

DELL RAPIDS CITY COUNCIL MINUTES

Monday, May 1st, 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, Bob Mier, Mark Crisp, Mike Geraets, Gary Haak, James Borchert, and Bill Schmidt.

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

Absent: None

Community Members Present:

- 1.) Matt Larson – Big Sioux Media/Dell Rapids Baseball Association
- 2.) Mike Milstead – Minnehaha County Sherriff
- 3.) Mike Walsh – Minnehaha County Sherriff – Captain
- 4.) Connie Earley – 302 E 10th St.
- 5.) Tom Pischke – 503 E 12th St.

Pledge of Allegiance was recited.

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

Approval of Minutes April 17th 2017 Regular Session: Sterud asked to change #6 from Larry to Lenny. Crisp motioned to approve as amended, seconded by Geraets. Motion carried.

Visitors to be Heard:

None

Outdoor Event Permit – Memorial Day Parade – May 29th – American Legion Post #65

Geraets moved to approve and waive the fee, second by Haak. Motion carried.

Public hearing – Malt Beverage License Renewal

A. Retail On-Off Sale Malt Beverage: Dells PR Inc DBA Pizza Ranch

Haak motioned to approve, seconded by Mier. Motion Carried

B. Package Off-Sale Malt Beverage & SD Farm Wine: T&C Self Service

Haak motioned to approve, seconded by Schmidt. Motion Carried.

C. Package Off-Sale Malt Beverage: JMMA Park Inc. DBA T&C's Other Place

Haak motioned to approve, seconded by Mier. Motion Carried.

D. Package Off-Sale Malt Beverage: Shopko Home Town # 596

Haak motioned to approve, seconded by Borchert. Motion Carried.

Minnehaha County Sherriff's Department – Sherriff Milstead

Minnehaha County Sherriff Mike Milstead was invited to speak to the Council. Sherriff Milstead and Captain Walsh spoke on current crime trends in Minnehaha County as well as local Dell Rapids trends. Milstead and Walsh also provided the council an overview of what our contract with the Minnehaha County Sherriff's Department includes. There was good discussion between the Council and Milstead and Walsh. No action was taken.

Old Business

WWTF SBR Project – Temporary Construction Easement Payment

A requirement of the WWTF SBR Project is to replace the outfall pipe to the Big Sioux River. The new line will be placed in the same location as the existing line which is within a permanent easement. However in order to conduct the construction it is necessary to disturb ground outside of that permanent easement. Therefore a temporary construction easement is needed from the property owner Jim Klein. Jim has agreed to the easement if he is compensated for crop damage. The City has negotiated a payment of \$1,000 for the 2 acres (\$500 per acre) that will be disturbed all of the 2017 crop season. Motion by Crisp to cut a check to Jim Klein in the amount of \$1,000.00, seconded by Geraets. Motion Carried.

Garfield Avenue Improvements / DOT Temporary Truck Route Meeting – Update and Discussion

Administrator Weiland update the Council on the meeting between the City, LG Everist and the DOT. The DOT appeared receptive to the Councils wishes to use Garfield Ave S. as a temporary truck route for the duration of the DOT project. Administrator Weiland also updated the Council on further discussion with GeoTek and DGR on whether it was cost effective to make Garfield Avenue S. a permanent truck route. Administrator Weiland provided the council with some rough estimates of options for the Council to consider in the future. No action was taken.

Mayor Earley called the new Council to order.

The Roll was called finding the following members present: Barry Berg, Mike Sterud, Bob Mier, Mark Crisp, Mike Geraets, Gary Haak, James Borchert, and Bill Schmidt.

Absent: None

Mayor Earley, Alderman Bill Schmidt, Alderman Barry Berg, and Alderman Bob Mier each took an Oath of Office.

Election of Council Officers –

President:

Mier moved to appoint Crisp as council President, Geraets seconded. Motion carried.

Vice President:

Haak moved to appoint Geraets as Vice-President, Mier seconded. Motion carried.

Appointment of Administrative Officers –

Finance Officer: Mayor Earley recommended Claire Baartman. Crisp moved to appoint Claire Baartman as Finance Officer, Mier seconded. Motion carried.

City Attorney: Mayor Earley recommended Dean Hammer as City Attorney and Joshua Brown and Max Merry as Deputy City Attorney. Motion by Schmidt to appoint Dean Hammer as City Attorney and Joshua Brown and Max Merry as Deputy City Attorney, seconded by Berg. Motion Carried

Other Appointments and Designations

Finance and Utilities Committee – Mayor Earley recommended Crisp, Schmidt, and Haak. So moved by Borchert, seconded by Geraets. Motion carried.

