

**CITY OF VALLEY SPRINGS
APPROVED MINUTES
REGULAR SESSION
JANUARY 14, 2020**

CALL TO ORDER

The Commissioners of the City of Valley Springs met in regular session on Tuesday, January 14, 2020 at 6 PM in the City Finance Office. Mayor Carl Moss presided. Answering roll call were Commissioners Lance Bauske, Dean Helgeson, Brian Staeffler and Lynn Schmidt. Also present was City Maintenance Ryan Nussbaum, City Attorney Patrick Glover, Jill Meier & Jamie Hult from the Brandon Valley Journal, City Engineer Gabe Laber from HDR, and Finance Officer Linda Hunnel.

Motion by Bauske to approve the January 14, 2020 Posted Agenda. Helgeson seconded the motion. Motion carried, all voting aye.

APPROVAL OF MINUTES

Motion by Staeffler to approve the December 26, 2019 Minutes as presented. Schmidt seconded the motion. Motion carried, all voting aye.

CLAIMS AND PAYROLL

Motion by Staeffler to approve the January 14, 2020 Claims in the amount of \$18,522.45. Helgeson seconded the motion. Motion carried, all voting aye.

MONTHLY FINANCIAL REPORTS

The Commission reviewed the December Proof of Cash Report and the December YTD Budget Report, as submitted by the Finance Officer. Motion by Bauske, second by Schmidt, to approve the December 2019 Proof of Cash Report. Motion carried, all voting aye. Motion by Staeffler, second by Bauske, to approve the December YTD Budget Report. Motion carried, all voting aye.

PUBLIC COMMENT

Ron Kuipers of Valley Springs discussed the West Acres lots he purchased in 2014. Two lots are left from the 17 originally purchased. Kuipers said he receives 2-3 calls a month from people looking for new homes in Valley Springs. Kuipers has now purchased thirty additional acres adjoining the development. Plans included 75-80 homes and a business development. Kuipers would like assistance from the City in bringing water and sewer to the development. City Maintenance Ryan Nussbaum said there is plenty of water and sewer capacity in that area. Kuipers hopes to start dirt work this summer. The Commission agreed that this new development would bring huge benefits to Valley Springs.

NEW BUSINESS

BV Journal-Community Guide

Jill Meier of the Brandon Valley Journal was present to discuss updating the 2009 Valley Springs Community Guide. The Commission supported the Community Guide update; Ms. Meier will begin work on the project.

Letter of Engagement-2018 Annual Report

FO Hunnel presented the Commission with a Letter of Engagement from Don Finstad, CPA, for the 2018 Annual Report. Bauske made a motion to approve hiring Don Finstad, CPA to complete the 2018 Annual Report. Helgeson seconded the motion. Motion carried, all voting aye.

One Day Liquor License-February 14, 2020

Motion by Bauske, second by Staeffler, to approve the February 14, 2020 One Day Liquor License for Shane Scadden, American Legion Post 131. Motion carried, all voting aye.

OLD BUSINESS

Light Pole Damage-Legion Park

The parent of a minor driver who hit and knocked over the light pole at Legion Park last October was present to voice concerns over the lack of communication she felt she received from the city regarding the incident. The City will strive to do a better job addressing citizen communication.

PUBLIC WORKS REPORT

City Maintenance Employee Ryan Nussbaum gave the January 14th Maintenance Report. City Engineer Gabe Laber presented a bill for water tower valve repairs, totaling \$12,625. The valve will need to be repaired before the tower is coated in order to use both wells while the tower is not operating. Laber said the bid specs for the Water Tower Coating Project will be ready in February and the project will go to bid in March. FO Hunnel will place the valve repair project on the February Agenda.

Nussbaum asked the Commission to consider starting the procedure for installing the second asphalt lift on the West Acres development. The Commission agreed to start the process, which will include assessing each property for paving costs. FO Hunnel will work with City Attorney Patrick Glover on the proper assessment procedure. Nussbaum will get estimates on second lift asphalt paving for the development.

Nussbaum spoke of the need to jet\clean out the sewer mains within the city. He would like to implement a maintenance schedule to jet a section of the mains each year. Staeffler made a motion to spend up to \$7K on sewer jetting in 2020. Schmidt seconded the motion. Motion carried, all voting aye.

Nussbaum presented the Commission with prices on new mowers. Bauske made a motion to approve the \$6599 purchase of a Country Clipper Challenger mower from D&M Sales. Staeffler seconded the motion. Motion carried, all voting aye. The old mower will be declared surplus property and sold at auction.

FINANCE OFFICER REPORT

FO Hunnel informed the Commission that Schoenfish & Co. had agreed to perform the 2017 & 2018 Municipal Audits. Hunnel will present the auditor engagement letter at the February meeting.

