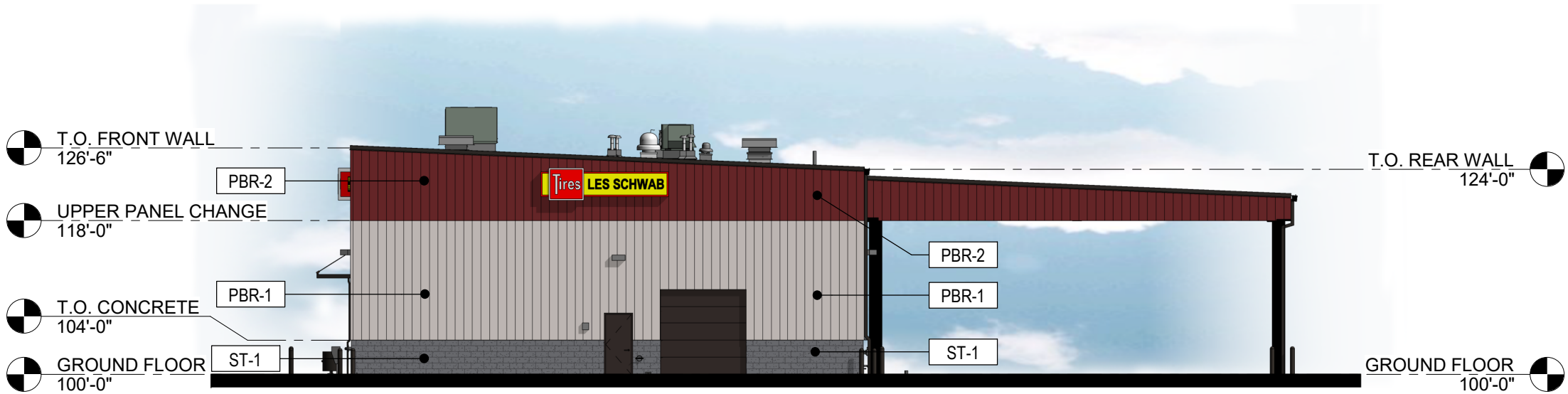
Exhibit 1B

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06.15.2023



1 REAR ELEVATION
SCALE: 1/16" = 1'-0"



2 LOADING ELEVATION
SCALE: 1/16" = 1'-0"

MATERIAL LEGEND:	
ST-1	VERSETTA STONE - CARVED BLOCK 'MIDNIGHT'
PBR-1	LOWER PBR PANEL 'ALMOND' BY PEMB MFR.
PBR-2	UPPER PBR PANEL 'COLONIAL RED' BY PEMB MFR.
BAT-1	BATTENLOK HS ROOF PANEL/TRIM 'MIDNIGHT BRONZE' BY PEMB MFR.
SF-1	SITE FURNISHINGS IN DARK BRONZE, TRASH RECEPTICLE AND BENCH
EP-2	EXTERIOR PAINT SUPERPAINT EXTERIOR ACRYLIC LATEX SATIN A89W01151 (MATCH KAWNEER #40 DARK BRONZE)



“Bullpen” Examples (From
locations in Colorado)



Exhibit 1C



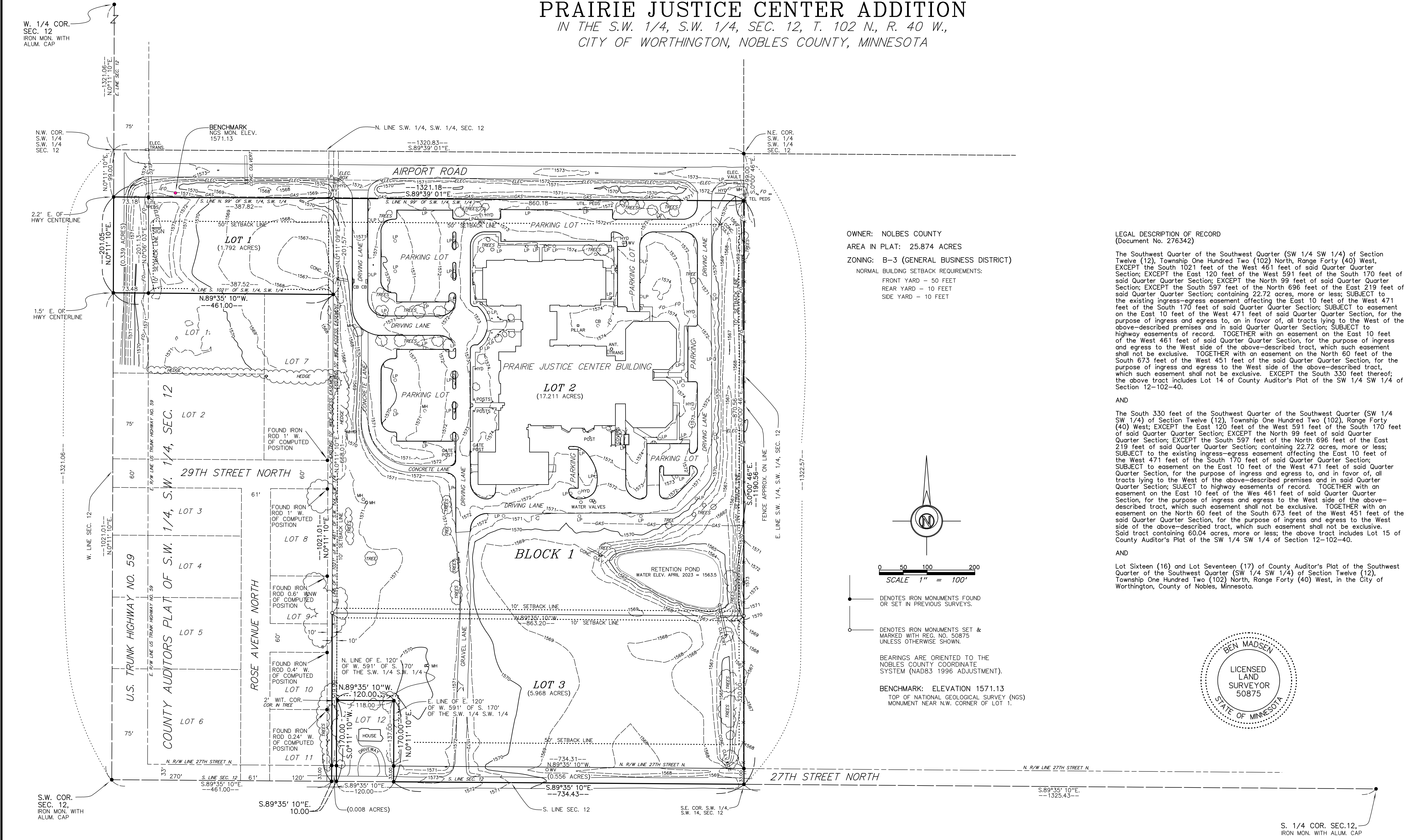
Legend

- Streets
- Address Points
- parcels

- Easements**
- Easements
 - Platted Easements



PRELIMINARY PLAT OF
PRAIRIE JUSTICE CENTER ADDITION
IN THE S.W. 1/4, S.W. 1/4, SEC. 12, T. 102 N., R. 40 W.,
CITY OF WORTHINGTON, NOBLES COUNTY, MINNESOTA

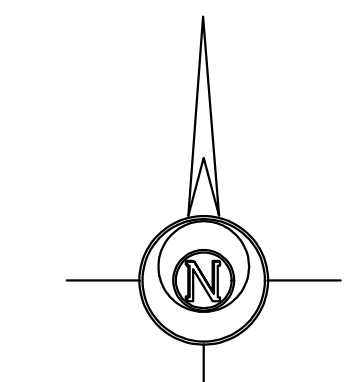


OWNER: NOLBES COUNTY
AREA IN PLAT: 25.874 ACRES
ZONING: B-3 (GENERAL BUSINESS DISTRICT)
NORMAL BUILDING SETBACK REQUIREMENTS:
FRONT YARD - 50 FEET
REAR YARD - 10 FEET
SIDE YARD - 10 FEET

LEGAL DESCRIPTION OF RECORD
(Document No. 276342)
The Southwest Quarter of the Southwest Quarter (SW 1/4 SW 1/4) of Section Twelve (12), Township One Hundred Two (102) North, Range Forty (40) West, EXCEPT the South 1021 feet of the West 461 feet of said Quarter Quarter Section; EXCEPT the East 120 feet of the West 591 feet of the South 170 feet of said Quarter Quarter Section; EXCEPT the North 99 feet of said Quarter Quarter Section; EXCEPT the South 597 feet of the North 696 feet of the East 219 feet of said Quarter Quarter Section; containing 22.72 acres, more or less; SUBJECT to the existing ingress-egress easement affecting the East 10 feet of the West 471 feet of the South 170 feet of said Quarter Quarter Section; SUBJECT to easement on the East 10 feet of the West 471 feet of said Quarter Quarter Section, for the purpose of ingress and egress to, and in favor of, all tracts lying to the West of the above-described premises and in said Quarter Quarter Section; SUBJECT to highway easements of record. TOGETHER with an easement on the East 10 feet of the West 461 feet of said Quarter Quarter Section, for the purpose of ingress and egress to the West side of the above-described tract, which such easement shall not be exclusive. EXCEPT the South 330 feet thereof; the above tract includes Lot 14 of County Auditor's Plat of the SW 1/4 SW 1/4 of Section 12-102-40.

AND
The South 330 feet of the Southwest Quarter of the Southwest Quarter (SW 1/4 SW 1/4) of Section Twelve (12), Township One Hundred Two (102) North, Range Forty (40) West, EXCEPT the East 120 feet of the West 591 feet of the South 170 feet of said Quarter Quarter Section; EXCEPT the North 99 feet of said Quarter Quarter Section; EXCEPT the South 597 feet of the North 696 feet of the East 219 feet of said Quarter Quarter Section; containing 22.72 acres, more or less; SUBJECT to the existing ingress-egress easement affecting the East 10 feet of the West 471 feet of the South 170 feet of said Quarter Quarter Section; SUBJECT to easement on the East 10 feet of the West 471 feet of said Quarter Quarter Section, for the purpose of ingress and egress to, and in favor of, all tracts lying to the West of the above-described premises and in said Quarter Quarter Section; SUBJECT to highway easements of record. TOGETHER with an easement on the East 10 feet of the West 461 feet of said Quarter Quarter Section, for the purpose of ingress and egress to the West side of the above-described tract, which such easement shall not be exclusive. TOGETHER with an easement on the North 60 feet of the South 673 feet of the West 451 feet of the said Quarter Quarter Section, for the purpose of ingress and egress to the West side of the above-described tract, which such easement shall not be exclusive. Said tract containing 60.04 acres, more or less; the above tract includes Lot 15 of County Auditor's Plat of the SW 1/4 SW 1/4 of Section 12-102-40.

AND
Lot Sixteen (16) and Lot Seventeen (17) of County Auditor's Plat of the Southwest Quarter of the Southwest Quarter (SW 1/4 SW 1/4) of Section Twelve (12), Township One Hundred Two (102) North, Range Forty (40) West, in the City of Worthington, County of Nobles, Minnesota.



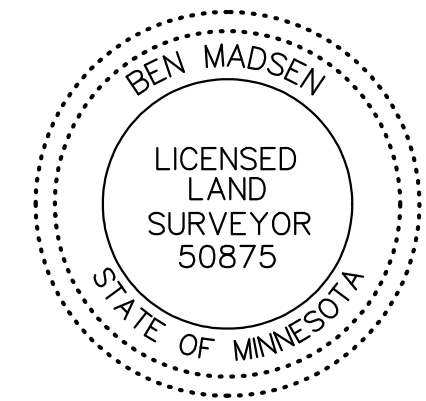
0 50 100 200
SCALE 1" = 100'

● DENOTES IRON MONUMENTS FOUND OR SET IN PREVIOUS SURVEYS.

○ DENOTES IRON MONUMENTS SET & MARKED WITH REG. NO. 50875 UNLESS OTHERWISE SHOWN.

BEARINGS ARE ORIENTED TO THE NOBLES COUNTY COORDINATE SYSTEM (NAD83 1996 ADJUSTMENT).

BENCHMARK: ELEVATION 1571.13
TOP OF NATIONAL GEOLOGICAL SURVEY (NGS) MONUMENT NEAR N.W. CORNER OF LOT 1.



I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.		NOBLES COUNTY	
		TEL: (507) 235-3780	
DATE: 6-13-2023	LICENSE NO. 50875		PAGE NUMBER 1
		318 EAST BLUE EARTH AVENUE FAIRMONT, MINNESOTA 56031	FILE NO. 23118

1530 Airport Road

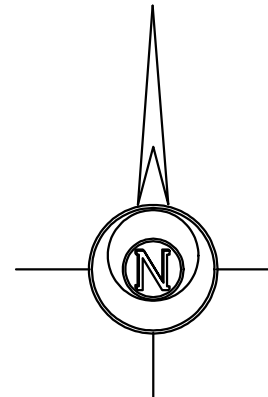
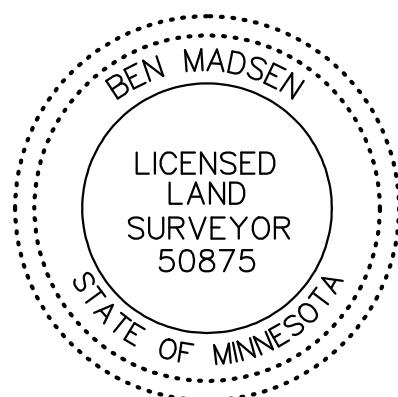
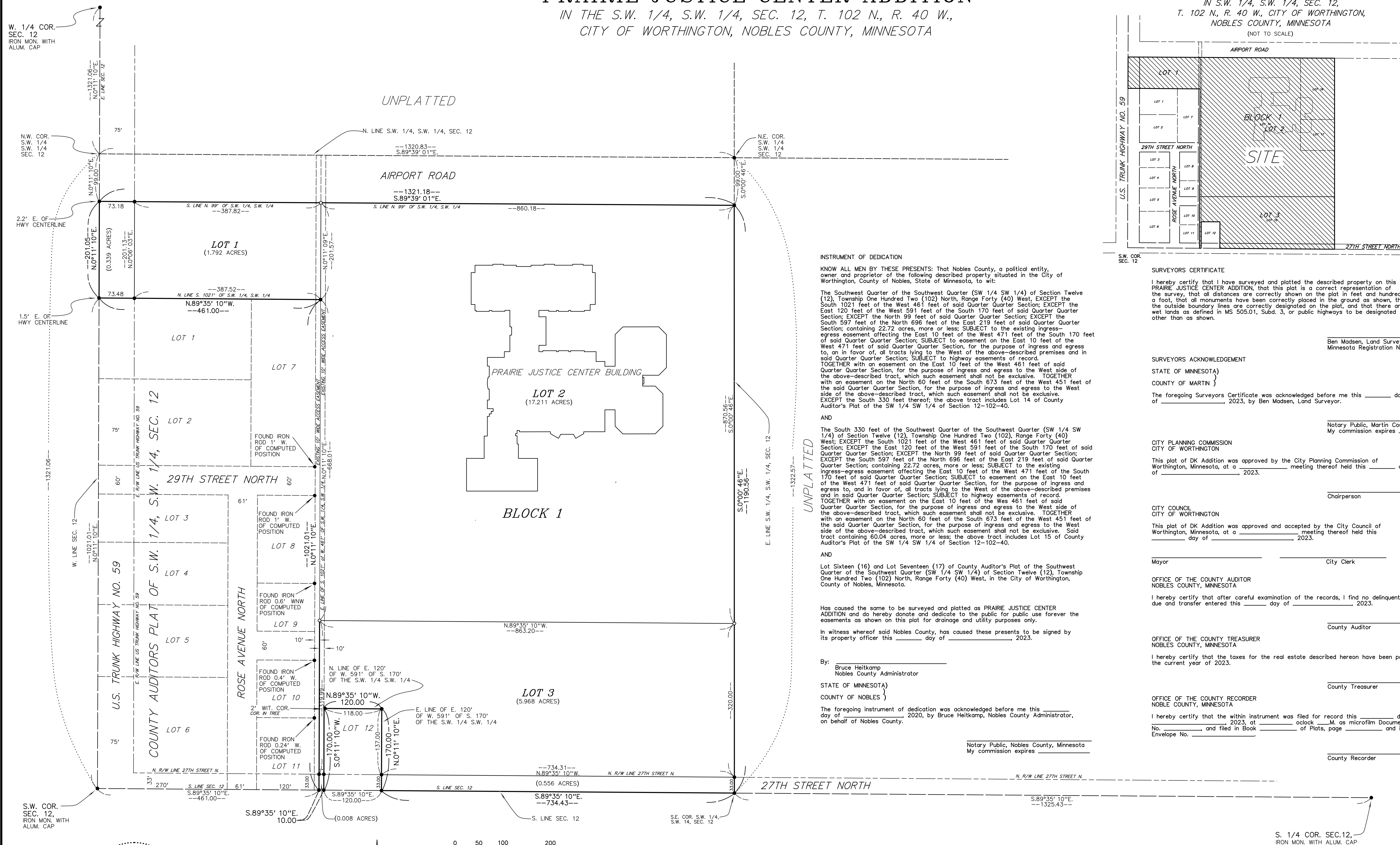
Surrounding Land Uses

GRAY



PRAIRIE JUSTICE CENTER ADDITION

IN THE S.W. 1/4, S.W. 1/4, SEC. 12, T. 102 N., R. 40 W.,
CITY OF WORTHINGTON, NOBLES COUNTY, MINNESOTA



0 50 100 200
SCALE IN FEET

● DENOTES IRON MONUMENTS FOUND
OR SET IN PREVIOUS SURVEYS.

○ DENOTES IRON MONUMENTS SET &
MARKED WITH REG. NO. 50875
UNLESS OTHERWISE SHOWN.

BEARINGS ARE ORIENTED TO THE
NOBLES COUNTY COORDINATE
SYSTEM (NAD83 1996 ADJUSTMENT).

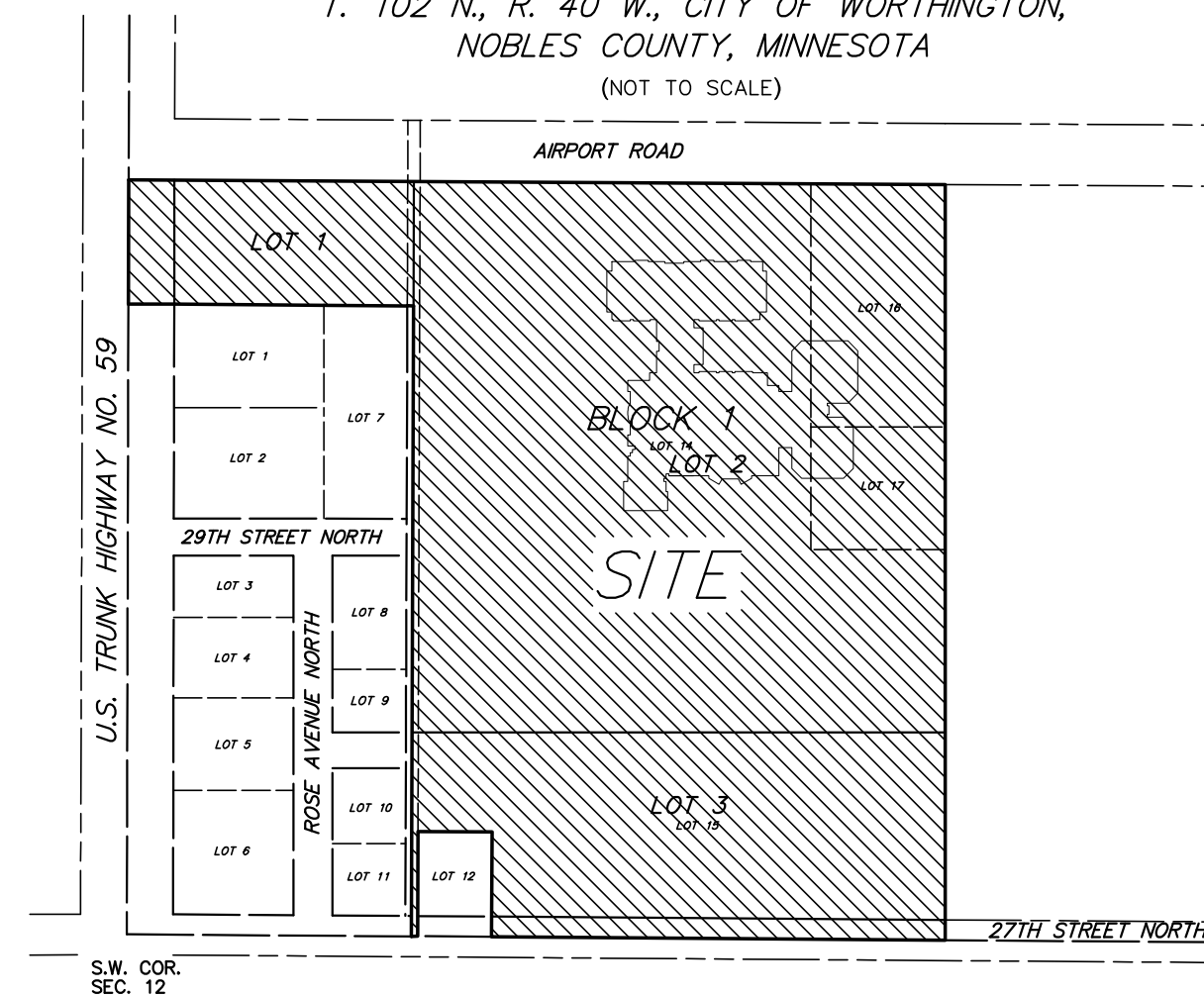


TEL: (507) 235-3780

Exhibit 3A

VICINITY MAP

IN S.W. 1/4, S.W. 1/4, SEC. 12,
T. 102 N., R. 40 W., CITY OF WORTHINGTON,
NOBLES COUNTY, MINNESOTA
(NOT TO SCALE)



INSTRUMENT OF DEDICATION

KNOW ALL MEN BY THESE PRESENTS: That Nobles County, a political entity, owner and proprietor of the following described property, situated in the City of Worthington, County of Nobles, State of Minnesota, to wit:

The Southwest Quarter of the Southwest Quarter (SW 1/4 SW 1/4) of Section Twelve (12), Township One Hundred Two (102) North, Range Forty (40) West, EXCEPT the South 1021 feet of the West 461 feet of said Quarter Quarter Section; EXCEPT the East 120 feet of the West 591 feet of the South 170 feet of said Quarter Quarter Section; EXCEPT the North 99 feet of said Quarter Quarter Section; EXCEPT the South 597 feet of the North 696 feet of the East 219 feet of said Quarter Quarter Section; containing 22.72 acres, more or less; SUBJECT to the existing ingress-egress easement affecting the East 10 feet of the West 471 feet of the South 170 feet of said Quarter Quarter Section; SUBJECT to easement on the East 10 feet of the West 471 feet of said Quarter Quarter Section, for the purpose of ingress and egress to, on in favor of, all tracts lying to the West of the above-described premises and in said Quarter Quarter Section; SUBJECT to highway easements of record. TOGETHER with an easement on the East 10 feet of the West 461 feet of said Quarter Quarter Section, for the purpose of ingress and egress to the West side of the above-described tract, which such easement shall not be exclusive. TOGETHER with an easement on the North 60 feet of the South 673 feet of the West 451 feet of the said Quarter Quarter Section, for the purpose of ingress and egress to the West side of the above-described tract, which such easement shall not be exclusive. EXCEPT the South 330 feet thereof, the above tract includes Lot 14 of County Auditor's Plot of the SW 1/4 SW 1/4 of Section 12-102-40.

AND

The South 330 feet of the Southwest Quarter of the Southwest Quarter (SW 1/4 SW 1/4) of Section Twelve (12), Township One Hundred Two (102), Range Forty (40) West; EXCEPT the South 1021 feet of the West 461 feet of said Quarter Quarter Section; EXCEPT the East 120 feet of the West 591 feet of the South 170 feet of said Quarter Quarter Section; EXCEPT the North 99 feet of said Quarter Quarter Section; EXCEPT the South 597 feet of the North 696 feet of the East 219 feet of said Quarter Quarter Section; containing 22.72 acres, more or less; SUBJECT to the existing ingress-egress easement affecting the East 10 feet of the West 471 feet of the South 170 feet of said Quarter Quarter Section; SUBJECT to easement on the East 10 feet of the West 471 feet of said Quarter Quarter Section, for the purpose of ingress and egress to, on in favor of, all tracts lying to the West of the above-described premises and in said Quarter Quarter Section; SUBJECT to highway easements of record. TOGETHER with an easement on the East 10 feet of the West 461 feet of said Quarter Quarter Section, for the purpose of ingress and egress to the West side of the above-described tract, which such easement shall not be exclusive. TOGETHER with an easement on the North 60 feet of the South 673 feet of the West 451 feet of the said Quarter Quarter Section, for the purpose of ingress and egress to the West side of the above-described tract, which such easement shall not be exclusive. Said tract containing 60.04 acres, more or less; the above tract includes Lot 15 of County Auditor's Plot of the SW 1/4 SW 1/4 of Section 12-102-40.

AND

Lot Sixteen (16) and Lot Seventeen (17) of County Auditor's Plot of the Southwest Quarter of the Southwest Quarter (SW 1/4 SW 1/4) of Section Twelve (12), Township One Hundred Two (102) North, Range Forty (40) West, in the City of Worthington, County of Nobles, Minnesota.

