

## **DELL RAPIDS CITY COUNCIL MINUTES**

Monday, June 4<sup>th</sup>, 2018 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: Bill Schmidt, James Borchert, Gary Haak, Mike Geraets, Mark Crisp, Bob Mier, Chad Ronshaugen, and Barry Berg.

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

Absent: None

Community Members Present:

Deputy Mitchell – MCSO

Reserve Walton – MCEM

David and Amanda Olson – 206 E 8<sup>th</sup> St. Dell Rapids

Tammy Chamley – New Dells Newspaper

Marlana Wenzel – Quest Church

**Pledge of Allegiance was recited.**

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

**Approval of Minutes May 21<sup>st</sup>, 2018 Regular Session:** Berg motioned to approve, seconded by Geraets. Motion carried.

**Visitors to be Heard:**

Deputy Mitchell had no news to report.

**BOARD OF ADJUSTMENT – PUBLIC HEARING – VARIANCE REQUEST - 206 E 8<sup>TH</sup> STREET LOT 9 BLOCK 8 OF GRAVE'S ADDITION – REQUEST TO INSTALL FENCE IN THE REAR YARD OF THE PROPERTY SETBACK 0' (FEET) FROM THE NORTH PROPERTY LINE IN LIEU OF THE 5' (FEET) REQUIRED SETBACK FROM AN ALLEY RIGHT OF WAY FOR A VARIANCE OF 5' (FEET).**

Mier motioned to temporarily adjourn as the City Council, Seconded by Borchert. Motion carried.

Schmidt motioned to convene as the Board of Adjustments, Seconded by Berg. Motion carried.

Crisp motioned to grant the variance request with the understanding the current fence will be moved within the property line and the trees/weeds be cleaned up, seconded by Mier Roll Call:

Schmidt – Aye, Borchert – Aye, Haak – aye, Geraets– Aye, Crisp – Aye, Mier – Aye,

Ronshaugen – Aye, Berg - Aye. Motion carried 8-0. Motion carried.

Haak motioned to adjourn as the Board of Adjustments, seconded by Mier. Motion carried.

Haak motioned to reconvene as the City Council, seconded by Schmidt. Motion carried.

**Outdoor Event Permit – Wine and Wander Event with Local Business – July 28<sup>th</sup> – 4<sup>th</sup> Street between Ladelle and Orleans Ave – Chamber of Commerce**

Mier motioned to approve and waive the fee, seconded by Borchert. Motion carried.

**Public Hearing – Special One Day On and Off Sale Malt Beverage and Wine Dealers License – July 28<sup>th</sup> – 4<sup>th</sup> Street between Ladelle and Orleans Ave** – Borchert motioned to approve correcting the spelling of Mason Jar, seconded by Haak. Motion carried

**Public Hearing – Special One Day Retail On Sale Liquor – June 23<sup>rd</sup> – 4<sup>th</sup> Street Between Clark and Ladelle Ave – Quarry Days Street Dance – Norby’s Inc.** – Haak motioned to approve, seconded by Schmidt. Motion carried.

**OLD BUSINESS**

**WWTF SBR Project – Pay Request #15 \$101,678.27 – Release of 50% Retainage -KHC**  
Crisp motion to approve Pay Request #15, seconded by Geraets. Motion carried.

**ORDINANCE NO. 853: REZONE SPRUCE GLEN ADDITION 20.64 ACRES FROM NRC: NATURAL RESOURCE CONSERVATION DISTRICT TO R-1: SINGLE FAMILY RESIDENTIAL DISTRICT – SECOND READING AND ADOPTION**

Crisp motioned to approve, seconded by Schmidt. Motion carried. Roll Call: Schmidt – Aye, Borchert – Aye, Haak – aye, Geraets– Aye, Crisp – Aye, Mier – Aye, Ronshaugen – Aye, Berg - Aye. Motion carried 8-0. Motion carried.

**Policy and Procedures Committee Update – Fowl Ordinance**

The policy and procedures committee met and decided to amend the fowl ordinance to include pigeons. City Administration will work the Attorney Dean Hammer to put together the amendment and bring it back to the Council for approval.

**NEW BUSINESS**

**Summer Property Maintenance Contractor – Consider Per Hour Bid**

Crip motioned to approve Fit Lawn at \$45 per hour, seconded by Haak. Motion carried.

**Surplus Declaration – 2 Video Lottery Machines & 1 Tractor Mower**

Haak motioned to approve the surplus of 2 lottery machines at \$500 each, seconded by Mier. Motion carried.

Crip motioned to approve the surplus of the tractor mower at \$2,000 and advertise for bids, seconded by Borchert. Motion carried.

