

**CITY OF WORTHING
APPROVED MINUTES
REGULAR SESSION
MONDAY, FEBRUARY 20, 2017**

CALL TO ORDER

The Commissioners of the City of Worthing met in regular session on Monday, February 20, 2017 at 7:00 P.M. in the Worthing Civic Center.

Mayor Saugstad presided. The following commissioners were present: Eric Bunkers, Crystal Jacobson, Sheri Lund, and Ryan Schlieman. Also in attendance were: Finance Officer Linda Hunnel, Deputy Finance Officer Travis Harford, and Wendy Sweeter of the Lennox Independent. (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 Jacobson to approve the February 20th agenda. Bunkers 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 present for open public speaking.

OLD BUSINESS

MINUTES OF FEBRUARY 6TH REGULAR MEETING

Schlieman motioned to approve the minutes of the February 6, 2017 meeting. Bunkers seconded. All votes "aye", motion carried.

JANUARY R&E REPORTS/CASH REPORT

The commission reviewed the January Revenue & Expense reports prepared by Finance Officer Hunnel. Lund asked Hunnel to look into the deficit in the Safe Routes Account. Motion by Lund, second by Schlieman, to approve the January Cash Report. Motion carried, all voting aye.

REC TRAIL PROJECT PHASE 2

Hunnel stated that there was no resolution needed to start the project. The commission discussed which funds they would be using towards Phase II. Motion by Bunkers, second by Lund, to spend a maximum amount of \$50,000 out of the General Fund, Garbage Fund, and 3rd Penny Fund towards the construction of the Rec Trail Phase 2. A roll call vote was taken with Jacobson, Bunkers, Schlieman, Lund, and Saugstad voting yes. Motion carried.

CONCESSION STAND ROOF REPAIRS

Finance Officer Hunnel provided the commission with photos of the damage done to the shingles on both concession stands. Hunnel inquired about turning it in as an insurance claim. It was suggested that tin be put on the roof of the concession stands. Hunnel asked if the parks are properly zoned for metal roofing. Saugstad asked her to find out if metal roofing was allowed in that zoning district.

MUNICIPAL ELECTION APRIL 11TH

Hunnel stated that there will be an election on April 11th. Petitions will be due at City Hall by February 24, 2017 at 5PM.

WATER METER PROJECT UPDATE

- Meter Installation

Deputy Finance Officer Harford stated that he had spoken with Meter Testing about a quote for the meter installation project. Harford stated that he would have their quote available at the next meeting.

NEW BUSINESS

P&Z\CITY COMMISSION JOINT MEETING MAR. 20

Saugstad stated that the Planning & Zoning Board by-laws state there is to be a joint meeting held twice a year with the commission. The first of these two meetings will be taking place March 20th at 7PM.

DART TOURNAMENT MARCH 11TH- ONE DAY LIQUOR LICENSE

Hunnel stated that Boondock's Bar would be hosting their dart tournament on March 11th at the Worthing Civic Center. Hunnel will obtain the certificate of insurance from Boondock's Bar. Lund motioned to approve the one day liquor license. Schlieman seconded. All votes "aye". Motion carried.

PRE DISASTER MITIGATION MEETING REPORT

Deputy Finance Officer Harford reported that he had attended a meeting held by Lincoln County Emergency Management, Minnehaha County Emergency Management, and Southeastern Council of Governments. Harford stated that there would be a few more meetings that he would be attending in regards to the updating of the current Pre Disaster Mitigation Plan. He told the commission that this group was seeking public input on changes needed to the current plan. The Pre Disaster Mitigation Plan was last updated in 2011. Harford stated that he would provide a link to the plan on the City's website. Any other changes can be suggested at the next Worthing Commission meeting on March 6th, 7PM at the Worthing Civic Center.

LETTER OF ENGAGEMENT-ANNUAL REPORT

Hunnel reported that she had spoken with the South Dakota Department of Legislative Audit about switching to cash basis for our accounting system, as it would be an easier alternative to the current GAP method used by the City. This change would be entirely the City's decision. Lund motioned to switch the current accounting method from full GAP to cash basis. Bunkers seconded. A roll call vote was taken with Jacobson, Bunkers, Schlieman, Lund, and Saugstad all voting yes. Motion carried. Lund motioned to authorize Mayor Saugstad's signature to hire Grant & Williams to complete the annual report for the City of Worthing in cash basis form. Schlieman seconded. A roll call vote was taken with Jacobson, Bunkers, Schlieman, Lund, and Saugstad voting yes. Motion carried.

FINANCE OFFICER REPORT

Hunnel asked the commission to set a meeting date for the Board of Equalization, March 20th-24th. Since March 20th is a regularly scheduled meeting date, it will be placed on the agenda for that meeting starting at 7:30PM. She also reported that she had sent out a letter to a local business concerning the need for a conditional use permit, but she has yet to hear back from them. Hunnel reported that she had discussed the P&Z Board's screening fence decision with Mr. Dullerud, and he agreed to the conditions. Hunnel also reported that she was gathering information that will be needed for the annual report this year. Deputy Finance Officer Harford reported that there will be a Lynn Township Board Meeting at the Civic Center on March 7th at 7PM. Harford reported that he was studying other cities code enforcement and utilities sections of their ordinances to make sure our new ordinances were complete. There will be a Recreation Board meeting on March 1st. The Rec Board would be reviewing and disposing of some equipment at this time.

MAINTENANCE REPORT

The commission reviewed the maintenance report prepared by Senior Maintenance Technician Phil Wolf. Items discussed were: vandalism at 3rd Street Park, getting quotes on asphalt patching on Main Street, and the deteriorating conditions of the Ford F250 pickup.

DEPARTMENT HEAD REPORTS

PUBLIC WORKS

No report.

FINANCE & REVENUE

No report.

PUBLIC UTILITIES

Schlieman asked if there had been an updated calendar for garbage pickup on the website. He also reminded residents to move their vehicles from the road if the snow falls this week.

PUBLIC SAFETY

No report.

MAYOR

Saugstad reported that he had recently attended a Lincoln County Economic Development meeting. They discussed a website hosted by the Sioux Falls Development Corporation that promotes vacant buildings in local areas for potential business owners. Saugstad also reported that community guide ideas were still needed by next month.

Mayor Saugstad called a short recess at 7:43 PM. The meeting was called back to order at 7:50 PM. The commission discussed cleanup days location and date.

EXECUTIVE SESSION

Motion by Bunkers, second by Jacobson, to enter into Executive Session at 7:54 PM to review communications from legal counsel about contractual matters. Mayor Saugstad called an end to Executive Session at 8:13PM. No action was taken.

ADJOURNMENT

Schlieman motioned to adjourn at 8:19 PM. Bunkers seconded. All votes “aye”; motion carried. The next meeting of the Worthing City Commission will start at **7:00 PM MONDAY, MARCH 6TH at the WORTHING CIVIC CENTER.**

Eric S. Saugstad, Mayor

Travis Harford, Deputy Finance Officer