

**WORTHINGTON CITY COUNCIL
SPECIAL MEETING**

**3:30 P.M. - Wednesday, April 21, 2021
City Hall Council Chambers**

A. CALL TO ORDER

B. CITY COUNCIL BUSINESS - ADMINISTRATION (WHITE)

1. Lake Okabena Carp Population Control
2. Amendment to the Worthington Public Utilities/City of Worthington Compensation Administrative Guidelines

D. ADJOURNMENT

ADMINISTRATION MEMO

DATE: **APRIL 21, 2021**

TO: **HONORABLE MAYOR AND CITY COUNCIL**

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

CASE ITEMS

1. LAKE OKABENA CARP POPULATION CONTROL

Dan Livdahl of the Okabena-Ocheda Watershed District will provide an update on the efforts to control the carp population in Lake Okabena. Information is attached as ***Exhibit 1.***

2. AMENDMENT TO THE WORTHINGTON PUBLIC UTILITIES/CITY OF WORTHINGTON COMPENSATION ADMINISTRATION GUIDELINES

Three members of the joint City Council/Water & Light Commission Compensation Committee, including Councilmembers Amy Ernst and Chris Kielblock and Commissioner Kathy Hayenga, met with City and WPU staff on April 15. Commissioner Thompson was unable to attend the meeting.

The purpose of the meeting was to review the current Compensation Administration Guidelines, which were adopted in early 2000, and to discuss the fact that the current guidelines and current compensation structure do not contain a mechanism to adequately deal with positions that are being specifically impacted by external market forces.

Following discussion, the Compensation Committee recommends the City Council and Water & Light Commission adopt the revised City of Worthington & Worthington Public Utilities Compensation Administration Guidelines as shown in ***Exhibit 2.***

Lake Okabena Carp Population Control and Sunset Bay Exclusion & Trapping Alternatives

Work Done to Date

- In 2017 and 2018, three separate electrofishing surveys were performed to estimate common carp populations in Lake Okabena
- In May 2019, 15 captured carp were implanted with radio tags to track carp movement and schooling patterns
- In October 2019, passive integrated transponder (PIT) tags were inserted in 178 adult carp to provide a more accurate population estimate when carp are seined/captured by commercial fisherman
- Commercial fisherman were unable to perform an on-ice sein during the winter of 2020 to due to lack of schooling, mild weather, and unfavorable ice conditions
- In October 2020, 20 additional carp were implanted with radio tags
- On February 25, 2021, commercial fisherman were able to perform an on-ice sein

Exhibit 1



Photo: 30-inch carp captured during electrofishing survey



Photo: radio tag implanting in October 2020

What We've Learned

- Electrofishing survey results suggest that there are 14,000 - 44,000 carp in Lake Okabena and carp densities are 2 - 5 times the threshold causing increased turbidity and reduced vegetation cover
- Tracking of radio tagged carp suggest carp school and spawn in the southeast corner of Sunset Bay and the connected constructed wetland south of Sunset Bay when lake levels are relatively high between April and early June
- Only 59 carp (<1% of estimated population) were captured during the February 2021 on-ice sein
- Other removal strategies will need to be explored for Lake Okabena as on-ice seining may not be a consistent and/or reliable method to remove large numbers of carp

Exhibit 1



Photo: schooling of radio tagged carp on June 1, 2019



Photo: February 2021 on-ice sein

Objectives

- 1) Block/exclude adult carp from spawning areas in Sunset Bay to limit and make it harder for carp to reproduce
- 2) Explore alternatives to capture and remove carp in Sunset Bay
- 3) Obtain feedback from citizens and general public on the exclusion, capture, and removal options for Sunset Bay



Photo: carp spawning area within Sunset Bay and constructed wetland (image source: Nobles County Beacon 2013 aerial photo)

Option 1: Install Barriers at Sunset Bay Culverts

- Install fish barriers at culverts along South Shore Drive to:
 - Block carp from entering Sunset Bay from main lake during spawning; and/or
 - Allow carp into Sunset Bay but not back out so that they are captured and can be removed
- Design options
 - Hinged gates
 - Slide gate

