

**WORTHINGTON CITY COUNCIL
REGULAR MEETING, JANUARY 23, 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, Amy Ernst, Larry Janssen, Alaina Kolpin.

Staff present: Steve Robinson, City Administrator; Todd Wietzema, Public Works Director; Steve Schnieder, City Engineer; Hyunmyeong Goo, Assistant City Engineer; Matt Selof, Community Development Director; Mindy Eggers, City Clerk.

Others Present: Emma McNamee, The Globe; Ryan McGaughey, Radio Works.

The Pledge of Allegiance was recited.

AGENDA APPROVED WITH ADDITIONS/CHANGES

The Mayor stated Item *G.5. Approval of Position Guidelines and Salary Grade; Authorization to Advertise Accounting Clerk* would be added to the agenda.

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

A motion was made by Council Member Kielblock, seconded by Council Member Ernst and unanimously carried to close the agenda.

PUBLIC HEARING AND RESOLUTION NO. 2023-01-06 APPROVING TAX ABATEMENT FOR CERTAIN PROPERTY PURSUANT TO MINN. STAT. 469.1813 - GALEN & SHERRY BENTON

Pursuant to published notice this was the time and date for a public hearing on a Residential Property Tax Abatement.

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

Matt Selof, Community Development Director, said a City of Worthington Residential Property Tax Abatement Program application/request has been submitted by Galen and Sherry Benton. He explained the applicant is seeking approval of tax abatement for the construction of a condominium at 1209 South Shore Drive (located on Flower Lane).

Mr. Selof noted that a full application had not been developed at the time of application and the submitted documentation is a letter requesting abatement. Staff has reviewed the application and has concluded that it meets all the parameters of the Program Guidelines.

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Mr. Selof said this condominium was originally approved for tax abatement under the Nobles Home Initiative in 2020 and began construction that year. The project was then paused after the foundation was completed and work has not resumed since.

Council Member Kolpin asked if any tax benefits were received under the previous program. Mr. Selof said he did not think so.

Mayor Von Holdt asked if there were any other comments. There were none.

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

The motion was made by Council Member Ernst, seconded by Council Member Kolpin and unanimously carried to adopt the following resolution approving the Worthington Residential Property Tax Abatement application submitted by Galen & Sherry Benton.

RESOLUTION NO. 2023-01-06

A RESOLUTION APPROVING TAX ABATEMENT FOR CERTAIN PROPERTY PURSUANT TO MINN STAT 469.1813

(Refer to Resolution File for complete copy of Resolution)

CONSENT AGENDA

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

- Regular City Council Meeting Minutes of January 9, 2023
- Heron Lake Watershed Board Meeting Minutes of December 14, 2023
- Public Arts Commission Meeting Minutes of December 13, 2023
- Application for Exemption from Lawful Gambling Permit for the date of February 25, 2023- Whitetails Unlimited Southwest MN deer Camp Chapter
- Application for Exemption from Lawful Gambling Permit for the date of March 26, 2023- St. Mary's Church
- Application for Exemption from Lawful Gambling Permit for the date of July 17, 2023 - Worthington Regional Health Care Foundation, Inc.
- Senior Nutrition Program Site Use Agreement for the Center for Active Living
- Bills Payable Totaling \$2,311,511.72

INTRODUCTION AND OATH OF OFFICER DESTINI MILLER AND SIDNEY KOUNLABOUT

Troy Appel, Public Safety Director, introduced new Police Officer Destini Miller, who grew up in South Dakota and graduated from Marion High School, in 2019. After high school, she attended and graduated from Minnesota West, in 2022, with a degree in Law Enforcement. Destini started with WPD in September and is currently working full-time shifts for the department.

Siddney Kounlabout grew up in the Worthington area and graduated from Adrian High School, in 2014. After high school, he attended and graduated from Minnesota West, in 2020, with a degree in Law Enforcement. Siddney started with WPD in September and is currently working full-time shifts for the department.

Following administering of the Police Officer Oath to Officer Miller and Kounlabout by the City Clerk, Council offered their congratulations.

RESOLUTION NO. 2023-01-01 ACCEPTING DONATION OF FUNDS

Mr. Appel said Cynthia Russell generously donated \$50 to the Worthington Police Department. The donation will be placed in Police Program Reserves and will be utilized to contribute to a public safety equipment purchase.

