

MINUTES OF 12 AUGUST 2014 REGULAR SESSION

THE BALTIC CITY COUNCIL MET IN REGULAR SESSION ON 12 AUGUST 2014. Mayor Wendland called the meeting to order at 7:00 PM. Present were Council members Ron Jenks, Calvin Whiting, Scott Grunewaldt and Chris Drayer. Also present were Maintenance Supervisor Johnson, Maintenance-Administrative Assistant Fods, Finance Officer Hendrickson, Attorneys Hughes and Trefz and Dan Oakland of Alternative HRD. The meeting was held at the Baltic City Hall.

Mayor Wendland asked all present to rise and join in the Pledge of Allegiance to the Flag.

Grunewaldt made a motion to approve the 08 July 2014 Regular Session minutes. Whiting seconded. All Ayes.

Grunewaldt made a motion to approve the 31 July 2014 Special Planning Retreat Session minutes. Whiting seconded. All Ayes.

Disbursements were reviewed. Jenks made a motion to approve the following disbursements. Drayer seconded. All Ayes. FIRST NATIONAL BANK in SF \$3.00 nsf fee on B and K rent; EFPTS \$5,845.84 tax remit; REVTRAK \$12.50 credit card equip&service char; SD DEPT OF REVENUE \$587.01 SALES TAX; WASHINGTON PAVILLION \$303.00 summer youth trip; ONE TIME USE – 2 \$400.00 face painter for riverpark day; DAKOTA ENTERTAINMENT \$900.00 bouncers for riverpark days; ONE TIME USE \$298.50 summer youth trip to theater; WILD WATER WEST \$574.53 Swimming Passes; CITY OF DELL RAPIDS \$750.00 Swimming Lessons; US POST OFFICE \$340.00 Postage; DAKOTA ENTERTAINMENT \$900.00 Celebration Inflatables; ALLiANCE COMMUNICATIONS \$147.92 City hall; ALTERNATIVE HRD \$950.00 HR Consulting; Argus Leader Media \$63.39 legals; AT ANALYTICAL \$55.00 Office Lights; BARGAIN BYTES \$205.00 Clean-up Recycling; CALVIN WHITING \$107.12 Travel Reimbursement; CHRIS DRAYER \$50.00 Travel Reimbursement; CITY OF BALTIC WATER DEPT. \$74.07 riverpark; CITY OF SIOUX FALLS \$81.78 Water Samples; COLTON REDI-MIX \$198.00 Valley Gutter; D&D MARKET \$28.80 Park Supplies; DAKOTA BACKUP \$30.00 DAILY BACKUPS; DEB WHIPPLE \$120.42 Summer Rec reimbursement; DEERE Credit, Inc. \$10,238.55 Wheel Loader Payment; DELL RAPIDS COMMUNITY AMBULANC \$4,000.00 Ambulance Support; DELL RAPIDS LUMBER CO \$486.48 SUPPLIES; DUST-TEX SERVICE INC \$13.73 rug exchange; EASTERN FARMERS COOP \$289.34 Chemicals; ELAINE HENDRICKSON \$270.04 Travel Reimbursement; FAITH MARGURIET \$315.93 City Celebration Reimbursement; GARBAGE N MORE \$5,331.00 Fuel Charge; GILLESPIE \$84.49 Grass Trimmer Supplies; HUBERS ELECTRIC \$1,341.03 Park Shelter Repairs; HUGHES LAW OFFICES \$1,041.50 SERVICES; ICMA RETIREMENT TRUST 457 \$150.00; INTERSTATE ALL BATTERY CENTER \$36.95 Generator Battery; INTERSTATE COLLISION & GLASS, \$83.20 Towing; JOANNA BAATZ \$168.75 Mowing; KINETIC LEASING \$1,850.00 5th Street Lease Buy Back; LACEY'S Rentals Inc \$590.00 Restroom Rental; Marco \$104.00 qrtly, maint agree; MAXIMUM PROMOTIONS \$198.80 City Celebration Banner; MENARD'S \$22.08 Shop Supplies; MIDAMERICAN ENERGY \$29.68 GAS; MIDWAY SERVICE \$1,201.85 Fuel; MIKE WENDLAND \$722.32 Travel Reimbursement; MINNEHAHA COMM WATER \$4,150.40 WATER; ONE TIME USE \$70.57 Water Deposit Return; ONE TIME USE – 2 \$363.96 FO School; ONE TIME USE – 3 \$168.00 Sweeper Trucking; RYAN FODS \$83.44 Travel Reimbursement; SAMS CLUB (CREDIT) \$137.27 Park Supplies; SCOTT GRUNEWALDT \$107.12 Travel Reimbursement; SOUTH DAKOTA MUNICIPAL LEAGUE \$300.00 Meeting Registration; SDRS \$1,454.48 retirement contrib; SIOUX FALLS HUMANE SOCIETY \$68.32 Animal Control; SVERDRUP TOWNSHIP \$120.00 BLADING; US BANK \$333.62 City Celebration Supplies; US

