

CITY OF SISSETON
August 9, 2021 AGENDA
Sisseton City Hall – 6:30 p.m.

1. Call to Order
2. Adopt Agenda
3. Minutes – July 12 & 19, 2021
4. Bills Payable
5. Reports:
 - a. Liquor
 - b. Police
 - c. Street/Safety
 - d. Water/Sewer
 - e. Building Permits
 - f. Finance
 - g. City Attorney
6. Public Comment
7. Public Hearing
 - a.
8. Visitors
 - a. 7:00 p.m. Hills & Valley Riding Club
 - b. Helms & Associates – Project Updates
9. Travel Approval:
 - a. Water Treatment Facility Tours
10. New Business:
 - a. Roberts County Dispatch Contract
 - b. Hire Street Department Position
 - c. Baseball Complex Fencing addition
 - d. Propane/Fuel Quotes
11. Ordinances and Resolutions
 - a. Resolution 2021-3: First District Support
 - b. Ordinance 673: Natural Gas Joint Powers Agreement – Second Reading & Adoption
12. Information and Discussion Items
 - a. Set date for 2022 budget meeting
13. Mayor/Council Member Reports
14. Such Additional Items Which May properly come before the Council
15. Adjourn

The public is welcome to join the City Council meeting virtually via zoom:

Go to website: zoom.us/join

Meeting ID: 875 7388 7631

Passcode: 341106

Or contact City Hall at 698-3391 and a link can be e-mailed to you

THE MEETING IS OPEN TO THE PUBLIC

The City Council for the City of Sisseton met in regular session on Monday, July 12, 2021 at 6:30 p.m.

Members present were Mayor Terry Jaspers, Alderwomen Appel & Randolph, Aldermen, Just, Solberg and Stapleton. Alderman German was absent.

Others Present: Amber Kemnitz, Ellen Lekness, Jim Croymans, Myron Doud, Jason Deutsch, Terry Sutton

Others Present via Zoom: Erin Cameron

Call to Order: Mayor Jaspers called the meeting to order at 6:30 p.m.

Agenda: Just moved and Appel seconded to approve agenda as presented. All voted aye.

Minutes: Stapleton moved and Solberg seconded to approve the June 7 & 14, 2021 minutes. All voted aye.

German arrived at 6:34 p.m.

Bills Payable: Solberg moved and Just seconded to approve the bills payable as presented. All voted aye.

Liquor: Lekness presented the June 2021 liquor report.

Part Time Liquor Clerk Hours: German moved and Appel seconded to extend hours for Derrick Redday up to 29 hours per week and to provide retirement benefit. All voted aye.

Police: Croymans reported on police department.

SRO Contract Renewal: Appel moved and German seconded to authorize Mayor Jaspers to sign renewal of School Resource Officer Contract with the Sisseton School District for the 2021-2022 school year. All voted aye.

Street/Safety: Doud reported for street department.

Water/Sewer: Mayor Jaspers reported that Helms & Associates will provide update at August meeting on the water storage painting project, water treatment plant and south drainage channel.

Building Permits: Stapleton moved and Randolph seconded to approve the following building permits: 2021-23 D.Hansen, 2021-24 J.Frederick. All voted aye.

Finance Report: Randolph moved and Just seconded to approve the June 2021 finance report. All voted aye.

Public Comment: None

FAA Grant Agreement 3-46-0051-018-2021: Appel moved and Randolph seconded to authorize Mayor Jaspers to sign Grant Agreement 3-46-0051-018-2021 with the Federal Aviation Administration for the Sisseton Municipal Airport. All voted aye.

SD DOT Financial Assistance Agreement: Stapleton moved and Appel seconded to authorize Mayor Jaspers to sign Financial Assistance Agreement with SD Department of Transportation for FAA Airport Grant 3-46-0051-018-2021. All voted aye.

FAA Grant Agreement 3-46-0051-017-2021: Randolph moved and Appel seconded to authorize Mayor Jaspers to sign Grant Agreement 3-46-0051-017-2021 with the Federal Aviation Administration for the Sisseton Municipal Airport. All voted aye.

