

## **DELL RAPIDS CITY COUNCIL MINUTES**

Monday, August 7<sup>th</sup>, 2017 at 7:30 p.m.

Mayor 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, James Borchert, and Bill Schmidt. Staff present: City Administrator Weiland, Billing Clerk Diane LeBrun, and City Attorney Dean Hammer

Absent: Gary Haak – Arrived at 7:32 p.m., Finance Officer Claire Baartman

Community Members Present:

- 1.) Jack Parliament – D&I Railroad
- 2.) Diane Rogers – 303 E 2<sup>nd</sup> St. Dell Rapids, SD 57022
- 3.) Marty & Carolyn Miller – 211 E. 1st St. Dell Rapids, SD 57022
- 4.) Allen Crisp – 510 W. 8<sup>th</sup> St. Dell Rapids, SD 57022

**Pledge of Allegiance was recited.**

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

**Approval of Minutes July 17<sup>th</sup> 2017 Regular Session:** Berg motioned to approve the minutes, seconded by Schmidt. Motion carried.

Mayor appointed Steve Hoff to the Dell Rapids Planning Commission.

**Visitors to be Heard:** None

### **Public Hearing**

Diane Rogers, Marty & Carolyn Miller, and Allen Crisp were in attendance to oppose the decision to close the railroad crossings. Discussion amongst the council ensued on closing versus paying for repairs.

**Resolution 2017-07: Railroad Crossing Closure at Clark Avenue** – Schmidt motioned to close the crossing at Clark Avenue, seconded by Haak. Roll Call – Berg – Aye, Sterud – Aye, Mier – Aye, Crisp – Aye, Haak – Aye, Borchert – Aye, Schmidt – Aye. Motion carried 7-0.

**Resolution 2017-08: Railroad Crossing Closure at State Avenue** – Crisp motioned to close the crossing at State Avenue (to pedestrians as well as vehicles), seconded by Haak. Roll Call – Berg – Aye, Sterud – Aye, Mier – Aye, Crisp – Aye, Haak – Aye, Borchert – Aye, Schmidt – Aye. Motion carried 7-0.

**Outdoor Event Permit – Youth Group Slip N’ Slide Baseball – August 9<sup>th</sup> – Lutheran Church** – Noted an insurance form has been supplied. Motion by Haak to approve the Permit and waive the fee, seconded by Mier. Motion carried.

**Outdoor Even Permit – Baptist Church Celebration – August 27<sup>th</sup> – 5<sup>th</sup> Street and State Street – Baptist Church** – Borchert motioned to approve and waive the fee, contingent upon receiving proof of insurance, seconded by Schmidt. Motion carried.

**Revive Fitness Charity 5k Family Fun Run – City Park – August 26<sup>th</sup> – Brittany Bollock –**  
 It was noted the event will also include inflatable's (which will need to be additionally insured). Also, all funds raised will go to Connections. Crisp motioned to approve the event and waive the fee, seconded by Haak. Motion carried.

**Old Business**

**Consider Bid Award – Rickeman Field Comfort Station/Shower Facility**

Crisp recommended City Administration to obtain a set of prints from Mr. Jim Welbig. Schmidt

**New Business**

**Library Update – Director Brittany Moeller**

Mrs. Moeller updated the Council on Library business, including participation in the 2017 summer reading program.

**Claims Payable**

Mier motioned to approve the bills, seconded by Schmidt. Motion carried.

