

**CITY OF WORTHING**  
**APPROVED *REVISED* MINUTES**  
**REGULAR SESSION**  
**TUESDAY, JULY 12, 2016**

**CALL TO ORDER**

The Commissioners of the City of Worthing met in regular session on Tuesday, July 12, 2016 at 7:00 P.M. in the Worthing Civic Center.

Mayor Eric Saugstad presided. The following commissioners were present: Sheri Lund, Crystal Jacobson, Ryan Schlieman and Eric Bunkers. Also in attendance were Finance Officer Linda Hunnel, Deputy Finance Officer Travis Harford, City Engineer Jon Fischer 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 Bunkers to approve the agenda for the July 12, 2016 regular monthly meeting. Schlieman seconded. Motion carried, all voting aye.

Mayor Saugstad led the meeting with the Pledge of Allegiance.

**OPEN PUBLIC SPEAKING**

Pam McCready, granddaughter of the late Marlene Schliem, was present to speak to Council about the status of the lots the Schliem's had deeded to the City of Worthing. The City conveyed the lots to the Worthing Economic Development Corporation in June. Ms. McCready asked that any profits from the sale of the lots be used to benefit the charities her grandmother supported: Worthing City Parks, Worthing Civic Center and/or the Worthing Elementary School. The Rezoning Hearings for Lots 1 & 2, Block 3 of Worthing Original Addition from R-1 to GB will be held July 18<sup>th</sup> at 6:15 and July 25<sup>th</sup> at 7:15 in the Worthing Civic Center.

Democrat Larry Thompson, who is running for District 2 Lincoln County Commissioner, introduced himself to the Commission and spoke of his concerns on wind energy farms.

**OLD BUSINESS**

**MINUTES OF JUNE 20, 2016 REGULAR MEETING**

Bunkers motioned to approve the minutes of the June 20, 2016 meeting. Lund seconded. All votes "aye", motion carried.

**LWCF GRANT FUNDING UPDATE**

Jacobson discussed the shelter project with the commission. It was decided that the shelter would be 20' x 40'. Jacobson would like to remove the slide, merry go round and springer toys and replace with an age appropriate playset. Other items discussed were picnic tables, a grill and updating the swing set. Finance Officer Hunnel said that the donated labor generously offered by BHI could count towards the city's matching funds if the grant is awarded.

**NOTICE OF AWARD MARY STREET/REC TRAIL PROJECTS**

As a result of the bid opening for the Mary Street and the Rec Trail projects held on June 30<sup>th</sup> at City Hall, City Engineer Jon Fischer made the following recommendations:

To Award the Bid for the Mary Street Project to Twedt Construction Co. Inc. in the amount of \$90,928.60.

To Award the Bid for the Rec Trail Project to Soukup Construction Inc. in the amount of \$168,168.00.

Motion by Schlieman, second by Bunkers, to award the bid for the Mary Street Project to Twedt Construction Co. Inc., the lowest bidder, in the amount of \$90,928.60. Roll call vote-Jacobson, Bunkers, Schlieman, Lund and Mayor Saugstad voting aye. None voting nay. Motion carried.

Motion by Schlieman, second by Bunkers, to authorize the Mayor's signature for the Notice of Award to Twedt Construction Co. Inc in the amount of \$90,928.60.

Motion carried, all voting aye.

Motion by Lund, second by Jacobson, to award the bid for the Rec Trail Project to Soukup Construction Inc., the lowest bidder, in the amount of \$168,168.00. Roll call vote-Jacobson, Bunkers, Schlieman, Lund and Mayor Saugstad voting aye. None voting nay. Motion carried.

Motion by Schlieman, second by Bunkers, to authorize the Mayor's signature for the Notice of Award to Soukup Construction Inc. in the amount of \$168,168.00. Motion carried, all voting aye.

#### CODE ENFORCEMENT UPDATE

Finance Officer Hunnel reviewed with the commission progress made on recent code enforcement efforts. Overall, citizen response has been good. There are a few properties that will require follow-up. A new complaint had been received concerning the number of cars from a residence left parked on city streets. Vehicles left on city streets longer than 5 days are considered abandoned and such parking is prohibited.

#### MUNICIPAL ORDINANCE-MOVING BUILDINGS SECTION

Hunnel presented the commission with the revisions of the Moving Buildings Section of the Municipal Ordinance Draft. After a brief discussion and change on building permit requirements, Mayor Saugstad asked Hunnel to have City Attorney Larry Nelson review the revised section.

#### XCEL GRANT

The Commissioners discussed projects that would fulfill the Xcel Grant requirements of promoting the City of Worthing. Jacobson thought a scoreboard for the rec complex would be appreciated by citizens and visitors to the city. Scoreboard prices and specs will be obtained prior to the July 25<sup>th</sup> meeting. Mayor Saugstad asked staff to investigate grant opportunities through other major companies.

