

CITY OF SISSETON
December 14, 2020 AGENDA
Sisseton City Hall – 6:30 p.m.

Agenda:

1. Call to Order
2. Adopt Agenda
3. Minutes – November 9, 2020
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 Hearings:
 - a. 7:00 p.m. Liquor License Applications
 - b. 7:15 p.m. WJS Properties Conditional Use Permit
 - c. 7:30 p.m. Surplus Property Bids
8. Visitors:
 - a. Rochelle Schultz – request to open outdoor ice skating pond
 - b. Helms & Associates – review/update Capital Improvement Plan
9. Old Business
 - a.
10. New Business
 - a. Approve hiring part time liquor clerk
 - b. Patrol officer resignations
 - c. Approve hiring patrol officer
 - d. Approve hiring street department laborer
 - e. J & J Earth Works change order #2 – Runway Reconstruction Project
 - f. J & J Earth Works pay request #8 – Runway Reconstruction Project
 - g. Eframson Electric, Inc. change order #1 – Runway Reconstruction Project
 - h. Eframson Electric, Inc. pay request #7 – Runway Reconstruction Project
11. Travel Approval
 - a.
12. Executive Session: SDCL 1-25-2 (1) Personnel
 - a. 2020 Employee Bonus Pay
13. Ordinances and Resolutions
 - a. Resolution 2020-16: 2021 Utility Rates
 - b. Ordinance 667: Regular Meetings – second reading and adoption
 - c. Ordinance 668: 2021 Salary Ordinance, first reading
 - d. Ordinance 669: Supplemental Appropriation, first reading
14. Information and Discussion Items
 - a. Hwy 10 sidewalk snow removal
 - b. Special December meeting
15. Mayor/Council Member Reports
16. Such Additional Items Which May properly come before the Council
17. Adjourn

The meeting is open to the public and interested persons are encouraged to attend. The TDD number is 1-800-877-1113. Disabled individuals wishing assistance should contact the City Finance Officer for information and/or special assistance – the request should be made at least 48 hours in advance of the meeting.

The City Council for the City of Sisseton met in regular session on Tuesday, November 9, 2020 at 6:30 p.m.

Members Present: Mayor Terry Jaspers, Aldermen German, Just, Solberg, Stapleton and Wegleitner.

Members Present via Teleconference: Alderwoman Appel

Others Present: Erin Cameron, Amber Kemnitz, Ellen Lekness, Jim Croymans, Myron Doud, Gary Spencer, Jason Deutsch, Kevin Deutsch, Terry Sutton, SWO Chairman Delbert Hopkins Jr., SWO Secretary Myrna Thompson, SWO Vice-Chairman Eddie Johnson, Dawn Ryan, Russel Smith, Sam Stickland

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

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

Minutes: Stapleton moved and Wegleitner seconded to approve the October 7 & 13, 2020 minutes. All voted aye.

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

Executive Session: German moved and Stapleton seconded to enter into executive session at 6:34 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 6:50 p.m.

Liquor: Lekness presented the October 2020 liquor report and requested approval to hire Derrick Redday as part time liquor store clerk.

Liquor Clerk: Wegleitner moved and Stapleton seconded to hire Derrick Redday as part time liquor clerk at a beginning wage of \$13.55/hour not to exceed 19 hours per week. All voted aye.

Police: Croymans reported on police department.

Street/Safety: Doud reported on street department. Rubble site will be monitored this week to determine when to close for the season. Doud requested authorization to advertise for a full time street department position.

Street Department Position: German moved and Solberg seconded to advertise for a full time street department position. All voted aye.

Variance Public Hearing: At 7:00 p.m. a public hearing was held for a zoning variance submitted by Coteau Valley Federal Credit Union. The variance would allow a Highway Commercial Zoned property to have a lot width of less than 100' as required by Zoning Ordinance 17.48.040. There was no public input.

Solberg moved and Stapleton seconded to allow the zoning variance for Coteau Valley FCU. Upon roll call vote, voting aye were, Appel, Just, Stapleton, Solberg, Wegleitner, German and Jaspers. Motion carried.

Water/Sewer: Spencer reported on water/sewer departments.

Building Permits: Solberg moved and Just seconded to approve the following building permits: 2020-36 D.Steiner. All voted aye.

Finance Report: Wegleitner moved and Stapleton seconded to approve the October 2020 finance report. All voted aye.

City Attorney: Letters have been sent to properties in need of clean up. Some have complied. Cameron will continue to work on others.

Homeless Shelter Conditional Use Review: SWO Chariman Hopkins and Secretary Thompson addressed Council regarding re-opening of homeless shelter. Concerns were discussed about loitering and littering. Management is expected to monitor property to make sure litter is being cleaned up in the surrounding area. Solberg moved and German seconded to extend the Conditional Use Permit at 410 2nd Ave. E. for a Homeless Shelter. Council will review permit in February 2021. All voted aye.

Public Comment: None

Police Department Contract for Server Access with RIEM Program: Solberg moved and Just seconded to approve authorization for Mayor to sign contract with Watertown Police Department to provide server access in conjunction with the Northeast South Dakota Rural Information Exchange Model for a period of one year beginning January 1, 2021 for \$500.00. All voted aye.