First District Association of Local Governments Agreement: German moved and Appel seconded to authorize Mayor Jaspers to sign agreement with First District Association of Local Governments to update Zoning Ordinances and Comprehensive Land Use Plan. All voted aye.

SD Department of Health Mosquito Control Grant Agreement: Randolph moved and Stapleton seconded to authorize Mayor Jaspers to sign SD Department of Health Mosquito Control Grant Agreement. All voted aye.

Fence for Ball Park: Appel moved and Solberg seconded to accept proposal from Michaels Fence & Supply in the amount of \$17,732.00 to install chain link fence along the west property line of the Ball Park. All voted aye.

Code Enforcement Specialists Agreement: Appel moved and Solberg seconded to authorize Mayor Jaspers to sign agreement with Code Enforcement Specialists. All voted aye.

Regional Gas Authority Joint Powers Agreement: Attorney Cameron informed Council that she worked with the City Attorney from Miller to make changes to the agreement that would allow the Authority to conduct a feasibility study but have the option to withdraw if it's determined to not be feasible for a particular area.

Ordinance 673: German moved and Solberg seconded to pass the first reading of Ordinance 673 – An ordinance approving a joint powers agreement for the establishment of the regional natural gas authority, a joint powers authority. Upon roll call vote, voting aye were Appel, Just, Stapleton, Solberg, Randolph and German. Motion carried.

Resolution 2021-2: German moved and Stapleton seconded to approve Resolution 2021-2 as follows:
WHEREAS, The City of Sisseton desires to be a member of the Regional Gas Utility Authority and,
WHEREAS, The City of Sisseton must designate a council member to be a member of the Regional Gas Utility Authority Board,
THEREFORE, BE IT RESOLVED that Mayor Terry Jaspers be appointed to serve on the Board of Directors of the Regional Gas Utility Authority.
Dated at Sisseton, Roberts County, South Dakota this 12th day of July 2021. All voted aye.

Information & Discussion: Attorney Cameron is continuing to work on follow up with Health Board Inspections. Alderwoman Randolph reported on community member who would like public involvement in City art work. Alderwoman Appel updated Council on building permit conditions for Rosalie's that have not been met. Jason Deutsch suggested the development of a dog park within Sisseton.

Adjourn: Stapleton moved and Randolph seconded to adjourn. All voted aye. Meeting adjourned at 7:38 p.m.

Amber Kemnitz, Finance Officer

The City Council for the City of Sisseton met in special session on Monday, July 19, 2021 at 5:30 p.m.

Members Present: Mayor Terry Jaspers, Alderwomen Appel and Randolph; Aldermen Just, Solberg and Wegleitner. Alderman German was absent.

Others Present: Amber Kemnitz, Jason Deutsch

Call to Order: Mayor Jaspers called the meeting to order at 5:30 p.m.

Agenda: Stapleton moved and Appel seconded to adopt the agenda as presented. All voted aye.

Hire Part Time Seasonal Street Dept. Employees: Appel moved and Randolph seconded to approve hiring Kevin Buller & Kellie Karst as part time summer street department employees at a wage of \$15.00 per hour. All voted aye.

Information & Discussion:

Mayor Jaspers reported that as part of 2022 budgeting, finance committee will look at other communities wage rates to determine if adjustments need to be made in order to stay competitive.

Council will consider Roberts County Dispatch Contract at the regular August 9, 2021 Council meeting.

Bill Correction: An incorrect amount was approved for a bill at the regular July 12, 2021 meeting. Invoice from Stillson Service for supplies in the amount of \$19,900.00 was approved; the correct amount should have been \$18,865.20. Just moved and Appel seconded to void original check and re-issue check for the correct amount. All voted aye.

Adjourn: Stapleton moved and Solberg seconded to adjourn. All voted aye. Meeting adjourned at 5:40 p.m.

