

**WORTHINGTON CITY COUNCIL
REGULAR MEETING
APRIL 24, 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; Matt Selof, Community Development Director; Todd Wietzema, Public Works Director; Mindy Eggers, City Clerk.

Others Present: Emma McNamee, The Globe.

The Pledge of Allegiance was recited.

AGENDA APPROVED WITH ADDITIONS/CHANGES

The Mayor stated Items *F.2. Approve MOU with Avera McKennan and F.3. Bid Recommendation for Airport SRE Roof Project* would be added to the agenda.

A motion was made by Council Member Kielblock, seconded by Council Member Cummings and unanimously carried to approve the agenda with the noted additions.

CONSENT AGENDA

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

- Special City Council Meeting Minutes of April 18.2023
- Regular City Council Meeting Minutes of April 10, 2023
- E.O. Olson Trust Fund Committee Meeting Minutes of April 11, 2023
- Park & Recreation Advisory Board Meeting Minutes of April 5, 2023
- Heron Lake Watershed Board of Directors Meeting Minutes of March 15, 2023
- Dock Permits
- Application for Temporary On-Sale Liquor License - Worthington Okabena Windsurfers
- Application to Block Street(s) - Worthington Okabena Windsurfers
- Municipal Liquor Store Income Statement for th Period of January 1, 2023 through March 31, 2023
- General Fund Statement of Revenue and Expenditures - Budget and Actual for the Period of January 1, 2023 through March 31, 2023
- Fieldhouse Statement of Revenue and Expenditures - Budget and Actual for the Period of January 1, 2023 through March 31, 2023
- Olson Park Statement of Revenue and Expenditures - Budget and Actual for the Period of January 1, 2023 through March 31, 2023

- Bills Payable Totaling \$902,007.85

SECOND READING PROPOSED ORDINANCE TO AMEND TITLE XV OF THE CITY CODE OF WORTHINGTON, NOBLES COUNTY, MINNESOTA - TEXT AMENDMENT – CITY CODE CHAPTER 97

Steve Robinson, City Administrator, said pursuant to published notice this is the time and date set for the second reading of a proposed ordinance to Amend Title XV of the City Code of the City of Worthington, Nobles County, Minnesota.

A complete copy of the ordinance was provided in your April 10, 2023 Council Agenda.

Council Member Cummings noted that his dissents vote on the first reading was not because of the screening regulation but for the enforcement of the remaining items in the ordinance. The motion was made by Council Member Cummings, seconded by Council Member Kielblock and unanimously carried to give a second reading to the proposed ordinance.

BUILDING OFFICIAL POSITION RECLASSIFICATION APPROVED

Mr. Robinson said positions at the City of Worthington are classified for salary grades based on nine separate factors. He explained the cumulative score of the factors places the position within one of the 15 nonexempt or 12 exempt salary grades. The total score of the position factors for the Building Official are 650 points. The current wage of the present building official, \$38.70/hour, is within either of the two salary grades.

The Building Official position has been classified as exempt for a number of years. However, after reviewing the Fair Labor Standards Act duties, test raises doubt that this position qualifies as exempt. The duties' test stipulates that employees must meet the criteria outlined in one of the four exemption categories:

- Executive,
- Administrative,
- Professional, or
- Computer.

After review the duties of the Building Official do not meet the above criteria and should be classified as Non-Exempt (hourly) rather than Exempt (salaried). Staff recommends reclassifying the Building Official to Salary Grade N-15 with no change in current wages.

Council Member Cummings said he just doesn't want the reclassification to affect any changes that may be made by the firm the City hired to look over the Compensation Plan. Mr. Robinson said nothing else changes other than the exempt to non-exempt status.

A motion was made by Council Member Ernst, seconded by Council Member Kolpin and unanimously carried to approve the Building Official Position reclassification.

SUNSET PARKING LOT CONSTRUCTION SERVICES PROPOSAL APPROVED

Todd Wietzema, Public Works Director, said Council accepted a bid from Ideal Landscaping and Design to work on Sunset Parking Lot Reconstruction projects on March 27, 2023. Staff is now ready to move forward with the construction portion of the project.