J & J Earth Works, Inc. Change Order #1: Stapleton moved and Wegleitner seconded approve Change Order #1 for J & J Earth Works for the Airport Runway Reconstruction Project. The change order will decrease the contract amount by \$99,979.30 for a new contract price of \$2,064,196.40. All voted aye.

J & J Earth Works, Inc. Pay Request #7: Just moved and Solberg seconded to approve pay request #7 from J & J Earth Works, Inc. in the amount of \$172,658.13 for the Airport Runway Reconstruction Project. All voted aye.

BX Civil & Construction, Inc. Change Order #2: Stapleton moved and Wegleitner seconded to approve Change Order #2 from BX Civil & Construction Inc. for the SD Hwy 10 Water & Sewer Project. The change order will decrease the amount of the contract by \$71,881.72 for a new contract price of \$949,141.63. All voted aye.

BX Civil & Construction, Inc. Pay Request #10: Just moved and Solberg seconded to approve pay request #10 from BX Civil & Construction, Inc. in the amount of \$77,559.54 for the SD Hwy 10 Water & Sewer Project. All voted aye.

Group Health Insurance Renewal: Wegleitner moved and Stapleton seconded to renew health insurance coverage for the City's group with the Health Pool of SD plan D with a \$1000-single/\$2000-family deductible, 80/20 in-network coinsurance, 60/40 out of network coinsurance effective January 1, 2021. The City's monthly premium is \$835.86 single and \$910.86 family. All voted aye.

Resolution 2020-15: Just moved and Stapleton seconded to approve Resolution 2020-15 as follows:

WHEREAS, the City Council of Sisseton finds it to be in the best interest for the City of Sisseton to consolidate with Roberts County as a Board of Equalization.

THEREFORE, BE IT RESOLVED by the City Council of Sisseton, in Roberts County, South Dakota in a meeting assembled that the City of Sisseton will consolidate with Roberts County as a Board of Equalization for 2021.

BE IT FURTHER RESOLVED, that representatives of the City of Sisseton Council for the 2021 Consolidated Board of Equalization shall be Aldermen Just and Stapleton with Alderman Wegleitner as alternate.

Dated at Sisseton, Roberts County, South Dakota this 9th day of November 2020.
All voted aye.

Ordinance 667: Wegleitner moved and Solberg seconded to approve the first reading of Ordinance 667 Regular Meetings. Upon roll call vote, voting aye were Appel, Just, Stapleton, Solberg, Wegleitner and German. Motion carried.

Information & Discussion: Council discussed 2021 utility rates and were in agreement to increase rates by 3%. A resolution will be prepared for action at the December meeting. Questions have been raised regarding snow removal on new sidewalks on Hwy 10. Street committee will discuss and bring a recommendation to the December meeting. Other issues discussed related to dogs, damage to private sidewalk and nuisance property. Council was in agreement to proceed with lawsuit regarding nuisance property. Mayor Jaspers discussed the increase in Covid-19 cases urging the public to continue to practice social distancing, good hygiene and wearing masks.

Adjourn: Stapleton moved and Wegleitner seconded to adjourn. All voted aye. Meeting adjourned at 8:15 p.m.

Amber Kemnitz, Finance Officer

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

Liquor Store Deposits	82,542.31
Less Sales Tax	-5,737.28
Gross Liquor Store Sales	76,805.03

Opening Inventory	147,742.45
Purchases	53,793.63
Total Merchandise	201,536.08
Closing Inventory	-146,330.69
Cost of merchandise for sale	55,205.39

Liquor Store Profit	21,599.64
Less Expenses	-11,604.44
Net Liquor Store Profit	9,995.20

10% tax on clubs

End Zone	505.41
Hickory St. Kitchen & Cocktails	314.52
Rosalie's	218.43
Taco's El Bajio	16.20
Doubletree Gallery	215.65
Dollar General	264.22
Freddie's Casino	5.19
Holiday	1,244.01
K&K	1,645.25
Stillsons	461.68
Total	4,890.56

Other Expenses

Salaries	7,952.52
FICA	594.74
Retirement	330.22
Work Comp	0.00
Group Insurance	809.16
Unemployment Insurance	0.00
Insurance/Prof Services	0.00
Publishing	0.00
Repair	8.95
Supplies	1,124.95
Equipment	0.00
Utilities	783.90
Total Expense	11,604.44

Breakdown - Liquor Store Deposits

Beer	32,479.18
Whiskey	37,362.66
Wine	4,551.21
Pop/Miscellaneous	1,135.64
Tobacco	1,214.68
Ice	60.33
Total	76,803.70