Has caused the same to be surveyed and platted as PRAIRIE JUSTICE CENTER ADDITION and do hereby donate and dedicate to the public for public use forever the easements as shown on this plat for drainage and utility purposes only.

In witness whereof said Nobles County, has caused these presents to be signed by its property officer this _____ day of _____, 2023.

By: Bruce Heitkamp
Nobles County Administrator

STATE OF MINNESOTA)

COUNTY OF NOBLES }

The foregoing instrument of dedication was acknowledged before me this _____ day of _____, 2023, at _____ o'clock _____ M. as microfilm Document on behalf of Nobles County.

Notary Public, Nobles County, Minnesota
My commission expires _____

SURVEYORS CERTIFICATE

I hereby certify that I have surveyed and platted the described property on this plat as PRAIRIE JUSTICE CENTER ADDITION, that this plat is a correct representation of the survey, that all distances are correctly shown on the plat in feet and hundredths of a foot, that all monuments have been correctly placed in the ground as shown, that the outside boundary lines are correctly designated on the plat, and that there are no wet lands as defined in MS 505.01, Subd. 3, or public highways to be designated other than as shown.

Ben Madsen, Land Surveyor
Minnesota Registration No. 50875

SURVEYORS ACKNOWLEDGEMENT

STATE OF MINNESOTA)

COUNTY OF MARTIN }

The foregoing Surveyors Certificate was acknowledged before me this _____ day of _____, 2023, by Ben Madsen, Land Surveyor.

Notary Public, Martin County, Minnesota
My commission expires _____

CITY PLANNING COMMISSION CITY OF WORTHINGTON

This plat of DK Addition was approved by the City Planning Commission of Worthington, Minnesota, at a _____ meeting thereof held this _____ day of _____, 2023.

Chairperson

CITY COUNCIL CITY OF WORTHINGTON

This plat of DK Addition was approved and accepted by the City Council of Worthington, Minnesota, at a _____ meeting thereof held this _____ day of _____, 2023.

Mayor

City Clerk

OFFICE OF THE COUNTY AUDITOR NOBLES COUNTY, MINNESOTA

I hereby certify that after careful examination of the records, I find no delinquent taxes due and transfer entered this _____ day of _____, 2023.

County Auditor

OFFICE OF THE COUNTY TREASURER NOBLES COUNTY, MINNESOTA

I hereby certify that the taxes for the real estate described hereon have been paid for the current year of 2023.

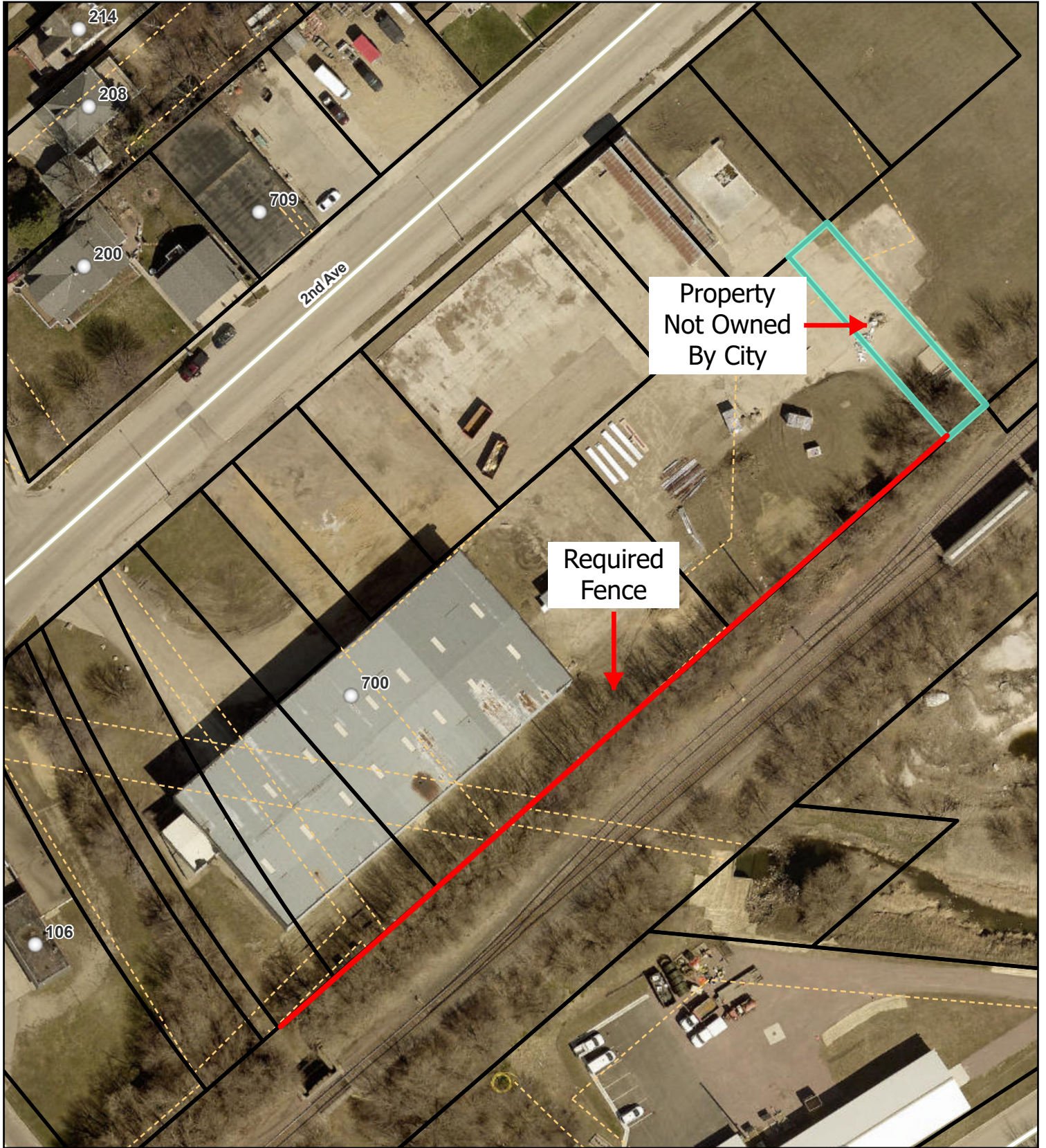
County Treasurer

OFFICE OF THE COUNTY RECORDER NOBLE COUNTY, MINNESOTA

I hereby certify that the within instrument was filed for record this _____ day of _____, 2023, at _____ o'clock _____ M. as microfilm Document No. _____ and filed in Book _____ of Plats, page _____ and in Envelope No. _____

County Recorder

S. 1/4 COR. SEC. 12,
IRON MON. WITH ALUM. CAP



Legend

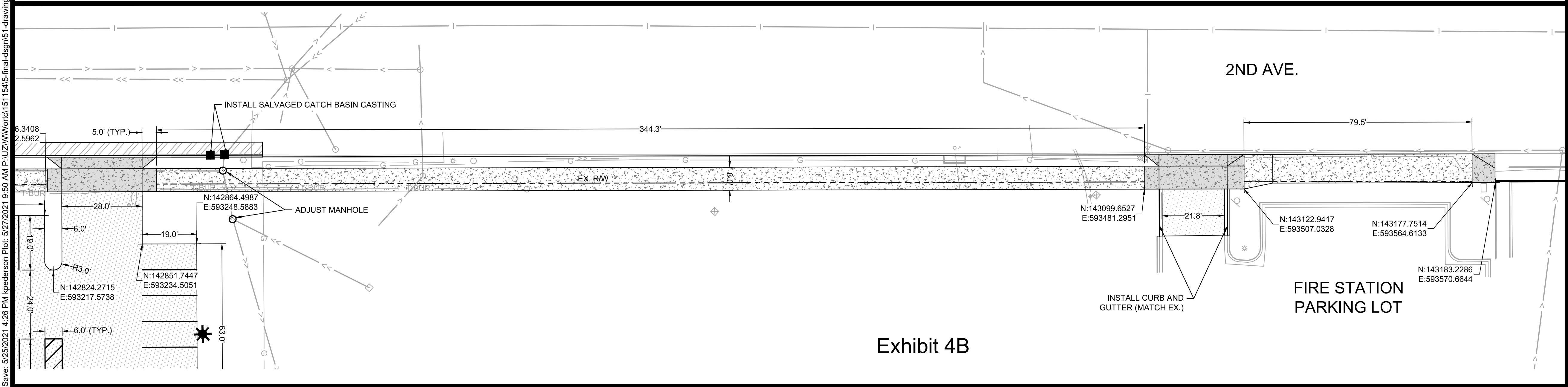
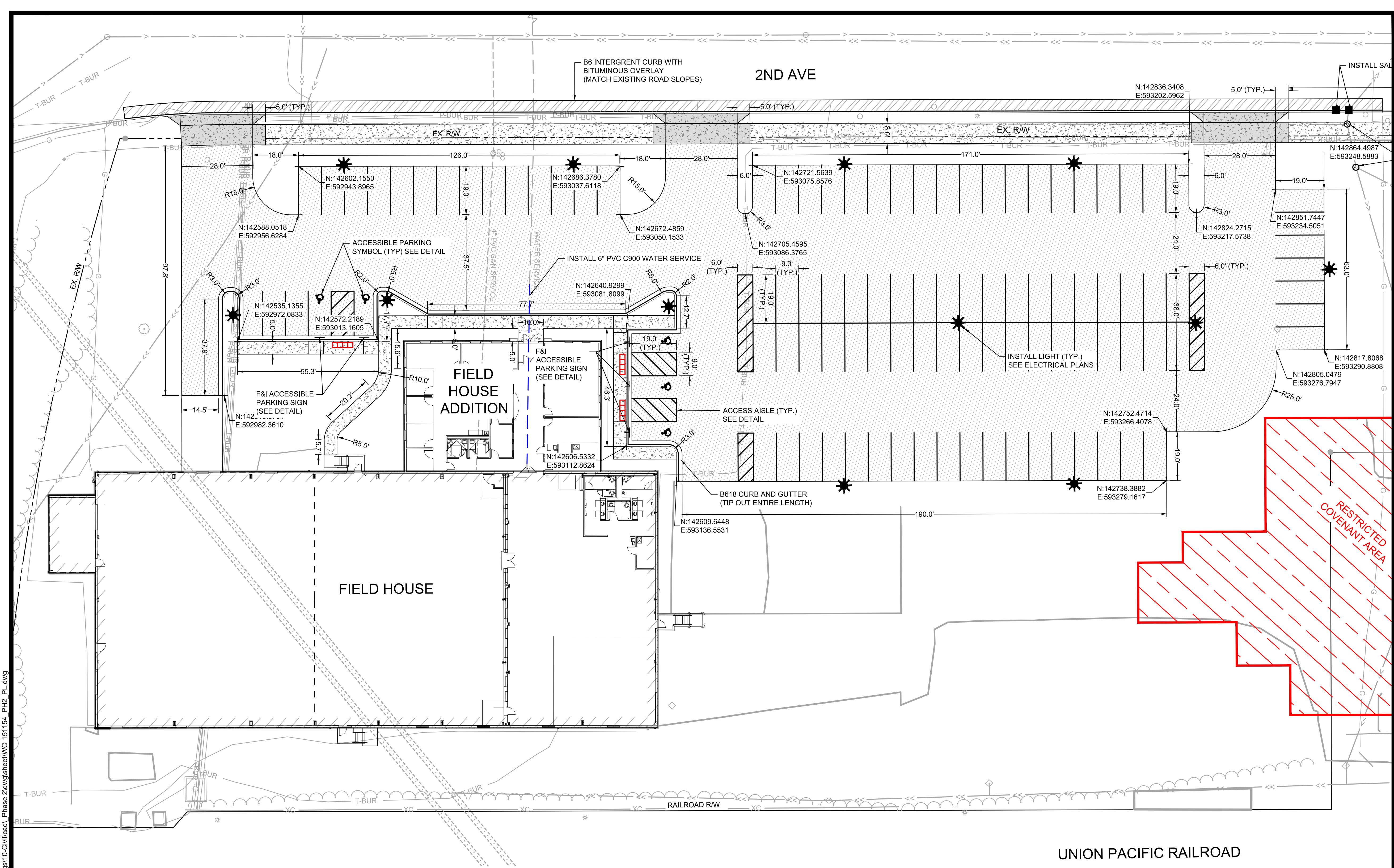
- Streets
- Address Points
- parcels

Easements

- Easements
- Platted Easements



Save: 5/25/2021 4:26 PM Ipderson Plot: 5/27/2021 9:50 AM P:\UZ\W\W\W\W\151151415-final.dgn 151151415-Phase 2.dwg sheetWO: 1511514_P12_PL.dwg



LEGEND

	BITUMINOUS PAVEMENT
	6" CONCRETE WALK / DRIVEWAY PAVEMENT
	4" CONCRETE WALK
	DETECTABLE WARNING PANNEL
	INSTALL LIGHT POLE

- NOTES:**
1. ALL CURB CALL OUTS ARE TO BACK OF CURB UNLESS NOTED OTHERWISE.
 2. ALL SIGNS ARE TO MEET ADA, MNDOT, AND MUTCD STANDARDS.

PRELIMINARY

Project Owner
CITY OF WORTHINGTON

CITY OF WORTHINGTON
FIELD HOUSE RENOVATION
700 2nd Avenue
Worthington, MN 56187

This drawing is an instrument of service and shall remain the property of SEH. It is to be used for the project and not be used, reproduced, revised, or resold without the express written approval of SEH.

Submission or distribution of this drawing to meet official or regulatory requirements or for purposes in connection with the project is not to be construed as publication in derogation of any of the rights of SEH.

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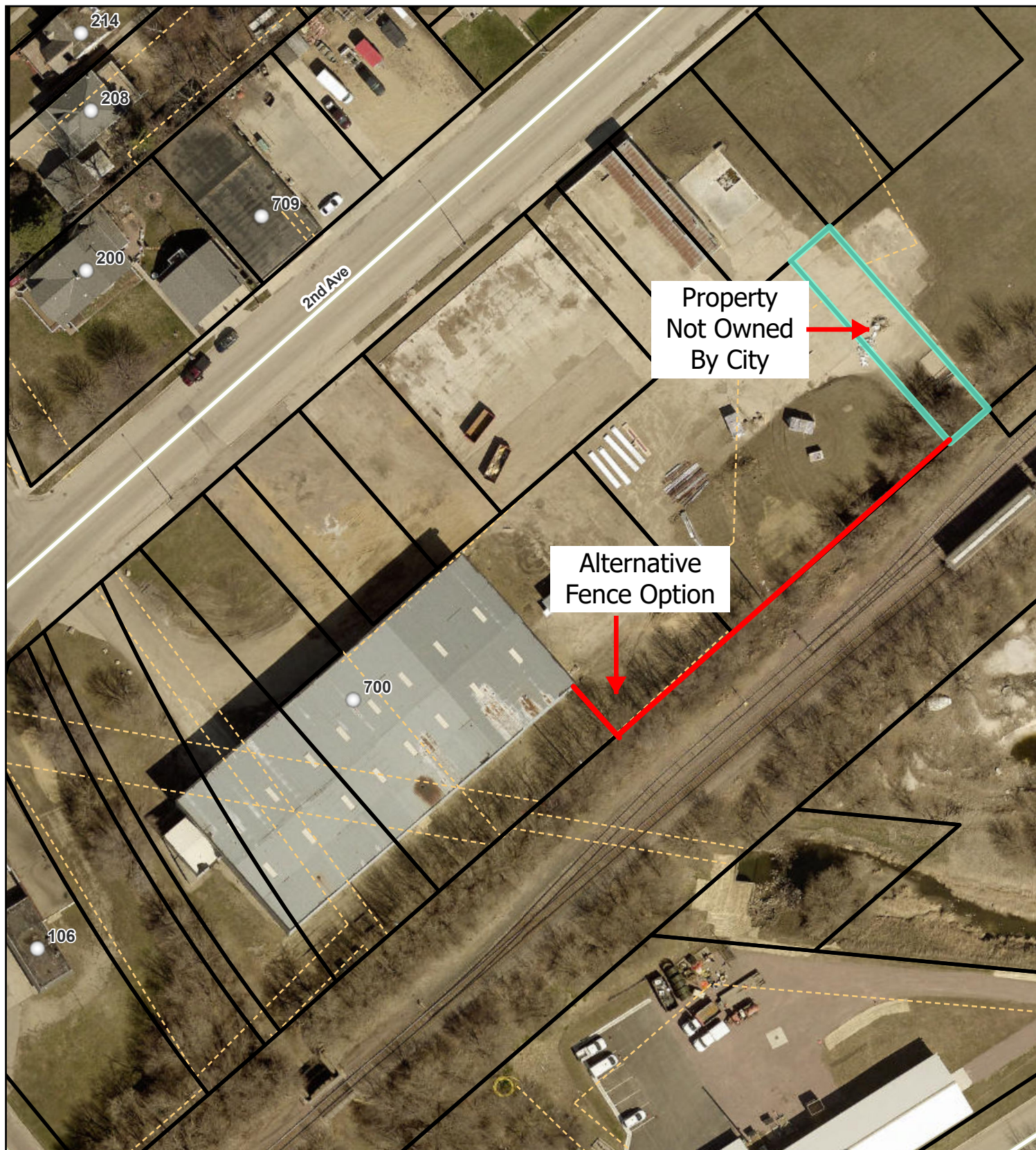
SEH Project	WORTC 151154
Checked By	AM
Drawn By	KP

Project Status	Issue Date

Revision Issue		
Rev. #	Description	Date

SITE LAYOUT

C300



Legend

- Streets
- Address Points
- parcels

- Easements**
- Easements
 - Platted Easements



700 2nd Avenue



700 2nd Avenue



700 2nd Avenue



A Proposal to Prepare a Comprehensive Housing Needs Assessment Update for the City of Worthington, Minnesota

Prepared for:

City of Worthington
Worthington, MN

July 2023



Maxfield
Research & Consulting

Breaking Ground since 1983

2823 Hamline Avenue North
Roseville, MN 55113
612.338.0012
www.maxfieldresearch.com



July 7, 2023

Mr. Matt Selof
Director of Community Development
City of Worthington
303 Ninth Street
Worthington, MN 56187

Mr. Selof:

Thank you for contacting Maxfield Research and Consulting, LLC to provide a proposal for a Comprehensive Housing Needs Assessment Update for Worthington, Minnesota. The study would examine demographic and economic factors, current housing market conditions, and would determine the market potential for developing additional housing products in the City. We would provide detailed recommendations (number of units/lots; unit mix and sizes; price/rent; features, amenities, etc.) for the housing types identified as being needed in the short- and long-term. In addition, recommendations would be provided on programs and incentives that could be initiated to attract specific housing products.

The work program for this housing market study as outlined on the following pages will update findings from the study titled "Comprehensive Housing Market Study, City of Worthington, Minnesota" which was completed in July 2018. The total fee for staff time for the housing needs analysis would be \$17,500, including expenses for outside data purchases, telephone expenses, photocopying, etc. Travel costs are additional and would be billed at our direct costs. Costs are presented for each major component of the work program. As an alternative to the Comprehensive Housing Needs Assessment Update, we also provide a Scope of Work for a Housing Demand Update for the City which could be prepared for a total cost of \$13,000 or for a Market Rate Rental Housing Initial Market Assessment which could be completed for \$5,200.

Along with the proposal is a statement of qualifications for our firm which provides a company background, outlines our services and representative clients, and provides resumes of staff who would be conducting the housing study. We welcome the opportunity to work with you on this project. If this proposal meets with your approval, please sign and return one copy of the contract. Please call me at (612) 281-6729 if you have any questions about the proposed work program or if you need any other information. I can also be reached via email at mmullins@maxfieldresearch.com.

Sincerely,

MAXFIELD RESEARCH AND CONSULTING, LLC

Matt Mullins
Vice President



July 7, 2023

Mr. Matt Selof
Director of Community Development
City of Worthington
303 Ninth Street
Worthington, MN 56187

CONTRACT FOR PROFESSIONAL SERVICES

Maxfield Research and Consulting, LLC proposes to provide market research and consulting services to the City of Worthington (the “Client”) to prepare a Comprehensive Housing Needs Assessment Update. The market study will determine the market potential for developing different types of owned and rented housing in Worthington, Minnesota through 2035 based on an examination of demographic and employment growth trends and current housing market conditions. Detailed recommendations (number of units/lots; unit mix and sizes; prices/rents; housing features and amenities, etc.) for the housing types identified as needed in the short-term (2023 to 2028) and long-term (2029 to 2035) would be provided. As an alternative to the Comprehensive Housing Needs Assessment, we also provide a Scope of Work to prepare a Housing Demand Update or an Initial Market Assessment for the City.

DESCRIPTION AND BIOGRAPHY OF FIRM

Maxfield Research and Consulting, LLC has over 35 years of experience in assisting communities to determine market conditions for planning and development efforts, providing demographic estimates and projections, and analyzing county and municipal commercial and residential real estate needs. Our thorough knowledge of market trends in the real estate industry allows us to support our clients with valuable information that affects planning and development. We are able to determine viable solutions to the issues that communities face. We are local, regional and national with work completed in over 40 states.

Maxfield Research and Consulting, LLC provides research and analysis in the areas of general market housing, student housing, senior housing, office, retail, hospitality, industrial, and financial institutions. Maxfield also has experience in organizing and conducting focus groups, preparing and administering on-line and mail surveys, holding public forums for large scale planning documents, and organizing and making presentations to city councils, planning commissions, and economic development authorities. A more detailed company overview is located in the Appendix.

(main) 612-338-0012 (fax) 612-904-7979
2823 Hamline Avenue North, Roseville, MN 55113
www.maxfieldresearch.com

METHODOLOGY

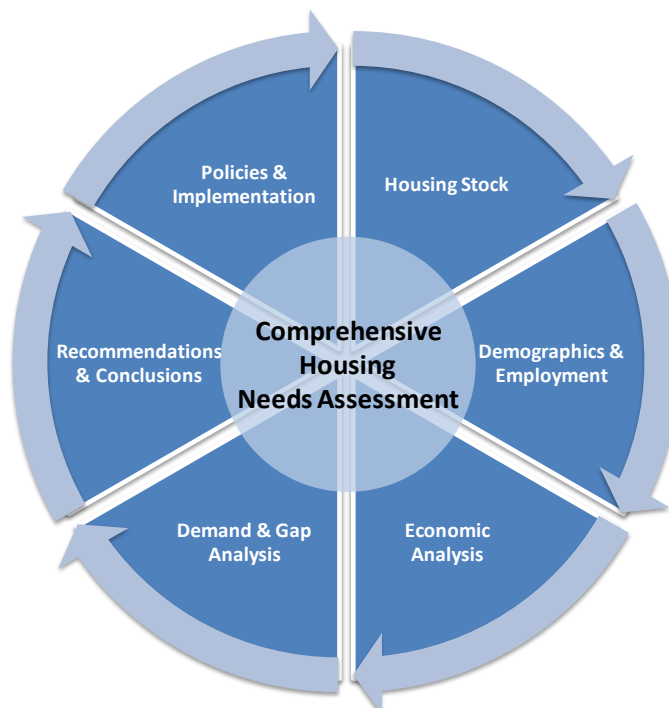
It is our understanding that the primary objective of this analysis is to provide the City of Worthington with a market-based analysis that will identify current and future housing needs in the community and help decision makers develop a greater understanding of the City's housing market. Maxfield Research and Consulting, LLC will provide detailed recommendations and an action plan for housing development (both short-term and long-term) and recommend tools and policies that will assist implementation. Our findings will provide a basis for community leaders, stakeholders, and decision-makers to guide future efforts when addressing housing needs.

The hallmark of Maxfield Research and Consulting, LLC.'s approach to comprehensive housing studies is a thoughtful, in-depth combination of primary and secondary research. Primary research includes surveys of existing housing properties, one-on-one interviews with major employers, developers, builders, Realtors, property managers, city and government agency staff, and others familiar with housing issues and the local housing market. Secondary research includes data obtained from reliable published sources including the Census Bureau, ESRI (a national demographics firm), State demographic centers and economic development agencies, among others.

Published secondary data is always reviewed carefully in light of other local factors revealed through the primary research that may have an impact on the analysis. The result is a custom report that provides the Client with information that is timely and locally pertinent.

Our work approach will draw on our experience and expertise in conducting housing studies on behalf of public entities and private developers.

Maxfield Research and Consulting, LLC routinely completes over 100 housing studies annually and is a market leader on housing research and consulting in the Upper Midwest.



WHY MAXFIELD RESEARCH?

We Know Worthington

- Benefit: Work efficiency – our past experience in Worthington and throughout Southwest Minnesota will allow us to expedite the process

Housing Inventory

- Benefit: Maxfield Research's proprietary housing data includes detailed information on multifamily properties across the Region

Experience Counts

- Benefit: Committed team of senior-level leaders; the four team members dedicated to this project have a combined 70-plus years of experience

Local Knowledge - National Experience

- Benefit: Our work is grounded in local issues/reality and we can integrate best practices from elsewhere

Relationships

- Benefit: We have deep relationships with the development community; we understand their barriers and opportunities, we know what they want, and they will talk to us

Full-Service Real Estate Advisory Firm

- Benefit: We understand the connection between all real estate types and we advise both public- and private-sector clients

Comprehensive Approach

- Benefit: Data-driven analyses generate conclusions and recommendations based on market realities

On the Ground Field Research

- Benefit: Hands-on field work, in-person interviews, telephone surveys, combined with the analysis of the Census and other data to gain the most information possible.

