

## **DELL RAPIDS CITY COUNCIL MINUTES**

Monday, October 15<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, Barry Berg.

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

Absent: None.

Community Members Present:

Matt Larson – Big Sioux Media

Brandon Wenzel – Quest Church

Lance Mayer - DGR

Craig Maeschen – 613 N. Iowa Ave, Dell Rapids

**Pledge of Allegiance was recited.**

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

**Approval of Minutes October 1<sup>st</sup>, 2018 Regular Session:** Crisp motioned to approve the minutes, seconded by Geraets. Motion carried.

**Visitors to be Heard:**

None

**Public Hearing – Temporary One Day Alcoholic Beverage License – Ducks Unlimited Annual Banquet at American Legion Hall, October 27<sup>th</sup> – Norby’s Deb Brobjorg.**

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

**OLD BUSINESS**

**Garfield Avenue Improvement – Final Pay Request #3 #29,775.90 – RMS Drainage and Excavation**

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

**Water Tower Re-Painting Project – Pay Request #2 \$78,082.11 – E.J. Chris Contracting**

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

**Sioux River Red Rock Trail Scenic Overlook Extension – Pay Request #2 \$35,658.90 – Dirt Specialties**

Schmidt motioned to approve, seconded by Geraets. Motion carried.

**Rickeman Comfort Station Project – Pay Request #1 \$106,653.83 – AB Contracting**

Mier motioned to approve, seconded by Geraets. Motion carried.

## NEW BUSINESS

### Snow Removal Contract 2018/19 – BX Civil and Construction

Crisp motioned to approve, seconded by Mier. Motion carried.

### Watershed Project and SRF Funding – Update

City Administrator Weiland and Councilman Berg updated the Council on options for the use of the SRF Funding available to Dell Rapids. No action was taken.

### Claims Payable

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

VENDOR NAME	DESCRIPTION	FUND	AMOUNT
AB CONTRACTING LLC	CAMGROUND REQUEST #1	GENERAL FUND	106,653.83
AMERICAN UNDERGROUND SPRINKLER, INC	BLOW OUT SPRINKLER LINES	GENERAL FUND	115.00
APPLE BOOKS	BOOKS	GENERAL FUND	1,059.85
CHRISTMAS FROM THE HEART	BOOK	GENERAL FUND	36.11
ELYEA, HAILEY-LYNN	DEPOSIT REFUND	WATER FUND	20.67
THOMPSON, HANS	DEPOSIT REFUND	WATER FUND	95.00
ARCHEOLOGY LABORATORY	SIOUX RIVER TRAIL SURVEY	GENERAL FUND	1,801.27
ARGUS LEADER	PUBLICATION	GENERAL FUND	538.00
	NOTICE OF HEARING	LIQUOR FUND	21.70
BAARTMAN, CLAIRE	TRAVEL REIMBURSEMENT	GENERAL FUND	302.06
BADGER METER INC	4TH QTR GATEWAY	WATER FUND	108.00
BEAL DISTRIBUTING, INC	MALT	LIQUOR FUND	27,462.49
BIERSCHBACH EQUIPMENT & SUPPLY	SUPPLY	GENERAL FUND	524.52
BORNS GROUP	SEPTEMBER BILL + NEWSLETTE	WATER FUND	633.12
	SEPTEMBER BILL + NEWSLETTE	WASTEWATER FUND	633.12
BREAKOUT, INC.	PROJECT SUPPLIES	GENERAL FUND	275.00
BUNKERS OIL CO	UNL 500 @2.899 / 650@ 2.58	GENERAL FUND	1,044.12
	UNL 500 @2.899 / 650@ 2.58	WATER FUND	1,044.12
	UNL 500 @2.899 / 650@ 2.58	WASTEWATER FUND	1,044.11
CITY OF SIOUX FALLS HEALTH DEPARTMENT	3RD QTR WATER TESTING	WATER FUND	174.00
CONCRETE MATERIALS	ASPHALT	GENERAL FUND	506.68
DAKOTA BEVERAGE CO, INC.	MALT	LIQUOR FUND	22,372.34
DAKOTA PUMP & CONTROL CO, INC	REPAIR PUMP SEAL OUT	WASTEWATER FUND	265.31
DAKOTA SUPPLY GROUP	BALL TYPE HYD VALVE	WATER FUND	707.61
DELL RAPIDS ACE	MISC SUPPLIES	GENERAL FUND	275.78
	BATTERY	WATER FUND	8.99
	PLASTIC MEAS. CUP	WASTEWATER FUND	6.99
DELL RAPIDS COOP GRAIN	HYD FITTING - STREET	GENERAL FUND	26.50
DELL RAPIDS LAW FIRM	OCTOBER RETAINER	GENERAL FUND	1,800.00
DELL RAPIDS LUMBER COMPANY	RUBBLE SITE	GENERAL FUND	4.47
DELLS ELECTRIC, INC	UPGRADE MAIN STR LIGHTS	GENERAL FUND	24,066.36
DIAMOND VOGEL PAINTS	STREET R&M	GENERAL FUND	112.65