Amber Kemnitz, Finance Officer

**City of Sisseton
Liquor Store Report
July 2021**

Liquor Store Deposits	143,787.38
Less Sales Tax	-9,966.01
Gross Liquor Store Sales	133,821.37

Opening Inventory	150,964.38
Purchases	91,097.78
Total Merchandise	242,062.16
Closing Inventory	-143,522.86
Cost of merchandise for sale	98,539.30

Liquor Store Profit	35,282.07
Less Expenses	-16,116.75
Net Liquor Store Profit	19,165.32

10% tax on clubs

End Zone	404.61
Hickory St. Kitchen & Cocktails	319.81
Rosalie's	114.55
Taco's El Bajio	25.26
Doubletree Gallery	66.22
Dollar General	450.34
Freddie's Casino	12.05
Holiday	1,471.12
K&K	2,299.66
Stillsons	604.22
Fire Dept.	192.24
Total	5,960.08

Other Expenses

Salaries	10,495.26
FICA	789.28
Retirement	400.59
Work Comp	0.00
Group Insurance	1,610.15
Unemployment Insurance	54.54
Insurance/Prof Services	0.00
Publishing	0.00
Repair	0.00
Supplies	1,835.24
Equipment	0.00
Utilities	931.69
Total Expense	16,116.75

Breakdown - Liquor Store Deposits

Beer	69,194.38
Whiskey	54,120.09
Wine	4,846.12
Pop/Miscellaneous	2,663.85
Tobacco	1,884.87
Ice	882.04
Total	133,591.35

Net liquor store profit plus 10% from clubs

25,125.40

Sisseton Police Dept. 2021 Totals

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Yearly Total
Accidents	3	5	6	3	2	4	1	0	0	0	0	0	24
Assaults	5	2	4	4	6	10	4	0	0	0	0	0	35
DUI	14	5	8	13	17	7	20	0	0	0	0	0	84
Underage Consumption	2	1	2	3	5	7	1	0	0	0	0	0	21
Drug Violations	28	42	22	22	39	47	58	0	0	0	0	0	258
Disorderly Conduct	5	1	5	2	2	6	2	0	0	0	0	0	23
Theft	4	1	10	0	2	8	8	0	0	0	0	0	33
Vandalism	2	1	14	2	1	8	4	0	0	0	0	0	32
Misc (Tickets)	77	76	84	73	95	64	88	0	0	0	0	0	557
Arrests	45	31	38	34	42	40	50	0	0	0	0	0	280
Curfew	2	0	0	4	3	4	0	0	0	0	0	0	13
Warrant Arrests	17	9	18	9	20	19	34	0	0	0	0	0	126
Monthly Total	204	174	211	169	234	224	270	0	0	0	0	0	1486

CITY OF SISSETON - FINANCE REPORT

July 2021

Balance last report		15,457,423.85
Receipts this month		
Property Tax	5,551.53	
Sales Tax	75,659.07	
Amusement Tax	0.00	
Building Permits	30.00	
Peddler/Pawnshop License	0.00	
Dog License	48.00	
Liquor/Malt Bev. License	0.00	
Video Lottery License	0.00	
State/Federal Grants	0.00	
State/County Shared Revenue	6,406.41	
Bank Franchise	0.00	
Motor Vehicle License	3,365.82	
Local Hwy/Bridge Fund	10,780.72	
Sisseton Housing Pmt in Lieu of Taxes	0.00	
Accident Reports/Bike licenses	4.00	
Sales/Excise Tax	21.00	
Fire Dept Fees	750.00	
Hwy & Street	0.00	
Library/Recreation Fees	323.00	
Av Gas sales	6,775.14	
Fines	100.41	
Interest	713.02	
Rentals	395.00	
Rubble Site Charges	0.00	
Cable TV Franchise	5,424.74	
Contributions and Donations	8,890.42	
Miscellaneous (Includes pmt for SRO)	279.00	
Sale of Fixed Assets	0.00	
Compensation for loss-insurance proceeds	0.00	
Third Cent Sales Tax	5,308.59	
Liquor Sales	133,821.37	
Sales Tax	9,966.01	
Operating Agreements	2,163.40	
10% Beverage Mark Up	5,454.11	
Other Liquor Revenue	0.00	
Utility receipts	105,045.86	
Bulk Water	2,869.01	
Sale of Water Supplies	0.00	
Sales Tax	0.00	
Sewer - Land Rent	0.00	
Other Solid Waste	0.00	
Total Receipts		390,145.63
<u>Total Expense</u>		<u>284,118.94</u>
Cash Balance End of Month		15,563,450.54