Proven Methodologies & Results Oriented

- Benefit: Our process for projecting housing demand has proven to be effective and we deliver action-oriented strategies

RESEARCH STAFF

Mary Bujold, CRE, President, Maxfield Research and Consulting, LLC, will serve as principle-in-charge of the project and serves as a consultant for the recommendations. Ms. Bujold has over thirty years of experience in housing market research and is regarded as a market expert in the field of residential real estate. Ms. Bujold has been involved in numerous housing and commercial analyses for private developers and public agencies.



Mr. Matt Mullins, Vice President, brings over 20 years of real estate consulting and advisory service experience to the project and will serve as the project manager for the project. Mr. Mullins will oversee the project timeline and be responsible for the execution of the project's work program. Mr. Mullins will work closely with Maxfield staff to complete all tasks associated with the project. Mr. Mullins was the lead analyst on several recent comprehensive housing studies, including the 2018 study for Worthington, as well as the Minnesota communities of Hutchinson, New Ulm, Owatonna, and Olmsted County. Mr. Mullins is currently working on housing needs assessments for the Minnesota communities of Hibbing and Le Sueur.



Mr. Joe Hollman, Senior Associate, would assist Mr. Mullins on the project as a principal analyst. With over 20 years of experience, Mr. Hollman would be responsible for completing a portion of the data gathering, preparing the conclusions and recommendations, and compiling the written report. Mr. Hollman was the lead analyst on several recent research studies that focused on the demand for residential and commercial real estate, including comprehensive housing studies for Goodhue County, Fillmore County, and the City of Luverne Minnesota. Mr. Hollman is currently working on a market analysis for affordable rental housing developments in Mountain Iron and Marshall, Minnesota.



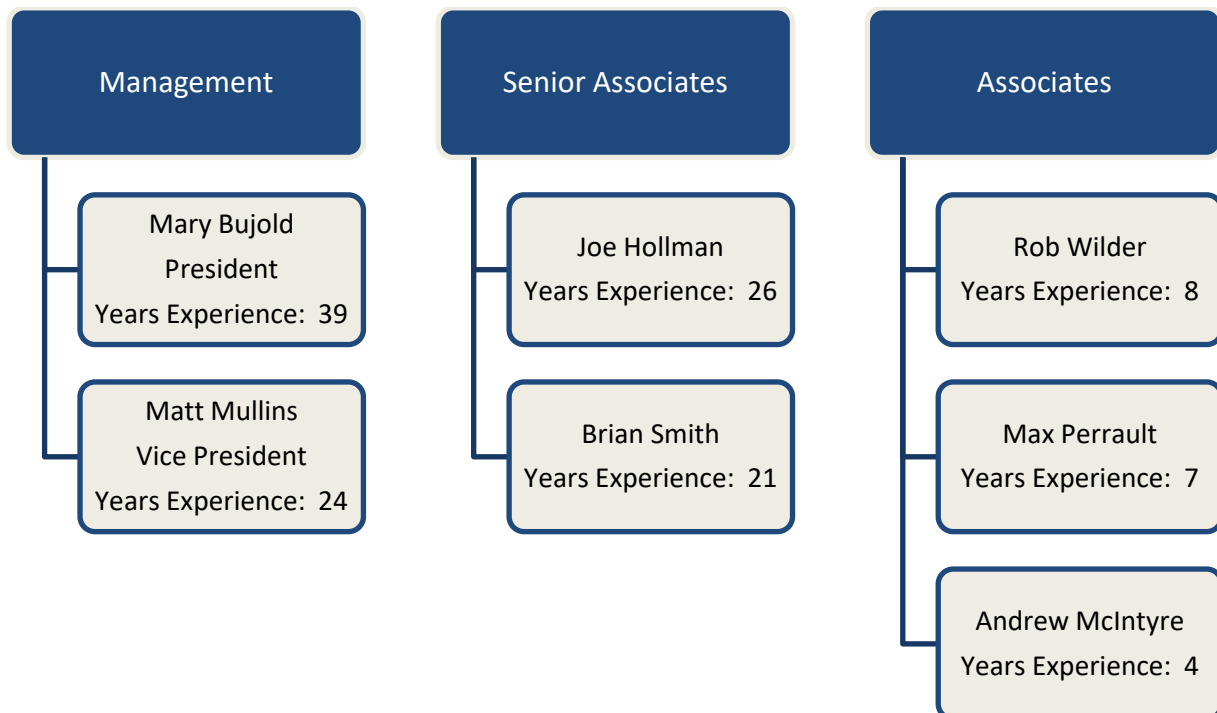
Mr. Andrew McIntyre, Research Associate, will provide data gathering services for this project. Mr. McIntyre will be responsible for compiling demographic and employment data, gathering base market information and GIS mapping. Mr. McIntyre has assisted on several comprehensive housing needs analyses during his tenure with Maxfield Research and Consulting, LLC, including studies for the Cities of St. Cloud, Edina, Owatonna, and Cokato, Minnesota and is currently working on affordable rental housing analyses in Mankato and Albert Lea, Minnesota.

Consultant's Name: Maxfield Research and Consulting, LLC
Year Established: 1983
Type of Ownership: LLC
Federal ID Number: 41-1463801
Employees: 7

Primary Contact:

Mr. Matt Mullins
Vice President
Maxfield Research and Consulting, LLC
2823 Hamline Avenue North
Roseville, MN 55113
Mobile: 612.281.6729
email: mmullins@maxfieldresearch.com
www.maxfieldresearch.com

**Maxfield Research and Consulting, LLC
Organization Chart**



SCOPE AND COST OF SERVICES – Comprehensive Housing Needs Assessment Update

A. Project Kickoff Meeting

1. Meet with representatives of the City of Worthington and other stakeholders to review project goals and objectives. Refine work program if required. This report will require some assistance from the stakeholders; data requests and other project assistance will be discussed during this time.
2. Conduct a windshield survey of the housing stock in the City.
3. Data will be provided for comparison purposes to other communities similar to Worthington. Peer communities will be discussed during the kick-off meeting.

B. Review of Past Studies/Planning Documents

1. Obtain information on past housing studies/planning documents, ordinances, or other research reports/publications with information pertinent to the assignment. Review these documents and identify information that is relevant to this analysis; identify how current conditions have changed.
2. Summarize information obtained from previous documents and their impact on the current analysis; include conflicting information or document key issues and their relevance to the current project.

C. Demographic Analysis

1. Review the housing draw area for the City of Worthington from the 2018 Comprehensive Housing Market Study. Refine if necessary.
2. Examine population and household growth trends and projections to 2035.
3. Examine demographic information on:
 - a) Population age distribution
 - b) Persons per household (household size)
 - c) Household incomes by age of householder
 - d) Household tenure
 - e) Household tenure by age of householder
 - f) Household incomes by tenure
 - g) Household net worth
 - h) Household tenure by household size
 - i) Household type
 - j) Diversity/ethnicity/culture
4. Present information on mobility trends.
5. Summarize links between the demographic profile and housing demand.
6. Discuss the implications of the findings on housing demand in Worthington.

D. Employment Trends

1. Examine local data on resident employment (based on place of residence).
2. Examine local data on covered employment (based on location of jobs).
3. Provide updated data on jobs by NAICS industry sector.
4. Identify major employers.
5. Identify commuting patterns of area workers.
 - a) Place of residence vs. place of employment
 - b) Wage ranges
 - c) Demographic characteristics
6. Project job growth to 2035. Analyze any business expansions/contractions and their effect on the local housing market.
7. Interview economic development specialists, major employers, and local officials regarding major employment changes and other issues that may impact long-term employment projections.
8. Discuss the implications of the findings on housing demand in Worthington.

E. Housing Characteristics & Condition

1. Compile statistics on the age of the housing stock in Worthington and the draw area.
2. Compile residential building permit data by type of housing to the most current available figures for Worthington and the draw area.
3. Analyze U.S. Census and American Community Survey (ACS) findings collected between 2010 and 2021 (or most current data). Compile the following:
 - a) Renter-occupied units by contract rent
 - b) Owner-occupied housing units by value
 - c) Owner-occupied housing units by mortgage status
 - d) Housing units by structure and occupancy
 - e) Housing units by occupancy status and tenure
4. Review housing market value data from City/County tax records (if available) or ACS.
5. Interview area housing professionals and other local governmental staff regarding housing conditions, economic development trends, and other factors that affect the local housing markets.
6. Identify the residential land supply in the City and its impact on potential housing production (data to be provided by Client).
7. Discuss the implications of the findings on housing demand in Worthington.

F. For-Sale Housing Market Analysis

1. Collect data on detached single-family and multifamily (i.e. twin homes, townhomes, condominiums) housing resale values; examine price distribution and average/median sale price of home resales in Worthington and the draw area (Note: this may require assistance from the city or county assessor).
2. Analyze data on the inventory and list price of homes currently for sale.
3. Survey active and recently completed for-sale housing developments (single-family homes, townhomes, twinhomes, etc.) in Worthington and the surrounding area.

4. Analyze information on product types, lot sizes, home sizes, sale prices, buyer profile, and absorption (if available). For any condominium or cooperative products, provide data on building and unit amenities and common areas.
5. Identify the residential lot supply in Worthington and evaluate the impact on potential housing production. Present information on vacant lots by year platted, subdivision, pricing, etc. (lot supply data to be provided by Client through GIS or Assessor databases).
6. Identify pending for-sale housing developments in Worthington and the draw area and discuss the likely impact of these developments on the housing market.
7. Interview real estate sales agents, developers, and builders to assess the overall strength of the for-sale housing market, buyer profiles, desired housing types, price points, and unmet market niches.
8. Based on interviews with City staff and Realtors discuss the overall condition of the owner-occupied housing stock in the City.

G. General Occupancy Rental Market Analysis

1. Survey larger (eight units or more) general occupancy rental housing projects, including subsidized (deep subsidy/extremely low income), affordable (shallow subsidy/very low income), workforce housing (80% to 120% of AMI) and market rate developments in the City.
2. Map locations of the multifamily housing stock.
3. Analyze data collected from the rental survey on year built/remodeled, monthly rents, vacancies, rents per foot, unit types/sizes and features, common area amenities, and resident profiles.
4. Inventory pending rental developments in Worthington and the draw area and assess their potential impact on the market.
5. Interview owners/managers of rental housing in the area to assess rental trends and the need for additional rental housing in the City. Identify appropriate rental rates and the target markets for new rental construction in the community.

H. Senior Housing Market Analysis

1. Inventory existing senior housing developments in the draw area, including subsidized (deep subsidy), affordable (shallow subsidy), and market rate developments. Projects will include rental and for-sale active adult, independent living, assisted living, and memory care senior housing developments.
2. Map locations of the senior housing stock.
3. Analyze data collected from the survey on year opened, number of units, vacancies, pricing, unit types and features, common-area amenities, services provided (if applicable), and resident profile.
4. Inventory pending senior developments in Worthington and the draw area and assess their potential impact on the market.
5. Interview managers/sponsors of senior housing in the area to assess market trends and the potential need for additional senior housing in Worthington.

I. Housing Affordability

1. Review and present income limits, maximum gross rents, and fair market rents by household size in Nobles County.
2. Based on income guidelines, present maximum rents based on household size and Area Median Income.
3. Based on the average rents by unit type from the *General Occupancy Rental Market Analysis Section*, present information on income-qualified renter households.
4. Based on the median home resale value from the *For-Sale Housing Market Analysis Section*, present information on income-qualified owner households.
5. Identify the number of cost burdened households (i.e. households paying more than 30% of their income on housing) in Worthington and the draw area. Present cost burdened information for renters and owners.
6. To the extent data is available, evaluate housing voucher program and present information on historic housing vouchers; both ported in and in the City.

J. Conclusions and Recommendations

1. Quantify demand for housing (subsidized, affordable, and market rate) in Worthington through 2035 based on employment and household growth projections, pent-up demand, turnover/mobility, and estimated replacement needs.
2. Identify potential target markets for new for-sale, rental, and senior housing.
3. Identify potential unmet market niches and deficiencies in the current market.
4. Based on lot supply and absorption trends, discuss the current land supply and whether more lots should be platted in order to meet projected demand.
5. Suggest an appropriate housing mix by product type (rental, ownership, and senior) and price point and discuss the target markets for each.
6. Suggest appropriate development concepts in the short-term (developments needed by 2028) and long-term (2029 to 2035), including number of units, unit mix, sizes, sale prices or monthly rents, and in-unit features and common area amenities.
7. Discuss the potential need for public/private partnerships to achieve housing development goals and support economic development in Worthington.
8. Discuss housing programs and resources that may be administered by the City to help achieve housing goals (i.e. home improvement loans, energy and environmental sustainability, fix-up funds, first-time home buyer classes, etc.).
9. Review current programs provided by the City and provide information on successful programs offered at other communities similar to Worthington.
10. Provide recommendations on other challenges and opportunities that relate to the housing stock and housing development in the City.

K. Meetings and Client Contact

1. One kick-off meeting with Client (in person or via conference call).
2. Review of the Draft analysis (via conference call) that would address report findings.
3. One formal presentation (in person) to appropriate governing body.
4. Report Preparation.

GIS MAPPING

Maxfield Research and Consulting, LLC will present key data visually and spatially through GIS mapping. However, Maxfield Research will require assistance from the Client to obtain parcel level data and the County assessor database. We will provide a detailed data request list that will outline the mapping and data needs.

Cost for Comprehensive Housing Needs Assessment (Staff Time): \$17,500.00

COST OF SERVICES

The work outlined under the Scope of Services – Comprehensive Housing Needs Assessment Update will be performed for Seventeen Thousand Five Hundred Dollars (\$17,500.00), including out-of-pocket expenses postage, data purchases, and an electronic version; but excluding travel expenses (meals, mileage, fuel, etc.). Travel will be billed at our direct cost. Work completed on the assignment would be billed to the Client monthly as costs are incurred. Additional re-search or meeting time requested by the Client beyond that set forth in the accompanying Scope of Services will be billed at our normal hourly rates (\$65 to \$160).

The following fee proposal provides a detailed summary of staff hours needed to complete this project. The fee proposal includes a breakdown of costs by project task along with Maxfield Research and Consulting, LLC staff assigned to the project.

FEE PROPOSAL COMPREHENSIVE HOUSING NEEDS ASSESSMENT UPDATE FOR WORTHINGTON, MINNESOTA							
	Maxfield Research and Consulting, LLC Staff						Cost by Task
	Mary Bujold	Matt Mullins	Joe Hollman	Andrew McIntyre	Admin. Assistant	Maxfield Research	
Project Task	<i>President</i>	<i>Vice-President</i>	<i>Sr. Associate</i>	<i>Associate</i>	<i>Support</i>	<i>Total</i>	<i>Total</i>
A. Project Kick-off & Windshield Survey	0	6	0	0	0	6	\$960
B. Review of Past Studies	0	0	0	2	0	2	\$170
C. Demographic Analysis	0	2	4	10	0	16	\$1,780
D. Employment Trends	0	2	4	6	0	12	\$1,430
E. Housing Characteristics and Condition	0	2	2	6	0	10	\$1,130
F. For-Sale Housing Market Analysis	0	6	10	4	0	20	\$2,800
G. General Occupancy Rental Analysis	0	2	6	12	0	20	\$2,240
H. Senior Housing Market Analysis	0	2	4	10	0	16	\$1,780
I. Housing Affordability	0	2	4	2	0	8	\$1,090
J. Conclusions and Recommendations	2	8	6	2	0	18	\$2,670
K. Meetings and Report Preparation	0	4	0	2	2	8	\$940
L. Mapping & GIS	0	0	0	6	0	6	\$510
Total Hours	2	36	40	62	2	142	
(times) Hourly Rate	\$160	\$160	\$150	\$85	\$65		
Total Cost for Staff Time	\$320	\$5,760	\$6,000	\$5,290	\$130		\$17,500
(Plus) Travel Cost (estimate)*							\$900
Total Cost for Staff Time plus Travel	\$320	\$5,760	\$6,000	\$5,290	\$130		\$18,400

*Mileage, lodging, meals, etc.; Mileage billed at the standard IRS rate of \$0.655 per mile (2023 rate)

Should the Client want to proceed with the Initial Market Assessment first, Maxfield Research will credit work and apply the contract amount towards the Comprehensive Housing Needs Assessment. However, the Client must decide to move forward with the Comprehensive Housing Needs Assessment within 90 days of completion of the Initial Market Assessment.

WORK PRODUCT

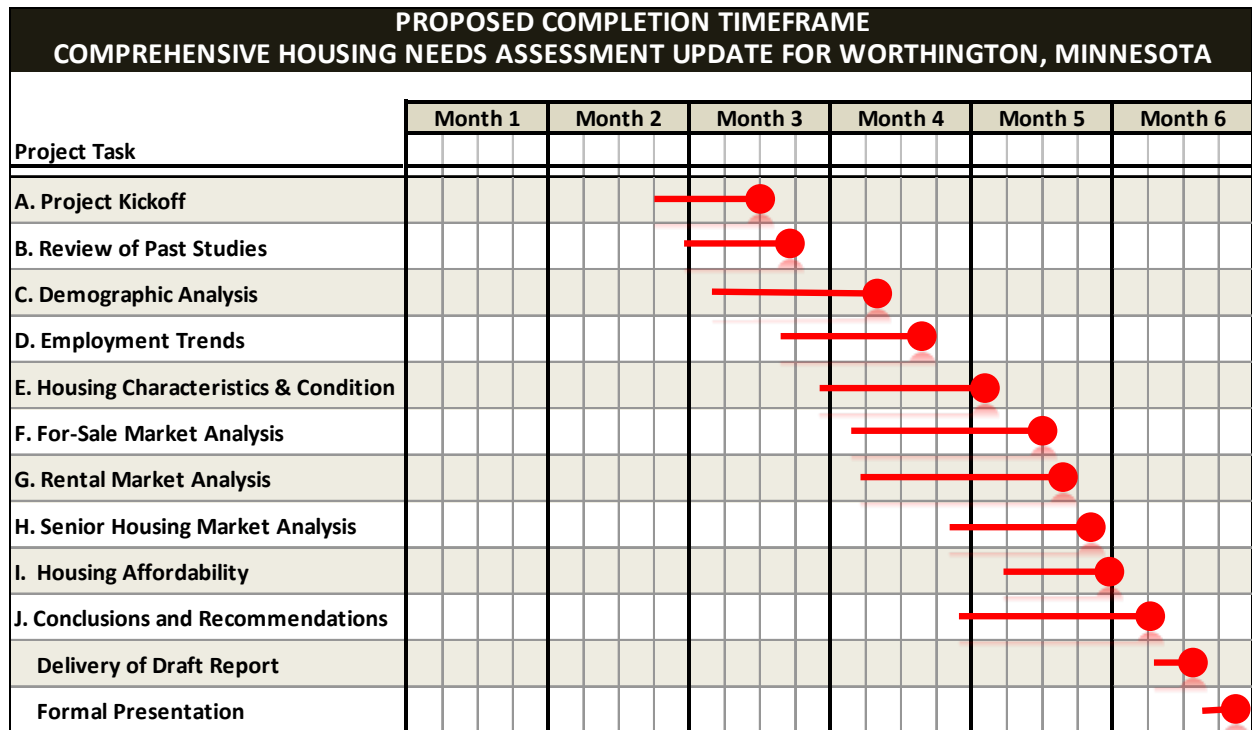
Findings will be presented in an electronic PDF format. Bound copies are optional and would be billed at our direct printing cost estimated at \$90 to \$125 per copy.

The Comprehensive Housing Needs Assessment is accepted by many lenders, limited partners, investors or governmental bodies who require such documentation to satisfy their financing criteria.

COMPLETION TIME

The work outlined under Scope of Services will be completed in draft form within 170 to 190 days of the execution of this agreement unless delayed by unexpected emergencies, forces beyond the control of the parties, or by written agreement of the parties.

A final report would be issued within two weeks of receiving all comments and feedback from the Client.



SCOPE OF SERVICES – Housing Demand Update

A. Demographic Review

1. Review the housing draw area for the City of Worthington from the 2018 Comprehensive Housing Market Study. Update if necessary.
2. Update overall population, household and employment estimates and projections to 2030.
3. Analyze the age distribution of the population with projections to 2028.
4. Provide household incomes by age of householder for 2023 and 2028.
5. Update household incomes by tenure (2010 and 2023).
6. Update income limits by household size and rent restrictions.
7. Update household tenure by age of householder (2010 and 2023).
8. Update analysis of senior population and household growth trends, senior household income estimates, and senior homeownership rates.
9. Analyze most recent resident employment and industry employment trends.
10. Analyze commuting patterns of area workers.

B. Competitive Market Review

1. Compile residential building permit data by type of housing to the most current available figures for Worthington and the surrounding Market Area.
2. Collect data on most recent housing resale values; examine price distribution and average/median sale price of home resales in Worthington and the draw areas. (Note: this may require assistance from the city or county assessor).
3. Analyze data on the inventory and list price of homes currently for sale.
4. Analyze the lot supply in Worthington. (Please note; this will require assistance from the GIS department and/or assessor to obtain parcel-level data for the City).
5. Evaluate overall rental market conditions, average rents, and vacancies in the Worthington and the surrounding Market Area.
6. Identify any general occupancy rental developments that have been delivered in Worthington since the previous study was completed in 2018. Update inventory of general occupancy rental housing properties in the Market Area and survey a select group of up to ten larger (eight units or more) general occupancy rental housing projects. Present information from survey on year built, number of units, rent levels, vacancies, features, and amenities.
7. Segment rental housing inventory by category, including subsidized (deep subsidy/extremely low income), affordable (shallow subsidy/low income), workforce housing (80% to 120% of AMI) and market rate properties.
8. Define the various types of senior housing and update the inventory of senior housing properties in the draw area, including affordable and market rate active adult, independent living, assisted living, and memory care. Provide information on year built, number of units, and services available (if any).

9. Identify any pending for-sale housing developments, general occupancy rental developments, and senior housing developments in the Market Area. Provide information on project scale, development timing, and impact on the market.
10. Relate current housing market conditions to the potential demand for future housing development in the City of Worthington.

C. Conclusions and Recommendations

1. Update demand calculations for housing in Worthington based on the most recent estimates and projections, turnover/mobility, and the amount of pending product in the Market Area. Demand estimates will be provided for the following housing product types:
 - a) General occupancy for-sale housing to 2030, including detached single-family and attached single-family/multifamily (townhomes, twin homes, condominiums, etc.)
 - b) General occupancy rental housing (deep-subsidy, shallow-subsidy, and market rate) to 2030
 - c) Affordable and market rate active adult senior housing in 2023 and 2028
 - d) Service-enhanced senior housing (independent living, assisted living, and memory care) in 2023 and 2028.
2. Address how housing demand in Worthington has changed since the Comprehensive Housing Market Study was completed in 2018.
3. Identify potential target markets and unmet market niches. Discuss any primary deficiencies in the current market.

D. Meetings and Client Contact

1. One meeting with Client via conference call to review findings from the Housing Demand Update.
2. Memorandum preparation.

Total Cost for Housing Demand Update (Staff Time):

\$13,000.00

COST OF SERVICES

The above work program for the **Housing Demand Update** will be completed for Thirteen Thousand Dollars (\$13,000.00), including all out-of-pocket expenses and one electronic copy of the memorandum. An initial payment in the amount of Six Thousand Five Hundred Dollars (\$6,500.00) will be required along with an executed copy of this agreement prior to commencement of work by Maxfield Research and Consulting, LLC.

Any meeting time or additional research requested by the Client beyond that outlined in the above Scope of Services will be billed in addition at our standard hourly rates for staff time which range from \$55.00 to \$165.00 per hour.

WORK PRODUCT

The Housing Demand Update will be completed in memorandum format.

COMPLETION TIME

The Housing Demand Update will be completed within ninety (90) to one hundred twenty (120) days of receipt of an executed contract and initial payment in the offices of Maxfield Research and Consulting, LLC, unless delayed by unexpected emergencies, forces beyond the control of one or both parties or by written agreement of the parties.

SCOPE OF SERVICES – Initial Market Assessment – Market Rate Rental Housing

A. Demographic Review

1. Review the housing draw area for the City of Worthington from the 2018 Comprehensive Housing Market Study. Update if necessary.
2. Analyze overall population, household and employment growth trends to 2030.
3. Analyze age distribution trends with projections to 2028.
4. Analyze household incomes by age of householder for 2023 and 2028.
5. Analyze household tenure by age of householder for 2010 and 2023.
6. Analyze employment growth trends and projections in the Market Area.
7. Summarize demographic trends as they relate to the demand for market rate general occupancy rental housing in the Market Area.

B. Competitive Market Review

1. Examine overall rental market conditions, average rents and vacancies in the Market Area.
2. Survey newer competitive market rate general occupancy rental housing developments in and near the Market Area; provide information on year built, number of units, rent levels, vacancies, resident profile and features and amenities.
3. Inventory any pending rental housing developments that would be directly competitive with the proposed development. Provide information on project scale, characteristics, development timing and impact on the market and impacts on the proposed project.
4. Relate existing rental housing market conditions to the potential demand for a new development.

C. Conclusions and Recommendations

1. Calculate preliminary demand for market rate general occupancy rental housing in the Market Area and estimate the proportion of the demand a potential development will be able to capture.
2. Identify predominant target markets for the property.
3. Provide general recommendations on unit mix, unit sizes, pricing, features and amenities.
4. Project the pre-leasing rate and absorption period.
5. Memorandum preparation

Total Cost for Staff Time (Initial Market Assessment):

\$5,200.00

COST OF SERVICES

The above work program for the **Initial Market Assessment – Market Rate Rental Housing** will be completed for Five Thousand Two Hundred Dollars (\$5,200.00), including all out-of-pocket expenses and one electronic copy of the memorandum. An initial payment in the amount of Two Thousand Six Hundred Dollars (\$2,600.00) will be required along with an executed copy of this agreement prior to commencement of work by Maxfield Research and Consulting, LLC.

