

CITY OF SISSETON
January 11, 2021 AGENDA
Sisseton City Hall – 6:30 p.m.

Agenda:

1. Call to Order
2. Adopt Agenda
3. Minutes – December 14 & 29, 2020
4. Bills Payable
5. Reports:
 - a. Liquor
 - b. Police
 - c. Street/Safety Coordinator
 - d. Water/Sewer
 - e. Building Permits
 - f. Finance
 - g. City Attorney
6. Public Comment
7. Public Hearings:
 - a.
8. Old Business:
 - a.
9. Visitors
 - a. Sisseton Swimming Pool Association 7:00 p.m.
10. Travel Approval:
 - a.
11. New Business:
 - a. J & J Earth Works pay request #9 (final) – Runway Reconstruction Project
 - b. Efraimson Electric, Inc. change order #2 – Runway Reconstruction Project
 - c. Efraimson Electric, Inc. pay request #8 (final) – Runway Reconstruction Project
 - d. 2021 Election date: April 13, 2021
12. Ordinances and Resolutions:
 - a.
13. Information and Discussion Items
 - a. City Hall business hours
14. Mayor/Council Member Reports
15. Adjourn

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

Go to website: zoom.us/join

Meeting ID: 931 6654 8103

Passcode: 922482

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, December 14, 2020 at 6:30 p.m.

Members present were Mayor Terry Jaspers, Alderwoman Appel, Aldermen German, Just, Solberg, Stapleton and Wegleitner.

Others Present: Erin Cameron, Amber Kemnitz, Ellen Lekness, Jim Croymans, Myron Doud, Gary Spencer, Bob Babcock, Corey Helms, Leif Redinger, Terry Sutton, David Staub, Bill Stickland, Deb Jonnassen, Wade Veflin, Rochelle Schultz, Lori Shultz

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

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

Minutes: Stapleton moved and Wegleitner seconded to approve the November 9, 2020 minutes. All voted aye.

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

Liquor: Lekness presented the November 2020 liquor report and requested approval to hire Constance Wellnitz as part time liquor store clerk.

Liquor Clerk: Wegleitner moved and Stapleton seconded to hire Constance Wellnitz as part time liquor clerk at a beginning wage of \$13.55/hour. All voted aye.

Police: Croymans reported on police department.

Patrol Officer Resignations: German moved and Appel seconded to accept resignations of Officer Appel effective December 11, 2020 and Officer Johnston effective December 31, 2020. All voted aye.

Approval to Hire Patrol Officer: Solberg moved and Appel seconded to approve hiring Malcolm Edgar as a patrol officer effective December 15, 2020 at a beginning wage of \$19.02 per hour. All voted aye.

Street/Safety: Doud reported for street department.

Approval to Hire Street Dept. Laborer: Stapleton moved and Wegleitner seconded to approve hiring Rick Oien as full time Street Laborer at a beginning wage of \$15.42 per hour. All voted aye.

Water/Sewer: Spencer reported for water/sewer department.

Building Permits: Just moved and Solberg seconded to approve the following building permits: 2020-38 J.McLeod. All voted aye.

Finance Report: Finance Officer provided update on Federal funds received from the State as part of the CARES Act for Covid Relief. Stapleton moved and Solberg seconded to approve the November 2020 finance report. All voted aye.

Liquor Licenses and Operating Agreements Public Hearing: A public hearing was held at 7:00 p.m. concerning the 2021 liquor licenses, liquor operating agreements and off-sale wine license. There was no public input. Wegleitner moved and Stapleton seconded to approve the off sale liquor license in the name of the City of Sisseton and the on-sale liquor operating agreements with The End Zone, Hickory Street Kitchen & Cocktails, Rosalie's and Tacos El Bajio and off-sale wine with Dollar General. All voted aye.

City Attorney: Attorney Cameron reported on status of lawsuit on property for unpaid utilities. Property owner may receive assistance to pay bill and restore service. Cameron requested Council to declare property at 716 Main Ave. as nuisance due to multiple violations of use of camper as residence.

Nuisance Property: Solberg moved and Appel seconded to declare property at 716 Main Ave. as a nuisance and to proceed with legal action to abate. All voted aye.

J & J Earth Works, Inc. Change Order #2: German moved and Appel seconded approve Change Order #2 for J & J Earth Works for the Airport Runway Reconstruction Project. The change order will increase the contract amount by \$16,520.00 for a new contract price of \$2,080,716.40. All voted aye.

J & J Earth Works, Inc. Pay Request #8: German moved and Stapleton seconded to approve pay request #8 from J & J Earth Works, Inc. in the amount of \$69,631.89 for the Airport Runway Reconstruction Project. All voted aye.

Efraimson Electric, Inc. Change Order #1: Solberg moved and Just seconded to approve Change Order #1 for Efraimson Electric for the Airport Runway Reconstruction Project. The change order will decrease the contract amount by \$2,671.77 for a new contract price of \$295,040.69. All voted aye.

Efraimson Electric, Inc. Pay Request #7: Solberg moved and Stapleton seconded to approve pay request #7 from Efraimson Electric, Inc. in the amount of \$11,779.92 for the Airport Runway Reconstruction Project. All voted aye.

Conditional Use Public Hearing: At 7:15 p.m. a public hearing was held for a conditional use of Lot 15 in Block 58. The conditional use permit submitted by WJS Properties, LLC would allow the property to be used as a residence. There was no public input. Solberg moved and German seconded to allow the conditional use permit. Upon roll call vote, voting aye were, Appel, Just, Stapleton, Solberg, Wegleitner, German and Jaspers.

Visitors: Rochelle Schultz and Lori Shultz addressed Council with a request to open the outdoor skating rink. Discussion took place regarding what would be necessary to open at this point in the season or if a plan could be developed in order to open next winter. Appel moved to open ice skating rink but rescinded motion upon Mayor Jaspers appointment of Appel and Solberg along

with Rochelle Schultz, Lori Shultz and street & water departments as a committee to develop a plan for future use of the skating rink.