Net liquor store profit plus 10% from clubs

14,885.76

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	0	41
Assaults	3	3	8	8	11	7	8	10	6	3	7	0	74
DUI	6	10	9	2	3	5	4	6	4	17	11	0	77
Underage Consumption	1	6	8	3	3	5	3	1	1	6	1	0	38
Drug Violations	20	39	43	8	6	9	15	34	27	52	23	0	276
Disorderly Conduct	1	2	5	2	2	7	9	7	5	5	1	0	46
Theft	0	1	5	2	2	4	4	3	7	2	2	0	32
Vandalism	0	1	6	0	4	4	5	2	6	2	2	0	32
Misc (Tickets)	70	69	42	14	21	23	46	69	58	85	37	0	534
Arrests	31	34	33	15	23	28	39	48	32	44	27	0	354
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	0	106
Monthly Total	152	184	174	58	86	108	153	198	166	237	124	0	1640

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

Balance last report		13,921,853.92
Receipts this month		
Property Tax	220,028.37	
Sales Tax	97,624.82	
Amusement Tax	0.00	
Building Permits	274.00	
Peddler/Pawnshop License	0.00	
Dog License	0.00	
Liquor/Malt Bev. License	0.00	
Video Lottery License	0.00	
State/Federal Grants	91,783.73	
State/County Shared Revenue	0.00	
Bank Franchise	0.00	
Motor Vehicle License	1,416.42	
Local Hwy/Bridge Fund	0.00	
Sisseton Housing Pmt in Lieu of Taxes	0.00	
Accident Reports/Bike licenses	29.00	
Sales/Excise Tax	0.00	
Fire Dept Fees	1,025.00	
Hwy & Street	0.00	
Library/Recreation Fees	0.00	
Av Gas sales	622.21	
Fines	0.00	
Interest	484.51	
Rentals	120.00	
Rubble Site Charges	0.00	
Cable TV Franchise	0.00	
Contributions and Donations	0.00	
Miscellaneous (Includes pmt for SRO)	5,282.71	
Sale of Fixed Assets	0.00	
Compensation for loss-insurance proceeds	0.00	
Third Cent Sales Tax	7,344.59	
Federal Grant-Liquor Fund	499.29	
Liquor Sales	76,805.03	
Sales Tax	5,737.28	
Operating Agreements	157.25	
10% Beverage Mark Up	5,243.12	
Utility receipts	102,359.56	
Federal Grant-Water Fund	543.88	
Bulk Water	0.00	
Sale of Water Supplies	2,496.50	
Sales Tax	0.00	
Sewer - Land Rent	0.00	
Federal Grant-Sewer Fund	543.88	
Federal Grant-Sanitation Fund	609.88	
Total Receipts		621,031.03
<u>Total Expense</u>		<u>522,895.43</u>
Cash Balance End of Month		14,019,989.52

Respectfully Submitted by Amber Kemnitz, Finance Officer

Revenue - November 2020

	<u>Anticipated</u>	<u>YTD Revenue</u>	<u>Balance</u>
General Fund			
Property Tax	775,000.00	678,154.28	96,845.72
Sales Tax	1,000,000.00	876,821.31	123,178.69
Amusement Tax	300.00	348.00	-48.00
Taxi License	0.00	0.00	0.00
Building Permits	1,200.00	1,193.00	7.00
Pawnshop License	200.00	100.00	100.00
Peddler License	100.00	50.00	50.00
Dog License	350.00	424.00	-74.00
Liquor & Malt Beverage License	6,000.00	1,550.00	4,450.00
Video Lottery Fees	2,550.00	2,800.00	-250.00
Federal Grants	0.00	2,339,991.91	-2,339,991.91
State Grants	0.00	192,767.81	-192,767.81
Bank Franchise Fee	13,000.00	9,420.14	3,579.86
Liquor Tax Reversion	15,000.00	8,020.64	6,979.36
Motor Vehicle License	30,000.00	32,524.23	-2,524.23
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	117.00	33.00
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	4,025.00	-3,025.00
Hwy & Street	200.00	2,236.97	-2,036.97
Recreation	10,000.00	0.00	10,000.00
Library Card Fees	750.00	247.88	502.12
AV Gas (Airport)	10,000.00	4,318.98	5,681.02
Fines	150.00	411.06	-261.06
Dog Keeping	100.00	340.00	-240.00
Interest	60,000.00	53,504.59	6,495.41
Rentals	30,000.00	30,459.59	-459.59
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	66,407.81	8,592.19
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	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	4,425,318.98	-2,163,068.98
Liquor, Lodging & Dining Sales Tax	72,500.00	61,863.15	10,636.85
State Grant	2,500.00	0.00	2,500.00
Interest	0.00	0.00	0.00
Liquor	1,100,000.00	1,035,812.59	64,187.41
Water	462,000.00	457,157.93	4,842.07
Sewer	421,000.00	402,816.15	18,183.85
Sanitation	298,000.00	277,591.94	20,408.06
Total City Funds	4,618,250.00	6,660,560.74	-2,042,310.74

