

**DELL RAPIDS CITY COUNCIL MINUTES**  
Tuesday, January 17, 2017 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: Barry Berg, Mike Sterud, 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: None

Community Members Present:

- 1.) Robert Mier – 423 ½ E 4<sup>th</sup> St. Dell Rapids

**Pledge of Allegiance was recited.**

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

**Approval of Minutes January 3, 2017 Regular Session:** Borchert motioned to approve the Minutes of the previous Council meeting, seconded by Sterud. Motion carried.

**Visitors to be Heard:**

None

**Old Business**

**Ordinance No. 844: Animal Ordinance Amendment Allowing Chickens and Fowl – First Reading**

Crisp moved to approve version 2 of the Ordinance -without annual approval- and with a few minor changes to clarify the ordinance, seconded by Borchert. Motion carried.

**New Business**

**City Bar Property – Request from Norby’s to Replace Carpet**

The Council asked Finance Officer Baartman to put together a 5 year revenue report. Crisp motioned to table, seconded by Haak. Motion carried.

**City Campground – On-Line Reservations, Campground Fees and Campground Rules.**

City Administration has been researching the most effective process to move the campground reservation process to an on-line booking process – Camp Native. With an on-line book system a few policy amendments will also be required. The biggest change that will no doubt receive scrutiny by those campers that have been camping in Dell Rapids for several years is the ELIMINATION of the Self-Registration system. With the on-line registration system there is no possible way for the City to continue the self-registration system. In the instance where a camper arrives on a Friday evening or during the weekend, it will be necessary for them to book a reservation through an electronic device. To cut down on complaints associated with the elimination of the self registration system, City Administration is working to assure that a public Wi-Fi system will be available in the campground in the spring of 2017. The cancellation policy of NO CANCELLATIONS will also be removed in favor of the Camp Native cancellation policy that allows for any cancellations up to 2 weeks prior to the stay and a one night penalty within the 2 week period. This policy will be appreciated by the campers. All cancellations are handled by the Camp Native website.

Borchert motioned to approve the use of an On-Line reservation system as well as update the Campground Rules and Polices, seconded by Schmidt. Motion carried

**Resolution No. 2017-03: Campground Fee increase**

Borchert moved to increase the nightly camping fee to \$18.00 per night, seconded by Crisp. Motion carried.

**RESOLUTION NO. 2017-03  
Establishing City Campground Rates**

**WHEREAS**, the Dell Rapids City Council has designated a City Campground located within the City Park complex of Dell Rapids; and

**WHEREAS**, the Campground is available for Dell Rapids residents and visitors subject to Park rules and regulations approved by the Dell Rapids City Council;

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the City of Dell Rapids that the City Campground rates for the summer of 2017 will be as follows and will continue until such time as changes are warranted:

- (1) \$18 per night for each camper unit

Dated at Dell Rapids, South Dakota this 17th day of January, 2017.

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

By \_\_\_\_\_  
Tom Earley Mayor

ATTEST:

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

**Personnel – Equipment Operator Position**

Recommend the Council approve the hire of Greg Anderson for the position Equipment Operator at the rate of \$17.50 per hour. NOTE: For transparency purposes it is important to acknowledge that Greg Anderson is the nephew of Council Member Mark Crisp. The personnel policy addresses employment of immediate family members by stating that an employee would need to be immediately supervised, hired, disciplined or have performance judged by that immediate family member. There is enough separation between Council member Crisp and his nephew Mr. Anderson as to NOT have concerns or conflicts as related to the Personnel Policy.

Schmidt moved to hire Greg Anderson at a rate of \$17.50 per hour, seconded by Borchert. Roll Call Vote: Berg – Aye, Sterud – Aye, Crisp – Abstain, Geraets – Aye, Haak – Aye, Borchert – Aye, Schmidt – Aye. Motion carried.

**City Attorney Retainer – Update:**

Based on hours worked in 2016 it is necessary to increase the monthly retainer to Vogt, Brown, Merry, and Hammer from \$1,700 to \$1,900. Crisp moved to approve, seconded by Geraets. Motion carried.