Hunnel asked the Commission if they were interested in keeping the fixed assets schedules updated now that the city was on a cash basis accounting method. Hunnel could not find a reason to justify this expense for a municipality the size of Valley Springs. The Commission agreed that the fixed asset depreciation schedules would not be executed going forward.

Hunnel announced that there will be an upcoming vacancy due to the expiration of a five year term of Commissioner. This position is currently held by Dean Helgeson.

Hunnel reported that she is nearing completion of end of year financial reports and should be done by weeks end. Holiday pay was discussed. The Commission clarified that as Martin Luther King, Jr. Day was a State\Federal holiday, the City of Valley Springs would also observe it.

Ryan Nussbaum \$24.59 per hour, Linda Hunnel \$21.00 per hour, Jay Lunstra \$15.98 per hour, Sandra Namanny \$13.58 per hour, John VerMeer \$10.30 per hour, Julie Kirby \$15.45 per hour, Swimming Lesson Chaperones \$9.30 per hour, Summer Swim Bus Driver \$50 Round Trip, Occasional Maintenance Help \$10 per hour, Occasional Office Help \$10 per hour, Mayor \$75 per mtg \$37.50 per quarter, Commission \$65 per mtg \$25 per quarter.

COMMISSION REPORTS

Commissioner Staeffler inquired into vehicles parked on the streets during recent snowfalls.

REMINDER: City ordinance states that if 2 inches of snow falls, the City is in a ‘Snow Alert’, and ticketing will take place. As a courtesy, Hunnel will attempt to put the Snow Alert on KELO and the City Website. However, if the Finance Officer is unable to post the alert on social media, city ordinance still prevails and tickets will be issued.

ADJOURN

There being no further business before the Commission, Schmidt made a motion to adjourn at 7:20 PM. Staeffler seconded. Motion carried, all voting aye. The next regular meeting of the Valley Springs City Commission will be February 11, 2020 at 6 PM in the Valley Springs Finance Office.

Linda D. Hunnel, Finance Officer

Carl Moss, Mayor

CITY OF VALLEY SPRINGS JANUARY 14, 2020 CLAIMS

US BANK TRUST N.A.	\$6,024.63	SEWER LOAN P&I
MARV'S SANITARY, INC.	\$56.00	DECEMBER GARBAGE
SD DEPT OF LABOR - REEMPLOYMENT	\$34.11	RE-EMPLOYMENT TAX 4TH QTR
NATIONAL RURAL WATER ASSOC	\$905.26	JAN WATER METER LOAN PAYT
LUNSTRA, JAY	\$465.52	010220 PAYROLL
LINDA HUNNEL	\$1,193.92	010220 PAYROLL
NAMANNY, SANDRA	\$468.35	010220 PAYROLL
NUSSBAUM, RYAN	\$1,549.99	010220 PAYROLL
DELTA DENTAL OF SD	\$88.00	JAN DENTAL INSURANCE
EFTPS - U. S. DEPT OF TREASURY	\$1,074.52	JANUARY 2 PR TAXES
WELLMARK BLUE CROSS	\$999.74	JANUARY HEALTHCARE
A & B BUSINESS SOLUTIONS	\$104.13	JANUARY COPIER LEASE
ALLIANCE COMMUNICATIONS COOP	\$159.00	JANUARY PHONE UTILITY
BANYON DATA SYSTEMS, INC	\$795.00	FUND ACCT SUPPORT
BRANDON ACE HARDWARE	\$15.96	STREET MAINT
BRANDON VALLEY SCHOOL DISTRICT	\$47.58	DEC FUEL PURCHASE
BV JOURNAL	\$185.74	DECEMBER PUBLICATIONS
CONCRETE MATERIALS, INC	\$1,676.74	STREETS DE-ICER
DEPT OF ENV & NAT RESOURCES	\$750.00	WASTEWATER FEE 2020
GCC TECHNOLOGIES OF SD	\$69.99	I.T. SERVICES
HAWKINS WATER TREATMENT	\$5.00	WATER PURIFICATION
MEIERHENRY SARGENT, LLP	\$180.00	DECEMBER LEGAL SERVICES
MIDAMERICAN ENERGY	\$330.95	DECEMBER NATURAL GAS UTILITY
ONE CALL SYSTEMS, INC	\$25.76	LOCATE FEES OCT-DEC

SD MUNICIPAL LEAGUE	\$962.79	2020 MEMBERSHIP DUES
STURDEVANT'S AUTO PARTS	\$5.10	STREET MAINT
VALLEY SPRINGS FARMERS COOP	\$308.05	FUEL PURCHASE DECEMBER
VERIZON WIRELESS	\$40.62	JANUARY CELL PHONE SERVICE
	\$18,522.45	