

**CITY OF WORTHING
APPROVED MINUTES
REGULAR SESSION
MONDAY, JUNE 6, 2016**

CALL TO ORDER

The Commissioners of the City of Worthing met in regular session on Monday, June 6, 2016 at 7:30 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 was Finance Officer Linda Hunnel. (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 Schlieman to approve the agenda for the June 6, 2016 regular monthly meeting. Bunkers seconded. Motion carried, all voting aye.

Mayor Saugstad led the meeting with the Pledge of Allegiance.

OPEN PUBLIC SPEAKING

There was no one present for open public speaking.

OLD BUSINESS

MINUTES OF MAY 23, 2016 REGULAR MEETING

Schlieman motioned to approve the minutes of the May 23, 2016 meeting. Bunkers seconded. All votes “aye”, motion carried.

MAY FINANCIAL REPORTS

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

JUNE CLAIMS

Lund made a motion to approve June 2016 Claims. Jacobson seconded. Motion carried, all voting aye.

PET CLINIC

The Worthing Pet Vaccination Clinic will be held on Wednesday, June 15 from 5-8 pm at the Worthing Civic Center. For information on pricing and vaccines offered,

go to www.cityofworthing.com. City personnel will be available at the clinic to register pets. There is a one-time fee of \$10 for pet registration.

MUNICIPAL ORDINANCE UPDATE

Finance Officer Hunnel reviewed with the commission changes and additions to Section 6.04 MOVING BUILDINGS of the municipal ordinance draft.

CREDIT CARD FEE BREAKDOWN

Hunnel presented a spreadsheet detailing credit cards fees that would result from various options available to the city. After careful review by the commission, Bunkers made a motion to go forward with the Forte online payment system; fees for using debit cards, credit cards or e-checks are passed on to the customer. Schlieman seconded the motion. Motion carried: Bunkers, Schlieman, Saugstad and Jacobson voting aye. Lund voting nay.

LWCF GRANT APPLICATION

Commissioners Jacobson and Bunkers discussed applying for a grant for a park shelter and rest room updates for the 3rd Street Park, along with various other project ideas for the Rec Complex. Grants can be awarded for public outdoor recreation facilities or the acquisition of park land, at up to 50% funding.

MUNICIPAL DEBT REVIEW

The Worthing Commission studied the Municipal Debt Review requested by Commissioner Lund at the May 23rd meeting. Hunnel had compiled a spreadsheet detailing municipal loan origination, payment and payoff information.

RECEIPT MANAGEMENT SOFTWARE

The Commissioners and Finance Officer Hunnel discussed a Receipt Management software module purchased last year. The commission gave Hunnel authorization to return the software and to obtain a refund for payment previously submitted.

NEW BUSINESS

REZONING HEARING LOTS 7, 8 & 9 WUERTZ ADDITION \ R-1 to GB

There will be a Planning and Zoning Hearing for the rezoning of Lots 7, 8 & 9, Wuertz Addition from R-1 to GB, on Thursday, June 9th at 6:15 PM in the Worthing Civic Center.

There will be a City of Worthing Hearing for the rezoning of Lots 7, 8 & 9, Wuertz Addition from R-1 to GB, on Monday, June 20th at 7:15 PM in the Worthing Civic Center

YARD WASTE DROP OFF

Commissioner Schlieman inquired into the possibility of having a drop off site for grass clippings. The commission discussed how such a site could be implemented and what other options might be available. The matter will be revisited at the June 20th meeting.

AFFIDAVIT OF POSSESSION-SCHLIEM PROPERTY

City Attorney Larry Nelson sent a drafted Affidavit of Possession to the commission for approval. This document clears the title for the City of Worthing to take possession of the Schliem Property, lots 1 & 2 of Block 3, Town of Worthing. Motion by Bunkers, second by Jacobson to approve the Affidavit of Possession, authorizing the finance officer to sign the document on behalf of the City of Worthing. Motion carried, all voting aye. The commission then discussed whether to sell the property; or give the property to the Worthing Economic Development Corp. to sell and use the profit to aid in the construction of the industrial park infrastructure. Bunkers made a motion to convey the property to the WEDC, in accordance with SDCL 9-27-37. Lund seconded. Motion carried: Bunkers, Lund, Jacobson, Schlieman and Saugstad voting aye.

