

CITY HALL, CITY OF ARLINGTON, SOUTH DAKOTA

September 8, 2020

The City Council met as the Zoning Commission—Board of Adjustment. Present on Roll Call were Mayor Curt Lundquist and Council Members: Terry Mutziger, Terry Rowbotham, Garth Johnson, Jesse Steffensen, Rob Achterberg and Cory Falconer. Absent: None.

Spencor Luze submitted a variance request to place 12 ft side walls on a shed that the building permit was approved earlier at the Lots 4-9, Block 8, Lieske's 3rd Addition—404 S Plum Street. Spencor advised that he was unaware of the height restrictions on the building as that did not appear on the application. The building permit application that was submitted showed 9 ft sidewalls so it did not send up any red flags that it would not comply and then when he ordered the kit for the structure—he ordered the shed with 12 ft side walls which was not what was approved for on the building permit.

Motion was made by Steffensen, seconded by Falconer to deny the variance request since it does not comply with the zoning ordinance and there is nothing irregular about the property that would allow the council to approve this request. All in favor—Carried.

Martin & Gerri Murphy submitted a variance request to place a wooden ADA compliant ramp on the side of their residence at Lot 11, Block 8, 2nd RR Addition—107 S 4th Street that would be located approximately 2 ft from their side lot line.

Motion was made by Steffensen, seconded by Achterberg to approve the variance request for the ramp as there were no objections received. All in favor—Carried.

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

Sue Falconer, Finance Officer

Curt Lundquist, Mayor

The City of Arlington is an equal opportunity provider and employer.

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September 8, 2020

The City Council met in regular session in the Municipal Building—202 West Elm Street. Present on Roll Call were Mayor Curt Lundquist and Council Members: Terry Mutziger, Terry Rowbotham, Garth Johnson, Jesse Steffensen, Rob Achterberg and Cory Falconer. Absent: None.

Additions to the agenda: Building Permits

Motion was made by Johnson, seconded by Falconer to approve the minutes of the August 3rd meeting. All in favor—Carried.

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

Bills approved as follows:

28936	Citizens State Bank	Annual skid loader payment		\$12,125.49
28937-28958	Salaries	General Fund	101	11,783.66
		Water	602	398.60
		Electric	603	3,972.08
		Sewer	604	472.07
Auto Debit	Citizens State Bank	EFTPS—Aug 17 th WH-SS-Medicare		4,761.33
28959	East River Electric Power	Energy		3,612.22
28960	Electric Fund	City Bills		5,881.53
28961	Fusion Cloud Services	Phone Charges		255.26
28962	Heartland Consumer Power Dist	Energy		35,553.92
28963	Nicole Keating	Reimbursement- ½ EMT Training		400.00
28964	Kingsbury County Auditor	County Law Enforcement Contract		5,655.00
28965	Mediacom	Internet		259.90
28966	SD State Treasurer	Sales Tax		6,121.21
28967	Western Area Power Adm	Energy		13,550.83
28968-28990	Salaries	General Fund	101	11,742.47
		Water	602	1,115.61

