

## DELL RAPIDS CITY COUNCIL MINUTES

Monday, August 1, 2016 at 7:30 p.m.

Mayor Scott Fiegen called the Dell Rapids City Council meeting to order at 7:30 p.m. at the City Hall Council Chambers. The Roll was called finding the following members present: Mike Geraets, Mike Sterud, Mary Klockman, Gary Haak, James Borchert, and Schmidt.

Staff present: Administrator Justin Weiland, Finance Officer Claire Baartman, and City Attorney Dean Hammer

Absent: Tom Earley, Mark Crisp

Community Members Present:

- 1.) Trent Bruce of DGR
- 2.) Lance Mayer of DGR
- 3.) Gabe Laber of DGR
- 4.) Matt Larson of Big Sioux Media
- 5.) Nichole Grasma of Suez
- 6.) Ryan Bakeberg, Deputy Sheriff of Minnehaha County
- 7.) Cody Burggraff of Landmark Realty

**Pledge of Allegiance was recited.**

**Approval of Agenda:** Haak motioned to approve the agenda, seconded by Klockman. Motion carried.

**Approval of Minutes June 16, 2016 Regular Session:** Geraets motioned to approve the minutes, seconded by Haak. Motion carried.

### **Visitors to be Heard:**

Deputy Ryan Bakeberg addressed the council asking if there were any concerns or questions. There were none at the time.

### **Public Hearing: Zoning Amendment – Ordinance No. 838: Section 14.07 Off Premise Signs – Allow Placement in R-M: Residential Manufactured Housing Districts with a Conditional Use – First Reading**

The amendment states that off-premise signs will be allowed through a Conditional Use process in an R-M: Residential Manufactured Housing District. The Planning and Zoning Commission held a public hearing on July 26<sup>th</sup> and unanimously recommended approval to the City Council. The discussion was that the intent isn't to allow signs in residential districts but only in this very limited district in Dell Rapids. Haak motioned to approve the first reading of Ordinance No. 838, seconded by Geraets. Motion carried.

### **Old Business**

#### **Ordinance No. 837: Truck Route Amendment – Second Reading and Adoption**

**Section 1.** That subsection (a) (8) of Section 20-133 of the Revised Ordinances of the City of Dell Rapids, South Dakota, be amended, to read as follows:

#### **“Sec. 20-133. Truck routes.**

(a) There is hereby established within and for the city a truck route or routes which shall be subject to the regulations set forth in this section upon the following described streets and highways:

...

- (8) *Second Street* between State Highway 115 and La Delle Avenue and *Juniata Avenue*

between State Highway 115 and Third Street and *Iowa Avenue* between Third Street and Second Street and *Clark Avenue* between Third Street and Second Street and *La Delle Avenue* between Third Street and Second Street.”

**Section 2.** That subsections (a) (9) and (a) (10) be added to Section 20-133 of the Revised Ordinances of the City of Dell Rapids, South Dakota, to read as follows:

“(9) *Zero Street* from State Highway 115 on the east to Quarry Road on the west.

(10) The entire portions *Quarry Road* and *Quartzite Street*.”

Geraets motioned to approve the second reading of Ordinance No. 837, seconded by Klockman. Roll Call Vote: Geraets – Aye, Sterud – Aye, Klockman – Aye, Haak – Aye, Borchert, Schmidt – Aye. Motion carried.

#### **Rickeman Comfort Station – Consider Bid Award**

The City opened bids for the construction of 20x24 building. One bid was received for the construction of the Rickeman Field Comfort Station from Dells Electric in the amount of \$98,767.60. The City has only budgeted \$70,000 for the completion of this building. With sewer and water extensions to the site and natural gas the total costs would be approximately \$108,767.60, \$38,000 over budget. City Administration noted that the LWCF Grants were announced in June and are due the end of August. Administration is proposing that the City consider a combination grant application for this Comfort Station and the new Campground in the old tractor pull area. The preliminary numbers on the first phase of campground upgrades are well over \$100,000. This grant could cover up to 50% of the costs or up to maximum of \$75,000. This could basically help offset the costs of 80% of a comfort station build out if we applied for the campground improvements in the same application. Haak motioned to reject the bid and look at applying for a grant, pursue engineering quotes and add to next year’s budget, seconded by Geraets. Motion carried.