Respectfully Submitted by Amber Kemnitz, Finance Officer

Revenue - July 2021

	<u>Anticipated</u>	<u>YTD Revenue</u>	<u>Balance</u>
General Fund			
Property Tax	775,000.00	451,299.15	323,700.85
Sales Tax	1,100,000.00	541,141.96	558,858.04
Amusement Tax	300.00	0.00	300.00
Taxi License	0.00	0.00	0.00
Building Permits	1,000.00	485.00	515.00
Pawnshop License	200.00	100.00	100.00
Peddler License	100.00	50.00	50.00
Dog License	400.00	208.00	192.00
Liquor & Malt Beverage License	6,000.00	1,500.00	4,500.00
Video Lottery Fees	2,400.00	2,400.00	0.00
Federal Grants	0.00	22,967.87	-22,967.87
State Grants	0.00	1,188.15	-1,188.15
Bank Franchise Fee	13,000.00	9,896.07	3,103.93
Liquor Tax Reversion	15,000.00	8,284.02	6,715.98
Motor Vehicle License	30,000.00	19,339.99	10,660.01
Local Hwy/Bridge Fund	65,000.00	37,424.18	27,575.82
Other State Share Revenue	0.00	0.00	0.00
Payment in Lieu of Tax	20,000.00	25,007.40	-5,007.40
County Road Tax	2,200.00	2,246.47	-46.47
Accident Reports	200.00	88.00	112.00
Fire Dept Townships	26,000.00	34,054.18	-8,054.18
BIA/SWST Fire Dept	0.00	0.00	0.00
Fire Dept Ins Co & Individual Pmts	2,000.00	3,400.00	-1,400.00
Hwy & Street	500.00	260.00	240.00
Recreation	10,000.00	11,061.03	-1,061.03
Library Card Fees	750.00	323.00	427.00
AV Gas (Airport)	10,000.00	13,847.88	-3,847.88
Fines	250.00	635.93	-385.93
Dog Keeping	200.00	427.50	-227.50
Interest	1,000.00	4,442.59	-3,442.59
Rentals	25,000.00	17,377.59	7,622.41
Rubble Site Charge	0.00	150.00	-150.00
Private Donations	0.00	28,755.15	-28,755.15
Cable TV Franchise Fee	20,000.00	11,247.73	8,752.27
Other Miscellaneous Revenue	70,000.00	29,613.24	40,386.76
Dividend Income	0.00	0.00	0.00
Sale of General Fixed Assets	0.00	0.00	0.00
Compensation for loss-ins. proceeds	0.00	0.00	0.00
<u>Operating Transfers In</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total General Fund	2,196,500.00	1,279,222.08	917,277.92
Liquor, Lodging & Dining Sales Tax	72,500.00	38,385.00	34,115.00
State Grant	2,500.00	0.00	2,500.00
Interest	0.00	0.00	0.00
Liquor	1,102,100.00	707,780.64	394,319.36
Water	475,200.00	289,266.31	185,933.69
Sewer	426,200.00	251,551.11	174,648.89
Sanitation	285,050.00	179,451.14	105,598.86
Total City Funds	4,560,050.00	2,745,656.28	1,814,393.72