Public Comment: Dr. Staub addressed Council regarding 2021 swimming pool season. Swimming Pool Board would like to meet with Council to provide information on improvement plans for the swimming pool.

Capital Improvement Plan: Helms & Associates were present to review and update the Capital Improvement Plan. Updated plan will be provided to Council at the Special City Council meeting on December 29, 2020.

Surplus Property Bid Opening: At 8:40 p.m. surplus property bids were received as follows:
2012 Chevy Impala:
\$856.00 – Bryce Johnson
\$1688.00 – Pete Stewart
\$750.00 – Colbey Lehrke
\$1555.00 – Laurie Appel

E 70' of lots 5-7 in Block 58:
No bids received

Stapleton moved and Just seconded to accept bid from Pete Stewart in the amount of \$1688.00 for the 2012 Chevy Impala. All voted aye.

Executive Session: Appel moved and Solberg seconded to enter into executive session at 8:45 p.m. pursuant to SDCL 1-25-2 (1) to discuss personnel. All voted aye. Mayor Jaspers declared the meeting back into regular session at 9:00 p.m.

2020 Employee Bonus Pay: Just moved and Solberg seconded to approve bonus pay to City Employees that have completed their probationary period as follows:
\$1250.00 to Department Supervisors: James Croymans, Myron Doud, Amber Kemnitz, Ellen Lekness, Jayne Nieland, Gary Spencer
\$1000.00 to Full Time Employees: Tyler Appel, Marie Deutsch, Tim German, Justin Isaacson, Brandon Johnston, Colbey Lehrke, Trevor Mishler, Daniel Nickolauson, Kathy Oien, Janet Schmidt, Michael Schneider, Jonathan Sheehan, Jereme Stauss, Michael Sutton, Marvin Weyand, Ashley Wolf.
\$500.00 to Liquor Store PT Employees: Jackie Agnew, Jerry Arbach, Billi Rogalski, Lundee Stadler
\$350.00 to all other PT Employees: Betty Veflin
Appel abstained, all other members voted aye. Motion carried.

Resolution 2020-16: Stapleton moved and Wegleitner seconded to approve Resolution 2020-16 as follows:
WHEREAS, garbage fees, water fees and sewer fees should defer the actual expense of the operation of the city's water, sewer and sanitation system so that this cost is not borne by the general fund.

THEREFORE BE IT RESOLVED that the garbage, water and sewer rates to become effective January 1, 2021 shall be set as follows:

GARBAGE RATES:

The residential garbage rate shall be set at \$13.05 per month. The senior citizen discounted garbage rate shall be set at \$10.05 per month (Senior Citizens, over age 65, must apply for this discounted rate at City Hall). The rate for qualifying apartments with dumpsters shall be set at \$10.65 per month.

Commercial garbage rates are as follows:

Base Charge Commercial	\$23.40
Consumption charge for extra usage (no dumpster)	\$5.00/pickup
Consumption charge (dumpster)	\$2.85/yd

RUBBLE SITE:

Residents will be charged \$1.75 per month, billed on the monthly utility bill. There will be no fees assessed when the rubble site is attended. A \$10.00/load charge will be billed when rubble site is not attended.

Items accepted at Sisseton’s restricted use rubble site include leaves, grass clippings, stump grindings, garden debris, branches, cement, wood products, and fill dirt. White goods will be accepted according to proper handling procedures. All rubble must be sorted, with a full accounting made after inspection. Unusual materials and requests will be considered by the Sisseton City Council at a regular meeting.

It is mandatory that all rubble dumped at Sisseton’s restricted rubble site be inspected.

The rubble site will be attended as weather permits, usually beginning mid April through October. Days and hours of operation will be posted.

IN TOWN WATER RATES:

The minimum charge for 2,000 gallons of water be set at \$16.75 per month and that the charge for excess gallons of water be set at \$3.12 per 1,000 gallons excess for 2,000 to 350,000 gallons used and \$1.68 per 1,000 gallons for excess water over 350,000 gallons.

OUT OF TOWN WATER RATES:

The minimum charge for 2,000 gallons of water be set at \$50.25 per month and that the charge for excess gallons of water be set at \$5.62 per 1,000 gallons excess for 2,000 to 8,000 gallons used and \$3.90 per 1,000 gallons for excess over 8,000 gallons.

BULK WATER: An availability charge of \$10.00 per occurrence will be assessed to the purchase of bulk water. Usage rate for bulk water is set at \$5.62 per 1,000 gallons.

SEWER RATES FOR RESIDENTIAL USERS AND NON-RESIDENTIAL USERS LOCATED WITHIN THE LEGAL LIMITS OF THE CITY OF SISSETON:

Residential users are considered to be one class of user and are assessed a charge of \$3.35 per 1000 gallons per month. Non residential users with flows no greater than the average residential user's flows of six thousand gallons per month and with 200 mg/L BOD and 250 mg/L SS will pay the same charge of \$3.35 per 1000 gallons per month as the average residential user. The minimum sewer bill for any class user will be \$20.10 per month, or \$3.35 per 1000 gallons, whichever is greater.

Non-residential users with volumes greater than the average residential user will pay an additional charge of \$3.35 per 1000 gallons per month for all flows greater than the average residential user's flow of six thousand gallons per month.

Any non-residential user with BOD and SS greater than the average residential user's strength of 200 mg/L BOD and 250 mg/L SS will pay a surcharge in accordance with the rates shown in the surcharge rate structure.

SEWER RATES FOR RESIDENTIAL USERS AND NON-RESIDENTIAL USERS
LOCATED OUTSIDE OF THE LEGAL LIMITS OF THE CITY OF SISSETON:

Residential users are considered to be one class of user and are assessed a charge of \$6.70 per 1000 gallons per month. Non-residential users with flows no greater than the average residential user's flows of six thousand gallons per month and with 200 mg/L BOD and 250 mg/L SS will pay the same charge of \$6.70 per 1000 gallons per month as the average residential user. The minimum sewer bill for any class user will be \$40.20 per month or \$6.70 per 1000 gallons, whichever is greater.