		Electric	603	4,381.84
		Sewer	604	700.62
28991	AT&T	Cell Phone Charges		108.03
Auto Debit	Citizens State Bank	EFTPS-Aug 31 st WH/SS/Medicare		5,603.29
28992	Colonial Life	Payroll Deductions		107.33
28993	Northwestern	Service to Shop & Coop Shop Buildings		20.00
28994	PLIC-SBD Grand Island	Short Term Disability		183.36
28995	SD Retirement System	August Retirement		2,819.78
28996	Sioux Valley Energy	Electricity at Airport		80.00
28997	The Health Pool of SD	Sept Health Insurance Premiums		4,969.70
28998	Visa-Cor Trust Bank	Masks/sweeper repairs/fuel		481.63
28999	Noah Anderson	Refund balance of meter deposit		52.73
29000	A-Ox Welding Supply Co	Cylinder rent		170.36
29001	Arlington Sun	Publications		333.52
29002	Tom Bacon	Personal auto use		113.68
29003	Badger Oil Inc	Mower belt		67.80
29004	Citizens State Bank	Sept Service Change		20.00
29005	Cook's Wastepaper & Recycling	July garbage		5,548.93
29006	Dept of Revenue	Water testing		15.00
29007	Eighty-One Auto Clinic	Oil filters/oil/fuel filter/fuel pump/sprayer repairs		233.67
29008	Electric Fund	Meter deposits app to RO bills		361.13
29009	Farner-Bocken Company	Pool concessions		1,988.79
29010	Fastenal Company	Marking Paint		204.89
29011	General Wood Supply	Pool paint/thinner/masking tape/cement bit/silicone sealant/traffic paint/brushes/fence posts/clips/lumber/ screws/rebar		7,024.02
29012	Graybar Electric Co	Thermostat wire		73.48

29013	Handi Mart	Fuel: Ambulance & Fire Department	410.91
29014	Hawkins Inc	Chemicals/Pool	6,569.41
29015	Heiman Inc	Extinguisher & tag inspections	808.50
29016	Infotech Solutions LLC	Monthly HR/maintenance/hosting/backups	748.00
29017	Interstate All Battery Center	Battery/Archer pick up	51.95
29018	King Bros H & C	Lg Minis Split H/C unit--Load mgmt. help	4,560.00
29019	Kingbrook Rural Water System	Aug Water & Lease	12,127.73
2902	Lowes	Marking paint/plug/first aid kits/tank sprayer/cable ties/funnels/screws	230.69
29021	M & T Fire Safety	TNT power unit/TNT cutter-combi-confined spaces spreader	382.50
29022	Macksteel Warehouse	Steel sheet/dumpster	87.18
29023	Maynards Food Center	Paper products/light bulbs/trash bags/water/cleaning Supplies	92.57
29024	Marshal Mix	Reimbursement—key for Archer pick up	60.40
29025	Nelson Drug Inc	Office supplies	10.02
29026	Office Peeps Inc	Lg trash can liners/paper towels/service agreement- copy machine	185.13
29027	PCC Ambulance Billing Service	Ambulance billings July 2020	476.36
29028	Prairie Ag Partners	Fuel pump/auto supplies/welding supplies/service pickup/filters/green truck repairs/red moly plex/bolts/ dump truck repairs/tire repair/FRE-FLO-baseball field/spraying chemicals	971.89
29029	Runnings Supply Inc	Clothing allowance/locating paint/voltage tester/plugs	170.31
29030	Schein Inc	Gloves/pad defib physio/HIS masks	198.93
29031	Spencer Schulte	Refund balance meter deposit	66.14
29032	Roselyn Sjolie	Spraying trees-cemetery	345.00

29033	Stamp Fulfillment Services	Stamped window envelopes	1,252.75
29034	Topkote Inc	Chip sealing 35,002 sq yds	46,412.65
29035	Truenorth Steel	2-above ground fuel storage tanks	3,781.75
29036	U.S. Post Office	Postage stamps-postcards	350.00
29037	Wesco Distribution Inc	AL comp splice kits/locating paint/insulated cap/ standoff plug 15KV	2,283.45
29038	Westmor Industries	Compliance testing-supplies for underground fuel tanks	1,306.48
Auto Debit	Rural Development	Water Improvement Loan	1,343.00
Auto Debit	Rural Development	Wastewater Improvement Loan	2,859.00

Motion was made by Falconer, seconded by Rowbotham to adopt Resolution #2599 as follows:

RESOLUTION #2599

BE IT RESOLVED, that \$46,412.65 be transferred from the 2nd Penny Fund to the General Fund for payment of the seal coating bill to Topkote. All in favor—Carried.

Bills have been received for the SD Visitors Guide and the Regional Guide in the amount of \$2968.75 and Ben Elliott for the 2019 annual audit in the amount of \$5700.00. These checks will be cut with the mid-month bills. Motion was made by Falconer, seconded by Achterberg to approve payment of these bills. All in favor—Carried.

