

## **DELL RAPIDS CITY COUNCIL MINUTES**

Monday, November 16, 2015 at 7:30

Mayor 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 (via phone), Mark Crisp, Tom Earley, Lee Burggraff and Gary Haak.

Absent: Mary Klockman

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

Pledge of Allegiance was recited.

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

**Approval of Minutes:** Haak motioned to approve the minutes of the regular session on November 2, 2015, seconded by Earley. Motion carried.

**Visitors to be Heard:** None

### **Public Hearing – Temporary On-Sale Liquor License, December 6<sup>th</sup> - Museum**

Recommend the Council approve the one day temporary on-sale license for the Museum. Burggraff motioned to approve, seconded by Haak. Motion carried.

### **Outdoor Event Permits**

#### **Wedding in the Park – June 17<sup>th</sup>, 2016 – Michalscheck**

Haak motioned to approve the outdoor event permit for a wedding on June 17<sup>th</sup>, 2016, seconded by Geraets. Motion carried.

#### **Christmas at the Dells – December 4<sup>th</sup> & 5<sup>th</sup> – Chamber of Commerce**

Specifically the request is to close 4<sup>th</sup> Street for the parade of lights on the evening of December 5<sup>th</sup>. Motion by Haak to approve the outdoor event permit for the Christmas at the Dells and waive the \$100 fee, seconded by Burggraff. Motion carried.

### **Old Business**

#### **Northview Drive/11<sup>th</sup> Street/10<sup>th</sup> Street**

**Certificate of Substantial Completion-** Crisp motioned to approve the certificate, seconded by Burggraff. Motion carried.

**Final Pay Request #3: \$186,527.68-** Haak motioned to pay the final payment to H&W for the project, seconded by Geraets. Motion carried.

#### **Waste Water Treatment Facility – Process Selection**

Crisp motioned to table the selection until the entire Council was present, seconded by Haak. Motion carried. A special meeting will be held on November 23, 2015 to make the decision at that time.

Sterud left the meeting at 7:42 p.m.

**Ordinance No. 824: 2015 Supplemental Budget – Second Reading and Adoption**

Recommend the Council approve the second reading of Ordinance No. 824 Supplemental Appropriation #2. Note: \$537,779.47 of street funds is due to the Garfield Bridge budgeted in 2014 and billed to City in 2015. \$487,000 of Library funds is due to the late receipt of the HUD grant.

**GENERAL FUND- 101**

4190 Street Department	\$ 270,000.00
4320 Rubble Site	<u>\$ 1,000.00</u>
<b>Total Appropriations</b>	<b>\$ 271,000.00</b>

**Source of Revenue**

4150 Contingency Transfer	\$ 30,000.00
39140 Transfer In – General Fund Reserve	<u>\$ 241,000.00</u>
<b>Total Revenue</b>	<b>\$ 271,000.00</b>

**LIBRARY BUILDING FUND – 501**

501 Library Building Fund	<u>\$ 594,513.00</u>
<b>Total Appropriations</b>	<b>\$ 594,513.00</b>

**Source of Revenue**

36200 Miscellaneous Grants	\$ 501,863.00
39110 Transfer from General Fund	\$ 27,020.82
36700 Contributions/Donations	\$ 12,600.00
39101 Transfer From Fund Reserve	<u>\$ 53,030.00</u>
<b>Total Revenue</b>	<b>\$ 594,513.00</b>

Earley moved to approve the second reading and adoption of Ordinance No. 824, seconded by Crisp. Roll Call Vote: Geraets – Aye, Crisp – Aye, Earley – Aye, Burggraff – Aye, Haak – Aye. Motion carried.

**New Business**

**On-Sale/Off-Sale Liquor/Wine Licenses and Operating Agreements**

**Resolution No 2015-11: Operating Agreement- Monkeys**

Burggraff moved to approve, seconded by Geraets. Motion Carried.

