

**WORTHINGTON CITY COUNCIL
REGULAR MEETING, JANUARY 9, 2023**

The meeting was called to order at 7:00 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 (excused).

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

Others Present: Emma McNamee, The Globe.

The Pledge of Allegiance was recited.

AGENDA APPROVED WITH ADDITIONS/CHANGES

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

CONSENT AGENDA

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

- Regular City Council Meeting Minutes of December 2, 2022
- Public Arts Commission Meeting Minutes of December 13, 2023
- Annual Appointments as follows:
 - ▶ Designated the time and place of meetings as 5:30 p.m. starting January 23rd on the second and fourth Mondays of each month in City Hall Council Chambers, and special meetings shall be called as needed
 - ▶ Appointed Mindy Eggers as the City Clerk for the period January 1, 2023 through December 31, 2023 and Angela Thiner as the Assistant City Clerk for the same time period
 - ▶ Designated The Globe as the official newspaper for the publication of all matters required by law to be published
 - ▶ Annual Council Committee Appointments as presented
 - ▶ Appointed Jesse Flynn as the City Attorney and J. Vincent Jones as the Assistant City Attorney of Woods Fuller, for a one-year period from January 1, 2023 until December 31, 2023
- Application to conduct Off-Site Gambling - Currie Town & Country Boosters, Inc., for the date of March 29, 2023, at the Worthington Event Center
- Bills Payable Totaling \$2,410,181.81

ELECTION OF MAYOR PRO TEM

Section 2.02 of the Worthington City Charter states that at the Annual Meeting the City Council shall, from its number and by ballot, elect a Mayor Pro Tem who shall preside over the meetings of the City Council during the absence of the Mayor from the City, or upon the inability of the Mayor, from any cause, to discharge the duties of the office.

Following distribution of ballots and voting, the following votes were cast:

Council Member Cummings - 2
Council Member Kolpin - 0
Council Member Kielblock - 1
Council Member Ernst - 1
Council Member Janssen - 0

Following vote tabulation by the Clerk, Council declared Council Member Cummings as Mayor Pro Tem for 2023.

AMENDMENT TO THE CROSS-CULTURAL ADVISORY COMMITTEE BY-LAWS APPROVED

Steve Robinson, City Administrator, said members of the Cross-Cultural Advisory Committee have requested an amendment to Article II, Section 2, "Membership Terms" of the bylaws. The current bylaws state that "All terms shall expire on the first day of January". It is requested to amend this to: "All terms shall expire on the first day of January except for the student representative which shall expire on September 1st".

A motion was made by Council Member Cummings, seconded by Council Member Ernst and unanimously carried to approve the amendment to the Cross-Cultural Advisory Committee By-Laws.

THIRD READING AND ORDINANCE NO. 1193 TO AMEND TITLE III OF THE CITY CODE OF WORTHINGTON, NOBLES COUNTY MINNESOTA - COUNCIL MEETING TIME

Pursuant to published notice this is the time and date set for the third reading of a proposed ordinance to Amend Title III of the City Code of Worthington, Nobles County, Minnesota - Council Meeting Time.

A complete copy of the ordinance was provided in your December 12, 2022 Council Agenda.

The motion was made by Council Member Cummings, seconded by Council Member Kielblock and unanimously carried to give a third reading and subsequently adopt the following ordinance:

ORDINANCE NO. 1193

AN ORDINANCE TO AMEND TITLE III OF THE CITY CODE OF WORTHINGTON, NOBLES COUNTY MINNESOTA - COUNCIL MEETING TIME

(Refer to Ordinance File for complete copy of Ordinance)

THIRD READING AND ORDINANCE NO. 1194 TO AMEND TITLE III OF THE CITY CODE OF WORTHINGTON, NOBLES COUNTY, MINNESOTA - MAYOR AND COUNCIL EXTRA MEETING COMPENSATION

Pursuant to published notice this is the time and date set for the third reading of a proposed ordinance to Amend Title III of the City Code of Worthington, Nobles County, Minnesota - Mayor and Council Extra Meeting Compensation.

