

CITY OF SISSETON
December 9, 2019 AGENDA
Sisseton City Hall – 6:30 p.m.

Agenda:

1. Call to Order
2. Adopt Agenda
3. Minutes – November 12 & 19, 2019
4. Bills Payable
5. Reports:
 - a. Liquor
 - b. Police
 - c. Street/Safety
 - d. Water/Sewer
 - e. Building Permits
 - f. Finance
 - g. City Attorney
 - Viscous dog ordinance violation-removal from city limits
6. Public Comment
7. Visitors:
 - a.
8. Public Hearings:
 - a. 7:00 p.m. Liquor License Applications
 - b. 7:15 p.m. Surplus Property Bids
9. Old Business
 - a.
10. New Business
 - a. Approve hiring patrol officer
 - b. Fryer Auto use of property
 - c. Comstock Construction pay request #3 – Baseball Complex Project
 - d. ARC/PLC Program – authorization to enroll/authorization for Mayor to sign documents with FSA office
 - e. Authorize Mayor to sign Construction Contracts with J & J Earthworks, Inc. and Efraimson Electric, Inc. for the Airport Runway Reconstruction Project
11. Travel Approval
 - a.
12. Ordinances and Resolutions
 - a. Resolution 2019-12: 2020 Utility Rates
 - b. Resolution 2019-13: Veterans Ave. Restricted Parking
 - c. Ordinance 660: Supplemental Appropriation, second reading and adoption
 - d. Ordinance 661: 2020 Salary Ordinance, first reading
13. Information and Discussion Items
 - a. Special December meeting
14. Mayor/Council Member Reports
15. Such Additional Items Which May properly come before the Council
16. 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 12, 2019 at 6:30 p.m.

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

Others Present: Erin Cameron, Amber Kemnitz, Ellen Lekness, Jim Croymans, Myron Doud, Gary Spencer, Dean Lehrke, Trent & Joni Bestland, Bob Hull, Wade Veflin, Gordon Nielsen, Tim Pearson, Cyrus Hawkins, Josh Stickland, Dustin Bragg, youth baseball players.

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

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

Minutes: Stapleton moved and Solberg seconded to approve the October 15, 2019 minutes. All voted aye.

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

Liquor: Lekness presented the October 2019 liquor report.

Police: Croymans reported on police department.

Street/Safety: Doud reported for street department.

Street Department Seasonal Help: Brooks moved and Stapleton seconded to hire Kasey Metz and Josh Currence as a seasonal truck driver to assist with snow removal as needed at a wage of \$15.00 per hour. All voted aye.

Water/Sewer: Spencer reported for water/sewer department.
Alderman German arrived at 6:55 p.m.

Building Permits: Brooks moved and Stapleton seconded to approve the following building permits: 2019-34 B.Gray, 2019-36 Emanuel Lutheran Church, 2019-37 CDP Hospital, 2019-38 O.Bubak. All voted aye.

Finance Report: Wegleitner moved and Solberg seconded to approve the October 2019 finance report. All voted aye.

City Attorney: Attorney Cameron discussed process to disconnect water service. Water and sewer committee will meet to determine how to handle non-payment situations.

Public Comment: None

Liquor Operating Agreement Transfer Public Hearing: A public hearing was held at 7:00 p.m. concerning the 2019 on-sale liquor operating agreement currently held by Tacos El Bajio at 10 4th Ave. W. to be transferred to 407 Veterans Ave. and remain in the name of Tacos El Bajio.

There was no public input. Wegleitner moved and Stapleton seconded to approve the transfer of the on-sale liquor operating agreement for Tacos El Bajio. All voted aye.

Baseball Complex Project: Wade Veflin and Dean Lehrke address Council to provide update on the Baseball Complex Project, financial status of the Sisseton Youth Baseball Association and to request a contribution from the City for the Project. Solberg moved and German seconded to authorize contribution of \$50,000.00 for the Baseball Complex Project. All voted aye.

Comstock Construction, Inc. Pay Request #2: Brooks moved and Just seconded to approve pay request #2 from Comstock Construction, Inc. in the amount of \$107,837.55 for the Baseball Complex Project. All voted aye.

Airport Hangar Lease Agreements: Brooks moved and German seconded to authorize renewal of existing airport hangar lease agreements at \$0.05 per square foot. All voted aye.

Group Health Insurance Renewal: Solberg moved and Just 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, 2020. The City's monthly premium is \$809.16 single and \$884.16 family. All voted aye.

Resolution 2019-11: Brooks moved and German seconded to approve Resolution 2019-10 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 2020.

BE IT FURTHER RESOLVED, that representatives of the City of Sisseton Council for the 2020 Consolidated Board of Equalization shall be Aldermen Just and Stapleton with Alderman Wegleitner as alternate.

Dated at Sisseton, Roberts County, South Dakota this 12th day of November 2019.
All voted aye.

Ordinance 660: Solberg moved and Just seconded to approve the first reading of Ordinance 660 - Supplemental Appropriation Ordinance. Upon roll call vote, voting aye were: Brooks, Just, Stapleton, Solberg, Wegleitner and German. Motion carried.