Expenditures - July 2021

	<u>Appropriation</u>	<u>YTD Expense</u>	<u>Balance</u>
General Fund			
Legislative	50,250.00	20,047.21	30,202.79
Contingency	100,000.00	0.00	100,000.00
Executive	12,300.00	6,329.67	5,970.33
Elections	2,200.00	1,081.20	1,118.80
Legal	12,000.00	3,123.75	8,876.25
Finance Office	89,350.00	46,120.43	43,229.57
Financial Administration	51,000.00	0.00	51,000.00
General Government Building	40,400.00	22,339.00	18,061.00
Police	567,500.00	306,884.44	260,615.56
Fire	70,500.00	20,160.38	50,339.62
Street Department	575,600.00	160,432.64	415,167.36
Snow Removal	78,000.00	19,806.47	58,193.53
Street Lighting	59,500.00	18,606.59	40,893.41
Street Cleaning	9,000.00	2,132.69	6,867.31
Airport	32,500.00	52,504.54	-20,004.54
Health	11,000.00	4,441.16	6,558.84
Recreation	67,000.00	68,609.62	-1,609.62
Parks	37,950.00	10,880.39	27,069.61
Library	156,650.00	76,167.72	80,482.28
Economic Development	103,800.00	31,943.44	71,856.56
<u>Capital Outlay</u>	<u>70,000.00</u>	<u>0.00</u>	<u>70,000.00</u>
Total General Fund	2,196,500.00	871,611.34	1,324,888.66
Special Revenue Fund-Promotion	75,000.00	15,838.81	59,161.19
Enterprise Funds			
Liquor	996,800.00	494,036.70	502,763.30
Water	768,500.00	128,818.84	639,681.16
Sewer	166,000.00	56,525.21	109,474.79
Garbage	295,700.00	142,805.54	152,894.46
Total City Funds	4,498,500.00	1,709,636.44	2,788,863.56

**City of Sisseton
Cash Fund Balance
July 2021**

Cash by Fund

General Fund	8,668,425.15
Lodging & Dining Sales Tax Fund	206,859.64
Liquor Fund	1,395,318.69
Liquor Fund - Change	900.00
Water Fund	2,522,608.22
Water Fund - Change	200.00
Sewer Fund	2,346,783.61
<u>Garbage Fund</u>	<u>422,355.23</u>
Total	15,563,450.54

Bank Reconciliation

Checking Account First Savings Bank	3,779,877.21
FIT GCR Acct	10,608,089.30
Wells Fargo Acct #4231	599,613.96
Dacotah Bank 7/23/21	520,069.61
RCNB - Library Trust	54,700.46
<u>Change Fund</u>	<u>1,100.00</u>
Cash Balance	15,563,450.54

DISPATCH CONTRACT

WHEREAS, public safety for the residents of Roberts County and of the City of Sisseton necessitate that public safety officers, including law enforcement, fire protection and ambulance services, be promptly dispatched and that they be provided information including information available through the State Communications system, and

WHEREAS, Roberts County has equipment and personnel trained in the provision of such communications services to public safety officers within Roberts County and the City of Sisseton, and

WHEREAS, Roberts County has by contract provided such emergency dispatch services to the City of Sisseton for at least the past five years, and the parties are desirous of maintaining such contractual arrangement,

NOW, THEREFORE, in consideration of mutual covenants herein contained, which both parties agree is good and adequate consideration to support the contract, the parties agree as follows:

1. Roberts County (hereinafter County) shall provide the use of its dispatch system to the City of Sisseton (hereinafter City), including police, fire and ambulance services, for a period of _____ () years, commencing on January 1, 2021, until December 31, 20__.
2. In consideration of the use of the Roberts County Dispatch system, City agrees to pay County the sum of Forty-four thousand, five hundred dollars (\$44,500.00) for the calendar year(s), payable in January of each year.
3. This contract shall run from the date of signing until December 31, 20____. A new contract shall be negotiated and signed on or before January 1, 20____.
4. City may rescind and cancel all obligations under this contract by giving the Roberts County Sheriff and the Roberts County Board of Commissioners thirty (30) days written notice of its intent to terminate the contract. In the event that City cancels and terminates this contract, City will be reimburse on a daily pro rata basis for the \$44,500.00 remaining for the remainder of the calendar year.
5. County shall address any issues raised by City with regard to the contract in a timely manner. Timely shall be defined for purposes of this contract as being within a one-week period.

6. City and County, through the Sheriff and Chief of Police, and if necessary, the Fire Chief, shall meet on a quarterly basis to address the best manner to implement the terms of this contract on an ongoing basis and to address any ongoing and continual issues between the entities arising out of this Contract. Nothing in this paragraph shall precluded the governing bodies of each entity from meeting to resolve any of the issues that remain after meetings by the Sheriff and the Chiefs.

Dated this ____ day of _____, 2020.