Any meeting time or additional research requested by the Client beyond that outlined in the above Scope of Services will be billed in addition at our standard hourly rates for staff time which range from \$55.00 to \$160.00 per hour.

WORK PRODUCT

The Initial Market Assessment will be completed in memorandum format.

COMPLETION TIME

The Initial Market Assessment will be completed within Forty-five (45) to Fifty (50) days of receipt of an executed contract and initial payment in the offices of Maxfield Research and Consulting, LLC, unless delayed by unexpected emergencies, forces beyond the control of one or both parties or by written agreement of the parties.

PAYMENT

All invoices are payable to Maxfield Research and Consulting, LLC within fifteen (15) days of receipt of an invoice showing the work completed and the direct costs for expenses. A finance

charge of one and one-half percent (1.5%) per month will be added to the unpaid balance of each invoice not paid within thirty (30) days.

All invoices are sent via email. A current email address needs to be supplied to Maxfield Research for billing purposes. A final invoice will be sent with the release of the draft report.

DISCLAIMER

The objective of this research assignment is to gather and analyze as many market components as is reasonable within the time limits and projected staff hours set forth in this agreement. We assume no responsibility for matters legal in character.

The property/land is assumed to be free and clear of any indebtedness, liens or encumbrances; and good and marketable title and competent management are assumed, unless otherwise stated.

If building plans or site plans are included in the report, they are to be considered only approximate and are submitted to assist the reader in visualizing the property. We assume no responsibility for the accuracy of any building or site plans.

Certain information and statistics contained in the report, which are the basis for conclusions contained in the report, will be furnished by other independent sources. While we believe this information is reliable, it has not been independently verified by us and we assume no responsibility for its accuracy.

The conclusions in the report are based on our best judgments as market research consultants. Maxfield Research and Consulting, LLC disclaims any express or implied warranty of assurance of representation that the projections or conclusions will be realized as stated.

The result of the proposed project may be achieved, but also may vary due to changing market conditions characteristic of the real estate industry, changes in facts that were the basis of conclusions in this report, or other unforeseen circumstances.

This agreement will be construed according to the laws of the State of Minnesota.

TERMINATION

This agreement may be terminated upon written notification of either party to the other. In the event of termination, the Client will pay Maxfield Research and Consulting, LLC for staff hours performed at the firm's normal hourly rates, plus all expenses incurred through the date of termination.

If this proposal meets with your approval, please sign and return one copy to the offices of Maxfield Research and Consulting, LLC.

The costs outlined in the Scope of Services shall remain in effect for a period of 90 days from the date listed at the top of this contract.

Agreed to this _____ day of _____ 2023.

MAXFIELD RESEARCH AND CONSULTING, LLC

CITY OF WORTHINGTON



Matt Mullins
Vice President

(Signature of Authorized Signer)

By: _____
(Print Name of Authorized Signer)

Its: _____
(Print Title of Authorized Signer)

I Authorize: (please initial below)

_____ **Comprehensive Housing Needs
Assessment Update**
(\$17,500.00 plus travel)

_____ **Housing Demand Update**
(\$13,000.00)

_____ **Initial Market Assessment**
(\$5,200.00)

SELECTED HOUSING STUDIES/REFERENCES
Maxfield Research and Consulting, LLC

1. **A Housing Demand Analysis for the City of Watertown, South Dakota** **2023**
Client: Watertown Development Company
Contact: Michelle Kakacek, (605) 884-0340, michelle@watertownworks.com

2. **A Housing Demand Analysis for the City of Hackensack, Minnesota** **2023**
Client: Minnesota Housing Partnership, Hackensack Housing Program Task Force
Contact: Gary Dietrich, (612) 801-3345, garydietrich@icloud.com

3. **Comprehensive Housing Needs Analysis for Luverne, Minnesota** **2022**
Client: Luverne Economic Development Authority
Contact: Holly Sammons, (507) 449-5033, hsammons@cityofluverne.org

4. **Comprehensive Housing Needs Assessment for Hutchinson, Minnesota** **2022**
Client: City of Hutchinson
Contact: Dan Jochum, (320) 234-4258, djochum@ci.hutchinson.mn.us

5. **Comprehensive Housing Needs Analysis for New Ulm, Minnesota** **2022**
Client: City of New Ulm
Contact: Heather Bregel, (507) 233-2107, heather@newulmmn.gov

6. **Comprehensive Housing Needs Assessment for Waseca, Minnesota** **2021**
Client: City of Waseca
Contact: Mike Anderson, (507) 835-9741, mikea@ci.waseca.mn.us

7. **Comprehensive Housing Needs Analysis for Marshall, Minnesota** **2021**
Client: Marshall Economic Development Authority
Contact: Lauren Deutz, (507) 337-9013, lauren.deutz@ci.marshall.mn.us

8. **Comprehensive Housing Needs Analysis for Goodhue County, Minnesota** **2020**
Client: Goodhue County Economic Development Authority
Contact: Ron Zeigler, (507) 867-3164, ron.zeigler@cedausa.com

9. **Comprehensive Housing Needs Analysis for Olmsted County, Minnesota** **2020**
Client: Olmsted County | Rochester Area Foundation
Contact: Jeremy Emmi, (507) 282-0203, jeremy@rochesterarea.org

10. **Comprehensive Housing Needs Analysis for Sherburne County, Minnesota** **2020**
Client: Sherburne County
Contact: Dan Weber, (763) 765-3007, Dan.Weber@co.sherburne.mn.us

—APPENDIX—



Maxfield

Research & Consulting

Breaking Ground since 1983

WHO WE ARE

Maxfield Research & Consulting is a full-service research firm providing timely and comprehensive real estate market information and analysis that is critical to the success of our clients. With 35 years of experience in real estate market feasibility and consulting, our expertise enables us to offer solutions to difficult challenges. We assess the needs of each project, anticipate problems and provide solutions. We work closely with each client to assure our research data and analysis provide exactly the information needed in planning and developing new projects. We provide customized studies designed to deliver strategic framework for each of our clients' objectives to optimize land use and value of their real estate needs.

Developing dynamic relationships and delivering strategic solutions has earned us our clients' confidence in our expertise. Our broad experience and varied customer base includes public, private and institutional clients seeking crucial information in making decisions regarding the latest trends in the real estate industry.

Maxfield is a local, regional, national and international player in the real estate consulting industry.

OUR CLIENTS

Public Sector—Recommendations provide decision makers a guide to future planning. Strategic counsel on market trends and real estate activities assists clients with a value added service.

Private Sector—Provides clients with objective and unbiased advice to position themselves to maximize opportunity and reduce risk.

Institutional Sector—Extensive experience serving broad spectrum of clients with unique organizational needs.

WHAT WE DO

- ◆ **Residential**—Assist with information on multifamily, senior housing, tax credit, master-planned communities and residential scenarios.
- ◆ **Commercial**—Analysis for retail, office, industrial and hotel space working with private developers on specific projects.
- ◆ **Land Use**—Highest and best use assessments, redevelopment and development issues, collaborating with planning consultants to provide market data and support land use recommendations.
- ◆ **Special**—Provide expert testimony and litigation support, economic impact analysis, and financial pro-formas.
- ◆ **Consulting Services**—Custom analysis according to specific needs, specified aspects regarding floor plans, unit-mix, premium pricing assessments and competitive shopping.

OUR STAFF

Mary Bujold, President
 Matt Mullins, Vice President
 Joe Hollman, Senior Research Associate
 Brian Smith, Senior Research Associate
 Andrew McIntyre, Research Associate
 Max Perrault, Research Associate
 Rob Wilder, Research Associate



Maxfield

Research & Consulting

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GRAY



Mary Bujold
President

GENERAL BACKGROUND

Mary has over 35 years of experience in real estate research and consulting and is considered a market expert in the field of residential real estate and in market analysis for financial institutions. She regularly testifies as an expert witness for eminent domain, tax appeal and other types of real estate litigation.

As President, she heads projects for large-scale land use and redevelopment studies including downtown revitalization for private developers and municipalities as well as private developers and universities on their student housing needs.

Mary frequently gives presentations at seminars and workshop sessions on current real estate market topics.

EDUCATION

Bachelor of Arts in Business Administration

Marquette University

Masters of Business Administration

University of Minnesota

PROFESSIONAL DESIGNATIONS AND APPOINTMENTS

Counselors of Real Estate (CRE)

CRE Vice Chair Liaison

CRE Budget & Finance Committee

CRE Minneapolis Chapter Chair

Housing Development Committee-Project for Pride in Living

PROFESSIONAL ORGANIZATIONS

Counselors of Real Estate (CRE)

National Association of Realtors (NAR)

Minnesota Association of Realtors (MAR)

Minneapolis Area Association of Realtors (MAAR)

National Historic Trust – Main Street Center

Sensible Land Use Coalition

Lambda Alpha International (LAI)

EXPERIENCE

- ◆ *Large-scale Redevelopment*
- ◆ *Master-planned Communities*
- ◆ *Rental Housing*
- ◆ *Condominium Housing*
- ◆ *Senior Housing*
- ◆ *Student Housing*
- ◆ *Financial Institutions*
- ◆ *Expert Testimony and Litigation Support*
- ◆ *Comprehensive Housing Needs*
- ◆ *Retail Analysis*
- ◆ *Downtown Revitalization*
- ◆ *Industrial Analyses*
- ◆ *Fiscal Impact Analyses*

CONTACT INFORMATION

2823 Hamline Avenue North

Roseville, MN 55113

(Office) 612-904-7977 (Fax) 612-904-7979

Email: mbujold@maxfieldresearch.com

www.maxfieldresearch.com



Maxfield

Research & Consulting

Breaking Ground since 1983



Matt Mullins
Vice President

GENERAL BACKGROUND

Matt Mullins brings 25 years of real estate consulting and advisory service experience to Maxfield Research & Consulting. Matt has managed and directed real estate analysis projects locally, regionally, and nationally for a broad spectrum of private and public sector clients. Matt's experience canvasses a variety of real estate and land use types, including: single-family and multifamily housing, commercial, industrial, mixed-use, hospitality, entertainment, tourism, transit-oriented developments, among others.

Matt is a trusted adviser whom industry leaders regularly rely on for forthright insight into the real estate market. Matt frequently presents real estate findings and emerging trends to public sector entities and professional trade organizations. In addition to his strategic research and consulting responsibilities, Mr. Mullins manages and implements business development strategies and marketing initiatives for Maxfield. Furthermore, he oversees and mentors other Maxfield advisors. Mr. Mullins joined Maxfield Research in January 2003. Matt's previous experience was as a consultant for other nationally and globally based advisory service firms providing real estate advisory services.

EDUCATION

Bachelor of Arts in Urban Studies & Geography
St. Cloud State University
Mini-Masters in Real Estate Development
Mini-Masters in Investment Real Estate
University of St. Thomas

EXPERIENCE

- ◆ Highest & Best Use Studies
- ◆ Comprehensive Housing
- ◆ Apartments & Condominiums
- ◆ Senior Housing & Retirement Communities
- ◆ Redevelopment and Adaptive Reuse
- ◆ Master-planned Communities
- ◆ Single-family Subdivisions
- ◆ Condominiums & Townhomes
- ◆ Retail, Commercial, & Industrial
- ◆ Hospitality & Conference Centers
- ◆ Golf Courses & Marinas
- ◆ Mixed-use Development
- ◆ Transit-oriented Development (TOD)
- ◆ Resort & Second Home Communities
- ◆ Student Housing
- ◆ Financial Analyses

PROFESSIONAL ORGANIZATIONS

- Urban Land Institute (ULI)
- Sensible Land Coalition (SLUC)
- National Association of Realtors (NAR)
- Minnesota Association of Realtors (MAR)
- Minneapolis Association of Realtors (MAAR)
- Builders Association of the Twin Cities (BATC)
- Builders Association of Minnesota (BAM)
- National Association of Home Builders (NAHB)

REGISTRATION AND LICENSURE

Licensed Real Estate Broker in the State of Minnesota

CONTACT INFORMATION

2823 Hamline Avenue North
Roseville, MN 55113
(Mobile) 612-281-6729
mmullins@maxfieldresearch.com



[mattlmullins](#)



[mattlmullins](#)



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GENERAL BACKGROUND

As a former city planner and commercial real estate professional, Joe has over 25 years of experience in the research, analysis and presentation of data relevant to the real estate industry. He has expertise in commercial real estate, housing, city planning, location analytics, and demographic analysis.

Prior to joining Maxfield Research, Joe was a member of the national research team for Cushman & Wakefield, one of the world's largest commercial real estate firms. In this role, he conducted research and analyses focusing on the office, industrial and retail real estate markets in the Twin Cities Metropolitan Area. Before joining the commercial real estate industry, Joe was a planner for the following organizations: City of Columbia Heights, Minnesota; Arrowhead Regional Development Commission in Duluth, Minnesota; and, Peoria County, Illinois. As a planner, he contributed to the creation of multiple comprehensive plans, land use studies, zoning ordinances and site assessments.

EDUCATION

Bachelor of Science in Geography
University of Wisconsin at La Crosse

EXPERIENCE

- ◆ *Retail, Office and Industrial Real Estate*
- ◆ *Redevelopment*
- ◆ *Hotel Feasibility*
- ◆ *Market Rate Rental Housing*
- ◆ *Affordable Rental Housing*
- ◆ *Market Potential Analyses*
- ◆ *Comprehensive Housing Needs Analyses*
- ◆ *Amphitheaters*
- ◆ *Senior Housing*
- ◆ *Age-restricted active adult communities*
- ◆ *Detached Single-Family Housing*
- ◆ *Condominiums*

GRAY



Joe Hollman
Senior Associate

CONTACT INFORMATION

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Email: jhollman@maxfieldresearch.com
www.maxfieldresearch.com



Maxfield

Research & Consulting

Breaking Ground since 1983

GENERAL BACKGROUND

Andrew joined Maxfield Research and Consulting in September 2018 as a Research Associate. His professional experience prior to Maxfield includes positions with city and county government in planning and economic development as well as in the private sector providing market research, demographic analysis and site selection.

His skills and knowledge of both the public and private sectors has helped him complete in depth studies for numerous public entities and developers.

Andrew has completed studies in a variety of geographic contexts including urban, suburban, exurban, and rural locations. Specific metropolitan areas he has study experience in include the Twin Cities, Des Moines, Sioux Falls, and Fargo-Moorhead. Overall, Andrew has worked on projects in the following states: Minnesota, Iowa, South Dakota, North Dakota, Wisconsin, and Wyoming.

In addition to his work in communities throughout the US, Andrew also has an interest in development abroad, a result of his education and study abroad experiences in South Africa and Western Europe.

EDUCATION

Bachelor of Arts in Political Science and History
Concentration in Africa and the Americas
St. Olaf College

Master of Urban and Regional Planning ([Capstone Project](#))

Graduate Certificate in African Studies
University of Michigan

Professional Organizations

- *Urban Land Institute (ULI)*
- *Young Professionals of Minneapolis (YPM)*

GRAY



Andrew McIntyre
Research Associate

EXPERIENCE

- ◆ *Planning and Demographic Analysis*
- ◆ *GIS Mapping*
- ◆ *Market Research and Site Selection*
- ◆ *Community Needs Assessments*
- ◆ *Permanent Supportive Housing Market Assessments*
- ◆ *Housing Market Analysis*
- ◆ *Market Rate Rental Housing*
- ◆ *Tax Credit and Affordable Rental Housing*
- ◆ *Senior Housing and Retirement Communities*
- ◆ *Storage Facilities*
- ◆ *Market Segmentation*

CONTACT INFORMATION

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612-338-0012

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GRAY



Maxfield
Research & Consulting

COMPREHENSIVE HOUSING

Real Estate Research Providing Comprehensive Market Information for the Public-Sector

Maxfield Research & Consulting has been a leader in the Comprehensive Housing Market Study industry for over three decades.

We provide the framework and market knowledge to guide housing development in your community. Our experts are leaders in comprehensive housing analyses across the Midwest and nationwide. The findings we provide create a basis for community leaders, stakeholders, and decision makers to guide future efforts in their respective community when addressing housing needs. Our relationships with developers, builders, investors, real estate professionals, and other professionals in the private sectors allow us to merge the wants and needs of the private and public sectors. With boots on the ground field work and real-time analysis on the local housing market, we provide market driven realities and action-oriented strategies for our clients.

Local • Regional • National

WHY MAXFIELD RESEARCH & CONSULTING?

We provide a holistic approach to comprehensive housing needs through our:

Local Knowledge and
National Expertise

Full-Service Real Estate
Advisory Firm Capabilities

Housing Inventory and
Proprietary Housing Data

On the Ground Field Research

Builder/Developer Relationships

Comprehensive Approach

Efficient Knowledge Base

Committed and Experienced
Team Members

Proven Methodologies and
Results Oriented Process

WHAT WE DO

Maxfield provides insight and solutions to key considerations in the comprehensive housing market.



Competitive Analysis



Product/Service Optimization



Site Optimization



Business Cycle Assessment



Highest & Best Use



Risk Reduction



Market Saturation



Red Flags

ACTION-ORIENTED ANALYSIS

Your key to a successful housing assessment is accurate and real-time market information. Our specialized division has developed a successful methodology to accurately measure market demand across all housing types. We also maintain a proprietary database tracking housing products and development since the mid-1980s.

Our analysis will enable you to make big decisions with confidence, reduce project risk, and maximize development opportunities. In addition to comprehensive economic, demographic and market reviews, we consider the human factor in our analyses.

Outcome Results May Include:

- Critiques of Proposed Development Concepts
- Housing concept recommendations
- Marketing Positioning/ Strategies
- Site Selection
- Absorption Estimates
- GIS Mapping
- Highest and Best Use
- Land Use Refinements

Benefits Include:

- Guiding policy-making decisions
- Providing a framework for the Comprehensive Planning process
- Soliciting interest from the building industry
- Defining strategic housing priorities
- Due diligence for local banks and lending institutions
- Fundraising for housing programs and grants

Additional Service Options Include:

- Developer Round Tables
- Focus Groups
- Housing Surveys
- Stakeholder Interviews
- Housing Program Reviews
- Peer City Analysis
- GIS Mapping
- Builder/Developer Referrals



Maxfield
Research & Consulting

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Phone: 612-338-0012 **Fax:** 612-904-7979

Email: info@MaxfieldResearch.com

MaxfieldResearch.com

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ADRIAN AUTO SERVICE LLC	7/14/23	IR#23-3531 WINCH KIA FORTE	GENERAL FUND	POLICE ADMINISTRATION	321.00
	7/14/23	IR#23-4035 TOWING	GENERAL FUND	POLICE ADMINISTRATION	<u>167.00</u>
				TOTAL:	488.00
AMERICAN BOTTLING COMPANY	7/14/23	MIX	LIQUOR	NON-DEPARTMENTAL	<u>230.43</u>
				TOTAL:	230.43
AMERICAN ENGINEERING TESTING INC	7/14/23	CONSTRUCTION MATERIALS TES	IMPROVEMENT CONST	OXFORD STREET RECON	<u>7,993.50</u>
				TOTAL:	7,993.50
ARAMARK	7/14/23	4 WEEK TOWEL DELIVERY	MUNICIPAL WASTEWAT	O-PURIFY MISC	<u>193.46</u>
				TOTAL:	193.46
ARNOLD MOTOR SUPPLY LLP	7/14/23	#408 O RING	STORM WATER MANAGE	STREET CLEANING	0.92
	7/14/23	#408 VALVE CORE	STORM WATER MANAGE	STREET CLEANING	<u>2.19</u>
				TOTAL:	3.11
ARTISAN BEER COMPANY	7/14/23	BEER	LIQUOR	NON-DEPARTMENTAL	<u>626.80</u>
				TOTAL:	626.80
ATLANTIC BOTTLING COMPANY	7/14/23	MIX	LIQUOR	NON-DEPARTMENTAL	<u>353.00</u>
				TOTAL:	353.00
BENTS TRUCKING	7/14/23	PEA ROCK	ELECTRIC	M-DISTR UNDERGRND LINE	<u>1,088.62</u>
				TOTAL:	1,088.62
BEVERAGE WHOLESALERS INC	7/14/23	BEER	LIQUOR	NON-DEPARTMENTAL	13,032.35
	7/14/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	235.00
	7/14/23	BEER	LIQUOR	NON-DEPARTMENTAL	<u>17,195.90</u>
				TOTAL:	30,463.25
BILLION AUTOMOTIVE	7/14/23	UNIT #206 OIL CHANGE	WATER	M-TRANS MAINS	<u>57.09</u>
				TOTAL:	57.09
BOLTON & MENK INC	7/14/23	GIS SERVICES	GENERAL FUND	ECONOMIC DEVELOPMENT	<u>2,359.00</u>
				TOTAL:	2,359.00
TERRENCE BOURASSA	7/14/23	CHERRY POINT PARK LOT 23	STORM WATER MANAGE	PROJECT #4	<u>6,400.00</u>
				TOTAL:	6,400.00
BREAKTHRU BEVERAGE MINNESOTA BEER LLC	7/14/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	8,524.18
	7/14/23	WINE	LIQUOR	NON-DEPARTMENTAL	432.00
	7/14/23	MIX	LIQUOR	NON-DEPARTMENTAL	54.11
	7/14/23	FRIEGHT	LIQUOR	O-SOURCE MISC	126.57
	7/14/23	FREIGHT	LIQUOR	O-SOURCE MISC	7.71
	7/14/23	FREIGHT	LIQUOR	O-SOURCE MISC	<u>3.70</u>
				TOTAL:	9,148.27
CIVIC SYSTEMS LLC	7/14/23	SEMI ANNUAL SUPPORT FEES	WATER	ACCTS-RECORDS & COLLEC	1,559.50
	7/14/23	SEMI ANNUAL SUPPORT FEES	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	1,559.50
	7/14/23	SEMI ANNUAL SUPPORT FEES	ELECTRIC	ACCTS-RECORDS & COLLEC	<u>3,119.00</u>
				TOTAL:	6,238.00
CULLIGAN OF WORTHINGTON	7/14/23	MONTHLY SERVICE	GENERAL FUND	GENERAL GOVT BUILDINGS	92.95
	7/14/23	MONTHLY SERVICE	GENERAL FUND	SECURITY CENTER	29.75
	7/14/23	MONTHLY SERVICE	GENERAL FUND	SECURITY CENTER	29.75

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/14/23	MONTHLY SERVICE	GENERAL FUND	PAVED STREETS	20.00
	7/14/23	MONTHLY SERVICE	RECREATION	PARK AREAS	20.00
	7/14/23	MONTHLY SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	20.00
	7/14/23	MONTHLY SERVICE	LIQUOR	O-GEN MISC	<u>36.25</u>
				TOTAL:	248.70
DOLL DISTRIBUTING LLC	7/14/23	BEER	LIQUOR	NON-DEPARTMENTAL	13,764.52
	7/14/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	258.00
	7/14/23	MIX	LIQUOR	NON-DEPARTMENTAL	108.00
	7/14/23	BEER	LIQUOR	NON-DEPARTMENTAL	6,211.80
	7/14/23	BEER	LIQUOR	NON-DEPARTMENTAL	2,335.00
	7/14/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	87.60
	7/14/23	BEER	LIQUOR	NON-DEPARTMENTAL	7,830.15
	7/14/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	<u>270.00</u>
				TOTAL:	30,865.07
DUBOIS CHEMICALS INC	7/14/23	SODA ASG	INDUSTRIAL WASTEWA	O-PURIFY MISC	<u>11,912.26</u>
				TOTAL:	11,912.26
EMAGINE	7/14/23	ADD EEA BANNER AND WW REHA	ELECTRIC	ACCTS-INFO & INSTR ADV	<u>50.00</u>
				TOTAL:	50.00
ENVIRONMENTAL EQUIPMENT & SERVICE INC	7/14/23	COUPLING BEARING	STORM WATER MANAGE	STREET CLEANING	5,371.34
	7/14/23	#408 SEAL	STORM WATER MANAGE	STREET CLEANING	<u>18.00</u>
				TOTAL:	5,389.34
FIFE WATER SERVICES INC	7/14/23	CHEMICALS	INDUSTRIAL WASTEWA	O-PURIFY MISC	20,558.76
	7/14/23	CHEMICALS	INDUSTRIAL WASTEWA	O-PURIFY MISC	<u>20,507.64</u>
				TOTAL:	41,066.40
FORUM COMMUNICATIONS COMPANY	7/14/23	WATER OPERATOR II	WATER	ACCTS-SERV & INFORMATI	<u>424.05</u>
				TOTAL:	424.05
FRONTIER COMMUNICATION SERVICES	7/14/23	PHONE SERVICE	WATER	O-PUMPING	46.10
	7/14/23	PHONE SERVICE	WATER	O-PURIFY MISC	61.75
	7/14/23	PHONE SERVICE	WATER	O-PURIFY MISC	37.23
	7/14/23	PHONE SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	61.75
	7/14/23	PHONE SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	52.89
	7/14/23	PHONE SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	61.75
	7/14/23	PHONE SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	37.23
	7/14/23	PHONE SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	47.04
	7/14/23	PHONE SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	61.75
	7/14/23	PHONE SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	59.52
	7/14/23	PHONE SERVICE	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	38.70
	7/14/23	PHONE SERVICE	MUNICIPAL WASTEWAT	O-PURIFY MISC	59.82
	7/14/23	PHONE SERVICE	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	38.70
	7/14/23	PHONE SERVICE	ELECTRIC	O-SOURCE MISC	69.26
	7/14/23	PHONE SERVICE	ELECTRIC	O-DISTR STATION EXPENS	120.90
	7/14/23	PHONE SERVICE	ELECTRIC	ACCTS-RECORDS & COLLEC	<u>23.65</u>
				TOTAL:	1,001.54
GOPHER STATE ONE CALL	7/14/23	MONTHLY LOCATE SERVICES	WATER	O-DISTR MISC	73.58
	7/14/23	MONTHLY LOCATE SERVICES	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	73.57
	7/14/23	MONTHLY LOCATE SERVICES	ELECTRIC	O-DISTR MISC	147.15

