

The City Council for the City of Sisseton met in regular session on Monday, May 9, 2022 at 6:30 p.m.

**Members Present:** Mayor Terry Jaspers, Alderwomen Appel & Randolph, Aldermen Just, Solberg and Stapleton. Alderman German was absent.

**Others Present:** Erin Cameron, Amber Kemnitz, Ellen Lekness, Jim Croymans, Myron Doud, Gary Spencer, Jason Deutsch, Chad & April Cordie, Kenny & Reva Cordie, Terry Sutton, Chris Huber, Curtis Dahl, Kerry Cameron

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

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

**Minutes:** Stapleton moved and Randolph seconded to approve the April 11, 2022 minutes. All voted aye.

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

**Adjourn:** Stapleton moved and Just seconded to adjourn as an old City Council. All voted aye.

**Reconvene as New Council:** The Council reconvened as a new City Council with Mayor Terry Jaspers presiding and Alderwomen Appel & Randolph, Aldermen Just, Solberg and Stapleton present. Alderman German was absent.

**Oaths:** The oaths of office were given by the City Attorney to Brittany Appel, Ward One Alderwoman; Joseph Just, Ward Two Alderman and Paul Stapleton, Ward Three Alderman for the period beginning May 2022 and ending May 2024.

**Election of Officers:** Just moved and Solberg seconded to nominate Paul Stapleton for Council President. Just moved and Randolph seconded that nominations cease and that a unanimous ballot be cast. Alderman Stapleton was elected Council President. Stapleton moved and Just seconded to nominate DelRay German as Council Vice-President. Solberg moved and Appel seconded that nominations cease and that a unanimous ballot be cast. Alderman German was elected Council Vice-President.

**Liquor:** Lekness presented the April 2022 liquor report.

**Part Time Liquor Clerk:** Stapleton moved and Solberg seconded to hire Terry Weinkauff as a part time liquor clerk at a beginning wage of \$15.00 per hour. All voted aye.

**Police:** Croymans reported on police department. Council discussed options to attract potential employees. Council was in agreement to consider amending the residency requirement to expand the area where employees can live and also possibly offer a sign on or retention bonus for patrol officers.

**Patrol Officer Resignation:** Solberg moved and Randolph seconded to accept resignation from Corporal Mishler. All voted aye.

**Patrol Officer Promotion:** Appel moved and Randolph seconded to approve promotion of Officer Isaacson to Corporal at a wage rate of \$22.50/hour. All voted aye.

Street/Safety: Doud reported for street department. Council discussed leak in roof at City Hall and were in agreement to look into repair.

**Street Dept. Resignation:** Appel moved and Solberg seconded to accept resignation from Wellington Abraham Jr. All voted aye.

**Seasonal Street Dept. Laborer:** Randolph moved and Stapleton seconded to approve hiring Kevin Buller as seasonal street department laborer at a wage of \$15.00 per hour. All voted aye.

**Travel:** Appel moved and Solberg seconded to approve travel for street dept. employees to attend certification course for SD Commercial Applicator License. All voted aye.

**Conditional Use Public Hearing:** At 7:00 p.m. a public hearing was held for a conditional use of Lot 3 Block 3 Fader's Subdivision of SW4 of Sec 27-126-51 submitted by Chad Cordie. The conditional use permit would allow the property to be used as a home occupation for sale of firearms in a General Residential District. Chad & April Cordie answered questions of the Council and public regarding the intended use of the license. Alderwoman Appel and Alderman Solberg informed Council that they had received calls from property owners in the neighborhood with concerns. Curtis Dahl addressed Council with concerns.

Randolph moved to grant the Condition Use Permit with the condition that no more than two firearms per year are sold to non-family members of Cordie. Motion failed due to no second. Randolph moved to grant the Condition Use Permit with no additional conditions. Motion failed due to no second.

Just moved and Stapleton seconded to deny the Conditional Use Permit 2022-5 submitted by Chad Cordie. Voting aye were, Appel, Just, Stapleton, Solberg and Jaspers. Voting nay was Randolph. German was absent. Motion carried.

Water/Sewer: Spencer reported for the water and sewer department. Mayor Jaspers presented Spencer with a plaque from SD Department of Agriculture and Natural Resources for receiving the Secretary's Award for Drinking Water Excellence for 20 consecutive years.

**Building Permits:** Just moved and Appel seconded to approve the following building permits: 2022-4 M.Carlson, 2022-6 K.Heinecke, 2022-7 R.Oien, 2022-9 R.Skjonsberg. All voted aye.

**Finance Report:** Stapleton moved and Randolph seconded to approve the April 2022 finance report. All voted aye.

**City Attorney:** No report

**Public Comment:** None

**Travel:** Just moved and Appel seconded to authorize travel for Fire Department Members to attend Fire School in Pierre, SD on June 9-11, 2022. All voted aye.

**Part Time Library Assistant:** Randolph moved and Stapleton seconded to approve hiring Sophia Moen at a beginning wage of \$11.50 per hour. All voted aye.

