

REGULAR MEETING AGENDA
CITY OF VALLEY SPRINGS
BOARD OF COMMISSIONER
March 10, 2026
AMERICAN LEGION, 615 BROADWAY AVE
6:00 pm

CALL TO ORDER The Commissioners of the City of Valley Springs met in regular session on Tuesday, March 10, 2026, at 6:00 pm in the VS American Legion. Mayor Rick Larsen called the meeting to order at 6:00 pm. Answering roll call were Commissioners Jeff Shawd, Luke Comeau, Sandy Severtson, and Cassidy Herding. Also present was Finance Officer Donna Van Hout, Office assistance Tabitha Sehr, Public Works Operator Ryan Nussbaum, and City Attorney Patrick Glover.

AMEND AGENDA- A motion was made by Severtson and seconded by Herding to amend the agenda to add approval for a fuel tank to be shared between the city and fire department. All in favor, motion carried.

APPROVAL OF AGENDA A motion was made to approve the March 10, 2026, agenda. Motion was made by Comeau and seconded by Shawd. All in favor, motion carried.

PLEDGE OF ALLEGIANCE

APPROVAL OF February 10, 2026, MINUTES-A motion was made by Comeau, and seconded by Shawd to approve the February 10, 2026, minutes. Roll Call: Severtson, Comeau, Shawd, and Herding. All voting yes, motion carried

APPROVAL OF CLAIMS & PAYROLL-A motion was made by Shawd and seconded by Herding to approve the claims and payroll as presented. Roll Call: Severtson, Comeau, Shawd, and Herding. All voting yes, motion carried.

031502	ACE HARDWARE	2/9/2026	\$52.13	Ace Hardware 338428
031503	AUTO VALUE	2/9/2026	\$419.00	PARTS
031504	BRANDON VALLEY SCHOOL	2/9/2026	\$63.12	City Gas Transactions
031505	BV JOURNAL	2/9/2026	\$198.73	Public hearing/
031506	EQUIPMENT BLADES, INC	2/9/2026	\$583.00	Plow Blades
031507	HAWKINS WATER TREATME	2/9/2026	\$740.99	Chlorine Cylinder
031508	HEALTH POOL OF SD	2/9/2026	\$4,449.64	Health Insurance
031509	John Deere Financial	2/9/2026	\$6,901.24	Mower Lease
031510	MENARDS	2/9/2026	\$48.54	Supplies
031511	MIDAMERICAN ENERGY	2/9/2026	\$840.48	Natural Gas
031512	PERFORMANCE PRESS	2/9/2026	\$229.79	Checks
031513	RUNNINGS	2/9/2026	\$25.43	Supplies
031514	SD PUBLIC HEALTH LABORA	2/9/2026	\$240.00	Water Testing
031515	SD RETIREMENT SYSTEM	2/9/2026	\$1,438.74	Retirement
031516	U DRIVE TECHNOLOGY	2/9/2026	\$50.04	Udrive Tech
031517	STAPLES CREDIT PLAN	2/9/2026	\$48.68	FO Supplies
031519	SIOUX FALLS HUMANE SOCI	2/20/2026	\$300.00	Animal Control
031520	MED-STAR PARAMEDIC AMB	2/19/2026	\$7,500.00	Stand By Ambulance
031521	SIOUX FALLS HUMANE SOCI	2/19/2026	\$400.00	Aminal Control
031522	STAPLES CREDIT PLAN	2/24/2026	\$157.51	Misc. Office Supplies
031523	SD RETIREMENT SYSTEM	2/28/2026	\$1,433.50	Feb Retirement
031524	U.S. POSTAL SERVICE	2/28/2026	\$461.00	Postage
031526	ACE HARDWARE	3/11/2026	\$44.97	Supplies Water/ Parks
031527	AUTO VALUE	3/11/2026	\$79.53	Air Filter
031528	BRANDON VALLEY SCHOOL	3/11/2026	\$118.69	Gas
031529	BV JOURNAL	3/11/2026	\$84.78	Newspaper
031530	C&B OPERATIONS, LLC	3/11/2026	\$274.43	John Deere Gator Belt
031531	CATALIS PWE	3/11/2026	\$2,000.00	Website
031533	GCC TECH	3/11/2026	\$179.98	Computer Issues
031534	HAWKINS WATER TREATME	3/11/2026	\$40.00	Water Supplies
031535	HEALTH POOL OF SD	3/11/2026	\$2,224.82	Insurance
031536	J & H Screen Printing	3/11/2026	\$64.75	Uniform Tshirt
031537	MEIERHENRY SARGENT, LL	3/11/2026	\$1,530.00	Legal Services
031538	MENARDS	3/11/2026	\$886.97	Park and Shop Supplies
031539	MINNEHAHA COUNTY SHERI	3/11/2026	\$12,870.00	Police Services
031540	MINNEHAHA REGISTER OF	3/11/2026	\$1.00	Legion Park Deed
031541	SD PUBLIC HEALTH LABORA	3/11/2026	\$20.00	Water Testing
031542	U DRIVE TECHNOLOGY	3/11/2026	\$50.00	Citizen Text Messaging
291816E	DELTA DENTAL OF SD	1/22/2026	-\$104.40	Dental Insurance
291821E	DELTA DENTAL OF SD	2/5/2026	\$104.40	Dental Insurance
291822E	EFTPS - U. S. DEPT OF TRE	2/5/2026	\$0.00	Feb62026Payroll
291823E	ALLIANCE COMMUNICATION	2/9/2026	\$367.00	Phone and Internet
291824E	Cardmember Services	2/9/2026	\$140.23	Credit Card
291825E	MARV'S SANITARY, INC.	2/9/2026	\$88.00	Garbage Service