ADVERTISING FOR BIDS\MARY STREET & REC TRAIL PROJECTS

City Engineer Jon Fischer updated the commission on the projects coming up this summer. Fischer went over construction plans for the projects. Bids have been advertised and will be opened June 30th in the Worthing Finance Office. Mary Street has a completion deadline of October 1, 2016 and the Rec Trail has a completion date of October 31, 2016.

MAINTENANCE REPORT

The Commission reviewed City Maintenance Employee Phil Wolf's monthly maintenance report. Items discussed were: lagoon maintenance and discharge, water samples and curb stop locating, mowing and ball field maintenance, blading streets, drainage, mosquito control fogging and a meeting Wolf attended with Fire Chief Jon Hanson concerning ISO (Insurance Services Offices) ratings.

DEPARTMENT HEAD REPORTS

MAYOR'S REPORT

Mayor Saugstad reported that he had attended a Community Café meeting of the South Dakota Small Business Development Center, hosted by LCEDA and MCEDA. There was interesting conversation on new ideas and feedback concerning economic development planning. Saugstad reminded everyone to vote June 7th.

FINANCE OFFICE REPORT

Finance Officer Hunnel reported that she and Deputy Finance Officer Harford will be working on a 'snow bird' ordinance for utilities and a municipal fee ordinance. The finance office is implementing a 'Welcome Packet' for new residents; local businesses will be contacted and are encouraged to participate.

Thank you to the Worthing Legion Auxiliary for purchasing the new refrigerator at the civic center!

Hunnel asked the commission about various code enforcement issues; she was instructed to send letters to the property owners involved.

Hunnel will be out of the office June 27 through July 1. Deputy Finance Officer Harford will be in the office during regular business hours this week. The office will be closed Monday July 4th.

The City of Worthing should know after July 1st if they have received grant funding for West Nile Virus control.

Worthing Days has been set for August 26 & 27. Volunteers are needed!!

The regular monthly meeting of the Worthing City Commission scheduled for Monday July 11th has been rescheduled for Tuesday July 12th, at 7 PM in the Worthing Civic Center.

PUBLIC UTILITIES

No report.

PUBLIC WORKS

Commissioner Jacobson reported that she had received compliments on Maintenance Employee Phil Wolf's blading of city streets. The Worthing Days Committee has been working on a schedule of events for August 26-27. The Park and Rec Board is taking applications for volunteers to serve on the board.

Anyone interested in applying for a position must meet the following qualifications to be on the Worthing Parks & Rec Board: Individuals must be at least 18 years old and be a resident of Worthing or must be a parent/legal guardian of a child currently enrolled in a Worthing Park & Rec program. Applications will be available on the city website www.cityofworthing.com or at the Worthing Finance Office. Deadline for applications will be July 8, 2016.

PUBLIC SAFETY

Commissioner Bunkers said sand will be ordered for the volleyball courts and fireworks hours will be established at the June 20th regular monthly meeting.

FINANCE & REVENUE

Commissioner Lund had also attended the Community Café meeting and found it very informative. Lund had complaints about lack of water pressure on 2nd Street

between Poplar and Cherry. Hunnel will contact city maintenance to schedule water line leak detection.

The Commission took a brief recess from 10:32 to 10:39pm.

EXECUTIVE SESSION

Mayor Saugstad asked to enter into executive session to discuss personnel. Bunkers made a motion to enter into executive session at 10:40 to discuss personnel.

Schlieman seconded. Motion carried, all voting aye. Mayor Saugstad called the meeting back to order at 10:55. No action was taken.

ADJOURNMENT

Bunkers motioned to adjourn at 10:55 P.M. Schlieman seconded. All votes “aye”; motion carried.

The next regular meeting of the Worthing City Commission will start at **7:00 PM**, Monday June 20th.

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Eric S. Saugstad, Mayor

Linda D. Hunnel, Finance Officer