**Resolution No 2015-12: Operating Agreement -Old Dutch Inn**

No motion made

**Resolution No 2015-13: Operating Agreement- The Grand**

Earley moved to approve, seconded by Geraets. Motion fails 1-4. Burggraff motioned to reconsider at the December 7 Council meeting, seconded by Earley. Motion carried 4-1.

**Resolution No 2015-14: Operating Agreement- Dells Bowl**

Haak moved to approve, seconded by Earley. Motion Carried.

**Resolution No 2015-15: Operating Agreement- County Fair**

Burggraff moved to approve, seconded by Haak. Motion Carried.

**Resolution No 2015-16: Operating Agreement- Cubby's**

Haak moved to approve, seconded by Geraets. Motion Carried.

**Resolution No 2015-17: Operating Agreement- Casey's**

Haak moved to approve, seconded by Burggraff. Motion Carried.

### **Ordinance No. 825: Water Utility Deposit Increase – First Reading**

At the past two meetings there has been discussion regarding tenants and owners and their relation to water billing. The Council considered deposits at the previous meeting and verbally considered \$125.00 as the new deposit. Haak moved to approve increasing the water deposit from \$50.00 to \$125.00, seconded by Crisp. Motion Carried. This ordinance will go into effect on January 4<sup>th</sup> 2016.

### **Quartzite Street Improvements – DREDC Reimbursement for Utilities to Midwest Fresh Logistics**

The City timelines associated with the constructing the street and utilities for Quartzite Street is not in-line with the needs of Midwest Fresh Logistics timeline to operate their facility. As such, the Dell Rapids Economic Development Corporation has offered to install utilities from Garfield Avenue, east to the location where Midwest Fresh stubs out their services. Estimated cost of \$150,000. The City would reimburse their costs once our financing is available. The City will then plan to bid and finish the remaining utilities and street in the spring of 2016. Burggraaf moved to approve, seconded by Haak. Motion carried.

### **Sioux Falls Humane Society 2016 Contract**

The Sioux Falls Humane Society has submitted their contract for approval for 2016. There are no increases in their services for 2016. Earley moved to approve, seconded by Haak. Motion carried.

### **Quartzite Street Right of Way – Agreement with Old 77 Grill**

The Mayor and Council discussed the framework of the agreement between Old 77 Bar and Grill in Executive Session at the November 5<sup>th</sup> meeting. Attorney Hammer redrafted the owner's requests into a legal document and have provided the document to the owners for signature. The owners signed the documents on Friday the 13<sup>th</sup>. The Council was agreeable to the framework of the agreement at the meeting, therefore nothing major was changed. Crisp motioned to approve the agreement with Old 77, Geraets seconded. Motion carried.

### **City Administrators Review**

Mayor Fiegen recommended a 3% merit increase to City Administrator Weiland's base salary. Haak motioned to approve the 3% increase retroactive to anniversary date, seconded by Burggraaf. Motion carried 4-1.

### **Claims Payable**

Crisp moved to approve the claims as presented, seconded by Haak. Motion carried.

A&B BUSINESS SOLUTIONS	NOVEMBER BILLING	GENERAL FUND	66.40
ADVANCED SYSTEMS INC	LIBRARY COPIER CONTRACT	GENERAL FUND	53.97
ARGUS LEADER	OCTOBER BILL	GENERAL FUND	807.40
BLOOMS ON MAIN	FUNERAL FLOWERS	GENERAL FUND	42.40
BORNS GROUP	OCTOBER BILLING	WATER FUND	400.01
	OCTOBER BILLING	WASTEWATER FUND	400.02
BUNKERS OIL CO	700 GAL DSL @1.939 - STREE	GENERAL FUND	1,357.30
	500 GAL NO LEAD @2.419 W/W	WATER FUND	604.75
	500 GAL NO LEAD @2.419 W/W	WASTEWATER FUND	604.75
CNHCAPITAL	STREET SUPL - BRUSH	GENERAL FUND	729.20
COAST TO COAST SOLUTIONS	500 CUSTOM MAGNETS	GENERAL FUND	576.76
CONCRETE MATERIALS	OCTOBER ASPHALT - STREETS	GENERAL FUND	1,809.00
COUNTY FAIR FOODS, INC	COFFEE AND COOKIES - GROUND	GENERAL FUND	42.55