291826E	EFTPS - U. S. DEPT OF TRE	2/19/2026	\$2,149.96	Payroll Taxes
291827E	FIRST NATIONAL BANK	2/26/2026	\$68.06	Scanner Fee
291828E	SIOUX VALLEY ENERGY	2/26/2026	\$3,874.64	Electricity
291829E	US BANK TRUST ACH	2/26/2026	\$5,884.66	DW-02 Loan Payment
291830E	SIOUX VALLEY ENERGY	3/2/2026	\$122.13	Corrected Entries
291831E	EFTPS - U. S. DEPT OF TRE	2/6/2026	\$1,861.18	020626 Payroll Taxes
291832E	SIOUX VALLEY ENERGY	3/4/2026	\$4,600.87	Electricity
291833E	DELTA DENTAL OF SD	3/4/2026	\$104.40	Dental Insurance
291835E	EFTPS - U. S. DEPT OF TRE	3/5/2026	\$2,163.34	Payroll Taxes
291836E	MIDAMERICAN ENERGY	3/6/2026	\$611.21	Natural Gas
291837	FIRST NATIONAL BANK	3/11/2026	\$536.17	Supplies, Microsoft,

February Payroll

031501	Namanny, Sandra K	2/6/2026	\$477.28
306903	Nussbaum, Ryan	2/6/2026	\$2,430.19
306904	Sehr, Tabitha	2/6/2026	\$569.26
306905	Van Hout, Donna	2/6/2026	\$2,037.33
306906	Nussbaum, Ryan	2/20/2026	\$2,439.96
306907	Sehr, Tabitha	2/20/2026	\$1,419.34
306908	Van Hout, Donna	2/20/2026	\$2,004.74
031518	Namanny, Sandra K	2/20/2026	\$561.64

PUBLIC COMMENT Sara Kiefer informed the city that she plans to retire on July 31, 2026, and is interested in selling her licensed daycare business.

CITY ENGINEER REPORT Gabe was not present. Mayor Larson gave an update. There will possibly be a meeting with the Board of Water and Natural Resources regarding recommendations for the city's funding on March 26th.