| VENDOR NAME                      | DESCRIPTION                | FUND            | AMOUNT    |
|----------------------------------|----------------------------|-----------------|-----------|
| A-OX WELDING SUPPLY COMPANY, INC | JULY CYL RENTAL            | GENERAL FUND    | 28.75     |
| ADVANCED SYSTEMS INC             | LIBRARY PRINT MACHINE      | GENERAL FUND    | 67.31     |
| BEAL DISTRIBUTING, INC           | MALT                       | LIQUOR FUND     | 32,456.49 |
| BIERSCHBACH EQUIPMENT & SUPPLY   | MARKING WAND               | GENERAL FUND    | 44        |
| BOOK SYSTEMS, INC                | ATRIUM ANNUAL SUPPORT      | GENERAL FUND    | 695       |
| BORNS GROUP                      | JULY BILLING               | WATER FUND      | 410.96    |
|                                  | JULY BILLING               | WASTEWATER FUND | 410.95    |
| BUNKERS OIL CO                   | DSL 184 GAL @1.909         | WASTEWATER FUND | 351.26    |
| C & R SUPPLY                     | PARK REPAIR                | GENERAL FUND    | 57.76     |
| CITY OF DELL RAPIDS              | WATER USAGE                | GENERAL FUND    | 696.58    |
| COUNTY FAIR FOODS, INC           | POOL CONCESSIONS           | GENERAL FUND    | 108.17    |
| DAKOTA BEVERAGE CO, INC.         | JULY MALT                  | LIQUOR FUND     | 28,168.68 |
| DELL RAPIDS ACE                  | MISC SUPPLIES AND REPAIR   | GENERAL FUND    | 269.83    |
|                                  | WATER SUPPLIES - MARKING P | WATER FUND      | 15.98     |
| DELL RAPIDS COMMUNITY AMBULANCE  | 2017 ANNUAL STIPEND        | GENERAL FUND    | 40,000.00 |
| DELL RAPIDS COOP GRAIN           | PARK CHEMICAL              | GENERAL FUND    | 464.21    |
| DELLS ELECTRIC, INC              | BRIDGE LIGHT REPAIR        | GENERAL FUND    | 1,098.03  |
|                                  | POOL R&M                   | GENERAL FUND    | 206.88    |
|                                  | AMPHITHEATER REPLACE PANNE | GENERAL FUND    | 1,222.86  |
|                                  | BRIDGE LIGHT REPAIR        | GENERAL FUND    | 1,098.02  |
| DELLS FARM & TIRE                | STREET/PARK REPAIR         | GENERAL FUND    | 245       |
| DELTA DENTAL                     | DENTAL INS                 | GENERAL FUND    | 377.45    |
|                                  | DENTAL INS                 | WATER FUND      | 153.07    |
|                                  | DENTAL INS                 | WASTEWATER FUND | 153.08    |
| DGR                              | ENGINEERING                | GENERAL FUND    | 5510.84   |
|                                  | ENGINEERING                | WATER FUND      | 3174.39   |

|  |                            |                 |           |
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|  | ENGINEERING                | WASTEWATER FUND | 28,737.98 |
| EFTPS                                  | FEDERAL WITHHOLDING        | GENERAL FUND    | 6,462.18  |
|  | FEDERAL WITHHOLDING        | WATER FUND      | 1200.37   |
|  | FEDERAL WITHHOLDING        | WASTEWATER FUND | 1192.67   |
| FIRST BANK CARD                        | CC SUPPLIES & BOOKS        | GENERAL FUND    | 1796.21   |
| GARBAGE N MORE                         | AUGUST SERVICES            | GENERAL FUND    | 75        |
| GEOTEK ENGINEERING & TESTING SERVICES, | TESTING                    | WASTEWATER FUND | 2,769.50  |
| GLOBAL DISTRIBUTING                    | MALT                       | LIQUOR FUND     | 68.5      |
| GOLDEN WEST TELECOMMUNICATIONS         | JULY TELE BILL             | GENERAL FUND    | 503.42    |
|  | JULY TELE BILL             | LIQUOR FUND     | 46.14     |
|  | JULY TELE BILL             | WATER FUND      | 170.53    |
|  | JULY TELE BILL             | WASTEWATER FUND | 313.48    |
| GRUIS, KARLA                           | CLEAN CH/LIB               | GENERAL FUND    | 700       |
| HEALTH POOL OF SOUTH DAKOTA            | HEALTH INSURANCE           | GENERAL FUND    | 5420.93   |
|  | HEALTH INSURANCE           | WATER FUND      | 1,982.55  |
|  | HEALTH INSURANCE           | WASTEWATER FUND | 1,982.50  |
| ICAP, INC                              | JUNE EXP/AUG MGMT FEE      | GENERAL FUND    | 4,571.15  |
| JOHNSON BROTHERS FAMOUS BRANDS INC     | JULY MALT                  | LIQUOR FUND     | 8,511.11  |
| LACEY'S PORTABLE RESTROOMS & ROLL OFFS | RICKEMAN - 2&3 REST ROOMS  | GENERAL FUND    | 455       |
|  | VOLUNTEER - 1 REST.        | GENERAL FUND    | 130       |
|  | RELAY FOR LIFE 4 PORT REST | GENERAL FUND    | 480       |
| LG EVERIST, INC                        | STREET MAINT.              | GENERAL FUND    | 887.63    |
| MCLEOD'S PRINTING & OFFICE SUPPLY      | 2500 WINDOW ENVELOPES      | GENERAL FUND    | 153.28    |
|  | 2500 WINDOW ENVELOPES      | WATER FUND      | 32.84     |
|  | 2500 WINDOW ENVELOPES      | WASTEWATER FUND | 32.78     |
| MICROMARKETING LLC                     | 37 DVDS                    | GENERAL FUND    | 613.09    |
| MIDAMERICAN ENERGY COMPANY             | UTILITY                    | GENERAL FUND    | 52.9      |
|  | UTILITY                    | WATER FUND      | 4.5       |
|  | UTILITY                    | WASTEWATER FUND | 4.5       |
| MIER, BOB                              | ELECTED OFFICIAL TRAINING  | GENERAL FUND    | 74.49     |
| CLASSROOM LIBRARY                      | CLASSROOM LIBRARY: 6 BOOKS | GENERAL FUND    | 121.92    |
| MINNEHAHA COMMUNITY WATER, CORP        | JULY SHOP WATER            | GENERAL FUND    | 13.83     |
|  | JULY WATER 14,120@ 1.56/K  | WATER FUND      | 22,027.20 |
|  | JULY SHOP WATER            | WATER FUND      | 13.83     |
|  | JULY SHOP WATER            | WASTEWATER FUND | 13.84     |
|  | WWTF - LOWER WATER LINE    | WASTEWATER FUND | 1,028.96  |
| NAPA AUTO PARTS                        | REPAIR AND MAINT.          | GENERAL FUND    | 260.07    |
| NEOFUNDS BY NEOPOST                    | POSTAGE                    | GENERAL FUND    | 200       |
| PENWORTHY                              | BOOKS                      | GENERAL FUND    | 238.6     |
| REPUBLIC NATIONAL DISTRIBUTING CO      | JULY LIQUOR                | LIQUOR FUND     | 7,054.49  |
| SAM'S MASTERCARD                       | SAMS - SUPPLIES            | GENERAL FUND    | 40.29     |
|  | SAMS - SUPPLIES            | WATER FUND      | 23.22     |
|  | SAMS - SUPPLIES            | WASTEWATER FUND | 23.22     |

