

The City Council for the City of Sisseton met in regular session on Monday, December 14, 2020 at 6:30 p.m.

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

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

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

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

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

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

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

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

Police: Croymans reported on police department.

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

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

Street/Safety: Doud reported for street department.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GARBAGE RATES:

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

Commercial garbage rates are as follows:

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

RUBBLE SITE:

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

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

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

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

IN TOWN WATER RATES:

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

OUT OF TOWN WATER RATES:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Ordinance 667: No motion received, Ordinance 667 failed.

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

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

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

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

Amber Kemnitz, Finance Officer

November 2020 Bills Payable

Bank Charge-Credit Card	bank charge	850.83
BX Civil & Construction	Hwy 10 project	77,559.54
First Savings Bank	fees	47.75
Health Pool of SD	health insurance	16,992.36
J&J Earthworks	airport project	172,658.13
Postmaster	supplies	166.44
SD Retirement	retirement	4,508.83
Venture	utilities	1,352.37
Verizon	utilities	160.04
EFTPS	payroll tax	5,482.46
Payroll:	administration	6,976.34
	public safety	24,827.67
	public works	10,456.91
	culture/recreation	5,682.99
	economic development	2,268.80
	liquor	7,952.52
	water	3,782.03
	sewer	3,782.02
	sanitation	6,788.80
		352,296.83

December 14, 2020 Bills Payable

Cask & Cork	merchandise	270.25
Coca Cola	merchandise	414.25
Ellwein	merchandise	18,218.95
Henry's	merchandise	958.82
Johnson Bros.	merchandise	11,617.49
Madison Bottling	merchandise	119.50
Porter Distributing	merchandise	8,208.00
Republic National Distributing	merchandise	9,095.11
SD Treasurer	sales tax	5,736.17
Southern Glazer's	merchandise	1,188.64
Republic National Distributing	merchandise	6,392.81
Southern Glazer's	merchandise	1,672.37
Active Data Systems	maintenance agreement	759.00
Broad Reach	books	262.42
Cengage Learning / Gale	books	53.23
Center Point Large Print	books	42.54
Heartland Communications	material	30.00
Doug Karst	supplies	337.60
MidAmerica Books	books	287.30
Ruth Munro	maintenance	136.00
Sisseton Flower Shop	supplies	49.95
Smart Apple Media	books	691.55
Wells Fargo Credit Card	books	756.36
Heritage Museum	promotion	1,049.15
KBWS	promotion	175.00
KDLO	promotion	200.00
Sara McGregor-Okroi	promotion	125.00
Sisseton Arts Council	promotion	20,000.00
Ashley Wolf	promotion	51.48
3D Specialties	supplies	2,271.51
Ace Hardware	supplies	207.69
Aramark	supplies	335.70
Auto Value Parts	supplies	155.84
Brisco Apparel Co.	supplies	429.41
Erin Cameron	prof services	446.25
CHS	utilities	854.73
City of Sisseton	supplies	54.00
Colonial Enterprises	repair	870.00
Creative Product Sourcing	supplies	397.98
Jim Croymans	supplies	448.50
Deutsch Construction	repair	6,668.00
FedEx	supplies	41.43

First Call Auto Parts	supplies	172.01
FP Mailing Solutions	postage meter lease	156.00
Fryer Auto	repair	1,823.26
Graybar	supplies	1,944.04
Hach	supplies	280.95
Hawkins	supplies	929.26
Helms & Associates	prof services	9,153.52
Holiday Service	supplies	639.47
JW Industries	supplies	31,750.00
Keller Repair	repair	78.00
M2JK Inc.	equipment	2,150.00
Milbank Ford	repair	381.70
MuniCode	annual support	225.00
New World Business Solutions	supplies	2,469.00
Otter Tail Power Company	utilities	6,368.89
Pies Fire Equipment	maintenance	56.20
PowerPlan	repair	1,908.56
Quill	supplies	1,091.67
RC Treasurer - Landfill	landfill rent	6,654.56
SD Public Health Lab	lab fees	43.00
SD Treasurer	sales tax	1,285.37
Sisseton Automotive	repair	57.04
Sisseton Courier	publishing & supplies	462.85
Sisseton Flower Shop	supplies	29.95
Sisseton Volunteer Fire Dept.	intergovernmental	3,335.00
Lee Solberg	repair	2,852.68
State Flag Account	supplies	669.45
Stillson Service	supplies	840.27
Stoney Brook Fire & Safety	supplies	660.00
Tech One	repair	250.00
Traverse Electric	utilities	82.21
Tri State Building Center	supplies	136.40
Tri State Water	supplies	32.10
Twin Valley Tire	repair & supplies	1,068.53
Valley Office Products	supplies	36.99
Valley Rental & Recycling	recycling service	500.00
Verizon	utilities	70.26
W.D. Larson Co.	supplies	178.73
Wex Bank	supplies	1,170.27
Whetstone Valley Electric Coop	utilities	581.92
Xerox	copier leases	319.09

184,974.18