

CITY HALL, CITY OF ARLINGTON, SOUTH DAKOTA  
September 6, 2016

The City Council met as the Zoning Commission. There was no business. Meeting adjourned.

The City Council met in regular session in the Municipal Building. Present on Roll Call were Mayor Amiel Redfish and Council Members: Curt Lundquist, Terry Rowbotham, Garth Johnson, Todd Bunker, and Keith Wendland. Absent: Jared Steffensen.

Additions to agenda: Homecoming—Coronation w/burning of the “A” and Arlington Clinic would like permission to hand out floats on the street on Friday afternoon (Sept 30<sup>th</sup>).

Motion was made by Johnson, seconded by Bunker to approve a burning permit for Arlington School Dist to hold the burning of the “A” and give permission to the Arlington Medical Clinic to serve floats in the street in front of the clinic building the afternoon of September 30<sup>th</sup>. All in favor—Carried.

Motion was made by Wendland, seconded by Johnson to approve the minutes of the August 1<sup>st</sup> & 15<sup>th</sup> meetings. All in favor—Carried.

Scott Mohror and Waylon Blasius met with the council to present Pay Request #3 for the Main Street Project in the amount of \$204,880.05 and also discuss the sewer service that had been omitted to the Trinity Lutheran Church. Motion was made by Lundquist, seconded by Rowbotham to approve Pay Request #3 to J & J Earthworks. All in favor—Carried.

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

Bills approved as follows:

24101-24122	Salaries	General Fund	101	13065.75
		Water	602	483.92
		Electric	603	1547.37
		Sewer	604	543.49
24123	Birch Communications	Phone Chges		171.37
Auto Debit	Citizens State Bank	EFTPS—Aug 15 <sup>th</sup> WH-SS-Medicare		4549.80
24124	East River Electric Power Coop	Energy		3081.25
24125	Electric Fund	City Utility Bills		5038.44
24126	Heartland Consumer Power Dist	Energy		35877.04
24127	Kingsbury County Auditor	County Law Enforcement Contract		5655.00
24128	Mediacom LLC	Internet		149.00
24129	Petty Cash	Softball Umpire Fees		100.00
24130	SD State Treasurer	Sales Tax		5656.40
24131	Vision Service Plan	Payroll Deduction		50.84

24132	Western Area Power Adm	Energy	18724.00
24133	City of Paullina	500 KVA Cooper Transformer	10000.00
24134-24158	Salaries	General Fund 101	16495.81
		Water 602	696.03
		Electric 603	3012.60
		Sewer 604	868.68
24159	AFLAC	Payroll Deductions	173.94
24160	AT&T	Cell Phone Chges	33.18
Auto Debit	Citizens State Bank	EFTPS—Aug 31 <sup>st</sup> WH-SS-Medicare	6521.20
24161	Northwestern	Service to Shop & Coop Shop Bldgs	20.00
24162	PLIC-SBD Grand Island	Short Term Disability	169.19
24163	SD Retirement System	Aug Retirement	2375.06
24164	Sioux Valley Energy	Electricity @ Airport	73.00
24165	SD Supp Retirement	Supp Retirement/Steve Carlson	100.00
24166	The Health Pool of SD	Sept Health Insurance Premiums	3505.80
24167	Alma Alcala	Refund balance meter deposit	54.84
24168	Amazon Credit Plan	Books/Library	117.43
24169	A-Ox Welding Supply Co	Cylinder Rent	79.70
24170	Arlington Sun	Publications	614.74
24171	Associated Supply Company	Pool pump	5151.68
24172	Badger Oil Inc	Service Call—control board Mun Bldg AC	363.00
24173	Michaela Baker	Reimbursement—Lifeguard training	185.00
24174	Banner Associates	Main Street Project/Update Street Construction Ordinance	11575.07
24175	Bierschbach Equipment	Safety vests/traffic cones/reflective tape/caution tape	785.00
24176	Bobcat of Brookings	50 hour service & install lite bar-excavator	865.36
24177	Bridgman & Anderson Law Firm	Arlington's share of legal expenses—HCPD Annexation	940.00
24178	Juan Campos Estrada	Reimbursement-WSI Lifeguard Cert	146.10
24179	Center Point Large Print	Large Print Books-Library	529.08
24180	Citizens State Bank	Sept Service Chge	20.00
24181	Cook's Wastepaper & Recycling	July garbage/deliver roll off-Arlington Days	4929.66
24182	Dakota Portable Toilets Inc	Portable toilets—Arlington Days	650.00

