

DELL RAPIDS CITY COUNCIL MINUTES
Monday, November 7, 2016 at 7:30 p.m.

Mayor Tom Earley 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 Sterud, Mary Klockman, Mark Crisp, Mike Geraets, Gary Haak, James Borchert, and Bill Schmidt.

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

Absent: Barry Berg (arrived at 7:31 p.m.)

Community Members Present:

- 1.) Micah Bader with Dells Tribune
- 2.) Matt Larson with Big Sioux Media
- 3.) Deputy Ryan Bakeberg with Minnehaha county Sheriff's Office

Pledge of Allegiance was recited.

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

Approval of Minutes October 17, 2016 Regular Session: Geraets requested to change "has" to "as" under the Snow Removal Contract portion of the prior minutes. Geraets motioned to approve the minutes as amended, seconded by Haak. Motion carried.

Visitors to be Heard:

Deputy Bakeberg said hello and that he'd be sitting in for the evening. He also offered to help the Council if they had any concerns with anything.

Public Hearing – On Sale/Off Sale Liquor/Wine License and Operating Agreements

Resolution No. 2016-24: Operating Agreement Winchester Steak House and Lounge

Geraets moved to approve Resolution No. 2016-24, seconded by Haak. Motion carried.

Resolution No. 2016-25: Operating Agreement Monkey's Bar & Grill

Haak moved to approve Resolution No. 2016-25, seconded by Borchert. Motion carried.

Resolution No. 2016-26: Operating Agreement El Tapatio

Borchert moved to approve Resolution No. 2016-26, seconded by Geraets. Motion carried.

Resolution No. 2016-27: Operating Agreement Dells Bowl

Crisp moved to approve Resolution No. 2016-27, seconded by Schmidt. Motion carried.

Resolution No. 2016-28: Operating Agreement Cubby's Inc.

Haak moved to approve Resolution No. 2016-28, seconded by Crisp. Motion carried.

Resolution No. 2016-29: Operating Agreement County Fair Foods

Haak moved to approve Resolution No. 2016-29, seconded by Geraets. Motion carried.

Resolution No. 2016-30: Operating Agreement Casey's General Store

Klockman moved to approve Resolution No. 2016-30, seconded by Sterud. Motion carried.

Operating Agreement Wine License Shopko

Klockman moved to approve, seconded by Borchert. Motion carried.

Old Business

Quartzite Street Project – Pay Request #4 51,234.07 - Timmons

Crisp motioned to approve pay request #4, seconded by Geraets. Motion carried.

10th Street Project – Pay Request #3 \$188,199.070 – T&R Construction

Crisp motioned to approve pay request #3, seconded by Geraets. Motion carried.

Pavement Improvement Project – Final Pay Request \$127,950.81 – Double H Paving

Haak motioned to approve the final pay request to Double H Paving, seconded by Schmidt. Motion carried.

New Business

Ordinance No. 840: 2016 Supplemental Appropriations – First Reading

Crisp motioned to approve the first reading of the 2016 Supplemental Appropriations, seconded by Klockman. Motion carried.

Account Funds Transfer

Haak motioned to approve the three transfers- \$98,520 from the Liquor Fund to the General Fund - \$95,000 from the General Fund to the Wastewater Fund - \$33,000 from General Fund to the Equipment Replacement Fund- seconded by Klockman. Motion carried.

Transit Bus – Grant Consideration

Discussion ensued on whether to accept the grant for the bus plus a van or just a bus. Haak motioned to table the acceptance of the grant until further information was obtained, seconded by Geraets.

Health Insurance Renewal

After obtaining many quotes, recommend the Council approve the enrollment of the City with the SD Health Pool with only a 2% increase in cost and similar benefits. Borchert moved to enroll in the SD Health Pool, seconded by Geraets. Motion carried.

Ordinance No.841 – Mid American Energy Franchise Agreement Renewal – First Reading

Geraets moved to approve Ordinance No. 841 a non-exclusive franchise agreement, seconded by Haak. Motion carried.

SDML Worker’s Compensation Contract Renewal

Crisp moved to approve the renewal in the amount of \$13,587, seconded by Berg. Motion carried.

Personnel Manual Amendments – Sick Leave Bank Policy

The Council listed the Mayor Earley and Administrator Wieland’s ideas on a sick leave bank policy. The Council asked a few questions and discussed. Administrator Wieland asked the Council to table the topic until the next meeting when a more complete policy would be presented.