CUMMINS CENTRAL POWER, LLC	STREET R&M GENERATOR - NOS	GENERAL FUND	1,010.13
DAKOTA SUPPLY GROUP	DAKOTA SUPPLY GROUP	WATER FUND	706.48
DAKOTA TECHNOLOGY CONSULTING	NOV CH MANAGED SERV + DATA	GENERAL FUND	736.52
DELL RAPIDS ACE	MISCELLANEOUS SUPPLIES	GENERAL FUND	101.48
	WATER SUPPLIES	WATER FUND	4.99
DELL RAPIDS ECONOMIC DEVELOPMENT CORPO	2015 APPROPRIATION	GENERAL FUND	10,600.00
	2015 APPROPRIATION	GROSS RECEIPTS FUN	35,400.00
DELL RAPIDS SENIOR CITIZEN CENTER	2015 ANNUAL SUPPORT	GENERAL FUND	2,500.00
DELLS FARM & TIRE	STREET R&M - TIRE	GENERAL FUND	15.00
H&W	NORTHVIEW/10TH FINAL PAY	WATER FUND	113,845.22
	NORTHVIEW/10TH FINAL PAY	WASTEWATER FUND	72,682.46
EFTPS	FEDERAL WITHHOLDING	GENERAL FUND	3,626.48
	FEDERAL WITHHOLDING	WATER FUND	955.14
	FEDERAL WITHHOLDING	WASTEWATER FUND	955.17
FENICLE, LES	CLOTHING ALLOWANCE	GENERAL FUND	71.75
	CLOTHING ALLOWANCE	WATER FUND	71.75
	CLOTHING ALLOWANCE	WASTEWATER FUND	71.74
GRUIS, BEN	CLOTHING ALLOWANCE	GENERAL FUND	221.52
GRUIS, KARLA	CLEAN CH AND LIB	GENERAL FUND	640.00
HYDRO KLEAN	WW REPAIR AND MAINT.	WASTEWATER FUND	12,091.80
ICAP, INC	OCT/NOV/DEC EXPENSES/FEES	GENERAL FUND	6,626.54
	OCT ACTUAL FEES + DECEMBER	GENERAL FUND	3,501.54
INGRAM LIBRARY SERVICES	1 BOOK	GENERAL FUND	544.74
INTERSTATE POWER SYSTEMS	STREET REPAIR & MAINT.	GENERAL FUND	468.06
	WATER - REPAIR	WASTEWATER FUND	393.00
JP COOKE CO.	200 PET TAGS	GENERAL FUND	61.55
LG EVERIST, INC	STREET SUPPLIES	GENERAL FUND	122.52
LINWELD, INC	OCTOBER RENTAL	GENERAL FUND	39.99
MICROMARKETING LLC	33 AUDIO VISUAL	GENERAL FUND	593.42
MIDWEST ALARM	DEC PUMP STATION	WASTEWATER FUND	30.38
MINNEHAHA COMMUNITY WATER, CORP	OCTOBER SHOP WATER	GENERAL FUND	11.08
	OCTOBER SHOP WATER	WATER FUND	11.08
	OCTOBER SHOP WATER	WASTEWATER FUND	11.09
MINNEHAHA COUNTY REGISTER OF DEEDS	REGISER OF DEEDS	GENERAL FUND	60.00
NAPA AUTO PARTS	STREET SUPPLIES	GENERAL FUND	76.85
PENWORTHY	18 BOOKS	GENERAL FUND	243.66
REPUBLIC NATIONAL DISTRIBUTING CO	LIQOUR 1ST HALF NOV.	LIQUOR FUND	7,170.49
REVIER PRESSURE WASHERS INC	STREET SUPPLIES	GENERAL FUND	177.30
SD ASSOCIATION OF CODE ENFORCEMENT	2016 MEMBERSHIP - BEN	GENERAL FUND	40.00
SD BUILDING OFFICIALS' ASSOCIATION	2016 DUES	GENERAL FUND	50.00
SD CITY MANAGEMENT ASSOCIATION	2016 DUES - JUSTIN	GENERAL FUND	150.00
SD GOVERNMENTAL FINANCE OFFICERS ASSOC	2016 MEMBERSHIPS - DL/CB	GENERAL FUND	40.00
	2016 MEMBERSHIPS - DL/CB	WATER FUND	15.00