OLD BUSINESS
NEW BUSINESS

- a. Adding Tabitha to the bank (Checking, CD, and signature on checks), credit card, and SDRS:
A motion was made by Shawd and seconded by Herding to approve adding Tabitha to checking, and CD accounts, and signing checks at First National Bank Sioux Falls, credit card, and South Dakota Retirement System. Roll Call: Severtson, Comeau, Shawd, Herding. All voting in Favor. Motion carried.
- b. Approving Tabitha to attend HR and FO School per scholarship requirement for June 9-12. A motion was made by Shawd and seconded by Severtson. Roll Call Severtson, Comeau, Shawd, Herding. All voting in favor, motion carried.
- c. Dakota Mainstem Delegate Designation. Motion was made to appoint Rick Larson as Dakota Mainstem Delegate, and Ryan Nussbaum as alternative. Motion was made by Shawd and seconded by Comeau. Roll Call: Severtson, Comeau, Shawd, Herding. All voting in favor, motion carried.
- d. Surplus Saturn Vue. A motion was made by Herding to surplus the Saturn Vue and sale it on auction. Motion seconded by Severtson. Roll Call: Severtson, Comeau, Shawd, Herding. All voting in favor, motion carried.
- e. A motion was made by Herding and seconded by Comeau to adopt Resolution 2026-03, moving forward with a grant for the ballfield lights. Roll Call: Severtson, Comeau, Shawd, Herding. All voting in favor, motion carried.

CITY OF VALLEY SPRINGS, SOUTH DAKOTA RESOLUTION # 2026-3

WHEREAS, the United States of America and the State of South Dakota have authorized the making of grants from the Land and Water Conservation Fund (LWCF) to public bodies to aid in financing the acquisition and/or construction of specific public outdoor recreation projects;

NOW, THEREFORE BE IT RESOLVED:

1. That Rick Larsen is hereby authorized to execute and file an application on behalf of the City of Valley Springs with the National Park Service, U.S. Department of the Interior, through the State of South Dakota, Department of Game, Fish and Parks, Division of Parks and Recreation, for an LWCF grant to aid in financing the Valley Springs' Legion Field Improvements for the City of Valley Springs, South Dakota.
2. That Rick Larsen, Mayor, is hereby authorized and directed to furnish such information as the above mentioned federal and/or state agencies may reasonably request in connection with the application which is hereby authorized to be filed.
3. That the City of Valley Springs shall provide a minimum of 50% of the total cost of the project; and will assume all

responsibility in the operation and maintenance of the project upon completion of construction, for the reasonable life expectancy of the facility.

4. That the City of Valley Springs will dedicate the land where this project is located for park and outdoor recreation purposes in perpetuity.

Rick Larson, Mayor_

ATTEST;

Donna Van Hout, Finance Officer

The undersigned duly qualified and acting Finance Officer of the City of Valley Springs does hereby certify:

That the attached Resolution is a true and correct copy of the Resolution, authorizing the filing of application with the National Park Service as regularly adopted at a legally convened meeting of the City of Valley Springs duly held on the 10th day of March, 2026, and further that such Resolution has been fully recorded in the journal of proceedings and records in my office.

IN WITNESS WHEREOF, I have hereunto set my hands this 10th day of March, 2026.

(Notary Seal)

Donna Van Hout, Finance Officer

- f. Planning and Zoning Board Appointment. There are currently seven members. A motion was made by Shawd and seconded by Herding to reappoint the current board members for a 3 year term. Roll Call: Severtson- Abstained. Shawd, Herding, and Comeau all in favor, motion carried.
- g. A motion was made by Comeau and seconded by Shawd to adopt resolution 2026-04 A resolution adopting the SDRS Supplemental Retirement. Roll Call: All voting in favor, motion carried.

RESOLUTION NO. 2026-04

Adopting the SDRS Supplemental Retirement: Plan (hereinafter, "Plan") permitting all employees of the city of Valley Springs, South Dakota to defer a portion of their compensation.

WHEREAS, South Dakota Codified Laws (SDCL), Chapter 3-13, provides that the South Dakota Retirement System Board ("Board") may establish the South Dakota deferred compensation plan, for state government and political subdivision governments; and

WHEREAS, the Board has established the Plan, entitled the "SDRS Supplemental Retirement Plan", and has adopted Procedures for political subdivision governments to join; and

WHEREAS, the city of Valley Springs, South Dakota wishes to join the Plan for the benefit of its employees; now, therefore,

BE IT RESOLVED by the City Commissioners of the City of Valley Springs, South Dakota, that the City of Valley Springs, hereby joins the Plan and extends to all its employees the opportunity to participate in the Plan.