Expenditures - November 2020

	<u>Appropriation</u>	<u>YTD Expense</u>	<u>Balance</u>
General Fund			
Legislative	50,260.00	39,463.02	10,796.98
Contingency	100,000.00	0.00	100,000.00
Executive	12,300.00	9,299.62	3,000.38
Elections	2,200.00	1,054.18	1,145.82
Legal	12,000.00	7,549.75	4,450.25
Finance Office	89,350.00	72,976.60	16,373.40
Financial Administration	46,000.00	47,163.19	-1,163.19
General Government Building	40,000.00	25,731.49	14,268.51
Police	622,100.00	560,956.55	61,143.45
Fire	72,000.00	42,805.35	29,194.65
Street Department	552,900.00	469,398.37	83,501.63
Snow Removal	73,000.00	50,103.76	22,896.24
Street Lighting	49,000.00	42,152.18	6,847.82
Street Cleaning	9,000.00	1,519.68	7,480.32
Airport	172,500.00	2,513,973.54	-2,341,473.54
Health	11,000.00	4,356.45	6,643.55
Recreation	67,000.00	107,851.98	-40,851.98
Parks	30,450.00	8,447.06	22,002.94
Library	154,450.00	129,709.28	24,740.72
Economic Development	100,400.00	59,706.83	40,693.17
<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	4,194,218.88	-1,860,808.88
Special Revenue Fund-Promotion	75,000.00	29,121.83	45,878.17
Enterprise Funds			
Liquor	1,081,750.00	835,815.41	245,934.59
Water	767,100.00	173,463.72	593,636.28
Sewer	153,100.00	300,337.77	-147,237.77
Garbage	270,700.00	224,757.39	45,942.61
Total City Funds	4,681,060.00	5,757,715.00	-1,076,655.00

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

Cash by Fund

General Fund	7,655,010.73
Lodging & Dining Sales Tax Fund	185,329.01
Liquor Fund	1,316,796.50
Liquor Fund - Change	900.00
Water Fund	2,568,460.27
Water Fund - Change	200.00
Sewer Fund	1,889,622.63
<u>Garbage Fund</u>	<u>403,670.38</u>
Total	14,019,989.52

Bank Reconciliation

Checking Account First Savings Bank	2,237,832.28
FIT GCR Acct	10,607,389.63
Wells Fargo Acct #4231	599,579.14
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	14,019,989.52

Publish: December 1, 2020

Notice of Hearing on Alcoholic Beverage Licenses

Notice is Hereby Given That: The City Council for the City of Sisseton, South Dakota, will hold a public hearing on Monday, December 14, 2020 at 7:00 p.m. at the regular meeting in the Community Room of City Hall, 406 2nd Ave. West, to consider the following applications for alcoholic beverage licenses to operate within the City of Sisseton for the 2021 licensing period which have been filed with the City Finance Officer:

City of Sisseton	10 8 th Ave. E.	Package
Municipal Liquor Store		(Off-sale liquor)

Notice is Further Given That: At said public hearing, the City Council will consider applications for operating agreements for the following Retail Liquor Establishments: The End Zone, Hickory Street Kitchen and Cocktails, Rosalie's and Tacos El Bajio to operate for the 2021 licensing period, and the following Retail (on/off sale) Wine and Cider Establishment: Dollar General for the 2021 licensing period.

Notice is further given that: any person, persons or their attorney may appear at said scheduled public hearing and present objections to any or all of the above applicants, if any objections there be.

Dated this 23rd day of November, 2020 at Sisseton, South Dakota.

Amber Kemnitz
Finance Officer

Publish: December 1, 2020

**CITY OF SISSETON
NOTICE OF PUBLIC HEARING BY THE BOARD OF ADJUSTMENT
ON A PROPOSED CONDITIONAL USE PERMIT**

Notice is hereby given that a Public Hearing will be held on Monday, December 14, 2020 at 7:15 p.m. in the Community Room at City Hall 406 2nd Ave. West, Sisseton, SD to consider the following proposed conditional use permit:

1. Permit No. 2020-37 submitted by WJS Properties, LLC for a conditional use permit. The request, if granted, would permit the applicant to use the following property: Lot 15 in Block 58 City of Sisseton, SD in the following manner: residential apartment

All persons interested therein may appear and be heard before the Board of Adjustment at said hearing or may file written comments with the Finance Officer, 406 2nd Ave. West, Sisseton, SD 57262, prior to said hearing.

Dated this 23rd day of November, 2020 at Sisseton, South Dakota.

Amber Kemnitz
Finance Officer

Publish: December 1, 2020
December 8, 2020

NOTICE OF SALE OF SURPLUS PROPERTY

Notice is hereby given that the City Council for the City of Sisseton has declared the following property to be no longer necessary for the public benefit and surplus:

<u>Property Description</u>	<u>Appraised Value</u>
E 70' of lots 5-7 in Block 58	\$500.00
2012 Chevy Impala 153,000 miles	\$1350.00

Land parcel is located in the City of Sisseton, Roberts County, South Dakota. Updating of abstracts/titles for property is the responsibility of the buyer.

For information on this property, please call City Hall at (605) 698-3391. This property shall be offered for sale to the public, by sealed bid, at a public sale on Monday, December 14, 2020 in the Community Room, City Hall, 406 2nd Ave. West, Sisseton, SD at 7:30 p.m.