24183	Dakota Pump & Control Co	Replace impeller-wear ring-labor on Pump #2 @ Lagoons	2096.94
24184	Dakota Supply Group	180 AMI meters	30623.40
24185	Dept of Revenue	Water testing	15.00
24186	DGR Engineering	Civil design/substation design/project financing coordination/distribution conversion/electric easements/easement survey	24960.64
24187	Braxton Donley	Reimbursement for lifeguard cert	185.00
24188	Eighty-One Auto Clinic	Trimmer head/check pump on fogger	123.30
24189	Electric Fund	Meter deposits app to RO bills	587.46
24190	Fastenal Company	Refund correction	4.22
24191	Glacial Lakes & Prairies Tourism	Region & SD Vacation Guide Ads	2722.50
24192	Handi Mart	Fuel-Fire Dept	58.76
24193	Harry's Septic DBA Pipe Masters	Camera storm sewer	830.00
24194	Hawkins Inc	Chemicals for Pool	6368.92
24195	Infotech Solutions LLC	Monthly maintenance/backup/hosting	300.00
24196	J & J Earthworks Inc	Main Street Project—Pay Request #3	204880.05
24197	Jay's Auto Body	Labor & materials to paint & install bed liner on playground equipment	4613.04
24198	Mercedes Johnson	Reimbursement—Lifeguard certification	145.00
24199	Kingbrook Rural Water System	August Water & Lease	10271.58
24200	M & T Fire & Safety	Chrome caps w-chains & LED road flares/bunker gear & boots-Dylan Carlson/flame fighter pike poles	3164.31
24201	McMasters Construction	Gravel	1605.60
24202	McLeod's Printing	Laser utility bills	959.80
24203	Midwest Glass Inc	Screws-pool	2.50
24204	Milbank Winwater Works	Materials-water dept/meter adapter downsize meter-Parkview Apartments	6476.23
24205	Matthew Nelson	Reimbursement for Lifeguard certification	196.10
24206	Office Peeps Inc	Copy paper/service agreement-copier	95.39
24207	PCC Ambulance Billing Service	Ambulance billings May 2016	333.24
24208	Petty Cash	Postage	56.09
24209	Plagman's Food Center	Paper goods/batteries	58.16

24210	Prairie Ag Partners	Repairs @ pool/airline/tire repair/tire plug/8 tires for IH Dump Truck/grease/filters/repairs to payloader & Chev pick up	4302.97
24211	Rons Saw Shop Two	Saw repair/loop trimmer	675.70
24212	Runnings Suppling Inc	Rubbers/blo gun/rope/clothing-Gary-Lonnie-Steve/ waders & binoculars-fire dept	1772.69
24213	Schuneman Equipment	Fuel pump/gasket	55.11
24214	SD Assn of Rural Water Systems	Annual dues-Class B Member	410.00
24215	Jennifer Selken	Refund balance meter deposit	46.34
24216	Snap on Tools	Pry bar set/composite SD set/magnetic pick up tool	402.65
24217	Spilde Electric Inc	Parts & labor connection @ Bunker Auto-Garth Johnson's bldgs.	2024.92
24218	Titan Machinery	Key-door lock	15.69
24219	Topkote Inc	Seal coating streets	40166.56
24220	Tyson Toucedo	Reimbursement WSI Lifeguard certification	146.10
24221	Jason Tvedt	BB League Tourney fees—2 teams	150.00
24222	Two Way Radio	Replaced battery—Amb radio	157.45
24223	US Post Office	Postcard Stamps	340.00
24224	Amber Uphoff	Reimbursement-parade float decorations	95.64
24225	Nicole Ure	Refund balance meter deposit	114.36
24226	Van Diest Supply Co	Biomist & ULV flushing solution/ULV Grissley w-smart flow fogging unit	13220.20
24227	Water & Environmental Engineering Research Center—SDSU	Test lagoon samples	252.00
24228	Wesco Distribution Inc	Street lites/meter (Top Lot)/ground rods & clamps/ 600V wire/16 reels 4/0 wire	102494.10
Auto Debit	Rural Development	Water Improvement Loan	1343.00
Auto Debit	Rural Development	Wastewater Improvement Loan	2859.00

