

The City Council for the City of Sisseton met in regular session on Monday, May 13, 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, Kateri Bird, Peggy Peters, Keya Wolcott, Lee Hanson, Pam Richards, Tracey Lehrke, Julie Nelson Janisch, Amy Currence, Bob Johnston, Larry Holton, Dean Lehrke, Bob Hull, Wade Veflin, Cory Peterson, Mel Huff, Phil George

Keya Wolcott representing SD in the US Ambassadors Pageant was present to introduce herself to the Council and take a photo.

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

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

Minutes: Stapleton moved and Just seconded to approve the April 8, 2019 minutes. All voted aye.

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

Adjourn: Stapleton moved and Brooks seconded to adjourn as an old City Council. All voted aye.

Reconvene as New Council: The Council reconvened as a new City Council with Mayor Terry Jaspers presiding and Aldermen Brooks, German, Just, Solberg, Stapleton and Wegleitner present.

Oaths: The oaths of office were given by the City Attorney to Terry Jaspers, Mayor; Michael Brooks, Ward One Alderman; Herman Wegleitner, Ward Two Alderman and DelRay German, Ward Three Alderman for the period beginning May 2019 and ending May 2021.

Election of Officers: Wegleitner moved and Stapleton seconded to nominate Brooks for Council President. German moved and Just seconded that nominations cease and that a unanimous ballot be cast. Brooks was elected Council President. Just moved and Wegleitner seconded to nominate Stapleton as Council Vice-President. Brooks moved and German seconded that nominations cease and that a unanimous ballot be cast. Stapleton was elected Council Vice-President.

Liquor: Lekness presented the April 2019 liquor report.

Police: Croymans reported on police department.

SRO Contract Renewal: Solberg moved and Brooks seconded to approve authorization for Mayor to sign renewal of SRO Contract with the Sisseton School District for the 2019-2020 school year. All voted aye.

Street/Safety: Doud reported for street department. Lee Hanson with Serocki Excavating was present to explain the process of mastic crack leveling for Veterans Ave. Council was in agreement to proceed with the project.

Approval to hire summer help: Stapleton moved and Brooks seconded to approve hiring Louis Vogel as summer street laborer at a wage of \$12.00 per hour. All voted aye.

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

Building Permits: Brooks moved and German seconded to approve the following building permits: 2019-5 D.Hicks, 2019-6 R.Grajczyk, 2019-7 S.Iverson, 2019-8 P.Fitz, 2019-9 R.DeLoughery, 2019-10 B.Williams. All voted aye.

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

City Attorney: Attorney Cameron reported on property inspections.

Public Comment: There was no public comment.

Legion/Teener Baseball: Bob Johnston was present to request funding assistance for the Legion Baseball Program. Solberg moved and Just seconded to donate \$2,500.00 to the Teener Baseball Program and \$2,500.00 to the Legion Baseball Program. All voted aye.

4-H Building Donation: Members of the 4-H Building Committee were present to request assistance with building project. Solberg moved and Just seconded to approve donation of \$25,000.00 as well as the expense involved in extending the water and sewer service line and addition of manhole for the new building. All voted aye.

Travel: Solberg moved and Brooks seconded to approve registration and travel expenses for Fire Department Members to attend State Fire School in Mitchell, SD on June 6-8, 2019. All voted aye.

Approval of Committees, Staff, Volunteer Boards, City Engineer and City Attorney: Stapleton moved and Wegleitner seconded to approve Mayor Jaspers 2019-2020 appointments as follows:

Departments

Street	Chairman Brooks & Solberg
Finance	Chairman Brooks & Just
Water/Sewer	Chairman Stapleton & German
Sanitation	Chairman Stapleton & Just
Liquor	Chairman Wegleitner & Stapleton
Police	Chairman Brooks, German & Solberg
Airport	Chairman Jaspers & Just
Fire	Chairman German & Wegleitner
Farm	Chairman Solberg & Wegleitner

Boards

Library	Wegleitner
Housing	Stapleton
Airport	Jaspers

1 st Planning District	Jaspers
Health	Solberg
Recreation	Solberg
Zoning	Jaspers
<u>Staff</u>	
Finance Officer	Amber Kemnitz
Deputy Finance Officer	Marie Deutsch
Police Chief	Jim Croymans
Street Superintendent	Myron Doud
Sanitation	Tim German
Water & Sewer Superintendent	Gary Spencer
Liquor Store Manager	Ellen Lekness
City Attorney	Erin Cameron
City Engineers	Helms & Associates

