

CITY HALL, CITY OF ARLINGTON, SOUTH DAKOTA
September 8, 2015

The City Council met as the Zoning Commission—Board of Adjustment. Present on Roll Call were Mayor Amiel Redfish and Council Members: Curt Lundquist, Terry Rowbotham, Garth Johnson, Todd Bunker, Keith Wendland and Jared Steffensen. Absent: None.

Sharon Reents submitted a special exception permit request to operate a real estate office out of their home located at Lot 10 Block 1, Miller’s Addition—309 W Cottonwood Street. The Finance Office had made the required publication and mailings to property owners were sent. No responses were received.

Motion was made by Lundquist, seconded by Johnson to approve the special exception request for the real estate office to be operated from the residence. All in favor—Carried.

Motion to adjourn the Zoning Commission was made by Johnson, seconded by Wendland. All in favor—Carried.

Sue Falconer, Finance Officer

Amiel Redfish, Mayor

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September 8, 2015

The City Council met in regular session in the Municipal Building—202 West Elm Street. Present on Roll Call were Mayor Amiel Redfish and Council Members: Curt Lundquist, Terry Rowbotham, Garth Johnson, Todd Bunker, Keith Wendland and Jared Steffensen. Absent: None.

Additions/changes to Agenda: Ordinance prohibiting the sale of fireworks within one mile of city limits and bills from Arlington Days Committee.

Motion was made by Rowbotham, seconded by Bunker to approve the minutes of the August 10th meeting. All in favor—Carried.

Bills on file were submitted for consideration and on Motion by Steffensen, seconded by Bunker, the Finance Officer was instructed to issue payment for same. All in favor on Roll Call Vote—Carried.

Bills approved as follows:

22819-22840	Salaries	General Fund	101	11243.72
		Water	602	1150.70

		Electric	603	5159.08
		Sewer	604	1212.71
22841	Birch Communications	Phone Chges		177.64
22842	Stefanie Carlson	Reimbursement for SD Youth State ASA Tourney		
		Fees		150.00
Auto Debit	Citizens State Bank	EFTPS—Aug 15 th WH-SS-Medicare		5790.85
22843	Electric Fund	City Utility Bills		5024.02
22844	Heartland Consumer Power Dist	Energy		32507.09
22845	Kingsbury County Auditor	County Law Enforcement Contract		5265.00
22846	Mediacom LLC	Internet-FO & Coop Shop		148.30
22847	SD State Treasurer	Sales Tax		4797.80
22848	Western Area Power Adm	Energy		18724.00
22849	Prairie Ag Partners	Fuel		2639.21
22850-22874	Salaries	General Fund	101	9944.60
		Water	602	981.19
		Electric	603	3882.41
		Sewer	604	1086.58
22875	AFLAC	Payroll Deduction		172.53
22876	AT&T	Cell Phone Chges		31.06
Auto Debit	Citizens State Bank	EFTPS-Aug 31 st WH/SS/Medicare		4916.26
22877	East River Electric Coop	Energy		4841.00
22878	Northwestern	Service to Shop & Coop Shop		
Bldgs	20.00 22879	SD Retirement System	August	
Retirement				3135.26
22880	Sioux Valley Energy	Electricity @ Airport		75.00
22881	SD Supp Retirement	Supp Retirement/Steve Carlson		100.00
22882	The Health Pool of SD	Sept Health Insurance Premiums		4746.35
22883	Ace Industrial Supply	Gloves/pipe wrenches		257.70
22884	Amaril Uniform Company	FR jeans/t-shirt		114.09
22885	Amazon Credit Plan	Books/Library		121.25
22886	A-Ox Welding Supply Co	Cylinder rent		88.80
22887	Arlington Hardware Hank	Powerlock tape/painting supplies/power plug/staples/ batteries/emery cloth/repairs/cement/cedar chips/		