Policy and Procedures Committee – Mayor Earley recommended Borchert, Sterud and Berg. So moved by Mier, seconded by Crisp. Motion carried.

Surplus Property Appraisal Committee – Mayor Earley recommended the council as a whole. So moved by Haak, seconded by Borchert. Motion carried.

Minnehaha County Economic Dev. Assoc. and Dell Rapids Economic Dev. Corp – Mayor Earley recommended Geraets. So moved by Crisp, seconded by Mier. Motion carried.

Library Board Liaison – Mayor Earley recommended Mier. So moved Borchert, seconded by Berg. Motion carried.

Dell Rapids Chamber of Commerce Board Liaison - Mayor Earley recommended Sterud. So Moved by Berg, seconded by Mier. Motion carried.

Official Newspaper – Mayor Earley recommended the Dell Rapids Tribune be designated. So moved by Schmidt, seconded by Borchert. Motion carried.

Official Depositories – Mayor Earley recommended First National, Home Federal, Wells Fargo and SD FIT. So moved by Crisp, seconded by Geraets. Motion carried.

Finance Officer Authorization – State law allows the council to pre-approve expenditures to prevent late fees, and approve recurring payment items such as payroll and its corresponding liabilities. Motion by Mier to approve the Finance Officer authorization to pay bills in a timely manner, seconded by Schmidt. Motion carried.

Rules of Order – Mayor Earley recommended that Roberts Rules of Order be followed. So moved by Geraets, seconded by Haak. Motion carried.

New Business

Personnel – Hire Part-Time Library Assistant

The Library Board met on April 13th and approved the hiring of CeeJay Douglas and Nancy Kelm as part-Time Library Assistant III's at the rate of \$9.00 per hour. Mier motioned to approve the hiring of the two new individuals, seconded by Borchert. Motion carried.

Mayoral Proclamation – American Legion Auxiliary Poppy Day, May 29th

Mayor Earley read the proclamation declaring May 29th, 2017 Poppy Day. The Dell Rapids Legion Auxiliary submitted the request to wear a memorial poppy to pay tribute to those who have made the ultimate sacrifice.

Claims Payable

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

VENDOR NAME	DESCRIPTION	FUND	AMOUNT
ADVANCED SYSTEMS INC	COPIER CONTRACT BILLING/US	GENERAL FUND	41.92
AMERICAN FENCE COMPANY	REPLACE RICKEMAN FIELD FENCE	GENERAL FUND	7,527.00
DELL RAPIDS ACE	MISC. SUPPLIES	GENERAL FUND	101.88
	R&M	LIQUOR FUND	150.82
DELLS ELECTRIC, INC	POOL R&M	GENERAL FUND	6,235.63
DELTA DENTAL	DENTAL INSURANCE	GENERAL FUND	396.26
	DENTAL INSURANCE	WATER FUND	122.31
	DENTAL INSURANCE	WASTEWATER FUND	122.33
DEMCO, INC	SUMMER READING SUPPLIES	GENERAL FUND	2,251.05
DGR	ENGINEERING	GENERAL FUND	11,412.88