Volunteer Boards

Civil Defense – 1 year term	Jeff Pageler
City Forester – 1 year term	Rodney Veflin
Recreation Board – 4 year term	Erin Hanson
Recreation Board – 4 year term	Billy Rice
Park Board – 3 year term	Mark Tasa
Park Board – 3 year term	Yvonne Hippen
Library Board – 3 year term	Kay Nikolas
Housing Board – 5 year term	Steve Eneboe
Airport Board – 2 year term	Peter Warhol
Airport Board – 3 year term	Steve Benson
Airport Board – 3 year term	Bob Metz
Promotion Board – 3 year term	Beverly Noyes Hanson
Promotion Board – 3 year term	Sandi Jaspers
Promotion Board – 3 year term	Tom Wilson
Health Board – 1 year term	Jeff Pageler
Health Board - 1 year term	Kerry Cameron
Health Board - 1 year term	David Staub
Health Board - 1 year term	Greg Weaver
Health Board - 1 year term	Tim Pearson
Zoning Board - 1 year term	Samantha Stickland
Zoning Board - 1 year term	Larry Peterson
Zoning Board – 1 year term	Mike Tchida
Zoning Board - 1 year term	Wade Veflin
Zoning Board – 1 year term	Cory Deutsch
Depositories:	First Savings Bank
	Dacotah Bank
	Wells Fargo Bank
	Coteau Valley Federal Credit Union
	FIT-SD Public Funds Investment Trust
	Sisseton Courier

Newspaper:
All voted aye.

Fee Schedule: Stapleton moved and German seconded to approve the fee schedule for city licenses and fees. All voted aye.

Baseball Complex Project Bid Solicitation: Larry Holton, Holton Engineering and members of the Sisseton Youth Baseball Association were present to discuss the Baseball Complex Project. Solberg moved and Brooks seconded to authorize solicitation of bids for the Baseball Complex Project. All voted aye.

Special Event Applications: Brooks moved and Just seconded to approve special event application for a carnival in Anderson Park submitted by the FAN Club on May 29 – June 1, 2019 and for the Lake Area Cruisers Car Show on June 1, 2019. All voted aye.

SD DOT Right of Way and Sale Agreement: German moved and Solberg seconded to authorize Mayor Jaspers to sign Right of Way Agreement and Agreement of Sale for Parcels 6 and 6X in conjunction with the SD Hwy 10 Project. All voted aye.

SD Hwy 10 Water/Sewer Project Contract with BX Civil & Construction Inc.: German moved and Just seconded to authorize Mayor Jaspers to sign contract with BX Civil & Construction Inc. for water and sewer main replacement project on SD Hwy 10 in the amount of \$1,118,000.00. All voted aye.

SD Department of Health West Nile Prevention Grant: Brooks moved and Stapleton seconded to approve authorization for City to apply for SD Department of Health West Nile Prevention Grant. All voted aye.

2018 Annual Report: Just moved and Stapleton seconded to approve the 2018 Annual Report. All voted aye.

Resolution 2019-2: German moved and Wegleitner seconded to approve Resolution 2019-2 as follows:

BE IT RESOLVED by the City Council of Sisseton, in Roberts County, South Dakota in a meeting assembled that the form of Amended Section 125 Cafeteria Plan effective June 1, 2019, presented to this meeting is hereby approved and adopted and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

BE IT FURTHER RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

BE IT FURTHER RESOLVED, that the proper officers of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the Cafeteria Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

Dated at Sisseton, Roberts County, South Dakota this 13th day of May 2019.
All voted aye.

Ordinance 658: German moved and Brooks seconded to approve the second reading and adoption of Ordinance 658 – Duty of Chief of Police (Lawn Mowing). Upon roll call vote, voting aye were Brooks, Just, Stapleton, Solberg, Wegleitner and German.
Motion carried.

Executive Session: Wegleitner moved and Stapleton seconded to enter into executive session at 8:15 p.m. pursuant to SDCL 1-25-1 (1) to discuss personnel. All voted aye. Mayor Jaspers declared the meeting back into regular session at 8:25 p.m.

Patrol Officer Resignation: Solberg moved and Brooks seconded to accept resignation from Officer Jesse Croymans. All voted aye.

Information & Discussion: Public hearing for malt beverage licenses will be held at 7:00 p.m. at the regular June 10, 2019 Council meeting. A public meeting for the SD Hwy 10 project will be held in the Community Room at City Hall on Tuesday, May 14 at 6:00 p.m. Council discussed drainage channel on sledding hill and were in agreement to authorize bid solicitation at the June meeting. Alderman German reported on possible expansion of Dakota Connection. Mayor Jaspers will meet with Tribal Chairman regarding the water/sewer project.

Adjourn: Stapleton moved and Brooks seconded to adjourn. All voted aye. Meeting adjourned at 8:55 p.m.

Amber Kemnitz, Finance Officer

Ordinance 658

Amending Ordinance 8.28.020 Duty of Chief of Police

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SISSETON, ROBERTS COUNTY, SOUTH DAKOTA, that Ordinance 8.28.020 Duty of Chief of Police be amended as follows:

8.28.020 – Duty of Chief of Police.

