

The City Council for the City of Sisseton met in regular session on Monday, September 9, 2019 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, Myron Doud, Gary Spencer, Suzanne Starr, Kay Nikolas, Chris Huber, Sara McGregor Okroi, Katy Heinecke, Jan Thode, Mike Carlson

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

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

**Minutes:** Stapleton moved and Just seconded to approve the August 12 & 26, 2019 minutes. All voted aye.

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

Liquor: Lekness presented the August 2019 liquor report. Council discussed concerns with limited parking as well as the possibility of relocating to the Shopko building. Council was in agreement not to pursue relocation due to the expense involved in remodeling property that is not owned by the city.

Police: Croymans reported on police department.

Street/Safety: Doud reported for street department.

**Travel:** Solberg moved and Just seconded to approve travel for M. Doud & M. Schneider to attend Mosquito Control Conference in Aberdeen, SD on October 9, 2019. All voted aye.

Water/Sewer: Spencer reported for water/sewer department. Council was in agreement to purchase Kerf Cutter to repair valve boxes. Mike Carlson was present to discuss issues with exposed water service at End Zone. It is unknown at this time whether the water main replacement along the highway near the End Zone will be complete before the end of this construction season. If construction does not take place this season, the End Zone will need to bury existing service line in order to prevent line from freezing.

**Building Permits:** Just moved and Stapleton seconded to approve the following building permits: 2019-29 A.Daniel, 2019-30 J.Frederick, 2019-31 M.Brooks. All voted aye.

**Finance Report:** Brooks moved and Wegleitner seconded to approve the August 2019 finance report. All voted aye.

City Attorney: Attorney Cameron updated Council on health board inspections.

Public Comment: None

**Rural Attorney Recruitment Program Contract:** Stapleton moved and Solberg seconded to authorize Mayor Jaspers to sign contract to participate with the SD Unified Judicial System,

State Bar of SD, Roberts County and Attorney in the SD Rural Attorney Recruitment Program. All voted aye.

Hwy 10 Business Utility Rebate: Council discussed the SD Hwy 10 reconstruction project. Mayor Jaspers and Council members have been approached by business owners regarding the loss of business they have experienced due to the project and have questioned if the City could provide some type of financial support to these businesses. Council discussed the possibility of providing free utility services to the businesses. Council received input from Chris Iuber and Sara McGregor Okroi. No action was taken by City Council.

**Heating Fuel and Propane Quotes**: Quotes for 5,000 gallons of heating fuel were received as follows:

CHS - \$2.30/gallon

Baus Oil - \$2.50/gallon

Quotes for 10,000 gallons of propane were received as follows:

CHS- \$1.059/gallon

Lakes Gas Co. - \$1.149/gallon

Brooks moved and Solberg seconded to accept low quote from CHS in the amount of \$2.30 per gallon for 5,000 gallons of heating fuel and \$1.059 per gallon for 10,000 gallons of propane. All voted aye.

**Storm Sewer Easement**: German moved and Just seconded to authorize Mayor Jaspers to sign easement for storm sewer repair in lots 11 & 12 of block 114. All voted aye.

**BX Civil & Construction, Inc. Pay Request #3**: Just moved and Stapleton seconded to approve pay request #3 from BX Civil & Construction, Inc. in the amount of \$156,137.61 for the SD Hwy 10 Water & Sewer Project. All voted aye.

**Resolution 2019-5**: Wegleitner moved and Brooks seconded to approve Resolution 2019-5 as follows:

WHEREAS, The NESD Head Start Program in Sisseton, SD located at 622 Veterans Ave. has submitted a request to the City of Sisseton to designate a restricted parking area to allow bus loading/unloading between the hours of 8:30 a.m. to 3:30 p.m. on Monday through Friday.

THEREFORE BE IT RESOLVED, that there shall be no parking between the hours of 8:30 a.m. to 3:30 p.m. at the Head Start entrance at 622 Veterans Ave.

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

All voted aye.

**Ordinance 659**: Brooks moved and German seconded to approve the second reading and adoption of Ordinance 659 the 2020 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 15, 2019.

**Adjourn**: German moved and Stapleton seconded to adjourn. All voted aye. Meeting adjourned at 8:07 p.m.

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Amber Kemnitz, Finance Officer

**Ordinance 659**  
**2020 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	150,260.00	
412-Mayor	12,300.00	
413-Elections	2,200.00	
414-General Financial Admin.	147,350.00	
419-General Govt Buildings	40,000.00	
Public Safety		
421-Police	622,100.00	
422-Fire	72,000.00	
Public Works		
431-Streets/Lights/Snow Removal	674,900.00	
432-Street Cleaning	9,000.00	
435-Airport	172,500.00	
Health & Welfare		
441-Health	11,000.00	
Culture & Recreation		
451-Recreation	67,000.00	
452-Parks	30,450.00	
455-Library	154,450.00	
Conservation & Development		
465-Development & Promotion	100,400.00	75,000.00
Debt Service		
Capital Outlay		
Equipment	67,500.00	
Total Appropriation and Accumulation	2,333,410.00	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	71,160.00	
311 General Tax Levy	775,000.00	
313 Sales Tax	1,000,000.00	72,500.00
314 Amusement tax	300.00	
320 Licenses & Permits	10,400.00	
330 Intergovernmental Revenue	145,200.00	2,500.00
340 Goods & Services	46,100.00	
350 Fines	250.00	
360 Miscellaneous	185,000.00	
390 Other Sources		
Transfer from Liquor Fund	100,000.00	
Total Means of Finance	2,333,410.00	75,000.00