Diane Krimbill met with the city council to update them as to what the plans and timeline are for their property on South 3rd Street. Diane advised that due to the COVID-19 virus they were apprehensive as to if they might be laid off from their jobs (which has not happened) and the cost of building materials. Their current plans are to have the house built during 2021 and are working on a floor plan and then will need to hire a contractor.

Motion was made by Steffensen, seconded by Rowbotham to extend the permit to December 2021 to give Diane & Mark time to get the house built at this location. All in favor—Carried.

Now was the time for Public Comments—None.

Now was the time for the hearing of the Special One (1) day Malt Beverage and Liquor applications as advertised on August 20, 2020.

Edgar L. Herrick Post #42 American Legion—Lots 9 & 10, Block 3, Original Plat, City of Arlington, SD Special One (1) Day-Malt Beverage & Liquor licenses for September 12, 2020. Motion was made by Steffensen, seconded by Achterberg to approve these special licenses. All in favor—Carried.

The following building permits were submitted for approval: Based upon the recommendations from the Zoning Commission—Motion was made by Steffensen, seconded by Falconer to approve the building permit application for Martin Murphy to install a wooden ADA compliant ramp which will be located 2 feet from his side lot line at Lot 11, Block 8, 2nd RR Addition—107 S 4th Street. All in favor—Carried.

Mike Wright to build a wraparound deck on the house located at Lot 2, Block 2, Chandler's 1st Addn—510 S Highland Street. Motion was made by Falconer, seconded by Achterberg to approve this permit as submitted. All in favor—Carried. Tom & Linda Aylward to build a house with attached garage at NW 165' Lot 5, Block 26, City Auditor's Plat of Outlots NE 1-110-53—109 S 1st Street. Motion was made by Falconer, seconded by Mutzinger to approve the application as submitted except that the City cannot guarantee excess from the back of the lot. All in favor—Carried. Aaron King to move in a 10 X 16 storage shed to the back corner of his property located at S ½ SW 1-110-53 Sublot 1 of Lot 2, Block 11, CO Plat—508 S 3rd Street and Beth and Lonnie Sundberg to move in a 10 X 16 shed into their back yard located at Lots 4 & 5, Block 20, Western Town Lot Company Addn—307 N 5th Street. Motion was made by Rowbotham, seconded by Achterberg to approve permits for both sheds. All in favor with Johnson absent from the vote—Carried. Erin Vossler to build an addition on to her existing deck at Plat of J & E Smith Addn in W390" of OL1 in S2 SE 36-111-53. All in favor—Carried. Josh Spilde had asked for a building permit for a house in the Johnson's Addn, however he did not furnish enough information to issue a permit at this time.

The council had a short discussion regarding the current steps that need to be followed for a building permit to be issued. They feel that it might be beneficial to allow an application to be presented to the finance office and if there is nothing irregular about the permit request that it can be approved without council action. Motion was made by Steffensen, seconded by Achterberg to appoint Marshal Mix as the Administrative Official for the Zoning Board and allowed to approve these types of building permits. All in favor—Carried.

Eldon Smith had presented a plat map to the finance office for the city council to approve.

Motion was made by Rowbotham, seconded by Falconer to approve Resolution #2600 as follows:

RESOLUTION #2600

BE IT RESOLVED BY THE CITY OF ARLINGTON, SOUTH DAKOTA

Whereas Eldon Smith and Jami Smith, owners of the hereinafter described real property, have submitted to the governing board a proposed plat of the following described real estate situated in the City of Arlington in the State of South Dakota to-wit:

PLAT OF LOT 1, J & E SMITH SECOND ADDITION, located in Out Lot 1, in the South ½ of the Southeast ¼ of Section 36 in T111N, R53W of the 5th P.M. in the City of Arlington, according to County Auditor's Plat of Out Lots in Arlington, Kingsbury County, South Dakota.