Non-residential users with volumes greater than the average residential user will pay an additional charge of \$6.70 per 1000 gallons per month for all flows greater than the average residential user's flow of six thousand gallons per month.

Any non-residential user with BOD and SS greater than the average residential user's strength of 200 mg/L BOD and 250 mg/L SS will pay a surcharge in accordance with the rates shown in the surcharge rate structure.

CHARGE SET FOR TURN-ON AND TURN-OFF OF WATER SERVICES:

The charge for turning off and turning on water service to a customer shall be set at \$25.00 for each turn-on and \$25.00 for each turn-off of water service at the water shut-off. If the water is not shut off at the water shut-off, the customer shall be charged the minimum water and sewer charges.

These rates will become effective January 1, 2021. The residential monthly sewer bill will be based on the water usage of January, February and March of each year. Non-residential sewer bill will be based on actual water usage year round.

mg/L = milligrams per liter - parts per million (ppm)

Dated this 14th day of December, 2020.
The City of Sisseton
All voted aye.

Ordinance 667: No motion received, Ordinance 667 failed.

Ordinance 668: Just moved and Solberg seconded to approve the first reading of Ordinance 668 the 2021 Salary Ordinance. Upon roll call vote, voting aye were Appel, Just, Stapleton, Solberg, Wegleitner and German. Motion carried.

Ordinance 669: Appel moved and Solberg seconded to approve the first reading of Ordinance 669 - Supplemental Appropriation Ordinance. Upon roll call vote, voting aye were: Appel, Just, Stapleton, Solberg, Wegleitner and German. Motion carried.

Information & Discussion: A special City Council meeting will be held on Tuesday, December 29, 2020 at 5:30 p.m. Council agreed to not enforce snow removal of Hwy 10 sidewalks. City will make every effort to remove snow on pedestrian trail through town for public use. Mayor reported on meeting with RC Commissioners regarding request from County to increase amount for dispatch service. Mayor Jaspers and Alderman Stapleton participated in call with Northwestern Energy regarding the possibility of bringing natural gas to the community. Airport Board member Steve Benson has arranged for the Sisseton Airport to be one of the locations for the UND Flight Training Program.

Adjourn: Just moved and German seconded to adjourn. All voted aye. Meeting adjourned at 9:35 p.m.

Amber Kemnitz, Finance Officer

The City Council for the City of Sisseton met in special session on Monday, December 29, 2020 at 5:30 p.m.

Members present were Mayor Terry Jaspers, Alderwoman Appel, Aldermen German, Just, Stapleton and Wegleitner. Alderman Solberg was absent.

Others Present: Amber Kemnitz, Jim Croymans, Jason Deutsch, Kevin Deutsch, David Staub

Others Present via Zoom: Leif Redinger

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

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

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

Helms & Associates: Leif Redinger with Helms & Associates provided an estimate of the drainage channel project south of Hwy 10.
Solberg arrived at 5:35 p.m.

Public Comment: None

Approval to Hire Patrol Officer: German moved and Appel seconded to approve hiring Samantha LaCoe as a patrol officer effective January 18, 2021 at a beginning wage of \$19.65 per hour. All voted aye.

Modified SRO Agreement: Appel moved and Solberg seconded to approve the modified agreement with the Sisseton School District for the School Resource Officer. All voted aye.

Capital Improvement Plan: Council discussed updated Capital Improvement Plan.

Resolution 2020-17: Stapleton moved and Wegleitner seconded to approve Resolution 2019-14 as follows:

BE IT RESOLVED BY THE CITY COUNCIL for the City of Sisseton that: \$2,500.00 shall be transferred to General Financial Administration (101-41470); \$10,000.00 shall be transferred to Street Lighting (101-43160); \$10,000.00 shall be transferred to Recreation (101-45110) and \$2,500.00 shall be transferred to Library (101-45510) from the Contingency (101-41150) Fund. Dated at Sisseton, South Dakota this 29th day of December 2020.
All voted aye.

Ordinance 668: Solberg moved and Just seconded to approve the second reading and adoption of Ordinance 668 the 2021 Salary Ordinance. Upon roll call vote, voting aye were Appel, Just, Stapleton, Solberg, Wegleitner and German. Motion carried.

Ordinance 669: Just moved and Solberg seconded to approve the second reading and adoption of Ordinance 669 - Supplemental Appropriation Ordinance. Upon roll call vote, voting aye were Appel, Just, Stapleton, Solberg, Wegleitner and German. Motion carried.

Ordinance 670: Solberg moved and Appel seconded to approve the first reading of Ordinance 670 Regular Meetings. Upon roll call vote, voting nay were Appel, Just, Stapleton, Wegleitner and German. Voting aye was Solberg. Motion failed.

Information & Discussion: Council received the 2019 audit report from Wohlenberg Ritzman & Co. A copy of the audit is available at City Hall and can also be viewed on the City website. Kevin Deutsch questioned why City Hall is closed over the lunch hour. Change of hours will be discussed at a future meeting.

Adjourn: Stapleton moved and Wegleitner seconded to adjourn. All voted aye. Meeting adjourned at 6:10 p.m.