Dated this 23rd day of November, 2020
Amber Kemnitz
Municipal Finance Officer

Request to add new business to Sisseton City Council Agenda for Monday, December 14 at 6:30 p.m.

Subject: Outdoor Ice Skating Pond

My name is Rochelle Schultz. I reside in Sisseton, SD and have school-aged children. I work as a teacher at Tiospa Zina Tribal School. I would like to ask the Sisseton City Council to consider opening the ice-skating pond located on the corner of 6th Avenue W and Ash Street. I propose filling up the pond with water as soon as possible before freezing temperatures arrive, and allowing it to be used until the Spring thaw. I am not proposing any other amenities for this season.

Why: Outdoor ice skating can build community camaraderie

During this time of social distancing, our community should embrace safe activities and morale boosters. This week, Fargo announced their downtown outdoor ice rink. Several Sisseton area Moms expressed that our community needs this recreation option in a recent social media conversation. This conversation included reminiscing about skating ponds when we were younger, and how we'd like our own children to experience the same.

How: Unused City Recreation Funds

Since recreation activities were cancelled summer 2020, because of the pandemic, I propose that a portion of those unused monies fund the ice skating pond. The expenses include:

- Water
- Personnel to fill the pond
- Snow Removal (periodic) on pond and Ash Street sidewalk
- Social media posts about hours and rules
- Temporary signage on site stating rules
- Liability insurance rider

Covid Safety: Outdoor Ice Skating w/masks not likely to spread disease

I think that outdoor ice skating, staying 6-feet apart, wearing masks, as well as layers of snow gear is a safe pandemic-time activity. Our youth and adults would enjoy this winter recreation. As a newcomer to Sisseton, I do not know why the ice skating pond was discontinued. I would like to challenge us to look at this with fresh eyes and fun intentions.

CITY OF SISSETON
CIP PRIORITY PROJECTS TO BE COMPLETED

RANK	PRIORITY	PROJECT FIELD	PROJECT	YEAR	COST
1	HIGH	WATER	RECOAT ELEVATED & GROUND STORAGE TANK	2021	\$725,000
2	MEDIUM	WATER	CONSTRUCT NEW TREATMENT PLANT	2022	\$3,600,000
3	MEDIUM	REC	CONSTRUCT PEDESTRIAN TRAIL ON 8TH AVE WEST FROM ASH TO HWY 10 - 3 BLKS	2021	\$200,000
4	HIGH	SEWER	PHASED COLLECTION SYSTEM REPAIR/REPLACEMENT	?	\$6,000,000
5		REC	CONSTRUCT PEDESTRIAN TRAIL FROM HWY 10 TO CHS AGRONOMY CENTER	?	\$250,000
6		ECON DEV	CONSTRUCT HOUSING DAKOTAPLEX/TOWNHOMES	?	?
7	LOW	REC	CONSTRUCT PEDESTRIAN TRAIL ALONG HWY 10 EAST OF 8TH AVE E.	?	?
8	MEDIUM	STREET	CONSTUCT CURB & GUTTER IMPROVEMENTS - PHASE 1	?	\$2,400,000
9	HIGH	WATER	REPLACE ALL REMAINING ACP DISTRIBUTION MAINS	?	\$1,850,000
10	HIGH	WATER	TREATMENT PLANT - FILTER MEDIA (NOT NEEDED IF NEW PLANT CONSTRUCTED)	?	\$60,000
11	LOW	STREET	EXTEND ELMWOOD DRIVE	?	?
12	LOW	STREET	EXTEND CHERRY STREET	?	?
13	LOW	STREET	EXTEND INDUSTRIAL ROAD	?	?
14	LOW	ECON DEV	CONSTRUCT/PURCHASE SPEC BUILDING	?	?
15		REC	RECREATION CENTER		
16		SANITATION	GARBAGE TRUCK		
17		STREET/SNOW	PAYLOADER		
18					
19					

CHANGE ORDER
Project No. A-6626

ORDER NO.	2A
DATE:	December 11, 2020
AGREEMENT DATE:	October 14, 2019

NAME OF PROJECT: Runway 16/34 Reconstruction
Sisseton Municipal Airport - Sisseton, SD
AIP #3-46-0051-015-2019
A-6626
Bid Schedule A - Grading & Paving

OWNER: City of Sisseton

CONTRACTOR: J & J Earth Works, 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	\$2,164,175.70
Current CONTRACT PRICE adjusted by previous Change Order	\$2,064,196.40
The CONTRACT PRICE due to this CHANGE ORDER is Increased by:	\$16,520.00
The CONTRACT PRICE due to this CHANGE ORDER is Decreased by:	\$0.00
The new CONTRACT PRICE including this CHANGE ORDER will be	\$2,080,716.40

Change to CONTRACT TIME:

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

The date of substantial completion (Paving) will be August 17, 2020 (date).

The date of substantial completion (Grading) will be August 28, 2020 (date).

The date for completion of all Work will be November 3, 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: _____
 J & J Earth Works, Inc. Date: _____

Agreed to by: _____
 City of Sisseton Date: _____

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

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

Issue Date: December 11, 2020
 Contractor: J & J Earth Works, Inc.