A complete copy of the ordinance was provided in your December 12, 2022 Council Agenda.

The motion was made by Council Member Ernst, seconded by Council Member Janssen and unanimously carried to give a third reading and subsequently adopt the following ordinance:

ORDINANCE NO. 1194

AN ORDINANCE TO AMEND TITLE III OF THE CITY CODE OF WORTHINGTON, NOBLES COUNTY, MINNESOTA - MAYOR AND COUNCIL EXTRA MEETING COMPENSATION

(Refer to Ordinance File for complete copy of Ordinance)

THIRD READING AND ORDINANCE NO. 1195 TO AMEND CITY CODE TITLE XV, CHAPTER 150: BUILDING REGULATIONS TO ESTABLISH CHANGES TO RENTAL PROPERTY STANDARDS, INSPECTIONS, AND ENFORCEMENT - RENTAL HOUSING

Pursuant to published notice this is the time and date set for the third reading of a proposed ordinance to Amend City Code Title XV, Chapter 150: Building Regulations to Establish Changes to Rental Property Standards, Inspections, and Enforcement - Rental Housing.

A motion was made by Council Member Kielblock, seconded by Council Member Cummings and unanimously carried to give a third reading to following ordinance:

ORDINANCE NO. 1195

AN ORDINANCE TO AMEND CITY CODE TITLE XV, CHAPTER 150: BUILDING REGULATIONS TO ESTABLISH CHANGES TO RENTAL PROPERTY STANDARDS, INSPECTIONS, AND ENFORCEMENT - RENTAL HOUSING

(Refer to Ordinance File for complete copy of Ordinance)

APPROVAL OF POSITION GUIDELINES - CROSS-CULTURAL ADVISORY COMMITTEE PROJECT INTERN

Mr. Robinson said the Cross-Cultural Advisory Committee (CCAC) received a Rural Leadership Boost Grant from the Blandin Foundation to support local vision and spur dreamers and doers who move rural places forward.

The purpose of the CCAC grant is to create a pipeline of community members to city roles and elected positions that are more representative of Worthington's diverse population. The CCAC desires to decrease financial barriers for community members interested in pursuing careers in translation and interpretation, communications and community engagement by offering scholarships. The CCAC desires to be a successful entity that promotes equity and diversity in all measures pertaining to decision making spaces.

The Blandin Foundation approved a grant in the amount of \$50,000.00. The budget includes:

- \$9,600.00 paying CCAC members \$100.00 for attendance at monthly meetings for a period of up to one year,
- \$36,000.00 for two intern positions in flexible part time positions, and
- \$4,400.00 for educational opportunities including interpretation/translation certificates, community engagement and communication.

The terms of the grant specify that the City will be the fiscal agent with responsibility for ensuring compliance with the terms of the grant agreement. The interns will be employees of the City of Worthington and under the supervision of the City Administrator or designee. They will be required to regularly work in office space provided at City Hall and comply with all City personnel policies.

The guidelines for the intern positions including the Position Summary, Accountabilities, Essential Duties and Responsibilities, Peripheral Duties and Qualifications. The CCAC will participate in interviewing and selection of the interns.

A motion was made by Council Member Ernst, seconded by Council Member Cummings and unanimously carried to approve the Cross-Cultural Advisory Committee Project Intern position guidelines as presented.

APPROVAL OF POSITION GUIDELINES - COMMUNITY RELATIONS AND COMMUNICATIONS

Mr. Robinson said City Council approved the above position and budgeted for it during the second quarter of 2023. A summary of the position includes:

"This position engages and communicates accurate and relevant information to residents, businesses and media outlets in an inclusive and thoughtful manner across multiple communication platforms including social media, internet, print, video, radio and community-based information/education programs. Encourages residents to have their voices included and incorporated into the work of the City of Worthington. Develops marketing and communication strategies that amplifies the efforts, promotes a positive image, value, public service principles and core values of the City of Worthington. Advises, assists and serves as central point of contact for City departments with interpretation, translation and external communication."

The position has a Salary Grade of Non-Exempt 6 (N-6) in accordance with the City's Compensation Administration Guidelines. The N-6 salary grade has a minimum hourly wage of \$24.61.