All the Board of the City Council of said City having examined the proposed plat and is appearing that all municipal taxes and special assessments, if any, upon said plat and survey have been executed according to the law.

NOW, THEREFORE, BE IT RESOLVED THAT SAID PLAT AND SURVEY BE AND ARE HEREBY IN ALL THINGS ACCEPTED AND APPROVED.

PASSED AND APPROVED THIS 8TH DAY OF SEPTEMBER 2020.

ATTEST:

City Finance Officer

Mayor

Homecoming will be held during the week of September 28th for the Arlington Cardinals and are asking for a burning permit for the burning of the “A” on Monday, September 28th on the school grounds.

Motion was made by Achterberg, seconded by Falconer to approve this permit if there are personnel from the fire dept on scene during this event. All in favor—Carried.

Electric Report—The City of Arlington has submitted an Energy Efficiency Grant Application to Heartland Consumer Power District to purchase streetlights for replacement of current lights. The City has once again been working on updating the load management systems on the electric water heaters and central air units. There have been very few structures where something has not needed to be added to the system. The load management helps to control the peak power usage and helps to control the rates.

ACDC Report—No meeting is being held in September, and there is nothing new to report.

Motion was made by Achterberg, seconded by Johnson to approve the employee overtime and police report. All in favor—Carried.

The Mayor had taken part in the ZOOM meeting regarding the County Contract Law Enforcement under the Kingsbury County Sheriff’s Dept. He stated that there were not any big changes—there will not be any changes to the contracts at this time.

The finance office received the results of the Loss Control Survey held on July 6th with Jeff Lanning with Safety Benefits. The only departments which received recommendations for improvements were the fire department and the ambulance service. These depts must respond to these recommendations within 60 days for the City to receive the Loss Control Credit on the premiums for the Worker’s Compensation coverage.

Curt Lundquist’s term is up on the HRC Board. Curt advised that he would like to continue to serve on that board if the council appoints him. Motion was made by Steffensen, seconded by Achterberg to appoint Curt Lundquist to the HRC Board for a 5-year term. All in favor—Carried.

Curt Lundquist is interested in having another council member replacement him on the Library Board as he has served there for approximately 20 years. That board meets on a quarterly basis and has representatives from both the city and the school along with community members. Motion was made by Rowbotham, seconded by Falconer to appoint Garth Johnson to the Library Board. All in favor—Carried. The library is currently open to the public from 3:00-6:00 Monday-Friday.

Marshal Mix will be compiling a list of the surplus items that will be advertised and an auction sale will be held yet this fall. The finance office has some computer equipment that no longer works that needs to be disposed of as it has no value.

The council reviewed the monthly Revenue/Expense, Cash & Utility Reports. The water loss is increasing and there must be a leak or leaks somewhere on the system. Marshal advises that they will need to “listen” at the hydrants to see if they can find any areas where there appears to be an issue.

The finance office received notice from Kingbrook Rural Water that there will be an increase in the bulk water rates effective January 2021. The city council will have the first reading of a rate increase at the October meeting.

The annual Appropriation Ordinance #577 for 2021 received the second reading and on Motion by Rowbotham, seconded by Johnson same was adopted with all voting Aye—Carried.

ANNUAL APPROPRIATION ORDINANCE

NO. 577

An Ordinance appropriating funds for the necessary expenditures and liabilities of the City of Arlington, Kingsbury County, South Dakota, for the fiscal year of 2021; 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 2021 follows:

101 GENERAL FUND – EXPENDITURES

411 Mayor & Council	\$70,780
413 Elections	620
414 Finance Office	116,430
415 Attorney	7,500
416 Insurance	1,000
419 General Government Building	10,420
421 Police	70,000
422 Fire Department	34,050
431 Highway & Streets	676,450
432 Storm Drainage	22,640
435 Airport	9,600
436 Solid Waste	79,465
437 Cemetery	33,270
441 West Nile	5,970
446 Ambulance	47,650
451 Swimming Pool	81,985
452 Parks	29,470
453 Baseball	8,150
455 Library	20,885

