

**CITY OF VALLEY SPRINGS
UNAPPROVED MINUTES
REGULAR SESSION
FEBRUARY 11, 2020**

CALL TO ORDER

The Commissioners of the City of Valley Springs met in regular session on Tuesday, February 11, 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 from the Brandon Valley Journal, City Engineer Gabe Laber from HDR, and Finance Officer Linda Hunnel. Motion by Helgeson to approve the February 11, 2020 Posted Agenda. Schmidt seconded the motion. Motion carried, all voting aye.

APPROVAL OF MINUTES

Motion by Staeffler to approve the January 14, 2020 Minutes as presented. Bauske seconded the motion. Motion carried, all voting aye.

CLAIMS AND PAYROLL

Motion by Bauske to approve the February 11, 2020 Claims in the amount of \$32,458.46. Helgeson seconded the motion. Motion carried, all voting aye.

MONTHLY FINANCIAL REPORTS

The Commission reviewed the January Proof of Cash Report and the January YTD Budget Report, as submitted by the Finance Officer. Motion by Staeffler, second by Helgeson, to approve the January 2020 Proof of Cash Report. Motion carried, all voting aye. Motion by Bauske, second by Helgeson, to approve the January YTD Budget Report. Motion carried, all voting aye.

PUBLIC COMMENT

Jill Meier from the Brandon Valley Journal said she had met with FO Linda Hunnel to discuss changes and additions to the new community guide and would be attending the next meeting of the VS Community Club to gather additional information.

NEW BUSINESS

2018 Annual Report-Hunnel reported that the accountant had not completed the 2018 Annual Report by the February meeting as planned.

FO Hunnel presented the Commission with a Letter of Engagement from Schoenfish & Co. for the 2017-2018 Municipal Audit. Bauske made a motion to approve hiring Schoenfish & Co. to complete the 2017-2018 Audit. Staeffler seconded the motion. Motion carried, all voting aye. Motion by Helgeson, second by Schmidt, to place into surplus a 2012 Country Clipper Jazee Pro mower. Motion carried, all voting aye. The mower will be sold as surplus property at auction with Interstate Auction in April.

OLD BUSINESS

The Commission reviewed D.W.Proehl's Water Tower Valve Repair Project cost estimate presented at the January meeting. Helgeson made a motion to approve the valve repair cost estimate in the amount of \$12,625. Staeffler seconded the motion. Motion carried, all voting aye.

PUBLIC WORKS REPORT

City Maintenance Employee Ryan Nussbaum gave the February 11, 2020 Maintenance Report. Nussbaum presented the Commission with prices for installing the second asphalt lift on the West Acres development. Cost estimates ranged from \$49,796 to \$69,144. Motion by Staeffler, second by Bauske, to approve the cost estimate of Myrl & Roy's Paving in the amount of \$49,796. Motion carried, all voting aye. The project will include assessing each property for paving costs. There will be a public hearing scheduled to inform those property owners involved of the process.

Mayor Moss asked if the chlorine pump needed updating during the water tower valve repair project. Nussbaum said the pump was fairly new and working properly; no updates were needed.

Nussbaum received a request to place a yield sign at the east and west sides of the intersection of Mae Rose and KayLee. The Commission agreed to the placement of the yield signs.

Nussbaum has received several complaints concerning code enforcement along Broadway Avenue. FO Hunnel was instructed to send clean up letters to those properties.

Nussbaum has located a used maintenance pickup in Mitchell and will inspect it this week.

City Engineer Gabe Laber HDR

Laber gave the Commission a time line on the proposed City of Valley Springs Utility and Street Improvement Project. The DENR Board Meeting will be held on March 26. A city representative will need to attend the meeting in Pierre. Once funding is announced, design and bids could take place in 2020 with construction in 2021.

City Engineer Laber also discussed the repairs needed on the water tower, along with recoating the interior and exterior of the structure. This project will also require the bid process, with advertising in March, bid awards in April and construction in the summer of 2020.

FINANCE OFFICER REPORT

FO Hunnel asked the Commission to set a date to hear objections as a Board of Equalization. Equalization Hearings will be held on Monday, March 16th at 6pm in City Hall.