DIRECT AUTOMATION	INTERNET DOWN	GENERAL FUND	187.50
	CH IT CONTRACT	GENERAL FUND	567.59
	STREET PRINTER	GENERAL FUND	159.21
	LIBRARY IT CONTRACT	GENERAL FUND	555.00
DIRT SPECIALTIES	SIOUX RIVER OVERLOOK #2	GENERAL FUND	35,658.90
DOUBLE H PAVING	DOUBLE H PAVING	GENERAL FUND	100,897.41
DUST-TEX SERVICES, INC	RUG CLEANING SERVICE	GENERAL FUND	86.68
E.J. CHRIS CONTRACTING	10TH ST WATER TOWER #2	WATER FUND	78,082.11
EFTPS	FEDERAL WITHHOLDING	GENERAL FUND	4,037.08
	FEDERAL WITHHOLDING	WATER FUND	1,045.62
	FEDERAL WITHHOLDING	WASTEWATER FUND	1,068.67
ENTRINGER BACKHOE & TRENCHING, LLC	CLUVERT REPAIR	GENERAL FUND	153.06
FENICLE, LES	2018 CLOTHING ALLOWANCE	GENERAL FUND	100.00
	2018 CLOTHING ALLOWANCE	WATER FUND	100.00
	2018 CLOTHING ALLOWANCE	WASTEWATER FUND	100.00
GARBAGE N MORE	SEPTEMBER GARBAGE	GENERAL FUND	75.00
GARDNER MEDIA LLC	BOOKS	GENERAL FUND	171.73
GOLDEN WEST TELECOMMUNICATIONS	SEPTEMBER BILL	GENERAL FUND	283.10
	SEPTEMBER BILL	LIQUOR FUND	45.50
	SEPTEMBER BILL	WATER FUND	172.90
	SEPTEMBER BILL	WASTEWATER FUND	422.76
GRUIS, KARLA	CLEAN CH/LIB	GENERAL FUND	640.00
INGRAM LIBRARY SERVICES	BOOK	GENERAL FUND	144.53
JOHNSON BROTHERS FAMOUS BRANDS INC	LIQUOR	LIQUOR FUND	9,964.44
KMWF & ASSOCIATES, PC	2017 AUDIT & SINGLE AUDIT	GENERAL FUND	16,500.00
KOOPMAN & SONS GAS CO.	TANK RENT & ADD. PROPANE	GENERAL FUND	277.31
	TANK RENT & ADD. PROPANE	WATER FUND	277.31
	TANK RENT & ADD. PROPANE	WASTEWATER FUND	277.31
LACEY'S PORTABLE RESTROOMS & ROLL OFFS	RENTALS	GENERAL FUND	399.00
LINWELD, INC	OCTOBER RENTAL	GENERAL FUND	27.90
	OCTOBER RENTAL	WASTEWATER FUND	27.90
MCLEOD'S PRINTING & OFFICE SUPPLY	2500 WINDOW ENVELOPES	GENERAL FUND	153.94
	2500 WINDOW ENVELOPES	WATER FUND	32.98
	2500 WINDOW ENVELOPES	WASTEWATER FUND	32.98
MERGEN, CHRISTOPHER	2018 CLOTHING ALLOWANCE	GENERAL FUND	300.00
METERING & TECHNOLOGY SOLUTIONS	WATER R&M	WATER FUND	16.11
MICROMARKETING LLC	AUDIO BOOKS	GENERAL FUND	437.44
MIDWEST ALARM	OCTOBER PUMP STATION	WASTEWATER FUND	30.38
MINNEHAHA COMMUNITY WATER, CORP	SEPTEMBER SHOP WATER	GENERAL FUND	12.75
	SEPT WATER:8,314 @1.56	WATER FUND	12,969.84
	SEPTEMBER SHOP WATER	WATER FUND	12.75
	SEPTEMBER WWTF	WASTEWATER FUND	415.25
	SEPTEMBER SHOP WATER	WASTEWATER FUND	12.75