456 Bata Services	1,000
465 Development Corporation	<u>25,000</u>
TOTAL TAX SUPPORTED FUNDS EXPENDITURES	\$1,352,335
212 2 ND PENNY SALES TAX	300,000
500 CAPITAL PROJECT FUNDS	
502 Fire Equipment	8,000
504 Street Equipment	<u>10,000</u>
TOTAL CAPITAL PROJECT FUNDS	\$18,000
600 SELF-SUPPORTED FUNDS-EXPENDITURES	
602 Water Fund	206,850
603 Electric Fund	1,116,330
604 Sanitary Sewer Fund	<u>137,370</u>
TOTAL SELF-SUPPORTED FUNDS	\$1,460,550
TOTAL 2021 APPROPRIATION	\$3,130,885

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

3111 Taxes	\$292,000
3112-3119 Other Taxes	2,400
3130 General Sales & Use Tax	300,000
Miscellaneous Revenue	271,125
Transfer from Electric Fund	348,915
Transfer from Sewer	14,630
Transfer from 2 nd Penny	<u>123,265</u>

	\$1,352,335
212 2 ND PENNY SALES TAX	300,000
500 CAPITAL PROJECT FUNDS	
502 Fire Equipment	(8,000)
504 Street Equipment	(10,000)
Transfer from Electric	<u>18,000</u>
TOTAL REVENUE-CAPITAL PROJECT FUNDS	\$18,000
600 SELF-SUPPORTED FUNDS	
602 Water Fund	
3610 Interest Earned	\$0.50
3810 Disconnect/Reconnect Fees	750
3811 Metered Sales	205,000
3813 Bulk Sales	250
3814 Sales of Supplies	300
3816 Frozen Meters	500
603 Electric Fund	
3610 Interest Earned	500
3821 Metered Sales	1,406,000
3823 Sales of Supplies	500
3824 Pole Rental	245
3826 Disconnect/Reconnect Fees	500
3827 Penalties	17,500
3829 Electric Other	10,000
Less Transfers	318,915
604 Sanitary Sewer	
3610 Interest	2,000

3831 Sewer Charges	160,000
Less Additional Loan Payment/transfer	<u>24,630</u>
TOTAL APPROPRIATION REVENUE—2021	\$3,130,885

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

Passed First Reading August 3, 2020

Passed Second Reading September 8, 2020

Passed and Approved September 8, 2020

Curt Lundquist, Mayor

ATTEST:

Sue Falconer, Finance Officer

The finance office received a proposal from AMKO to take over the Rural Development Loans. The Finance Officer furnished the council members with a copy of the proposal for their review. After a short discussion it was a unanimous decision that the council is not interested in making any changes at this time regarding the loans.

The Brookings Health Systems returned the 10-year contract for the Arlington Medical Clinic with their signature and asked that the Mayor sign the agreement and return a copy for their records. Motion was made by Falconer, seconded by Achterberg to authorize the Mayor to sign this contract. All in favor—Carried.

Additional items: Fall City Cleanup is still on for Thursday, October 8th; the Finance Officer was instructed to check on the current price of an additional siren; the city cannot force people to remove dead trees from their property—but it can be recommended to them; Banner is working on the Wastewater Facility Plan and gathering information in order to move forward on the South 3rd Street Project; Brian's Glass & Door out of Watertown gave the City a quote to install a permanent tempered glass window in the finance office since we could not get a response from Midwest Glass.

Motion was made by Achterberg seconded by Falconer to enter into executive session at 9:15 P.M. to discuss a personnel matter. All in favor—Carried.

Motion was made by Achterberg, seconded by Johnson to come out of executive session at 9:32 P.M. All in favor—Carried. No action taken at this time.

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

Sue Falconer, Finance Officer

Curt Lundquist, Mayor