

**CITY OF WORTHING
APPROVED MINUTES
REGULAR SESSION
MONDAY, APRIL 10, 2017**

CALL TO ORDER

The Commissioners of the City of Worthing met in regular session on Monday, April 10, 2017 at 7:00 P.M. in the Worthing Civic Center. Mayor Saugstad presided. The following commissioners were present: Eric Bunkers, Crystal Jacobson, Ryan Schlieman and Sheri Lund. Also in attendance were: Finance Officer Linda Hunnel, Deputy Finance Officer Travis Harford, City Engineer Jon Fischer, Cameron Marlow, Cody Roth, and Victor Hempfling. (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 Bunkers to approve the April 10th agenda. Jacobson seconded. Motion carried, all voting aye.

PLEDGE OF ALLEGIANCE

Mayor Saugstad led the meeting in the pledge of allegiance.

OPEN PUBLIC SPEAKING

Cameron Marlow of C&M Auto Sales was present to talk about his car dealership business on Western Street. There has been confusion over the need for a conditional use permit and his water service, which he shares with a neighboring business. Mayor Saugstad and the Commission welcomed Mr. Marlow to Worthing. The Finance Office will look into past dealership requirements.

Victor Hempfling inquired into obtaining a permit to have chickens on his property. He had obtained written permission from the majority of his neighbors. Mayor Saugstad asked him to contact the apartment owner within 100 feet of his property before the April 24, 2017 meeting.

OLD BUSINESS

CITY ENGINEER REPORT

REC TRAIL BRIDGE UPDATE-City Engineer Jon Fischer presented the Commission with two pedestrian bridge designs; the steel bridge had a projected cost of 29K and the wooden bridge cost estimate was 15-20K. The Commission asked Fischer about stabilizing the existing bridge but that was not a cost effective option. The general budget was reviewed and Commissioner Jacobson asked that we revisit this project at the next regular meeting.

The sewer project extension discussed at the March 20th meeting is on hold. Fischer talked briefly on SD DENR discharge limits and the SAGR System, which could benefit the city by lowering ammonia content in the lagoon cells.

MINUTES OF MARCH 20TH REGULAR MEETING

Bunkers motioned to approve the minutes of the March 20, 2017 meeting. Schlieman seconded. All votes "aye", motion carried.

MARCH REVENUE & EXPENSE, CASH REPORTS

The Commission reviewed the March Revenue and Expense Report. Motion by Lund, second by Schlieman to approve the March Cash Report. Motion carried, all voting aye.

MARCH CLAIMS

Motion by Lund, second by Bunkers to approve the March 2017 Claims and Wage Report. Motion carried, all voting aye.

MUNICIPAL ELECTION APRIL 11TH

Schlieman made a motion to approve the following election workers and wages: Denise Hanson, Election Superintendent, \$150, Ardis Edman, Election Deputy, \$135 and Wendy Sweeter, Election

Deputy, \$135 for serving at the April 11th municipal election. Jacobson seconded. Motion carried, all voting aye.

The ballots of the April 11th Municipal Election will be canvassed Wednesday, April 12th at 5:30 PM in the Worthing Civic Center by the Worthing City Commission acting as an Official Board of Canvassers.

LIQUOR LICENSE TRANSFER-BLUE SKY JUNCTION\KLN PROPERTIES

Bunkers made a motion to approve the transfer of the Retail Malt Beverage (on-off sale) license upon completion of the business sale from Blue Sky Junction to KLN Properties of South Dakota LLC. Lund seconded. Mayor Saugstad asked for a roll call vote: Bunkers, Lund, Jacobson, Schlieman and Saugstad voting aye. None voting nay. Motion carried.

CITY OF WORTHING SAFETY MANUAL

Travis Harford, Deputy Finance Officer, presented the commission with the updated safety manual he has been working on. Bunkers made a motion to approve the 2017 City of Worthing Safety Manual and to name Travis Harford Safety Coordinator. Schlieman seconded. Motion carried, all voting aye.

WELLER BROS. LICENSE-LAND USE

The Commission reviewed the license prepared by the city attorney. Motion by Bunkers, second by Lund to approve the contract of the Weller Bros. License. Motion carried, all voting aye. Schlieman made a motion to amend the contract by adding an annual fee of \$900 to the license. Jacobson seconded, all voting aye. Mayor Saugstad asked for a roll call vote to approve the Weller Bros. License, as amended: Schlieman, Jacobson, Lund, Bunkers and Saugstad voting aye. None voting nay. Motion carried.