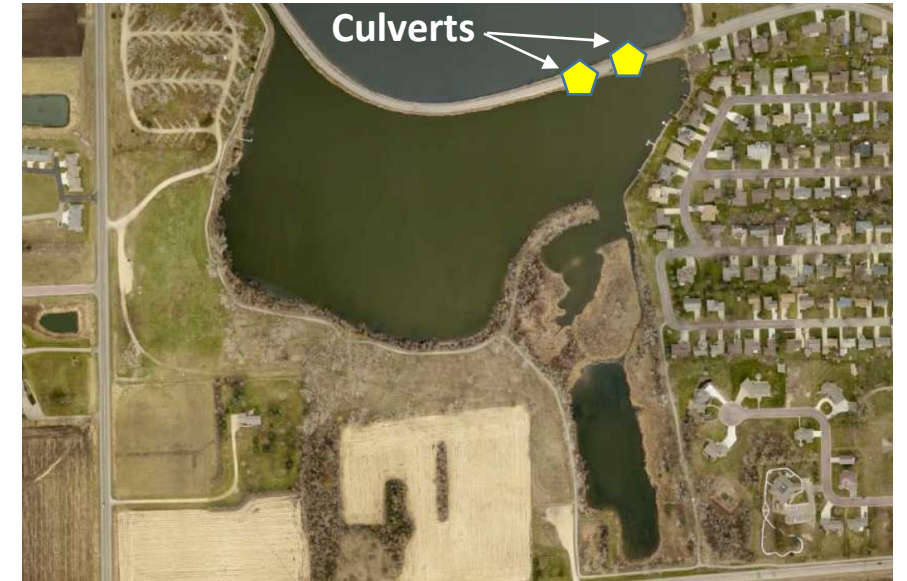


Photo: Sunset Bay culvert locations



Exhibit 1
Photo: adjustable/sliding gate barrier



Photo: hinged gate barrier

Option 2: Install Barrier in Southwest Sunset Bay

- Install permanent fish barrier(s) in southeast Sunset Bay designed to:
 - Block carp from entering spawning locations in southeast Sunset Bay and constructed wetland; and/or
 - Allow carp into spawning locations but not back out so that they are captured and can be removed
- Design options
 - Sheet pile weir
 - Earthen berm
 - Rock berm



Photo: potential barrier location in southeast Sunset Bay



Photo: example of a rock berm



Photo: example of a sheet pile weir

Option 3: Install Barrier in Channel to Constructed Wetland

- Install permanent fish barriers in channels between Sunset Bay and constructed wetland to block spawning and/or allow for trapping and removals
- Install deterrent(s) such as underwater noise or aeration device to discourage carp from entering southeast Sunset Bay during spawning
- Barrier Design options
 - Sheet pile weir
 - Earthen berm
 - Rock berm