MINNEHAHA COUNTY SHERIFF	4TH QTR POLICE SERVICE	GENERAL FUND	65,387.82
NAPA AUTO PARTS	OIL FILTER OIL	GENERAL FUND	34.82
	GLASS CLEANER/ARMOR ALL	WASTEWATER FUND	15.47
NORTHERN TRUCK EQUIPMENT CORP.	AIR VALVE	GENERAL FUND	46.90
PENWORTHY	BOOKS	GENERAL FUND	790.39
QUALITY HEATING & AIR CONDITIONING	FILTERS	WASTEWATER FUND	116.37
REPUBLIC NATIONAL DISTRIBUTING CO	LIQUOR	LIQUOR FUND	8,139.69
RESTAURANT EQUIPMENT REPAIR OF SF INC	BEER COOLER REPAIR	LIQUOR FUND	230.89
RMS DRAINAGE & EXCAVATION	GARFIELD PAY APP #3	GENERAL FUND	29,775.90
	10TH ST WATER TOWER #2	WATER FUND	78,082.11
SAM'S MASTERCARD	FEES & SUPPLIES	GENERAL FUND	177.31
	WWTF SUPPLIES	WASTEWATER FUND	202.43
SD STATE TREASURER, DEPT OF REVENUE	RECREATION TAX	GENERAL FUND	222.11
	LOTTERY 9.15.18 - 9.30.18	LIQUOR FUND	2,436.21
SDRS SUPPLEMENTAL RETIREMENT PLAN	ROTH RETIREMENT	GENERAL FUND	182.50
	ROTH RETIREMENT	WATER FUND	62.50
	ROTH RETIREMENT	WASTEWATER FUND	50.00
SOUTHERN WINE & SPIRITS OF SOUTH DAKOT	LIQUOR	LIQUOR FUND	450.00
TASTE OF HOME BOOKS	TASTE OF HOME BOOK CHRISTM	GENERAL FUND	33.98
U DRIVE TECHNOLOGY	SEPTEMBER TEXT MESSAGE SER	GENERAL FUND	69.56
US BANK	DW LOAN PMTS 10.15.18	WATER FUND	42,003.84
	CW LOAN PMTS 10.15.18	WASTEWATER FUND	79,824.22
VIRG'S SERVICE	BLADE REBALANCE	GENERAL FUND	290.05
WEILAND, JUSTIN	TRAVEL REIMBURSMENT	GENERAL FUND	255.06
XCEL ENERGY	UTILITY	GENERAL FUND	5,964.75

## ADMINISTRATOR/FINANCE OFFICER REPORT

- A. Finance Officer – Quarterly Report:** Finance Officer Baartman presented the 2018 3<sup>rd</sup> quarter report and is be available to answer any questions the Council may have regarding the report.
- B. Personnel Performance Evaluation – Update:** The Library Board performed a performance evaluation for Library Director Brittany Moeller. The Library Board approved a 3% raise for Mrs. Moeller effective to her hire date of 11/25. This a raise from the current salary of \$47,368.59 to \$48,808.19.
- C. Notice of Intent to Conduct Lotteries – Ducks Unlimited, October 27th:** Ducks Unlimited are fulfilling their legal duty by notifying the City of their intent to host a raffle on October 27<sup>th</sup> for their annual banquet. This is a notice and does not require Council approval.
- D. Transit – State Grant Funding - Update:** Administrator Weiland met with Jack Dokken of the DOT to discuss the recent cut in Dell Rapids funding. Mr. Dokken explained the States new method for distributing the \$900,000 of State funding through a competitive process. The State has decided to create an algorithm that ranks all transit agencies based on performance. The state is using markers like cost per ride, number of

rides given, cost per mile, administrative costs, operational costs, other local funds raised towards the transit. The State ranks all transits based on the results of plugging these numbers into the algorithm and distributes accordingly. This is being phased in over the course of a few years. For instance, this year \$590,000 out of the \$900,000 funding distribution was based on the results of these factors. Next year this will increase to \$740,000 and will continue to increase the next few years.