		hose shut-offs/muriatic acid/hooks/bulb/shop towels/ clock/cedar mulch/watering supplies	318.47
22888	Arlington Sun	Publications	94.50
22889	Best Western Ramkota Inn	Motel room-Chad Mohr/WW Class	183.98
22890	Border States Electric	Comp splices/wire	542.69
22891	Brookings Register	Congratulations Brookings Fire Dept	30.00
22892	Bunker Auto Inc	Grease/filter/oil/floor dry/fuel-amb	338.99
22893	Juan Campos Estrada	Reimbursement-lifeguard training	196.10
22894	Citizens State Bank	Sept Service Chge	20.00
22895	Cook's Wastepaper & Recycling	July Garbage/roll off/landfill chges	5053.27
22896	Dakota Riggers & Tool Supply	Slings/hoist/shackle	624.54
22897	Dakota Supply Group	Materials for Top Lot Processors	836.52
22898	Dept of Revenue	Water testing	30.00
22899	DGR Engineering	Miscellaneous tasks/accident repair planning/sub outage recovery/sub switchgear & metering/meeting Prep/sub analysis	4648.77
22900	Elizabeth Donovan	Reimbursement/lifeguard training	110.00
22901	Eighty-One Auto Clinic	Wiper refill/oil	48.19
22902	Electric Fund	Meter deposits app to RO bills	533.89
22903	Jade Gallagher	Reimbursement/lifeguard training	215.00
22904	Genuine Builders Inc	Tower footing and pier	4081.64
22905	Armando Guantello	Refund bal meter deposit	68.23
22906	Dale Hammer	Refund meter deposit/credit balance	177.28
22907	Harry's Septic & Sewer	Jetted sewer main for Genuine Builders home/City main under Hwy 14 plugged up and backing up into residence	1176.00
22908	Hawkins Inc	Chemicals/Pool	4896.36
22909	Stephan Henderson	Reimbursement/lifeguard training	196.10
22910	Hillyard	3 X 5 black office mat/top clean-Mun bldg	128.82
22911	Infotech Solutions LLC	Monthly hosting/backup/maintenance/AC adapter for Dell Venue 11 Pro	458.80
22912	Interstate All Battery Center	Rebuild customer pak/battery—FD	95.95
22913	J & J Tree Service	Remove 5 trees on Highland for street lites	500.00

22914	J H Larson Co	PVC couplings	26.71
22915	Johnsonville Spray Foam	Skid loader rent/grind 7 stumps-Highland	455.00
22916	Kingbrook Rural Water System	August Water & Lease	9161.88
22917	Locators & Supplies Inc	Lens cleaning towelettes	12.69
22918	Lowes	Keys/screwdriver/seed germination—storm drain on South 3 rd Street	92.96
22919	M & T Fire & Safety	2000 Watt generator	1144.00
22920	Madsen Sewer Drain	Jet out culvert-S 4th	146.00
22921	Milbank Winwater Works	Frame & grates/18 inch PVC pipe/curb box/hydrant flags	2453.52
22922	Chad Mohr	Meal reimbursement/WW Cert Class	55.13
22923	Nelson Drug Inc	Tape	3.63
22924	Northern Safety Company	Gloves/safety glasses/first aid kits/face shields/ welding helmet	519.92
22925	Office Peeps Inc	Copy paper/canned air/red pens/hanging folders/ service agreement—copier	136.77
22926	PCC Ambulance Billing Service	Amb billing—July 2015	457.65
22927	Petty Cash	Postage	64.99
22928	Plagman's Food Center	Cleaning supplies/pool concessions/sun screen/paper products/bleach	119.29
22929	Prairie Ag Partners	Trailer connector/sea foam/AMI materials/tail light/ lawn fertilizer/spray	320.74
22930	Resco	50 gal water heaters	4465.00
22931	Kaitlyn Rittel	Refund bal meter deposit	53.13
22932	Roy's Sport Shop	Hockey style catchers helmet	179.00
22933	Runnings Supply Inc	Chop saw/blades/rubber boots/chaps/helmet	415.93
22934	S D Municipal League	Conference registrations	400.00
22935	Safety First Playground	Wood chips/playground equipment	3225.00
22936	Schuneman Equipment	Repairs/rotary mower	123.80
22937	SD Assn of Rural Water Systems	Annual Dues/Class B Member	410.00
22938	SDWWA	Conference Registration—Steve Carlson	70.00
22939	Snap on Tools	Meter socket trays/V-grippers/punch/hammer set/ chisel set/screwdrivers/tools/needle scaler/needles/	