BANK EQUIPMENT FINANCE \$852.95 Sweeper Payment; VAN DIEST SUPPLY COMPANY \$2,239.50 Mosquito Supplies; VERIZON WIRELESS \$72.11 CELL PHONE; West Payment Center \$184.75 Subscription Charges; XCEL ENERGY \$2,221.18 street lights; Total\$54,523.27

July 2014 Salaries in gross amounts by Department: Finance, \$6211.05; Streets, \$2800.70; Parks, \$6913.69; Liquor, \$378.58; Water, \$3685.77; Sewer, \$3685.47; Total \$23,675.26.

Public Time. No comments.

Police Report. Capt. Hoekman and Sgt Harris were present. Capt. Hoekman spoke about illegal dumping and the problems with identifying the responsible individuals.

Mark Meadows and Faith Marguriet gave an update on the RiverPark Days. They stated that the surveys were coming in nicely and no major problems were stated.

Maintenance Update. Topics discussed included chip sealing, the new street sweeper, and trees that have fallen over the low head dam.

City Hall Update. Hendrickson explained some property insurance exclusions and asked for consideration during business for this topic and some software updates that had caused issues with closing the month of July, so there is no final July report at this time.

Attorney Remarks. Attorney Trefz explained changes that had been made to the Employee Handbook. Hughes had no remarks at the time.

Business.

Mayor Wendland read a letter of resignation from Finance Officer Hendrickson. Following many comments Grunewaldt made a motion to accept Hendrickson's resignation effective 1 October 2014. Drayer seconded. All Ayes. Hendrickson has offered to assist with transitional training as may be required.

Dan Oakland explained the updated Job Descriptions. Drayer made a motion to approve the updated job descriptions for City Administrator/Public Works Director, Municipal Finance Officer, Maintenance Supervisor, Deputy Finance Officer, Maintenance Assistant, and Administrative Assistant. Whiting seconded. All Ayes.

The revised Organizational Chart was reviewed. Grunewaldt made a motion to approve the Organizational Chart as presented in the Employment Handbook. Jenks seconded. All Ayes.

The revised Employee Handbook was discussed briefly. Whiting made a motion to approve the Revised Employee Handbook. Grunewaldt seconded. All Ayes.

Oakland talked about the Finance Officer job posting. Grunewaldt made a motion to approve posting the Finance Officer position in media and job services as Oakland deems appropriate. Whiting seconded. All Ayes.

Mayor Wendland read Resolution 14-05 Front Foot Assessment. Whiting made a motion to approve Resolution 14-05. Drayer seconded. All Ayes. (published separately)

A discussion on the possible surplus of the old depot was held. It was determined that the property insurance should be dropped and the liability insurance maintained for the building. Hendrickson will request the exceptions statements from SD Public Assurance Alliance.

A discussion was held on code enforcement ordinances.

Drayer discussed code enforcement issues and making sure all of our ordinances agree and are enforceable. Attorney Hughes will give an outline of what actions may be needed.

Mayor Wendland gave the second reading of Ordinance #245, Alarm Systems. Whiting made a motion to approve the second reading, Jenks seconded. All Ayes.

Council wages were tabled until the next budget discussion.

Mayor Wendland read Resolution 14-06 A Resolution of Support that is necessary for consideration of a LWCF Grant. Whiting made a motion to approve Resolution 14-06. Drayer seconded. All Ayes. (published separately)

Jenks made a motion to go into Executive Session at 9:15 PM to discuss personnel issues and to communicate with Attorney Hughes. Whiting seconded. All Ayes.

At 9:40 PM Mayor Wendland declared the City Council to be out of Executive Session.

Jenks made a motion to declare the land described as Lots 1, 2, 3 and Tract A in Lot 4A of Block 4 of Keyes Addition to the city of Baltic and the building on Lot 3 as surplus to the city. Grunewaldt seconded. All Ayes.

Grunewaldt made a motion for Hendrickson to contact a licensed appraiser and ask for a limited scope appraisal for the surplus property.

At 9:50 PM Whiting made a motion to adjourn the meeting. Motion seconded by Grunewaldt. All Ayes.

Elaine C. Hendrickson
Municipal Finance Officer
Published once at the approximate cost of \$_____.