**Approval of Committees, Staff, Volunteer Boards, City Engineer and City Attorney:** Appel moved and Randolph seconded to approve Mayor Jaspers 2022 appointments as follows:

Departments

Street	Chairman Solberg & Stapleton
Finance	Chairman Appel & Randolph
Water/Sewer	Chairman Stapleton & German
Sanitation	Chairman Just & Randolph
Liquor	Chairman Stapleton & Just
Police	Chairman German, Solberg & Appel
Airport	Chairman Jaspers & Just
Fire	Chairman German & Just
Farm	Chairman Solberg & Randolph

Boards

Library	Randolph
Housing	Stapleton
Airport	Jaspers
1 <sup>st</sup> Planning District	Jaspers
Health	Solberg
Recreation	Appel
Zoning	Jaspers

Staff

Finance Officer	Amber Kemnitz
Deputy Finance Officer	Marie Deutsch
Police Chief	Jim Croymans
Street Superintendent	Myron Doud
Sanitation	Tim German
Water & Sewer Superintendent	Gary Spencer
Liquor Store Manager	Ellen Lekness
City Attorney	Erin Cameron
City Engineers	Helms & Associates

Volunteer Boards

Civil Defense – 1 year term	Jeff Pageler
City Forester – 1 year term	Neal Nelson
Recreation Board – 4 year term	Brittany Klapperich
Recreation Board – 4 year term	Cyrus Hawkins
Park Board – 3 year term	Mark Tasa
Park Board – 3 year term	Yvonne Hippen

Library Board – 3 year term	Kay Nikolas
Housing Board – 5 year term	Dean Lehrke
Airport Board – 3 year term	Bob Metz
Airport Board – 3 year term	Steve Benson
Promotion Board – 3 year term	Beverly Noyes Hanson
Promotion Board – 3 year term	Tom Wilson
Promotion Board – 3 year term	Sandi Jaspers
Health Board – 1 year term	Jeff Pageler
Health Board - 1 year term	Kerry Cameron
Health Board - 1 year term	Craig Kantos
Health Board - 1 year term	Robert Doodey
Health Board – 1 year term	Butch Alvarado
Zoning Board - 1 year term	Samantha Stickland
Zoning Board - 1 year term	Larry Peterson
Zoning Board – 1 year term	Mike Tchida
Zoning Board - 1 year term	Wade Veflin
Zoning Board – 1 year term	Cory Deutsch
Zoning Board – 1 year term	Gary Halseide
Depositories:	First Savings Bank
	Dacotah Bank
	Wells Fargo Bank
	Coteau Valley Federal Credit Union
	FIT-SD Public Funds Investment Trust
Newspaper:	Sisseton Courier

**Fee Schedule:** Randolph moved and Stapleton seconded to approve the fee schedule for city licenses and fees. All voted aye.

**Bid Protest Procedure:** Just moved and Randolph seconded to adopt Bid Protest Procedure as presented to Council. All voted aye.

**Helms & Associates Amended Agreement:** Stapleton moved and Randolph seconded to authorize Mayor Jaspers to sign amended agreement with Helms & Associates for Professional Services associated with AIP 3-46-0051-20-2022. All voted aye.

**Geotechnical Engineer Request for Proposals:** Randolph moved and Just seconded to authorize Request for Proposals from Geotechnical Engineer to perform soil testing at airport. All voted aye.

**FAA Grant Agreement:** Appel moved and Randolph seconded to authorize Mayor Jaspers to sign FAA Grant Agreement for Airport Project 3-46-0051-019-2022. All voted aye.

**Stanek Constructors, Inc. Construction Contract:** Solberg moved and Just seconded to authorize Mayor Jaspers to sign Construction Contract with Stanek Constructors, Inc. for the Water Treatment Facility Project. All voted aye.

**Fargo Freightliner Amended Purchase Agreement:** Stapleton moved and Just seconded to authorize Mayor Jaspers to sign amended purchase agreement with Fargo Freightliner adding \$3800.00 to the contract price for the Sanitation Chassis due to added surcharge. All voted aye.

**SD Department of Health West Nile Prevention Grant:** Just moved and Randolph seconded to approve authorization for City to apply for SD Department of Health West Nile Prevention Grant. All voted aye.

**Surplus Property:** Stapleton moved and Randolph seconded to declare the following property as surplus: 2017 Triton Trailer, 2005 Chevy Pickup, 2011 Leeboy Snow Loader, 1996 Case Backhoe. All voted aye.

Council was in agreement to appraise and advertise any City lots that have previously been declared surplus.

Mayor Jaspers appointed Appel, Just and Stapleton as an appraisal board for equipment, and Solberg, Randolph and German as an appraisal board for real estate.

**Mobile Home Site Lease:** Just moved and Stapleton seconded to amend lease agreement with Jerry Steiner to increase the monthly rent amount to \$200.00 per month. All other terms of the lease will remain in place. All voted aye.

**2021 Annual Report:** Solberg moved and Just seconded to approve the 2021 Annual Report. All voted aye.

**Resolution 2022-2:** Appel moved and Randolph seconded to approve Resolution 2022-2 as follows:

BE IT RESOLVED by the City Council of Sisseton, in Roberts County, South Dakota in a meeting assembled that the form of Amended Section 125 Cafeteria Plan effective June 1, 2022, presented to this meeting is hereby approved and adopted and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

BE IT FURTHER RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

BE IT FURTHER RESOLVED, that the proper officers of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the amended Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

Dated at Sisseton, Roberts County, South Dakota this 9<sup>th</sup> day of May 2022.

All voted aye.

**Utility Service Grant:** Solberg moved and Stapleton seconded to grant 3 months of free utilities to new business, Katy's Closet. All voted aye.

Information & Discussion: Mayor Jaspers informed Council of issues with Senior Center building including mold and leaking roof. First District was contacted to find out if there is any funding available for Senior Centers, they were not aware of anything. Mayor Jaspers and

Yvonne Hippen met with Randy Kittle to tour Cedar Park for the Recreational Trail Grant that was applied for. Announcement on awards will be made in July.

**Adjourn:** Randolph moved and Appel seconded to adjourn. All voted aye. Meeting adjourned at 8:33 p.m.

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Amber Kemnitz, Finance Officer