

MINUTES OF THE REGULAR MEETING OF THE SALEM CITY COUNCIL HELD IN THE MCCOOK CENTRAL SCHOOL DDN ROOM IN SALEM SOUTH DAKOTA ON TUESDAY, JANUARY 9, 2024, AT 6:00 P.M.

Council President Ron Mayrose called the meeting to order with Council Members present in person Doug Mokros, Mitchell Rayman, Marc Harris, Dnyee Schierholz and via Teams Mayor Glenda Blindert and Council member Janet Karel.

Others present: In person, Public Works Supervisor Dustin Weber, and Justin Norris; via Teams Trent Bruce of DGR Engineering; Tyler Tordsen, Sioux Metro Growth Alliance; and Xcel Energy Representatives Christopher Rogers, Zachary Tschida, Daniel Nelen, and Cody Ostwald.

Motions made were unanimous of Council members present unless roll call identifies otherwise.

Declaration of conflicts: Mitch Rayman #9A – purchase of spec building.

Motion Rayman, second Mokros, carried, to approve the agenda.

Public comment (SDCL 1-12.1).

Tyler Tordsen, SMGA, provided the Council an update on SMGA and SEDC. Ryan Solberg will replace Sheldon Jensen as Salem’s Economic Development Manager. Office hours are to be determined.

Motion Mokros, second Harris, carried, to approve following consent agenda items:

- The minutes of December 5, 2023, as written.
- Finance report stating a balance of \$9,616,589.60 for all funds and includes all investments and cash on hand; sewer pumpage of 5,100,000 gallons; water pumpage of 1,925,000 gallons; and the bacteriology report is satisfactory.
- The police reports filed by the McCook County Sheriff Department.
- Claims list dated January 9, 2024.

Payroll: Mayor/Council \$1014.98; Finance Office \$6632.01; Streets \$3881.39; Snow \$63.90; Restricted-Use Site \$511.13; Park \$1330.19; Storm Sewer \$303.88; Water \$6460.79; Sewer \$1721.00; Payroll Taxes \$1571.82; City Share: Health \$6283.80; Dental \$155.76; Aflac \$98.84; Life \$54.75; Retirement \$1223.60.

Claims:

VENOR	DESCRIPTION	AMOUNT
Bartscher Cement & Masonary LLC	3" Curb SW Corner Main/Vermont	198.90
Brightarrow Technologies Inc	FY2024 Subscription/4000 Min Community Alert	305.00
Central Farmers Co-Op	Diesel, Oil, Tire Repair	413.12
Century Business Products	Copier Maintenance & Doc Mang. Contracts	252.34
Cintas Corporation No. 2	Rug Service	68.95
Core & Main LP	Water - Hydrant Extensions	6,391.31
DANR - Fiscal Office	Permit SD0020966 FY24 Fee	1,500.00
DGR Engineering	Industrial Area Improvements	3,234.19
DGR Engineering	2022 Street Project	4,435.74
DGR Engineering	Peck Street Water Main/Slurry Seal	1,155.33

Double B Repair, LLC	JD Tractor Repairs (May 12 2022 Storm)	2,231.50
Gene Sandine	6.5 Hours Snow Hauling (1/9/2024)	975.00
Gessner Welding Inc	Snow Chain	7.95
Hawkins Inc	WTP: Chemicals	2,150.78
I & S Group, Inc	City Hall/Community Center Construction Docs	38,750.00
Infotech Solutions LLC	Computer Backup Maint. Contract 2 months	1,190.00
Leland R Vanemmerik	Golf Cart Repairs - Parks	1,035.45
Maynards Salem	Janitorial Supplies	53.96
McCook County Auditor	Law Agreement	8,172.00
McCook County Doe	Beacon Subscription FY2024	200.00
McCook County Highway	Cold Mix- Street Patch	302.58
Mcleods Printing & Office Sup	FY2023 Brochures & Garbage Calendars	779.70
MidAmerican Energy Co	Utilities	397.95
MidAmerican Research Chemical	Pool: Sewer Chemicals/Ice Melt	16,687.63
Morgan Theeler Llp	Attorney Fees	2,201.86
New Century Press Inc	Dec 23 Publications	138.70
Pheasantland Industries	Golf Cart 2024 Stickers	47.61
Progressive Salem Assn	FY2024 Donation	2,000.00
Puthoff Sales & Service, Inc.	Street- Shop Pressure washer hook up	97.44
Quill Corporation	Office Supplies	283.19
RBS Sanitation Inc	Residential Garbage Contract	7,681.00
Salem Lumber Co	Supplies: Street/Parks	51.38
Salem Water Works	Utilities	422.62
SD ASSN of Rural Water Systems	FY2024 Membership Dues	615.00
SD Association of Code Enforce	FY2024 Membership Dues	75.00
SD Building Official Assoc	FY2024 Membership Dues	50.00
SD Government Finance Officers	FY2024 Membership Dues	40.00
SD Human Resource Association	FY2024 Membership Dues	25.00
SD Municipal League	FY2024 Membership Dues	1,548.53
SD Public Health Laboratory	Testing Fees	60.00
SD Street Maintenance Assoc	FY2024 Membership Dues	35.00
SEAFOG	FY2024 Membership Dues	100.00
SECOG	2024 SECOG Dues	2,445.00
Sioux Metro Growth Alliance	2024 Economic Development MNGR	41,109.00
Sioux Metro Growth Alliance	FY2024 Membership Dues	4,065.00
South Dakota One Call	Locates	8.40
Southeastern Electric	Utilities	131.40
Spencer Quarries Inc	1" Rock: Street Repair Water Main Break	399.75
Sturdevant's Auto Value Salem	Street/Water Supplies	25.17
Total Stop	Fuel	155.36
TrioTel Communications Inc	Camera Wiring: PW Building	1,504.36
Xcel Energy	Utilities	6,600.27
Zapp Hardware	Supplies: Water/PW BLDG Setup	285.23

