

**CITY OF WORTHING
APPROVED MINUTES
REGULAR SESSION
MONDAY OCTOBER 10, 2016**

CALL TO ORDER

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

Mayor Eric Saugstad presided. The following commissioners were present: Sheri Lund, Crystal Jacobson, Eric Bunkers and Ryan Schlieman. 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 Bunkers to approve the agenda for the October 10, 2016 regular monthly meeting. Jacobson seconded. Motion carried, all voting aye.

Mayor Saugstad led the meeting with the Pledge of Allegiance.

OPEN PUBLIC SPEAKING

LeeAnn Kerzman of Midwest Assistance Program was present to discuss the State Water Plan Application for the water meter replacement project. Once the City of Worthing is accepted to the State Water Plan, we can apply for grant and loan funding through the State Revolving Fund (SRF). Ms. Kerzman gave the commission information about Midwest Assistance Program; a program that helps small communities with water, wastewater and solid waste planning and funding. Deb Halouska of Worthing was present to speak to the commission about code enforcement, specifically the lack of mowing and weed control on certain properties. Hunnel will contact the property owners concerning these violations.

OLD BUSINESS

OCTOBER CLAIMS

Lund motioned to approve October 2016 Claims as presented by Deputy Finance Officer Travis Harford. Schlieman seconded. Motion carried, all voting aye.

MINUTES OF SEPTEMBER 19, 2016 REGULAR MEETING

Schlieman motioned to approve the minutes of the September 19, 2016 regular monthly meeting. Bunker seconded. All votes "aye", motion carried.

SEPTEMBER FINANCIAL REPORTS

The Commission reviewed September R&E reports. Bunker made a motion to approve the September Bank Reconciliation as submitted by the finance officer. Jacobson seconded. Motion carried, all voting aye.

1st & POPLAR POTHOLE

Commissioner Lund said that she had been in contact with the County about possible solutions to this ongoing problem. These options will be explored next spring. The potholes will be filled with cold patch for now in an effort to make the intersection drivable this winter.

CIVIC CENTER MAINTENANCE

Hunnel received an estimate for the civic center's roof repair. Repair costs ranged from \$1100 to \$10,000, depending on what option is taken. The Commission will have city maintenance seal the roof seams this fall and seek financing for the project in the spring.

MARY STREET FINAL PAY REQUEST

City Engineer Jon Fischer of Stockwell presented the Commission with the Final Pay Request of the Mary Street Project. Motion by Schlieman, second by Lund, to approve the final pay request of \$43,020.25 to Twedt Construction and to authorize Mayor Saugstad's signature on the payment application . Mayor Saugstad asked for a roll call vote. Voting aye-Jacobson, Bunkers, Lund, Schlieman and Saugstad. Voting nay-none. Motion carried.

RECREATION TRAIL FINAL PAY REQUEST

City Engineer Jon Fischer of Stockwell presented the Commission with the Final Pay Request of the Recreation Trail Project. The Commission discussed the drain tile pipe that is floating in the pond and needs to be secured. Motion by Schlieman, second by Lund, to approve the final pay request of \$52,256.60 to Soukup Construction, contingent on the completion on the final item of the punch list, and to authorize Mayor Saugstad's signature on the payment application . Mayor Saugstad asked for a roll call vote. Voting aye-Jacobson, Bunkers, Lund, Schlieman and Saugstad. Voting nay-none. Motion carried.

NEW BUSINESS

MAINTENANCE REPORT

City Employee Phil Wolf reviewed the city maintenance needs with the Commission. Items discussed included: cost estimates for ditch cleaning south of the discharge pit, prices to rehab manholes, pump hour increase due to recreation trail pond leakage, and water tank cleaning in 2017 . Wolf said the culvert under Louise Avenue should be lined next week, he will spray for mosquitos once more and he has started sewer lagoon discharge.

UTILITY INQUIRY

City Engineer Jon Fischer presented options on running water and sewer mains for possible development on Cedar Street. No decisions were made as this project is still in the planning stage.

CODE ENFORCEMENT UPDATE

Hunnel informed the Commission that there has been success in removing unlicensed vehicles and campers stored in the street. The emphasis will now be on getting trailers off the street before winter. The Accessory Building Section of the 2012 Revised Zoning Ordinance was discussed; Hunnel asked if stricter guidelines were needed.

P&Z HEARINGS-AMENDING GB ZONING-CONDITIONAL USE

The P&Z Board set a hearing date of October 17th at 6 pm to discuss amending the 2012 Revised Zoning Ordinance concerning General Business- Conditional Uses.

FINANCE OFFICER REPORT

Hunnel is working with staff on safety recommendations from the city's insurance carrier. These items must be completed in order to receive a credit on yearly premiums. Hunnel asked if the commission would consider granting comp time in lieu of overtime due to the new wage law changes affecting salaried employees.

Hunnel will gather more information on comp time policies prior to the December 1st deadline. 2015 Municipal Audits were available for review. The front footage update was completed by Deputy F.O. Harford. The First National Bank CD in the amount of \$36,000 is up for renewal. Hunnel was instructed to cash in the CD and deposit the funds in the operating account to pay the final installment of the Johnson Subdivision Loan. The Dakota Lassies and Rangers 4H Group would like to spruce up the Veterans Memorial shrubbery for a service project. Thank you to Wendy Sweeter and her 4H Club for their interest in beautifying Main Street.

DEPARTMENT HEAD REPORTS

PUBLIC WORKS

Jacobson reported that the Worthing Days Committee will be hosting Trunk or Treat in Worthing on Saturday, OCTOBER 22nd from 4pm to 6pm at the Worthing Elementary School. The City will sponsor a trunk.

Jacobson went over a selection of snow truck specs presented by Harford with the commission. The Commission decided on a 2000 Sterling L8511. Hunnel will meet with USDA and other agencies on favorable financing options.

FINANCE & REVENUE

Lund had no report.

PUBLIC UTILITIES

Schlieman will be absent from the October 24th meeting due to a scheduling conflict.

PUBLIC SAFETY

Bunkers said there had been a change in sponsorship and one hole in the disc golf course is still available for sponsorship. Baskets for the course should be in this week.

MAYOR'S REPORT

Mayor Saugstad said the new aeration system has been delivered.

Mayor Saugstad called a five minute recess at 9:35PM.

The meeting was called back to order at 9:43 PM.

EXECUTIVE SESSION

Motion by Bunkers, second by Lund to enter into Executive Session at 9:43 to discuss employee issues. Mayor called an end to Executive Session at 10:18 PM. No action was taken.

ADJOURNMENT

Bunkers motioned to adjourn at 10:18 pm. Schlieman seconded. All votes "aye"; motion carried.

The next regular meeting of the Worthing City Commission will start at **7:00 PM, MONDAY November 6, 2016.**

Eric S. Saugstad, Mayor

Linda D. Hunnel, Finance Officer