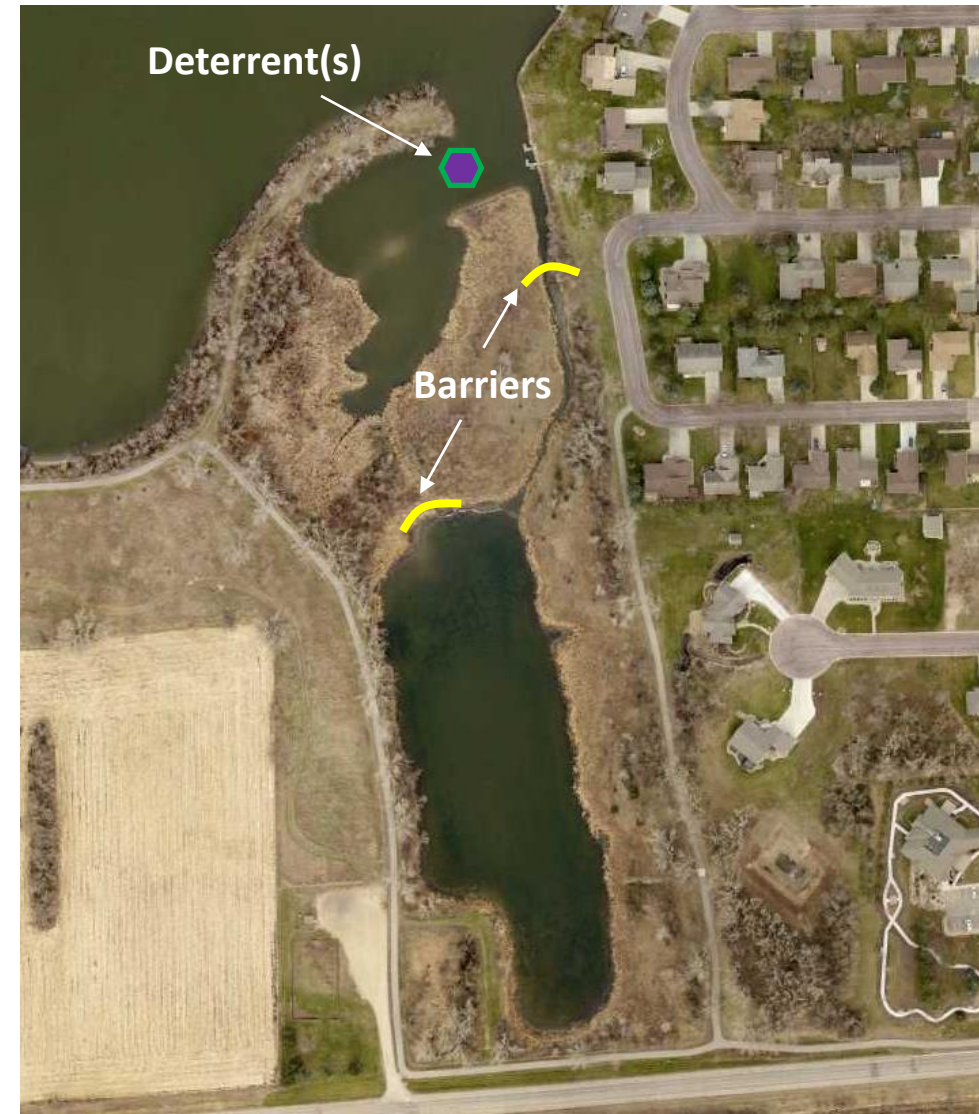


Exhibit 1

Photo: potential locations for channel barriers and deterrent(s) in Sunset Bay

Other Options

- Other options that were considered but ultimately eliminated due to high construction cost, high maintenance cost, flooding concerns, recreational disruptions, and/or public safety concerns
 - Temporary barriers at South Shore Drive culverts (e.g. chain-link fence)
 - Re-designing culverts and connections at South Shore Drive
 - Temporary barriers in southeast Sunset Bay
 - Electric barriers

Carp Removal/Disposal Options

- Regional/local commercial fisherman
- Outside commercial fisherman
- Boat electrofishing
- Baited trap netting
- Large beach seins and/or hand netting
- Specialized gill nets
- Drawdown/freeze out



Public Input and Comments on Sunset Bay Carp Removal and Disposal Options Needed

Submit comments to:

Okabenaocheda@gmail.com

or

Call Dan Livdahl at the Okabena-
Ocheda Watershed District
office.

(507) 372 8228



Lake Okabena Carp Populaton Control Activities

Okabena Carp Population 2019-2021 Expenses Paid by Okabena-Ocheda Watershed District City Council Work Session 4/21/21

Type	Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
Check	05/16/2019	3519	Wenck Associates, Inc	2019 Okabena Carp Tracking Expense	408.98	408.98	408.98
Check	05/28/2019	3522	Wenck Associates, Inc	Monitoring Equipment and Consulting	7,019.08	7,019.08	7,428.06
Check	06/21/2019	3528	Wenck Associates, Inc	Radio Tag Implanting	8,863.67	8,863.67	16,291.73
Check	07/09/2019	3541	Wenck Associates, Inc	Tag Implanting & Telemetry Analysis	340.00	340.00	16,631.73
Check	10/17/2019	3632	Wenck Associates, Inc	Carp Population Memo and PIT Tags	1,434.86	1,434.86	18,066.59
Check	10/30/2019	3637	Wenck Associates, Inc	Carp Population Control	718.50	718.50	18,785.09
Check	11/12/2019	3641	Wenck Associates, Inc	Install PIT tags in Carp	7,369.90	7,369.90	26,154.99
Check	03/23/2020	3688	Wenck Associates, Inc	Spawning Assessment	325.00	325.00	26,479.99
Check	08/19/2020	3738	Wenck Associates, Inc	Tech Memo	350.60	350.60	26,830.59
Check	09/29/2020	3754	Jeff Meinders Construction	College Pond Carp Barrier Fabrication and Installation	2,135.50	2,135.50	28,966.09
Check	10/15/2020	3807	Wenck Associates, Inc	Carp Radio Tagging - October 2020	3,934.34	3,934.34	32,900.43
Check	10/26/2020	3813	Jeff Meinders Construction	College Pond Fish Outlet Carp Screen Barrier	2,212.00	2,212.00	35,112.43
Check	10/26/2020	3814	Wenck Associates, Inc	Prep for tagging more Okabena Carp	1,587.20	1,587.20	36,699.63
Check	11/09/2020	3821	Wenck Associates, Inc	Implant Carp Radio Tags	6,888.52	6,888.52	43,588.15
Check	11/24/2020	3825	Wenck Associates, Inc	Sunset Bay Containment Alternatives	3,827.20	3,827.20	47,415.35
Check	01/25/2021	3848	Wenck Associates, Inc	Sunset Bay Containment Alternatives	1,638.80	1,638.80	49,054.15
Check	03/02/2021	3856	Deslauriers Fishing	Okabena Carp Removal on 2-25-21	3,500.00	3,500.00	52,554.15
Check	03/15/2021	3859	Wenck Associates, Inc	Winter 2021 Seining Population Estimate	2,468.25	2,468.25	55,022.40

**CITY OF WORTHINGTON
AND
WORTHINGTON PUBLIC UTILITIES
COMPENSATION ADMINISTRATION GUIDELINES**

PURPOSE AND SCOPE

This policy defines the Compensation Administration Program for all non-union city and utility employees of Worthington. It includes the subjects of salaries, performance appraisal processes and compensation adjustments. It is understood that all employees covered by collective bargaining agreements shall be compensated according to the provisions of those agreements.