**Claims Payable**

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

VENDOR NAME	DESCRIPTION	FUND	AMOUNT
A-OX WELDING SUPPLY COMPANY, INC	CYL RENTAL AND OXY/ACE	GENERAL FUND	67.20
ADVANCED SYSTEMS INC	LIB. JAN 2017 COPIER CONTR	GENERAL FUND	47.61
ARGUS LEADER	DECEMBER BILL	GENERAL FUND	437.80
ARGUS LEADER MEDIA	2017 LIBRARY SERVICE	GENERAL FUND	27.98
BADGER METER INC	4TH QTR 2016 GATEWAY	WATER FUND	108.00
BEAL DISTRIBUTING, INC	DECEMBER MALT	LIQUOR FUND	37,117.25
BIERSCHBACH EQUIPMENT & SUPPLY	STREET SUPPLIES	GENERAL FUND	513.40
BLOOMS ON MAIN	FUNERAL - PLANT	GENERAL FUND	47.93
BOOK PAGE	2017 SUBSCRIPTION	GENERAL FUND	300.00
BORNS GROUP	DECEMBER BILLING	WATER FUND	400.20
	DECEMBER BILLING	WASTEWATER FUND	400.19
BUNKERS OIL CO	SNOW:DSL FUEL	GENERAL FUND	933.50
CITY OF SIOUX FALLS HEALTH DEPARTMENT	4TH QTR WATER TEST	WATER FUND	174.00
CNHCAPITAL	PLOW EDGE	GENERAL FUND	6,218.12
DAKOTA BEVERAGE CO, INC.	DECEMBER MALT	LIQUOR FUND	28,252.98
DAKOTA FLUID POWER, INC.	HYDROLIC FITTING - SKID LOADER	GENERAL FUND	2.38
DAKOTA PUMP & CONTROL CO, INC	SEWER R&M	WASTEWATER FUND	6,750.01
DAKOTA SUPPLY GROUP	FCE CENTRIFUGAL PUMP	WATER FUND	375.00
DELL RAPIDS ACE	CHRISTMAS SUPPLIES	GENERAL FUND	242.91
DELL RAPIDS COOP GRAIN	STREET R&M	GENERAL FUND	24.67
DELL RAPIDS LUMBER COMPANY	SUPPLIES	GENERAL FUND	68.03
DELLS ELECTRIC, INC	R&M	GENERAL FUND	1,377.07
	R&M	WASTEWATER FUND	1,324.40
DUST-TEX SERVICES, INC	DECEMBER RUG CLEANING	GENERAL FUND	83.36
EFTPS	FEDERAL WITHHOLDING	GENERAL FUND	4,548.70

	FEDERAL WITHHOLDING	WATER FUND	930.67
	FEDERAL WITHHOLDING	WASTEWATER FUND	930.69
FIRST NATIONAL BANK	1ST QTR DEBT PMT	WATER FUND	38,665.64
	1ST QTR DEBT PMT	WASTEWATER FUND	79,824.22
GARBAGE N MORE	JANUARY GARBAGE SERVICE	GENERAL FUND	75.00
GLOBAL DISTRIBUTING	DECEMBER MALT	LIQUOR FUND	300.71
GOLDEN WEST TELECOMMUNICATIONS	DECEMBER TELE BILL	GENERAL FUND	435.98
	DECEMBER TELE BILL	LIQUOR FUND	46.09
	DECEMBER TELE BILL	WATER FUND	175.95
	DECEMBER TELE BILL	WASTEWATER FUND	217.30
GRUIS, KARLA	CLEAN CH & LIB	GENERAL FUND	640.00
HD SUPPLY WATERWORKS	4 METER COPPERHORN/BALL CU	WATER FUND	500.09
HEINEMANN CONCRETE AND SNOW REMOVAL	SNOW REMOVAL	GENERAL FUND	155.00
ONE TIME VENDOR J&P ROOFING	J&P ROOFING: CH CONDENSORS	GENERAL FUND	137.70
ICAP, INC	ICAP EXPENSE	GENERAL FUND	5,605.22
INGRAM LIBRARY SERVICES	DECEMBER BOOK STATEMENT	GENERAL FUND	133.96
JOHNSON BROTHERS FAMOUS BRANDS INC	DECEMBER LIQUOR	LIQUOR FUND	14,072.70
LINWELD, INC	DECEMBER RENTAL	GENERAL FUND	47.43
MICROMARKETING LLC	21 - AUDIO VISUAL	GENERAL FUND	361.93
MIDWEST ALARM	FEBRUARY PUMP STATION	WASTEWATER FUND	30.38
MINNEHAHA COMMUNITY WATER, CORP	DECEMBER SHOP WATER	GENERAL FUND	11.08
	DEC WATER 6,429 @1.56/1K	WATER FUND	10,029.24
	DECEMBER SHOP WATER	WATER FUND	11.08
	DECEMBER SHOP WATER	WASTEWATER FUND	11.09
NAPA AUTO PARTS	SUPPLIES	GENERAL FUND	185.75
	SUPPLIES	WATER FUND	160.09
	SUPPLIES	WASTEWATER FUND	153.60
QUALITY HEATING & AIR CONDITIONING	BAR - BLOWER REPAIR	LIQUOR FUND	710.20
REPUBLIC NATIONAL DISTRIBUTING CO	FIRST HALF JAN 2017	LIQUOR FUND	14,866.71
SAM'S MASTERCARD	BUILDING/SHOP SUPPLIES	GENERAL FUND	311.61