The engineers from SEH, Inc., for the project have submitted a construction services proposal to oversee the project's construction and administration. The proposed cost for these services is estimated to be \$45,436.00.

Mr. Wietzema noted the proposed cost is more than what was estimated but the construction tech will work on this project and the Oxford Street project so it is expected to be less than the proposed estimate.

A motion was made by Council Member Kolpin, seconded by Council Member Cummings and unanimously carried to approve the Sunset Parking Lot Construction Services Proposal in the amount of \$45,436.00.

APPROVED MOU WITH AVERA MCKENNAN

Mr. Wietzema said the Worthington Municipal Liquor Store has a parking lot reconstruction project scheduled to start this spring. Staff contacted Avera Mckennan requesting permission to use the parking lot at Access Family Medical Center for temporary parking while the Liquor Store project is being completed. Avera McKennan has provided a memorandum of understanding between Avera McKennan and the City of Worthington that outlines the legal responsibilities between both parties in case a liability issue would arise. The City Attorney has reviewed the MOU.

Mr. Wietzema said the parking area will be designated with signs and barricades along with a sidewalk being installed between the parking lots. Council Member Kielblock asked if there is a sunset date for this agreement. Mr. Wietzema said the project is expected to take a couple of weeks but there was not a specific date set.

The motion was made by Council Member Kielblock, seconded by Council Member Janssen and unanimously carried to approve the Memorandum of Understanding as presented and allow the Mayor and City Clerk to sign the agreement.

BID RECOMMENDATION FOR AIRPORT SRE ROOF PROJECT APPROVED

Mr. Wietzema said bids for the Snow Equipment Roof replacement project at the municipal airport were opened on April 19, 2023. There was one bid submitted from Tri-State General Contracting, Inc. for \$198,041.00.

He said the estimated cost for the project was \$204,968.00. The bid is \$6,927.00 or 3.3% under the estimate. This project is part of a State of Minnesota Aeronautics Grant and will be contingent on the Worthington Municipal Airport receiving the grant. The grant is slated to be awarded by July 1st and then the City has up to four years to complete the project. The State of Minnesota will contribute 70% of the cost for the project and the City of Worthington would be responsible for the remaining 30%. Staff has received a bid tabulation sheet and letter of recommendation from our project manager.

A motion was made by Council Member Ernst, seconded by Kielblock and unanimously carried to accept the bid from Tri-State General Contracting, Inc. in the amount of \$198,041.00.

PROFESSIONAL SERVICES AGREEMENT - COMPREHENSIVE PLAN

Matt Selof, Community Development Director, said seven proposals were received for the development of the Comprehensive Plan. Staff interviewed three firms and selected SRF Consulting Group as the finalist. SRF's approach to the project along with their experience and understanding of what the City hopes to accomplish made them a good fit. Work has been done with SRF to finalize the scope of work. The total cost is \$116,023.75. The City budgeted \$100,000.

Council Member Ernst asked if the plan would be customized to Worthington. Mr. Selof said it would be completely customized for our city. Council Member Cummings said he was impressed by the proposed engagement with staff and the public. Mr. Selof said the City is prepared and meetings should start in May.

The motion was made by Council Member Cummings, seconded by Council Member Kielblock and unanimously carried to approve the Professional Services Agreement with SRF Consulting Group in the amount of \$116,023.75.

COUNCIL COMMITTEE REPORTS

Mayor Von Holdt - An Arbor Day program will take place on Friday, April 28, 2023, 10:00 a.m., at the Memorial Auditorium.

Council Member Janssen - No report.

Council Member Ernst - Attended a Studio 3 meeting, Cristina Adame will be working with the Studio 3 staff.

Council Member Kielblock - No report.

Council Member Kolpin - No report.

Council Member Cummings - No report.

CITY ADMINISTRATOR REPORT

Mr. Robinson said there was no asbestos found at the Butcher's Station. Staff is working on the RFP to advertise for bids for the demolition of the building.

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ADJOURNMENT

The motion was made by Council Member Kolpin, seconded by Council Member Kielblock and unanimously carried to adjourn the meeting at 5:57 p.m.

Mindy L. Eggers, CMC
City Clerk