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	294.30
HENNING CONSTRUCTION	7/14/23	FIRE AID STRAIGHT AVE	GENERAL FUND	FIRE ADMINISTRATION	1,250.00
				TOTAL:	1,250.00
THE HOME CITY ICE COMPANY	7/14/23	MIX	LIQUOR	NON-DEPARTMENTAL	591.19
	7/14/23	MIX	LIQUOR	NON-DEPARTMENTAL	373.48
	7/14/23	FREIGHT	LIQUOR	O-SOURCE MISC	5.25
	7/14/23	FREIGHT	LIQUOR	O-SOURCE MISC	5.25
				TOTAL:	975.17
HY-VEE INC-61609 (UTILITIES)	7/14/23	ICE FOR LAB SAMPLES	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	9.98
	7/14/23	TOILET PAPER	MUNICIPAL WASTEWAT	O-PURIFY MISC	26.96
				TOTAL:	36.94
IDEXX DISTRIBUTION CORP	7/14/23	TOTAL COLIFORM TESTING	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	779.83
				TOTAL:	779.83
UIUOE LOCAL 49 FRINGE BENEFIT FUND	7/14/23	JULY AND AUGUST COVERAGE R WATER		O-DISTR MISC	2,414.00
				TOTAL:	2,414.00
J & H SCREEN PRINTING	7/14/23	ACCOUNTABILITY TAGS	GENERAL FUND	FIRE ADMINISTRATION	80.00
	7/14/23	WATERWORLD UNIFORMS	RECREATION	AQUATIC CENTER FACILIT	2,258.65
				TOTAL:	2,338.65
JEFFERSON FIRE & SAFETY INC	7/14/23	POWER JET	GENERAL FUND	FIRE ADMINISTRATION	223.19
				TOTAL:	223.19
JERRY'S AUTO SUPPLY OF WORTHINGTON INC	7/14/23	OIL FOR UNIT #332 JET PUMP	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	68.94
	7/14/23	2ND OIL CHANGE FOR JET PUM	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	80.43
	7/14/23	SPOT LIGHT	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	122.98
				TOTAL:	272.35
JOHNSON BROTHERS LIQUOR CO	7/14/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	22,620.74
	7/14/23	WINE	LIQUOR	NON-DEPARTMENTAL	3,397.23
	7/14/23	BEER	LIQUOR	NON-DEPARTMENTAL	562.50
	7/14/23	FREIGHT	LIQUOR	O-SOURCE MISC	341.67
	7/14/23	FREIGHT	LIQUOR	O-SOURCE MISC	112.86
				TOTAL:	27,035.00
LEWIS & CLARK REGIONAL WATER SYSTEM IN	7/14/23	CAPACITY CHARGE 57,120,000	WATER	O-SOURCE MISC	32,558.40
	7/14/23	WATER RATE 43,700,000	WATER	O-SOURCE MISC	30,590.00
				TOTAL:	63,148.40
MARK'S AUTO REPAIR OF WORTHINGTON INC	7/14/23	SQUAD #20-32 OIL CHANGE	GENERAL FUND	POLICE ADMINISTRATION	290.37
	7/14/23	SQUAD #20-32 OIL CHANGE	GENERAL FUND	POLICE ADMINISTRATION	199.00
	7/14/23	SQUAD #18-30 OIL CHANGE	GENERAL FUND	POLICE ADMINISTRATION	361.19
	7/14/23	SQUAD #18-30 OIL CHANGE	GENERAL FUND	POLICE ADMINISTRATION	289.00
				TOTAL:	1,139.56
MASONIC TEMPLE ASSOCIATION	7/14/23	FACADE MATCHING GRANT	WGTM EDA	BUSINESS DEVELOPMENT	10,000.00
				TOTAL:	10,000.00
MC GLASS & KEY INC	7/14/23	SERVICE CALL PUSH BAR ISSU	GENERAL FUND	FIRE ADMINISTRATION	65.00
				TOTAL:	65.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MINNESOTA ENERGY RESOURCES CORP	7/14/23	MONTHLY SERVICE	GENERAL FUND	GENERAL GOVT BUILDINGS	101.66
	7/14/23	MONTHLY SERVICE	GENERAL FUND	FIRE ADMINISTRATION	71.99
	7/14/23	MONTHLY SERVICE	GENERAL FUND	PAVED STREETS	45.18
	7/14/23	MONTHLY SERVICE	GENERAL FUND	PAVED STREETS	24.41
	7/14/23	MONTHLY SERVICE	GENERAL FUND	CENTER FOR ACTIVE LIVI	67.66
	7/14/23	MONTHLY SERVICE	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	2,075.00
	7/14/23	MONTHLY SERVICE	RECREATION	FIELD HOUSE	85.49
	7/14/23	MONTHLY SERVICE	RECREATION	ICE ARENA	219.41
	7/14/23	MONTHLY SERVICE	RECREATION	PARK AREAS	45.17
	7/14/23	MONTHLY SERVICE	RECREATION	OLSON PARK CAMPGROUND	105.10
	7/14/23	MONTHLY SERVICE	ECONOMIC DEV AUTHO	TRAINING/TESTING CENTE	638.01
	7/14/23	MONTHLY SERVICE	WATER	O-DISTR MISC	24.41
	7/14/23	MONTHLY SERVICE	WATER	O-DISTR MISC	15.86
	7/14/23	MONTHLY SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	15.86
	7/14/23	MONTHLY SERVICE	MUNICIPAL WASTEWAT	O-PURIFY MISC	244.02
	7/14/23	MONTHLY SERVICE	ELECTRIC	O-DISTR MISC	31.73
	7/14/23	MONTHLY SERVICE	LIQUOR	O-GEN MISC	136.22
	7/14/23	MONTHLY SERVICE	AIRPORT	O-GEN MISC	69.86
	7/14/23	MONTHLY SERVICE	AIRPORT	O-GEN MISC	<u>73.66</u>
			TOTAL:		4,090.70
MISCELLANEOUS V CASTILLO, BLANCA	7/14/23	EHLERS DEPOSIT REFUND	RECREATION	NON-DEPARTMENTAL	75.00
RAMIERZ, NEFTALY	7/14/23	CHAUTAUQUA DEPOSIT REFUND	RECREATION	NON-DEPARTMENTAL	75.00
PINEDA MENDOZA, ITATI	7/14/23	UTILITY DEPOSIT REFUND	WATER	NON-DEPARTMENTAL	45.00
PINEDA MENDOZA, ITATI	7/14/23	UTILITY DEPOSIT REFUND	WATER	ACCTS-RECORDS & COLLEC	0.10
PINEDA MENDOZA, ITATI	7/14/23	UTILITY DEPOSIT REFUND	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	0.99
NKASHAMA, MCNAY &	7/14/23	WATER SOFTENER REBATE	MUNICIPAL WASTEWAT	O-PURIFY MISC	500.00
PINEDA MENDOZA, ITATI	7/14/23	UTILITY DEPOSIT REFUND	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	0.13
LAGGI, KUNDI D	7/14/23	UTILITY REFUND	ELECTRIC	NON-DEPARTMENTAL	97.71
CAMPOS, DANIELLA M	7/14/23	UTILITY DEPOSIT REFUND	ELECTRIC	NON-DEPARTMENTAL	90.83
PINEDA MENDOZA, ITATI	7/14/23	UTILITY DEPOSIT REFUND	ELECTRIC	NON-DEPARTMENTAL	95.00
WIENRANK, CONNIE	7/14/23	UTILITY DEPOSIT REFUND	ELECTRIC	NON-DEPARTMENTAL	69.74
LAGGI, KUNDI D	7/14/23	UTILITY REFUND	ELECTRIC	ACCTS-RECORDS & COLLEC	4.09
CAMPOS, DANIELLA M	7/14/23	UTILITY DEPOSIT REFUND	ELECTRIC	ACCTS-RECORDS & COLLEC	1.47
PINEDA MENDOZA, ITATI	7/14/23	UTILITY DEPOSIT REFUND	ELECTRIC	ACCTS-RECORDS & COLLEC	0.22
WIENRANK, CONNIE	7/14/23	UTILITY DEPOSIT REFUND	ELECTRIC	ACCTS-RECORDS & COLLEC	<u>2.26</u>
			TOTAL:		1,057.54
NOBLES COUNTY LANDFILL	7/14/23	CONTAMINATED SOIL	STORM WATER MANAGE	STORM DRAINAGE	<u>18.13</u>
			TOTAL:		18.13
NORTH CENTRAL LABORATORIES	7/14/23	TSS FILTERS	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	<u>794.94</u>
			TOTAL:		794.94
ASCENSUS	7/14/23	FIRE RELIEF ACTUARY REPORT	GENERAL FUND	FIRE ADMINISTRATION	<u>1,900.00</u>
			TOTAL:		1,900.00
PROMOUNDS, INC	7/14/23	REPLACEMENT BALLS AND BATS	RECREATION	FIELD HOUSE	1,034.81
	7/14/23	REPLACEMENT BALLS AND BATS	RECREATION	FIELD HOUSE	<u>629.92</u>
			TOTAL:		1,664.73
ONE OFFICE SOLUTION-NCLAW	7/14/23	FILE FOLDERS	GENERAL FUND	SECURITY CENTER	30.91
	7/14/23	FILE FOLDERS	GENERAL FUND	SECURITY CENTER	<u>30.91</u>
			TOTAL:		61.82
ONE OFFICE SOLUTION-WOUTIL	7/14/23	PAPER CUTTER	WATER	ADMIN OFFICE SUPPLIES	26.14

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/14/23	CLIPS	WATER	ACCTS-RECORDS & COLLEC	1.13-
	7/14/23	TONER CARTRIDGE	WATER	ACCTS-RECORDS & COLLEC	98.67
	7/14/23	SERVICE AGREEMENT SHARP MX	WATER	ACCTS-RECORDS & COLLEC	65.68
	7/14/23	PAPER CUTTER	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	26.13
	7/14/23	CLIPS	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	1.12-
	7/14/23	TONER CARTRIDGE	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	98.65
	7/14/23	SERVICE AGREEMENT SHARP MX	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	65.67
	7/14/23	PAPER CUTTER	ELECTRIC	ADMIN OFFICE SUPPLIES	52.28
	7/14/23	CLIPS	ELECTRIC	ACCTS-RECORDS & COLLEC	2.25-
	7/14/23	TONER CARTRIDGE	ELECTRIC	ACCTS-RECORDS & COLLEC	197.33
	7/14/23	SERVICE AGREEMENT SHARP MX	ELECTRIC	ACCTS-RECORDS & COLLEC	<u>131.35</u>
			TOTAL:		757.40
PALMA CUSTOMS & AUTO SALES LLC	7/14/23	23-3628 SIERRA TOWING	GENERAL FUND	POLICE ADMINISTRATION	68.00
	7/14/23	23-3786 YUKON TOW	GENERAL FUND	POLICE ADMINISTRATION	83.00
	7/14/23	23-4079 SILVERADO TOW	GENERAL FUND	POLICE ADMINISTRATION	68.00
	7/14/23	#234148 SATURN TOW	GENERAL FUND	POLICE ADMINISTRATION	<u>68.00</u>
			TOTAL:		287.00
PEPSI COLA BOTTLING CO OF PIPESTONE, M	7/14/23	MIX	LIQUOR	NON-DEPARTMENTAL	<u>61.00</u>
			TOTAL:		61.00
PHILLIPS WINE & SPIRITS INC	7/14/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	9,026.88
	7/14/23	WINE	LIQUOR	NON-DEPARTMENTAL	924.95
	7/14/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	99.00
	7/14/23	MIX	LIQUOR	NON-DEPARTMENTAL	236.65
	7/14/23	FREIGHT	LIQUOR	O-SOURCE MISC	184.48
	7/14/23	FREIGHT	LIQUOR	O-SOURCE MISC	<u>51.82</u>
			TOTAL:		10,523.78
PIONEER ATHLETICS	7/14/23	GAME DAY AEROSOL	RECREATION	BALLFIELD MAINTENANCE	<u>1,189.75</u>
			TOTAL:		1,189.75
PITNEY BOWES GLOBAL FINANCIAL SERVICES	7/14/23	MAILING SYSTEM QUARTERLY P	WATER	ACCTS-RECORDS & COLLEC	304.96
	7/14/23	MAILING SYSTEM QUARTERLY P	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	304.95
	7/14/23	MAILING SYSTEM QUARTERLY P	ELECTRIC	ACCTS-RECORDS & COLLEC	<u>609.92</u>
			TOTAL:		1,219.83
PRECISION LAWN+	7/14/23	LAWN CARE AND TREE TRIMMIN	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	<u>770.00</u>
			TOTAL:		770.00
ROUND LAKE VINEYARDS & WINERY LLC	7/14/23	WINE	LIQUOR	NON-DEPARTMENTAL	300.00
	7/14/23	BEER	LIQUOR	NON-DEPARTMENTAL	100.00
	7/14/23	ROUND LAKE VINEYARDS & WIN	LIQUOR	NON-DEPARTMENTAL	<u>607.00</u>
			TOTAL:		1,007.00
RUNNINGS SUPPLY INC-ACCT#9502440	7/14/23	CORDLESS TOOLS	MUNICIPAL WASTEWAT	O-PURIFY MISC	389.98
	7/14/23	COLLECTION DEPT MAIN	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	<u>37.87</u>
			TOTAL:		427.85
RUNNINGS SUPPLY INC-ACCT#9502485	7/14/23	FIREWORKS CABLE TIE	GENERAL FUND	PROMOTIONAL COMMITTEE	<u>14.58</u>
			TOTAL:		14.58
SCHAAAP SANITATION	7/14/23	MONTHLY SERVICE	GENERAL FUND	GENERAL GOVT BUILDINGS	119.66
	7/14/23	MONTHLY SERVICE	GENERAL FUND	FIRE ADMINISTRATION	63.38
	7/14/23	MONTHLY SERVICE	GENERAL FUND	PAVED STREETS	728.11

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/14/23	MONTHLY SERVICE	GENERAL FUND	PAVED STREETS	104.73
	7/14/23	MONTHLY SERVICE	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	281.55
	7/14/23	MONTHLY SERVICE	RECREATION	FIELD HOUSE	197.80
	7/14/23	MONTHLY SERVICE	RECREATION	AQUATIC CENTER FACILIT	138.79
	7/14/23	MONTHLY SERVICE	RECREATION	PARK AREAS	728.11
	7/14/23	MONTHLY SERVICE	RECREATION	PARK AREAS	104.73
	7/14/23	MONTHLY SERVICE	RECREATION	OLSON PARK CAMPGROUND	625.98
	7/14/23	MONTHLY SERVICE	WATER	O-DISTR MISC	119.40
	7/14/23	MONTHLY SERVICE	ELECTRIC	O-DISTR MISC	207.74
	7/14/23	MONTHLY SERVICE	AIRPORT	O-GEN MISC	<u>127.72</u>
				TOTAL:	3,547.70
SHINE BROS CORP OF MINN	7/14/23	MATERIAL FOR LIFTING CASTI	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	<u>28.80</u>
				TOTAL:	28.80
SOUTHERN GLAZER'S WINE AND SPIRITS LL	7/14/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	9,447.41
	7/14/23	MIX	LIQUOR	NON-DEPARTMENTAL	73.00
	7/14/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	180.00
	7/14/23	WINE	LIQUOR	NON-DEPARTMENTAL	1,186.40
	7/14/23	FREIGHT	LIQUOR	O-SOURCE MISC	136.87
	7/14/23	FREIGHT	LIQUOR	O-SOURCE MISC	5.55
	7/14/23	FREIGHT	LIQUOR	O-SOURCE MISC	14.80
	7/14/23	FREIGHT	LIQUOR	O-SOURCE MISC	<u>52.10</u>
				TOTAL:	11,096.13
THOMSON REUTERS - WEST	7/14/23	JUNE 2023 CHARGES	GENERAL FUND	POLICE ADMINISTRATION	<u>274.39</u>
				TOTAL:	274.39
TRI-STATE RENTAL CENTER	7/14/23	CONCRETE FORMING	GENERAL FUND	PAVED STREETS	75.50
	7/14/23	FIREWORKS LIGHT TOWER	GENERAL FUND	PROMOTIONAL COMMITTEE	<u>165.00</u>
				TOTAL:	240.50
ULINE	7/14/23	C FOLD TOWELS FOR BREAK RO	MUNICIPAL WASTEWAT	O-PURIFY MISC	<u>223.76</u>
				TOTAL:	223.76
WHS TROJAN ATHLETICS	7/14/23	ADVERTISING SPACE	ELECTRIC	ACCTS-INFO & INSTR ADV	<u>460.00</u>
				TOTAL:	460.00
WORTHINGTON GLASS INC	7/14/23	SQUAD #22-29	GENERAL FUND	POLICE ADMINISTRATION	520.30
	7/14/23	SQUAD #22-29	GENERAL FUND	POLICE ADMINISTRATION	<u>100.00</u>
				TOTAL:	620.30

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
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===== FUND TOTALS =====

101	GENERAL FUND	10,502.57
202	MEMORIAL AUDITORIUM	3,126.55
229	RECREATION	7,533.71
231	ECONOMIC DEV AUTHORITY	638.01
232	WGTN EDA	10,000.00
401	IMPROVEMENT CONST	7,993.50
601	WATER	68,520.79
602	MUNICIPAL WASTEWATER	6,308.93
604	ELECTRIC	6,668.00
605	INDUSTRIAL WASTEWATER	52,978.66
606	STORM WATER MANAGEMENT	11,810.58
609	LIQUOR	122,557.37
612	AIRPORT	271.24

GRAND TOTAL:	308,909.91
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TOTAL PAGES: 7

VENDOR SET: 01 *** DRAFT/OTHER LISTING ***
BANK : 1 FIRST STATE BANK SOUTHWES

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
F00122	FIRST STATE BANK SOUTHWEST		D	7/26/2023			001999	187,256.25

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	0.00	187,256.25	187,256.25
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	1	0.00	187,256.25	187,256.25

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

VENDOR SET: 01 *** DRAFT/OTHER LISTING ***
BANK : 1 FIRST STATE BANK SOUTHWES

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
213	7/2023	57,033.75CR
335	7/2023	0.00
347	7/2023	3,600.00CR
348	7/2023	1,125.00CR
350	7/2023	23,843.75CR
351	7/2023	101,653.75CR
=====		
ALL		187,256.25CR

VENDOR SET: 01 *** DRAFT/OTHER LISTING ***
BANK : 1 FIRST STATE BANK SOUTHWES

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
F00122	FIRST STATE BANK SOUTHWEST		D	7/20/2023			002000	11,655.25
M00115	MISSOURI RIVER ENERGY SERVICES		D	7/20/2023			002001	1,613,032.58
S00202	STATE OF MINNESOTA DEPT OF REVENUE		D	7/20/2023			002002	129,696.00

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	3	0.00	1,754,383.83	1,754,383.83
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	3	0.00	1,754,383.83	1,754,383.83

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

VENDOR SET: 01 *** DRAFT/OTHER LISTING ***
BANK : 1 FIRST STATE BANK SOUTHWES

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	7/2023	3,128.12CR
202	7/2023	86.00CR
229	7/2023	3,188.85CR
231	7/2023	80.00CR
601	7/2023	3,742.40CR
602	7/2023	34.73CR
604	7/2023	1,679,139.97CR
609	7/2023	57,269.76CR
873	7/2023	7,714.00CR
=====		
ALL		1,754,383.83CR

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AFLAC INC (DENTAL/VISION)	7/21/23	DENTAL INSURANCE-AFLAC	GENERAL FUND	NON-DEPARTMENTAL	163.57
	7/21/23	DENTAL INSURANCE-AFLAC	GENERAL FUND	NON-DEPARTMENTAL	174.42
	7/21/23	DENTAL INSURANCE-AFLAC	GENERAL FUND	NON-DEPARTMENTAL	0.04
	7/21/23	VISION INSURANCE-AFLAC	GENERAL FUND	NON-DEPARTMENTAL	85.21
	7/21/23	VISION INSURANCE-AFLAC	GENERAL FUND	NON-DEPARTMENTAL	86.56
	7/21/23	VISION INSURANCE-AFLAC	GENERAL FUND	NON-DEPARTMENTAL	0.03
	7/21/23	DENTAL INSURANCE-AFLAC	IMPROVEMENT CONST	NON-DEPARTMENTAL	9.53
	7/21/23	DENTAL INSURANCE-AFLAC	IMPROVEMENT CONST	NON-DEPARTMENTAL	11.31
	7/21/23	VISION INSURANCE-AFLAC	IMPROVEMENT CONST	NON-DEPARTMENTAL	2.06
	7/21/23	VISION INSURANCE-AFLAC	IMPROVEMENT CONST	NON-DEPARTMENTAL	3.93
	7/21/23	DENTAL INSURANCE-AFLAC	TI DIST #7, REDEV	NON-DEPARTMENTAL	4.17
	7/21/23	DENTAL INSURANCE-AFLAC	TI DIST #7, REDEV	NON-DEPARTMENTAL	2.38
	7/21/23	VISION INSURANCE-AFLAC	TI DIST #7, REDEV	NON-DEPARTMENTAL	0.90
	7/21/23	VISION INSURANCE-AFLAC	TI DIST #7, REDEV	NON-DEPARTMENTAL	0.52
	7/21/23	DENTAL INSURANCE-AFLAC	WATER	NON-DEPARTMENTAL	83.14
	7/21/23	DENTAL INSURANCE-AFLAC	WATER	NON-DEPARTMENTAL	87.31
	7/21/23	VISION INSURANCE-AFLAC	WATER	NON-DEPARTMENTAL	8.77
	7/21/23	VISION INSURANCE-AFLAC	WATER	NON-DEPARTMENTAL	6.71
	7/21/23	DENTAL INSURANCE-AFLAC	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	0.60
	7/21/23	DENTAL INSURANCE-AFLAC	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	1.19
	7/21/23	VISION INSURANCE-AFLAC	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	0.39
	7/21/23	VISION INSURANCE-AFLAC	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	2.45
	7/21/23	DENTAL INSURANCE-AFLAC	ELECTRIC	NON-DEPARTMENTAL	78.96
	7/21/23	DENTAL INSURANCE-AFLAC	ELECTRIC	NON-DEPARTMENTAL	78.96
	7/21/23	DENTAL INSURANCE-AFLAC	ELECTRIC	NON-DEPARTMENTAL	0.01
	7/21/23	DENTAL INSURANCE-AFLAC	STORM WATER MANAGE	NON-DEPARTMENTAL	20.84
	7/21/23	DENTAL INSURANCE-AFLAC	STORM WATER MANAGE	NON-DEPARTMENTAL	5.36
	7/21/23	VISION INSURANCE-AFLAC	STORM WATER MANAGE	NON-DEPARTMENTAL	4.52
	7/21/23	VISION INSURANCE-AFLAC	STORM WATER MANAGE	NON-DEPARTMENTAL	1.68
	7/21/23	DENTAL INSURANCE-AFLAC	LIQUOR	NON-DEPARTMENTAL	75.64
	7/21/23	DENTAL INSURANCE-AFLAC	LIQUOR	NON-DEPARTMENTAL	75.64
	7/21/23	DENTAL INSURANCE-AFLAC	LIQUOR	NON-DEPARTMENTAL	0.02
	7/21/23	VISION INSURANCE-AFLAC	LIQUOR	NON-DEPARTMENTAL	5.16
	7/21/23	VISION INSURANCE-AFLAC	LIQUOR	NON-DEPARTMENTAL	5.16
	7/21/23	DENTAL INSURANCE-AFLAC	DATA PROCESSING	NON-DEPARTMENTAL	9.36
	7/21/23	DENTAL INSURANCE-AFLAC	DATA PROCESSING	NON-DEPARTMENTAL	<u>9.24</u>
	TOTAL:				1,105.74
AFLAC- SHORT TERM DISABILITY	7/21/23	SHORT-TERM DISABILITY-AFLA	GENERAL FUND	NON-DEPARTMENTAL	218.57
	7/21/23	SHORT-TERM DISABILITY-AFLA	GENERAL FUND	NON-DEPARTMENTAL	210.62
	7/21/23	SHORT-TERM DISABILITY-AFLA	RECREATION	NON-DEPARTMENTAL	74.60
	7/21/23	SHORT-TERM DISABILITY-AFLA	RECREATION	NON-DEPARTMENTAL	82.55
	7/21/23	SHORT-TERM DISABILITY-AFLA	WATER	NON-DEPARTMENTAL	8.38
	7/21/23	SHORT-TERM DISABILITY-AFLA	WATER	NON-DEPARTMENTAL	8.38
	7/21/23	SHORT-TERM DISABILITY-AFLA	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	6.71
	7/21/23	SHORT-TERM DISABILITY-AFLA	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	6.71
	7/21/23	SHORT-TERM DISABILITY-AFLA	ELECTRIC	NON-DEPARTMENTAL	40.81
	7/21/23	SHORT-TERM DISABILITY-AFLA	ELECTRIC	NON-DEPARTMENTAL	<u>40.81</u>
	TOTAL:				698.14
ALLEGIAN UTILITY SERVICES LLC	7/21/23	LCR INSTALLS 6/16 TP 6/30	ELECTRIC	FA DISTR METERS	<u>19,312.00</u>
	TOTAL:				19,312.00
AMERICAN ENGINEERING TESTING INC	7/21/23	LIQUOR STORE PARKING LOT	LIQUOR	O-GEN MISC	<u>1,983.50</u>
	TOTAL:				1,983.50

