

**CITY OF VALLEY SPRINGS**  
**APPROVED MINUTES**  
**AMENDED**  
**REGULAR SESSION**  
**NOVEMBER 12, 2019**

**CALL TO ORDER**

The Commissioners of the City of Valley Springs met in regular session on Tuesday, November 12, 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, Leslie Mastroianni from SEACOG and Finance Officer Linda Hunnel. City Engineer Gabe Laber from HDR arrived at 6:15.

Motion by Helgeson to approve the November 12, 2019 Posted Agenda. Schmidt seconded the motion. Motion carried, all voting aye.

**BENJAMIN AKER-Presentation of Historic Document**

Benjamin Aker presented the Commission and special guest Ardell Johnson, Valley Springs Museum, with a beautifully restored poster from 1776-1881 announcing 4<sup>th</sup> of July activities for the City of Valley Springs. The Mayor and Commissioners thanked Mr. Aker and his family for the gift, which will be displayed in the Finance Office.

**APPROVAL OF MINUTES**

Motion by Bauske to approve the October 8, 2019 Minutes. Staeffler seconded the motion. Motion carried, all voting aye.

**CLAIMS AND PAYROLL**

Motion by Staeffler to approve the November 12, 2019 Claims in the amount of \$50,533.40. Helgeson seconded the motion. Motion carried, all voting aye.

**MONTHLY FINANCIAL REPORTS**

The Commission reviewed the October Proof of Cash Report and the October YTD Budget Report, as submitted by the Finance Officer. Motion by Bauske, second by Staeffler, to approve the October 2019 Proof of Cash Report. Motion carried, all voting aye. Motion by Staeffler, second by Bauske, to approve the October YTD Budget Report. Motion carried, all voting aye.

**PUBLIC COMMENT**

There was no one present for open public speaking.

**NEW BUSINESS**

One Day Liquor License-Kira Kirkie

Bauske made a motion to approve a One Day Liquor License for a December 14<sup>th</sup> event.

Helgeson seconded the motion. Motion carried, all voting aye.

Appointment of Planning and Zoning Members

Due to the upcoming expiration of terms, Staeffler motioned to renew the two year terms of P&Z Board Members Brad Top, Allen Severtson, Ron Kuiper and Chairman Mike Langner.

Helgeson seconded. Motion carried, all voting aye. These terms will expire in January 2022.

2020 Liquor License Renewals

Motion by Bauske, second by Schmidt, to approve the 2020 Liquor License Renewal of Fun Times Inc.\Valley Corner Bar, On\Off Sale. Motion carried, all voting aye.

Motion by Helgeson, second by Bauske, to approve the 2020 Liquor License Renewal of Broadway Gas LLC, On\Off Sale. Motion carried, all voting aye.

Broadway Gas LLC\2019 Liquor License Pro-Rate

Megan Hudelson of Broadway Gas had requested that their 2019 liquor license fee be prorated as there were liquor sales less than a year in 2019. Bauske made a motion to reduce the 2019 Liquor License Fee of \$1750 to \$875, due to the business selling on\off sale liquor approximately 50% of the year. Schmidt seconded the motion. Motion carried, all voting aye.

HDR Engineering Operating Agreements

Gabe Laber of HDR explained the Master Agreement for Engineering Services and the Task Order Agreement. Helgeson motioned to approve the HDR Master Agreement for Engineering Services. Staefler seconded the motion. Motion carried, all voting aye. Staeffler motioned to approve the HDR Task Order Agreement. Schmidt seconded the motion. Motion carried, all voting aye.

RESOLUTION 2019-01 DW Loan Application Agreement Authorizations

RESOLUTION 2019-02 CW Loan Application Agreement Authorizations

Leslie Mastroianni from SECOG was present to speak on financial assistance for the proposed utility improvements project. This project, estimated at \$3,340,000, would replace clay sewer and asbestos cement pipe that has outlived its useful life, would help reduce high infiltration, would replace asbestos water lines with PVC and would recoat and perform repairs on the water tower. Ms. Mastroianni spoke of the funding of the proposed project, including interest rates and loan repayment. The project is still in the planning stages and this process is just beginning. The State Water Plan Application will be submitted in 2019. The City of Valley Springs should know by April 2020 if any grant money will be awarded. Once this information is received, decisions will be made on the project and a public hearing will be scheduled.

Motion by Bauske to approve Res. 2019-01, DW Loan Application Agreement Authorizations.

Staeffler seconded the motion. Motion carried, all voting aye.

Motion by Bauske to approve Res. 2019-02 CW Loan Application Agreement Authorizations.