**PROPRIETARY FUNDS 2020**

	Liquor	Water	Sewer	Garbage
Un-appropriated				
Fund Balance	\$ 1,000,000.00	\$ 1,850,000.00	\$ 1,750,000.00	\$ 350,000.00
Estimated Revenue	\$ 1,100,000.00	\$ 462,000.00	\$ 421,000.00	\$ 298,000.00
Total Estimated				
Balance & Revenue	\$ 2,100,000.00	\$ 2,312,000.00	\$ 2,171,000.00	\$ 648,000.00
Less Appropriations	\$ 1,081,750.00	\$ 767,100.00	\$ 153,100.00	\$ 270,700.00
Estimated Surplus	\$ 1,018,250.00	\$ 1,544,900.00	\$ 2,017,900.00	\$ 377,300.00
Less Estimated				
Surplus Retained	\$ 918,250.00	\$ 1,544,900.00	\$ 2,017,900.00	\$ 377,300.00
Surplus to be transferred				
to governmental fund	\$ 100,000.00	\$ -	\$ -	\$ -

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:

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Amber Kemnitz, Finance Officer

Passed this first reading this 26th day of August 2019.

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

## August 2019 Bills Payable

Bank Charge-Credit Card	bank charge	1,072.13
BX Civil & Construction Inc.	hwy 10 project	189,189.83
First Savings Bank	fees	67.70
Health Pool of SD	health insurance	13,818.60
Postmaster	supplies	170.80
SD Retirement	retirement	4,314.04
Venture Communication	utilities	1,341.89
Verizon Wireless	utilities	170.44
EFTPS	payroll tax	5,454.75
Payroll:	administration	6,603.63
	public safety	22,659.65
	public works	9,945.22
	culture/recreation	8,391.17
	economic development	2,239.64
	liquor	7,723.02
	water	3,929.77
	sewer	3,929.75
	sanitation	6,424.82
		287,446.85

September 9, 2019 Bills Payable

Coca Cola	merchandise	588.75
Ellwein Brothers	merchandise	22,660.60
Henry's Foods	merchandise	3,022.41
Johnson Bros.	merchandise	13,417.16
Madison Bottling Co.	merchandise	251.49
Porter Distributing	merchandise	10,599.85
Republic National Distributing	merchandise	13,191.11
SD Treasurer	sales tax	7,165.05
Southern Glazer's	merchandise	1,687.28
Republic National Distributing	merchandise	2,601.84
Argus Leader	subscription	476.73
Center Point Large Print	books	42.54
Gale	books	52.48
Jayne Nieland	travel & supplies	206.70
Janet Schmidt	travel	75.27
Wells Fargo Credit Card	books & membership	949.81
Glacial Lakes & Prairies Tourism	promotion	4,373.75
Heritage Museums	promotion	3,020.30
Stein Sign Display	promotion	4,080.00
Ace Hardware	supplies	241.99
AmeriPride	supplies	320.84
Auto Value Parts	supplies	246.64
Banyon Data Systems	software support	2,775.00
Erin Cameron	prof services	446.25
City of Sisseton	supplies	45.65
Evident	supplies	100.99
Foerster Testing	prof services	10,896.50
First Call Auto Parts	supplies	49.63
Galls	supplies	229.07
Hawkins	supplies	1,119.88
Helms & Associates	prof services	18,602.13
Holiday Service	supplies	973.64
Home Comfort Heating & Cooling	repair	137.50
McLeod's	supplies	177.63
Kibble Equipment	lawn mower	26,900.00
Lillegard, Inc.	repair	2,394.52
Lyle Signs	supplies	86.39
Metering & Technology	supplies	702.92
Ruth Munro	maintenance	272.00
Oien Electric	repair	133.62
Otter Tail Power Company	utilities	6,341.34
RC Treasurer - Landfill	landfill rent	6,867.01

Sanitation Products	repair	2,594.36
SD Dept. of Public Safety	teletype service	390.00
SD Public Health Lab	lab fees	71.00
SD Treasurer	sales tax	1,257.59
Sisseton Courier	publishing/supplies	325.77
Sisseton Radiator Works	repair	114.76
Sisseton Volunteer Fire Dept.	supplies	3,100.00
Stillson Service	supplies	1,254.33
Teal's Market	supplies	59.57
Tech One	repair	37.50
Traverse Electric Coop	utilities	3,263.73
Tri State Building Center	supplies	468.02
Tri State Water	supplies	21.20
Twin Valley Tire	repair/supplies	286.76
Valley Office Products	supplies	66.98
Valley Rental & Recycling	recycling agreement	500.00
Van Diest	supplies	5,087.50
Verizon	utilities	69.32
W.D. Larson Co.	supplies	71.86
Wex Bank	supplies	1,215.74
Whetstone Valley Electric Coop	utilities	965.34
Xerox	copier lease	217.18
Xpediter Technology	maintenance	575.00

190,537.77