Motion was made by Bunker, seconded by Lundquist to adopt Resolution #2530 as follows:

RESOLUTION #2530

BE IT RESOLVED, that \$160,309.80 be transferred from the Electric Substation Upgrade Account to the Electric Fund for

current project expenses.

BE IT FURTHER RESOLVED, that \$246,652.21 be transferred from the 2<sup>nd</sup> Penny Funds to the General Fund for J & J Earthworks bill, gravel from McMasters and seal coating bill from Topkote Inc. All in favor—Carried.

Motion was made by Johnson, seconded by Bunker to enter into executive session at 7:20 P.M. for a contract issue. All in favor—Carried.

Motion was made by Wendland, seconded by Lundquist to come out of executive session at 7:40 P.M. All in favor—Carried.

Scott Mohror requested an extension on the Main Street Project for J & J Earthworks. This item was tabled by the Mayor

Scott also presented an amendment justification to amend the Engineering Contract for the Main Street Project in the amount of \$14,100.00. Motion was made by Johnson, seconded by Bunker to approve the increase of this contract. All in favor—Carried.

Now was the time as advertised to open the bids for the three year leases for the ag land at the Rubble Site, Cemetery and Airport.

The bids received for the Rubble Site land were—Brady Josephsen: \$159.76/acre and Lane Weber \$138.00/acre.

The bid received for Cemetery Land were from Barret Marshall: \$170.00/acre.

The bids received for the Airport Land were from David Josephsen: \$161.52/acre and Lane Weber \$158.07/acre.

Motion was made by Bunker, seconded by Wendland to accept the bid from Brady Josephsen for \$159.76/acre for the rubble site land; Barret Marshall for \$170.00/acre on the cemetery land and David Josephsen for \$161.52 for the airport land. All in favor—Carried.

Representatives from the Arlington Ambulance Squad requested a meeting with the city council. They do not feel that they are being paid in a timely fashion for the runs that the members go on and also requested payment per run to be entered into the state's website. They are fine with being paid on a quarterly basis but do not agree with when the run is considered processed. They feel that when they have a PCR number for the run—then the run is completed and should qualify for payment. However there is a problem with PCC from Castlewood being able to retrieve the information from the website and therefore cannot file claims to insurance, Medicare, Medicaid, etc. Jodie will be instructed to furnish the ambulance people with a copy of the monthly reports from PCC to see if there are differences in what is on the ambulance run spreadsheet and their accounting for the runs. The Mayor instructed that they needed to set up a meeting with the ambulance personnel and the representative from PCC and get this matter resolved. The Mayor further told the ambulance members that doing the paperwork is a part of the run and separate payments for the paperwork will not be made at this time. There was also a discussion for the need of a new laptop computer for the ambulance service. The representatives felt that would be very helpful—so were told that the company that the city deals with for computer support would be contacted and have them get in touch with the ambulance people to come up with the specs for a new laptop. The crew was also advised that they needed to get their renewal done with SD Medicaid in order to continue to receive payments.

Motion was made by Rowbotham, seconded by Lundquist to approve Employee Overtime and Police Reports. All in favor—Carried.

The council had asked that the finance officer put together a survey for the pool staff to complete and return to the office

regarding the operation of the pool—their likes, dislikes and any recommendations that they would like to make—they did not need to put their names on them. Only three surveys were returned and they were passed around for the council to review.

Motion was made to approve the following changes to the Arlington Fire Dept—Add Josh Waller and Remove Nick Casstevens and Jason Niemann. All in favor—Carried.

The Mayor wanted the council to be aware that we have a skunk problem in town and that he has received complaints regarding dogs and cats running at large.

Approving the Personnel Policy was tabled by the Mayor to give Todd Wilkinson time to get the language to change the sick leave portion of the policy to allow employees to donate sick leave to a pool that could be used by other employees if needed with council approval.

