

The City Council for the City of Sisseton met in regular session on Monday, September 10, 2018 at 6:30 p.m.

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

Others Present: Erin Cameron, Amber Kemnitz, Ellen Lekness, Jim Croymans, Gary Spencer, Jan Thode, Georgia Streier, Leif Redinger.

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

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

Minutes: Stapleton moved and Solberg seconded to approve the August 13 & 27, 2018 minutes. All voted aye.

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

Liquor: Lekness presented the August 2018 liquor report.

Approve hiring part time liquor clerk: Wegleitner moved and Stapleton seconded to hire Billi Rogalski as part time liquor clerk at \$12.87/hour. All voted aye.

Police: Croymans reported on police department.

Patrol Officer Resignation: Just moved and Brooks seconded to accept resignation from Corporal Ware effective September 30, 2018. All voted aye.

Water/Sewer: Spencer reported for the water and sewer department. Leif Redinger with Helms & Associates updated Council on Hwy 10 water and sewer project as well as results of the sewer footage review.

Visitors: Georgia Streier addressed Council regarding concerns with property owners mowing grass into the streets. Jan Thode addressed Council with concerns regarding drainage issues resulting from recent street repair.

Building Permits: Stapleton moved and German seconded to approve the following building permits: 2018-37 O.Bubak, 2018-38 Hamm Plumbing, 2018-39 Dakota Nations Development Corp., 2018-40 M.Owen, 2018-41 G.Halseide, 2018-42 Rosalie's. All voted aye.

Finance Report: Brooks moved and Just seconded to approve the August 2018 finance report. All voted aye.

Library Volunteers: Just moved and Wegleitner seconded to approve the following volunteers to help with carpet installation at the library and to be covered under the city's work comp insurance: Tyler England. All voted aye.

Heating Fuel and Propane Quotes: Quotes for 4,000 gallons of heating fuel were received as follows:

Border States Coop - \$2.729/gallon

Baus Oil - \$2.70/gallon

Quotes for 8,000 gallons of propane were received as follows:

Border States Coop - \$1.299/gallon

Lakes Gas Co. - \$1.46/gallon

Solberg moved and Stapleton seconded to accept low quote from Baus Oil in the amount of \$2.70 per gallon for 4,000 gallons of heating fuel and the low quote from Border States Coop in the amount of \$1.299 per gallon for 8,000 gallons of propane. All voted aye.

SD DOT Easements & Right of Way Agreements: Brooks moved and Just seconded to authorize Mayor Jaspers to sign Permanent Easement, Temporary Easement and Right of Way Agreements with SD Department of Transportation. The City will receive \$5,620.00 as compensation. All voted aye.

SD DOT Amendment to Agreement # 511672: Just moved and German seconded to authorize Mayor Jaspers to sign Amendment to Agreement 511672 with SD Department of Transportation. All voted aye.

Ordinance 653: Solberg moved and Brooks seconded to approve the second reading and adoption of Ordinance 653 Amending Ordinance 17.88.010 Major recreation equipment. Upon roll call vote, voting aye were Brooks, German, Just and Solberg. Voting nay were Stapleton and Wegleitner. Motion carried.

Camper Use Fee: German moved and Solberg seconded to set a fee of \$25.00 for up to one week and \$50.00 for up to two weeks for use of campers in city limits. Upon roll call vote requested by Alderman Stapleton, voting aye were Brooks, German, Just and Solberg. Voting nay were Stapleton and Wegleitner. Motion carried.

Resolution 2018-6: German moved and Brooks seconded to approve resolution 2018-6 as follows:

A RESOLUTION TO AMMEND RESOLUTION 2013-3 FOR FEES ASSOCIATED WITH ORDINANCE #556 THE ZONING ORDINANCE FOR THE CITY OF SISSETON.

THE FOLLOWING SHALL BE THE FEES FOR PERMITS REQUIRED WITHIN ORDINANCE #556.

BUILDING PERMIT:	\$15.00 RESIDENTIAL \$50.00 COMMERCIAL \$50.00 LATE FEE
SPECIAL EXEMPTION PERMIT:	\$25.00 APPLICATION FEE \$20.00 PER PUBLICATION \$8.00 PER ASSOCIATED MAILING AND ANY SPECIAL MEETING COSTS

VARIANCE: \$25.00 APPLICATION FEE
\$20.00 PER PUBLICATION
\$8.00 PER ASSOCIATED MAILING
AND ANY SPECIAL MEETING COSTS

REZONING: \$25.00 APPLICATION FEE
\$20.00 PER PUBLICATION
\$8.00 PER ASSOCIATED MAILING
AND ANY SPECIAL MEETING COSTS

SPECIAL MEETING: \$200.00

ZONING BOOK: \$50.00

MAPS: \$5.00 PER PAGE

Dated this 10th day of September, 2018.
All voted aye.