Information & Discussion: A special City Council meeting will be held on Tuesday, November 19, 2019. Council discussed contracts with townships for fire protection and were in agreement to renew the contracts for a 10 year term at the current rate of .130 per thousand of valuation.

Adjourn: Stapleton moved and Brooks seconded to adjourn. All voted aye. Meeting adjourned at 8:00 p.m.

Amber Kemnitz, Finance Officer

The City Council for the City of Sisseton met in special session on Tuesday, November 19, 2019 at 7:00 p.m.

Members Present: Mayor Terry Jaspers, Aldermen Brooks, German, Just, Stapleton, and Wegleitner. Alderman Solberg was absent.

Others Present: Erin Cameron, Amber Kemnitz, Jim Croymans, Mike Tchida, Gayle Wanous, Bill Stickland, Debra Jonnassen, Dennis & Mary Jensen, Terry & Debbie Sutton, Royce Grimsrud, Sister Patrice Colletti, Tribal Chairman Donovan White, Tribal Secretary Myrna Thompson, Janell Cook, Chanda Joseph, Karen Joseph, Kevin Deutsch, Russell Smith, Gladys Renville, Kay Nikolas, Dawn Ryan, Fr. Jerry Ranek, Marlys Bluedog, Chris Huber, John White, and others.

Call to Order: Mayor Jaspers called the meeting to order at 7:00 p.m.

Agenda: Wegleitner moved and Brooks seconded to adopt the agenda as presented. All voted aye.

Board of Adjustment: Stapleton moved and German seconded to enter into session as a Board of Adjustment to consider a conditional use application. All voted aye.

Conditional Use Public Hearing: At 7:00 p.m. a public hearing was held for a conditional use of Lots 20-21 of Block 58 submitted by the Sisseton Wahpeton Oyate. The conditional use permit would allow the property to be used as a homeless shelter during the winter months. Council heard comments from Tribal Chairman White, Tribal Secretary Thompson, Russell Smith, Royce Grimsrud, Mike Tchida, Fr. Jerry Ranek, Kay Nikolas, Dennis Jensen, Janell Cook and Sister Patrice Colletti. Mayor Jaspers called for a vote from the Board of Adjustment to approve the Conditional Use Permit with the following conditions: Season of operation would be from November 1, 2019 to April 30, 2020 with hours of operation set at 6:00 p.m. to 8:00 a.m. The sidewalk in front of the building needs to be repaired and a fence in the back of the building needs to be installed. SWO needs to provide a copy of a plan of operation for the facility. These condition need to be met before operations can begin for the season and the City will evaluate operations in February 2020. Voting aye were, Brooks, Just, Stapleton, Wegleitner, German and Jaspers. Solberg was absent. Motion carried. Mayor Jaspers declared the meeting back in regular session, adjourning the Board of Adjustment.

BX Civil & Construction, Inc. Pay Request #5: German moved and Just seconded to approve pay request #5 from BX Civil & Construction, Inc. in the amount of \$178,475.00 for the SD Hwy 10 Water & Sewer Project. All voted aye.

Veterans Ave. Restricted Parking Request: Council received a request from Chris Huber, Kathy & Courtney Crandall to designate an area on Veterans Ave. as two hour parking. Council will consider a Resolution at the regular December 9, 2019 City Council meeting.

Adjourn: Brooks moved and German seconded to adjourn. All voted aye. Meeting adjourned at 8:22 p.m.

**City of Sisseton
Liquor Store Report
November 2019**

| | |
|--------------------------|-----------|
| Liquor Store Deposits | 94,798.20 |
| Less Sales Tax | -6,577.30 |
| Gross Liquor Store Sales | 88,220.90 |

| | |
|------------------------------|-------------|
| Opening Inventory | 136,586.33 |
| Purchases | 61,034.36 |
| Total Merchandise | 197,620.69 |
| Closing Inventory | -128,792.29 |
| Cost of merchandise for sale | 68,828.40 |

| | |
|--------------------------------|-----------------|
| Liquor Store Profit | 19,392.50 |
| Less Expenses | -10,956.84 |
| Net Liquor Store Profit | 8,435.66 |

10% tax on clubs

| | |
|---------------------------------|-----------------|
| End Zone | 486.44 |
| Hickory St. Kitchen & Cocktails | 450.77 |
| Rosalie's | 351.24 |
| Taco's El Bajjo | 0.00 |
| Billys | 0.00 |
| Doubletree Gallery | 209.35 |
| Dollar General | 213.65 |
| Family Dollar | 0.00 |
| Holiday | 857.42 |
| K&K | 1,075.58 |
| Stillsons | 390.22 |
| Total | 4,034.67 |

Other Expenses

| | |
|-------------------------|-----------|
| Salaries | 7,443.61 |
| FICA | 569.43 |
| Retirement | 316.93 |
| Work Comp | 0.00 |
| Group Insurance | 767.70 |
| Unemployment Insurance | 0.00 |
| Insurance/Prof Services | 0.00 |
| Publishing | 0.00 |
| Repair | 46.45 |
| Supplies | 1,125.12 |
| Equipment | 0.00 |
| Utilities | 687.60 |
| Total Expense | 10,956.84 |