Item	Description	Quantity to Date	Unit	(+) QTY	(-) QTY	Unit Price	Price Change	New Quantity
24	Topsail (Furnished from Off the Site)	0	CuYd	590		\$28.00	\$16,520.00	590
TOTAL CHANGE ORDER #2A								
HELMS and ASSOCIATES								

PERIODIC PAYMENT ESTIMATE

ISSUE DATE: December 11, 2020 ESTIMATE NO. 8A (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: 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	\$2,029,716.40
Less Recommended Minimum Amount to be Withheld	\$10,000.00
Estimated Value of Work to Date	\$2,019,716.40
Material Stored On-Site	
Estimated Work to Date and Material On-Site	\$2,019,716.40
Value of 0 Percent Retainage	
Estimated Value of Work to Date, Less Retainage	\$2,019,716.40
Total Previously Certified	\$1,950,084.51
Amount Due this Request	\$69,631.89

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				0.9	0.9	\$157,500.00	\$17,500.00
2	C-100	1	L.S.	Contractor Quality Control Plan	\$220,000.00	\$220,000.00				0.9	0.9	\$198,000.00	\$22,000.00
3	S-100	1	L.S.	Construction Safety Phasing Plan	\$115,000.00	\$115,000.00				0.9	0.9	\$103,500.00	\$11,500.00
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	0.1	\$2,800.00		0.9	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	\$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	\$19,320.00	\$2,029,716.40				\$51,000.00	

CHANGE ORDER
Project No. A-6626

ORDER NO.	1B
DATE:	December 11, 2020
AGREEMENT DATE:	October 14, 2019

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: Efracimson 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. In addition, this Change Order also adds the following new item to the Contract:

CCO 1-1 SuperAWOS Power 1 L.S. @ \$403.06

This Change Order adds in a new item for SuperAWOS power. The original wiring for the SuperAWOS was abandoned for this project and was re-fed off of the new Windcone circuit. This price includes all materials, labor, equipment, and incidentals to complete the work.

CCO 1-2 Beacon Junction Box 1 L.S @ \$372.44

This Change Order adds in a new item for Beacon Junction Box. The original design called for a Type E Junction Box and was replaced with a Type B Base Can. This price includes all materials, labor, equipment, and incidentals to complete the work.

This Change Order also recommends a Contract Time Extension to the Substantial Completion Date of 41 Calendar Days to August 21, 2020 and Final Completion Date of 4 Calendar Days to September 30, 2020. Due to delays in the Bid Schedule A (Grading & Paving) work, the electrical contractor was unable to start their work when originally scheduled pushing them back by no fault of their own.

Justification:

Change to **CONTRACT PRICE:**

Original CONTRACT PRICE	\$297,712.46
Current CONTRACT PRICE adjusted by previous Change Order	\$297,712.46
The CONTRACT PRICE due to this CHANGE ORDER is Increased by:	\$0.00
The CONTRACT PRICE due to this CHANGE ORDER is Decreased by:	(\$2,671.77)
The new CONTRACT PRICE including this CHANGE ORDER will be	\$295,040.69

Change to CONTRACT TIME:

The **CONTRACT TIME** will be (~~decreased~~) (increased) by 41 / 4 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. 1B
 Owner: City of Sisseton
 Sisseton Municipal Airport - Sisseton, SD
 Project No. A-6626

Issue Date: December 11, 2020
 Contractor: Eframson Electric, Inc.

Item	Description	Quantity to Date	Unit	(+) QTY	(-) QTY	Unit Price	Price Change	New Quantity
3	Disconnect and Reconnect Existing Wind Cone	1	Each		1	\$525.00	(\$525.00)	0
5	1/C #8 AWG, 5kV, L-824, Type C Cable, Installed in Conduit	8,057	Ft	945		\$0.73	\$689.85	9,002
6	1/C #6 AWG, 600V, L-824 Type C Cable, Installed in Conduit	6,008	Ft	646		\$0.74	\$478.04	6,654
7	1/C #6 AWG, 600V, L-824 Type C Cable, Installed in Conduit (GND)	3,829	Ft	90		\$0.74	\$66.60	3,919
8	1/C #4 AWG, 600V, L-824 Type C Cable, Installed in Conduit	1,650	Ft	184		\$1.11	\$204.24	1,834
13	Non-encased, Electrical Conduit, 2-inch, Sch. 40 PVC or HDPE	10,293	Ft		40	\$1.40	(\$56.00)	10,253
15	Non-encased, Electrical Conduit, 2-inch, Sch. 80 PVC or HDPE, Bored	525	Ft		525	\$8.20	(\$4,305.00)	0
CCO 1-1	SuperAWOS Power		L.S.	1		\$403.06	\$403.06	1
CCO 1-2	Beacon Junction Box		L.S.	1		\$372.44	\$372.44	1
TOTAL CHANGE ORDER #1B								
HELMMS and ASSOCIATES								(\$2,671.77)