		air hammer bit set	1550.23
22940	Alexandria Soma	Refund meter deposit	100.00
22941	Trevor Spangler	Refund bal meter deposit	65.59
22942	Stuart Irby Co	Connector assy/hot stick accessories/Univ splined heads	988.22
22943	T & R Electric Supply	Single phase regulator	8802.50
22944	Cole Thompson	Reimbursement/lifeguard training	196.10
22945	Michael Todd & Co	Gutter brooms/strip brush refills/grader blade	1050.86
22946	Tyson Toucedo	Reimbursement/lifeguard training	196.10
22947	Utility Boring	Light-FB field/trench Walnut street lite/trench W Poplar/duct lube & installation/dig for switch/ secondary for street lights/	6062.09
22948	Jesse Vincent Construction	Install water valve/install culvert/dug for communications tower	1409.19
22949	Kendra Wallace	Refund bal meter deposit	66.92
22950	Water & Environmental Engineering	Testing Lagoon Samples	532.00
22951	Wesco Distribution Inc	Primary wire labels/plug cap/cold shrink/sealing kits/ sub address signs/write on tags-pen/primary cable protective grounds & insulated cutter/global line maintenance parts	3360.57
22952	Elijah Zumbrunnen	Refund bal meter deposit	12.24
Auto Debit	Rural Development	Water Improvement Loan	1343.00
Auto Debit	Rural Development	Wastewater Improvement Loan	2859.00

Also approved was the payment of the bill to Plagman's Food Center for community picnic expenses in the amount of \$1130.37 and bill from Brookings Radio in the amount of \$300 for advertising. These payments will be made with the mid-month bills.

Motion was made by Rowbotham, seconded by Bunker to adopt Resolution #2510 as follows:

RESOLUTION #2510

BE IT RESOLVED, that \$25,000.00 be transferred from the Electric Fund to the General Fund for operating expenses per

the budget. All in favor—Carried.

The Mayor explained to the council that Deb Wingle, Jason Uphoff and himself had met earlier with Rosie from Glacial Lakes and discussed the advertising in the Regional and SD Vacation Guides. They were considering eliminating or cutting back on the ad. But, after visiting with Rosie decided to continue with the same ads as the last few years. The City makes the initial payment in the amount of \$2872.50 prior to October 1st which allows a 10% discount. Deb Wingle then collects from some of the businesses and the ACDC to return funds to help cover the costs incurred by the City.

Motion was made by Lundquist, seconded by Wendland to approve payment of the \$2872.50 to Glacial Lakes along with the September mid-month bills. All in favor—Carried.

Portia Larsen met with the council to make a request that they revise the cemetery ordinance to allow metal markers be placed in the Arlington Municipal Cemetery. She advised that they could look at one out at the cemetery along Hwy 81 out by Lake Poinsett. The council tabled the matter in order to give some of them a chance to look at an actual marker that has been placed at a cemetery.

Now was the time for the hearing of the Special One (1) day Malt Beverage application as advertised on August 26, 2015.

Edgar L. Herrick Post #42 American Legion—Lot 3, Block 3, Original Plat, City of Arlington, SD
Special One (1) Day-Malt Beverage License for September 19, 2015.

Motion was made by Johnson, seconded by Bunker to approve this license. All in favor—Carried.

Karl Steege met with the council to ask them to make a change to his current Operating Agreement to add Lot 18, Block 4, Original Plat to the legal description for his operation of the Cardinal Tap. Motion was made the Johnson, seconded by Rowbotham to extend the operation of his business over to this location. All in favor—Carried.

Beth Niemeyer, Banner Associates, met with the council to present the Engineering Agreement for the Main Street Project as well as the Agreement for Geotek to do the soil borings for this project.

Motion was made by Johnson, seconded by Bunker to approve the Engineering Agreement with Banner Associates and also the Soil Boring Agreement with Geotek for the Main Street Project. All in favor—Carried.

Motion was made by Lundquist, seconded by Wendland to authorize the Mayor to sign all documents relating to the Main Street Project. All in favor—Carried.

Brenda Krahn was in attendance at the meeting since she was listed on the agenda. She had already visited with Marshal Mix and was aware that Hydro Kleen was not going to be able to schedule a full week to come to Arlington until in the month of October.