NEW BUSINESS

GARBAGE HAULERS BID CONTRACT

Schlieman made a motion to approve the 2017-2020 Garbage Hauler's contract and to advertise for bid. Bunkers seconded. Motion carried. Motion by Lund to amend item seven of the contract to correct the date and to amend item 8 of the contract to adjust the average monthly fuel charge range. Jacobson seconded. All voting aye. Mayor Saugstad asked for a roll call vote to approve the contract as amended; Lund, Jacobson, Schlieman, Bunkers and Saugstad voting aye. None voting nay. Motion carried.

SUMMER PARKS EMPLOYMENT

The Commission discussed the position of seasonal parks employee(s). Motion was made by Jacobson and seconded by Lund to advertise for one full time and one part time (20-30 hours per week) seasonal park employee. Motion carried, all voting aye. There was also discussion on contracting for mowing; the Finance Office will obtain bids.

SDARWS WORKSHOP MAY 4th

Finance Officer Hunnel, Deputy FO Harford and Senior Maintenance Tech Phil Wolf will attend the SDARWS workshop on May 4th in Lennox. The workshop will deal with understanding the strong and weak points of a utility system, budgeting and financial planning. The finance office will be closed all day May 4th.

SDML HUMAN RESOURCE SCHOOL

Finance Officer Hunnel asked and received permission to attend the Governmental SD Human Resources School in Pierre on June 6-7.

FINANCE OFFICER REPORT

Finance Officer Hunnel reported that the Board of Water and Natural Resources has awarded the City of Worthing a \$120K loan with \$90K principal forgiveness for our water meter replacement project. This is a huge benefit to the City of Worthing. Possible locations for clean up days were discussed; a decision will be made at the April 24th meeting. Patrick Andrews from SECOG will attend the P&Z meeting on Monday April 17th and talk to the board about sign regulations, wind energy systems and conditional uses. The West Nile Virus grant is available again this year. Hunnel

is getting another bid on the Civic Center roof and the Masonic Lodge is planning on starting remodeling in the storage areas soon.

Deputy Finance Officer Harford said that he is working on recommendations from Safety Benefits, the Disc Golf Course grand opening is being planned for June, and it is time to schedule the annual pet vaccination clinic.

MAINTENANCE REPORT

The commission reviewed the maintenance report prepared by Senior Maintenance Technician Phil Wolf.

Items discussed included lagoon cell valve repair, lagoon discharge, crack & chip sealing, pothole street repair and skid steer repair.

DEPARTMENT HEAD REPORTS

PUBLIC WORKS

Commissioner Jacobson said the Worthing Days Committee sponsored Easter Egg Hunt was a big success; there were approximately 50 kids present.

FINANCE & REVENUE

Commissioner Lund gave a report on the District 3 Meeting held in Hartford last month. Lund also asked if a letter had been sent for the removal of dead trees. Hunnel asked if she could do further research on how to handle these type of situations.

PUBLIC UTILITIES

Commissioner Schlieman reminded everyone to vote Tuesday.

PUBLIC SAFETY

No Report

MAYOR

Mayor Saugstad thanked everyone who had come out to the candidate forum. The event was well attended. The Mayor wished the candidates good luck on Tuesday. Saugstad said that Steve Beck will be cleaning out the ditch on the West side of Sund Street\north side of 1st Street.

EXECUTIVE SESSION

Mayor Saugstad called a brief recess at 9:17 PM. The meeting was called back to order at 9:29. Motion by Bunkers, second by Jacobson to enter into Executive Session at 9:29 PM to discuss contractual matters. Mayor Saugstad called the meeting out of Executive Session at 9:55 PM. No action was taken.

ADJOURNMENT

Bunkers motioned to adjourn at 10:03 PM. Schlieman seconded. All votes “aye”; motion carried. The next meeting of the Worthing City Commission will start at **7:00 PM MONDAY, APRIL 24TH at the WORTHING CIVIC CENTER.**

Eric S. Saugstad, Mayor

Linda D. Hunnel, Finance Officer