Breakdown - Liquor Store Deposits

| | |
|-------------------|-----------|
| Beer | 38,827.04 |
| Whiskey | 40,067.49 |
| Wine | 5,360.52 |
| Pop/Miscellaneous | 2,334.12 |
| Tobacco | 1,521.17 |
| Ice | 111.86 |
| Total | 88,222.20 |

Net liquor store profit plus 10% from clubs

12,470.33

Sisseton Police Dept. 2019 Totals

| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | Yearly Total |
|----------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------|
| Accidents | 11 | 14 | 6 | 0 | 4 | 1 | 2 | 5 | 6 | 3 | 2 | 0 | 54 |
| Assaults | 8 | 9 | 3 | 2 | 8 | 5 | 0 | 8 | 8 | 11 | 6 | 0 | 68 |
| DUI | 7 | 7 | 4 | 8 | 13 | 11 | 18 | 5 | 15 | 12 | 9 | 0 | 109 |
| Underage Consumption | 2 | 3 | 3 | 2 | 22 | 9 | 8 | 11 | 17 | 10 | 6 | 0 | 93 |
| Drug Violations | 23 | 38 | 55 | 53 | 43 | 52 | 41 | 52 | 36 | 71 | 35 | 0 | 499 |
| Disorderly Conduct | 5 | 2 | 5 | 5 | 6 | 7 | 10 | 6 | 3 | 5 | 3 | 0 | 57 |
| Theft | 3 | 3 | 2 | 3 | 3 | 2 | 5 | 3 | 5 | 2 | 2 | 0 | 33 |
| Vandalism | 2 | 0 | 2 | 5 | 2 | 2 | 3 | 2 | 2 | 3 | 2 | 0 | 25 |
| Misc (Tickets) | 90 | 69 | 95 | 92 | 99 | 117 | 123 | 131 | 108 | 106 | 71 | 0 | 1101 |
| Arrests | 34 | 44 | 41 | 38 | 44 | 44 | 50 | 46 | 46 | 51 | 32 | 0 | 470 |
| Curfew | 0 | 0 | 3 | 0 | 17 | 8 | 10 | 8 | 11 | 6 | 0 | 0 | 63 |
| Warrant Arrests | 9 | 18 | 10 | 13 | 8 | 12 | 13 | 7 | 12 | 16 | 17 | 0 | 135 |
| Monthly Total | 194 | 207 | 229 | 221 | 269 | 270 | 283 | 284 | 269 | 296 | 185 | 0 | 2707 |

CITY OF SISSETON - FINANCE REPORT**November 2019**

| | | |
|--|------------|----------------------|
| Balance last report | | 12,881,184.59 |
| Receipts this month | | |
| Property Tax | 256,076.66 | |
| Sales Tax | 14,648.41 | |
| Amusement Tax | 0.00 | |
| Building Permits | 101.00 | |
| Peddler/Pawnshop License | 50.00 | |
| Dog License | 16.00 | |
| Liquor/Malt Bev. License | 150.00 | |
| Video Lottery License | 0.00 | |
| State/Federal Grants | 50,127.19 | |
| State/County Shared Revenue | 4,404.74 | |
| Bank Franchise | 0.00 | |
| Motor Vehicle License | 1,177.17 | |
| Local Hwy/Bridge Fund | 0.00 | |
| Sisseton Housing Pmt in Lieu of Taxes | 0.00 | |
| Accident Reports | 16.00 | |
| Sales/Excise Tax | 14.22 | |
| Fire Dept Fees | 0.00 | |
| Hwy & Street | 240.00 | |
| Library/Recreation Fees | 218.78 | |
| Av Gas sales | 359.28 | |
| Fines | 70.00 | |
| Interest | 11,419.26 | |
| Rentals | 300.00 | |
| Rubble Site Charges | 0.00 | |
| Cable TV Franchise | 0.00 | |
| Contributions and Donations | 51,429.75 | |
| Miscellaneous (Includes pmt for SRO) | 13,799.44 | |
| Sale of Fixed Assets | 0.00 | |
| Compensation for loss-insurance proceeds | 0.00 | |
| Third Cent Sales Tax | 1,935.76 | |
| Liquor Sales | 88,220.90 | |
| Sales Tax | 6,577.30 | |
| Operating Agreements | 0.00 | |
| 10% Beverage Mark Up | 4,224.62 | |
| Utility receipts | 94,098.79 | |
| Bulk Water | 0.00 | |
| Sale of Water Supplies | 1,211.90 | |
| Sales Tax | 0.00 | |
| Sewer - Land Rent | 0.00 | |
| Other Solid Waste Revenue | 0.00 | |
| Total Receipts | | 600,887.17 |
| <u>Total Expense</u> | | <u>567,273.72</u> |
| Cash Balance End of Month | | 12,914,798.04 |