Amber Kemnitz, Finance Officer

**City of Sisseton
Liquor Store Report
December 2020**

Liquor Store Deposits	100,481.25
Less Sales Tax	-6,986.62
Gross Liquor Store Sales	93,494.63

Opening Inventory	146,330.69
Purchases	76,989.42
Total Merchandise	223,320.11
Closing Inventory	-155,720.19
Cost of merchandise for sale	67,599.92

Liquor Store Profit	25,894.71
Less Expenses	-21,130.64
Net Liquor Store Profit	4,764.07

10% tax on clubs

End Zone	535.72
Hickory St. Kitchen & Cocktails	376.80
Rosalie's	304.57
Taco's El Bajio	22.23
Doubletree Gallery	184.69
Dollar General	366.47
Freddie's Casino	0.00
Holiday	1,605.60
K&K	2,086.09
Stillsons	512.78
Total	5,994.95

Other Expenses

Salaries	12,289.79
FICA	926.55
Retirement	452.96
Work Comp	0.00
Group Insurance	835.86
Unemployment Insurance	0.00
Insurance/Prof Services	0.00
Publishing	0.00
Repair	3,068.58
Supplies	2,775.41
Equipment	0.00
Utilities	781.49
Total Expense	21,130.64

Breakdown - Liquor Store Deposits

Beer	38,204.24
Whiskey	46,672.46
Wine	6,013.00
Pop/Miscellaneous	1,394.43
Tobacco	1,150.11
Ice	60.16
Total	93,494.40

Net liquor store profit plus 10% from clubs

10,759.02

Sisseton Police Dept. 2020 Totals

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Yearly Total
Accidents	6	0	4	3	5	1	3	2	5	5	7	4	45
Assaults	3	3	8	8	11	7	8	10	6	3	7	3	77
DUI	6	10	9	2	3	5	4	6	4	17	11	7	84
Underage Consumption	1	6	8	3	3	5	3	1	1	6	1	1	39
Drug Violations	20	39	43	8	6	9	15	34	27	52	23	5	281
Disorderly Conduct	1	2	5	2	2	7	9	7	5	5	1	5	51
Theft	0	1	5	2	2	4	4	3	7	2	2	4	36
Vandalism	0	1	6	0	4	4	5	2	6	2	2	3	35
Misc (Tickets)	70	69	42	14	21	23	46	69	58	85	37	31	565
Arrests	31	34	33	15	23	28	39	48	32	44	27	25	379
Curfew	0	3	3	0	1	8	4	6	0	5	0	0	30
Warrant Arrests	14	16	8	1	5	7	13	10	15	11	6	5	111
Monthly Total	152	184	174	58	86	108	153	198	166	237	124	93	1733

CITY OF SISSETON - FINANCE REPORT**December 2020**

Balance last report		14,019,989.52
Receipts this month		
Property Tax	67,864.02	
Sales Tax	145,007.37	
Amusement Tax	0.00	
Building Permits	150.00	
Peddler/Pawnshop License	100.00	
Dog License	8.00	
Liquor/Malt Bev. License	5,850.00	
Video Lottery License	0.00	
State/Federal Grants	219,347.23	
State/County Shared Revenue	4,735.29	
Bank Franchise	0.00	
Motor Vehicle License	1,514.10	
Local Hwy/Bridge Fund	0.00	
Sisseton Housing Pmt in Lieu of Taxes	0.00	
Accident Reports/Bike licenses	28.00	
Sales/Excise Tax	14.95	
Fire Dept Fees	1,275.00	
Hwy & Street	0.00	
Library/Recreation Fees	230.05	
Av Gas sales	1,228.15	
Fines	22.50	
Interest	530.72	
Rentals	470.00	
Rubble Site Charges	0.00	
Cable TV Franchise	0.00	
Contributions and Donations	0.00	
Miscellaneous (Includes pmt for SRO)	4,611.11	
Sale of Fixed Assets	1,688.00	
Compensation for loss-insurance proceeds	0.00	
Third Cent Sales Tax	9,852.08	
Federal Grant-Liquor Fund	641.00	
Liquor Sales	93,494.63	
Sales Tax	6,986.62	
Operating Agreements	217.27	
10% Beverage Mark Up	5,093.30	
Utility receipts	107,533.88	
Federal Grant-Water Fund	824.93	
Bulk Water	0.00	
Sale of Water Supplies	0.00	
Sales Tax	0.00	
Sewer - Land Rent	0.00	
Federal Grant-Sewer Fund	824.92	
Federal Grant-Sanitation Fund	405.58	
Other Solid Waste	207.80	
Total Receipts		680,756.50
<u>Total Expense</u>		<u>436,378.35</u>
Cash Balance End of Month		14,264,367.67

Respectfully Submitted by Amber Kemnitz, Finance Officer

Revenue - December 2020

	<u>Anticipated</u>	<u>YTD Revenue</u>	<u>Balance</u>
General Fund			
Property Tax	775,000.00	746,018.30	28,981.70
Sales Tax	1,000,000.00	1,021,828.68	-21,828.68
Amusement Tax	300.00	348.00	-48.00
Taxi License	0.00	0.00	0.00
Building Permits	1,200.00	1,343.00	-143.00
Pawnshop License	200.00	200.00	0.00
Peddler License	100.00	50.00	50.00
Dog License	350.00	432.00	-82.00
Liquor & Malt Beverage License	6,000.00	7,400.00	-1,400.00
Video Lottery Fees	2,550.00	2,800.00	-250.00
Federal Grants	0.00	2,549,821.99	-2,549,821.99
State Grants	0.00	202,284.96	-202,284.96
Bank Franchise Fee	13,000.00	9,420.14	3,579.86
Liquor Tax Reversion	15,000.00	12,755.93	2,244.07
Motor Vehicle License	30,000.00	34,038.33	-4,038.33
Local Hwy/Bridge Fund	65,000.00	55,322.85	9,677.15
Other State Share Revenue	0.00	0.00	0.00
Payment in Lieu of Tax	20,000.00	0.00	20,000.00
County Road Tax	2,200.00	2,246.47	-46.47
Accident Reports	150.00	145.00	5.00
Fire Dept Townships	24,000.00	26,290.90	-2,290.90
BIA/SWST Fire Dept	0.00	3,120.00	-3,120.00
Fire Dept Ins Co & Individual Pmts	1,000.00	5,300.00	-4,300.00
Hwy & Street	200.00	2,236.97	-2,036.97
Recreation	10,000.00	0.00	10,000.00
Library Card Fees	750.00	477.93	272.07
AV Gas (Airport)	10,000.00	5,547.13	4,452.87
Fines	150.00	411.06	-261.06
Dog Keeping	100.00	362.50	-262.50
Interest	60,000.00	54,035.31	5,964.69
Rentals	30,000.00	30,929.59	-929.59
Rubble Site Charge	0.00	0.00	0.00
Private Donations	0.00	12,225.15	-12,225.15
Cable TV Franchise Fee	20,000.00	18,893.65	1,106.35
Other Miscellaneous Revenue	75,000.00	71,018.92	3,981.08
Dividend Income	0.00	0.00	0.00
Sale of General Fixed Assets	0.00	1,688.00	-1,688.00
Compensation for loss-ins. proceeds	0.00	985.76	-985.76
<u>Operating Transfers In</u>	<u>100,000.00</u>	<u>0.00</u>	<u>100,000.00</u>
Total General Fund	2,262,250.00	4,879,978.52	-2,617,728.52
Liquor, Lodging & Dining Sales Tax	72,500.00	71,715.23	784.77
State Grant	2,500.00	0.00	2,500.00
Interest	0.00	0.00	0.00
Liquor	1,100,000.00	1,135,258.79	-35,258.79
Water	462,000.00	495,164.89	-33,164.89
Sewer	421,000.00	436,662.33	-15,662.33
Sanitation	298,000.00	303,287.55	-5,287.55
Total City Funds	4,618,250.00	7,322,067.31	-2,703,817.31