A motion was made by Council Member Cummings, seconded by Council Member Ernst and unanimously carried to approve the Community Relations and Communications position guidelines.

NOMINATING COMMITTEE RECOMMENDATIONS FOR COMMITTEE APPOINTMENTS/REAPPOINTMENTS APPROVED

The Nominating Committee met on December 14, 2022 and are making the following recommendations for committee appointment:

Public Arts Commission

Re-appoint Zuby Jansen to a second three-year term, term to expire November 30, 2025

A motion was made by Council Member Kielblock, seconded by Council Member Janssen and unanimously carried to approve the recommendations for committee appointments and reappointments.

SUNSET PARK FISH CLEANING STATION PROFESSIONAL SERVICES AMENDMENT APPROVED

Todd Wietzema, Public Works Director, said staff received an amendment to the contract from Short Elliott Hendrickson, Inc, for final design services of the Sunset Parking Lot project. The amendment for final design services would include:

- Shelter for cleaning fish
- Fish grinder station
- Boat cleaning station

The original contract, approved by Council on December 28, 2021, only included the design of the parking area. The amended fee is \$14,471.00. The additional charges are eligible expenditures under

the Local Option Sales Tax funds.

A motion was made by Council Member Cummings, seconded by Council Member Ernst and unanimously carried to approve the amendment with Short Elliott Hendrickson in the amount of \$14,471.00.

AUTHORIZED STAFF TO SIGN A PURCHASE ORDER FOR A NEW TRUCK AND ASSOCIATED EQUIPMENT

Mr. Wietzema explained included in the Public Works preliminary 2024 budget is the purchase of a new 2024 single axle plow truck. Mr. Wietzema said the proposed truck will have a lead time of 16 to 24 months, depending on when we get the purchase order signed. The closer we get to 2024 the longer the lead time will be, due to the influx of new orders. Staff would like authorization to sign a purchase order for the new proposed truck before the final 2024 City of Worthington budget is approved. If changes need to be made to the 2024 budget, staff will transfer funds from other ERS reserves. The amount added to our 2024 ERS reserves for this truck purchase is \$39,517.00

A motion was made by Council Member Ernst, seconded by Council Member Cummings and unanimously carried to authorize staff to sign a purchase order for a new 2024 plow truck and associated equipment.

COUNTY DITCH 12 ANNUAL ASSESSMENT, SPLIT BETWEEN THE WASTEWATER TREATMENT PLANT DISCHARGE AND STORM WATER COLLECTION SYSTEM

Steve Schnieder, City Engineer, said the Nobles County Ditch Authority will be holding a meeting January 10, 2023 to approve the redetermined benefits for assessing the costs for maintaining County Ditch 12. The appraisers have determined that the City share of the benefit for the drainage system should be 73.5% of the total cost. This includes City stormwater drainage and an outlet fee for the wastewater treatment plant. Upon consideration of the consistent outlet flow for the wastewater plant in relationship to the flow for the ditch system designed storm event, it has been determined that an equitable split of the city share of the assessments for County Ditch 12 would be 20% to be paid by Public Utilities and 80% to be paid by the City Stormwater Assessment.

A motion was made by Council Member Ernst, seconded by Council Member Janssen and unanimously approve the County Ditch 12 maintenance assessment split.

COUNCIL COMMITTEE REPORTS

Mayor Von Holdt - Will be attending the childcare meeting at the Fieldhouse and the MN Mayor's Association is trying to schedule a meeting before Legislative Action Day.

Council Member Janssen - No report.

Council Member Ernst - No report.

Council Member Kielblock - No report.
Council Member Kolpin - No report.
Council Member Cummings - No report.

CITY ADMINISTRATOR REPORT

Mr. Robinson said the Finance Department is requesting extra meeting per diem be turned in monthly.

ADJOURNMENT

The motion was made by Council Member Kielblock, seconded by Council Member Cummings and unanimously carried to adjourn the meeting at 7:31 p.m.

Mindy L. Eggers, CMC
City Clerk