Respectfully Submitted by Amber Kemnitz, Finance Officer

Revenue - November 2019

| | <u>Anticipated</u> | <u>YTD Revenue</u> | <u>Balance</u> |
|-------------------------------------|---------------------|---------------------|-------------------|
| General Fund | | | |
| Property Tax | 775,000.00 | 717,312.41 | 57,687.59 |
| Sales Tax | 1,100,000.00 | 874,225.87 | 225,774.13 |
| Amusement Tax | 335.00 | 336.00 | -1.00 |
| Taxi License | 0.00 | 0.00 | 0.00 |
| Building Permits | 1,200.00 | 1,007.00 | 193.00 |
| Pawnshop License | 200.00 | 100.00 | 100.00 |
| Peddler License | 100.00 | 150.00 | -50.00 |
| Dog License | 300.00 | 417.00 | -117.00 |
| Liquor & Malt Beverage License | 5,000.00 | 3,950.00 | 1,050.00 |
| Video Lottery Fees | 2,500.00 | 2,550.00 | -50.00 |
| Federal Grants | 0.00 | 154,600.89 | -154,600.89 |
| State Grants | 75,000.00 | 17,007.28 | 57,992.72 |
| Bank Franchise Fee | 12,000.00 | 13,938.73 | -1,938.73 |
| Liquor Tax Reversion | 15,000.00 | 11,864.72 | 3,135.28 |
| Motor Vehicle License | 30,000.00 | 31,234.48 | -1,234.48 |
| Local Hwy/Bridge Fund | 60,000.00 | 54,384.10 | 5,615.90 |
| Other State Share Revenue | 0.00 | 0.00 | 0.00 |
| Payment in Lieu of Tax | 16,000.00 | 23,321.12 | -7,321.12 |
| County Road Tax | 2,200.00 | 2,246.47 | -46.47 |
| Accident Reports | 150.00 | 236.00 | -86.00 |
| Fire Dept Townships | 22,000.00 | 24,650.67 | -2,650.67 |
| BIA/SWST Fire Dept | 0.00 | 2,940.00 | -2,940.00 |
| Fire Dept Ins Co & Individual Pmts | 7,500.00 | 2,900.00 | 4,600.00 |
| Hwy & Street | 500.00 | 4,247.79 | -3,747.79 |
| Recreation | 10,000.00 | 11,420.26 | -1,420.26 |
| Library Card Fees | 750.00 | 1,130.61 | -380.61 |
| AV Gas (Airport) | 7,500.00 | 11,202.69 | -3,702.69 |
| Fines | 150.00 | 296.47 | -146.47 |
| Dog Keeping | 100.00 | 210.00 | -110.00 |
| Interest | 15,000.00 | 206,285.08 | -191,285.08 |
| Rentals | 25,000.00 | 23,001.90 | 1,998.10 |
| Rubble Site Charge | 0.00 | 300.00 | -300.00 |
| Private Donations | 125,000.00 | 157,744.86 | -32,744.86 |
| Cable TV Franchise Fee | 20,000.00 | 16,679.55 | 3,320.45 |
| Other Miscellaneous Revenue | 65,000.00 | 58,786.84 | 6,213.16 |
| Dividend Income | 0.00 | 0.00 | 0.00 |
| Sale of General Fixed Assets | 0.00 | 2,801.00 | -2,801.00 |
| Compensation for loss-ins. proceeds | 0.00 | 0.00 | 0.00 |
| <u>Operating Transfers In</u> | <u>60,000.00</u> | <u>0.00</u> | <u>60,000.00</u> |
| Total General Fund | 2,453,485.00 | 2,433,479.79 | 20,005.21 |
| Liquor, Lodging & Dining Sales Tax | 75,000.00 | 54,833.73 | 20,166.27 |
| State Grant | 0.00 | 0.00 | 0.00 |
| Interest | 0.00 | 0.00 | 0.00 |
| Liquor | 1,052,500.00 | 1,032,285.38 | 20,214.62 |
| Water | 451,000.00 | 430,748.73 | 20,251.27 |
| Sewer | 411,000.00 | 387,996.99 | 23,003.01 |
| Sanitation | 295,650.00 | 273,240.70 | 22,409.30 |
| Total City Funds | 4,738,635.00 | 4,612,585.32 | 126,049.68 |

Expenditures - November 2019

| | <u>Appropriation</u> | <u>YTD Expense</u> | <u>Balance</u> |
|---------------------------------------|----------------------|---------------------|-------------------|
| General Fund | | | |
| Legislative | 50,235.00 | 25,822.05 | 24,412.95 |
| Contingency | 100,000.00 | 0.00 | 100,000.00 |
| Executive | 12,200.00 | 9,041.84 | 3,158.16 |
| Elections | 2,200.00 | 0.00 | 2,200.00 |
| Legal | 12,000.00 | 6,408.75 | 5,591.25 |
| Finance Office | 89,350.00 | 72,221.56 | 17,128.44 |
| Financial Administration | 43,000.00 | 43,355.48 | -355.48 |
| General Government Building | 40,200.00 | 26,198.55 | 14,001.45 |
| Police | 569,000.00 | 469,966.12 | 99,033.88 |
| Fire | 76,000.00 | 212,656.16 | -136,656.16 |
| Street Department | 513,500.00 | 292,231.77 | 221,268.23 |
| Snow Removal | 54,800.00 | 73,767.95 | -18,967.95 |
| Street Lighting | 51,500.00 | 37,001.78 | 14,498.22 |
| Street Cleaning | 9,000.00 | 4,371.57 | 4,628.43 |
| Airport | 189,000.00 | 217,184.02 | -28,184.02 |
| Health | 9,000.00 | 9,268.49 | -268.49 |
| Recreation | 258,900.00 | 257,706.95 | 1,193.05 |
| Parks | 28,100.00 | 9,882.61 | 18,217.39 |
| Library | 161,300.00 | 123,403.34 | 37,896.66 |
| Economic Development | 125,950.00 | 86,502.15 | 39,447.85 |
| <u>Capital Outlay</u> | <u>92,500.00</u> | <u>0.00</u> | <u>92,500.00</u> |
| Total General Fund | 2,487,735.00 | 1,976,991.14 | 510,743.86 |
| Special Revenue Fund-Promotion | 75,000.00 | 57,450.38 | 17,549.62 |
| Enterprise Funds | | | |
| Liquor | 1,073,700.00 | 836,361.07 | 237,338.93 |
| Water | 442,200.00 | 144,430.23 | 297,769.77 |
| Sewer | 626,200.00 | 945,112.83 | -318,912.83 |
| Garbage | 257,900.00 | 221,222.70 | 36,677.30 |
| Total City Funds | 4,962,735.00 | 4,181,568.35 | 781,166.65 |

