

**UNAPPROVED MINUTES
REGULAR SESSION
JULY 11TH, 2023**

CALL TO ORDER

The Commissioners of the City of Valley Springs met in regular session on Tuesday, July 11th, 2023 at 6:00pm in the VS American Legion. Mayor Carl Moss called the meeting to order at 6:00pm. Answering roll call were Commissioners Jeff Shawd, Sandy Severtson, Rick Larsen & Dean Helgeson. Also present was Finance Officer Samantha Boyer, Public Works Operator Blaine Eilts and City Attorney Patrick Glover.

APPROVAL OF AGENDA

Motion by Helgeson to approve the July 11th, 2023 Proposed Agenda. Larsen seconded the motion. All voting yes. Motion Carried.

APPROVAL OF JUNE 13TH, 2023 MINUTES

Motion by Shawd to approve the June 13th, 2023 minutes as presented. Severtson seconded the motion. All voting yes. Motion Carried.

APPROVAL OF JUNE CLAIMS

Motion by Larsen to approve the June 2023 claims as presented in the amount of \$162,782.04. Shawd seconded the motion. All voting yes. Motion Carried.

APPROVAL OF CASH REPORT

Motion by Severtson to approve the June 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 right now.

Motion by Larsen to approve HDR Amendment for Construction Phases Services. Severtson seconded the motion. All voting yes. Motion Carried.

Motion by Shawd to approve advertising for well house, Helgeson seconded the motion. All voting yes. Motion Carried.

Motion by Helgeson to approve GeoTek for construction testing. Larsen seconded the motion. All voting yes. Motion Carried.

Motion by Severtson to approve pay request to First Rate Excavate in the amount of \$166,076.70. Helgeson seconded the motion. All voting yes. Motion Carried.

OLD BUSINESS

No Old Business.

NEW BUSINESS

Sophie Johnson came to speak to the Commissioners about the Housing Infrastructure Finance Program. Ron Kuipers would like to apply for the grant hopefully at the end of this month.

Motion by Severtson to approve Resolution 2023-4 HIFP. Shawd seconded the motion. All voting yes. Motion Carried.

Motion by Larsen to pay \$1,022.42 for Porta-Potties at Legion Park. Helgeson seconded the motion. All voting yes. Motion Carried.

PUBLIC WORKS REPORT

City Maintenance Supervisor Blaine gave his monthly maintenance report.

Larsen made a motion to approve Double H Street Bid in the amount of \$40,835.80. Shawd seconded the motion. All voting yes. Motion Carried.

Larsen made a motion to approve \$20,000 for crack seal. Shawd seconded the motion. All voting yes. Motion Carried.

Shawd made a motion to approve Hydro Klean to clean out sewers in the amount of \$10,053.00. Severtson seconded the motion. All voting yes. Motion Carried.

Blaine gave an update on the new city park. Blaine and the Commissioners discussed where they would like sidewalks and what kind of material they would like on the ground. Blaine will bring a quote for concrete next month.

FINANCE OFFICER REPORT

Samantha let the Commissioners know she had a demo meeting with a company partnering with our current software company to be able to take credit/ debit cards for utility payments. Shawd made a motion to sign an agreement with Paya. Helgeson seconded the motion. All voting yes. Motion Carried.

Samantha gave an update on City Hall. She is waiting for Intek to come clean then City Hall will be back open.

CITY ATTORNEY REPORT

No Report

COMMISSIONER REPORT

Helgeson let the Commissioners know Emily Rakstad would like to work up to 29 hours a week. Nothing was decided.

Severtson made a motion to donate \$500.00 to the Community Club for fireworks. Larsen seconded the motion. All voting yes. Motion Carried.

ADJOURN

There being no further business before the Commission, Helgeson made a motion to adjourn. Severtson seconded the motion. All voting yes. Motion Carried. The next Regular Meeting of the Valley Springs City Commission will be August 8th, 2023 at 6:00pm in the Valley Springs American Legion, 615 Broadway Avenue.