#### **Asphalt Overlay Project – Consider Bid Award**

The following streets have been selected for overlay: State Ave between 8<sup>th</sup> and 9<sup>th</sup> (In front of St. Mary’s), 11<sup>th</sup> Street from Clark to State, West View Drive from 9<sup>th</sup> to 10<sup>th</sup> into the culdesac (will also be installing valley gutters in before the asphalt work). Geraets moved to approve the low bidder Double H Paving in the amount of \$130,275, seconded by Klockman. Motion carried.

#### **WWTF – Sequence Batch Reactor Design Update – DGR Engineering**

DGR Engineering’s, Gabe Laber and Trent Bruce provided the Council with an update on the SBR facility design. Gabe provided an update on the specifics of the design phase as well as what they have left to accomplish –about 75% complete. Gabe and Trent are hoping for a December bid, starting construction in the spring of 2017, and complete the project in the spring of 2018. No action taken.

#### **New Business**

##### **Water Tower Maintenance Program – Suez Group – Nichole Grasma**

Nichole presented to the Council the services Suez group could provide for the City of Dell Rapids on the maintenance of our water towers. No action taken.

##### **City Hall HVAC System Replacement – Consider Quotes**

Sterud motioned to award the HVAC system replacement to the low quote from Quality Plumbing and heating in the amount of \$15,860.23, seconded by Borchert. Motion carried.

**Resolution No. 2016-16: Transit Fee Increase**

Klockman motioned to increase the out of town trip fee from \$6 to \$8 per round trip, seconded by Geraets. Motion carried.

**RESOLUTION #2016-16**

**Establishing Dell Rapids Transit System Rates**

**WHEREAS**, the City of Dell Rapids City Council has Transit System that is owned and operated by the City of Dell Rapids and managed by Inter-lakes Community Action Partnership (ICAP), and;

**WHEREAS**, the Transit System is available for Dell Rapids citizens of all ages;

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the City of Dell Rapids that the Transit rates for in town and Sioux Falls related trips will be as follows and will continue until such time as changes are warranted:

- (1) \$2.00 per in town trips
- (2) \$8.00 per Sioux Falls trips
- (3) Senior Citizens Free (\$1.25 donation appreciated)

Dated at Dell Rapids, South Dakota this 1<sup>st</sup> day of August, 2016.

FOR THE GOVERNING BODY OF THE  
CITY OF DELL RAPIDS, SOUTH DAKOTA

By \_\_\_\_\_  
Scott Fiegen, Mayor

ATTEST:

By \_\_\_\_\_  
Claire Baartman Finance Officer

**Claims Payable**

Haak motioned to approve the Claims, seconded by Klockman. Motion carried.

VENDOR NAME	DESCRIPTION	FUND	AMOUNT
C & R SUPPLY	STREET SUPPLIES	GENERAL FUND	275.00
CITY OF DELL RAPIDS	JULY WATER USAGE	GENERAL FUND	417.60
CONCRETE MATERIALS	STREET R&M - ASPHALT	GENERAL FUND	3,487.54
DELTA DENTAL	DENTAL INSURANCE	GENERAL FUND	435.93
	DENTAL INSURANCE	WATER FUND	116.08
	DENTAL INSURANCE	WASTEWATER FUND	116.09
DGR	ENGINEERING FEES	GENERAL FUND	28,318.47
	ENGINEERING FEES	WATER FUND	3,235.79
	ENGINEERING FEES	WASTEWATER FUND	36,340.50