**Public Works Department – Equipment Replacement Fund Purchase of Tractor Mower. –**

Crisp motioned to approve the Pfeifer Quote of \$11,385, seconded by Schmidt. Motion carried.

**Personnel – WWTF Operator/Public Works Laborer Position**

Geraets motioned to hire Ryan Fods at a rate of \$28.43 per hour including a bank of 5 days’ vacation, seconded by Berg. Motion carried.

**Claims Payable**

Schmidt motioned to approve claims payable, seconded by Berg. Motion carried.

VENDOR NAME	DESCRIPTION	FUND	AMOUNT
ARGUS LEADER MEDIA	CH SUBSCRIPTION	GENERAL FUND	230.15

BEAL DISTRIBUTING, INC	MALT	LIQUOR FUND	43,801.40
BUNKERS OIL CO	DIESEL	GENERAL FUND	1,919.24
	UNLEADED	WATER FUND	768.24
	UNLEADED	WASTEWATER FUND	768.24
CITY OF DELL RAPIDS	MAY WATER USAGE	GENERAL FUND	3,303.77
CONCRETE MATERIALS	STREET R&M	GENERAL FUND	965.66
DAKOTA BEVERAGE CO, INC.	MALT	LIQUOR FUND	34,461.30
DAKOTA PUMP & CONTROL CO, INC	SEWER MAIN LIFT R&M	WASTEWATER FUND	270.41
	2018 INSPECTION AGREE	WASTEWATER FUND	900.00
DAKOTA SUPPLY GROUP	2 REPAIR SLEEVES	WATER FUND	287.51
DELL CITY GREENHOUSE	MAPLE TREE & CH FLOWERS	GENERAL FUND	282.82
	PARK AND DOWN TOWN FLOWERS	GENERAL FUND	371.70
DELL RAPIDS ACE	MISC.	GENERAL FUND	72.73
	WATER R&M	WATER FUND	26.26
DELLS ELECTRIC, INC	REPAIR SCHOOL XING SIGN	GENERAL FUND	1,399.87
DELTA DENTAL	PAYROLL DEDUCTION	GENERAL FUND	582.60
EFTPS	FEDERAL WITHHOLDING	GENERAL FUND	4,518.53
	FEDERAL WITHHOLDING	WATER FUND	858.06
	FEDERAL WITHHOLDING	WASTEWATER FUND	765.21
FIRST BANK CARD	MISC.	GENERAL FUND	2,407.71
FIT LAWN & LANDSCAPE & TREE SERVICE LL	105 N ORLEANS - RESID. CLE	GENERAL FUND	300.00
GARDNER MEDIA LLC	BOOKS	GENERAL FUND	162.12
GENERAL AUTOBODY & RESTORATION	REPAIR BUS BUMPER	GENERAL FUND	250.00
GLOBAL DISTRIBUTING	MALT	LIQUOR FUND	209.03
GRUIS, KARLA	CLEAN CH/LIB	GENERAL FUND	640.00
HEALTH POOL OF SOUTH DAKOTA	HEALTH INSURANCE	GENERAL FUND	5,830.53
	HEALTH INSURANCE	WATER FUND	1,404.27
	HEALTH INSURANCE	WASTEWATER FUND	1,315.21
HYDRO KLEAN	SEWER R&M	WASTEWATER FUND	1,037.88
INGRAM LIBRARY SERVICES	BOOK	GENERAL FUND	116.29
JOHNSON BROTHERS FAMOUS BRANDS INC	LIQUOR	LIQUOR FUND	15,045.09
KHC CONSTRUCTION, INC.	WWTF PAY REQUEST #15	WASTEWATER FUND	101,678.27
KIBBLE EQUIPMENT	HOULDER HARN	GENERAL FUND	21.95
LACEY'S PORTABLE RESTROOMS & ROLL OFFS	BROWN	GENERAL FUND	532.00
LG EVERIST, INC	STREET REPAIR	GENERAL FUND	901.32
MIDAMERICAN ENERGY COMPANY	UTILITY	GENERAL FUND	115.78
	UTILITY	WATER FUND	6.81
	UTILITY	WASTEWATER FUND	6.80
MINNEHAHA COMMUNITY WATER, CORP	MAY SHOP WATER USAGE	GENERAL FUND	11.08
	MAY WATER: 9,686 @1.56	WATER FUND	15,110.16
	MAY SHOP WATER USAGE	WATER FUND	11.08
	WWTF WATER USAGE	WASTEWATER FUND	338.25
	MAY SHOP WATER USAGE	WASTEWATER FUND	11.09
NEOFUNDS BY NEOPOST	POSTAGE	GENERAL FUND	200.00