Expenditures - December 2020

	<u>Appropriation</u>	<u>YTD Expense</u>	<u>Balance</u>
General Fund			
Legislative	50,260.00	43,027.92	7,232.08
Contingency	100,000.00	0.00	100,000.00
Executive	12,300.00	10,261.49	2,038.51
Elections	2,200.00	1,434.18	765.82
Legal	12,000.00	8,634.50	3,365.50
Finance Office	89,350.00	81,014.22	8,335.78
Financial Administration	46,000.00	47,163.19	-1,163.19
General Government Building	40,000.00	31,429.97	8,570.03
Police	622,100.00	616,471.88	5,628.12
Fire	72,000.00	47,616.26	24,383.74
Street Department	552,900.00	495,443.40	57,456.60
Snow Removal	73,000.00	52,302.21	20,697.79
Street Lighting	49,000.00	51,771.84	-2,771.84
Street Cleaning	9,000.00	1,707.11	7,292.89
Airport	172,500.00	2,603,050.59	-2,430,550.59
Health	11,000.00	4,454.43	6,545.57
Recreation	67,000.00	146,355.70	-79,355.70
Parks	30,450.00	9,610.32	20,839.68
Library	154,450.00	148,606.68	5,843.32
Economic Development	100,400.00	64,257.68	36,142.32
<u>Capital Outlay</u>	<u>67,500.00</u>	<u>0.00</u>	<u>67,500.00</u>
Total General Fund	2,333,410.00	4,464,613.57	-2,131,203.57
Special Revenue Fund-Promotion	75,000.00	50,773.53	24,226.47
Enterprise Funds			
Liquor	1,081,750.00	915,102.24	166,647.76
Water	767,100.00	197,009.65	570,090.35
Sewer	153,100.00	309,321.26	-156,221.26
Garbage	270,700.00	250,251.56	20,448.44
Total City Funds	4,681,060.00	6,187,071.81	-1,506,011.81

**City of Sisseton
Cash Fund Balance
December 2020**

Cash by Fund

General Fund	7,839,290.53
Lodging & Dining Sales Tax Fund	173,529.39
Liquor Fund	1,338,206.32
Liquor Fund - Change	900.00
Water Fund	2,590,592.40
Water Fund - Change	200.00
Sewer Fund	1,917,083.63
<u>Garbage Fund</u>	<u>404,565.40</u>
Total	14,264,367.67

Bank Reconciliation

Checking Account First Savings Bank	2,482,115.43
FIT GCR Acct	10,607,479.54
Wells Fargo Acct #4231	599,584.23
Dacotah Bank 7/23/21	520,069.61
RCNB - Library Trust	54,018.86
<u>Change Fund</u>	<u>1,100.00</u>
Cash Balance	14,264,367.67

PERIODIC PAYMENT ESTIMATE

ISSUE DATE: January 8, 2021 ESTIMATE NO. 9A (Partial) (Final)

OWNER: City of Sisseton PERIOD FROM: 9/6/2020 - 11/3/2020

CONTRACTOR: J & J Earth Works, Inc. DATE OF CONTRACT: October 14, 2019

DESCRIPTION OF JOB: Runway 16/34 Reconstruction

JOB NUMBER: Helms A-6626 AIP # 3-46-0051-015-2019

BID SCHEDULE: Bid Schedule A - Grading & Paving

INCLUDING APPROVED C/O's: 1, 2

STATEMENT OF THE CONTRACT ACCOUNT

Original Contract Amount	\$2,164,175.70
Additions Approved to Date - C/O #'s (<u>2</u>)	\$16,520.00
Deductions Approved to Date - C/O #'s (<u>1</u>)	\$99,979.30
Net Contract Amount this Date	\$2,080,716.40
Value of Application for PPE for Work to Date	\$2,080,716.40
Less Recommended Minimum Amount to be Withheld	
Estimated Value of Work to Date	\$2,080,716.40
Material Stored On-Site	
Estimated Work to Date and Material On-Site	\$2,080,716.40
Value of 0 Percent Retainage	
Estimated Value of Work to Date, Less Retainage	\$2,080,716.40
Total Previously Certified	\$2,019,716.40
Amount Due this Request	\$61,000.00

Certificate of Approval:

OWNER: City of Sisseton

BY: _____ DATE: _____

Contractor warrants and guarantees that title to all Work, materials and equipment covered by any Application for Payment, whether incorporated in the Project or not, will pass to Owner at the time of payment free and clear of all liens, claims, security interests and encumbrances.