Roberts County

City of Sisseton

BY: _____
Dennis Jensen, Chairman
Board of County Commissioners

BY _____
Terry Jaspers, Mayor

Tyler Appel, Sheriff

James Croymans, Chief of Police



Michaels Fence & Supply

3900 N. Potsdam Ave.
 Sioux Falls, SD 57104
 (605) 336-7886
 (605) 336-7594



Invoice Installed
 Number: **84492**
 Date : 7/25/2021

Bill To:
 City of Sisseton
 406 2nd Ave W
 Sisseton, SD 57262

Ship To:

Phone : 605-698-3391 Fax : 605-698-3271

Customer P.O. Number:	Terms:	Shipped Via	Sold By:	Project:
Amber Kemnitz -	Net 30	Installed	Corey V.	21-368 - Complex West Fence
Item No.	Quantity	Description	Price	Amount
		Ball Field Complex - West Fence Line		
ITEM # 1	550.0	6' High Commercial Grade Chain Link Fence	0.00	0.00
ITEM # 2	1.0	6' High x 4' Opening Swing Gate	0.00	0.00
ITEM # 3	1.0	6' High x 16' Opening Double Swing Gate	0.00	0.00
Q	1.0	Per Quotation	17732.00	17732.00
ITEM # 4	125.0	Additional 6' High Chain Link Fence	0.00	0.00
Q	1.0	Per Quotation	2486.00	2486.00

Memo

A Finance charge of 1.5% per Month. (Annual percentage Rate of 18%) charged on past due accounts

All claims & Returns must be accompanied by this invoice (20% restocking Charge)

SubTotal	20218.00
	0.00
Net	20218.00
Installation	0.00
Misc. Charges	0.00
Subtotal	20218.00
Tax	0.00
Invoice Total	20218.00
Payment	0.00
Previous Balance	0.00
Balance Due	20218.00

Resolution 2021-3

BE IT RESOLVED by the City Council of Sisseton, in Roberts County, South Dakota in a meeting assembled that the City of Sisseton agrees to provide \$3,200.45 of support to the First District Association of Local Governments for the 12 months from October 1, 2021 – September 30, 2022 payable in February 2022.

Dated at Sisseton, Roberts County, South Dakota this 9th day of August 2021.

Terry Jaspers, Mayor

ATTEST:

Amber Kemnitz, Finance Officer

Ordinance 673

AN ORDINANCE APPROVING A JOINT POWERS AGREEMENT FOR THE ESTABLISHMENT OF THE REGIONAL NATURAL GAS AUTHORITY, A JOINT POWERS AUTHORITY

BE IT ORDAINED BY THE MUNICIPALITY OF SISSETON, ROBERTS COUNTY, SOUTH DAKOTA,

WHEREAS, the City is authorized and empowered to contract for the joint exercise of powers and to jointly exercise any power common with other municipalities under South Dakota Codified Law 1-24-2; and

WHEREAS, pursuant to SDCL 1-24-2, any power or powers, privileges, or authority exercised or capable of exercise by each municipality may be exercised and enjoyed jointly; and

WHEREAS, the City of Sisseton wishes to enter into a joint powers agreement that will establish a joint powers authority ("Authority") for the limited purpose of developing a feasibility study to consider the propriety of constructing a regional system for the purpose of providing natural gas for Authority and to apply for grants, loans or gifts to fund said feasibility study.

NOW THEREFORE, BE IT ORDAINED, by the City Council of the City of Sisseton that:

1. The City Council hereby approves the Joint Powers Agreement – Regional Gas Utility Authority (the "Joint Powers Agreement") on file with the Finance Officer and open to public inspection during regular business hours, a copy to be placed in the minutes but not published.
2. The Mayor and Finance Officer are authorized to execute the Joint Powers Agreement and such documents as may be necessary to carry out the intent of this ordinance.

This Ordinance shall take effect and be in full force from twenty (20) days after the date of publication.

Passed this first reading the 12th day of July, 2021.

Passed this second and final reading the 9th day of August, 2021.

Terry Jaspers, Mayor

ATTEST

Amber Kemnitz, Finance Officer