

**UNAPPROVED MINUTES  
REGULAR SESSION  
MAY 9<sup>TH</sup>, 2023**

**CALL TO ORDER**

The Commissioners of the City of Valley Springs met in regular session on Tuesday, May 9th, 2023 at 6:00pm in the VS American Legion. Acting Mayor Rick Larsen called the meeting to order at 6:00pm. Answering roll call were Commissioners Sandy Severtson & Jeff Shawd. Also present was Finance Officer Samantha Boyer, Public Works Operator Blaine Eilts and City Attorney Patrick Glover.

**APPROVAL OF AGENDA**

Motion by Severtson to approve the May 9th, 2023 Proposed Agenda. Shawd seconded the motion. All voting yes. Motion Carried.

**APPROVAL OF APRIL 11<sup>TH</sup> & 17<sup>TH</sup>, 2023 MINUTES**

Motion by Shawd to approve the April 11<sup>th</sup> & April 17<sup>th</sup>, 2023 minutes as presented. Severtson seconded the motion. All voting yes. Motion Carried.

**APPROVAL OF APRIL CLAIMS**

Motion by Shawd to approve the April 2023 claims as presented in the amount of \$84,561.95. Severtson seconded the motion. All voting yes. Motion Carried.

**APPROVAL OF CASH REPORT**

Motion by Severtson to approve the April cash report. Shawd seconded the motion. All voting yes. Motion Carried.

**PUBLIC COMMENT**

No Public Comment

**CITY ENGINEER REPORT**

The City Engineer, Gabe was present at the meeting to give an update on the Water Main Project happening in 2023. He also let us know the State approved the First Rate Excavate bid.

**OLD BUSINESS**

Motion by Shawd to accept Tim Odland's Contract for Building Inspector. Severtson seconded the motion. All voting yes. Motion Carried.

**NEW BUSINESS**

The following appointments were made for 2023:

Motion by Severtson to appoint Samantha Boyer as Finance Officer. Shawd seconded the motion. All voting yes. Motion Carried.

Motion by Shawd to appoint Brandon Valley Journal as our newspaper. Severtson seconded the motion. All voting yes. Motion Carried.

Motion by Severtson to appoint First National Bank of Sioux Falls as our Financial Institution. Shawd seconded the motion. All voting yes. Motion Carried.

Motion by Severtson to appoint Patrick Glover as our City Attorney. Shawd seconded the motion. All voting yes. Motion Carried.

Motion by Shawd to appoint Gabe Laber as our City Engineer. Severtson seconded the motion. All voting yes. Motion Carried.

Motion by Shawd to appoint Rick Larsen as our Acting Mayor in the event Mayor Moss is absent. Severtson seconded the motion. All voting yes. Motion Carried.

Motion by Severtson to appoint Rick Larsen as Public Works Commissioner. Shawd seconded the motion. All voting yes. Motion Carried.

Motion by Shawd to appoint Dean Helgeson as Utilities Commissioner. Severtson seconded the motion. All voting yes. Motion Carried.

Motion by Shawd to appoint Sandy Severtson as Finance & Revenue Commissioner. Larsen seconded the motion. All voting yes. Motion Carried.

Motion by Severtson to appoint Jeff Shawd as Public Safety Commissioner. Larsen seconded the motion. All voting yes. Motion Carried.

Kurtis Lane was present to ask the Commissioners about putting a fence on his property. He was referred to Planning & Zoning.

Brittany Nelson, Nick & Kayla Hanten were present to speak about the road that runs behind their houses, which is on their property. They were told since it is a private road, they would need to work it out with the apartment owner.

Shawd made a motion to approve Sara Kiefer & Brenda Staeffler to be the Chaperones for swimming lessons June 5<sup>th</sup>-15<sup>th</sup>. Severtson seconded the motion. All voting yes. Motion Carried.

Shawd made a motion to approve abatement for 401 Valley Drive in the amount of \$907.75. Severtson seconded the motion. All voting yes. Motion Carried.

Severtson made a motion to approve On The Rocks Noise Restriction Permit for all of 2023 in the amount of \$100. Shawd seconded the motion. All voting yes. Motion Carried.

Severtson made a motion to approve Valley Springs Community Club to run Concession Stands at Legion Park. Shawd seconded the motion. All voting yes. Motion Carried.

Shawd made a motion to approve Peddler's License for LouBa's Lunch Wagon for 2023. Severtson seconded the motion. All voting yes. Motion Carried.

Severtson made a motion to approve Pet Clinic on July 12<sup>th</sup> 5:30pm-7:30pm. Shawd seconded the motion. All voting yes. Motion Carried.

#### **PUBLIC WORKS REPORT**

City Maintenance Supervisor Blaine gave his monthly maintenance report.

Motion by Shawd to approve spending up to \$4,000 on gravel for Broadway Ave. Severtson seconded the motion. All voting yes. Motion Carried.