GENERAL POLICY

It is the policy of the City of Worthington and Worthington Public Utilities to compensate all employees on the basis of a fair and equitable salary administration program that is in compliance with the Minnesota Department of Employee Relations Pay Equity requirements. The policy has been established to compensate employees on the basis of the assigned job and on performance demonstrated on the job.

In developing guidelines for administering a compensation program, a merit system approach has been taken. Normally, merit increases are based on employee performance as determined through regular performance appraisals. The range within each salary grade provides for adjustments in order to reflect an employee's performance should such adjustments be warranted by the City Administrator or Utility General Manager. The program is also intended to provide managerial discretion to utilize the entire pay range in order to obtain and/or retain employees that are particularly valuable to the organization.

EMPLOYEE COMPENSATION

The guidelines for compensation are as follows:

1. Provides for flexibility on the part of the City Administrator and Utility General Manager in providing compensation that is commensurate with experience, performance and the needs of the organization.
2. Provides for maintaining salary competitiveness with similar positions in the job market.
3. This system acts as a guide to management in the administration of salaries as opposed to a strict set of regulations from which no deviation can be made.
4. Provides a system of internal equity for city and utility employees as required by the Local Government Pay Equity Act.

THE MINIMUM RATE

This is the rate that represents the least amount an employee will be paid for work performed within a salary classification. It will normally represent the starting salary unless the employee possesses skills or experience that justify a starting salary above the minimum.

THE CONTROL POINT

The control point of a salary range is used as a monitor of the progress made by an employee. The control point is the rate at which an employee is paid when he/she has reached a level of competence on the job. Such an employee is completely trained and capable of performing the job duties with a satisfactory degree of proficiency under normal supervision. With consistent satisfactory performance, it would be expected that an employee starting a position with minimal experience would achieve the control point within approximately five years.

It is desirable that the control point of a salary range be maintained at a rate of plus or minus ten percent (10%) of the "market rate" for positions that fall within that salary range as determined by performing a market survey of selected "benchmark positions" ~~at three year intervals annually.~~ The results of the market survey shall be reviewed by the joint City Council/Water & Light Commission Compensation Committee. Adjustments to the control point are normally achieved through regular "general increases" that affect the entire pay plan. Continued progress should be anticipated beyond the control point but is only achievable by employees that continue to demonstrate overall above average performance.

THE MAXIMUM RATE

This rate is considered to be the most that an employee shall be paid for work performed in a consistently outstanding manner within a salary classification. It is expected that only unusually productive employees will ever approach this level of the pay range. Consequently, an employee could only expect to be advanced beyond this rate under remarkable circumstances.

MARKET ADJUSTMENTS

It is recognized that external market forces may impact some positions more than others for a variety of reasons. In the event that external market forces create difficulty in attracting and/or retaining employees in certain positions or should certain positions consistently fall outside of the stated goals of these guidelines, the City Administrator or Utility General Manager shall have the discretion to make market adjustments of up to ten percent (10%) to the Control Points for those affected positions with consensus from the joint City Council/Water & Light Commission Compensation Committee.

SEQUENCE OF REVIEWS

A review of the performance of employees subject to this plan will be conducted by the City Administrator or the Utility General Manager, or their designated representatives, on at least an annual basis as determined by the employee's anniversary date. The frequency of reviews may

be accelerated at the discretion of the City Administrator or Utility General Manager as communicated to an employee through the individual employment agreement or by some other means. If the performance review of any employee indicates overall performance is less than satisfactory, reviews will be conducted every six months until overall performance achieves at least a satisfactory level.

It is the responsibility of supervisors that will be performing reviews on employees to regularly inform such employees if the supervisor believes that the employee is performing at less than a satisfactory level. Notification of sub-satisfactory performance shall be made far enough in advance of scheduled performance reviews to allow the employee an opportunity to raise their performance to at least a satisfactory level.

AUTHORITY FOR ADMINISTRATION OF THE COMPENSATION PROGRAM

Responsibility for the maintenance and administration of this program has been delegated by the City Council and Water and Light Commission to the City Administrator and Utility General Manager. The responsibility of the City Administrator and Utility General Manager will consist of insuring that the guidelines approved by the Council and Commission are followed and that salary adjustments, when warranted, are made in a timely manner and are consistent with the spirit of the program.

It shall also be the responsibility of the City Administrator and the Utility General Manager to bring to the attention of the City Council and Water and Light Commission any problems relating to the administration of the compensation program.