**City of Sisseton
Cash Fund Balance
November 2019**

Cash by Fund

| | |
|---------------------------------|----------------------|
| General Fund | 7,208,866.02 |
| Lodging & Dining Sales Tax Fund | 135,442.21 |
| Liquor Fund | 1,206,841.30 |
| Liquor Fund - Change | 700.00 |
| Water Fund | 2,236,710.99 |
| Water Fund - Change | 200.00 |
| Sewer Fund | 1,765,306.56 |
| <u>Garbage Fund</u> | <u>360,730.96</u> |
| Total | 12,914,798.04 |

Bank Reconciliation

| | |
|-------------------------------------|----------------------|
| Checking Account First Savings Bank | 1,193,269.42 |
| FIT GCR Acct | 10,054,496.65 |
| Wells Fargo Acct #4231 | 599,480.26 |
| Dacotah Bank 7/23/20 | 513,377.43 |
| BankStar Financial 9/3/20 | 500,000.00 |
| RCNB - Library Trust | 53,274.28 |
| <u>Change Fund</u> | <u>900.00</u> |
| Cash Balance | 12,914,798.04 |

Publish: November 26, 2019

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 9, 2019 at 7:00 p.m. at the regular meeting in the Council 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 2020 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 2020 licensing period, and the following Retail (off sale) Wine and Cider Establishment: Dollar General for the 2020 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 21st day of November, 2019 at Sisseton, South Dakota.

Amber Kemnitz
Finance Officer

Publish: November 26, 2019
December 3, 2019

NOTICE OF SALE OF SURPLUS PROPERTY

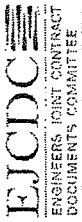
Notice is hereby given that the City Council for the City of Sisseton has declared the following property to be no longer necessary for the public benefit and surplus:

| <u>Property Description</u> | <u>Appraised Value</u> |
|------------------------------|------------------------|
| E 63' of lots 13-15 Block 87 | \$500.00 |
| 1990 Chevy Pickup | \$1500.00 |

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 9, 2019 in the City Council Room, City Hall, 406 2nd Ave. West, Sisseton, SD at 7:15 p.m.

Dated this 18th day of November 2019
Amber Kemnitz
Municipal Finance Officer



Contractor's Application for Payment No.

| | |
|---|----------------------------------|
| Application Period: 3 12/4/2019 | |
| To (Owner): CITY OF SISSETON | Via (Engineer): |
| Project: LWCF PROJECT NO 46-01507 SISSETON BALL PARK EXPANSION | Contractor's Project No.: 199566 |
| Owner's Contract No.: | Engineer's Project No.: |

**Application For Payment
Change Order Summary**

| Approved Change Orders Number | Additions | Deductions |
|-------------------------------|-------------|--------------|
| 1 | \$38,425.00 | \$255,248.60 |
| TOTALS | \$38,425.00 | \$255,248.60 |
| NET CHANGE BY CHANGE ORDERS | | -216,823.60 |

1. ORIGINAL CONTRACT PRICE..... \$ \$588,400.00
2. Net change by Change Orders..... \$ -\$216,823.60
3. Current Contract Price (Line 1 + 2)..... \$ \$371,576.40
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)..... \$ \$329,027.00
5. RETAINAGE:
 - a. 10% X \$329,027.00 Work Completed..... \$ \$32,902.70
 - b. 10% X Stored Material..... \$ \$32,902.70
 - c. Total Retainage (Line 5.a + Line 5.b)..... \$ \$65,805.40
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ \$296,124.30
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ \$206,407.80
8. AMOUNT DUE THIS APPLICATION..... \$ \$89,716.50
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)..... \$ \$75,452.10

Contractor's Certification
 The undersigned Contractor certifies, to the best of its knowledge, the following:
 (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
 (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
 (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective

Contractor Signature: _____ Date: 12/6/19

Payment of: \$ 89,716.50
 (Line 8 or other - attach explanation of the other amount)

is recommended by: *Henry J. Hahn* (Engineer) 12-6-19 (Date)