BE IT FURTHER RESOLVED, that the Mayor be, and he here-by is, authorized, empowered and directed to do all acts and things; and to execute all documents in writing, including, without limitation, a Joinder Agreement and Request for Participation, which the Board determines to be necessary or desirable in order to effectuate joining the Plan, and to make Contributions thereunder.

Rick Larsen, Mayor

ATTEST:

Donna Van Hout, Finance Officer

SEAL

- h. A motion was made by Shawd and seconded by Herding to adopt resolution 2026-05 A resolution to become a SDRS Special Pay Program Unit Roll Call: All voting in favor, motion carried.

RESOLUTION # 2026-05 Resolution to Become a South Dakota Retirement System Special Pay Program Unit

BE IT RESOLVED AS FOLLOWS:

WHEREAS, SDCL Chapter 3-13A offers qualified employees of Special Pay Program employer units of the South Dakota Retirement System (SDRS) the opportunity of receiving a tax advantage and a Social Security advantage when terminating active service in SDRS by having special termination payments transmitted to the Special Pay Program;

WHEREAS, SDCL Chapter 3-13A offers such qualified members' employers a corresponding Social Security advantage;

WHEREAS, the City of Valley Springs agrees to transmit all special pay data by electronic media and understands that reporting final compensation data electronically is a condition which must be met in order to participate;

WHEREAS, the City of Valley Springs understands and agrees to the following points:

- Only special, lump-sum payments made to an employee at the time of the employee's termination are transmitted to the Special Pay Program;
- Only terminated employees who qualify pursuant to SDCL 3-13-A-2(8) to have such special pay transmitted to the Special Pay Program will participate;
- If the employee qualifies, transmission of such special pay to the Special Pay Program is mandatory; and
- the City of Valley Springs shall pay to SDRS an initial, onetime fee per participant, based on an established flat fee.

NOW, THEREFORE, BE IT RESOLVED, THAT the City of Valley Springs shall become a Special Pay Program unit of the South Dakota Retirement System with an effective date of March 10, 2026 under the terms and conditions of SDCL Chapter 3-13A.

BE IT FURTHER RESOLVED that a copy of this RESOLUTION shall be transmitted to SDRS as soon as possible after adoption.

Dated this 10th day of March 2026

Rick Larsen, Mayor

ATTEST:

Donna Van Hout, Finance Officer

Adopted: March 10, 2026

Publish: March 18, 2026

Effective: April 2, 2026

CITY ATTORNEY REPORT

The city attorney discussed a letter from Dr. Larson, Superintendent at Brandon Valley regarding the plan for the Valley Springs school property's future.

MAINTENANCE REPORT

The slurry seal bid came in at a reasonable bid and they are working to get the contract in place. The bid came in around \$90000 and the city budgeted \$150000. The plan is to "touch" every street at least once every 7 years.

Devon Hanson, Fire Chief, and Ryan Nussbaum, Public Works, explained that because of changes where the city and fire department purchase diesel fuel they will no longer have access to fuel after hours. This creates a challenge when responding to fire calls or other emergencies that require fueling equipment outside of normal business hours. The Fire Department proposed purchasing a metered fuel tank sharing the cost with the city. A motion was made by Shawd and seconded by Severtson to purchase a metered fuel tank with the city's portion being \$1500 or less Roll Call: All in favor, motion carried.

FINANCE OFFICER REPORT

The city office will be closed on April 3 and April 6 for the Easter Holiday. We received our 2025 financial statements. They will be reviewed and discussed at the April meeting.

COMMISSIONER REPORTS

- i. Sandy
- j. Cassy
- k. Luke
- l. Jeff

MAYOR REPORT The city is working with SEACOG on securing a housing study. The costs are split with the city's portion being around \$2500. He will attend the March 26th meeting with the board of Water and Natural Resources. He hopes to have more information regarding the TAP grant on April 15th.

ADJOURN A motion was made by Herding to adjourn at 6:50 pm.. Motion was seconded by Severtson. All voting in favor, motion carried.

The next regular meeting of the Valley Springs City Commission will be held on April 14, 2026, at 6:00 pm at the Valley Springs American Legion, 615 Broadway Ave. Valley Springs, SD