A motion was made by Council Member Ernst, seconded by Council Member Cummings and unanimously carried to adopt the following resolution:

RESOLUTION NO. 2023-01-01

A RESOLUTION ACCEPTING A DONATION OF FUNDS

(Refer to Resolution File for complete copy of Resolution)

RESOLUTION NO. 2023-01-02 MODIFYING APPOINTMENTS TO AUTHORIZED SIGNATORIES FOR THE CITY OF WORTHINGTON

Steve Robinson, City Administrator, said banking institutions require resolutions approved by governing bodies, to make changes to position titles and authorized personnel to sign on City checking and investment accounts.

Rolling Hills Bank and Trust still has the previous retired Finance Director, Brian Kolander, on the signature card for the Certificate of Deposit held at this institution. Staff is recommending removing Brian Kolander from the account and adding Michelle Ridd, Assistant Finance Director. Debra Olsen, Finance Director, is also a signer on this account.

Bank of the West currently has Debra Olsen, Finance Director, as the only signer on the Certificate of Deposit and the Money Market accounts. It is recommended to add Michelle Ridd, Assistant Finance Director to these accounts as well.

A motion was made by Council Member Kielblock, seconded by Council Member Cummings and unanimously carried to adopt the following resolution authorizing the changes:

RESOLUTION NO. 2023-01-02

A RESOLUTION MODIFYING APPOINTMENTS TO CORPORATE AUTHORIZED SIGNATORIES FOR THE CITY OF WORTHINGTON

(Refer to Resolution File for complete copy of Resolution)

RESOLUTION NO. 2023-01-03 MAKING APPOINTMENTS TO CORPORATE AUTHORIZED SIGNATORIES FOR THE CITY OF WORTHINGTON FOR THE YEAR 2023

Mr. Robinson said the policy of the Worthington City Council is to make annual appointments to assign individuals as corporate signers for the city government each year.

Each check or draft must contain a signature of the Mayor, City Clerk, and Finance Director.

A motion was made by Council Member Kolpin, seconded by Council Member Janssen and unanimously carried to adopt the following resolution authorizing the appointments for 2023:

RESOLUTION NO. 2023-01-03

A RESOLUTION MAKING APPOINTMENTS TO CORPORATE AUTHORIZED SIGNATORIES FOR THE CITY OF WORTHINGTON FOR THE YEAR 2023

(Refer to Resolution File for complete copy of Resolution)

PROFESSIONAL SERVICES AGREEMENT - RESTORATION OF RACQUETBALL COURTS AT THE CENTER FOR ACTIVE LIVING APPROVED

Mr. Robinson, explained the racquetball courts at the Center for Active Living (CAL) experienced significant water damage to the floors, walls and ceilings stemming from roof leakage that occurred early in 2022. The area of the building was re-roofed in the latter part of 2022. The repair work will fully restore both racquetball courts to their original condition. Restoration work, along with architectural and engineering professional services, is covered under the City's League of Minnesota Cities Insurance Trust (LMCIT) policy. A proposal was received from Short Elliott Hendrickson and the scope of work includes design, bidding and construction administration services.

Mr. Robinson noted representatives of LMCIT have reviewed and approved the scope of work and the fee of \$15,800.00 submitted by the architectural firm.

A motion was made by Council Member Janssen, seconded by Council Member Kolpin and unanimously carried to approve the professional services agreement submitted by Short Elliot Hendrickson in the amount of \$15,800.00.

PROFESSIONAL SERVICES AGREEMENT - MODIFICATION OF ONE RACQUETBALL COURT INTO A MEETING ROOM AT THE CENTER FOR ACTIVE LIVING APPROVED

Mr. Robinson said the popularity of racquetball has declined in recent years giving the opportunity to convert one of the restored racquetball courts into much needed meeting space. These modifications will be completed in a manner that may allow conversion back to a fully functional racquetball court in the future should popularity of this sport pick up once again. The work and the proposed professional services will not be covered by the City's insurance and will be paid with undesignated, unreserved funds.

The modifications include:

- Carpeted flooring over the newly installed court surface,
- Installation of acoustical wall panels,
- Suspended acoustical ceiling system,
- Installation of lighting, power and data, and
- Modifications of the existing HVAC systems.

Jill Cuperus, Center for Active Living Director, said she has been the Director for the last year and a half and in that time has secured over \$200,000 in grants for programming. She was able to buy laptops and Ipads but does not have the space to set up a classroom like space so they can be utilized to the full potential. To date there are 175 members and today alone there were over 60 people that took part in different programs that were offered. She said having the extra meeting space would be a huge benefit for the members.

