

**CITY OF VALLEY SPRINGS  
APPROVED MINUTES  
REGULAR SESSION  
AUGUST 13, 2019**

**CALL TO ORDER**

The Commissioners of the City of Valley Springs met in regular session on Tuesday, August 13, 2019 at 6 PM in the City Finance Office. Mayor Carl Moss presided. Answering roll call were Commissioners Lance Bauske, Dean Helgeson, Lynn Schmidt and Brian Staeffler. Also present was City Maintenance Ryan Nussbaum, City Attorney Patrick Glover, Jamie Hult from the Brandon Valley Journal and Finance Officer Linda Hunnel.

**APPROVAL OF AGENDA**

Motion by Bauske to approve the August 13, 2019 Agenda as posted. Helgeson seconded the motion. Motion carried, all voting aye.

**APPROVAL OF MINUTES**

Motion by Staeffler to approve the July 9, 2019 Minutes. Bauske seconded the motion. Motion carried, all voting aye.

**CLAIMS AND PAYROLL**

Motion by Bauske to approve the August 13th Claims in the amount of \$55,346.68, and the July 18 & August 2 Payroll as presented in the amount of \$12,547.72. Schmidt seconded the motion. Motion carried, all voting aye.

**PROOF OF CASH REPORT**

The Commission reviewed the June and July Proof of Cash Reports, as submitted by the Finance Officer. Motion by Staeffler, second by Bauske, to approve the June 2019 and July 2019 Proof of Cash Reports. Motion carried, all voting aye. FO Hunnel also presented a Year to Date Revenue and Expenditure report for the Commission's review.

**PUBLIC COMMENT**

Gabe Laber and Jason Kjenstad from HDR Engineering were present to speak about their experience in municipal engineering, and to ask the City to consider HDR for its engineering needs.

Nick Hanten of Dakota Circle had questions concerning the 20 foot easement abutting his rear property that serves as a private driveway to the West Acres apartments. City Attorney Patrick Glover said the City has no responsibility or control over this situation as this is not a dedicated city street.

Cynthia Gunderson of Cliff Avenue had a recent survey that showed her garage was one foot into the city alleyway. Ms. Gunderson was wondering what her options were. City Attorney Patrick Glover said the City could give the property owner an easement, sell her the property, or abandon the alleyway.

The Commission discussed this and decided granting an easement for the garage structure would be the best course of action. Ms. Gunderson will obtain a site survey and bring it to the finance office so that the process can begin.

**NEW BUSINESS**

Minnehaha County Abatement-Parcel ID 24411

FO Hunnel presented the Commission with Minnehaha County Abatement Request #2019-0064. This would give the surviving spouse a property tax abatement due to disabled veteran status. Helgeson made the motion to approve Abatement Request 2019-0064. Staeffler seconded. Motion carried, all voting aye.

Certificate of Deposit Renewal

Staeffler made a motion to renew a CD in the amount of \$143,401.01 for one year at First National Bank for a rate of 1.5%. Bauske seconded. Motion carried, all voting aye.

## **OLD BUSINESS**

### **Valley Springs Shared Use Path**

FO Hunnel shared an update from Jesse Morris with DGR concerning the shared use path. Morris is working through comments from the DOT on the plans and will have them revised and ready to resubmit once the environmental piece has been completed. This should take another month or so; Morris will keep the City updated.

## **PUBLIC WORKS REPORT**

City Maintenance Employee Ryan Nussbaum gave the August 13<sup>th</sup> Maintenance Report.

Nussbaum had received a bid for drain tiling the creek through town. This amount was over the state bid limit. Nussbaum is working on another bid.

Motion by Bauske to have the sidewalk at Broadway and Jackson repaired for a cost quote of \$2000. Staeffler seconded. Motion carried, all voting aye.

Motion by Bauske to repair the city shop's overhead door at a cost of approximately \$1100. Schmidt seconded. Motion carried, all voting aye.

Nussbaum went over a five year maintenance plan with the commission. The interior painting of the water tower was identified as the first project to schedule. As the exterior of the water tower also needs to be painted, both will be done at the same time. The City discussed obtaining engineering bids for the 2020 project. Other items on the five year plan were: 2<sup>nd</sup> lift of asphalt on Lynx and Dakota Circle, water\sewer project, ball field parking, playground equipment, and street R&M.

## **MAYOR & COMMISSION REPORTS**

Mayor Moss reported that there has been additional vandalism in Legion Park; a window was broken in the concession stand and a dugout was spray painted.

## **FINANCE OFFICER REPORT**

Finance Officer Hunnel plans on having the new Face Book page and updated city website ready by the end of August. Hunnel asked about replacing one of the city's computers, which was purchased in 2007. She will have computer prices at the September meeting.

## **EXECUTIVE SESSION [ AS ALLOWED FOR UNDER SDCL 1-25-2]**

(1) PERFORMANCE, CHARACTER OR FITNESS OF ANY PUBLIC OFFICER OR EMPLOYEE]

(3) CONTRACTUAL MATTERS

A motion was made by Bauske, and seconded by Staeffler, to enter into Executive Session at 7:40 PM. Mayor Moss called the meeting back to order at 7:55 PM. Bauske made a motion for the City of Valley Springs to change from the accrual basis method of accounting to the cash basis method of accounting, starting with the 2017 Annual Report. Staeffler seconded the motion. Motion carried, all voting aye.

## **2020 BUDGET**

FO Hunnel introduced the Preliminary 2020 General Fund , Water Fund and Sewer Fund Budgets. Items discussed included equipment purchases, maintenance projects and wage distribution. The 2020 Municipal Budget will be finalized at the September meeting.

## **ADJOURN**

There being no further business before the Commission, Bauske made a motion to adjourn at 8:43 PM. Helgeson seconded. Motion carried, all voting aye. The next regular meeting of the Valley Springs City Commission will be September 10, 2019 at 6 pm in the Valley Springs Finance Office.

Linda D. Hunnel, Finance Officer