Staeffler seconded the motion. Motion carried, all voting aye.

### **OLD BUSINESS**

Legion Field Sprinkler Repair

The Commission discussed the bill for Legion Park sprinkler repair. Bauske made a motion to pay \$1458.25 to McClure Plumbing, leaving the balance of \$1458 for the BV Ball Association to cover. Staeffler seconded the motion. Motion carried, all voting aye.

### **PUBLIC WORKS REPORT**

City Maintenance Employee Ryan Nussbaum gave the November 12<sup>th</sup> Maintenance Report.

The Commission discussed placing the 2<sup>nd</sup> lift on Lynx Street and Dakota Circle in 2020. Jesse Morris of DGR sent updated plans of the Shared Use Path, resulting in an increase of approximately 10K. The City's share would be 20% of this. Also discussed was equipment needed to plow the path when completed.

Lynx Street Culvert

Ron Kuiper reported that he had performed elevations on a Lynx Street property and would like to extend the culvert 30 feet to the east to improve drainage. Motion by Staefler, second by Bauske to allow Kuiper to extend said culvert 30 feet to the east. Motion carried, all voting aye. After further discussion, it was decided that the culvert should be extended 60 feet to the east.

Staeffler made a motion to amend the original motion of extending the culvert 30 feet to extending the culvert 60 feet to the east.. Bauske seconded. Motion carried, all voting aye on the amended motion. Later in the meeting, Eric Boler, the new homeowner arrived with concerns about the culvert on his property. Mr. Kuiper came back to the meeting and worked with Mr. Boler on a drainage plan that included Mr. Boler having a contractor install a box culvert and an oversized inlet on his property. Staeffler amended the previous motion, to allow the homeowner at his expense to install a concrete box culvert and materials sized according to the contractors specifications. Bauske seconded. Motion carried, all voting aye on the amended motion.

### **MAYOR & COMMISSION REPORTS**

Mayor Moss presented two prints of historic Valley Springs donated to the city; one from Cindy Moss and one from LaVerne Scholten. Special thanks to Cindy Moss and LaVerne Scholten for their generosity.

City Attorney Patrick Glover said that he is working with City Engineer Gabe Laber on the bridge exclusion issue and hopes to have a progress report for the Commission at the December meeting.

### **FINANCE OFFICER REPORT**

FO Hunnel updated the Commission on current projects and updates: utility billing auto pay and fast deposit is on hold until the new computer is installed. I.T. is currently working on file transfers. The Commission agreed to have SECOG re-codify the Municipal Ordinance. A re-codification involves inserting new ordinances into the original 2007 Municipal Ordinance and deleting the sections replaced. The commission can work on updating the municipal ordinance as needed in 2020. The supplement to the 2019 Municipal Budget will be presented at the December meeting. The 1999 Lagoon Project SRF loan has been paid in full. A utility customer asked that the commission reconsider his shut off status and allow him to make payments. As the customer had not honored his payment agreements in the past, the commission agreed that the water would remain shut off until the bill was paid in full.

Hunnel reminded the Commission to vote on the Valley Springs' logo color combination. Voting is available on the city website and in City Hall.

The Community Club thanked the City of Valley Springs for their \$500 donation to the Booster Days Firework Display.

### **October 22 Planning and Zoning Meeting**

Finance Officer Linda Hunnel reported on the October 22<sup>nd</sup> Planning and Zoning Meeting.

Chairman Langner presided. Present were members Severtson, Kuipers, Stegenga, Lunstra, Top, WIngert and Alternate Nussbaum. The Conditional Use Hearing of Nicole Donner, 804 Cliff Ave., for an In-Home Day Care was approved. Megan Hudelson of Broadway Gas, LLC inquired into adding temporary living quarters in the C-Store structure. The Board informed her that this would involve changing the zoning ordinance to allow living quarters in a B-1 District structure; a process which would take up to three months.

### **ADJOURN**

There being no further business before the Commission, Bauske made a motion to adjourn at 7:40 PM. Helgeson seconded. Motion carried, all voting aye. The next regular meeting of the Valley Springs City Commission will be December 10, 2019 at 6 pm in the Valley Springs Finance Office.