PERIODIC PAYMENT ESTIMATE

ISSUE DATE: December 11, 2020 ESTIMATE NO. 7B (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, Alternate Bid B1, and Alternate Bid B2
 INCLUDING APPROVED C/O's: 1

STATEMENT OF THE CONTRACT ACCOUNT

Original Contract Amount	\$297,712.46
Additions Approved to Date - C/O #'s (<u> </u>)	
Deductions Approved to Date - C/O #'s (<u>1</u>)	\$2,671.77
Net Contract Amount this Date	\$295,040.69
Value of Application for PPE for Work to Date	\$293,250.69
Less Recommended Minimum Amount to be Withheld	\$5,000.00
Estimated Value of Work to Date	\$288,250.69
Material Stored On-Site	
Estimated Work to Date and Material On-Site	\$288,250.69
Value of 0 Percent Retainage	
Estimated Value of Work to Date, Less Retainage	\$288,250.69
Total Previously Certified	\$276,470.77
Amount Due this Request	\$11,779.92

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	TOTAL PRICE		UNITS	TOTAL PRICE	UNITS	TOTAL PRICE	
1	C-105	1	L.S.	Mobilization	\$17,900.00	\$17,900.00					0.9	0.9	\$16,110.00	\$1,790.00
2	L-100-3.1a	1	L.S.	Demolition, Site	\$5,000.00	\$5,000.00					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	965	\$704.45			8,037	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	646	\$478.04			6,008	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	90	\$66.60			3,829	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	184	\$204.24			1,650	1,834	\$2,035.74	
9	L-108-5.1f	7,568	Ft	#6 AWG, Solid, Bare Copper Counterpoise Wire, Installed in Trenched or Plowed, Including above Home runs, 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	11	Each	Electrical Junction Box, L-867, Class I, Size E	\$965.00	\$10,615.00					11	11	\$10,615.00	
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-125-5.4d	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-125-5.5e	22	Each	L-824 Retroreflective Markers	\$68.00	\$1,496.00					22	22	\$1,496.00	
23	L-125-5.6f	1	L.S.	Spare Parts	\$3,550.00	\$3,550.00					1	1	\$3,550.00	
24	L-202-5.1	2	Set	L-88: (2-Box), Style A, Class II, Precision Approach Path Indicator (PAP), Complete	\$19,270.00	\$38,540.00					2	2	\$38,540.00	
25	L-203-5.1	4	Each	L-585R, 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 1-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-80-A, Class 2, Airport Rotating Beacon, 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	\$403.06				1	\$403.06	
CCO 1-2		1	L.S.	Beacon Junction Box	\$372.44	\$372.44	1	\$372.44				1	\$372.44	
Bid Schedule B - Electrical, Alternate Bid B1, and Alternate Bid B2					\$295,040.69	\$2,228.83							\$293,250.69	\$1,790.00

RESOLUTION 2020-16

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

Terry Jaspers, Mayor

ATTEST: _____
Amber Kemnitz, Finance Officer

Ordinance 667

Amending Ordinance 2.04.020 Regular Meetings of Chapter 2-04 Mayor and City Council

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SISSETON, ROBERTS COUNTY, SOUTH DAKOTA, that Ordinance 2.04.020 Regular Meetings be amended as follows:

2.04.020 – Regular Meetings.

The regular monthly meetings of the Sisseton City Council shall be held at the municipal building on the second Tuesday of each month at 6:30 p.m., except when the second Tuesday is a legal holiday, and in that case the meeting shall be held at the municipal building at 6:30 p.m., on a specified date. City Council has authority to change the date of a regular meeting if a special circumstance applies so long as appropriate public notice is given according to state statute.

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

Passed this first reading the 9th day of November, 2020.

Passed this second and final reading the 14th day of December, 2020.

Terry Jaspers – Mayor

ATTEST:

Amber Kemnitz – City Finance Officer

CITY OF SISSETON
406 2ND AVENUE WEST
SISSETON, SD 57262
PHONE: (605) 698-3391 – FAX (605) 698-3271

Memo

To: City Council

From: Amber Kemnitz

Date: December 11, 2020

Re: 2021 Salary Ordinance 668

The enclosed ordinance includes all current officers/employees of the City. The agenda for the meeting includes approval to hire 3 new employees. If action is taken to hire these employees, they will be added to the ordinance for the second reading at a special meeting later this month.

Thank you.

ORDINANCE 668

AN ORDINANCE ESTABLISHING ANNUAL SALARY AND WAGE LEVELS FOR THE PRINCIPAL EMPLOYEES AND OFFICIALS OF THE CITY OF SISSETON FOR THE 2021 BUDGET YEAR.