The council reviewed the Revenue/Expense and Cash Reports. There was no Utility Report available at this time.

Jason Uphoff gave his monthly ACDC report advising that the GOED Grant funds had been released for infrastructure extension at the Industrial Park. The current plans are for Midwest Bio-Ag to construct an 80 X 120 storage facility which will provide approximately 10 jobs and then expand in the future. Jason could not provide the City with a cost for the extension of the electric utility to this area.

Motion was made by Wendland, seconded by Lundquist to enter into executive session at 8:40 P.M. on contract matters. All in favor--Carried

Motion was made by Lundquist, seconded by Wendland to come out of executive session at 9:00 P.M. All in favor—Carried.

The Finance Officer had received a Maintenance and Encroachment Agreement from the DOT for the City's approval and signature. Motion was made by Lundquist, seconded by Johnson to adopt Resolution #2531 as follows:

#### RESOLUTUION #2531

BE IT RESOLVED, that the Arlington City Council has designated its Mayor as the City's authorized representative and has empowered the Mayor with the authority to sign the Maintenance and Encroachment Agreement between the Dept of Transportation and the City of Arlington on behalf of the City. All in favor—Carried.

Motion was made by Wendland, seconded by Lundquist to authorize the Mayor to sign the Contract Documents with Myers Controlled Power, LLC for the 15 kV indoor metalclad switchgear at a contract amount of \$300,756.00 from the bid opening held on July 7, 2016. All in favor—Carried.

Motion was made by Johnson, seconded by Wendland to authorize the Mayor to sign the Contract Documents with Resco for 69 kV Fuses and Fuse Holders at a contract amount of \$19,810.05 per the bid opening held on July 7, 2016. And also authorize the Mayor to sign the Contract Documents with Harold K Scholz Company for the Central Substation Construction at a contract amount of \$509,900.00 per the bid opening held on August 23, 2016. The other bids received for this project were as follows:

Integrated Power Company \$629,115.62  
Irby Construction Company \$890,967.39

Brink Constructors, Inc \$953,457.95

Hooper Corporation \$1,309,911.92. All in favor—Carried.

Garth Johnson advised that he and Mark Madsen are planning on installing some RV parking spots for long term campers that would have water, sewer and electric services available. These pads will be located close to his current Johnsonville Spray Foam Building. Todd Wilkinson advised that for this type of improvement a building permit would be required.

Ordinance #551 received the second reading and on Motion by Lundquist, seconded by Bunker same was approved with all Voting Aye—Carried.

ORDINANCE #551

AN ORDINANCE ENTITLED RESIDENTIAL SOLID WASTE COLLECTION  
FRANCHISE AGREEMENT SECTION III-A

A. All persons residing in a single family dwelling shall be billed for the garbage collection services provided for in this ordinance by the City of Arlington. The charges for collection services shall be as follows:

Single residential regular services: Monthly charge: \$13.59 of which \$.50 per residential service shall be retained by the City for an administrative fee.

This Ordinance shall be effective on the September, 2016 utility billings.

All other ordinances except those specifically modified shall remain in force and effect.

Dated this 6<sup>th</sup> day of September, 2016

CITY OF ARLINGTON

Passed First Reading: August 1, 2016

Passed Second Reading: September 6, 2016

Passed & Approved: September 6, 2016

ATTEST:

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Finance Officer

Mayor

The amended annual Appropriation Ordinance #552 for 2017 received the second reading with funding in the General Fund reallocated from West Nile to the Baseball Fund in the amount of \$10,300 and on Motion by Lundquist, seconded by Rowbotham same was adopted with all voting Aye—Carried.