QUALITY HEATING & AIR CONDITIONING	BAR - BLOWER HOUSING ON RO	LIQUOR FUND	280.61
RAMKOTA HOTEL - PIERRE	TRAVEL AND TRAINING #171	GENERAL FUND	190.00
REPUBLIC NATIONAL DISTRIBUTING CO	LIQUOR	LIQUOR FUND	10,603.23
SAM'S MASTERCARD	MISC SUPPLIES	GENERAL FUND	759.50
SD PUBLIC HEALTH LABORATORY	SEWER TESTING	WASTEWATER FUND	424.00
SDRS SUPPLEMENTAL RETIREMENT PLAN	ROTH RETIREMENT	GENERAL FUND	195.00
	ROTH RETIREMENT	WATER FUND	50.00
	ROTH RETIREMENT	WASTEWATER FUND	50.00
SOUTH DAKOTA RETIREMENT SYSTEM	RETIREMENT	GENERAL FUND	4,014.79
	RETIREMENT	WATER FUND	903.84
	RETIREMENT	WASTEWATER FUND	903.85
SOUTHERN WINE & SPIRITS OF SOUTH DAKOT	LIQUOR	LIQUOR FUND	1,726.71
TYLER TECHNOLOGIES	7.01.18-6.30.19 SUITE MAIN	GENERAL FUND	737.07
XCEL ENERGY	UTILITY	GENERAL FUND	1,808.81
	UTILITY	WATER FUND	890.95
	UTILITY	WASTEWATER FUND	3,672.21
XEROX FINANCIAL SERVICES	LIB COPIER LEASE	GENERAL FUND	9.60
**PAYROLL EXPENSES	5/01/2018 - 5/31/2018	GENERAL FUND	37,053.13
		WATER FUND	7,531.98
		WASTEWATER FUND	7,531.98

## ADMINISTRATOR/FINANCE OFFICER REPORT

**Rocky Run Tributary Flood Plain – FEMA Approval:** FEMA has approved the Letter of Map Revision for the Rocky Run Floodplain submitted by Stockwell Engineers. This new floodplain map is now officially on record at FEMA and will now be enforced accordingly by the City. This is the first time an official mapped floodplain has been submitted and recognized by FEMA. Previously the City used a study conducted by DGR as “best available data” for enforcement and decision making but that study was not submitted to FEMA for adoption. This new map reflects both a floodplain and a floodway.

**New Website Development - Update:** Finance Officer Baartman and Administrator Weiland held a website design kick off meeting with the Revize design team. The meeting consisted of discussing the City’s preferences for design, layout, organization and aesthetics. Revize assigned the City with a few tasks prior to diving into the full development of the website. A photographer has been hired and will begin capturing still photos and drone footage for the website.

**Garfield Avenue Project – Update:** The Pre-Construction meeting for the Garfield Ave project has been scheduled for June 19<sup>th</sup> at 10:00 AM in the Council Chambers. The contractor intends to start the project the first week of June. The existing surface may be milled the week prior to the contractor mobilizing to begin the work.

### Upcoming Meetings/Important Dates:

- a. **Capital Improvement Plan – Special Meeting Proposed Dates:** Administrator Weiland is proposing a few dates to hold a special meeting to begin Capital Improvement Plan discussions. Monday June 25<sup>th</sup> Special Meeting at 7:30 PM; Monday July 2<sup>nd</sup> either before or after the Regular Meeting; Monday July 9<sup>th</sup> Special Meeting at 7:30 PM. Please look at your calendars and be prepared to discuss what works best for all members of the Council. This is an important meeting that should have the full body of the Council present. Materials with information of future projects will be distributed to the Council prior to the meeting.
- b. **Tour WWTF June 18<sup>th</sup> 6 PM:** Administration is proposing that the Council schedule a tour of the Waste Water Treatment Facility prior to the June 18<sup>th</sup> Council meeting. The tour will take around one hour, therefore the proposal would be to meet out at the Waste Water Treatment Facility site at 6 PM before the June 18<sup>th</sup> meeting. Please check your calendars and be prepared to comment if you are available to meet on the 18<sup>th</sup> at 6 PM.
- c. **SDML Elected Official Workshop:** The South Dakota Municipal League will host their annual training for newly elected officials. The training will be held in Pierre on July 18<sup>th</sup>. If any Council Member wishes to attend this training, please make Finance Officer Baartman aware and she will make the arrangements.
- d. **Community Events – Cootie Days June 8<sup>th</sup> and 9<sup>th</sup>; Quarry Days June 22<sup>nd</sup>, 23<sup>rd</sup> and 24<sup>th</sup>:** A reminder to the Council that these community events are to be held in June.

### **Adjourn**

Mier motioned to adjourn at 8:40PM, seconded by Schmidt. Motion carried.