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| SD STATE TREASURER, DEPT OF REVENUE    | LOTTERY 7/1 - 7/15         | LIQUOR FUND     | 1,609.39  |
| SD UNEMPLOYMENT INSURANCE DIVISION     | QTR 2 UNEMPLOYMENT         | GENERAL FUND    | 68.3      |
|  | QTR 2 UNEMPLOYMENT         | WATER FUND      | 7.47      |
|  | QTR 2 UNEMPLOYMENT         | WASTEWATER FUND | 7.17      |
| SDRS SUPPLEMENTAL RETIREMENT PLAN      | ROTH RETIREMENT            | GENERAL FUND    | 290       |
|  | ROTH RETIREMENT            | WATER FUND      | 50        |
|  | ROTH RETIREMENT            | WASTEWATER FUND | 50        |
| SOUTH DAKOTA RETIREMENT SYSTEM         | RETIREMENT                 | GENERAL FUND    | 3460.58   |
|  | RETIREMENT                 | WATER FUND      | 1189.92   |
|  | RETIREMENT                 | WASTEWATER FUND | 1186.5    |
| SOUTHERN WINE & SPIRITS OF SOUTH DAKOT | SOUTHERN WINE & SPIRITS OF | LIQUOR FUND     | 522       |
| U DRIVE TECHNOLOGY                     | U DRIVE TECHNOLOGY         | GENERAL FUND    | 50        |
| VARIETY FOODS LLC                      | POOL CONCESSIONS           | GENERAL FUND    | 512.97    |
| VERIZON WIRELESS                       | JUN 08 - JUL 07            | GENERAL FUND    | 80.69     |
|  | JUN 08 - JUL 07            | WATER FUND      | 24.09     |
|  | JUN 08 - JUL 07            | WASTEWATER FUND | 24.09     |
| VIRG'S SERVICE                         | STREET MAINT.              | GENERAL FUND    | 178.49    |
| XCEL ENERGY                            | 51-5005360-0               | GENERAL FUND    | 4154.85   |
|  | 51-5324943-1               | WATER FUND      | 1306.57   |
|  | 51-4579460-5               | WASTEWATER FUND | 2956.57   |
| **PAYROLL EXPENSES                     | 7/01/2017 - 7/31/2017      | GENERAL FUND    | 59,386.95 |
|  | 7/01/2017 - 7/31/2017      | WATER FUND      | 9,915.93  |
|  | 7/01/2017 - 7/31/2017      | WASTEWATER FUND | 9,887.54  |