Motion was made by Wendland, seconded by Lundquist to approve the special exception permit for Sharon Reents to operate a Real Estate Office out of her home as recommended by the Board of Adjustment Commission. All in favor—Carried.

Todd Smidt had submitted a demolition permit request for the condemned house located at 208 North 6th Street and he wanted to use it as a drill for fire department training to have a controlled burn of the structure. Motion was made by Johnson, seconded by Lundquist to approve the demolition permit, however; he will not be able to have a controlled burn of the structure—

only a smoke drill if he would like to have that type of a training exercise for the fire department. All in favor—Carried.

Motion was made by Lundquist, seconded by Johnson to approve the building permit application from Jason Niemann to install a privacy fence at this residence located at 110 South 4th Street. All in favor—Carried.

Jason Niemann reported that he had added a transformer in the alley behind Les Rowen’s house as the current transformer was overloaded, installed a rebuilt transformer for Top Lot as the former one failed; there are some changes being made with the sirens and also the siren will be relocated from by the north sub to behind the municipal building, the communications tower has been installed at the municipal building, and Prairie Ag has just advised that they are expanding out along the east side of Hwy 81.

Motion was made by Wendland, seconded by Rowbotham to appoint Curt Lundquist for a new 5-year term to the HRC Board. All in favor--Carried.

Motion was made by Rowbotham, seconded by Bunker to approve the Employee Overtime and Police Reports. All in favor—Carried. Members of the council asked if they could find out from the Sheriff’s Dept where the speeding tickets were being issued and the speed that the drivers were going when issued the tickets. They would like the Sheriff to attend the October council meeting.

The council reviewed the Revenue/Expense, Cash and Utility Reports. The water loss was up some again this month, however; there was a water break and also some contractors in town using water for projects.

Charles Johnson requested a meeting with the council to dispute a bill that he had received from the City for surveying that had been done by Banner Associates at his property to locate a manhole for the sewer system. The City was unable to locate the sewer main due to how close it was located to the primary electric line that was buried there. The City needed to be able to locate the manhole as it is needed in the event that Jason Parker would need to have his line cleaned out should his line become plugged as has happened in the past. Marshal did not want to have to worry about trying to locate this manhole if the ground was frozen and covered with snow besides trying to get a company to come and take care of the problem to avoid having sewage backup at 1481 Grille. Charlie did not feel that this was his problem even though it was on his property and he had failed to mark the manhole as he was asked to do by the City. The council made the decision to eat the bill, however; the manhole will be raised to ground level and the city will mow the right-of-way in order to avoid having this happen again.

Jason Uphoff gave his monthly ACDC report regarding the meetings he had attended, some of the contacts that he had made and grant applications that had been submitted or was working on. He currently has Mercedes Johnson and McKenzie Mix as work shadow students and their focus is on youth engagement.

The annual Appropriation Ordinance #540 for 2016 received the second reading and on Motion by Steffensen, seconded by Lundquist same was adopted with all voting Aye—Carried.

ANNUAL APPROPRIATION ORDINANCE

NO. 540

An Ordinance appropriating funds for the necessary expenditures and liabilities of the City of Arlington, Kingsbury County, South Dakota, for the fiscal year of 2016; transferring funds from the earnings of the City owned utilities for the payment of a portion of such expenditures and liabilities, and levying a tax for the balance and declaring an emergency:

BE IT ORDAINED BY THE CITY OF ARLINGTON, KINGSBURY COUNTY, SOUTH DAKOTA.

SECTION 1. It is hereby deemed necessary and therefore is hereby appropriated for the objects and purposes of the City of Arlington, Kingsbury County, South Dakota, during the fiscal year of 2016 follows:

101 GENERAL FUND – EXPENDITURES

411 Mayor & Council	\$	103,105
413 Elections		500
414 Finance Office		94,980
415 Attorney		5,000
416 Insurance		2,000
419 General Government Building		7,965
421 Police		68,060
422 Fire Department		23,265
431 Highway & Streets		816,045
432 Storm Drainage		36,960
435 Airport		8,245
436 Solid Waste		75,080
437 Cemetery		36,365
441 West Nile		5,215
446 Ambulance		40,225
451 Swimming Pool		70,810
452 Parks		23,295
453 Baseball		7,900
455 Library		20,825
456 Bata Services		1,000
465 Development Corporation		35,000