Be it ordained by the City Council for the City of Sisseton, South Dakota that:

Section One: The following levels of salary or wage, for the respective classifications of municipal employees are hereby established:

Officer/Employee wage

Terry Jaspers Mayor \$7368 yearly

Brittany Appel Council \$2973 yearly

DelRay German Council \$2973 yearly

Joseph Just Council \$2973 yearly

Lee Solberg Council \$2973 yearly

Paul Stapleton Council \$2973 yearly

Herman Wegleitner Council \$2973 yearly

(Mayor and Council will be paid a \$25.00 stipend for each special City Council meeting)

Amber Kemnitz Finance Officer \$52,910 yearly salary

Marie Deutsch Deputy Finance Officer \$18.13/hr

Ashley Wolf Chamber/SEDC Exec Director \$14.61/hr

Michelle Moen City Hall Custodian \$15.45/hr

Jim Croymans Police Chief \$63,141 yearly salary

Jereme Stauss Sergeant \$21.65/hr

Justin Isaacson Patrol Officer \$20.65

Trevor Mishler Patrol Officer \$20.65/hr

Jonathan Sheehan Patrol Officer \$20.65/hr

Gary Spencer Water/Sewer Supt \$20.89/hr

Michael Sutton Water/Sewer Laborer \$18.25/hr

Myron Doud Street Supt/Safety Officer \$19.51/hr

Colbey Lehrke Equipment Operator \$16.55/hr

Michael Schneider Equipment Operator \$16.55/hr

Marvin Weyand Equipment Operator/Maintenance/Rubble Site \$16.55/hr

Tim German Sanitation Labor \$16.48/hr

Daniel Nickolauson Sanitation Labor \$16.38/hr

Ellen Lekness Liquor Store Manager \$17.16/hr

Katherine Oien Liquor Store Clerk \$16.56/hr

Jackie Agnew part-time Liquor Store Clerk \$14.47/hr

Jerome Arbach part-time Liquor Store Clerk \$14.47/hr

Derrick Redday part-time Liquor Store Clerk \$13.97/hr (\$14.22/hr eff. 5/18/21; \$14.47/hr eff. 11/18/21)

Billi Rogalski part-time Liquor Store Clerk \$14.47/hr

Lundee Stadtler part-time Liquor Store Clerk \$14.47/hr

Jayne Nieland Librarian \$18.72/hr

Janet Schmidt Library Assistant \$12.70/hr

Betty Veflin Library Assistant \$13.53/hr

Mitchell Moen part-time Library Assistant \$9.45/hr

Section Two: Set by boards under City Council for the 2021 budget year.

I. Recreation

Section Three: The following level of retainer fees for the respective classes of appointed municipal officials are hereby established.

A. City Engineer	Per job basis
B. City Attorney	5,355.00

Section Four: All part-time and casual employees will be paid on an hourly basis.

Section Five: All new full-time employees will be remunerated at \$0.50/hour below the hourly salary level for the first six months of employment and \$0.25/hour below the hourly salary level for the second six months of employment, unless City Council makes an exception.

Section Six: Travel rates for mileage shall be at state rates, per actual mile driven. The City of Sisseton will reimburse actual and necessary costs for lodging, registration fees, and incidental expenses to travel, upon presentation of receipts. Reimbursement for meals will be based on state rates, currently as follows: \$6.00 for breakfast, \$14.00 for lunch, \$20.00 for dinner, for a maximum of \$40.00 per day, in-state and \$10.00 for breakfast, \$18.00 for lunch, \$28.00 for dinner, for a maximum of \$56.00 per day, out-of-state. The breakfast meal may be claimed when leaving before 5:31 a.m. and returning after 7:59 a.m.; lunch may be claimed when leaving before 11:31 a.m. and returning after 12:59 p.m.; and dinner may be claimed when leaving before 5:31 p.m. and returning after 7:59 p.m.

Section Seven: Salaries and wages provided herein shall be effective from and after twenty days after the date of publication, after final passage and adoption of this ordinance.

Section Eight: Sections, subsections, clauses, provisions, and portions of this ordinance are deemed severable and should any such item be declared by a court of competent jurisdiction to be unconstitutional or invalid, said determination shall not affect the validity of this ordinance as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

This ordinance shall take effect and be in force from and after twenty days after the date of publication, after final passage and adoption.

Passed this first reading this 14th day of December 2020.

Passed this second reading and adoption this _____ day of December 2020.

Terry Jaspers, Mayor

ATTEST:

Amber Kemnitz, Finance Officer

ORDINANCE 669

Supplemental Appropriation Ordinance

Be it ordained by the City of Sisseton that the following sums are appropriated to meet the obligations of the municipality.

Part I

General Fund:

101-42100	Police	
	Salaries/Benefits	295,000.00
101-43500	Airport	
	Professional Services	230,000.00
	Improvements (Runway Reconstruction)	2,300,000.00
101-44100	Health	
	Supplies	3,300.00
101-45110	Recreation	
	Improvements	75,000.00
101-45510	Library	
	Supplies	2,350.00
	Equipment	2,000.00

Part II

The following designates the fund or funds that money from the following sources is applied to:

General Fund	
Unassigned Fund Balance	102,000.00
Federal Grants	2,599,350.00
State Grants	206,300.00

This ordinance shall take effect and be in force from and after twenty days after the date of publication, after final passage and adoption.

Terry Jaspers, Mayor

ATTEST:

Amber Kemnitz, Finance Officer

Passed this first reading this 14th day of December 2020.

Passed this second reading and adoption this _____ day of December 2020.