ANNUAL APPROPRIATION ORDINANCE

NO. 552

An Ordinance appropriating funds for the necessary expenditures and liabilities of the City of Arlington, Kingsbury County, South Dakota, for the fiscal year of 2017; 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 2017 follows:

101 GENERAL FUND – EXPENDITURES

411 Mayor & Council	\$	104,220
413 Elections		500
414 Finance Office		100,350
415 Attorney		4,000
416 Insurance		1,250
419 General Government Building		11,575
421 Police		68,060
422 Fire Department		22,350
431 Highway & Streets		390,020
432 Storm Drainage		13,400
435 Airport		10,200
436 Solid Waste		77,845
437 Cemetery		37,210



441 West Nile	4,415
446 Ambulance	49,225
451 Swimming Pool	76,805
452 Parks	28,450
453 Baseball	18,250
455 Library	22,035
456 Bata Services	1,000
465 Development Corporation	35,000
<b>TOTAL TAX SUPPORTED FUNDS EXPENDITURES</b>	<b>\$1,076,160</b>
<b>212 2<sup>ND</sup> PENNY SALES TAX</b>	<b>321,600</b>
<b>500 CAPITAL PROJECT FUNDS</b>	
502 Fire Equipment	10,000
504 Street Equipment	<u>10,000</u>
<b>TOTAL CAPITAL PROJECT FUNDS</b>	<b>\$ 20,000</b>
<b>600 SELF-SUPPORTED FUNDS-EXPENDITURES</b>	
602 Water Fund	199,617
603 Electric Fund	1,135,733
604 Sanitary Sewer Fund	123,422
<b>TOTAL SELF-SUPPORTED FUNDS</b>	<b>\$ 1,458,772</b>
<b>TOTAL 2017 APPROPRIATION</b>	<b>\$2,876,532</b>

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	\$ 250,000
3112-3119 Other Taxes	1,350
3130 General Sales & Use Tax	321,600
Miscellaneous Revenue	239,075
Transfer from Electric Fund	264,135

	\$1,076,160
212 2 <sup>ND</sup> PENNY SALES TAX	321,600
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	750
3811 Metered Sales	187,500
3813 Bulk Sales	200
3814 Sales of Supplies	100
3816 Frozen Meters	200
3819 Other	300
Retained Cash & Transfer In	10,517
603 Electric Fund	
3610 Interest Earned	750
3821 Metered Sales	1,300,000
3823 Sales of Supplies	200
3824 Pole Rental	200
3826 Disconnect/Reconnect Fees	275
3827 Penalties	15,000
3829 Electric Other	10,000
Retained Cash	85,765
Less Transfers	276,457
604 Sanitary Sewer	
3610 Interest	1,100
3831 Sewer Charges	130,000
Less Transfers	7,678

TOTAL APPROPRIATION REVENUE—2017 \$ 2,876,532

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

Passed First Reading August 1, 2016  
Passed Second Reading September 6, 2016  
Passed and Approved September 6, 2016

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Amiel Redfish, Mayor

ATTEST:

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Sue Falconer, Finance Officer

Motion was made by Lundquist, seconded by Rowbotham to place a Condition of Allocation on the annual distribution to the Arlington Community Development Corp. Before the 2017 funds will be disbursed to them an annual independent audit of their books will need to be supplied to the city council. All in favor—Carried.

The council had previously discussed the amount of water that is being used at the Legion Veterans Memorial site. It has been determined that during the months when the water service is turned on at that location approximately 44,000 gallons of water is being used every month. The council feels that amount is very excessive for the size of the area being watered. Currently the Legion is not being charged for any utilities at this location—they are donated by the City.

Motion was made by Johnson, seconded by Bunker that in the future the City will donate 10,000 gallons of water per month and any usage above that amount will be billed to the American Legion. All in favor—Carried.

There have been some complaints made to the City regarding the conditions of some properties in town—the Finance Office was instructed to write letters to these property owners instructing them that they need to clean up their property.

The Finance Officer advised the council that she had contacted the railroad regarding the condition of the crossings and had received a response that they will be checking them and getting back to us as to whether or not they feel the need for improvements.

Motion was made by Wendland, seconded by Lundquist to enter into executive session at 10:25 P.M. on personnel matters. All in favor--Carried

Motion was made by Johnson, seconded by Wendland to come out of executive session at 10:50 P.M. All in favor—Carried.

Motion was made by Lundquist, seconded by Wendland to hire Jon Schempp as the Electric Supt at a starting salary of \$34.00/hr with a salary increase at the successful end of a six-month probation period. All in favor—Carried.

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

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Sue Falconer, Finance Officer

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Amiel Redfish, Mayor

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