#### NEW BUSINESS

Finance Officer Hunnel and Deputy Finance Officer Harford will attend SDML Budget Training in Sioux Falls on July 14, 2016. The Finance Office will be closed for most of the day.

#### REZONING HEARING SCHEDULED

The Rezoning Hearings for Lots 1 & 2, Block 3 of Worthing Original Addition from R-1 to GB will be held at the July 18<sup>th</sup> Planning and Zoning Meeting at 6:15 PM and again at the July 25<sup>th</sup> City Commission Meeting at 7:15 PM in the Worthing Civic Center.

#### EMPLOYEE PERFORMANCE REVIEW

Bunkers made a motion to table the Employee Performance Review of Phil Wolf until after Executive Session. Second by Lund. Motion carried, all voting aye.

### **MAINTENANCE REPORT**

The Commission reviewed City Employee Phil Wolf's July Maintenance Report. A resident of a portion of 4<sup>th</sup> Street, which is a private drive, asked if they could hire the city to blade their street. The City Attorney will be contacted concerning any liability issues in doing this. A bid had been received for the concrete pad at the Lily Street Lift Station. City Engineer Jon Fischer recommended increasing the base and thickness of the concrete to handle the heavy equipment traffic at the lift station. City staff will have the project rebid.

### **DEPARTMENT HEAD REPORTS**

#### FINANCE OFFICE REPORT

As discussed at the June 20<sup>th</sup> meeting, Finance Officer Hunnel is researching the process of changing north\south streets to avenues within city limits. This project is in the research stage, no decisions will be made without public input.

Deputy Finance Officer Travis Harford has been compiling water meter system bids and will have Tyler Smith with DSG give a brief presentation at the next meeting.

LeeAnn Kerzman from Midwest Assistance will also be present to talk about funding for a meter replacement project.

Finance Office Hunnel reviewed the current accessory building ordinance and asked the commission to consider adding additional regulations to the ordinance.

Hunnel could not find any reference to alleyway maintenance in the old ordinances or the new ordinance draft. City Attorney Larry Nelson will be consulted to implement this policy.

It is time for the annual budget and front footage street assessment process to begin.

#### PUBLIC UTILITIES

Schlieman had no report at this time.

#### PUBLIC SAFETY

Bunkers said that although Coed Volleyball Sign-up has ended, there is still time to sign up for Worthing Days volleyball. Bunkers will be attending the semi-annual Rural Fire Board meeting on July 14<sup>th</sup>. Bunkers reported that he has encountered incorrect information about the Worthing Fire Dept. water billing. The Fire Department will continue to report their meter read to the city, and the city will pay the billing to the Water\Sewer Dept. The Worthing Fire Department does NOT pay for water used.

#### PUBLIC WORKS

Jacobson reported that the Louise Avenue culvert project had been approved. Worthing Days plans are moving right along. Individuals, organizations and businesses are encouraged to sign up for the parade. Volunteers are still needed for the Walking Taco Feed, The Barbeque Supper and setting up for the street dance. The finance office has received numerous Park and Rec Board applications.

#### FINANCE & REVENUE

Lund reported that the homeowner on 2<sup>nd</sup> Street was very pleased with the efforts of city maintenance in finding his water leak.

#### MAYOR'S REPORT

Mayor Saugstad said the Lennox Area Diamond and Denim Gala will be held September 10<sup>th</sup> at Steever House. Saugstad will also be attending the Rural Fire Board Meeting. The city received a proposal for dirt work at 201 Park Street; more information is needed. Saugstad reminded the commission that the next community cafe meeting for LCEDA & MCEDA will take place July 13<sup>th</sup> in Canton.

At 8:47 PM Mayor Saugstad called a 5 minute recess. At 8:55 PM Mayor Saugstad called the meeting back to order.

Bunkers made a motion to enter into Executive Session at 8:55 PM to discuss personnel matters. Schlieman seconded. Motioned carried, all voting aye. Mayor Saugstad called the meeting out of Executive Section at 10:34 PM. Schlieman made a motion to approve a pay increase of 3%, effective June 8<sup>th</sup> for Philip Wolf, City Maintenance. Bunkers seconded the motion. Motion carried, all voting aye.

### **ADJOURNMENT**

Bunkers motioned to adjourn at 10:35 p.m. Schlieman seconded. All votes “aye”; motion carried.

The next regular meeting of the Worthing City Commission will start at **7:00 PM, Tuesday July 25th.**

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Eric S. Saugstad, Mayor

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Linda D. Hunnel, Finance Officer