

**CITY OF WORTHING  
APPROVED MINUTES  
REGULAR SESSION  
MONDAY, DECEMBER 5, 2016**

**CALL TO ORDER**

The Commissioners of the City of Worthing met in regular session on Monday December 5, 2016 at 7:00 P.M. in the Worthing Civic Center.

Mayor Saugstad presided. The following commissioners were present: Sheri Lund and Eric Bunkers. Commissioners Crystal Jacobson and Ryan Schlieman were absent with notice. Also in attendance were Finance Officer Linda Hunnel and Deputy Finance Officer Travis Harford. (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 December 5<sup>th</sup> agenda. Lund seconded. Motion carried, all voting aye.

**PLEDGE OF ALLEGIANCE**

Mayor Saugstad led the commission in the pledge of allegiance.

**OPEN PUBLIC SPEAKING**

There was no one in attendance for Public Speaking.

**OLD BUSINESS**

**MINUTES OF NOVEMBER 21<sup>st</sup> REGULAR MEETING**

Lund motioned to approve the minutes of the November 21, 2016 regular monthly meeting. Bunkers seconded. All votes “aye”, motion carried.

**DECEMBER CLAIMS REPORT**

The commission reviewed the December claims report. Bunkers motioned to approve the report, with Lund seconding. All votes “aye”, motion carried.

**NOVEMBER BANK RECONCILIATION**

Lund motioned to approve Hunnel’s submission of the November Bank Reconciliation report. Bunkers seconded. All votes “aye”, motion carried.

**STATE WATER PLAN UPDATE**

The Commission decided to set a date for a Public Hearing on the State Water Plan. That hearing will take place on Wednesday, December 28, 2016 6pm at the Worthing Civic Center. Hunnel reported that the commission would need to hire bond counsel for the project. She reported that she would bring recommendations to the next meeting. The water meter project would also need to have a facilities plan provided by an engineer. Bunkers motioned to hire Stockwell Engineers to create a facilities plan for the water meter project. Lund seconded. Roll call vote: Bunkers-yes, Lund-yes, and Saugstad-yes.

**USDA FUNDING UPDATE**

Hunnel reported that the City is still waiting on funding for the purchase of the plow truck. Lund motioned to obtain a 3 year loan through First National Bank in Sioux Falls, with Bunkers seconding. Roll call vote: Bunkers-yes, Lund-yes, and Saugstad-yes.

**NEW BUSINESS**

**EMPLOYEE INTERVIEWS**

Employee interview discussion was tabled for executive session.

**SET DATE FOR YEAR END BUSINESS MEETING**

The commission decided to hold the year end meeting to finish all 2016 business on Wednesday, December 28, 2016 at 6pm at the Worthing Civic Center.

#### OVERTIME RULING DELAYED

Finance Officer Hunnel informed the commission that a recent court case halted the overtime ruling for administrators.

#### FINANCE OFFICER REPORT

Hunnel reported to the commission that she had planned on attending the next Planning & Zoning Board Meeting that would be held in January. The supplemental ordinance would be completed by the next meeting. Hunnel had also been making several adjustments to POS purchases to correct the bookkeeping. There is also SEARCH grants available from the USDA for water and wastewater projects. Hunnel reported that the Finance Office has been working on updating our safety manual and snow removal manual.

#### MAINTENANCE REPORT

The commission reviewed the maintenance report prepared by City Maintenance Employee Phil Wolf.

#### DEPARTMENT HEAD REPORTS

##### PUBLIC WORKS

No report.

##### FINANCE & REVENUE

Lund reported that she had been approached about a platted undeveloped street in Worthing. The abutting property owner asked if they could be deeded the land due to several years of maintaining it. Saugstad stated that the commission could have the attorneys draft up a license for the use of the land, along with the undeveloped street that Weller Brothers had inquired about; allowing the City to keep ownership of the land while collecting rental fees.

##### PUBLIC UTILITIES

No report.

##### PUBLIC SAFETY

Bunkers stated that Open Gym went well. He also asked that residents please remove their vehicles from the road when snow alerts are in effect – over 2” of snowfall.

##### MAYOR'S REPORT

Saugstad reported that the Masons would be hosting Breakfast with Santa on Saturday, December 11, 2016 from 8am-11am at the Worthing Civic Center.

Mayor Saugstad called a short recess at 8:41 PM. The meeting was called back to order at 8:46 PM.

#### EXECUTIVE SESSION

Motion by Lund, second by Bunkers, to enter into Executive Session at 8:46 PM to discuss employee interviews. Mayor Saugstad called an end to Executive Session at 9:17 PM. No action was taken.

#### ADJOURNMENT

Bunkers motioned to adjourn at 9:17 pm. Lund seconded. All votes “aye”; motion carried. The next regular meeting of the Worthing City Commission will start at **7:00 PM MONDAY, DECEMBER 19<sup>th</sup> at the WORTHING CIVIC CENTER.**