CONTRACTOR: J & J Earth Works, Inc.

BY: _____ DATE: _____

I have reviewed the Work, and as a result of my observations and to the best of my knowledge and belief, the quantities shown in the periodic estimate are correct, and, it is my Opinion, the Work has been basically performed to meet the intent of the Plans and Specifications. A minimum recommended amount should be withheld from the value of those quantities because of nonperformance or because of partial completion of Work, which is not in accordance with the intent of the Contract Documents. This Work is subject to subsequent inspection, which may require corrective measures to be performed by the Contractor prior to final Certificate of Completion and the final acceptance by the Owner. The Engineer does not guarantee the performance of the work by the Contractor and will not be held responsible for techniques of construction or the safety measures and precautions incidental thereto.

HELMS AND ASSOCIATES:

BY: _____ DATE: _____

(Project Engineer)

Bid Schedule A - Grading & Paving

ITEM NO.	SPEC NO.	UNITS TO DATE	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE APPROVED TO DATE	INSTALLED THIS PERIOD		MATERIALS STORED ON-SITE	UNITS PREVIOUSLY INSTALLED	INSTALLED TO DATE		BALANCE TO INSTALL
							UNITS	TOTAL PRICE			UNITS	TOTAL PRICE	
1	C-105	1	L.S.	Mobilization	\$175,000.00	\$175,000.00	0.1	\$17,500.00		0.9	1	\$175,000.00	
2	C-100	1	L.S.	Contractor Quality Control Plan	\$220,000.00	\$220,000.00	0.1	\$22,000.00		0.9	1	\$220,000.00	
3	S-100	1	L.S.	Construction Safety Phasing Plan	\$115,000.00	\$115,000.00	0.1	\$11,500.00		0.9	1	\$115,000.00	
4	P-152	40,403	CuYd	Unclassified Excavation	\$3.15	\$127,269.45				40,403	40,403	\$127,269.45	
5	P-152	8,264	CuYd	Disposal of Excess Material	\$1.50	\$12,396.00				8,264	8,264	\$12,396.00	
6	P-154	14,161	CuYd	Subbase Course (Furnished)	\$16.50	\$233,656.50				14,161	14,161	\$233,656.50	
7	P-154	10,913	CuYd	Subbase Course (Recycled)	\$4.75	\$51,836.75				10,913	10,913	\$51,836.75	
8	P-208 (MOD)	4,858	CuYd	Aggregate Base Course	\$29.00	\$140,882.00				4,858	4,858	\$140,882.00	
9	P-401	6,364.9	Ton	Asphalt Base / Surface Course	\$55.50	\$353,251.95				6,364.9	6,364.9	\$353,251.95	
10	P-401	380.5	Ton	Asphalt Binder (PG 64-34)	\$755.00	\$287,277.50				380.5	380.5	\$287,277.50	
11	P-602	39.0	Ton	Emulsified Prime Coat	\$1,050.00	\$40,950.00				39.0	39.0	\$40,950.00	
12	P-603	6.5	Ton	Emulsified Tack Coat	\$1,050.00	\$6,825.00				6.5	6.5	\$6,825.00	
13	P-620	1	L.S.	Runway & Taxiway Painting	\$28,000.00	\$28,000.00				1.0	1	\$28,000.00	
14	D-701	152	Ft	15" RCP	\$58.00	\$8,816.00				152	152	\$8,816.00	
15	D-701	260	Ft	18" RCP	\$63.00	\$16,380.00				260	260	\$16,380.00	
16	D-701	2	Each	15" RCP Flared End	\$850.00	\$1,700.00				2	2	\$1,700.00	
17	D-701	2	Each	Connect RCP to Existing Inlet	\$1,200.00	\$2,400.00				2	2	\$2,400.00	
18	D-705 (MOD)	8,204	Ft	4" Perforated Underdrain Piping	\$6.50	\$53,326.00				8,204	8,204	\$53,326.00	
19	D-705 (MOD)	323	Ft	4" Solid Underdrain Piping	\$8.50	\$2,745.50				323	323	\$2,745.50	
20	D-705 (MOD)	32	Each	Underdrain Cleanout	\$275.00	\$8,800.00				32	32	\$8,800.00	
21	D-705 (MOD)	4	Each	Connect Underdrain to RCP	\$450.00	\$1,800.00				4	4	\$1,800.00	
22	T-901	14.8	Acre	Seeding and Fertilizing	\$850.00	\$12,580.00				14.8	14.8	\$12,580.00	
23	T-905	6,381	CuYd	Topsoil (Removed from Stockpile)	\$2.75	\$17,547.75				6,381	6,381	\$17,547.75	
24	T-905	590	CuYd	Topsoil (Furnished from Off the Site)	\$28.00	\$16,520.00				590	590	\$16,520.00	
25	TL-100		Each	Field Laboratory	\$4,500.00								
26	SP-1	27,634	SqYd	Full Depth Reclamation (15" Nominal Depth)	\$2.35	\$64,939.90				27,634	27,634	\$64,939.90	
27	SP-2	5,403	SqYd	Geogrid	\$2.75	\$14,858.25				5,403	5,403	\$14,858.25	
28	SP-3	31,217	SqYd	Geotextile Separator Fabric	\$1.45	\$45,264.65				31,217	31,217	\$45,264.65	
29	Plans	260	Ft	Remove and Dispose of 18" RCP	\$12.00	\$3,120.00				260	260	\$3,120.00	
30	Plans	4	Each	Underdrain Outlet Structure	\$375.00	\$1,500.00				4	4	\$1,500.00	
31	Plans		Ft	High Flow Silt Fence	\$7.00								
32	Plans	7,306	SqYd	Type II Erosion Control Blanket	\$2.20	\$16,073.20				7,306	7,306	\$16,073.20	
						\$2,080,716.40		\$51,000.00				\$2,080,716.40	

CHANGE ORDER

Project No. A-6626

ORDER NO.	<u>2B</u>
DATE:	<u>January 8, 2021</u>
AGREEMENT DATE:	<u>October 14, 2019</u>

NAME OF PROJECT: Runway 16/34 Reconstruction
Sisseton Municipal Airport - Sisseton, SD
AIP #3-46-0051-015-2019
A-6626
Bid Schedule B - Electrical, Alternate Bid B1, and Alternate Bid B2

OWNER: City of Sisseton

CONTRACTOR: Eframson Electric, Inc.