Mr. Robinson said the work proposed by Short Elliott Hendrickson includes architectural, electrical and HVAC design services; bidding and construction administration services. The professional services would be performed for a sum of \$14,800.00.

A motion was made by Council Member Kolpin, seconded by Council Member Janssen and unanimously carried to approve the professional services agreement by Short Elliot Hendrickson in the amount of \$14,800.00.

APPROVED POSITION GUIDELINES AND SALARY GRADE; AUTHORIZATION TO ADVERTISE ACCOUNTING CLERK

Mr. Robinson said the City Accountant has submitted their resignation. Staff reviewed the position guidelines as they relate to the actual core responsibilities and are recommending that the position

of Accounting Clerk better represents the essential duties and responsibilities. The position is classified as Non-Exempt Grade 6 (N-6) in accordance with the City's Compensation Guidelines. N-6 salary grade has a minimum salary of \$24.51/hour.

Council Member Cummings asked how it would effect the budget and Mr. Robinson said it would actually be a reduction in wages in benefits.

The motion was made by Council Member Cummings, seconded by Council Member Kolpin and unanimously carried to approve the position guidelines and authorize staff to advertise the position.

RESOLUTION NO. 2023-01-04 FOR AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION

Todd Wietzema, Public Works Director, said the City has been awarded a Minnesota Department of Transportation Grant to replace the roof on the Worthington Municipal Airport Maintenance Hangar. Staff received a design contract from Short Elliot Hendrickson, Inc. for design services for the roofing project. The total amount of these design services is \$13,300.00. The State grant will pay for 70% of this proposal, equaling \$9,310.00. The City's share would be \$3,990.00.

A motion was made by Council Member Ernst, seconded by Council Member Cummings and unanimously carried to adopt the following resolution accepting the State Grant:

RESOLUTION NO. 2023-01-04

A RESOLUTION AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION

(Refer to Resolution File for complete copy of Resolution)

APPROVED PLANS AND AUTHORIZED BIDS FOR LIQUOR STORE PARKING LOT

Mr. Wietzema said the 2023 CIP budget for the Liquor Store included a parking lot reconstruction project. Council approved Task Order Number 16, from Bolton and Menk, to do the design work for the parking lot project at its July 25, 2022 meeting. Staff is proposing a new concrete parking lot with improved traffic flow in and out. The plans have been completed and if approved the following schedule is proposed:

January 23, 2023 Council approval
February 22, 2023 Bid Opening
February 27, 2023 Bid Recommendation

A motion was made by Council Member Ernst, seconded by Council Member Kolpin and unanimously carried to authorize bids for the Liquor Store parking lot.

RESOLUTION NO. 2023-01-05 ADOPTED FOR AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION AGENCY AGREEMENT CONTRACT NO. 1052229

Steve Schnieder, City Engineer, said the Delegated Contract Process (DCP) agreements between MnDOT and local public agencies (LPAs) are a requirement to be eligible to receive federal funds. He explained the agreements cover the roles and responsibilities associated with federal aid funds and allow the MnDOT to act as a local agent in accepting these funds for construction projects.

The motion was made by Council Member Kielblock, seconded by Council Member Janssen and unanimously carried to approve the DCP agreement and adopt the following resolution:

RESOLUTION NO. 2023-01-05

RESOLUTION FOR AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION AGENCY AGREEMENT CONTRACT NO. 1052229

(Refer to Resolution File for complete copy of Resolution)

COUNCIL COMMITTEE REPORTS

Mayor Von Holdt - No report.

Council Member Janssen - No report.

Council Member Ernst - No report.

Council Member Kielblock - No report.

Council Member Kolpin - Attended the City, County, School, College meeting, DEED and the County have received \$550,000.00 to be used for childcare. District 518 has 106 slots for the new preschool program that is going to be implemented. Nobles County has put \$106,000.00 in a grant and are partnering with the SW MN Private Industry Council for internships for people born in Nobles County that return to work in Nobles County. Private businesses can contact the County for more information.

Council Member Cummings - No report.

CITY ADMINISTRATOR REPORT

Mr. Robinson said he had no report.

ADJOURNMENT

The motion was made by Council Member Kolpin, seconded by Council Member Kielblock and unanimously carried to adjourn the meeting at 6:03 p.m.

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Mindy L. Eggers, CMC
City Clerk