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ARNOLD MOTOR SUPPLY LLP	7/21/23	BALL MOUNT REDUCER	ELECTRIC	O-DISTR MISC	19.09
				TOTAL:	19.09
ARTISAN BEER COMPANY	7/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	172.30
	7/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	357.55
				TOTAL:	529.85
BEVERAGE WHOLESALERS INC	7/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	13,239.90
	7/21/23	MIX	LIQUOR	NON-DEPARTMENTAL	177.60
	7/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	17,476.90
	7/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	134.40
	7/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	8,277.82
				TOTAL:	39,306.62
BILLION AUTOMOTIVE	7/21/23	22-29 SQUAD REAR HATCH DIA	GENERAL FUND	POLICE ADMINISTRATION	114.94
				TOTAL:	114.94
BOLTJES INC	7/21/23	FIELD HOUSE DUMPSTER ENCLO	RECREATION	FIELD HOUSE	4,485.00
				TOTAL:	4,485.00
BOLTON & MENK INC	7/21/23	CECILEE ST EXTENSION	IMPROVEMENT CONST	CECILEE STREET EXTENSI	2,297.50
	7/21/23	8TH AVE RECONSTRUCTION	IMPROVEMENT CONST	8TH AV-9TH TO DEAD END	20,581.50
	7/21/23	2ND AVE RECONSTRUCTION	IMPROVEMENT CONST	FIFTH AVE-10TH THRU 1	6,587.00
	7/21/23	LIQUOR STORE PARKING LOT	LIQUOR	O-GEN MISC	3,849.00
	7/21/23	RUNWAY REIL REPLACEMENT	AIRPORT	PROJECT #6	1,400.00
	7/21/23	FEDERAL GRANT BITUMINOUS	AIRPORT	PROJECT #7	770.00
				TOTAL:	35,485.00
BORDER STATES ELECTRIC SUPPLY	7/21/23	15KV ARRESTORS FOR 2023	ELECTRIC	FA DISTR UNDRGRND COND	1,041.60
	7/21/23	LIGHT FOR 10TH ST	ELECTRIC	FA DISTR ST LITE & SIG	4,235.47
	7/21/23	LIGHT CONTROL FOR OXFORD S	ELECTRIC	FA DISTR ST LITE & SIG	52.27
				TOTAL:	5,329.34
BREAKTHRU BEVERAGE MINNESOTA BEER LLC	7/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	3,537.33
	7/21/23	MIX	LIQUOR	NON-DEPARTMENTAL	120.00
	7/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	104.00
	7/21/23	MIX	LIQUOR	NON-DEPARTMENTAL	216.00
	7/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	3,099.54
	7/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	88.00
	7/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	488.00
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	59.35
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	5.55
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	1.85
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	9.25
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	59.06
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	1.85
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	5.55
				TOTAL:	7,795.33
BUFFALO BILLFOLD COMPANY	7/21/23	EMPLOYEE RECOGNITION AWARD	GENERAL FUND	MAYOR AND COUNCIL	119.85
				TOTAL:	119.85
BUFFALO RIDGE CONCRETE INC	7/21/23	CONCRETE FOR LIGHT POLES	ELECTRIC	FA DISTR ST LITE & SIG	635.50
				TOTAL:	635.50
BYRNE JOE	7/21/23	REIMBURSED FOR LP FORLIFT	ELECTRIC	M-DISTR UNDERGRND LINE	48.26

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	48.26
CAPITAL ONE	7/21/23	MISCELLANEOUS SUPPLIES	WATER	O-DISTR MISC	36.42
	7/21/23	MISCELLANEOUS SUPPLIES	WATER	O-DISTR MISC	19.03
	7/21/23	MISCELLANEOUS SUPPLIES	WATER	O-DISTR MISC	76.81
	7/21/23	MISCELLANEOUS SUPPLIES	WATER	O-DISTR MISC	21.53
	7/21/23	MISCELLANEOUS SUPPLIES	ELECTRIC	O-DISTR MISC	9.67
				TOTAL:	163.46
CARLSON & STEWART REFRIGERATION	7/21/23	COOLER REPAIR	LIQUOR	O-GEN MISC	1,856.40
				TOTAL:	1,856.40
CLARK-VINROOT PROPERTIES	7/21/23	THOMPSON TI #18 SEMI-ANNUA	HOTEL THOMPSON TIF	MISC HOUSING DEVELOPME	19,516.38
				TOTAL:	19,516.38
CLARKE ENVIRONMENTAL MOSQUITO MANAGEMEN	7/21/23	MOSQUITO SPRAY	GENERAL FUND	PAVED STREETS	3,585.00
				TOTAL:	3,585.00
COOPERATIVE ENERGY COMPANY 02642198	7/21/23	FUEL # 4 AND BOAT	GENERAL FUND	FIRE ADMINISTRATION	88.13
				TOTAL:	88.13
COOPERATIVE ENERGY CO- ACCT # 5910807	7/21/23	FUEL	RECREATION	BALLFIELD MAINTENANCE	59.87
	7/21/23	BALL FIELD GAS	RECREATION	BALLFIELD MAINTENANCE	61.92
	7/21/23	FUEL	RECREATION	BALLFIELD MAINTENANCE	46.83
	7/21/23	FUEL	RECREATION	SOCCER COMPLEX	8.00
	7/21/23	SPRAYER GAS	RECREATION	PARK AREAS	49.48
	7/21/23	GAS SPRAYER	RECREATION	PARK AREAS	36.70
	7/21/23	GAS	RECREATION	PARK AREAS	10.42
	7/21/23	SPRAYER GAS	RECREATION	PARK AREAS	29.00
	7/21/23	WEEDEATER GAS	RECREATION	PARK AREAS	30.38
	7/21/23	GAS	RECREATION	PARK AREAS	19.37
	7/21/23	WEEDEATER GAS	RECREATION	PARK AREAS	10.25
	7/21/23	WEEDEATER GAS	RECREATION	PARK AREAS	10.25
	7/21/23	WEEDEATER GAS	RECREATION	PARK AREAS	10.51
				TOTAL:	382.98
CRYSTEEL TRUCK EQUIPMENT INC	7/21/23	NEW UNIT 106	ELECTRIC	FA TRANSPORTATION EQUI	18,830.35
				TOTAL:	18,830.35
DACOTAH PAPER CO	7/21/23	BAGS AND TOLIET CLEANER	LIQUOR	O-GEN MISC	371.23
	7/21/23	BAGS AND TOWELS	LIQUOR	O-GEN MISC	562.94
				TOTAL:	934.17
DAKOTA RIGGERS & TOOL SUPPLY INC	7/21/23	CABLE	RECREATION	TREE REMOVAL	617.49
				TOTAL:	617.49
DEPARTMENT OF TRANSPORTATION	7/21/23	HANGER LOAN REPAYMENT	AIRPORT	NON-DEPARTMENTAL	920.00
				TOTAL:	920.00
DIAMOND VOGEL, INC	7/21/23	PAINT MACHINE	GENERAL FUND	SIGNS AND SIGNALS	47.50
				TOTAL:	47.50
DOLL DISTRIBUTING LLC	7/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	6,303.60
	7/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	1,056.00
	7/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	1,392.30
	7/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	140.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	12,823.25
	7/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	1,815.30
	7/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	1,617.30
	7/21/23	BEER	LIQUOR	NON-DEPARTMENTAL	<u>177.00</u>
				TOTAL:	25,324.75
DUININCK INC	7/21/23	BLACK TOP	GENERAL FUND	PAVED STREETS	648.00
	7/21/23	BLADE SAND	GENERAL FUND	PAVED STREETS	1,666.52
	7/21/23	BLADE SAND	GENERAL FUND	PAVED STREETS	<u>528.00</u>
				TOTAL:	2,842.52
E-Z WASH	7/21/23	PD CAR WASHES	GENERAL FUND	POLICE ADMINISTRATION	<u>76.00</u>
				TOTAL:	76.00
ECHO GROUP INC	7/21/23	CHAUTAQUA STRAIGHT 2"	RECREATION	PARK AREAS	<u>2.95</u>
				TOTAL:	2.95
EHRLERS COMPANIES	7/21/23	FINANCIAL PLAN	GENERAL FUND	OTHER GEN GOVT MISC	861.25
	7/21/23	FISCAL AGENT FEE	GO SALES TX REV 2	GO SALES TX REV 2020A	475.00
	7/21/23	FISCAL AGENT FEES	PIR SERIES 2012A	GO PIR SERIES 2012A	475.00
	7/21/23	FISCAL AGENT FEES	PIR SERIES 2016A	GO PIR SERIES 2016A	475.00
	7/21/23	FISCAL AGENT FEES	GO SERIES 2019A	GO SERIES 2019A (PIR)	313.50
	7/21/23	FISCAL AGENT FEES	GO SERIES 2019A	GO SERIES 2019A (CAP I	<u>161.50</u>
				TOTAL:	2,761.25
FASTENAL COMPANY	7/21/23	BRENTS DEMO ITEM	GENERAL FUND	ECONOMIC DEVELOPMENT	2.98
	7/21/23	SIGN BOLTS	GENERAL FUND	SIGNS AND SIGNALS	13.13
	7/21/23	SIGNS	GENERAL FUND	SIGNS AND SIGNALS	17.72
	7/21/23	SHOP BOLT BIN SIGNS	GENERAL FUND	SIGNS AND SIGNALS	24.71
	7/21/23	WATERWORLD BOLTS	RECREATION	AQUATIC CENTER FACILIT	18.97
	7/21/23	SPLIT L/WZ	ELECTRIC	M-DISTR UNDERGRND LINE	84.00
	7/21/23	CABLE TIES	ELECTRIC	M-DISTR UNDERGRND LINE	<u>57.08</u>
				TOTAL:	218.59
FLAHERTY & HOOD PA	7/21/23	EMPLOYMENT CONSULTATION 02	GENERAL FUND	CITY ATTORNEY	<u>175.00</u>
				TOTAL:	175.00
FORUM COMMUNICATIONS COMPANY	7/21/23	ORDINANCE #1199 #1198	GENERAL FUND	CLERK'S OFFICE	342.57
	7/21/23	LIQUOR STORE MAN AD	GENERAL FUND	PERSONNEL & RECRUITMEN	959.00
	7/21/23	PUBLIC MEETINGS STORM WATE	GENERAL FUND	ENGINEERING ADMIN	60.07
	7/21/23	PLANNING COMMISSION	GENERAL FUND	ECONOMIC DEVELOPMENT	376.69
	7/21/23	BUTCHER PROPERTY DEMO QUOT	GENERAL FUND	OTHER GEN GOVT MISC	108.78
	7/21/23	POLICE OFFICER AD	GENERAL FUND	POLICE ADMINISTRATION	1,359.00
	7/21/23	CAL TV GUIDE/WALKING	GENERAL FUND	CENTER FOR ACTIVE LIVI	161.00
	7/21/23	SHELL ST RECONSTRUCTION	IMPROVEMENT CONST	SHELL ST-9TH AVE TO LA	95.79
	7/21/23	SHELL STREET BIDS	IMPROVEMENT CONST	SHELL ST-9TH AVE TO LA	<u>94.17</u>
				TOTAL:	3,557.07
GOVERNMENT FINANCE OFFICERS ASSOCIATIO	7/21/23	2022 ACFR APPLICATION FEE	GENERAL FUND	AUDITS AND BUDGETS	<u>460.00</u>
				TOTAL:	460.00
GRAHAM TIRE OF WORTHINGTON INC	7/21/23	TORO MOWER TIRE	RECREATION	PARK AREAS	187.91
	7/21/23	TORO MOWER TIRE	RECREATION	PARK AREAS	<u>32.00</u>
				TOTAL:	219.91
GRAINGER	7/21/23	TABLE FOR SUB 3	ELECTRIC	M-DISTR UNDERGRND LINE	497.63

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	497.63
HARVEY SIGN SERVICE LLC	7/21/23	CCAC BLAUDIN FDT GRANT- BA GENERAL FUND	ADMINISTRATION		175.00
	7/21/23	CITY OF WORTHINGTON BANNER GENERAL FUND	ECONOMIC DEVELOPMENT		125.00
	7/21/23	FRAME WITH PANEL AND PRIN ECONOMIC DEV AUTHO	MISC HOUSING DEVELOPME		569.85
			TOTAL:		869.85
HAWKINS INC	7/21/23	2000 LBS CHLORINE	WATER	O-PURIFY	2,010.50
	7/21/23	1495 LBS CHLORINE	WATER	O-PURIFY	1,439.25
	7/21/23	COAGULANT PUMP PART	WATER	M-PURIFY EQUIPMENT	409.27
			TOTAL:		3,859.02
HY-VEE INC-61609 (UTILITIES)	7/21/23	PLATES	WATER	ADMIN OFFICE SUPPLIES	3.89
	7/21/23	PAPER TOWELS	WATER	ADMIN OFFICE SUPPLIES	11.09
	7/21/23	PLATES	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	3.89
	7/21/23	PAPER TOWELS	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	11.09
	7/21/23	PLATES	ELECTRIC	ADMIN OFFICE SUPPLIES	7.78
	7/21/23	PAPER TOWELS	ELECTRIC	ADMIN OFFICE SUPPLIES	22.18
			TOTAL:		59.92
IDEAL LANDSCAPE & DESIGN INC	7/21/23	LIQUOR STORE PARKING LOT	LIQUOR	NON-DEPARTMENTAL	6,683.78
	7/21/23	LIQUOR STORE PARKING LOT	LIQUOR	O-GEN MISC	222,792.79
			TOTAL:		216,109.01
INDEPENDENT SCHOOL DISTRICT #518	7/21/23	MEDIACOM JUNE 2023 PAYMENT	CABLE TELEVISION	CABLE	3,395.01
			TOTAL:		3,395.01
INFRARED SERVICES	7/21/23	INFRARED INSPECT SANFORD	ELECTRIC	CUSTOMER INSTALL EXPEN	482.75
	7/21/23	INFRARED INSPECT NEWPORT	ELECTRIC	CUSTOMER INSTALL EXPEN	2,754.10
	7/21/23	INFRARED INSPECT WPU	ELECTRIC	CUSTOMER INSTALL EXPEN	1,320.40
	7/21/23	INFRARED INSPECT WOODARD	ELECTRIC	CUSTOMER INSTALL EXPEN	722.05
	7/21/23	INFRARED INSPECT SANFORD	ELECTRIC	CUSTOMER INSTALL EXPEN	722.05
	7/21/23	INFRARED INSPECT SANFORD	ELECTRIC	CUSTOMER INSTALL EXPEN	3,759.35
			TOTAL:		9,760.70
INTEGRITY AVIATION INC	7/21/23	MANAGEMENT FEE	AIRPORT	O-GEN MISC	2,312.00
			TOTAL:		2,312.00
INTL UNION LOCAL #49	7/21/23	UNION DUES	GENERAL FUND	NON-DEPARTMENTAL	84.81
	7/21/23	UNION DUES	GENERAL FUND	NON-DEPARTMENTAL	95.43
	7/21/23	UNION DUES	RECREATION	NON-DEPARTMENTAL	91.50
	7/21/23	UNION DUES	RECREATION	NON-DEPARTMENTAL	74.64
	7/21/23	UNION DUES	IMPROVEMENT CONST	NON-DEPARTMENTAL	0.66
	7/21/23	UNION DUES	IMPROVEMENT CONST	NON-DEPARTMENTAL	7.33
	7/21/23	UNION DUES	TI DIST #7, REDEV	NON-DEPARTMENTAL	0.66
	7/21/23	UNION DUES	WATER	NON-DEPARTMENTAL	83.34
	7/21/23	UNION DUES	WATER	NON-DEPARTMENTAL	113.31
	7/21/23	UNION DUES	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	122.28
	7/21/23	UNION DUES	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	126.66
	7/21/23	UNION DUES	STORM WATER MANAGE	NON-DEPARTMENTAL	1.75
	7/21/23	UNION DUES	STORM WATER MANAGE	NON-DEPARTMENTAL	2.63
			TOTAL:		805.00
IOWA INFORMATION INC	7/21/23	WINDSURFING AD	LIQUOR	O-GEN MISC	41.00
			TOTAL:		41.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ITEN, VIDA	7/21/23	BANKING AND POST OFFICE MI ELECTRIC		ACCTS-ASSISTANCE	<u>382.52</u>
				TOTAL:	382.52
J & K WINDOWS	7/21/23	WINDOW CLEANING	LIQUOR	O-GEN MISC	<u>150.00</u>
				TOTAL:	150.00
JANITOR'S CLOSET	7/21/23	FLOOR CLEANING SOLUTION	RECREATION	ICE ARENA	<u>69.09</u>
				TOTAL:	69.09
JERRY'S AUTO SUPPLY OF WORTHINGTON INC	7/21/23	#412 RUNNING LAMP	GENERAL FUND	PAVED STREETS	18.99
	7/21/23	MOWER FUSE	GENERAL FUND	PAVED STREETS	4.49
	7/21/23	LIT LAMP	RECREATION	PARK AREAS	20.98
	7/21/23	#408 DRIER	STORM WATER MANAGE	STREET CLEANING	24.99
	7/21/23	KUBOTA MOWER	AIRPORT	O-GEN MISC	<u>33.72</u>
				TOTAL:	53.19
JOHNSON BROTHERS LIQUOR CO	7/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	2,447.29
	7/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	4,139.96
	7/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	1,309.50
	7/21/23	MIX	LIQUOR	NON-DEPARTMENTAL	370.80
	7/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	5,499.22
	7/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	80.00
	7/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	2,585.92
	7/21/23	MIX	LIQUOR	NON-DEPARTMENTAL	93.95
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	118.80
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	55.94
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	50.49
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	130.94
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	<u>84.15</u>
				TOTAL:	16,966.96
USA SERVICES INC	7/21/23	OLSON TOWELS	RECREATION	OLSON PARK CAMPGROUND	<u>180.00</u>
				TOTAL:	180.00
KRIS ENGINEERING INC	7/21/23	BACKHOE CUTTING EDGES	WATER	M-TRANS MAINS	<u>295.84</u>
				TOTAL:	295.84
LAMPERTS YARDS INC-2602004	7/21/23	OLSON WATER LIGHT	RECREATION	OLSON PARK CAMPGROUND	<u>17.29</u>
				TOTAL:	17.29
LAMPERTS YARDS INC-2600013	7/21/23	POST FOR CONTROL OXFORD ST ELECTRIC		M-DISTR ST LITE & SIG	<u>34.58</u>
				TOTAL:	34.58
LAW ENF LABOR SERV INC #4	7/21/23	UNION DUES LICENSED	GENERAL FUND	NON-DEPARTMENTAL	573.75
	7/21/23	UNION DUES LICENSED	GENERAL FUND	NON-DEPARTMENTAL	573.75
	7/21/23	UNION DUES NON-LICENSED	GENERAL FUND	NON-DEPARTMENTAL	147.90
	7/21/23	UNION DUES NON-LICENSED	GENERAL FUND	NON-DEPARTMENTAL	<u>147.90</u>
				TOTAL:	1,443.30
LEWIS & CLARK REGIONAL WATER SYSTEM IN	7/21/23	LOBBY CHARGES 4TH QTR	WATER	O-SOURCE WELLS & SPRNG	<u>1,335.00</u>
				TOTAL:	1,335.00
LOWE'S SHEET METAL INC	7/21/23	INSTALL NEW A/C SYSTEM	GENERAL FUND	FIRE ADMINISTRATION	<u>11,665.46</u>
				TOTAL:	11,665.46
MARCO TECHNOLOGIES LLC	7/21/23	COPIER SERVICE	DATA PROCESSING	COPIER/FAX	102.36

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	102.36
MIDWEST ALARM COMPANY INC	7/21/23	FIRE ALARM PANEL	RECREATION	FIELD HOUSE	1,835.71
	7/21/23	ALARM MONITORING HOCKEY AR	RECREATION	ICE ARENA	101.47
	7/21/23	ALARM MONITORING THEATER	RECREATION	THEATER	140.27
				TOTAL:	2,077.45
MIDWESTERN MECHANICAL INC	7/21/23	WWTP BACKFLOW PREVENTOR	WATER	M-PURIFY EQUIPMENT	225.00
				TOTAL:	225.00
MINNESOTA BENEFIT ASSOCIATION	7/21/23	MN BENEFITS	GENERAL FUND	NON-DEPARTMENTAL	20.29
	7/21/23	MN BENEFITS	GENERAL FUND	NON-DEPARTMENTAL	8.42
	7/21/23	MN BENEFITS	GENERAL FUND	NON-DEPARTMENTAL	38.76
	7/21/23	MN BENEFITS	GENERAL FUND	NON-DEPARTMENTAL	41.08
	7/21/23	INSURANCE	GENERAL FUND	PUBLIC WORK SHOP	153.46
	7/21/23	INSURANCE	GENERAL FUND	MISC SPECIAL DAYS/EVEN	39.88
	7/21/23	MN BENEFITS	RECREATION	NON-DEPARTMENTAL	21.55
	7/21/23	MN BENEFITS	RECREATION	NON-DEPARTMENTAL	33.42
	7/21/23	MN BENEFITS	RECREATION	NON-DEPARTMENTAL	21.85
	7/21/23	MN BENEFITS	RECREATION	NON-DEPARTMENTAL	19.62
	7/21/23	INSURANCE	RECREATION	SOCCER COMPLEX	0.01
	7/21/23	INSURANCE	WATER	GENERAL ADMIN	43.63
	7/21/23	MN BENEFITS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	96.92
	7/21/23	MN BENEFITS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	96.92
	7/21/23	MN BENEFITS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	9.21
	7/21/23	MN BENEFITS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	9.21
	7/21/23	INSURANCE	MUNICIPAL WASTEWAT	O-PURIFY LABORATORY	0.01
	7/21/23	INSURANCE	MUNICIPAL WASTEWAT	GENERAL ADMIN	34.90
	7/21/23	MN BENEFITS	ELECTRIC	NON-DEPARTMENTAL	13.92
	7/21/23	MN BENEFITS	ELECTRIC	NON-DEPARTMENTAL	13.92
	7/21/23	INSURANCE	ELECTRIC	O-SOURCE SUPER & ENG	9.76
	7/21/23	INSURANCE	ELECTRIC	O-DISTR SUPER & ENG	175.66
	7/21/23	INSURANCE	ELECTRIC	M-SOURCE SUPER & ENF	9.76
	7/21/23	INSURANCE	ELECTRIC	GENERAL ADMIN	212.31
	7/21/23	MN BENEFITS	DATA PROCESSING	NON-DEPARTMENTAL	7.41
	7/21/23	MN BENEFITS	DATA PROCESSING	NON-DEPARTMENTAL	7.32
				TOTAL:	1,139.20
MINNESOTA CHILD SUPPORT PAYMENT CTR	7/21/23	SUPPORT ORDER	GENERAL FUND	NON-DEPARTMENTAL	139.82
				TOTAL:	139.82
MINNESOTA ENERGY RESOURCES CORP	7/21/23	MONTHLY SERVICE	WATER	O-PURIFY MISC	65.01
	7/21/23	MONTHLY SERVICE	WATER	O-DISTR MISC	42.08
	7/21/23	MONTHLY SERVICE	ELECTRIC	O-DISTR MISC	42.07
				TOTAL:	149.16
MINNESOTA MUNICIPAL UTILITIES ASSOC	7/21/23	SAFETY MANAGEMENT PROGRAM	GENERAL FUND	ADMINISTRATION	196.72
	7/21/23	SAFETY MANAGEMENT PROGRAM	GENERAL FUND	ENGINEERING ADMIN	319.68
	7/21/23	SAFETY MANAGEMENT PROGRAM	GENERAL FUND	ECONOMIC DEVELOPMENT	221.31
	7/21/23	SAFETY MANAGEMENT PROGRAM	GENERAL FUND	POLICE ADMINISTRATION	1,672.16
	7/21/23	SAFETY MANAGEMENT PROGRAM	GENERAL FUND	FIRE ADMINISTRATION	1,770.52
	7/21/23	SAFETY MANAGEMENT PROGRAM	GENERAL FUND	PAVED STREETS	98.36
	7/21/23	SAFETY MANAGEMENT PROGRAM	GENERAL FUND	PAVED STREETS	245.90
	7/21/23	SAFETY MANAGEMENT PROGRAM	GENERAL FUND	CODE ENFORCEMENT	49.18
	7/21/23	SAFETY MANAGEMENT PROGRAM	RECREATION	FIELD HOUSE	98.36
	7/21/23	SAFETY MANAGEMENT PROGRAM	RECREATION	PARK AREAS	245.90