Payment of: \$ _____ (Line 8 or other - attach explanation of the other amount)

is approved by: _____ (Owner) (Date)

Approved by: _____ Funding or Financing Entity (if applicable) (Date)

Progress Estimate - Unit Price Work

Contractor's Application

| For (Contract): | | LWCF PROJECT NO. 46-01507 SISSETON BALL PARK EXPANSION | | | | | | | | | | Application Number: 3 | |
|------------------------|---|--|-------|-------------|--------------------------|------|---------------------|---|--|--------------|-------------------------|-------------------------|--|
| Application Period: 3 | | A | | | | | | | | | | Application Date: 43803 | |
| Bid Item No. | Item Description | Contract Information | | | | C | D | E | F | | Balance to Finish (B-F) | | |
| | | Item Quantity | Units | Unit Price | Total Value of Item (\$) | | | | Total Completed and Stored to Date (D+E) | % (F/B) | | | |
| 1 | MOBILIZATION | 1 | LS | \$60,000.00 | \$60,000.00 | 0.9 | \$54,000.00 | | \$54,000.00 | 90.0% | \$6,000.00 | | |
| 2 | CLEARING | 1 | LS | \$7,150.00 | \$7,150.00 | 1 | \$7,150.00 | | \$7,150.00 | 100.0% | | | |
| 3 | CHANGED TO DISKING & GRADING OF TOPSOIL | 1 | LS | \$19,676.00 | \$19,676.00 | 1 | \$19,676.00 | | \$19,676.00 | 100.0% | | | |
| 4 | EXCAVATION & PLACEMENT OF SOIL FILL | 1500 | CUYD | \$5.35 | \$8,025.00 | 1500 | \$8,025.00 | | \$8,025.00 | 100.0% | | | |
| 5 | CCO NO. 1 DELATED THIS ITEM | | | | | | | | | | | | |
| 6 | CCO NO. 1 DELATED THIS ITEM | | | | | | | | | | | | |
| 7 | FURNISHING & PLACING OF GRANULAR GRAVEL IN PARKING LOT AND WALKING PATH | 1503 | TON | \$19.00 | \$28,557.00 | 2119 | \$40,261.00 | | \$40,261.00 | 141.0% | -\$11,704.00 | | |
| 8 | CCO NO. 1 DELATED THIS ITEM | | | | | | | | | | | | |
| 9 | CCO NO. 1 DELATED THIS ITEM | | | | | | | | | | | | |
| 10 | GRASS SEEDING, FERTILIZER & MULCHING | 22046 | SOYD | \$0.65 | \$14,329.90 | | | | | | | | |
| 11 | FURNISH AND INSTALL AUTOMATIC IRRIGATION SYSTEM | 2 | EACH | \$13,300.00 | \$26,600.00 | 2 | \$26,600.00 | | \$26,600.00 | 100.0% | | | |
| 12 | FURNISH AND INSTALL 20" HIGH BACKSTOP | 2 | EACH | \$13,300.00 | \$26,600.00 | 2 | \$26,600.00 | | \$26,600.00 | 100.0% | | | |
| 13 | 20"X20"X20" 5 RAILS | | | | | | | | | | | | |
| 14 | FURNISH AND INSTALL 8" HIGH OUTFIELD FENCE | 1174 | FT | \$25.00 | \$29,350.00 | 1174 | \$29,350.00 | | \$29,350.00 | 100.0% | | | |
| 15 | FURNISH AND INSTALL 10" HIGH SIDELINE FENCE WITH THREE RAILS | 396 | FT | \$40.00 | \$15,840.00 | 396 | \$15,840.00 | | \$15,840.00 | 100.0% | | | |
| 16 | FURNISH AND INSTALL 4" HIGH SIDELINE FOR PARKING LOT | 1412 | FT | \$15.00 | \$21,180.00 | 1412 | \$21,180.00 | | \$21,180.00 | 100.0% | | | |
| 17 | FURNISH AND INSTALL 4" HIGH 10' WITH DOUBLE SWING GATES | 1 | EACH | \$750.00 | \$750.00 | 1 | \$750.00 | | \$750.00 | 100.0% | | | |
| 18 | FURNISH AND INSTALL 4" HIGH 4' WIDE GATES | 6 | EACH | \$315.00 | \$1,890.00 | 6 | \$1,890.00 | | \$1,890.00 | 100.0% | | | |
| 19 | FURNISH AND INSTALL 6" HIGH 16" WIDE DOUBLE SWING GATES | 5 | EACH | \$815.00 | \$4,075.00 | 5 | \$4,075.00 | | \$4,075.00 | 100.0% | | | |
| 20 | FURNISH AND INSTALL 8" HIGH 4' WIDE SINGLE SWING GATES | 1 | EACH | \$544.00 | \$544.00 | 1 | \$544.00 | | \$544.00 | 100.0% | | | |
| 21 | FURNISH AND INSTALL BALL DIMOND AGGREGATE | 560 | TON | \$81.00 | \$45,360.00 | 391 | \$31,671.00 | | \$31,671.00 | 69.8% | \$13,689.00 | | |
| 22 | FURNISH AND INSTALL YARD HOSE HYDRANT & WATER LINE TO IT | 1 | EACH | \$853.00 | \$853.00 | 1 | \$853.00 | | \$853.00 | 100.0% | | | |
| 23 | FURNISH AND INSTALL 6" PVC WATERMAIN | 530 | FT | \$40.00 | \$21,200.00 | 530 | \$21,200.00 | | \$21,200.00 | 100.0% | | | |
| 24 | FURNISH AND INSTALL 6" TAP TO CITY WATER MAIN | 1 | EACH | \$1,500.00 | \$1,500.00 | 1 | \$1,500.00 | | \$1,500.00 | 100.0% | | | |
| Totals - Page 1 | | | | | | | \$311,321.00 | | \$311,321.00 | 93.2% | \$22,858.90 | | |