CLAIMS PRE-APPROVED:

Anna Rywelski	Deposit Refund	44.80
Cameron Howard	Deposit Refund	46.37
Carol Bents	Deposit Refund	27.67
John King	Deposit Refund	96.64
Verizon Wireless	Utilities	126.33
ACH		
State of South Dakota	Sales Tax Collected December	586.40
US Bank	DW & CW SRF Loan Payments	32,228.27

Xcel Energy representatives discussed their 2025 transmission line replacement and rerouting project with the Council. The route discussed is on file at the City Office. Clearances and placement of distribution lines on the transmission poles were items discussed. The Council agreed to the placement in the street ROW on Douglas Street. The next step for Xcel Energy is to visit with the property owners.

PW Supervisor Weber presented the following items:

- Salem Yard Waste Compost Facility Inspection Report. Satisfactory (painted wood removed).
- Tires for skid ordered and installed due to the condition of tires (2024 budget item).
- Cameras for PW Building. TrioTel provided a quote for equipment & installation: \$5,091.59. Justin Norris of TrioTel Communications was present to answer questions regarding the quote. Discussion on availability of a grant due to requirement of NDAA rated cameras.
- Tool request for PW Building presented.
- Sidewalk Snow Removal Contract. One quote received from Travis Peterson, \$140.00 per hour for snow removal (30 min minimum); and \$45.00 per 50Lb. bag of salt (1/2 bag minimum).
- Lead Pipe Inventory Requirements and mailing. Federal mandate to inventory lead pipes in the community. A mailing will go out in the next month to affected property owners.
- Property owner concern regarding silting of culverts on Richard Ave & Minnesota. Discussion held with Trent Bruce, DGR, who will inspect when feasible.

Motion Rayman, second Mokros, carried, to approve the quote from TrioTel Communication for the camera system at the new Public Works Building for a cost not to exceed \$5,091.59 for equipment, installation, and training.

Motion Rayman, second Harris, carried, to approve the purchase of tools (list provided) for the PW Building at a cost of \$1,688.00.

Motion Mokros, second Rayman, carried, to contract with The Snowman, Travis Peterson, to remove snow from sidewalks for a cost of \$140 per hour (.5 hour minimum) using a snow blower on skid or walk behind; and salt treatment at a cost of \$45.00 per 50 lb. bag (½ bag minimum). The city will provide a list of properties.

Motion Mokros, second Harris, carried, to approve the Foreman report presented by Foreman Weber.

DGR - ENGINEER REPORT: City Projects Update by Trent Bruce.

Phase II Street & Utility Project Engineer Services: Topographic Survey, Preliminary & Final Design and Bidding Services \$359,000.00 & Construction Admin, observation & staking (\$296,000 estimated) billed hourly.

FEMA FIRM Mapping Update: Notice published 1/11/2024 – 90-day appeal process. DGR will provide larger maps available to view at City Hall and will investigate the timing of the property owner notices.

Motion Rayman, second Mokros, carried, to approve the Phase II Street & Utility Project Engineer Services agreement with DGR: Topographic Survey, Preliminary & Final Design and Bidding Services \$359,000.00 & Construction Admin, observation & staking (\$296,000 estimated) billed hourly.