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/21/23	SAFETY MANAGEMENT PROGRAM	WATER	O-DISTR MISC	1,334.53
	7/21/23	SAFETY MANAGEMENT PROGRAM	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	687.49
	7/21/23	SAFETY MANAGEMENT PROGRAM	MUNICIPAL WASTEWAT	O-PURIFY MISC	687.49
	7/21/23	SAFETY MANAGEMENT PROGRAM	ELECTRIC	O-DISTR MISC	1,334.53
	7/21/23	ELECTRIC UTILITY MEMBER DU	ELECTRIC	ADMIN MISC	8,282.50
	7/21/23	SAFETY MANAGEMENT PROGRAM	LIQUOR	O-GEN MISC	245.90
	7/21/23	SAFETY MANAGEMENT PROGRAM	DATA PROCESSING	DATA PROCESSING	<u>196.72</u>
				TOTAL:	17,687.25
MINNESOTA WEST	7/21/23	WATER SOFTENER REBATE	MUNICIPAL WASTEWAT	O-PURIFY MISC	<u>500.00</u>
				TOTAL:	500.00
MISCELLANEOUS V ADOLPH, WILLIS &	7/21/23	WATER SOFTENER REBATE	MUNICIPAL WASTEWAT	O-PURIFY MISC	500.00
HOOGE, PHIL & TRISH	7/21/23	WATER SOFTENER REBATE	MUNICIPAL WASTEWAT	O-PURIFY MISC	500.00
JOVEL, MARTH	7/21/23	WATER SOFTENER REBATE	MUNICIPAL WASTEWAT	O-PURIFY MISC	150.00
KOEHN, DOROTHY	7/21/23	WATER SOFTENER REBATE	MUNICIPAL WASTEWAT	O-PURIFY MISC	500.00
KREKELBERG, JOEL	7/21/23	WATER SOFTENER REBATE	MUNICIPAL WASTEWAT	O-PURIFY MISC	150.00
MARK LUDS &	7/21/23	MISCELLANEOUS VENDOR	MUNICIPAL WASTEWAT	O-PURIFY MISC	150.00
RAYMO, GREG & BARB	7/21/23	WATER SOFTENER REBATE	MUNICIPAL WASTEWAT	O-PURIFY MISC	500.00
RILEY, PETER	7/21/23	MISCELLANEOUS VENDOR	MUNICIPAL WASTEWAT	O-PURIFY MISC	500.00
ESQUIVEL, BRENDA	7/21/23	UTILITY REFUND	ELECTRIC	NON-DEPARTMENTAL	95.00
KYAW, THAN THAN	7/21/23	UTILITY REFUND	ELECTRIC	NON-DEPARTMENTAL	25.15
MENDOZA CORDOVA, JOSE	7/21/23	UTILIITY REFUND	ELECTRIC	NON-DEPARTMENTAL	310.83
RAMOS GHAMANDI, CORALI	7/21/23	UTILITY REFUND	ELECTRIC	NON-DEPARTMENTAL	4.00
RYAN, MAKAYLA M	7/21/23	UTILITY REFUND	ELECTRIC	NON-DEPARTMENTAL	78.72
BARDUSON, LEANN	7/21/23	CAN LIGHT REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	32.00
LIRA, JULIE	7/21/23	MISCELLANEOUS VENDOR	ELECTRIC	CUSTOMER INSTALL EXPEN	250.00
MARTINEZ MAGANA, MARIA	7/21/23	AIR CONDITIONER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	250.00
SANTOS, CAROL	7/21/23	AIR CONDITIONER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	250.00
ESQUIVEL, BRENDA	7/21/23	UTILITY REFUND	ELECTRIC	ACCTS-RECORDS & COLLEC	2.32
RYAN, MAKAYLA M	7/21/23	UTILITY REFUND	ELECTRIC	ACCTS-RECORDS & COLLEC	2.41
LUING, AL	7/21/23	UTILITY REFUND	GARBAGE COLLECTION	NON-DEPARTMENTAL	<u>109.51</u>
				TOTAL:	4,359.94
MINNESOTA DEPARTMENT OF COMMERCE	7/21/23	UTILITY REFUND	ELECTRIC	NON-DEPARTMENTAL	164.06
	7/21/23	UTILITY REFUND	ELECTRIC	ACCTS-RECORDS & COLLEC	<u>2.98</u>
				TOTAL:	167.04
NCPERS GROUP LIFE INS	7/21/23	LIFE INS	GENERAL FUND	NON-DEPARTMENTAL	145.84
	7/21/23	LIFE INS	GENERAL FUND	NON-DEPARTMENTAL	147.05
	7/21/23	LIFE INS	MEMORIAL AUDITORIUM	NON-DEPARTMENTAL	8.00
	7/21/23	LIFE INS	MEMORIAL AUDITORIUM	NON-DEPARTMENTAL	8.00
	7/21/23	LIFE INS	RECREATION	NON-DEPARTMENTAL	31.86
	7/21/23	LIFE INS	RECREATION	NON-DEPARTMENTAL	30.42
	7/21/23	LIFE INS	IMPROVEMENT CONST	NON-DEPARTMENTAL	1.15
	7/21/23	LIFE INS	WATER	NON-DEPARTMENTAL	43.40
	7/21/23	LIFE INS	WATER	NON-DEPARTMENTAL	41.17
	7/21/23	LIFE INS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	44.22
	7/21/23	LIFE INS	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	45.81
	7/21/23	LIFE INS	ELECTRIC	NON-DEPARTMENTAL	37.88
	7/21/23	LIFE INS	ELECTRIC	NON-DEPARTMENTAL	37.50
	7/21/23	LIFE INS	STORM WATER MANAGE	NON-DEPARTMENTAL	0.80
	7/21/23	LIFE INS	STORM WATER MANAGE	NON-DEPARTMENTAL	1.20
	7/21/23	LIFE INS	LIQUOR	NON-DEPARTMENTAL	16.00
	7/21/23	LIFE INS	LIQUOR	NON-DEPARTMENTAL	16.00
	7/21/23	LIFE INS	DATA PROCESSING	NON-DEPARTMENTAL	16.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/21/23	LIFE INS	DATA PROCESSING	NON-DEPARTMENTAL	15.70
				TOTAL:	688.00
NOBLES COOPERATIVE ELECTRIC	7/21/23	MONTHLY SERVICE	GENERAL FUND	SECURITY CENTER	18.87
	7/21/23	MONTHLY SERVICE	GENERAL FUND	SECURITY CENTER	18.86
	7/21/23	MONTHLY SALES	GENERAL FUND	SIGNS AND SIGNALS	39.70
	7/21/23	MONTHLY SERVICE	GENERAL FUND	SIGNS AND SIGNALS	42.84
	7/21/23	MONTHLY SERVICE	RECREATION	GOLF COURSE-GREEN	142.55
	7/21/23	MONTHLY SERVICE	INDUSTRIAL WASTEWAT	O-PURIFY MISC	100.00
	7/21/23	MONTHLY SERVICE	AIRPORT	O-GEN MISC	59.98
				TOTAL:	422.80
NOBLES COUNTY AUDITOR/TREASURER	7/21/23	DATA STORAGE SYSTEM 1/2	GENERAL FUND	POLICE ADMINISTRATION	24,865.63
	7/21/23	LEASE PAYMENT AUGUST 2023	WATER	O-DISTR RENTS	163.80
	7/21/23	LEASE PAYMENT AUGUST 2023	WATER	ADMIN RENT	327.61
	7/21/23	LEASE PAYMENT AUGUST 2023	MUNICIPAL WASTEWAT	O-PURIFY MISC	131.04
	7/21/23	LEASE PAYMENT AUGUST 2023	MUNICIPAL WASTEWAT	ADMIN RENT	262.09
	7/21/23	LEASE PAYMENT AUGUST 2023	ELECTRIC	O-DISTR RENTS	786.26
	7/21/23	LEASE PAYMENT AUGUST 2023	ELECTRIC	ADMIN RENT	1,605.27
				TOTAL:	28,141.70
NOBLES COUNTY PUBLIC WORKS	7/21/23	MAY FUEL	GENERAL FUND	ENGINEERING ADMIN	39.42
	7/21/23	MAY FUEL	GENERAL FUND	ECONOMIC DEVELOPMENT	161.46
	7/21/23	MAY FUEL	GENERAL FUND	POLICE ADMINISTRATION	4,949.31
	7/21/23	MAY FUEL	GENERAL FUND	FIRE ADMINISTRATION	97.41
	7/21/23	MAY FUEL	GENERAL FUND	CIVIL DEFENSE ADMIN	25.90
	7/21/23	MAY FUEL	GENERAL FUND	PAVED STREETS	1,589.11
	7/21/23	MAY FUEL	GENERAL FUND	CODE ENFORCEMENT	144.81
	7/21/23	MAY FUEL	RECREATION	BALLFIELD MAINTENANCE	584.25
	7/21/23	MAY FUEL	RECREATION	SOCCER COMPLEX	179.48
	7/21/23	MAY FUEL	RECREATION	PARK AREAS	1,326.52
	7/21/23	MAY FUEL	RECREATION	TREE REMOVAL	1,724.60
	7/21/23	MAY FUEL	WATER	O-PUMPING	186.54
	7/21/23	MAY FUEL	WATER	M-TRANS MAINS	872.86
	7/21/23	MAY FUEL	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	147.21
	7/21/23	MAY FUEL	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	122.68
	7/21/23	MAY FUEL	MUNICIPAL WASTEWAT	O-PURIFY MISC	66.00
	7/21/23	MAY FUEL	MUNICIPAL WASTEWAT	O-PURIFY MISC	64.65
	7/21/23	MAY FUEL	MUNICIPAL WASTEWAT	O-PURIFY MISC	25.05
	7/21/23	MAY FUEL	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	236.49
	7/21/23	MAY FUEL	MUNICIPAL WASTEWAT	M-SOURCE MAINS & LIFTS	302.41
	7/21/23	MAY FUEL	ELECTRIC	O-DISTR UNDERGRND LINE	1,186.77
	7/21/23	MAY FUEL	STORM WATER MANAGE	STORM DRAINAGE	438.87
	7/21/23	MAY FUEL	STORM WATER MANAGE	STORM DRAINAGE	147.22
	7/21/23	MAY FUEL	STORM WATER MANAGE	STREET CLEANING	790.17
				TOTAL:	15,409.19
NOBLES COUNTY SHERIFF	7/21/23	FINGER PRINTING KATE ROBIN	GENERAL FUND	CLERK'S OFFICE	10.00
	7/21/23	GEOM INDOOR MAPPING REIM	GENERAL FUND	POLICE ADMINISTRATION	5,000.00
				TOTAL:	5,010.00
NORDSTROM'S AUTOMOTIVE INC.	7/21/23	#504 DOOR ASSEMBLY	RECREATION	PARK AREAS	600.00
				TOTAL:	600.00
OFFICE OF MNIT SERVICES	7/21/23	MONTHLY VOICE SERVICE	GENERAL FUND	ADMINISTRATION	30.32
	7/21/23	MONTHLY VOICE SERVICE	GENERAL FUND	CLERK'S OFFICE	37.45

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/21/23	MONTHLY VOICE SERVICE	GENERAL FUND	ACCOUNTING	29.09
	7/21/23	MONTHLY VOICE SERVICE	GENERAL FUND	ENGINEERING ADMIN	4.31
	7/21/23	MONTHLY VOICE SERVICE	GENERAL FUND	ENGINEERING ADMIN	94.18
	7/21/23	MONTHLY VOICE SERVICE	GENERAL FUND	ECONOMIC DEVELOPMENT	4.30
	7/21/23	MONTHLY VOICE SERVICE	GENERAL FUND	ECONOMIC DEVELOPMENT	41.36
	7/21/23	MONTHLY VOICE SERVICE	RECREATION	FIELD HOUSE	57.09
	7/21/23	JUNE 2023 VOICE SERVICES	WATER	O-PUMPING	12.82
	7/21/23	JUNE 2023 VOICE SERVICES	WATER	O-DISTR MISC	39.69
	7/21/23	JUNE 2023 VOICE SERVICES	WATER	ADMIN OFFICE SUPPLIES	12.82
	7/21/23	JUNE 2023 VOICE SERVICES	WATER	ACCTS-RECORDS & COLLEC	24.90
	7/21/23	JUNE 2023 VOICE SERVICES	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	12.82
	7/21/23	JUNE 2023 VOICE SERVICES	MUNICIPAL WASTEWAT	O-PURIFY MISC	27.75
	7/21/23	JUNE 2023 VOICE SERVICES	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	12.82
	7/21/23	JUNE 2023 VOICE SERVICES	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	27.75
	7/21/23	JUNE 2023 VOICE SERVICES	ELECTRIC	O-SOURCE MISC	12.82
	7/21/23	JUNE 2023 VOICE SERVICES	ELECTRIC	O-DISTR SUPER & ENG	12.82
	7/21/23	JUNE 2023 VOICE SERVICES	ELECTRIC	O-DISTR STATION EXPENS	38.64
	7/21/23	JUNE 2023 VOICE SERVICES	ELECTRIC	O-DISTR MISC	12.82
	7/21/23	JUNE 2023 VOICE SERVICES	ELECTRIC	ADMIN OFFICE SUPPLIES	13.35
	7/21/23	JUNE 2023 VOICE SERVICES	ELECTRIC	ACCTS-RECORDS & COLLEC	74.74
	7/21/23	JUNE 2023 VOICE SERVICES	ELECTRIC	ACCTS-ASSISTANCE	14.67
	7/21/23	MONTHLY VOICE SERVICE	DATA PROCESSING	DATA PROCESSING	29.55
	7/21/23	MONTHLY SERVICE	DATA PROCESSING	DATA PROCESSING	49.73
				TOTAL:	728.61
OKABENA ESTATES	7/21/23	OKABENA ESTATES TI #11 SEM OKABENA ESTATES	OKABENA ESTATES	OKABENA ESTATES	1,669.76
	7/21/23	OKABENA ESTATES TI #11 SEM OKABENA ESTATES	OKABENA ESTATES	OKABENA ESTATES	9,461.99
	7/21/23	OKABENA ESTATES TI #11 SEM OKABENA ESTATES	OKABENA ESTATES	OKABENA ESTATES	1,828.66
				TOTAL:	12,960.41
ONE OFFICE SOLUTION-WOCITY	7/21/23	TRASH BAGS	GENERAL FUND	GENERAL GOVT BUILDINGS	88.38
	7/21/23	TOWELS AND TISSUES	GENERAL FUND	GENERAL GOVT BUILDINGS	222.80
	7/21/23	WATER WORLD TONER	RECREATION	AQUATIC CENTER FACILIT	188.46
				TOTAL:	499.64
ONE OFFICE SOLUTION-WOUTIL	7/21/23	FOLDERS AND PAPER	WATER	ACCTS-RECORDS & COLLEC	25.49
	7/21/23	FOLDERS	WATER	ACCTS-RECORDS & COLLEC	4.86
	7/21/23	FOLDERS AND PAPER	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	25.49
	7/21/23	FOLDERS	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	4.85
	7/21/23	FOLDERS AND PAPER	ELECTRIC	ACCTS-RECORDS & COLLEC	50.99
	7/21/23	FOLDERS	ELECTRIC	ACCTS-RECORDS & COLLEC	9.72
				TOTAL:	121.40
OPTUM FINANCIAL INC	7/21/23	HSA MONTHLY FEE	GENERAL FUND	GENERAL GOVT BUILDINGS	165.00
				TOTAL:	165.00
PAUSTIS WINE COMPANY	7/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	2,425.00
	7/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	240.00
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	37.50
				TOTAL:	2,702.50
WMN PEIP	7/21/23	HEALTH INS PREMIUM	GENERAL FUND	NON-DEPARTMENTAL	5,165.22
	7/21/23	HEALTH INS PREMIUM	GENERAL FUND	NON-DEPARTMENTAL	5,026.37
	7/21/23	HEALTH INSURANCE-JULY FOR	GENERAL FUND	NON-DEPARTMENTAL	1,310.28
	7/21/23	HEALTH INS PREM	GENERAL FUND	MAYOR AND COUNCIL	442.61
	7/21/23	HEALTH INS PREM	GENERAL FUND	MAYOR AND COUNCIL	442.61

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/21/23	HEALTH INS PREM	GENERAL FUND	ADMINISTRATION	1,434.05
	7/21/23	HEALTH INS PREM	GENERAL FUND	ADMINISTRATION	1,434.05
	7/21/23	HEALTH INS PREM	GENERAL FUND	ADMINISTRATION	0.01
	7/21/23	HEALTH INS PREM	GENERAL FUND	CLERK'S OFFICE	991.44
	7/21/23	HEALTH INS PREM	GENERAL FUND	CLERK'S OFFICE	1,034.15
	7/21/23	HEALTH INS PREM	GENERAL FUND	CLERK'S OFFICE	0.01
	7/21/23	HEALTH INS PREM	GENERAL FUND	ACCOUNTING	594.86
	7/21/23	HEALTH INS PREM	GENERAL FUND	ACCOUNTING	587.43
	7/21/23	HEALTH INS PREM	GENERAL FUND	ACCOUNTING	0.01
	7/21/23	HEALTH INS PREM	GENERAL FUND	ENGINEERING ADMIN	320.90
	7/21/23	HEALTH INS PREM	GENERAL FUND	ENGINEERING ADMIN	420.48
	7/21/23	HEALTH INS PREM	GENERAL FUND	ECONOMIC DEVELOPMENT	1,434.05
	7/21/23	HEALTH INS PREM	GENERAL FUND	ECONOMIC DEVELOPMENT	1,434.05
	7/21/23	HEALTH INS PREM	GENERAL FUND	ECONOMIC DEVELOPMENT	0.01
	7/21/23	HEALTH INS PREM	GENERAL FUND	POLICE ADMINISTRATION	16,017.75
	7/21/23	HEALTH INS PREM	GENERAL FUND	POLICE ADMINISTRATION	385.98
	7/21/23	HEALTH INS PREM	GENERAL FUND	POLICE ADMINISTRATION	16,021.04
	7/21/23	HEALTH INS PREM	GENERAL FUND	POLICE ADMINISTRATION	341.31
	7/21/23	HEALTH INS PREM	GENERAL FUND	POLICE ADMINISTRATION	41.38
	7/21/23	HEALTH INS PREM	GENERAL FUND	POLICE ADMINISTRATION	0.09
	7/21/23	BOMGAARS-JULY FOR AUG	GENERAL FUND	POLICE ADMINISTRATION	1,982.89
	7/21/23	HEALTH INS PREM	GENERAL FUND	SECURITY CENTER	2,873.31
	7/21/23	HEALTH INS PREM	GENERAL FUND	SECURITY CENTER	2,873.29
	7/21/23	HEALTH INS PREM	GENERAL FUND	SECURITY CENTER	2,873.31
	7/21/23	HEALTH INS PREM	GENERAL FUND	SECURITY CENTER	2,873.29
	7/21/23	HEALTH INS PREM	GENERAL FUND	SECURITY CENTER	0.02
	7/21/23	HEALTH INS PREM	GENERAL FUND	FIRE ADMINISTRATION	26.96
	7/21/23	HEALTH INS PREM	GENERAL FUND	ANIMAL CONTROL ENFORCE	110.65
	7/21/23	HEALTH INS PREM	GENERAL FUND	ANIMAL CONTROL ENFORCE	110.65
	7/21/23	HEALTH INS PREM	GENERAL FUND	PAVED STREETS	396.58
	7/21/23	HEALTH INS PREM	GENERAL FUND	PAVED STREETS	619.65
	7/21/23	HEALTH INS PREM	GENERAL FUND	PAVED STREETS	0.01
	7/21/23	HEALTH INS PREM	GENERAL FUND	PUBLIC WORK SHOP	1,143.51
	7/21/23	HEALTH INS PREM	GENERAL FUND	PUBLIC WORK SHOP	188.72
	7/21/23	HEALTH INS PREM	GENERAL FUND	CODE ENFORCEMENT	1,323.40
	7/21/23	HEALTH INS PREM	GENERAL FUND	CODE ENFORCEMENT	1,323.40
	7/21/23	HEALTH INS PREM	GENERAL FUND	CODE ENFORCEMENT	0.01
	7/21/23	HEALTH INS PREM	GENERAL FUND	MISC SPECIAL DAYS/EVEN	272.65
	7/21/23	HEALTH INS PREMIUM	MEMORIAL AUDITORIUM	NON-DEPARTMENTAL	126.53
	7/21/23	HEALTH INS PREMIUM	MEMORIAL AUDITORIUM	NON-DEPARTMENTAL	126.53
	7/21/23	HEALTH INS PREM	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	506.12
	7/21/23	HEALTH INS PREM	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	506.12
	7/21/23	HEALTH INS PREMIUM	RECREATION	NON-DEPARTMENTAL	611.42
	7/21/23	HEALTH INS PREMIUM	RECREATION	NON-DEPARTMENTAL	764.45
	7/21/23	HEALTH INS PREM	RECREATION	FIELD HOUSE	2,425.49
	7/21/23	HEALTH INS PREM	RECREATION	FIELD HOUSE	2,425.49
	7/21/23	HEALTH INS PREM	RECREATION	FIELD HOUSE	0.02
	7/21/23	HEALTH INS PREM	RECREATION	PARK AREAS	145.56
	7/21/23	HEALTH INS PREM	RECREATION	PARK AREAS	201.54
	7/21/23	HEALTH INS PREM	RECREATION	TREE REMOVAL	201.54
	7/21/23	HEALTH INS PREM	RECREATION	TREE REMOVAL	604.63
	7/21/23	HEALTH INS PREM	RECREATION	TREE REMOVAL	0.01
	7/21/23	HEALTH INS PREM	PIR/TRUNKS	SP ASSESS-ADMIN ESCROW	199.17
	7/21/23	HEALTH INS PREM	PIR/TRUNKS	SP ASSESS-ADMIN ESCROW	199.17
	7/21/23	HEALTH INS PREM	IMPROVEMENT CONST	2023 LAKE AVE & TOWER	16.60
	7/21/23	HEALTH INS PREM	IMPROVEMENT CONST	2023 LAKE AVE & TOWER	22.13

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/21/23	HEALTH INS PREM	IMPROVEMENT CONST	TAP TRAILS	11.07
	7/21/23	HEALTH INS PREM	IMPROVEMENT CONST	OVERLAY PROGRAM	16.60
	7/21/23	HEALTH INS PREM	IMPROVEMENT CONST	SHELL ST-9TH AVE TO LA	55.33
	7/21/23	HEALTH INS PREM	IMPROVEMENT CONST	SHELL ST-9TH AVE TO LA	49.79
	7/21/23	HEALTH INS PREM	IMPROVEMENT CONST	2ND AVE-10TH ST TO 12T	22.13
	7/21/23	HEALTH INS PREM	TI DIST #7, REDEV	SEWER EXT - N HUMISTON	38.73
	7/21/23	HEALTH INS PREM	TI DIST #7, REDEV	SEWER EXT - N HUMISTON	22.13
	7/21/23	HEALTH INS PREMIUM	WATER	NON-DEPARTMENTAL	350.10
	7/21/23	HEALTH INS PREMIUM	WATER	NON-DEPARTMENTAL	350.10
	7/21/23	HEALTH INS PREM	WATER	O-DISTR SUPER AND ENG	991.44
	7/21/23	HEALTH INS PREM	WATER	O-DISTR SUPER AND ENG	991.44
	7/21/23	HEALTH INS PREM	WATER	O-DISTR SUPER AND ENG	0.01
	7/21/23	HEALTH INS PREM	WATER	O-DISTR MISC	22.13
	7/21/23	HEALTH INS PREM	WATER	O-DISTR MISC	22.13
	7/21/23	HEALTH INS PREM	WATER	GENERAL ADMIN	177.04
	7/21/23	HEALTH INS PREM	WATER	GENERAL ADMIN	171.41
	7/21/23	HEALTH INS PREM	WATER	ADMIN OFFICE SUPPLIES	9.38
	7/21/23	HEALTH INS PREM	WATER	ACCTS-METER READING	297.43
	7/21/23	HEALTH INS PREM	WATER	ACCTS-METER READING	297.43
	7/21/23	HEALTH INS PREM	WATER	ACCTS-RECORDS & COLLEC	205.59
	7/21/23	HEALTH INS PREM	WATER	ACCTS-RECORDS & COLLEC	205.60
	7/21/23	HEALTH INS PREM	WATER	PROJECT #11	38.73
	7/21/23	HEALTH INS PREM	WATER	PROJECT #11	77.46
	7/21/23	HEALTH INS PREMIUM	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	270.17
	7/21/23	HEALTH INS PREMIUM	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	270.17
	7/21/23	HEALTH INS PREM	MUNICIPAL WASTEWAT	O-SOURCE SUPERVISION	297.43
	7/21/23	HEALTH INS PREM	MUNICIPAL WASTEWAT	O-SOURCE SUPERVISION	297.43
	7/21/23	HEALTH INS PREM	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	694.01
	7/21/23	HEALTH INS PREM	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	694.01
	7/21/23	HEALTH INS PREM	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	0.01
	7/21/23	HEALTH INS PREM	MUNICIPAL WASTEWAT	O-PURIFY MISC	22.13
	7/21/23	HEALTH INS PREM	MUNICIPAL WASTEWAT	O-PURIFY MISC	22.13
	7/21/23	HEALTH INS PREM	MUNICIPAL WASTEWAT	GENERAL ADMIN	163.76
	7/21/23	HEALTH INS PREM	MUNICIPAL WASTEWAT	GENERAL ADMIN	159.26
	7/21/23	HEALTH INS PREM	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	9.38
	7/21/23	HEALTH INS PREM	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	170.00
	7/21/23	HEALTH INS PREM	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	170.00
	7/21/23	HEALTH INS PREM	MUNICIPAL WASTEWAT	PROJECT #15	5.53
	7/21/23	HEALTH INS PREM	MUNICIPAL WASTEWAT	PROJECT #15	11.07
	7/21/23	HEALTH INS PREMIUM	ELECTRIC	NON-DEPARTMENTAL	1,176.73
	7/21/23	HEALTH INS PREMIUM	ELECTRIC	NON-DEPARTMENTAL	1,169.99
	7/21/23	HEALTH INS PREM	ELECTRIC	O-SOURCE GENERATION	129.34
	7/21/23	HEALTH INS PREM	ELECTRIC	O-DISTR UNDERGRND LINE	104.33
	7/21/23	HEALTH INS PREM	ELECTRIC	O-DISTR UNDERGRND LINE	247.86
	7/21/23	HEALTH INS PREM	ELECTRIC	O-DISTR MISC	994.40
	7/21/23	HEALTH INS PREM	ELECTRIC	O-DISTR MISC	979.23
	7/21/23	HEALTH INS PREM	ELECTRIC	M-CISTR SUPER & ENG	258.64
	7/21/23	HEALTH INS PREM	ELECTRIC	M-CISTR SUPER & ENG	185.71
	7/21/23	HEALTH INS PREM	ELECTRIC	M-DISTR UNDERGRND LINE	1,072.23
	7/21/23	HEALTH INS PREM	ELECTRIC	M-DISTR UNDERGRND LINE	376.52
	7/21/23	HEALTH INS PREM	ELECTRIC	M-DISTR ST LITE & SIG	285.10
	7/21/23	HEALTH INS PREM	ELECTRIC	M-DISTR PLANT MISC	37.18
	7/21/23	HEALTH INS PREM	ELECTRIC	GENERAL ADMIN	544.42
	7/21/23	HEALTH INS PREM	ELECTRIC	GENERAL ADMIN	517.01
	7/21/23	HEALTH INS PREM	ELECTRIC	ADMIN OFFICE SUPPLIES	18.78
	7/21/23	HEALTH INS PREM	ELECTRIC	ACCTS-METER READING	198.29