Administration requested additional funding for the Dell Rapids transit in 2019 to compensate for the \$10,000 cut. The State responded the funding has been distributed and changes are not allowed. The result of the conversation alluded to the City strongly considering consolidation. Mr. Dokken continually referred to the Black Hills Area Transit that covers the entire Black Hills area under one consolidated program. Dell Rapids is considered a singular transit entity. The new scoring system set up by the State is designed to discriminate against small independent transits. Administration is recommending the City decide to consolidate with another larger transit agency. Administration is requesting a period of time to engage in discussions with ICAP and Brookings Area Transit. The City had conversations with Brookings Area Transit around 5 years ago. It is important to do due diligence prior to deciding which transit will best suit the long-term needs and budget of the community.

The total budget shortfall for 2019 will be \$10,000. Therefore, the City general fund will be responsible for covering these additional \$10,000. There are budgetary decisions, such as ending Friday transport that can be considered to lower the \$10,000 deficit. The budget is already adopted therefore a supplemental budget will be needed to cover these unforeseen additional costs.

**E. South Dakota Municipal League Conference – Update:** Mayor Earley, Administrator Weiland, Finance Officer Baartman and Attorney Hammer, attended the SDML Conference in Pierre. The conference was well attended by elected officials and municipal employees from throughout the State. Administrator Weiland finished his term as President of SDCMA and had a very good one day professional development session by the founder of Leadership South Dakota, Rick Melmer. Mayor Earley attended the Elected Officials sessions that focused on City Finances, Property Maintenance Codes, Regionalism and safety of your City facilities. Mayor Earley also took a tour of the new City Hall and airport terminal in Pierre. Attorney Hammer attended the Municipal Attorneys session. There were other very informative sessions on open meeting laws, affordable housing and creative ways to attract youth involvement in your community. Several other topics were discussed throughout the sessions and in the halls, such as the upcoming installation of 5G infrastructure in communities.

**F. Wellmark Healthy Hometown Award Finalist:** *Attached is a press release from Wellmark regarding the Healthy Hometown Award.* Dell Rapids applied to receive recognition for our Healthy Hometown efforts. The City has been nominated as a finalist for the award along with Aberdeen, Fort Pierre, Pierre, Rapid City and Sioux Falls. The award winners will be announced next week at a conference in Mitchell. The award winners will receive a \$5,000 grant to be used towards their healthy hometown goals.

**G. Important Dates:**

- 1. Free Rubble Site Days:** Reminder to the Council and the community that Free Rubble Site Days are coming up – Saturday October 27<sup>th</sup> (Technology Drop off/Rubble Site Day), Thursday November 1<sup>st</sup> and Saturday, November 3<sup>rd</sup>.
- 2. MCEDA/LCEDA Banquet, Thursday, November 1, Holiday Inn:** LCEDA/MCEDA banquet is scheduled to be held on November 1<sup>st</sup> at the Downtown Holiday Inn. All Council Members are welcome to attend.
- 3. SE Infrastructure Project Property Owner Meeting – December 4th – St. Mary’s Parish Hall:** Administrator Weiland is requesting to lock in the dates for the SE Infrastructure Project meeting with property owners. Prior to finalizing the date, Administration is requesting the Council check calendars and be prepared to commit at the meeting. The Thursday following, December 6<sup>th</sup> would also be available.

## **MAYOR’S REPORT**

### **EXECUTIVE SESSION:**

Mier motioned to enter Executive Session at 8:40 PM, seconded by Borchert. Motion Carried.

Mier motioned to exit Executive Session at 9:25 PM, seconded by Borchert. Motion carried.

The City Council performed a performance evaluation for City Administrator Justin Weiland. Crisp motioned to approve a 3% merit increase for Mr. Weiland, effective on his hire date of 10/25, seconded by Mier. Motion Carried. This a raise from the current salary of \$95,004 to \$97,854.12.

### **Adjourn**

Haak motioned to adjourn at 9:36PM, seconded by Mier. Motion carried.