Progress Estimate - Unit Price Work

Contractor's Application

| For (Contract): | | LWCF PROJECT NO. 46-01507 SISSETON BALL PARK EXPANSION | | | | | | | | | |
|---------------------|--|--|-------|-------------|--------------------------|---|--------------|---|--|-----------|---------------------------|
| Application Period: | | 3 | | | | | | | | | |
| Application Number: | | 3 | | | | | | | | | |
| Application Date: | | 43803 | | | | | | | | | |
| Bid Item No. | Item Description | Contract Information | | | | C | D | E | F | | |
| | | Item Quantity | Units | Unit Price | Total Value of Item (\$) | | | | Total Completed and Stored to Date (D + E) | % (F / B) | Balance to Finish (B - F) |
| 24 | FURNISH AND INSTALL 6" 60 DEGREE MJ WYE | 1 | EACH | \$835.00 | \$835.00 | 1 | \$835.00 | | \$835.00 | 100.0% | |
| 25 | FURNISH AND INSTALL 6" 90 DEGREE MJ BEND | 1 | EACH | \$727.00 | \$727.00 | 1 | \$727.00 | | \$727.00 | 100.0% | |
| 26 | FURNISH AND INSTALL 6" GATE VALVE/BO W/BOX | 1 | EACH | \$2,324.00 | \$2,324.00 | 1 | \$2,324.00 | | \$2,324.00 | 100.0% | |
| 27 | FURNISH AND INSTALL 2 1/2" FLUSH HYDRANT | 1 | EACH | \$1,200.00 | \$1,200.00 | 1 | \$1,200.00 | | \$1,200.00 | 100.0% | |
| 28 | FURNISH AND INSTALL EXTERIOR 220 ELECTRIC SERVICE PANEL & UNDERGROUND WIRE TO TRANSFORMER, POWER SERVICE TO DUGOUTS, FUTURER SCORE BOARD, SOURCE OF POWER FOR IRRIGATION SYSTEM BALL FIELD | 1 | LS | \$12,620.00 | \$12,620.00 | 1 | \$12,620.00 | | \$12,620.00 | 100.0% | |
| 29 | CCO NO. 1 DELATED THIS ITEM | | | | | | | | | | |
| 30 | CCO NO. 1 DELATED THIS ITEM | | | | | | | | | | |
| 31 | CCO NO. 1 DELATED THIS ITEM (CCO 1 ERROR) | 1 | LS | \$0.50 | \$0.50 | | | | | | \$0.50 |
| 32 | CCO NO. 1 ADDED THIS ITEM ASPHALT CONCRETE CLASS D FURNISH AND PLACE ASPHALT 2 INCHES DEEP ON WALKING PAITH | 1 | LS | \$19,690.00 | \$19,690.00 | | | | | | \$19,690.00 |
| Total - Page 2 | | | | | \$37,996.50 | | \$17,706.00 | | \$17,706.00 | 47.3% | \$19,690.50 |
| Grand Total | | | | | \$371,576.40 | | \$329,027.00 | | \$329,027.00 | 88.5% | \$42,549.40 |

RESOLUTION 2019-12

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, 2020 shall be set as follows:

GARBAGE RATES:

The residential garbage rate shall be set at \$12.70 per month. The senior citizen discounted garbage rate shall be set at \$9.75 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 \$10.35 per month.

Commercial garbage rates are as follows:

| | |
|--|---------------|
| Base Charge Commercial | \$22.75 |
| Consumption charge for extra usage (no dumpster) | \$5.00/pickup |
| Consumption charge (dumpster) | \$2.80/yd |

RUBBLE SITE:

Residents will be charged \$1.70 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 \$16.30 per month and that the charge for excess gallons of water be set at \$3.03 per 1,000 gallons excess for 2,000 to 350,000 gallons used and \$1.63 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 \$48.90 per month and that the charge for excess gallons of water be set at \$5.46 per 1,000 gallons excess for 2,000 to 8,000 gallons used and \$3.79 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 \$5.46 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 \$3.25 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 \$3.25 per 1000 gallons per month as the average residential user. The minimum sewer bill for any class user will be \$19.50 per month, or \$3.25 per 1000 gallons, whichever is greater.

Non-residential users with volumes greater than the average residential user will pay an additional charge of \$3.25 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 \$6.50 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 \$6.50 per 1000 gallons per month as the average residential user. The minimum sewer bill for any class user will be \$39.00 per month or \$6.50 per 1000 gallons, whichever is greater.