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/21/23	HEALTH INS PREM	ELECTRIC	ACCTS-RECORDS & COLLEC	910.18
	7/21/23	HEALTH INS PREM	ELECTRIC	ACCTS-RECORDS & COLLEC	910.17
	7/21/23	HEALTH INS PREM	ELECTRIC	ACCTS-ASSISTANCE	221.31
	7/21/23	HEALTH INS PREM	ELECTRIC	ACCTS-ASSISTANCE	221.31
	7/21/23	HEALTH INS PREM	ELECTRIC	FA DISTR UNDRGRND COND	855.30
	7/21/23	HEALTH INS PREM	ELECTRIC	FA DISTR UNDRGRND COND	1,773.29
	7/21/23	HEALTH INS PREM	ELECTRIC	FA DISTR UNDRGRND COND	0.01
	7/21/23	HEALTH INS PREM	ELECTRIC	FA DISTR UNDRGRND COND	544.50
	7/21/23	HEALTH INS PREM	ELECTRIC	FA DISTR ST LITE & SIG	29.95
	7/21/23	HEALTH INS PREM	ELECTRIC	FA DISTR METERS	786.49
	7/21/23	HEALTH INS PREM	ELECTRIC	FA DISTR METERS	482.92
	7/21/23	HEALTH INS PREM	ELECTRIC	FA DISTR METERS	0.02
	7/21/23	HEALTH INS PREM	STORM WATER MANAGE	PROJECT #7	55.33
	7/21/23	HEALTH INS PREM	STORM WATER MANAGE	PROJECT #7	22.13
	7/21/23	HEALTH INS PREM	STORM WATER MANAGE	PROJECT #12	60.86
	7/21/23	HEALTH INS PREM	STORM WATER MANAGE	PROJECT #12	11.07
	7/21/23	HEALTH INS PREM	STORM WATER MANAGE	PROJECT #13	77.44
	7/21/23	HEALTH INS PREM	STORM WATER MANAGE	PROJECT #13	16.59
	7/21/23	HEALTH INS PREMIUM	LIQUOR	NON-DEPARTMENTAL	247.86
	7/21/23	HEALTH INS PREMIUM	LIQUOR	NON-DEPARTMENTAL	247.86
	7/21/23	HEALTH INS PREM	LIQUOR	O-GEN MISC	2,319.27
	7/21/23	HEALTH INS PREM	LIQUOR	O-GEN MISC	2,319.27
	7/21/23	HEALTH INS PREM	LIQUOR	O-GEN MISC	0.01
	7/21/23	HEALTH INS PREMIUM	DATA PROCESSING	NON-DEPARTMENTAL	347.00
	7/21/23	HEALTH INS PREMIUM	DATA PROCESSING	NON-DEPARTMENTAL	339.56
	7/21/23	HEALTH INS PREM	DATA PROCESSING	DATA PROCESSING	1,830.63
	7/21/23	HEALTH INS PREM	DATA PROCESSING	DATA PROCESSING	1,795.35
	7/21/23	HEALTH INS PREM	DATA PROCESSING	DATA PROCESSING	0.01
	7/21/23	BOMGAARS-JULY FOR AUG	HEALTH INS PLAN (T	NON-DEPARTMENTAL	<u>495.72</u>
			TOTAL:		115,851.82
PFEIFER IMPLEMENT CO INC	7/21/23	BUSHING	RECREATION	SOCCER COMPLEX	<u>12.50</u>
			TOTAL:		12.50
PHILLIPS WINE & SPIRITS INC	7/21/23	MIX	LIQUOR	NON-DEPARTMENTAL	135.00
	7/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	82.50
	7/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	779.85
	7/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	4,776.04
	7/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	420.00
	7/21/23	MIX	LIQUOR	NON-DEPARTMENTAL	60.00
	7/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	2,633.39
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	38.61
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	95.54
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	21.95
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	<u>47.13</u>
			TOTAL:		9,090.01
R & R PRODUCTS INC	7/21/23	ZAMBONI SERVICE	RECREATION	ICE ARENA	<u>1,454.15</u>
			TOTAL:		1,454.15
RONS REPAIR INC	7/21/23	1993 FREIGHT HUB REPAIR	GENERAL FUND	FIRE ADMINISTRATION	1,023.45
	7/21/23	#419 RADIATOR CAP	GENERAL FUND	PAVED STREETS	<u>6.47</u>
			TOTAL:		1,029.92
ROUND LAKE VINEYARDS & WINERY LLC	7/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	<u>450.00</u>
			TOTAL:		450.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
RUNNINGS SUPPLY INC-ACCT#9502440	7/21/23	BOOTS AND GLOVES DAVID ROS	WATER	O-DISTR MISC	234.98
	7/21/23	DEHUMIDIFIER	WATER	ADMIN OFFICE SUPPLIES	4.80
	7/21/23	DEHUMIDIFIER	WATER	ACCTS-RECORDS & COLLEC	27.50
	7/21/23	DEHUMIDIFIER	WATER	ACCTS-RECORDS & COLLEC	4.81
	7/21/23	DEHUMIDIFIER	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	27.49
	7/21/23	DEHUMIDIFIER	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	4.80
	7/21/23	DEHUMIDIFIER	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	27.50
	7/21/23	DEHUMIDIFIER	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	4.80
	7/21/23	STRAP	ELECTRIC	M-DISTR UNDERGRND LINE	15.28
	7/21/23	TAPE	ELECTRIC	M-DISTR UNDERGRND LINE	15.29
	7/21/23	DEHUMIDIFIER	ELECTRIC	ADMIN OFFICE SUPPLIES	27.50
	7/21/23	DEHUMIDIFIER	ELECTRIC	ACCTS-RECORDS & COLLEC	55.00
	7/21/23	DEHUMIDIFIER	ELECTRIC	ACCTS-RECORDS & COLLEC	55.00
	7/21/23	DEHUMIDIFIER	ELECTRIC	ACCTS-RECORDS & COLLEC	9.60
	7/21/23	DEHUMIDIFIER	ELECTRIC	ACCTS-RECORDS & COLLEC	<u>9.60</u>
	TOTAL:				523.95
RUNNINGS SUPPLY INC-ACCT#9502485	7/21/23	RECOVERY STRAP	GENERAL FUND	ENGINEERING ADMIN	39.99
	7/21/23	BOLTS PINS FLEET	GENERAL FUND	PAVED STREETS	7.81
	7/21/23	GLOVES	GENERAL FUND	PAVED STREETS	45.98
	7/21/23	STAGE BUNGE CORDS	GENERAL FUND	MISC SPECIAL DAYS/EVEN	47.80
	7/21/23	BOLTS TIRE TUBES	RECREATION	FIELD HOUSE	42.55
	7/21/23	TRIMMER LINE	RECREATION	BALLFIELD MAINTENANCE	21.99
	7/21/23	PROPANE KIT	RECREATION	SOCCER COMPLEX	39.99
	7/21/23	BAR SAW & RETURNED DEHUMID	RECREATION	TREE REMOVAL	250.98
	7/21/23	RETURN CREDIT DEHUMIDIFIER	RECREATION	TREE REMOVAL	199.99-
	7/21/23	PRUNER	RECREATION	TREE REMOVAL	79.97
	7/21/23	LOOPERS	RECREATION	TREE REMOVAL	252.95
	7/21/23	PLUGS AND FUSES	AIRPORT	O-GEN MISC	<u>44.07</u>
	TOTAL:				674.09
SCHAAP SANITATION	7/21/23	MONTHLY SERVICE	GENERAL FUND	CENTER FOR ACTIVE LIVI	44.21
	7/21/23	MONTHLY SERVICE	RECREATION	SOCCER COMPLEX	873.03
	7/21/23	MONTHLY SERVICE	RECREATION	PARK AREAS	295.68
	7/21/23	MONTHLY SERVICE	RECREATION	10TH STREET PAVILION	287.17
	7/21/23	MONTHLY SERVICE	MUNICIPAL WASTEWAT	O-PURIFY MISC	325.64
	7/21/23	MONTHLY SERVICE	LIQUOR	O-GEN MISC	<u>298.58</u>
TOTAL:				2,124.31	
SCHOLTES MOTORS INC	7/21/23	OIL CHANGE 19 TRANSIT VAN	GENERAL FUND	ENGINEERING ADMIN	<u>48.43</u>
	TOTAL:				48.43
SCHROEDER BRYANT	7/21/23	CRIMINAL INTERDICTION	GENERAL FUND	POLICE ADMINISTRATION	<u>104.02</u>
	TOTAL:				104.02
SCHWALBACH ACE 5930	7/21/23	WASP KILLER AND BULBS	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	14.98
	7/21/23	WATERBUG PUMP	RECREATION	BALLFIELD MAINTENANCE	119.99
	7/21/23	CLIPPERS	RECREATION	TREE REMOVAL	142.96
	7/21/23	SWEEPER #413	STORM WATER MANAGE	STREET CLEANING	<u>23.97</u>
	TOTAL:				301.90
SCHWALBACH ACE #6067	7/21/23	SUPPLIES FOR SUB #3	ELECTRIC	M-DISTR UNDERGRND LINE	<u>16.74</u>
	TOTAL:				16.74
SECURE BENEFITS SYSTEMS	7/21/23	ADMIN FEE	GENERAL FUND	NON-DEPARTMENTAL	21.33
	7/21/23	ADMIN FEE	GENERAL FUND	NON-DEPARTMENTAL	20.42

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/21/23	CHILD CARE	GENERAL FUND	NON-DEPARTMENTAL	416.65
	7/21/23	CHILD CARE	GENERAL FUND	NON-DEPARTMENTAL	416.65
	7/21/23	UNREIMBURSED MEDICAL	GENERAL FUND	NON-DEPARTMENTAL	345.88
	7/21/23	UNREIMBURSED MEDICAL	GENERAL FUND	NON-DEPARTMENTAL	325.08
	7/21/23	ADMIN FEE-JULY	GENERAL FUND	OTHER GEN GOVT MISC	20.00
	7/21/23	ADMIN FEE	RECREATION	NON-DEPARTMENTAL	2.52
	7/21/23	ADMIN FEE	RECREATION	NON-DEPARTMENTAL	3.44
	7/21/23	UNREIMBURSED MEDICAL	RECREATION	NON-DEPARTMENTAL	49.93
	7/21/23	UNREIMBURSED MEDICAL	RECREATION	NON-DEPARTMENTAL	71.04
	7/21/23	ADMIN FEE	WATER	NON-DEPARTMENTAL	4.84
	7/21/23	ADMIN FEE	WATER	NON-DEPARTMENTAL	4.84
	7/21/23	CHILD CARE	WATER	NON-DEPARTMENTAL	208.33
	7/21/23	CHILD CARE	WATER	NON-DEPARTMENTAL	208.33
	7/21/23	UNREIMBURSED MEDICAL	WATER	NON-DEPARTMENTAL	57.50
	7/21/23	UNREIMBURSED MEDICAL	WATER	NON-DEPARTMENTAL	57.50
	7/21/23	ADMIN FEE	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	9.27
	7/21/23	ADMIN FEE	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	9.27
	7/21/23	CHILD CARE	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	208.33
	7/21/23	CHILD CARE	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	208.33
	7/21/23	UNREIMBURSED MEDICAL	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	276.82
	7/21/23	UNREIMBURSED MEDICAL	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	276.82
	7/21/23	ADMIN FEE	ELECTRIC	NON-DEPARTMENTAL	10.64
	7/21/23	ADMIN FEE	ELECTRIC	NON-DEPARTMENTAL	10.64
	7/21/23	CHILD CARE	ELECTRIC	NON-DEPARTMENTAL	702.07
	7/21/23	CHILD CARE	ELECTRIC	NON-DEPARTMENTAL	702.07
	7/21/23	UNREIMBURSED MEDICAL	ELECTRIC	NON-DEPARTMENTAL	57.33
	7/21/23	UNREIMBURSED MEDICAL	ELECTRIC	NON-DEPARTMENTAL	57.33
	7/21/23	ADMIN FEE	DATA PROCESSING	NON-DEPARTMENTAL	0.90
	7/21/23	ADMIN FEE	DATA PROCESSING	NON-DEPARTMENTAL	0.89
	7/21/23	UNREIMBURSED MEDICAL	DATA PROCESSING	NON-DEPARTMENTAL	25.00
	7/21/23	UNREIMBURSED MEDICAL	DATA PROCESSING	NON-DEPARTMENTAL	<u>24.69</u>
			TOTAL:		4,814.68
SHORT ELLIOTT HENDRICKSON INC	7/21/23	OLSON PED BRIDGE	RECREATION	PARK AREAS	5,321.90
	7/21/23	OXFORD ST CONSTRUCTION	IMPROVEMENT CONST	OXFORD STREET RECON	22,727.76
	7/21/23	OLSON PARK TRAIL	IMPROVEMENT CONST	OLSON PARK TRAIL REHAB	839.03
	7/21/23	AQUATIC CENTER	AQUATIC CENTER FAC	AQUATIC CENTER FACILIT	993.50
	7/21/23	STORMWATER MANAGEMENT PLAN	STORM WATER MANAGE	PROJECT #7	41,908.50
	7/21/23	STORMWATER MGMNT PLAN	STORM WATER MANAGE	PROJECT #7	<u>4,999.80</u>
			TOTAL:		76,790.49
SOUTHERN GLAZER'S WINE AND SPIRITS LL	7/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	144.00-
	7/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	7,227.38
	7/21/23	MIX	LIQUOR	NON-DEPARTMENTAL	54.00
	7/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	160.00
	7/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	3,835.56
	7/21/23	MIX	LIQUOR	NON-DEPARTMENTAL	111.00
	7/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	171.48
	7/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	188.97
	7/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	125.97
	7/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	3,429.65
	7/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	2,860.76
	7/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	1,460.00
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	130.56
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	3.70
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	1.85

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	60.46
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	9.25
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	4.47
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	1.23
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	1.23
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	55.50
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	40.70
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	29.60
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	<u>24.04</u>
				TOTAL:	19,843.36
SOUTHWEST MINNESOTA HOUSING PARTNERSHI	7/21/23	NEW CASTLE TI #14 SEMI ANN NEWCASTLE TOWNHOME	SW MN HOUSING		979.69
	7/21/23	NEW CASTLE TI #14 SEMI ANN NEWCASTLE TOWNHOME	SW MN HOUSING		<u>1,008.72</u>
				TOTAL:	1,988.41
SRF CONSULTING GROUP INC	7/21/23	COMPREHENSIVE PLAN	GENERAL FUND	ECONOMIC DEVELOPMENT	<u>7,781.83</u>
				TOTAL:	7,781.83
SWIFT AIR INC	7/21/23	SERVICE CALL CITY HALL	GENERAL FUND	GENERAL GOVT BUILDINGS	<u>981.40</u>
				TOTAL:	981.40
THE GLOBE	7/21/23	ADVERTISING	LIQUOR	O-GEN MISC	<u>36.20</u>
				TOTAL:	36.20
TRACTOR SUPPLY CREDIT PLAN	7/21/23	RAIN BARREL FOR FLOWERS/PL	GENERAL FUND	CENTER FOR ACTIVE LIVI	<u>134.99</u>
				TOTAL:	134.99
TRI-STATE GENERAL CONTRACTING	7/21/23	PHASE 1 FINAL PAYOUT RETAI RECREATION		NON-DEPARTMENTAL	100,031.11
	7/21/23	FIELD HOUSE PHASE 2 RETAIN RECREATION		NON-DEPARTMENTAL	<u>44,978.67</u>
				TOTAL:	145,009.78
TRITECH SOFTWARE SYSTEMS	7/21/23	2023 ZUERCHER SUPPORT MAIN	GENERAL FUND	POLICE ADMINISTRATION	26,567.06
	7/21/23	2023 ZUERCHER SUPPORT MAIN	GENERAL FUND	SECURITY CENTER	7,380.06
	7/21/23	2023 ZUERCHER SUPPORT MAIN	GENERAL FUND	SECURITY CENTER	<u>7,380.06</u>
				TOTAL:	41,327.18
VERIZON WIRELESS	7/21/23	MONTHLY SERVICE	WATER	O-DISTR MISC	40.01
	7/21/23	MONTHLY SERVICE	WATER	O-DISTR MISC	41.12
	7/21/23	MONTHLY SERVICE	WATER	O-DISTR MISC	41.12
	7/21/23	MONTHLY SERVICE	WATER	O-DISTR MISC	218.68
	7/21/23	MONTHLY SERVICE	WATER	ADMIN OFFICE SUPPLIES	10.37
	7/21/23	MONTHLY SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	40.01
	7/21/23	MONTHLY SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	41.12
	7/21/23	MONTHLY SERVICE	MUNICIPAL WASTEWAT	O-SOURCE MAINS & LIFTS	41.12
	7/21/23	MONTHLY SERVICE	MUNICIPAL WASTEWAT	O-PURIFY SUPERVISION	41.12
	7/21/23	MONTHLY SERVICE	MUNICIPAL WASTEWAT	ADMIN OFFICE SUPPLIES	10.36
	7/21/23	MONTHLY SERVICE	ELECTRIC	O-DISTR SUPER & ENG	40.01
	7/21/23	MONTHLY SERVICE	ELECTRIC	O-DISTR SUPER & ENG	40.01
	7/21/23	MONTHLY SERVICE	ELECTRIC	O-DISTR SUPER & ENG	41.12
	7/21/23	MONTHLY SERVICE	ELECTRIC	O-DISTR SUPER & ENG	41.46
	7/21/23	MONTHLY SERVICE	ELECTRIC	O-DISTR MISC	41.12
	7/21/23	MONTHLY SERVICE	ELECTRIC	ADMIN OFFICE SUPPLIES	20.73
	7/21/23	MONTHLY SERVICE	ELECTRIC	ACCTS-METER READING	<u>41.46</u>
				TOTAL:	790.94
VETERINARY MEDICAL CTR PA	7/21/23	DOG FOOD	GENERAL FUND	POLICE ADMINISTRATION	330.57

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	330.57
VINOCOPIA INC	7/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	120.00-
	7/21/23	LIQUOR	LIQUOR	NON-DEPARTMENTAL	1,143.00
	7/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	1,271.98
	7/21/23	MIX	LIQUOR	NON-DEPARTMENTAL	240.00
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	1.25-
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	38.75
				TOTAL:	2,572.48
WALKER ELECTRIC LLC	7/21/23	REPLACE BREAKER #3 AC UNIT	GENERAL FUND	FIRE ADMINISTRATION	125.50
	7/21/23	LCR INSTALL	ELECTRIC	FA DISTR METERS	60.00
	7/21/23	LCR INSTALL	ELECTRIC	FA DISTR METERS	157.10
	7/21/23	LCR INSTALLS	ELECTRIC	FA DISTR METERS	60.00
				TOTAL:	402.60
WESCO RECEIVABLES CORP	7/21/23	* 15KV TERMINATIONS	ELECTRIC	FA DISTR UNDRGRND COND	1,900.00
				TOTAL:	1,900.00
WESTERN STATES ENVELOPE & LABEL CO	7/21/23	#9 ENVELOPES (50,000)	WATER	ACCTS-RECORDS & COLLEC	400.38
	7/21/23	#9 ENVELOPES (50,000)	WATER	ACCTS-RECORDS & COLLEC	4.00-
	7/21/23	#9 ENVELOPES (50,000)	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	400.38
	7/21/23	#9 ENVELOPES (50,000)	MUNICIPAL WASTEWAT	ACCT-RECORDS & COLLECT	4.00-
	7/21/23	#9 ENVELOPES (50,000)	ELECTRIC	ACCTS-RECORDS & COLLEC	800.74
	7/21/23	#9 ENVELOPES (50,000)	ELECTRIC	ACCTS-RECORDS & COLLEC	8.01-
				TOTAL:	1,585.49
WINE MERCHANTS	7/21/23	WINE	LIQUOR	NON-DEPARTMENTAL	962.73
	7/21/23	FREIGHT	LIQUOR	O-SOURCE MISC	14.57
				TOTAL:	977.30
WORTHINGTON AREA UNITED WAY	7/21/23	PAYROLL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	12.80
	7/21/23	PAYROLL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	12.95
	7/21/23	PAYROLL WITHHOLDING	MEMORIAL AUDITORIUM	NON-DEPARTMENTAL	5.00
	7/21/23	PAYROLL WITHHOLDING	MEMORIAL AUDITORIUM	NON-DEPARTMENTAL	5.00
	7/21/23	PAYROLL WITHHOLDING	WATER	NON-DEPARTMENTAL	0.75
	7/21/23	PAYROLL WITHHOLDING	WATER	NON-DEPARTMENTAL	0.75
	7/21/23	PAYROLL WITHHOLDING	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	0.60
	7/21/23	PAYROLL WITHHOLDING	MUNICIPAL WASTEWAT	NON-DEPARTMENTAL	0.60
	7/21/23	PAYROLL WITHHOLDING	ELECTRIC	NON-DEPARTMENTAL	3.65
	7/21/23	PAYROLL WITHHOLDING	ELECTRIC	NON-DEPARTMENTAL	3.65
	7/21/23	PAYROLL WITHHOLDING	DATA PROCESSING	NON-DEPARTMENTAL	12.20
	7/21/23	PAYROLL WITHHOLDING	DATA PROCESSING	NON-DEPARTMENTAL	12.05
				TOTAL:	70.00
WORTHINGTON PUBLIC UTILITIES	7/21/23	WATER SOFENER REBATE	MUNICIPAL WASTEWAT	O-PURIFY MISC	150.00
	7/21/23	DEHUMIDIFIER REBATE	ELECTRIC	CUSTOMER INSTALL EXPEN	25.00
				TOTAL:	175.00
YELLOW COMPANY LLC	7/21/23	NORTHLAND MALL REDEV #16 S NORTHLAND MALL TIF	BUSINESS DEVELOPMENT		107,203.22
				TOTAL:	107,203.22
YMCA	7/21/23	2023 CONTRACT PAYMENT	RECREATION	RECREATION PROGRAMS	5,110.00
				TOTAL:	5,110.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
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===== FUND TOTALS =====

101	GENERAL FUND	196,890.11
202	MEMORIAL AUDITORIUM	1,306.28
229	RECREATION	180,344.02
231	ECONOMIC DEV AUTHORITY	569.85
321	PIR/TRUNKS	398.34
335	GO SALES TX REV 2020A	475.00
348	PIR SERIES 2012A	475.00
350	PIR SERIES 2016A	475.00
351	GO SERIES 2019A	475.00
401	IMPROVEMENT CONST	53,452.37
419	TI DIST #7, REDEV AMEND 5	69.49
425	OKABENA ESTATES	12,960.41
428	NEWCASTLE TOWNHOMES	1,988.41
431	AQUATIC CENTER FACILITY	993.50
434	NORTHLAND MALL TIF #16	107,203.22
436	HOTEL THOMPSON TIF #18	19,516.38
601	WATER	15,294.21
602	MUNICIPAL WASTEWATER	12,270.12
604	ELECTRIC	90,769.72
605	INDUSTRIAL WASTEWATER	100.00
606	STORM WATER MANAGEMENT	48,565.74
609	LIQUOR	356,390.81
612	AIRPORT	5,539.77
702	DATA PROCESSING	4,831.67
705	HEALTH INS PLAN (TPA)	495.72
872	CABLE TELEVISION	3,395.01
873	GARBAGE COLLECTION	109.51

GRAND TOTAL:	1,115,354.66
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PACKET: 04822 PAYROLL 07/21/2023 - 9
 VENDOR SET: 01 CITY OF WORTHINGTON *** DRAFT/OTHER LISTING ***
 BANK: 1 FIRST STATE BANK SOUTHWES

VENDOR	I.D.	NAME	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
D00173		DEFERRED COMP- MINNESOTA STATE D	D	7/26/2023			002003	7,782.29
E00088		EFTPS	D	7/26/2023			002004	68,606.84
M00309		MINNESOTA STATE RETIREMENT SYSTD		7/26/2023			002005	2,445.00
O00021		OPTUM HEALTH FINANCIAL	D	7/26/2023			002006	10,198.00
P00039		PUBLIC EMPLOYEES RETIREMENT ASSD		7/26/2023			002007	54,484.17
S00202		STATE OF MINNESOTA DEPT OF REVED		7/26/2023			002008	14,032.09

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	6	0.00	157,548.39	157,548.39
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	6	0.00	157,548.39	157,548.39