BUILDING PROJECTS

SEDC Spec Building:

Motion Mokros, second Dnyee, to approve the purchase agreement with SEDC for the spec building for \$646,127.00; and authorize final payment of \$396,127.00 at closing date, January 11, 2024. On roll call (5) “Aye” (Mokros, Mayrose, Harris, Karel, Schierholz). Rayman abstained. Motion carried.

City Hall/Community Center:

Date changes: Bid opening 1/30/2024, 2PM at McGough office in Sioux Falls; cost presentation to staff on Friday, February 2, 2024 (time and location TBD) and presentation to Council at the 2/6/2024 Regular Council meeting.

Peck Street Road Closure: Public Hearing will be at the February 6, 2024, meeting.

CITY ATTORNEY

Nuisance Update: Deadline has passed from Schallenkamp LLC – consensus of the Council is to continue with process established and have the city attorney serve papers.

Committee Reports.

Schierholz brought to the Council a request from Christ Lutheran Church to provide a cost for the city to windrow and haul snow away from Minnesota adjacent to Christ Lutheran Church and consider the removal request. Since the request was not on the agenda, the council cannot approve or deny the request. Staff will develop an unofficial cost per hour and provide this is to Schierholz. Christ Lutheran can make a request for the February 6th Council meeting (minimum of 48 hours prior to meeting date).

Motion Rayman, second Mokros, carried, to approve the following declaration and designations for FY2024.

Declaration: “The City of Salem does not discriminate on basis of handicapped status in the admission, or access to, or treatment, or employment in its programs or activities.”

Designation of “The Special” as the City’s legal publication.

Designation of depositories: First Dakota National Bank and First Bank & Trust

Motion Mokros, second Schierholz, carried, to approve Resolution 2024-01 – Complete list of all salaries paid to all city officials & employees.

Motion Mokros, second Schierholz, carried, to approve Resolution 2024-02 – Resolution appointing SMGA Membership Advisory Board members.

Finance Officer Heumiller reviewed the end of year financial status of all funds.

The cash balances remaining from the 2023 Budget distributed as follows:

- General Fund transferred \$479,489.13 into Unrestricted Cash.
- Water Fund transferred \$104,170 to the following reserves: \$3,000 - Vehicle Replacement; \$23,500 - Water Meter WTP Repair Reserve; \$10,000 - Equipment Repair/Replacement; \$3,800 - WTP General Parts Replacement; \$7,000 - Filter Reserve; \$26,970 – Well Replacement, and \$30,000 - Water Main Replacement Reserve; and \$5,209.59 transferred to Unrestricted Cash.
- Sewer Fund transferred \$29,113.00 to the following reserves: \$3,000 - Vehicle Replacement; \$3,120 - Equipment Repair & Replacement; and \$22,993 to the Lagoon Repair Reserve. \$4,715.77 transferred to Unrestricted Cash.

Motion Mokros, second Harris, carried, to approve the EOY 2023 Financial Report and transfers.

The 2024 General Fund Budget Designations & Special Items: Contingency- \$40,000, City Hall/Community Center Project - \$135,500, Tree replacement (parks) - \$2,000 (\$1000 grant), Dolphin Floating pump (SVFD) - \$4,000.

Capital Outlay: \$85,000 (city equipment, sweeper & fire truck).

Reserves: \$20,000 toddler playground equipment; Community Center Equipment/Appliances \$47,640; and, \$10,000 to computer/server. \$300,000 of the Street Project reserve designated for Phase II Street & Utility Replacement Project.

2022 Street Project, \$60,315.50 moved to Reserve for Street Projects.

Motion Rayman, second Harris, carried, to designate \$400,000.00 of the General Fund Unrestricted Cash Balance to the 2025 Budget; and approve the 2024 Budget reserves, project designations and special items presented.

Motion Rayman, second Mokros, carried, to approve the following Salem Volunteer Fire Department 2024 Roster: Paul Deters, Tom Peterson, Nathan Olinger, Bill Eichacker, Marvin E. Johnson, Tony Kerkhove, John Oyen, Curtis Gessner, Todd Matthies, Jeremi Matthies, Josh Blindert, Michael Heumiller, Darin Koch, Dave Oyen, Marty Heumiller, JD Evans, Jon Blom, Justin Hagemann, Lake Gogolin, Mike Hanisch, Hunter Balvin, Jordan Peskey, Dustin Weber, Adam Eichacker, Brian Ewoldt, and Jason Lunders.

Next meeting scheduled for Tuesday, February 6, 2024.

Motion Mokros, second Rayman, carried, to adjourn at 7:25 p.m.

Dated this 9th day of January 2024 at Salem, South Dakota.

(SEAL)

Ron Mayrose
President

ATTEST:

Lori Heumiller
Finance Officer

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