Blaine gave an update on CIPP Rivet- it is not needed anymore. He is working on a written agreement with Township for Stateline Road. Patrick will work on a contract once we know more. He also gave an update on the new park. He is hoping the park is done by the end of summer.

#### **FINANCE OFFICER REPORT**

Samantha let the Commissioners know Finance Officer School is June 7<sup>th</sup>-9<sup>th</sup> in Pierre. She plans on attending. She also asked the Commissioners if they had any opinions on asking the Community Club to put city business on the digital sign outside of City Hall.

#### **CITY ATTORNEY REPORT**

Patrick gave an update on Stateline Road, the City is responsible from 262<sup>nd</sup> to Broadway Ave, which is City Limits. He also let the Commissioners know the City doesn't have any sort of Credit Card policy. He told us we needed to get a survey for the donated land and possibly re-plat the lot.

#### **COMMISSIONER REPORT**

No Report

#### **EXECUTIVE SESSION**

Motion by Severtson to go into Executive Session at 6:53pm. Shawd seconded the motion. All voting yes. Motion Carried.

Motion by Shawd to come out of Executive Session at 7:01pm. Severtson seconded the motion. All voting yes. Motion Carried.

Motion by Shawd to give Keith Staeffler a raise to \$15.50 to mow this season. Severtson seconded the motion. All voting yes. Motion Carried.

#### **ADJOURN**

There being no further business before the Commission, Severtson made a motion to adjourn. Shawd seconded the motion. All voting yes. Motion Carried. The next Regular Meeting of the Valley Springs City Commission will be June 13th, 2023 at 6:00pm in the Valley Springs American Legion, 615 Broadway Avenue.

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Samantha Boyer, Finance Officer

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Rick Larsen, Acting Mayor

## April 2023 Payables

A & B Business Solutions	\$117.31	03/21-04/20 Services
Alliance Communication	\$233.00	April Phone/Internet
Automatic Building Controls	\$240.00	Annual Alarm Fee 5/1/23-4/30/24
Blaine Eilts	\$18.36	April Mileage
Bomgaars	\$908.10	Landscape Rake & Supplies
Brandon Ace Hardware	\$39.96	Maintenance Supplies
BV Journal	\$368.62	Public Notices
BV School District	\$165.01	April Fuel
Core & Main	\$267.08	Maintenance Supplies
Delta Dental	\$95.00	April Dental
EFTPS	\$1,232.78	04/07/23 Payroll Taxes
EFTPS	\$1,396.74	04/21/23 Payroll Taxes
EFTPS	\$216.08	Quarter 1 Commissioner Payroll Taxes
EFTPS	\$18.36	Julie's Payroll Taxes
First National Bank Credit Cards	\$531.21	Maint. Supp. & Stamps for Water Bills & Newsletters
Gene Reaves	\$9.69	April Mileage
Goodwill Shred	\$43.75	Empty Shred Bin
Hawkins	\$1,388.71	Water Supplies
HDR Engineering	\$10,000.00	Water Main & Well House Project
HPSD	\$1,774.16	May Health Insurance
Marv's	\$35.00	April Trash Bill
Meierhenry Sargent	\$1,650.00	Attorney Fees
Menards	\$953.58	Maintenance Supplies
MidAmerican Energy	\$356.32	April Gas Charges
Minnehaha County Treasurer	\$3,201.81	HRC Taxes
Motion & Flow Control	\$86.79	Maintenance Supplies
Runnings	\$121.56	Maintenance Supplies
Samantha Boyer	\$173.40	March- April Mileage
Sandy Severtson	\$267.75	April Consulting
SD Dept of Labor	\$264.44	Quarter 1 Unemployment
SD Public Health Laboratory	\$30.00	Water Tests
SD Retirement	\$1,196.48	April Retirement
Sioux Valley Energy	\$3,176.44	April Electricity
Staples	\$246.86	Office Supplies
Sturdevants	\$52.68	Maintenance Supplies
U Drive Technology	\$50.16	Monthly Text Services
US Bank & Trust	\$6,024.63	Sewer Loan P&I
US Bank & Trust	\$19,927.10	Quarterly Payment for Clean Water Loan
US Bank & Trust	\$18,003.68	Quarterly Payment for Drinking Water Loan
USA Bluebook	\$42.80	Water Supplies
Verizon	\$82.08	Maintenance Phone
	<b>\$75,007.48</b>	

## April 2023 Payroll

Samantha Boyer	\$1,943.82	04/07/23 Payroll
Blaine Eilts	\$1,781.09	04/07/23 Payroll
Sandy Namanny	\$464.38	04/07/23 Payroll
Eugene Reaves	\$487.48	04/07/23 Payroll
Samantha Boyer	\$2,063.46	04/21/23 Payroll
Blaine Eilts	\$2,086.71	04/21/23 Payroll
Sandy Namanny	\$453.67	04/21/23 Payroll
Eugene Reaves	\$238.31	04/21/23 Payroll
Kianna McKinney	\$35.55	04/21/23 Payroll
	\$9,554.47	