Personnel – Advertise Hiring for Public Works Equipment Operator

Borchert motioned to advertise for hire, seconded by Schmidt. Motion carried 7-1.

Governor Holiday Declaration – Council Consideration

Borchert motioned to declare the afternoon of Friday, December 23rd a Holiday for City employees, seconded by Berg. Motion carried 7-1.

Claims Payable

Haak motioned to approve claims payable, seconded by Klockman. Motion carried.

VENDOR NAME	DESCRIPTION	FUND	AMOUNT
A&B BUSINESS SOULTIONS	OCT BILLING	GENERAL FUND	73.04
A-OX WELDING SUPPLY COMPANY, INC	OCTOBER RENTAL	GENERAL FUND	28.15

ADVANCED SYSTEMS INC	LIBRARY COPIER CONTRACT	GENERAL FUND	34.13
ARGUS LEADER MEDIA	TRIBUNE SUBSCRIPTION	GENERAL FUND	29.10
BEAL DISTRIBUTING, INC	OCTOBER MALT	LIQUOR FUND	26,881.14
BUNKERS OIL CO	UNLEAD 400@2.309 DSL 400@1.909	GENERAL FUND	763.60
	UNLEAD 400@2.309 DSL 400@1.909	WATER FUND	461.80
	UNLEAD 400@2.309 DSL 400@1.909	WASTEWATER FUND	461.80
CITY OF DELL RAPIDS	OCTOBER WATER USAGE	GENERAL FUND	252.22
CITY OF SIOUX FALLS HEALTH DEPARTMENT	3RD QTR WATER TESTS	WATER FUND	174.00
CONCRETE MATERIALS	STREET R&M	GENERAL FUND	1,199.44
CREATIVE FORMS & CONCEPTS	2016 W2'S AND 1099'S	GENERAL FUND	172.44
DAKOTA BEVERAGE CO, INC.	OCTOBER MALT	LIQUOR FUND	18,771.97
DAKOTA SUPPLY GROUP	WATER SUPPLIES-24 HYD MARK	WATER FUND	542.48
DAKOTACARE	HEALTH INSURANCE	GENERAL FUND	3,387.93
	HEALTH INSURANCE	WATER FUND	1,668.05
	HEALTH INSURANCE	WASTEWATER FUND	1,668.03
DELL RAPIDS ACE	GENERAL SUPPLIES	GENERAL FUND	100.64
	WATER SUPPLIES	WATER FUND	121.94
DELL RAPIDS SOCIETY FOR HISTORIC PRESE	2016 ANNUAL STIPEND	GENERAL FUND	2,000.00
DELLS ELECTRIC, INC	LIFT STATION R&M	WASTEWATER FUND	108.00
DELLS FARM & TIRE	BUS TIRE - FLAT	GENERAL FUND	15.00
	WATER R&M TIRE	WATER FUND	351.00
DELTA DENTAL	PAYROLL DEDUCTION	GENERAL FUND	347.06
	PAYROLL DEDUCTION	WATER FUND	118.82
	PAYROLL DEDUCTION	WASTEWATER FUND	118.82
DGR	OCTOBER ENGINEERING	GENERAL FUND	19,452.19
	OCTOBER ENGINEERING	WATER FUND	14,385.86
	OCTOBER ENGINEERING	WASTEWATER FUND	44,163.07
DOUBLE H PAVING	2016 CITYWIDE ASPHALT SURF	GENERAL FUND	127,950.81
EFTPS	FEDERAL WITHHOLDING	GENERAL FUND	7,743.62
	FEDERAL WITHHOLDING	WATER FUND	2,001.27
	FEDERAL WITHHOLDING	WASTEWATER FUND	1,984.09
FIRST BANK CARD	CC PMT	GENERAL FUND	1,899.35
	CC PMT	WATER FUND	600.33
	CC PMT	WASTEWATER FUND	600.34
GARBAGE N MORE	NOVEMBER GARBAGE	GENERAL FUND	75.00
GEOTEK ENGINEERING & TESTING SERVICES,	QUARTZITE/10TH STREET	GENERAL FUND	1,485.05
	10TH STREET	WATER FUND	154.08
	10TH STREET	WASTEWATER FUND	269.87
GLOBAL DISTRIBUTING	OCTOBER MALT	LIQUOR FUND	630.63
GOLDEN WEST TELECOMMUNICATIONS	OCTOBER TELE BILL	GENERAL FUND	442.50
	OCTOBER TELE BILL	LIQUOR FUND	46.17
	OCTOBER TELE BILL	WATER FUND	402.26
GRUIS, KARLA	CLEANING	GENERAL FUND	980.00

