

**CITY OF WORTHING  
APPROVED MINUTES  
REGULAR SESSION  
MONDAY, JANUARY 9, 2017**

**CALL TO ORDER**

The Commissioners of the City of Worthing met in regular session on Monday January 9, 2017 at 7:00 P.M. in the Worthing Civic Center.

Mayor Saugstad presided. The following commissioners were present: Eric Bunkers, Crystal Jacobson, and Sheri Lund. Commissioner Ryan Schlieman was 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 Lund to approve the January 9<sup>th</sup> 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 DECEMBER 28<sup>TH</sup> REGULAR MEETING**

Bunkers motioned to approve the minutes of the December 28, 2016 special end of year business meeting. Lund seconded. All votes “aye”, motion carried.

**JANUARY CLAIMS**

The commission reviewed the January Claims Report prepared by Finance Officer Hunnel. Lund motioned to approve the January Claims, with Bunkers seconding. All voting “aye”, motion carried.

**SLURRY SEAL UPDATE**

Engineer Jon Fischer had informed the commission at the previous meeting about the new process of slurry seal for a few of the streets in Worthing scheduled for chip sealing this summer. Upon further research, the city did not have a project large enough for the process of slurry seal. The city will be chip sealing selected streets this summer.

**NEW BUSINESS**

**MUNICIPAL ELECTION APRIL 11<sup>TH</sup>**

Hunnel informed the commission that petitions for the open positions could be picked up at City Hall and circulation could begin January 27<sup>th</sup>. The petitions will need to be dropped off at City Hall by 5 PM on February 24<sup>th</sup>. There are two seats up for the election, Commissioner Bunkers (3 year term) and Mayor Saugstad (5 year term).

**OFFICIAL NEWSPAPER DESIGNATION SDCL 9-12-6**

Lund motioned to designate the Lennox Independent as the City of Worthing’s official newspaper. Bunkers seconded. All votes “aye”, motion carried.

**FINANCE OFFICER REPORT**

Hunnel reported to the commission that she had planned on attending the next Planning & Zoning Board Meeting that would be held on January 16, and hopes to review parking and sign ordinances with the board. There will also be a Public Hearing for a Conditional Use Permit that Wayne Dullerud is applying for. Hunnel reported that she and Deputy Finance Officer Harford were signed up for the Annual Report Workshop that will be held in Aberdeen on January 26<sup>th</sup>. She

stated that W-2's were ready to mail, and the Finance Office was currently working on end of year reports and updates from DataTech. Deputy Finance Officer Harford asked for clarification on who should be billed for utilities on a property in Worthing. Harford stated that there will be a Parks & Recreation Meeting at City Hall on January 11 at 7 PM. He also stated that he had completed a utilities deposit audit requested by Schoenfish. Lund inquired about possibly setting up a separate fund for utility deposits.

#### MAINTENANCE REPORT

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

#### DEPARTMENT HEAD REPORTS

##### PUBLIC WORKS

No report.

##### FINANCE & REVENUE

No report.

##### PUBLIC UTILITIES

Schlieman was absent.

##### PUBLIC SAFETY

Bunkers reported that there will be a Semi-Annual Rural Fire Board meeting on Thursday. He would be unable to attend, but Commissioner Jacobson would attend in his place.

##### MAYOR'S REPORT

Saugstad reported that he was also invited to the Rural Fire Board meeting but he would not be able to attend. Commissioner Lund would be attending in his place.

Mayor Saugstad called a short recess at 7:58 PM. The meeting was called back to order at 8:03 PM.

#### EXECUTIVE SESSION

Motion by Lund, second by Bunkers, to enter into Executive Session at 8:03 PM to discuss employee reviews. Mayor Saugstad called an end to Executive Session at 8:15 PM. No action was taken.

#### ADJOURNMENT

Bunkers motioned to adjourn at 8:15 pm. Jacobson seconded. All votes "aye"; motion carried.

The next meeting of the Worthing City Commission will start at **7:00 PM MONDAY,**

**JANUARY 23<sup>RD</sup> at the WORTHING CIVIC CENTER.**

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Eric S. Saugstad, Mayor

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Travis Harford, Deputy Finance Officer