The following changes are hereby made to the CONTRACT DOCUMENTS:

This Change Order adjusts the quantities of various bid items to reflect the as-constructed conditions.

Justification:

Change to CONTRACT PRICE:

Original CONTRACT PRICE	\$297,712.46
Current CONTRACT PRICE adjusted by previous Change Order	\$295,040.69
The CONTRACT PRICE due to this CHANGE ORDER is Increased by:	\$0.00
The CONTRACT PRICE due to this CHANGE ORDER is Decreased by:	(\$965.00)
The new CONTRACT PRICE including this CHANGE ORDER will be	\$294,075.69

Change to CONTRACT TIME:

The **CONTRACT TIME** will be (decreased) (increased) by 0 / 0 calendar days.

The date of substantial completion will be August 21, 2020 (date).

The date for completion of all Work will be September 30, 2020 (date).

Approvals Required:

To be effective this Order must be approved by the Owner and SD Office of Air, Rail, and Transit.

Recommended by: Helms and Associates – Consulting Engineer Date: _____

Ordered by: Eframson Electric, Inc. Date: _____

Agreed to by: City of Sisseton Date: _____

Approved by: Program Manager - Office of Air, Rail, and Transit Date: _____

Change Order No. 2B
 Owner: City of Sisseton
 Sisseton Municipal Airport - Sisseton, SD
 Project No. A-6626

Issue Date: January 8, 2021
 Contractor: Eframson Electric, Inc.

Item	Description	Quantity to Date	Unit	(+) QTY	(-) QTY	Unit Price	Price Change	New Quantity
17	Electrical Junction Box, L-867, Class I, Size E	11	Each		1	\$965.00	(\$965.00)	10
TOTAL CHANGE ORDER #2B								
HELMS and ASSOCIATES								

PERIODIC PAYMENT ESTIMATE

ISSUE DATE: January 8, 2021 ESTIMATE NO. 8B (Partial) (Final)
 OWNER: City of Sisseton PERIOD FROM: 9/6/2020 - 10/3/2020
 CONTRACTOR: Eframson Electric, Inc. DATE OF CONTRACT: October 14, 2019
 DESCRIPTION OF JOB: Runway 16/34 Reconstruction
 JOB NUMBER: Helms A-6626 AIP # 3-46-0051-015-2019
 BID SCHEDULE: Bid Schedule B - Electrical, Alernate Bid B1, and Alternate Bid B2
 INCLUDING APPROVED C/O's: 1, 2

STATEMENT OF THE CONTRACT ACCOUNT

Original Contract Amount	\$297,712.46
Additions Approved to Date - C/O #'s ()	
Deductions Approved to Date - C/O #'s (<u>1, 2</u>)	\$3,636.77
Net Contract Amount this Date	\$294,075.69
Value of Application for PPE for Work to Date	\$294,075.69
Less Recommended Minimum Amount to be Withheld	
Estimated Value of Work to Date	\$294,075.69
Material Stored On-Site	
Estimated Work to Date and Material On-Site	\$294,075.69
Value of 0 Percent Retainage	
Estimated Value of Work to Date, Less Retainage	\$294,075.69
Total Previously Certified	\$288,250.69
Amount Due this Request	\$5,825.00

Certificate of Approval:

OWNER: City of Sisseton

BY: _____ DATE: _____

Contractor warrants and guarantees that title to all Work, materials and equipment covered by any Application for Payment, whether incorporated in the Project or not, will pass to Owner at the time of payment free and clear of all liens, claims, security interests and encumbrances.

CONTRACTOR: Eframson Electric, Inc.

BY: _____ DATE: _____

I have reviewed the Work, and as a result of my observations and to the best of my knowledge and belief, the quantities shown in the periodic estimate are correct, and, it is my Opinion, the Work has been basically performed to meet the intent of the Plans and Specifications. A minimum recommended amount should be withheld from the value of those quantities because of nonperformance or because of partial completion of Work, which is not in accordance with the intent of the Contract Documents. This Work is subject to subsequent inspection, which may require corrective measures to be performed by the Contractor prior to final Certificate of Completion and the final acceptance by the Owner. The Engineer does not guarantee the performance of the work by the Contractor and will not be held responsible for techniques of construction or the safety measures and precautions incidental thereto.

HELMS AND ASSOCIATES:

BY: _____ DATE: _____
 (Project Engineer)