ICAP, INC	ICAP - SEPT OPERATINGE EXP	GENERAL FUND	4,079.56
INGRAM LIBRARY SERVICES	BOOKS	GENERAL FUND	144.91
JOHNSON BROTHERS FAMOUS BRANDS INC	OCTOBER LIQUOR	LIQUOR FUND	10,951.91
MICROMARKETING LLC	3 AUDIO VISUAL	GENERAL FUND	120.00
MIDAMERICAN ENERGY COMPANY	UTILITY	GENERAL FUND	159.90
	UTILITY	WATER FUND	5.36
	UTILITY	WASTEWATER FUND	5.35
MINNEHAHA COMMUNITY WATER, CORP	OCT WATER PURCHASED	GENERAL FUND	12.75
	OCT WATER PURCHASED	WATER FUND	11,397.63
	OCT WATER PURCHASED	WASTEWATER FUND	12.75
MINNEHAHA COUNTY SHERIFF	QTR 4 SERVICES	GENERAL FUND	63,145.58
NAPA AUTO PARTS	STREET SUPPLIES	GENERAL FUND	121.38
	WATER SUPPLIES	WATER FUND	24.47
PRAIRIE BERRY WINERY	OCTOBER WINE	LIQUOR FUND	696.00
QUALITY HEATING & AIR CONDITIONING	CITY HALL HEATING/AC REPLA	GENERAL FUND	16,581.66
RDO EQUIPMENT CO.	STREET SUPPLIES	GENERAL FUND	171.86
REPUBLIC NATIONAL DISTRIBUTING CO	OCTOBER LIQUOR	LIQUOR FUND	12,478.76
ROEMEN'S AUTOMOTIVE	MOVE VEHICLE FOR DOUBLE H	GENERAL FUND	85.00
SCHADE VINEYARD	OCTOBER WINE	LIQUOR FUND	528.00
SD DEPT OF TRANSPORTATION	FINAL BILL PROJECT #OB8050	GENERAL FUND	44,127.24
SD PUBLIC HEALTH LABORATORY	WW TESTING	WASTEWATER FUND	142.00
SD STATE TREASURER, DEPT OF REVENUE	LOTTERY	LIQUOR FUND	1,298.42
	10.16.16-10.31.16	LIQUOR FUND	900.89
SD UNEMPLOYMENT INSURANCE DIVISION	2016 QTR 3 UNEMPLOYEMENT	GENERAL FUND	69.46
SDML WORKERS COMPENSATION FUND	2017 WORKERS COMP RENEWAL	GENERAL FUND	8,484.85
	2017 WORKERS COMP RENEWAL	WATER FUND	2,656.84
	2017 WORKERS COMP RENEWAL	WASTEWATER FUND	2,445.31
SDRS SUPPLEMENTAL RETIREMENT PLAN	ROTH RETIREMENT	GENERAL FUND	145.00
	ROTH RETIREMENT	WATER FUND	25.00
	ROTH RETIREMENT	WASTEWATER FUND	25.00
SIOUX FALLS AREA HUMANE SOCIETY	SEPTEMBER SERVICES	GENERAL FUND	360.82
SOUTH DAKOTA RETIREMENT SYSTEM	RETIREMENT	GENERAL FUND	3,413.90
	RETIREMENT	WATER FUND	989.20
	RETIREMENT	WASTEWATER FUND	981.66
T & R CONTRACTING, INC	10TH ST PAY REQUEST #3	GENERAL FUND	70,950.91
	10TH ST PAY REQUEST #3	WATER FUND	42,613.08
	10TH ST PAY REQUEST #3	WASTEWATER FUND	74,635.08
TIMMONS CONSTRUCTION	QUARTZITE PAY REQUEST 4	GENERAL FUND	51,234.07
FIGEN INSULATION	SHOP INSULATION	GENERAL FUND	31,913.01
HOLIDAY INN	DEAN 1/2	GENERAL FUND	1,876.17
PIPER CUSTOM FRAMING	PIPER CUSTOM FRAMING:SCOTT	GENERAL FUND	340.63
VERIZON WIRELESS	SEPT 08 - OCT 07	GENERAL FUND	80.65
	SEPT 08 - OCT 07	WATER FUND	24.07