FIRST BANK CARD	CC PMT - ALL DEPARTMENTS	GENERAL FUND	1,581.08
	CC- PMT	WATER FUND	28.53
	CC- PMT	WASTEWATER FUND	28.52
GRAYBAR	STREET SUPPLIES	GENERAL FUND	79.02
GRUIS, KARLA	CLEAN CH AND LIB	GENERAL FUND	640.00
ICAP, INC	PROFESSIONAL FEES AND SERV.	GENERAL FUND	5,934.01
J D'S HOUSE OF TROPHIES	SCHMIDT NAME PLATE	GENERAL FUND	14.75
LACEY'S PORTABLE RESTROOMS & ROLL OFFS	PORTABLE RESTROOMS	GENERAL FUND	250.00
	7/22-7/24 PORTABLE REST.	GENERAL FUND	1,040.00
LOGIC INC.	REPAIR LOTTERY MACHINE	LIQUOR FUND	275.00
MC&R POOLS	POOL - SUPPLIES	GENERAL FUND	365.19
MCLEOD'S PRINTING & OFFICE SUPPLY	RECEIPT BOOKS	GENERAL FUND	225.80
MINNEHAHA COUNTY SHERIFF	QTR 3 PMT	GENERAL FUND	63,145.58
PFEIFER'S	STREET R&M	GENERAL FUND	54.54
REPUBLIC NATIONAL DISTRIBUTING CO	JULY LIQUOR	LIQUOR FUND	5,616.55
SCHUNEMAN EQUIPMENT COMPANY	PARK SUPPLIES	GENERAL FUND	42.21
SD UNEMPLOYMENT INSURANCE DIVISION	2016 QTR 2 UNEMPLOYEMENT	GENERAL FUND	51.34
	2016 QTR 2 UNEMPLOYEMENT	WATER FUND	5.76
	2016 QTR 2 UNEMPLOYEMENT	WASTEWATER FUND	5.59
SDRS SUPPLEMENTAL RETIREMENT PLAN	ROTH RETIREMENT	GENERAL FUND	145.00
	ROTH RETIREMENT	WATER FUND	25.00
	ROTH RETIREMENT	WASTEWATER FUND	25.00
ONE TIME VENDOR LAUER, ERIN	UTILITY REFUND	WATER FUND	4.55
VARIETY FOODS LLC	POOL CONCESSIONS	GENERAL FUND	1,342.70
XCEL ENERGY	UTILITY PMT	GENERAL FUND	3,377.65
	UTILITY PMT	WATER FUND	898.40
	UTILITY PMT	WASTEWATER FUND	3,141.61

### Administrator's Report:

**Personnel – Performance Evaluation Merit Increases - Update:** Four employees were given performance evaluations. The Library Board held reviews and recommended the following approvals: Part-Time employee Judi Webb, 3% raise from 9.38 to 9.66 hourly rate effective 7/26 and Kinsey Griffin, 3% from \$11.00 to \$11.33 hourly rate effective as of next pay period. Administrator Weiland conducted a performance review of Building Inspector/Code Enforcement Officer, Ben Gruis. Based on performance recommend a 2.5% raise from \$18.52 to \$18.98 effective 7/26. Public Works Director Schildhauer conducted a performance review of Assistant Public Works Director Clarence Fjellanger. Based on performance recommend a 3% raise from \$27.12 to \$27.93 effective 7/24. All of these raises are given as prescribed in the City Pay Plan adopted by the City Council.

**CIP Quality of Life Prioritization - Results:** Administration has calculated the results from the CIP exercise. These top projects will be inserted into the 2017-2023 Capital Improvement Plan where they have the ability to fit into the scheme of the budget.

**Special Budget Meeting, Tuesday August 16<sup>th</sup>:** Reminder to the Council that a Special Budget Meeting is

scheduled for Tuesday, August 16<sup>th</sup> at 7:30 PM.

**Project Updates:**

**Quartzite Street:** The grading subcontractor has finished the placement of gravel on the portion east of Garfield Avenue. Timmons plans to mobilize for paving this section the week of August 1<sup>st</sup>. The grading contractor will continue work on the area west of Garfield Avenue. The project is still on schedule but delays by the contractor not working for a stretch of almost three weeks will put this project very close to its completion date of September 9<sup>th</sup>.

**10<sup>th</sup> Street:** T&R Contracting was informed of their bid award for the 10<sup>th</sup> Street project. The DENR and the DOT have provided their go ahead to award the bid. The contract documents are being signed by both parties. A start date or a pre-construction meeting has not been established. However DGR has been in contact with the underground subcontractor to begin discussion on how to best approach the project in stages. City Administration is still awaiting signatures of permanent and temporary easements from two property owners on the project.

**Chip Seal Project:** The Chip Seal contractor again has had schedule conflicts coupled with the recent weather. This created a situation where the City didn't have the streets clear of debris and ready for them to start the week of July 26<sup>th</sup>. As of now the plan is to start chip sealing during the week of August 15<sup>th</sup>.

Motion to adjourn at 8:31 p.m. by Haak, seconded by Sterud.

Prior to carrying the motion Mayor Fiegen announced this would be his last meeting and offered City Administrator Weiland a written resignation effective August 15<sup>th</sup>.

Motion carried.