	ENGINEERING	GROSS RECEIPTS FUN	244.00
	ENGINEERING	WATER FUND	2,609.09
	ENGINEERING	WASTEWATER FUND	13,885.94
EFTPS	FEDERAL WITHHOLDING	GENERAL FUND	3,987.44
	FEDERAL WITHHOLDING	WATER FUND	1,020.27
	FEDERAL WITHHOLDING	WASTEWATER FUND	1,020.30
FIRST BANK CARD	CC EXPENSES	GENERAL FUND	1,630.49
GLOBAL DISTRIBUTING	APRIL MALT	LIQUOR FUND	320.98
GRUIS, KARLA	CLEAN CH/LIB	GENERAL FUND	640.00
HD SUPPLY WATERWORKS	C-HORN, SWIVEL, UNION NUT	WATER FUND	165.55
HEALTH POOL OF SOUTH DAKOTA	HEALTH INSURANCE	GENERAL FUND	5,575.99
	HEALTH INSURANCE	WATER FUND	1,425.29
	HEALTH INSURANCE	WASTEWATER FUND	1,425.24
DEB BROBJORG	REIMBURSE FOR R&M COSTS	LIQUOR FUND	31.95
JIM KLEIN	WWTF EASEMENT	WASTEWATER FUND	1,000.00
JUSTICE FIRE & SAFETY, LLC	ANNUAL INSPECTION	GENERAL FUND	128.90
	ANNUAL INSPECTION	LIQUOR FUND	20.40
	ANNUAL INSPECTION	WATER FUND	34.00
	ANNUAL INSPECTION	WASTEWATER FUND	27.20
LACEY'S PORTABLE RESTROOMS & ROLL OFFS	PORTABLE RESTROOMS	GENERAL FUND	650.00
LG EVERIST, INC	STREET R&M	GENERAL FUND	1,197.22
MIDAMERICAN ENERGY COMPANY	UTILITY	GENERAL FUND	318.48
	UTILITY	WATER FUND	21.48
	UTILITY	WASTEWATER FUND	21.47
MIDWESTERN MECHANICAL, INC.	ANNUAL FIRE SPRINKLER INSP	GENERAL FUND	235.00
PENWORTHY	BOOKS	GENERAL FUND	575.64
PFEIFER'S	BOBCAT GRAPPLE - 2007	GENERAL FUND	3,230.00
QUALITY BOOKS INC	QUALITY BOOKS INC	GENERAL FUND	52.77
REPUBLIC NATIONAL DISTRIBUTING CO	APRIL LIQUOR	LIQUOR FUND	7,505.94
SCHUNEMAN EQUIPMENT COMPANY	PARK TRIMMER AND BLOWER	GENERAL FUND	439.90
SD HUMAN RESOURCE ASSOCIATION	CB - MEMBERSHIP	GENERAL FUND	25.00
SD UNEMPLOYMENT INSURANCE DIVISION	2017 QTR 1 UNEMPLOYMENT	GENERAL FUND	88.86
	2017 QTR 1 UNEMPLOYMENT	WATER FUND	22.97
	2017 QTR 1 UNEMPLOYMENT	WASTEWATER FUND	22.73
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	MARCH SERVICES	GENERAL FUND	147.28
SOUTH DAKOTA RETIREMENT SYSTEM	RETIREMENT	GENERAL FUND	3,543.59
	RETIREMENT	WATER FUND	991.12
	RETIREMENT	WASTEWATER FUND	991.13
THE LIBRARY STORE	BEAR HUG BOOKEND	GENERAL FUND	139.54
U DRIVE TECHNOLOGY	MARCH TEXTING SERVICES	GENERAL FUND	75.80

XCEL ENERGY	UTILITY	GENERAL FUND	2,062.71
	UTILITY	WATER FUND	924.18
	UTILITY	WASTEWATER FUND	2,701.37
**PAYROLL EXPENSES	4/01/2017 - 4/30/2017	GENERAL FUND	33,371.79
		WATER FUND	8,259.45
		WASTEWATER FUND	8,259.45

A.

ADMINISTRATOR’S REPORT:

Personnel – Performance Evaluations - Update: Personnel Performance Evaluation was conducted for Public Works Director Larry Schildhauer by Administrator Weiland. Mr. Schildhauer will receive a 2% merit increase based on performance (current salary \$74,562.24 to \$76,053.48). An evaluation was also conducted for Public Works Laborer Dave Schuch. Mr. Schuch will receive a 2% increase (current hourly rate from \$18.60 to \$18.97). These rates will be effective retroactive to their anniversary dates (Larry – 4/21 and Dave 4/27).

B. Project Updates:

- a. 10th Street: T&R Contracting shut down 10th Street the third week of May and began removals of the existing street surface. Grading and placement of gravel surface is scheduled to continue through the first week of May. Curb and Guttering will take place in the next few weeks followed by the asphaltting of the street. The sidewalk will then be installed followed by the grading of the yard behind the curb and planting of seed. The substantial completion date for the project has been set for June 10th.
- b. WWTF SBR Facility: The contractor KHC has started construction of the SBR facility. They are beginning the initial digging of the SBR basins. The outfall line construction will occur following the City’s final discharge in late May. Blasting of the SBR basin is scheduled to occur in mid-May. A few issues with the location of the Xcel power pole is being discussed with the contractor and Xcel energy as the placement may interfere with the contractor’s excavation plans.

C. Capital Improvement Plan – Special Meeting May or June: Administration would like to set a date sometime in late May/early June to conduct the annual Capital Improvement Plan exercise session. The meeting has generally been held on the Tuesday following a regular Council Meeting. We have also conducted the session either before or following a regular Council meeting. – Early June was requested.

D. Dell Rapids Economic Development – Annual Meeting – May 9th 5:30 PM: The Dell Rapids Economic Development Corporation is holding their annual meeting to elect officers on May 9th at 5:30 PM. The meeting will be held in the City Council Chambers. The Council is encouraged to attend to receive an update on the DREDC’s current plans and have the opportunity to ask any questions.

Adjourn

Haak motioned to adjourn at 9:47PM, seconded by Mier. Motion carried.