	2016 MEMBERSHIPS - DL/CB	WASTEWATER FUND	15.00
SD HUMAN RESOURCE ASSOCIATION	2016 DUES - JW/DL	GENERAL FUND	50.00
SD OFFICE FURNISHINGS	NORBY'S INK RIBBON & LOTT	LIQUOR FUND	148.63
SD STREET MAINTENANCE ASSOCIATION	2016 DUES	GENERAL FUND	35.00
SDML WORKERS COMPENSATION FUND	2016 WORKERS COMP INSURANC	GENERAL FUND	8,638.62
	2016 WORKERS COMP INSURANC	WATER FUND	2,514.13
	2016 WORKERS COMP INSURANC	WASTEWATER FUND	1,908.25
SIoux FALLS AREA HUMANE SOCIETY	OCTOBER SERVICES	GENERAL FUND	328.45
THE LIBRARY STORE	SUPPLIES	GENERAL FUND	98.05
VERIZON WIRELESS	10.08.15-11.07.15 BILL	GENERAL FUND	80.60
	10.08.15-11.07.15 BILL	WATER FUND	24.04
	10.08.15-11.07.15 BILL	WASTEWATER FUND	24.04
VIRG'S SERVICE	CHAINSAW REPAIR & MAINT.	GENERAL FUND	50.22
VISION VIDEO INTERACTIVE	OCTOBER TEXTING SERVICE	GENERAL FUND	49.95
ONE TIME VENDOR KRUEGER	KRUEGER: REPAIR WINDOW/BRI	GENERAL FUND	58.02
MIDAMERICA BOOKS	MIDAMERICA BOOKS: 10 BOOK	GENERAL FUND	169.50
VOGT, BROWN, MERRY & HAMMER	NOV RETAINER + DUES + REPL	GENERAL FUND	2,195.00
XCEL ENERGY	UTILITY EXPENSE	GENERAL FUND	5,951.59
	UTILITY EXPENSE	WATER FUND	214.69
	UTILITY EXPENSE	WASTEWATER FUND	41.60

**Administrator Report:**

**Veterans Park Update:** Substantial amount of work as started to take place to get the park completed.

**Petition for Re-Zone:** There is talk that there have been petitions circulated throughout the City. They are due at City Hall November 17, 2015 by 5:00 p.m.

**Personnel Annual Review(s) – Update:** Administrator Weiland conducted personnel performance reviews for Utility Billing Clerk, Diane LeBrun and Finance Officer, Claire Baartman. Based on performance Administrator Weiland is recommending the following merit increases; Diane LeBrun currently \$18.85 per hour – recommend 2% increase \$19.22 to anniversary date of November 1<sup>st</sup>. Claire Baartman currently \$26.27 per hour (\$54,648.97 annual salary) – recommend 3% \$27.06 hourly (\$56,288.43 annual salary) effective to anniversary date of October 28<sup>th</sup>.

Motion to adjourn at 8:10 by Haak, second by Burggraaf. Motion carried.