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Linda D. Hunnel, Finance Officer

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Carl Moss, Mayor

**CITY OF VALLEY SPRINGS**

**CLAIMS  
11/12/19**

**Description**

EFTPS - U. S. DEPT OF TREASURY	\$1,070.52	OCT 10 PR TAXES
EFTPS - U. S. DEPT OF TREASURY	\$1,111.44	OCT 24 PR TAXES
WELLMARK BLUE CROSS	\$999.74	NOV HEALTH INS PREM
FIRST NATIONAL BANK	\$1.00	NSF FEE
SD DEPT OF LABOR - UNEMPLOYMEN	\$84.95	STATE UNEMPLOYMENT TAX
FIRST NATIONAL BANK	\$145.39	POS PURCHASES OCT
US BANK TRUST N. A.	\$0.28	ADJ OCT LOAN PAYT
MARV'S SANITARY, INC.	\$56.00	OCT GARBAGE SERVICE
EFTPS - U. S. DEPT OF TREASURY	\$1,219.12	NOV 7 PR TAXES
DUNN, SHANNON	(\$4.58)	VOID CHK NEVER CASHED
LUNSTRA, JAY	\$365.25	OCT 10 PR
JOHN VERMEER	\$83.12	OCT 10 PR
LINDA HUNNEL	\$1,190.60	OCT 10 PR
NUSSBAUM, RYAN	\$1,475.62	OCT 10 PR
NAMANNY, SANDRA	\$470.38	OCT 10 PR
LUNSTRA, JAY	\$608.76	OCT 24 PR
VERMEER, JOHN	\$110.82	OCT 24 PR
LINDA HUNNEL	\$1,190.60	OCT 24 PR
NUSSBAUM, RYAN	\$1,475.59	OCT 24 PR
NAMANNY, SANDRA	\$460.22	OCT 24 PR
DELTA DENTAL OF SD	\$88.00	NOV DENTAL PREMIUM
SAFETY BENEFITS INC	\$65.00	SAFETY\LOSS CONTROL CONF
SD RETIREMENT SYSTEM	\$836.92	OCT 2019 RETIREMENT
LUNSTRA, JAY	\$512.06	NOV 07 PR
VERMEER, JOHN	\$83.11	NOV 07 PR
JULIE KIRBY	\$639.48	NOV 07 PR
LINDA HUNNEL	\$1,190.60	NOV 07 PR
NUSSBAUM, RYAN	\$1,475.60	NOV 07 PR
NAMANNY, SANDRA	\$278.34	NOV 07 PR
A & B BUSINESS SOLUTIONS	\$103.67	CONTRACT 10/2019 - 11/2019
ALLIANCE COMMUNICATIONS COOP	\$161.00	NOV PHONE SERVICES
BRANDON ACE HARDWARE	\$146.50	OCTOBER MAINT
BRANDON LUMBER CO., INC	\$96.38	PARK MAINTENANCE
BRANDON VALLEY SCHOOL DISTRICT	\$165.68	OCTOBER FUEL PURCHASE
BV JOURNAL	\$157.19	OCTOBER PUBLICATIONS

DMI DIESEL MACHINERY, INC	\$15.28	STREET MAINTENANCE
ELAN FINANCIAL SERVICES	\$397.72	OCTOBER CC PURCHASES
GCC TECHNOLOGIES OF SD	\$542.98	OCTOBER I.T. SERVICE, FO COMPUTER
HAWKINS WATER TREATMENT	\$15.00	WATER PURIFICATION
INLAND TRUCK PARTS &SERVICE	\$48.89	STREET MAINTENANCE
JENSEN ELECTRIC, INC	\$2,615.60	PARK-BALLFIELD LIGHTS
MEIERHENRY SARGENT, LLP	\$768.00	OCT ATTORNEY SERVICES
MENARDS	\$130.40	STREET\PARK MAINT
MIDAMERICAN ENERGY	\$58.02	OCT NATURAL GAS UTILITY
MINNEHAHA COUNTY SHERIFF	\$9,929.92	4th Qtr POLICE SERVICES
ONE CALL SYSTEMS, INC	\$41.44	JULY-SEPT LOCATED
SD PUBLIC HEALTH LABORATORY	\$181.00	WATER TESTINGSEPT
SD PUBLIC ASSURANCE ALLIANCE	\$9,293.99	2019 DISTRIBUTION
SDML WORKER'S COMP FUND	\$3,415.00	2020 RENEWAL BILLING
SIOUX VALLEY ENERGY	\$3,620.68	OCT ELECTRICAL UTILITY
STURDEVANT'S AUTO PARTS	\$106.57	STREET MAINTENANCE
VERIZON WIRELESS	\$84.88	NOVEMBER CELL PHONE
MINNEHAHA COUNTY TREASURER	\$1153.68	SPECIAL ASSESSMENTS COUNTY

**\$50,533.40**