Liquor	<u>25</u>
TOTAL TAX SUPPORTED FUNDS EXPENDITURES	\$1,481,865
212 2 ND PENNY SALES TAX	267,000
500 CAPITAL PROJECT FUNDS	
502 Fire Equipment	10,000
504 Street Equipment	<u>10,000</u>
TOTAL CAPITAL PROJECT FUNDS	\$ 20,000
600 SELF-SUPPORTED FUNDS-EXPENDITURES	
602 Water Fund	254,102
603 Electric Fund	1,187,325
604 Sanitary Sewer Fund	135,840
TOTAL SELF-SUPPORTED FUNDS	\$ 1,577,267
TOTAL 2016 APPROPRIATION	\$3,346,132

SECTION 2. The following is a summary by fund of the appropriation amounts and the means of financing them.

TAX-SUPPORTED FUNDS

101 GENERAL FUND	
3110 Taxes	\$ 237,000
3112-3119 Other Taxes	1,350
3130 General Sales & Use Tax	265,000
Miscellaneous Revenue	258,475
Transfer from Electric Fund	451,328
Retained Cash Balance	68,712
Main Street Project Grant	200,000
	<u>\$1,481,865</u>
212 2 ND PENNY SALES TAX	267,000
500 CAPITAL PROJECT FUNDS	
502 Fire Equipment (10,000)	

504 Street Equipment (10,000)		
Transfer from Electric		20,000
TOTAL REVENUE-CAPITAL PROJECT FUNDS	\$	20,000
600 SELF-SUPPORTED FUNDS		
602 Water Fund		
3610 Interest Earned	\$	50
3810 Disconnect/Reconnect Fees		1,000
3811 Metered Sales		182,000
3813 Bulk Sales		100
3814 Sales of Supplies		100
3816 Frozen Meters		200
3819 Other		250
Retained Cash & Transfer In	70,402	
603 Electric Fund		
3821 Metered Sales		1,300,000
3823 Sales of Supplies		200
3824 Pole Rental		245
3826 Disconnect/Reconnect Fees		200
3827 Penalties		19,000
3829 Electric Other		10,000
Retained Cash	132,610	
Less Transfers		274,930
604 Sanitary Sewer		
3610 Interest		1,100
3831 Sewer Charges		130,000
Retained Cash		4,740

TOTAL APPROPRIATION REVENUE—2016 \$ 3,346,132

SECTION 3. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Passed First Reading August 10, 2015

Passed Second Reading September 8, 2015
Passed and Approved September 8, 2015

Amiel Redfish, Mayor

ATTEST:

Sue Falconer, Finance Officer

The council reviewed Section 7 of the sample personnel policy from the SDML.

The Finance Officer advised the council that the fall city cleanup day has been set for Thursday, October 1st.

The Finance Officer had received a phone call from Jeff Rud with East River Electric. He called to advise that the transmission line upgrade was going well and that they were as far as the soybean plant in Volga. Jeff stated that since WAPA, Heartland and East River will all become a part of the SPP (Southwest Power Pool) on October 1, 2015 there will be some changes with their transmission service. The City of Arlington will receive Network Service and the price for this class of service is \$1.45/kW month—a reduction of .90/kW from the current rate. This rate change will be made effective January 1, 2016. He also advised that the City's line loss should be reduced; however, he did not know how Heartland was going to be handling that on their billing.

There will be a special city council meeting on Tuesday, September 15th at 6:30 P.M. to discuss the electric department and future improvements.

The council was reminded that the SDML Conference will be held October 6 – 9 in Watertown. Any council person wanting to attend for just one day will need to notify the finance office as there is a one-day registration fee that would apply.

The Mayor advised the council that Two-Way Radio is working on the sirens this week and will be doing some testing. There is equipment that is needed to be installed on the new tower at the municipal building.

Motion was made by Johnson, seconded by Bunker to enter into executive session at 9:08 P.M. for personnel and contract matters. All in favor—Carried.

Motion was made by Bunker, seconded by Wendland to come out of executive session at 9:52 P.M. All in favor—Carried. No other action taken.

Motion to adjourn was made by Rowbotham, seconded by Steffensen. All in favor—Carried.

Sue Falconer, Finance Officer

Amiel Redfish, Mayor

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