Ordinance 654: Solberg moved and Stapleton seconded to approve the second reading and adoption of Ordinance 654 the 2019 appropriation ordinance. Upon roll call vote, voting aye were Brooks, German, Just, Solberg, Stapleton and Wegleitner. Motion carried.

Information & Discussion: Regular October City Council meeting will be held on Tuesday, October 9, 2018. Council discussed Community Room Policy. An updated policy will be presented to the Council at the October meeting.

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

Amber Kemnitz, Finance Officer

Ordinance 653

Amending Ordinance 17.88.010 Major recreation equipment

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SISSETON, ROBERTS COUNTY, SOUTH DAKOTA, that Ordinance 17.88.010 Major recreation equipment be amended as follows:

17.88.010 - Major recreation equipment.

A. No off-street parking of motor vehicles, recreational vehicles, watercraft or trailers should be permitted in the required front yard of any residence except as follows:

1. Upon a driveway providing direct access to the garage or rear yard;
2. Upon any other driveway provided that it is no wider than twenty-two (22) feet;
3. Upon the yard area between the driveway and the nearest side lot line.

B. No such equipment shall be used for living or sleeping, unless a permit is obtained from the City Finance Officer. Said permits shall allow for living and sleeping for a period of no longer than 2 weeks total per year. The City Finance Officer shall be allowed to charge a reasonable fee for permits using length of time for permit as a basis for determining the fee.

C. The equipment may be set up for housekeeping purposes, maintenance, or mechanical upkeep when parked or stored on a residential lot.

D. Dumping gray and/or black tanks within the City limits is prohibited.

E. Any violation of the above provisions may subject the violator, the owner of the equipment, and/or the owner of the property to the general penalty and restitution set forth in Chapter 1.16 and any other applicable federal, state, and local laws and regulations.

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 this 13th day of August, 2018.

Passed this second and final reading this 10th day of September, 2018.

Terry Jaspers – Mayor

ATTEST:

Amber Kemnitz
City Finance Officer

Ordinance 654
2019 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	Special Rev Fund
General Government		
411-Legislative & Contingency	150,235.00	
412-Mayor	12,200.00	
413-Elections	2,200.00	
414-General Financial Admin.	144,350.00	
419-General Govt Buildings	40,200.00	
Public Safety		
421-Police	569,000.00	
422-Fire	76,000.00	
Public Works		
431-Streets/Lights/Snow Removal	619,800.00	
432-Street Cleaning	9,000.00	
435-Airport	189,000.00	
Health & Welfare		
441-Health	9,000.00	
Culture & Recreation		
451-Recreation	258,900.00	
452-Parks	28,100.00	
455-Library	161,300.00	
Conservation & Development		
465-Development & Promotion	125,950.00	75,000.00
Debt Service		
Capital Outlay		
Equipment	92,500.00	
Total Appropriation and Accumulation	2,487,735.00	75,000.00

Part II

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

	General Fund	Special Rev Fund
Undesignated Fund Balance	34,250.00	
311 General Tax Levy	775,000.00	
313 Sales Tax	1,100,000.00	75,000.00
314 Amusement tax	335.00	
320 Licenses & Permits	9,300.00	
330 Intergovernmental Revenue	210,200.00	
340 Goods & Services	48,400.00	
350 Fines	250.00	
360 Miscellaneous	250,000.00	
390 Other Sources		
Transfer from Liquor Fund	60,000.00	
Total Means of Finance	2,487,735.00	75,000.00

PROPRIETARY FUNDS 2019

	Liquor	Water	Sewer	Garbage
Un-appropriated				
Fund Balance	\$ 1,000,000.00	\$ 1,800,000.00	\$ 2,000,000.00	\$ 300,000.00
Estimated Revenue	\$ 1,052,500.00	\$ 451,000.00	\$ 411,000.00	\$ 295,650.00
Total Estimated				
Balance & Revenue	\$ 2,052,500.00	\$ 2,251,000.00	\$ 2,411,000.00	\$ 595,650.00
Less Appropriations	\$ 1,013,700.00	\$ 442,200.00	\$ 626,200.00	\$ 257,900.00
Estimated Surplus	\$ 1,038,800.00	\$ 1,808,800.00	\$ 1,784,800.00	\$ 337,750.00
Less Estimated				
Surplus Retained	\$ 978,800.00	\$ 1,808,800.00	\$ 1,784,800.00	\$ 337,750.00
Surplus to be transferred				
to governmental fund	\$ 60,000.00	\$ -	\$ -	\$ -

Part IV

The Finance Officer is directed to certify the following dollar amount of tax levies made in this ordinance to the County Auditor.