Samantha Boyer, Finance Officer

Carl Moss, Mayor

June 2023

Payables

A & B Business Solutions	\$117.31	05/21-06/20 Services
A1 Septic & Excavating	\$190.00	Pump tank at baseball fields
Alliance Communication	\$234.00	June Phone/Internet
American Playground	\$15,133.80	Take down playground equipment in Brandon
Bolte's Sanitary	\$5,052.82	Clean-up day
Brandon Ace Hardware	\$38.49	Maintenance Supplies
Brandon Lumber	\$261.00	Maintenance Supplies
BV Journal	\$91.91	Public Notices
BV School District	\$228.46	June Fuel
Delta Dental	\$95.00	June Dental
EFTPS	\$1,401.72	6/02/23 Payroll Taxes
EFTPS	\$1,773.28	6/16/23 Payroll Taxes
EFTPS	\$1,491.88	6/30/2023 Payroll Taxes
EFTPS	\$196.50	6/30/2023 Swimming Lesson Payroll Taxes
EFTPS	\$193.14	Quarter 2 Commissioner Payroll Taxes
Emily Rakstad	\$16.32	June Mileage

First National Bank Credit Cards	\$1,431.78	Maint. Supp. & Stamps for Water Bills
GCC Tech	\$538.26	2nd Quart Antivirus & On-Site Support
Hawkins	\$1,521.79	Water Supplies
HDR Engineering	\$46,213.25	Water Main & Well House Project
HPSD	\$1,774.16	July Health Insurance
Janitor's Closet	\$168.48	Toilet paper for parks
John Deere	\$5,989.62	Mower Lease Payment
Jone's Caulking & Tuck Pointing	\$50,688.87	City Hall Building Maintenance
Marv's	\$88.00	June Trash Bill
Menards	\$76.12	Maintenance Supplies
MidAmerican Energy	\$5.56	May Gas Charges
Norberg Paints	\$201.73	Fire Hydrant Paint
SD Rural Water Systems	\$500.00	Sewer Camera on 3/7/2022
SD Public Health Laboratory	\$44.00	Water Tests
SD Dept of Labor	\$211.71	Quarter 2 Unemployment
SD Retirement	\$1,822.60	May Retirement
Sioux Valley Energy	\$4,541.79	May Electricity
Staples	\$76.95	Office Supplies
Sturdevants	\$77.85	Maintenance Supplies
Thein Well	\$315.00	Well Maintenance
U Drive Technology	\$91.52	Monthly Text Services
Valley Springs Coop	\$376.20	June Diesel
Verizon	\$81.97	Maintenance Phone
	\$143,352.84	

June 2023 Payroll

Samantha Boyer	\$ 1,838.53	06/02/23 Payroll
Blaine Eilts	\$ 1,875.29	06/02/23 Payroll
Sandy Namanny	\$ 384.11	06/02/23 Payroll
Eugene Reaves	\$ 425.81	06/02/23 Payroll
Kianna McKinney	\$ 204.08	06/02/23 Payroll
Keith Staeffler	\$ 203.98	06/02/23 Payroll
Emily Rakstad	\$ 400.07	06/02/23 Payroll
Samantha Boyer	\$ 2,101.75	06/16/23 Payroll
Blaine Eilts	\$ 2,203.92	06/16/23 Payroll
Sandy Namanny	\$ 522.17	06/16/23 Payroll
Eugene Reaves	\$ 619.11	06/16/23 Payroll
Kianna McKinney	\$ 206.96	06/16/23 Payroll
Keith Staeffler	\$ 304.18	06/16/23 Payroll
Emily Rakstad	\$ 362.60	06/16/23 Payroll
Samantha Boyer	\$ 1,947.00	6/30/23 Payroll
Blaine Eilts	\$ 2,029.20	6/30/23 Payroll
Sandy Namanny	\$ 80.02	6/30/23 Payroll
Eugene Reaves	\$ 294.16	6/30/23 Payroll
Kianna McKinney	\$ 357.41	6/30/23 Payroll

Keith Staeffler	\$ 128.83	6/30/23 Payroll
Emily Rakstad	\$ 662.63	6/30/23 Payroll
Brenda Staeffler	\$ 249.34	6/30/23 Swimming Lessons Payroll
Sara Kiefer	\$ 249.34	6/30/23 Swimming Lessons Payroll
Keith Scholten	\$ 612.78	6/30/23 Swimming Lessons Payroll
Carl Moss	\$ 173.16	Quarter 2 Payroll
Sandy Severtson	\$ 263.20	Quarter 2 Payroll
Dean Helgeson	\$ 203.17	Quarter 2 Payroll
Rick Larsen	\$ 263.20	Quarter 2 Payroll
Jeff Shawd	\$ 263.20	Quarter 2 Payroll
	\$ 19,429.20	