It shall be the duty of the chief of police to see that all lots and grounds along the sidewalks are kept free from grass and weeds as hereinbefore provided and to notify all owners and occupants or persons responsible for such property of their duty to cut or remove the same. Such notice need not be given personally, but may be given generally by one publication in the official newspaper of the city. In case of default thereof by any such person, the chief of police of the city shall cause to be cut, mown, or removed such grass or weeds and shall cause the cost for removing and cutting same to be taxed and assessed against the lot, lots, tract, parcel, or grounds, and shall file with the county auditor of the county of Roberts and state of South Dakota, a statement of the costs incurred in cutting and removing such grass or weeds to be taxed against such property, and that the same shall become a lien upon such property immediately after the filing of such statement with the county auditor as herein provided.

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 8th day of April 2019.

Passed this second and final reading the 13th day of May 2019.

Terry Jaspers, Mayor

ATTEST:

Amber Kemnitz, Finance Officer

April 2019 Bills Payable

Bank Charge-Credit Card	bank charge	860.33
First Savings Bank	ACH fees	72.40
Health Pool of SD	health insurance	14,586.30
Postmaster	supplies	170.80
SD Retirement	retirement	4,385.86
Venture Communication	utilities	1,339.40
Verizon Wireless	utilities	170.44
EFTPS	payroll tax	5,339.98
Payroll:	administration	6,605.25
	public safety	24,184.72
	public works	9,973.08
	culture/recreation	5,374.18
	economic development	2,224.01
	liquor	8,010.99
	water	3,686.53
	sewer	3,686.53
	sanitation	6,696.89
		97,367.69

May 13, 2019 Bills Payable

Coca Cola	merchandise	480.50
Ellwein Brothers	merchandise	23,096.90
Henry's Foods	merchandise	3,130.36
Johnson Bros.	merchandise	10,705.15
Madison Bottling Co.	merchandise	249.49
Porter Distributing	merchandise	8,210.45
Republic National Distributing	merchandise	12,243.78
SD Treasurer	sales tax	7,166.69
Southern Glazer's	merchandise	894.75
Republic National Distributing	merchandise	3,714.77
Center Point Large Print	books	44.34
Gale/Cengage Learning	books	51.73
MidAmerica Books	books	285.30
Jayne Nieland	travel	5.46
Janet Schmidt	travel	3.32
Wells Fargo Credit Card	books/supplies	876.42
Western Books	books	700.15
City of Sisseton	promotion	2,204.18
HH Design	promotion	63.90
Roberts County Rescue Squad	promotion	250.00
Ashley Wolf	promotion	60.48
Ace Hardware	supplies	276.26
AmeriPride	supplies	167.32
Auto Value Parts	supplies	204.47
Vanessa Batie	prof services	30.00
Baus Oil	supplies	2,538.00
Brewster Building	supplies	200.26
Erin Cameron	prof services	446.25
CHS	utilities	1,387.18
City of Sisseton	supplies	108.16
Core & Main	supplies	304.29
CS Diesel	repair	1,571.72
Dollar General	supplies	34.24
First Call Auto Parts	supplies	10.96
Gordon Richards Pumping	repair	130.00
Hach	supplies	222.73
Hawkins	supplies	2,288.61
Helms & Associates	prof services	23,142.75
Holiday Service	supplies	922.53
Ruth Munro	maintenance	306.00
Oien Electric	repair	321.30
Otter Tail Power Company	utilities	8,405.59

Power Plan	supplies	320.43
Protection Systems	maintenance	620.00
RC Treasurer - Landfill	landfill rent	6,644.81
Riteway	supplies	171.77
Jason Sackreiter	recycling service	25.00
Sanitation Products	supplies	343.21
SD Division of Motor Vehicles	supplies	21.20
SD Govt Finance Officers Assoc.	registration	75.00
SD Public Health Lab	lab fees	43.00
SD Treasurer	sales tax	1,258.79
Sisseton Area Chamber	donation	5,000.00
Sisseton Courier	publishing/supplies	5,182.60
Sisseton Radiator Works	repair	381.24
South Dakota One Call	supplies	2.10
Gary Spencer	travel	51.24
Stillson Service	supplies	1,529.29
Teals Market	supplies	20.39
Tech One	supplies	35.00
The Lodge at Deadwood	travel	243.00
Traverse Electric Coop	utilities	3,512.74
Tri State Building Center	supplies	512.99
Tri State Water	supplies	23.20
Twin Valley Tire	repair/supplies	1,211.79
United Veterans Association	donation	100.00
Valley Office Products	supplies	347.37
Verizon	utilities	68.12
Wage Works	prof services	485.00
Wex Bank	supplies	1,595.02
Whetstone Valley Electric Coop	utilities	26.00
Wohlenberg Ritzman & Co.	prof services	2,800.00
Xerox	copier lease	106.69

150,213.73