Bid Schedule B - Electrical, Alternate Bid B1, and Alternate Bid B2

ITEM NO.	SPEC NO.	UNITS TO DATE	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE APPROVED TO DATE		INSTALLED THIS PERIOD		MATERIALS STORED ON-SITE	UNITS PREVIOUSLY INSTALLED	INSTALLED TO DATE		BALANCE TO INSTALL
						UNITS	PRICE	UNITS	PRICE			UNITS	PRICE	
1	C-105	1	L.S.	Mobilization	\$17,900.00	\$17,900.00	0.1	\$1,790.00	0.9		1	1	\$17,900.00	
2	L-100-3.1a	1	L.S.	Demolition, Site	\$5,000.00	\$5,000.00			1		1	1	\$5,000.00	
3	L-107-5.1a	Each		Disconnect and Reconnect Existing Wind Cone	\$525.00									
4	L-108-5.1a	8,281	Ft	Trenching and Backfill for Duct	\$1.75	\$14,491.75			8,281		8,281		\$14,491.75	
5	L-108-5.1b	9,002	Ft	1/2 #8 AWG, 5kV, L-824, Type C Cable, Installed in Conduit	\$0.73	\$6,571.46			9,002		9,002		\$6,571.46	
6	L-108-5.1c	6,654	Ft	1/2 #6 AWG, 600V, L-824 Type C Cable, Installed in Conduit	\$0.74	\$4,923.96			6,654		6,654		\$4,923.96	
7	L-108-5.1d	3,919	Ft	1/2 #6 AWG, 600V, L-824 Type C Cable, Installed in Conduit (GND)	\$0.74	\$2,900.06			3,919		3,919		\$2,900.06	
8	L-108-5.1e	1,834	Ft	1/2 #4 AWG, 600V, L-824 Type C Cable, Installed in Conduit	\$1.11	\$2,035.74			1,834		1,834		\$2,035.74	
9	L-108-5.1f	7,568	Ft	#6 AWG, Solid, Bare Copper Counterpoise Wire, Installed in Trenched or Floored, including above Holes, Connections, Terminations, and Ground Rods	\$1.44	\$10,897.92			7,568		7,568		\$10,897.92	
10	L-109-16.1a	1	L.S.	Removal of Existing Equipment in the Vault Building	\$1,100.00	\$1,100.00			1		1		\$1,100.00	
11	L-109-16.1b	1	L.S.	Constant Current Regulator	\$9,820.00	\$9,820.00			1		1		\$9,820.00	
12	L-109-16.1c	1	L.S.	Complete Installation of Vault Building Equipment	\$20,900.00	\$20,900.00			1		1		\$20,900.00	
13	L-110-5.1a	10,253	Ft	Non-encased, Electrical Conduit, 2-inch, Sch. 40 PVC or HDPE	\$1.40	\$14,354.20			10,253		10,253		\$14,354.20	
14	L-110-5.1b	751	Ft	Non-encased, Electrical Conduit, 2-inch, Sch. 80 PVC or HDPE	\$4.10	\$3,079.10			751		751		\$3,079.10	
15	L-110-5.1c		Ft	Non-encased, Electrical Conduit, 2-inch, Sch. 80 PVC or HDPE, Bored	\$8.20									
16	L-115-5.1	2	Each	Electrical Manhole	\$1,645.00	\$3,290.00			2		2		\$3,290.00	
17	L-115-5.2	10	Each	Electrical Junction Box, L-867, Class I, Size E	\$965.00	\$9,650.00	(1)	(\$965.00)	11		10		\$9,650.00	
18	L-125-5.1a	16	Each	Medium Intensity Runway Threshold Light, LED, Base Mounted, Red/Green Lens, Complete	\$1,000.00	\$16,000.00			16		16		\$16,000.00	
19	L-125-5.1b	29	Each	Medium Intensity Runway Edge Light, LED, Base Mounted, Clear/Yellow Lens, Complete	\$1,000.00	\$29,000.00			29		29		\$29,000.00	
20	L-125-5.1c	2	Each	Medium Intensity Runway Edge Light, LED, Base Mounted, Yellow/Yellow Lens, Complete	\$1,000.00	\$2,000.00			2		2		\$2,000.00	
21	L-125-5.1d	30	Each	Medium Intensity Taxiway Edge Light, LED, Base Mounted, Blue Lens, Complete	\$740.00	\$22,200.00			30		30		\$22,200.00	
22	L-125-5.1e	22	Each	L-824 Retroreflective Markers	\$68.00	\$1,496.00			22		22		\$1,496.00	
23	L-125-5.1f	1	L.S.	Spare Parts	\$3,550.00	\$3,550.00			1		1		\$3,550.00	
24	L-202-5.1	2	Set	L-881 (2-Box), Style A, Class II, Precision Approach Path Indicator (PAPI), Complete	\$19,270.00	\$38,540.00			2		2		\$38,540.00	
25	L-203-5.1	4	Each	L-588R, Airport Signs, Unlighted, Size 1, Style 4, Class 2, Mode 1, Complete	\$1,325.00	\$5,300.00			4		4		\$5,300.00	
B1-1	L-100-3.1b	1	L.S.	Demolition, Site	\$1,600.00	\$1,600.00			1		1		\$1,600.00	
B1-2	L-107-5.2	1	Each	L-807, Style L-B, Size 2, Wind Cone and Foundation, in Place	\$7,100.00	\$7,100.00			1		1		\$7,100.00	
B2-1	L-100-3.1c	1	L.S.	Site Demolition and Restoration	\$2,200.00	\$2,200.00			1		1		\$2,200.00	
B2-2	L-101-5.2	1	L.S.	L-801A, Class 2, Airport Rotating Beacons, in Place	\$37,400.00	\$37,400.00			1		1		\$37,400.00	
CCO 1-1		1	L.S.	SuperAWOS Power	\$403.06	\$403.06			1		1		\$403.06	
CCO 1-2		1	L.S.	Beacon Junction Box	\$372.44	\$372.44			1		1		\$372.44	
Bid Schedule B - Electrical, Alternate Bid B1, and Alternate Bid B2						\$294,075.69				\$825.00			\$294,075.69	

NOTICE OF VACANCY

MUNICIPALITY OF SISSETON

The following offices will become vacant due to the expiration of the present term of office of the elective officer.

Mayor	2 year term	Terry Jaspers
Ward 1 Alderman	2 year term	Lee Solberg
Ward 2 Alderman	2 year term	Herman Wegleitner
Ward 3 Alderman	2 year term	DelRay German

Circulation of nominating petitions may begin on January 29, 2021 and petitions may be filed in the office of the Finance Officer located at 406 2nd Ave. West between the hours of 8:00 a.m. and 5:00 p.m. central standard time not later than the 26th day of February 2021.

Amber Kemnitz
Finance Officer

Publish: January 19, 2021
January 26, 2021