	SHOP SUPPLIES / 3	WATER FUND	44.96
	SHOP SUPPLIES / 3	WASTEWATER FUND	44.96
SD MUNICIPAL LEAGUE	RIB DINNER: JW, CB, TE, JB	GENERAL FUND	80.00
SD ONE CALL	MESSAGE FEES 4TH QTR	WATER FUND	90.72
	MESSAGE FEES 4TH QTR	WASTEWATER FUND	90.72
SD STATE TREASURER, DEPT OF REVENUE	DECEMBER RECREATION TAX	GENERAL FUND	4.21
	DEC 16-DEC31 LOTTERY	LIQUOR FUND	883.35
SDRS SUPPLEMENTAL RETIREMENT PLAN	ROTH RETIREMENT	GENERAL FUND	145.00
	ROTH RETIREMENT	WATER FUND	25.00
	ROTH RETIREMENT	WASTEWATER FUND	25.00
SOUTH EAST AREA FINANCE OFFICERS GROUP	SEAFOG DUES - CB/DL	GENERAL FUND	80.00
THE LIBRARY STORE	LIBRARY SUPPLIES - LABELS	GENERAL FUND	95.28
VERN EIDE MANAGEMENT GROUP	NOV/DEC TEXTING SERVICE	GENERAL FUND	146.96
VOGT, BROWN, MERRY & HAMMER	JANUARY RETAINER	GENERAL FUND	950.00
	JANUARY RETAINER	GENERAL FUND	950.00
XCEL ENERGY	DECEMBER UTILITY	GENERAL FUND	6,261.80
	DECEMBER UTILITY	WATER FUND	68.03

### ADMINISTRATOR'S REPORT

**April 11<sup>th</sup> – Election Information:** A reminder to the Council that petitions for Wards 1, 2, 3 & 4 are available starting on January 27<sup>th</sup>. The petitions are due on February 24<sup>th</sup> by 5 PM. Ward 1 will require 19 signatures. Ward 2 will require 22 signatures. Ward 4 will require 20 signatures. The Mayor position will require 60 signatures. It is advised that the petitions are picked up from City Hall issued by Finance Officer Baartman. This is not a necessity as petition can be downloaded on the Secretary of State website but issuing them from City Hall we can assure that they are the proper forms. Finance Officer Baartman will also make sure to walk through all the legal requirements associated with circulating and notarizing petitions.

#### Important Dates:

- a. **SDML Legislative Rib Dinner – February 7<sup>th</sup> and 8<sup>th</sup>:** The SDML Rib Dinner and legislative day at the capital is scheduled for the evening of February 3<sup>rd</sup> and 4<sup>th</sup>.
- b. **February 21<sup>st</sup> (Presidents Day), Regular Meetings moved to 21st:** Presidents Day is Monday February 20<sup>th</sup>. The Council meeting will be moved to Tuesday February 21<sup>st</sup>.
- c. **SDML REGION III Meeting, March 23<sup>rd</sup> – Hartford:** The Municipal League region 3 meeting is scheduled to take place this year in Hartford on March 23<sup>rd</sup>.
- d. **Board of Equalization – March 21<sup>st</sup> and 22<sup>nd</sup>:** The Council needs to place March 21<sup>st</sup> and potentially March 22<sup>nd</sup> on the calendar for the Board of Equalization meetings. The Regular Meeting will be held on Monday, March 21<sup>st</sup> with the BOE meetings to follow on

Tuesday and possibly Wednesday. These meetings are a requirement of the City Council to attend with a quorum.

- B. Technology Upgrades 2017 - Update:** City Administration is working on the technology updates that have been budgeted for 2017. The Website - The biggest of which is the update of the City website. Staff is in the process of sorting out what the best options are for the City. Wi-Fi at Pool and Campground: Administration is working with Mike Pica to set up a publicly accessible Wi-Fi system for the pool and the campground. The plan is to have this available at the time both are open for business. Camera System at City Hall and Pool: For safety, liability and monitoring purposes the City budgeted to have camera systems installed at City Hall and the pool. Administration is working with Mike Pica to install an affordable yet robust camera system.
- C. Front End Loader Purchase – Update:** *Attached is brochure explaining the NJPA.* The City of Dell Rapids has budgeted for the purchase of a new Front End Loader for the Public Works Department in 2017. Public Works Director Schildhauer and Administrator Weiland have started researching the best, most efficient and cost effective means of purchasing this piece of equipment.
- D. Year End Account Balances – Update:** Finance Officer Baartman has provided the Council with the year end account balances. It is important to note that the general fund will reflect an additional \$400,000. The additional \$400,000 that has not been deposited (it has been requested) is the sales tax bond funds for the Quartzite Street project.
- E. Tax Levy 2016 Payable 2017 – Update:** The new mill levy for 2017 has been reduced from 5.22 in 2016 to 5.118 in 2017. (The levy in 2015 was 5.567) There was not a CPI increase for 2017; however the growth for 2016 still had the impact of a reduction in the Mill Levy. This along with combination of growth in housing and commercial construction valuations has contributed to the lowering of the mill levy.

Councilman Sterud updated the Council on the last Chamber meeting. The Chamber started a lease for an office at the old school, actively searching for a full time individual, and working on a speaker for the annual meeting.

#### **Executive Session**

Borchert motioned to enter executive session at 8:46, seconded by Haak. Motion carried  
Berg motioned to exit executive session at 9:00, seconded by Crisp. Motion carried  
No motion as a result of executive session.

#### **Adjourn**

Crisp motioned to adjourn at 9:01PM, seconded by Berg. Motion carried.