

**CITY OF WORTHING  
APPROVED MINUTES  
REGULAR SESSION  
THURSDAY, NOVEMBER 10, 2016**

**CALL TO ORDER**

The Commissioners of the City of Worthing met in regular session on Thursday November 10, 2016 at 7:00 P.M. in the Worthing Civic Center.

Mayor Saugstad presided. The following commissioners were present: Sheri Lund, Crystal Jacobson and Ryan Schlieman. Commissioner Eric Bunkers was absent with notice. Also in attendance was 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**

November Claims was added to the current agenda. Motion by Schlieman to approve the November 10<sup>th</sup> agenda as amended: Addition of Old Business\ November Claims. Lund seconded. Motion carried, all voting aye.

**OPEN PUBLIC SPEAKING**

Mayor Saugstad opened Public Speaking. Sharon Bond and her son Kip Bond were present to talk to the commission about the water line repair done at Ms. Bond's rental on Cherry Street. The Commission and the Bonds agreed that the Bonds would be responsible for \$800 of the water line repair billing.

**OLD BUSINESS**

**MINUTES OF OCTOBER 24, 2016 REGULAR MEETING**

Jacobson motioned to approve the minutes of the October 24, 2016 regular monthly meeting. Lund seconded. All votes "aye", motion carried.

**NOVEMBER 2016 CLAIMS**

Jacobson made a motion to approve November claims as submitted by Deputy Finance Officer Harford. Lund seconded. Motion carried, all voting aye.

**RECREATION TRAIL - FINAL PAYMENT**

Randy Kittle of the SD Game, Fish and Parks conducted a site visit earlier this month for the Recreation Trail Project and the LWCF Third Street Park grant application. As the pond drain tile has been repaired and Jon Fischer of Stockwell Engineers has recommended final payment; Schlieman made a motion to authorize the Mayor's signature on the final payment request of Soukup Construction in the amount of \$52,256.60. Lund seconded the motion. Motion carried; Schlieman, Lund, Jacobson and Saugstad voting aye.

**CODE ENFORCEMENT UPDATE**

Finance Officer Hunnel and the commission reviewed recent code enforcement letters sent to area residents. Trailers and boats stored on city streets was the main focus as snow season is fast approaching. It is against city ordinance to store a boat, trailer or recreational vehicle on city streets.

**RESOLUTION 11102016-1\ADDITIONS TO THE PERSONNEL POLICY**

Finance Officer Hunnel presented Resolution 11102016-1 to the commission. This Resolution adds Section 5.11-Compensation Time and Section 5.12-Bereavement Pay, to the City of Worthing Personnel Policy. Motion by Schlieman and second by Jacobson to approve Resolution 11102016-1. Motion carried, all voting aye.

**SECOND READING OF ORDINANCE 2016-279-1-AMENDMENTS TO THE 2012  
REVISED ZONING REGULATIONS\ GB -COND. USE**

As there was no public comment concerning this amendment, Mayor Saugstad gave the second reading of Ord. 2016-279-1, An Amendment to the 2012 Revised Zoning Regulations\ Adding warehouse, mini warehouse and contractors storage yard in the Conditional Use section under General Business. Motion by Lund, second by Jacobson, to approve Ord. 2016-279-1; An Amendment to the 2012 Revised Zoning Ordinance\GB-Conditional Use. Motion carried with a roll call vote; Lund, Schlieman, Jacobson and Saugstad voting aye.

## **NEW BUSINESS**

The Leaf and Yard Waste drop off will be held on Saturday, November 12<sup>th</sup> 8am-3pm. The drop off has been advertised on the city website, the city sign and flyers around Worthing.

## **LIQUOR LICENCE RENEWALS**

Motion by Schlieman, second by Jacobson, to approve the 2016 Liquor License Renewal for K&G Enterprises-Retail (on sale) Liquor. Motion carried, all voting aye.

Motion by Lund, second by Schlieman, to approve the 2016 Liquor License Renewal for Otis Bar & Grill-Retail (on sale) Liquor. Motion carried, all voting aye.

Motion by Lund, second by Schlieman, to approve the 2016 Liquor License Renewal for Otis Bar & Grill-Package (off sale) Liquor. Motion carried, all voting aye.

Motion by Jacobson, second by Lund, to approve the 2016 Liquor License Renewal for Olde Towne Theatre-On\Off Sale Wine. Motion carried, all voting aye.

## **MAINTENANCE REPORT**

The Commission reviewed the November 10<sup>th</sup> Maintenance Report submitted by City Employee Phil Wolf. Items included sewer main jetting, manhole work, installing the new aerator, ditch cleaning, lagoon discharge, and the completion of CIP placement under Louise Avenue.

## **FINANCE OFFICER REPORT**

Hunnel will be working with Jason Schroeder, P&Z Administrator, on building permits and inspections. SECOG has been working on updating municipal sign regulations and Hunnel will present this template at the December meeting. The safety manual and street maintenance manual are being updated. Safety Benefits will visit the finance office on the 16th to discuss safety recommendations. The municipal ordinance is scheduled for completion by the first of the year. The 2016 General Fund Supplemental Ordinance will be introduced at the November 21<sup>st</sup> meeting. Deputy Finance Officer Harford sent out another round of shut off letters and reported all of those accounts had been settled.

## **DEPARTMENT HEAD REPORTS**

### PUBLIC WORKS

Jacobson reminded citizens that the new rec trail is not for motorized vehicles.

### FINANCE & REVENUE

Lund had no report.

### PUBLIC UTILITIES

Schlieman said he had seen a vehicle parked on the Lily Street lift station concrete pad. The lift station pad is not for public parking.

### PUBLIC SAFETY

Bunkers was absent.

### MAYOR'S REPORT

Mayor Saugstad had attended the LCEDA annual meeting in November. Saugstad also visited with Alex Smith of the Governor's Office of Economic Development about residential and industrial growth.

Mayor Saugstad called a short recess at 8:46 PM. The meeting was called back to order at 8:56 PM.

## **EXECUTIVE SESSION**

Motion by Schlieman, second by Jacobson, to enter into Executive Session at 8:56 PM to discuss employee issues. Mayor Saugstad called an end to Executive Session at 9:22 PM. No action was taken.

## **ADJOURNMENT**

Schlieman motioned to adjourn at 9:32 pm. Lund seconded. All votes “aye”; motion carried. The next regular meeting of the Worthing City Commission will start at 7:00 PM MONDAY, NOVEMBER 21<sup>th</sup> at the WORTHING CIVIC CENTER.

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Eric S. Saugstad, Mayor

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Linda D. Hunnel, Finance Officer