	SEPT 08 - OCT 07	WASTEWATER FUND	24.09
VERN EIDE MANAGEMENT GROUP	SEPT SERVICE - TEXTING	GENERAL FUND	50.00
XCEL ENERGY	51-5005360-0	GENERAL FUND	2,741.57
	51-5468558-8	WASTEWATER FUND	3,227.55
**PAYROLL EXPENSES	10/01/2016 - 10/31/2016	GENERAL FUND	32,464.29
	10/01/2016 - 10/31/2016	WATER FUND	8,243.26
	10/01/2016 - 10/31/2016	WASTEWATER FUND	8,180.42

ADMINISTRATOR'S REPORT

Personnel – Performance Evaluations - Update: Annual Performance Evaluations were conducted on Finance Officer Claire Baartman and Utility Billing Clerk Diane LeBrun. City Administration has granted each a 3% increase based on their performance in the past year. Claire Baartman from \$56,284.80 to \$57,973.24 effective October 28th. Diane LeBrun from \$19.22 to \$19.80 effective November 1st.

Free Rubble Site Days - Report: The City conducted the Free Rubble Site Days the 25th, 27th and 29th of October. This included the free Electronic Recycling day on the 29th. The City collected a total of 63 Televisions, 8 microwaves, 18 DVD/VCRs, 9 printers, 6 stereos, 33 CRT's, 6 phones and 23 miscellaneous items.

Surplus Street Signs - Update: Administrator Weiland has prepared a notice for the auction of the surplus street signs. Submittals for the signs will need to be on November 17th at 10:00 AM. The Council will then consider awarding the street sign to the highest bidder at the November 21st Council Meeting.

Hwy 115 Project Phase II – Sequencing Changes: After the Council discussion at the October 17th meeting, Administration contacted the DOT to express our concerns about the new sequencing changes. The DOT plans to address any of those concerns prior to going out for bidding on the project. It is expected bids will go out in early December.

Rocky Run Tributary Flood Study: Spruce Glen Development has subsidized a study of the Rocky Run Tributary. Stockwell Engineers is the engineering firm performing the new analysis of the Rocky Run watershed. Stockwell's data was submitted to the City for review. DGR Engineering has conducted the review and the City and Stock well are planning to meet the week of November 7th to discuss and tweaks to the new study. The plan is to come to an agreement on the results of the new Flood Study and then submit the study to FEMA for review and potential adoption as an actual FEMA Flood Zone AE map. The City has based all decisions along Rocky Run Creek on a study that was conducted in 1998. This study was not submitted to adoption by FEMA. Therefore if the City can work with Spruce Glenn to submit this new flood study for eventual adoption, this will be a benefit to the City from a Flood Plain enforcement standpoint. Administration will keep the Council updated as this project progresses.

Big Sioux River Flood Basin Study: The South Dakota DENR is conducting a flood study analysis of the Big Sioux River flood basin. This analysis was spurred by the flood in 2004 between Canton and North Sioux City. During this flood the DENR realized they didn't have an understanding how the Big Sioux reacts during flooding. The state has received funding to model the river. This entails installing a live river level system up and down the river, surveying and mapping specific sections of the river from Watertown south to North Sioux City. The DENR will also be creating an inundation map for 5 of the cities on the river. Currently Dell Rapids is not on the list to receive an inundation map. However, at the initial scoping meeting held on November 2nd, Dell Rapids was brought into the discussion to potentially receive inundation mapping. Administration will continue to communicate with the DENR and their consultant to communicate our needs to receive inundation mapping along our section of the Big Sioux.

Councilman Borchert updated the Council on the Library Board Policies and Bylaws in which an additional, non-voting, non-officer, rural members is to be added to the board.

Executive Session – SDCL 9-34-19 – Economic Development and SDCL 1-25-2 Personnel

Motion to enter executive session by Geraets at 9:13, seconded by Haak. Motion carried.

Motion to exit executive session by Crisp at 9:31, seconded by Haak. Motion carried.

Motion as a result of Executive Session: Crisp motioned to give City Administrator Weiland a 3% Performance Increase, seconded by Schmidt. Motion carried.

Adjourn

Klockman motioned to adjourn at 9:34PM, seconded by Berg. Motion carried.