For General Fund Revenues 775,000.00

Terry Jaspers, Mayor

ATTEST:

Amber Kemnitz, Finance Officer

Passed this first reading this 27th day of August 2018.

Passed this second reading and adoption this 10th day of September 2018.

August 2018 Bills Payable

Bank Charge-Credit Card	bank charge	1,164.23
Health Pool of SD	health insurance	13,818.60
Postmaster	postage	300.00
Postmaster	postage	174.72
RCNB	ACH fees	58.00
Roberts County Sportsmen's Club	contribution	15,000.00
SDRS Special Pay Plan	retirement	2,578.13
SD Retirement	retirement	4,314.00
Valley View Country Club	contribution	3,500.00
Venture	utilities	1,307.05
Verizon	utilities	170.44
EFTPS	payroll tax	5,500.60
Payroll:	administration	6,461.32
	public safety	23,333.45
	public works	10,057.32
	culture/recreation	9,911.62
	economic development	2,120.00
	liquor	6,896.52
	water	3,584.95
	sewer	3,584.94
	sanitation	<u>6,483.42</u>
		120,319.31

September 10, 2018 Bills Payable

American Bottling	merchandise	146.78
Coca Cola	merchandise	434.25
Ellwein	merchandise	33,001.72
Henry's	merchandise	2,578.49
Johnson Famous Brands	merchandise	18,223.73
Porter Distributing	merchandise	14,172.30
Republic National Distributing	merchandise	12,241.59
SD Treasurer	sales tax	7,924.02
Southern Glazer's of SD	merchandise	1,966.65
Republic National Distributing	merchandise	3,223.02
Argus Leader	subscription	504.05
Center Point Large Print	books	42.54
Gale/Cengage Learning	books	77.97
The Forum	subscription	220.00
Wells Fargo Credit Card	books	594.01
Ace Hardware	supplies	296.62
AirNav	supplies	20.00
AmeriPride	supplies	297.71
Auto Value Parts Store	supplies	34.75
Banyon Data Systems	supplies	2,580.00
Bituminous Paving	chip seal	88,161.58
Border States	supplies	139.20
Brewster Building Center	supplies	45.08
Erin Cameron	prof services	446.25
City of Sisseton	supplies	100.32
Core & Main	supplies	1,954.70
Crossroads Electric	repair & equipment	4,864.60
Dakota Electronics	supplies	92.50
Dakota Pump & Control	annual inspection	760.00
First Call Auto Parts	supplies	238.83
Fischer, Rounds & Assoc.	insurance	5,631.00
Galls	supplies	1,480.00
Glacial Lakes & Prairies Tourism	promotion	4,082.50
Great Plains Fire	repair	1,298.54
Hach	supplies	394.48
Hawkins	supplies	1,545.76
Helms & Associates	prof services	13,742.26
Holiday Service	supplies	1,037.19
K & K	supplies	62.80
Keller Repair	supplies	90.40
Locators & Supplies	supplies	59.57
Media One	promotion	122.16

Milbank Winwater	supplies	740.19
Moshler Tree Stump Service	repair	90.00
Ruth Munro	maintenance	337.50
Oien Electric	repair	305.76
Otter Tail Power Co.	utilities	6,977.50
Potomac Aviation Technology	repair	214.78
RC Treasurer - Landfill	landfill rent	8,059.92
Redwood Toxicology Lab	supplies	277.01
Rolstad Farm & Gravel	supplies	250.00
S&S Trenching	repair	86.28
Jason Sackreiter	supplies	25.00
Sanitation Products	supplies	342.47
SD Dept of Revenue	lab fees	57.00
SD Treasurer	sales tax	1,290.87
SDRS Special Pay Plan	supplies	45.00
Shopko	supplies	134.63
Sisseton Courier	publishing/supplies	895.43
Sisseton Radiator Works	repair	637.92
Stillson Service	supplies	1,357.30
Teal's Market	supplies	56.29
Traverse Electric Coop	utilities	2,604.10
Tri State Building Center	supplies	646.19
Tri State Water	supplies	26.60
Twin Valley Tire	repair & supplies	863.33
Valley Office Products	supplies	107.28
Van Diest	supplies	3,649.25
Verizon	utilities	67.86
Wex Bank	supplies	1,435.63
Whetstone Valley Electric Coop	utilities	120.34
Xerox	copier leases	225.67
Xpediter Technology	technical support	<u>575.00</u>

257,432.02