Non-residential users with volumes greater than the average residential user will pay an additional charge of \$6.50 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, 2020. 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 9th day of December, 2019.

The City of Sisseton

Terry Jaspers, Mayor

ATTEST: _____
Amber Kemnitz, Finance Officer

RESOLUTION 2019-13

WHEREAS, business owners of Freddie's Gun Shop & Casino and Ka-Co's, located at 514 Veterans Ave. have submitted a request to the City of Sisseton to designate a restricted parking area to provide necessary parking for their customers.

THEREFORE BE IT RESOLVED, that there shall be restricted parking of a maximum of 2 hours between the hours of 9:00 a.m. to 5:00 p.m. for 2 parking spaces located on the west side of Veterans Ave. in Block 41 Lot 18.

Dated at Sisseton, Roberts County, South Dakota this 9th day of December 2019.

CITY OF SISSETON

BY _____
Terry Jaspers, Mayor

ATTEST:

Amber Kemnitz, Finance Officer

ORDINANCE 660
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:

| | | |
|---|---|------------|
| 101-42210 | Fire | |
| | Machinery & Equipment | 167,500.00 |
| 101-43130 | Snow Removal | |
| | Salaries | 15,000.00 |
| | Repairs | 5,000.00 |
| | Supplies | 5,000.00 |
| 101-43500 | Airport | |
| | Professional Services | 75,000.00 |
| 101-44100 | Health | |
| | Supplies | 3,360.00 |
| 101-45110 | Recreation | |
| | Improvements | 150,000.00 |
| Liquor, Lodging, Dining Gross Receipts Sales Tax Fund: | | |
| 211-46501 | Promotion | |
| | Promotion: Donation to Roberts County 4-H | 25,000.00 |

Part II

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

| | |
|--|------------|
| General Fund | |
| Unassigned Fund Balance | 192,500.00 |
| Private Donations | 150,000.00 |
| Federal Grants | 75,000.00 |
| State Grants | 3,360.00 |
| Liquor, Lodging, Dining Gross Receipts Sales Tax Fund | |
| Unassigned Fund Balance | 25,000.00 |

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 12th day of November 2019.

Passed this second reading and adoption this 9th day of December 2019.

ORDINANCE 661

AN ORDINANCE ESTABLISHING ANNUAL SALARY AND WAGE LEVELS FOR THE PRINCIPAL EMPLOYEES AND OFFICIALS OF THE CITY OF SISSETON FOR THE 2020 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 \$7155 yearly

Mike Brooks Council \$2886 yearly

DelRay German Council \$2886 yearly

Joseph Just Council \$2886 yearly

Lee Solberg Council \$2886 yearly

Paul Stapleton Council \$2886 yearly

Herman Wegleitner Council \$2886 yearly

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

Amber Kemnitz Finance Officer \$51,374 yearly salary

Marie Deutsch Deputy Finance Officer \$17.60/hr

Ashley Wolf Chamber/SEDC Exec Director \$14.18/hr

Jim Croymans Police Chief \$61,302 yearly salary

Jereme Stauss Sergeant \$21.02/hr

Tyler Appel Patrol Officer/SRO \$20.02/hr

Justin Isaacson Patrol Officer \$19.02/hr (\$20.02/hr when certified)

Brandon Johnston Patrol Officer \$20.02/hr

Trevor Mishler Patrol Officer \$20.02/hr

Gary Spencer Water/Sewer Supt \$20.28/hr

Michael Sutton Water/Sewer Laborer \$17.72/hr

Myron Doud Street Supt/Safety Officer \$18.94/hr

Colbey Lehrke Equipment Operator \$15.67/hr (\$15.92 effective 1/15/20)

Michael Schneider Equipment Operator \$16.07/hr

Marvin Weyand Equipment Operator/Maintenance/Rubble Site \$16.07/hr

Tim German Sanitation Labor \$16.00/hr

Daniel Nickolauson Sanitation Labor \$15.90/hr

Ellen Lekness Liquor Store Manager \$16.66/hr

Katherine Oien Liquor Store Clerk \$16.06/hr

Jackie Agnew part-time Liquor Store Clerk \$14.05/hr

Jerome Arbach part-time Liquor Store Clerk \$13.80/hr (\$14.05 effective 1/25/20)

Kathy Holman part-time Liquor Store Clerk \$14.05/hr

Billi Rogalski part-time Liquor Store Clerk \$14.05/hr

Lundee Stadtler part-time Liquor Store Clerk \$14.05/hr

Jayne Nieland Librarian \$18.17/hr

Janet Schmidt Library Assistant \$12.33/hr

Betty Veflin Library Assistant \$13.14/hr

Matthew Moen part-time Library Assistant \$9.30/hr

Madisyn Pistorius part-time Library Assistant \$9.30/hr

Section Two: Set by boards under City Council for the 2020 budget year.

1. 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, \$11.00 for lunch, \$15.00 for dinner, for a maximum of \$32.00 per day, in-state and \$10.00 for breakfast, \$14.00 for lunch, \$21.00 for dinner, for a maximum of \$45.00 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 9th day of December 2019.

Passed this second reading and adoption this _____ day of December 2019.

Terry Jaspers, Mayor

ATTEST:

Amber Kemnitz, Finance Officer