There is a P&Z meeting scheduled for February 13th to review the Sketch, or Concept Plan for Homestead @ Valley View Addn.

COMMISSION REPORTS

Commissioner Staeffler inquired into the payment breakdown on workers compensation insurance. FO Hunnel will have this report at the March meeting.

Commissioner Bauske talked about the lack of sidewalk maintenance on a property regarding snow and ice removal. City Attorney Patrick Glover said sidewalk maintenance was the responsibility of the property owner. FO Hunnel was instructed to write the owner of the property a letter concerning this obligation.

ADJOURN

There being no further business before the Commission, Helgeson made a motion to adjourn at 6:53 PM. Staeffler seconded. Motion carried, all voting aye. The next regular meeting of the Valley Springs City Commission will be March 10, 2020 at 6 PM in the Valley Springs Finance Office.

Linda D. Hunnel, Finance Officer

Carl Moss, Mayor

CITY OF VALLEY SPRINGS

FEBRUARY 11, 2020 CLAIMS

EFTPS - U. S. DEPT OF TREASURY	\$1,063.56	JANUARY 16 PR TAXES
EFTPS - U. S. DEPT OF TREASURY	\$1,030.82	JANUARY 30 PR TAXES
WELLMARK/BLUE CROSS	\$999.74	FEB HEALTH PREMIUM
FIRST NATIONAL BANK	\$246.94	JAN POS PURCHASE
FIRST NATIONAL BANK	(\$101.48)	ADJ DEC POS
MARV'S SANITARY, INC.	\$56.00	JAN GARBAGE SERVICE
LUNSTRA, JAY	\$582.92	011620 PR
LINDA HUNNEL	\$1,250.68	011620 PR
NUSSBAUM, RYAN	\$1,570.50	011620 PR
NAMANNY, SANDRA	\$203.60	011620 PR
LUNSTRA, JAY	\$612.44	013020 PR
LINDA HUNNEL	\$996.94	013020 PR
NUSSBAUM, RYAN	\$1,652.76	013020 PR
NAMANNY, SANDRA	\$298.22	013020 PR
DELTA DENTAL OF SD	\$88.00	FEB DENTAL PREMIUM
SD RETIREMENT SYSTEM	\$1,275.42	JAN RETIREMENT CONTRIB
A & B BUSINESS SOLUTIONS	\$103.67	FEB COPIER LEASE
ALLIANCE COMMUNICATIONS COOP	\$164.00	FEB PHONE UTILITY
BANYON DATA SYSTEMS, INC	\$99.00	I.T. SERVICES
BRANDON ACE HARDWARE	\$20.59	STREET, PARK SUPPLIES
BRANDON VALLEY SCHOOL DISTRICT	\$106.67	JAN FUEL PURCHASE
CONCRETE MATERIALS, INC	\$614.14	DEICING SAND
DEPT OF ENV & NAT RESOURCES	\$24.00	OPERATOR CERTIFICATION
DMI DIESEL MACHINERY, INC	\$19.66	STREET MAINT
ELAN FINANCIAL SERVICES	\$640.67	MAINT SUPPPLIES
EQUIPMENT BLADES, INC	\$417.16	SNOW REMOVAL MAINT
HAUF MID AMERICA SPORTS	\$1,580.00	PARKS BB EQUIP
HAWKINS WATER TREATMENT	\$5.00	WATER PURIFICATION
LYLE SIGNS, INC	\$63.43	STREET SIGNS
MAC'S	\$17.44	PARK SUPPLIES
MCEDA	\$2,400.00	2020 DUES
MEIERHENRY SARGENT, LLP	\$300.00	JAN LEGAL SERVICES
MENARDS	\$289.47	PARK SUPPLIES
MIDAMERICAN ENERGY	\$428.66	JAN NATURAL GAS
MINNEHAHA COUNTY SHERIFF	\$10,153.00	1ST QTR POLICE SERVICES
RUNNINGS	\$31.80	WATER UTIL MAINT
SIOUX VALLEY ENERGY	\$2,767.89	JAN ELECTRICAL SERVICE
VALLEY SPRINGS FARMERS COOP	\$344.65	JAN FUEL PURCHASE
VERIZON WIRELESS	\$40.50	FEB CELLULAR SERVICE
	\$32,458.46	