

**CITY OF WORTHING
APPROVED MINUTES
REGULAR SESSION
MONDAY, MAY 23, 2016**

CALL TO ORDER

The Commissioners of the City of Worthing met in regular session on Monday, May 23, 2016 at 7:30 P.M. in the Worthing Civic Center.

Mayor Eric Saugstad presided. The following commissioners were present: Sheri Lund, Crystal Jacobson and Eric Bunkers. Also in attendance were Finance Officer Linda Hunnel and Deputy Finance Officer Travis Harford. Commissioner Ryan Schlieman was absent with notice. (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 May 23, 2016 regular monthly meeting. Lund seconded. Motion carried, all voting aye.

OPEN PUBLIC SPEAKING

There was no one present for open public speaking.

OLD BUSINESS

MINUTES OF May 9, 2016 REGULAR MEETING

Bunker motioned to approve the minutes of the May 9, 2016 meeting. Jacobson seconded. All votes “aye”, motion carried.

PET CLINIC

Deputy Finance Officer Harford said the rabies clinic will be held 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 the list of municipal ordinance revisions submitted by City Attorney Larry Nelson. Items discussed were: recreation board financial reports, moving building fees, utilities, BB or air gun usage, permits & licenses and certified mailings. Hunnel will continue to work with the City Attorney, Mayor Saugstad and SECOG on final revisions.

ANNUAL REPORT UPDATE

Hunnel presented the 2015 Annual Report completed by Aleene Williams, CPA. Motion by Lund, second by Bunkers, to approve the 2015 Annual Report. Motion carried, all voting aye. Schoenfish & Co. will begin the 2015 Worthing Municipal Audit on July 18th.

NEW BUSINESS

PARK & RECREATION BOARD

The Commission studied the recreation board section of the municipal code draft. Mayor Saugstad stated that there had been previous discussion of reappointing all positions on the Recreation Board, including current members. This will take place over the next several weeks. Board members will be appointed by the Worthing City Commission for 1 to 3 year terms to be in compliance with ordinance.

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 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.

CREDIT CARD MODULE – DATATECH

Hunnel has been researching the credit card module purchased last August for use in utility billing. This module will interface with our utility billing software and a third party card payment system, allowing customers to view and pay their utility bills online. The Finance Office hopes to have this new system up and running by fall.

LWCF GRANT APPLICATIONS AVAILABLE

Hunnel presented information on a SD State Parks and Recreation grant application from the Land and Water Conservation Fund (LWCF). Grants can be awarded for public outdoor recreation facilities of the acquisition of park land, at up to 50% funding. Commissioners Jacobson and Bunkers will bring project ideas to the next commission meeting.

DEPARTMENT HEAD REPORTS

MAYOR'S REPORT

Mayor Saugstad reported that Worthing had hosted a Lincoln County Economic Development Association (LCEDA) meeting on May 18th. Saugstad encouraged commissioners to attend one of the upcoming meetings of the South Dakota Small Business Development Center, hosted by LCEDA and MCEDA. Meeting

participants will discuss new ideas and receive feedback on economic development planning.

FINANCE OFFICE REPORT

Finance Officer Hunnel reported that the tree causing the visibility code violation has been removed. She thanked the property owners for their prompt and courteous cooperation. At the May 9th meeting Hunnel told the commission she had had a request from a customer to waive garbage fees as they were going away for the month and not using service. Hunnel told the commission that other cities will waive garbage fees if the water is also shut off. The customer is then responsible for a reconnect charge when service is restored. Implementing a 'snowbird' type resolution was discussed. Utility surcharges would not be waived as these funds are necessary for ongoing loan payments.

The finance office is implementing a 'Welcome Packet' for new residents; local businesses will be contacted and are encouraged to participate.

The Worthing Legion Auxiliary has graciously agreed to purchase a new refrigerator for the civic center.

A new date for Worthing Days has been set for August 26 & 27. Volunteers are needed!! As Labor Day falls on Monday Sept. 5th, the regular monthly meeting in September will be held Tuesday Sept 6th.

PUBLIC UTILITIES

No report.

PUBLIC WORKS

Commissioner Jacobson reported that the interviews for the city maintenance position were successful and she thanked all applicants for their interest. The ball season is in full swing and the team schedules will be on the website. A special thanks to all the volunteers who make the season possible.

PUBLIC SAFETY

No Report

FINANCE & REVENUE

Commissioner Lund asked if water deposits could be transferred from one customer to the next at the same address. Hunnel said that closing out an account completely before opening a new one makes the bookkeeping process much easier and she would not recommend transferring deposits. Lund said she had met with a resident who needed her meter raised to make it easily accessible for reading. This will be scheduled with maintenance. Lund requested a Debt Service Review at the next

meeting to give commissioners and citizens a better understanding of municipal loan payments and terms.

The Commission took a brief recess from 10:08 to 10:16pm.

EXECUTIVE SESSION

Mayor Saugstad asked to enter into executive session to discuss the hiring of a city maintenance employee. Bunkers made a motion to enter into executive session at 10:17 to discuss maintenance department interviews and hiring. Lund seconded. Motion carried, all voting aye. Mayor Saugstad called the meeting back to order at 10:32. Jacobson made a motion to hire Jeremy Forrest for the position of City Maintenance at a starting wage of \$16.75 per hour with full benefits and additional wage increase of .75 an hour when the following conditions are met: six month probationary period completed, and all water\wastewater certifications obtained. Bunkers seconded. Roll call vote: Jacobson, Bunkers, Lund and Saugstad-aye. None-nay. Motion carried.

ADJOURNMENT

Bunkers motioned to adjourn at 10:33 P.M. Lund seconded. All votes “aye”; motion carried.

The next regular meeting of the Worthing City Commission will start one half hour later at 7:30 PM, Monday June 6th.

Eric S. Saugstad, Mayor

Linda D. Hunnel, Finance Officer