### ADMINISTRATOR/FINANCE OFFICER REPORT:

- A. **Personnel – Performance Evaluation – Update:** Performance evaluations have been conducted on two City employees, Building Inspector/Code Enforcement Officer, Gruis and Assistant Public Works Director Clarence Fjellanger. Base on previous year performance, both employees have been awarded a 3% raise, retroactive to their effective dates. Ben Gruis from \$19.30 per/hr to \$19.88 per/hr (July 26<sup>th</sup>) and Clarence Fjellanger (July 24<sup>th</sup>) from \$28.90 per/hr to \$29.77 per/hr.
- B. **Game Fish and Parks Recreational Trails Grant Award – Update:** The City applied for a Recreation Trail grant from the Game Fish and Parks and has been awarded a \$55,000 grant. This is substantially less than the application amount of \$249,000 for extensions to the trail to the south connecting to the Overlook and to the west connecting to the Dam. Upon review of the application the Game Fish and Parks staff member, Randy Kittle, informed City Administration that the City's grant request was nearly 100% of their budget for this year. Mr. Kittle said he would recommend to the board the funding of the south extension of the Trail. The south extension of the trail to the overlook is estimated at \$69,000. The City will responsible for the additional \$14,000, which we will work with Sioux River Red Rock Trail Committee to assist with the funding.

- C. **DOT Transportation Trail Grant – Update:** Based on the writing on the wall that the Dam area extension would not be funded through the Game Fish and Park’s RTP fund, Administration pursued application for a DOT Transportation Alternative Grant. This grant has been submitted to the DOT and an on-site meeting has been scheduled for the morning of Tuesday August 8<sup>th</sup> with DOT staff. The DOT requirements of a 10 foot path as opposed to an 8 foot path increase the overall costs of the project, however there is more funding in the DOT pool for larger scale projects like the one proposed. The DOT does allow submission of more recreational trails, such as the one to the dam, but actual transportation alternatives will score higher when reviewed by the DOT board.
- D. **Chip Seal – Update:** The Chip Seal contractors are scheduled to start chip sealing on Friday, August 4<sup>th</sup>. This work should be complete by the Council Meeting.
- E. **Hwy 115 Project – 2017 Shoulder Work:** The DOT has contacted the City to inform us that the contractor for Hwy 115 project, T&R Contracting, will begin performing shoulder grading along Hwy 115 west. This work was not scheduled for 2017, however T&R has reached a point on the interchange where they need to move onto other areas and have made the special request to begin performing work originally scheduled for 2018. Some of this work will occur within the City of Dell Rapids; however no work will be performed along the Rocky Run bridge area. Flaggers may be used at certain points during the construction. The DOT is putting together a newsletter that will be sent to neighboring land owners. Administration is supportive of the DOT’s decision to allow for the construction to advance in 2017 as it will be less work to be completed in 2018.
- F. **Meeting Dates/Events:**
- a. **Special Budget Meeting, Tuesday August, 22<sup>nd</sup>:** It is necessary every year to go over the Administrator recommended budget during a Special Meeting in August. Administration is proposing a meeting to be held on Tuesday, August 22<sup>nd</sup> at 7:30 PM, following the Monday August 21<sup>st</sup> regular meeting. Please place this meeting into your calendars and plan on attending this meeting. The 2018 Budget will be in the Council’s possession to review prior to the August 22<sup>nd</sup> meeting.
  - b. **Tuesday, September 5<sup>th</sup> Council Meeting – Labor Day:** The first meeting in September falls on Labor Day. Therefore the Council meeting will be moved to Tuesday, September 5<sup>th</sup> at 7:30 PM.
  - c. **SDML Annual Conference – October 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> – Sioux Falls:** Administration encourages the Council to take a look at the upcoming SDML Conference Schedule to see if any topics are of interest. Administration encourages any and all Council members to attend the entire conference or parts of the conference including the banquets as the conference is being held in Sioux Falls this year. Please let Finance Office Baartman know if you are planning to attend.

#### **Executive Session: SDCL 1-25-2 – Economic Development**

Schmidt motioned to enter Executive Session at 8:54, seconded by Borchert. Motion carried  
Schmidt motioned to exit Executive Session at 9:08, seconded by Mier. Motion carried  
No action taken as a result of Executive Session

**Adjourn**

Schmidt motioned to adjourn at 9:08 p.m., seconded by Mier. Motion carried.