

**CITY OF WORTHING  
APPROVED MINUTES  
REGULAR SESSION  
MONDAY, APRIL 25, 2016**

**CALL TO ORDER**

The Commissioners of the City of Worthing met in regular session on Monday, April 25, 2016 at 7:00 P.M. in the Worthing Civic Center.

Mayor Eric Saugstad presided. The following commissioners were present: Eric Bunkers, Carrie McDannel, Sheri Lund and Ryan Schlieman. Also in attendance were Finance Officer Linda Hunnel, Deputy Finance Officer Travis Harford and Commissioner-Elect Crystal Jacobson. (Note: Herein after all attendees will be referred to by last name and the first initial if necessary for distinction.)

**APPROVAL OF AGENDA**

Motion by McDannel to approve the agenda for the April 25, 2016 regular monthly meeting. Bunkers seconded. All votes “aye”, motion carried.

Mayor Saugstad opened the meeting with the Pledge of Allegiance.

**OPEN PUBLIC SPEAKING**

There was no one present for public speaking.

**MARCH CASH REPORT**

A motion was made by Schlieman and seconded by Lund to approve the March Cash Report. All votes “aye”, motion carried.

**OLD BUSINESS**

**MINUTES OF APRIL 11 & 14, 2016 REGULAR and SPECIAL MEETINGS**

Bunkers motioned to approve the minutes of the April 11, 2016 meeting. Lund seconded. All votes “aye”, motion carried.

McDannel made a motion to approve the minutes of the April 14, 2016 special meeting. Lund seconded. Motion carried, all voting aye.

**PET CLINIC**

Finance Officer Hunnel said the rabies clinic will be held on a Wednesday in June but is still waiting for the exact date. The pet clinic will be advertised in the paper and online as soon as a date is set.

## CITYWIDE CLEANUP

Citywide cleanup is set for Friday May 13<sup>th</sup> 1-8 PM and Saturday May 14<sup>th</sup> 8-3 PM. The Mayor & Commissioners, Finance Officer Hunnel and Deputy Finance Officer Harford will assist Phil Wolf, Maintenance, with the clean up where needed.

*A complete list of items allowed at Citywide Clean Up is available at [www.cityofworthing.com](http://www.cityofworthing.com)*

## NEW BUSINESS

### 1<sup>ST</sup> READING MUNICIPAL ORDINANCE 2016-276-1

Finance Officer Hunnel reported that City Attorney Larry Nelson is currently reviewing and editing the municipal ordinance draft. Bunkers made a motion to table the first reading of this ordinance until Mr. Nelson has completed his review. Second by Schlieman. Motion carried, all voting aye.

### SUMMER HELP APPLICATIONS

The City received two applications for summer maintenance help. McDannel made a motion to hire Bennett Hurley again this year for the summer help position, maximum 40 hours per week at 10.25 per hour, starting May 9, 2016. Bunkers seconded. Motion carried, all voting aye.

Schlieman made a motion to hire Braedon Wallenstein again this year for the summer help position, maximum 40 hours per week at 10.25 per hour, starting approx. May 30, 2016. Bunkers seconded. Motion carried, all voting aye.

### MAINTENANCE DEPARTMENT JOB DESCRIPTION

The Commission reviewed the current maintenance job description, along with a list of suggested additions from Finance Officer Hunnel. The list was discussed and edited. Bunkers made a motion to approve the City of Worthing Maintenance Job Description as amended. McDannel seconded. Motion carried, all voting aye.

## DEPARTMENT HEAD REPORTS

### MAYOR'S REPORT

Mayor Saugstad met with city maintenance employee Phil Wolf last week. Mayor Saugstad relayed to the commission the items discussed at the meeting: Street motor grader and roller rental, street sweeping bid, locating & digitally mapping curb stops, exercising water hydrant valves, utility delinquency shut-offs, a main float system, Lagoon Pond #1 aerator, repair bids for water tower maintenance, Park Avenue valley gutter drainage repair and the 2017 budget equipment requests of a new mower and an updated dump truck\snow plow.

Upon agreement of items needed this year, Bunkers made a motion to approve the following: Motor Grader Rental from Butler Cat, \$80 per hour, Roller rental from Sheehan or Titan, depending upon availability, Screaming Eagle street cleaning \$1500,

SDARWS for locating & mapping curb stops, hydrant valve work, \$2980 and Dakota Pump, main floats system, \$2441.50. Lund seconded the motion. Motion carried, Bunkers, Lund, Saugstad, McDannel and Schlieman voting aye. None voting nay. Mayor Saugstad asked that Commissioners Bunkers and Schlieman check in with the maintenance department on a weekly basis.

Mayor Saugstad also reported that he had attended a LCEDA meeting and there has been interest in our industrial park land.

### FINANCE OFFICE REPORT

Finance Officer Hunnel reported the following has been added to the Snow Removal section of the Municipal Ordinance recodification; “The City of Worthing will not be responsible for any damage to mailboxes resulting from city snow removal efforts.”

Hunnel is sending a letter to a resident regarding a tree that is obstructing driver visibility. The property owner will have ten days from the mailing of the letter to remedy the violation. The owner of a property with standing water in the crawl space notified the finance office that he is taking care of the situation.

Finance Officer School will be June 8-10 in Spearfish. Deputy Finance Officer Travis Harford will attend. Malt Beverage License renewals will be on the May 9<sup>th</sup> meeting agenda.

### PUBLIC UTILITIES

Commissioner Schlieman asked about mosquito spraying. Mayor Saugstad stated that Officer Johns will assist in spraying this year. Schlieman reminded everyone that it is National Severe Weather Week.

### PUBLIC WORKS

Commissioner Bunkers said that baseball and softball are in full swing. As Bunkers will be absent for the May 9<sup>th</sup> meeting, he thanked Commissioner McDannel for her hard work and service to the city.

### PUBLIC SAFETY

Commissioner McDannel reminded everyone that ATV's are not allowed on sidewalks. Tornado siren testing will be the 1<sup>st</sup> Tuesday of the month at 7 PM.

### FINANCE & REVENUE

Commissioner Lund had no report.

Mayor Saugstad called a five minute recess at 8:16 pm.

Mayor Saugstad called the meeting back to order at 8:28 pm.

Bunkers made a motion at 8:28 to enter into Executive Session to discuss employee issues. Lund seconded. Motion carried, all voting aye.

Mayor Saugstad called the meeting back to order and out of executive session at 9:12 pm. No action was taken.

## **ADJOURNMENT**

Bunkers motioned to adjourn at 9:12 P.M. McDannel seconded. All votes “aye”; motion carried.

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Eric S. Saugstad, Mayor

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Linda D. Hunnel, Finance Officer

The next regular session Worthing City Commission meeting is May 9, 2016.