OFFICIAL PROCEEDINGS
CITY OF HERREID, SOUTH DAKOTA
April 4, 2024

The Herreid City Council was called to order by Council President, Adrienne Dupper, on the above date at 6:32pm at City Hall. The following members were present: Brady Vander Vorst; Paul Weisbeck; Lacy Fuehrer; Bob Rossow; with member Kim Rossow joining at 6:36pm. Mayor Gary Weismantel was absent. Also present were: Keith Hall, Finance Officer; Brett Van Vugt; Maintenance; LeAnda Staebner, Prairie Pioneer; Brenda Hague, resident; Lance Vander Vorst, Herreid School; Jose Diaz and Aubriauna Diaz, Campbell County Insurance Agency. Joining later was Mark Kroontje, City Attorney.

Moved by Vander Vorst, seconded by Fuehrer to approve the agenda. All members present voted aye; motion carried.

Moved by Fuehrer, seconded by Weisbeck to approve the minutes for the March 4th meeting, the March 13th special meeting, the March 18th Board of Equalization meeting, and the March 18th special meeting. All members present voted aye; motion carried.

Moved by B. Rossow, seconded by Fuehrer to approve the normal and additional March claims. All members present voted aye; motion carried.

March Claims

24/7 Gas	Fuel	$233.94
A-1 Heating & Air	Repairs	$3,796.00
Agtegra	LP Fuel	$1,085.03
Brett Van Vugt	Mileage Reimbursement	$114.24
Campbell County Sheriff	Services	$3,112.80
Dakota One Coating	Community Center Refurbish	$12,000.00
Financial Agent	Payroll Taxes - Current Period	$1,812.25
Fresh Start Market	Supplies	$9.23
Heartland Waste	Garbage Collection	$4,725.00
Herreid Super Stop	Fuel	$11.66
Huber & Son	Services & Repairs	$34.50
Inside & Out / Central Door	Pool Project Services	$12,656.58
Inside & Out / Herreid Concrete	Pool Project Services	$2,203.65
Kathy Bohle	Cleaning Services – Fitness Center	$100.00
Keith Hall	Reimbursement for materials	$213.29
Les's Standard	Services	$140.00
MDU	Utilities	$2,373.93
Prairie Pioneer	Publishing	$187.29
Quill Corp	Supplies / Dues	$97.44
SD Dept of Health	Samples Testing	$365.00
SD Dept of Revenue	Sales Taxes	$382.59
SD Retirement	Retirement	$1,170.42
Servall	Rugs	$37.21
Sons of American Legion	Flags	$54.00
TranSource Truck & Equipment	New Payloader & Snow Pusher	$3,403.94
USDA	Loan Payments for Sewer Projects	$7,727.00
Valley Telco	Utilities	$371.92
Visa	Supplies	$122.61
WEB Water	Bulk Water	$8,050.67

Payroll

Finance Dept	$2,835.23
Streets Dept	$1,753.37
Water Dept	$1,484.21
Sewer Dept	$1,484.21

Sheriff's Report: No Report
Problem Resolution Forms: None
Building Permits: Moved by Weisbeck, seconded by B. Rossow to approve the following building permit: Dale Rueb to replace the siding, windows, and door for The Lighthouse at an estimated cost of $5,000. All members present voted aye; motion carried.
Public Comments: Heard from resident Brenda Hague concerning drainage and culverts near her home. Also briefly discussed public comments concerning the renovations at the Community Center. No action was taken.

Old Business:

- Pool – Heard from Hall that the checks to two unpaid subcontractors had been mailed and according to Trevor Huffaker of EngTech, the checks still have not been signed off on by the contractor Brian of Inside & Out so they can be released to the subcontractors. Hall stated that he will continue to inquire with Huffaker.
- Surplus Bid Opening – All sealed bids were opened by board President Dupper. Winning bidders were as follows: Chemical Tank – Kim Rossow, $20; Diving Board – Sharon Schick, $100; Sprayer – Kim Rossow, $20; Fencing – Kim Rossow, $50; Generator – Adam Wiest, $2,500; Sand Filter – Kim Rossow, $20; Sickle Mower – Kim Rossow, $500; Steps – Dale Weisbeck, $11. No other surplus items received bids.
- Fee Schedule Ordinance 2024-01 (2nd Reading) - Motion was made by Weisbeck, seconded by B. Rossow to approve the second reading of Fee Schedule Ordinance 2024-01. All members voted aye in a roll call vote; motion carried.

New Business:

- Herreid School, Lance Vander Vorst – Heard that the school would like to add an asphalted area on the north side of the school. The newly asphalted area would serve two purposes: For buses to pull off when dropping off for sports practice, and for food delivery truck parking when delivering for the new cafeteria which will be on that side of the school. Heard that the new paved area would require removal of part of the sidewalk on the north side. Discussion was held that under the sidewalk is the old storm drain system and that that would need to be filled in to support the weight of busses and trucks parking there. Vander Vorst and the school are requesting that the city help cover a portion of the cost for filling in the old storm drain system and construction of a new sidewalk the length of the block on that north side. After further discussion, motion was made by K. Rossow, seconded by Fuehrer to approve a maximum of $6,000 for the request. All members present voted aye; motion carried.
- Cemetery Deed – Heard from City Attorney, Mark Kroontje that he was working with Attorney Lisa Von Wald of Selby on correcting a cemetery plot deed. He explained that there were two plots on the deed and that the stated plot locations were in conflict with city records. He also stated that Von Wald and FO Hall conducted a site visit at the cemetery and confirmed that the city's records were correct. Kroontje informed the council that the deed would need to be legally corrected so that the family involved could proceed with transferring the deed. It was noted that the cost for correcting the deed should be minimal. Motion was made by Fuehrer, seconded by K. Rossow to cover the costs of correcting the deed. All members present voted aye; motion carried.
- Campbell County Insurance Agency – Heard from Jose and Aubriauna Diaz of the Campbell County Insurance Agency concerning the insurance renewal for the next year starting the 1st of May. Jose Diaz presented the city with the current coverages and values, followed by discussion of new updated values of any city properties. Following discussion, Diaz will make adjustments with the newest values given by the council and will follow up with an updated quote once all of the information has been processed. A special meeting was set for Monday, April 22nd at 6:00pm so that the council will have time to review the updates before the renewal deadline.
- Code Enforcement Update – Tabled to the April 22nd special meeting.

- City Cleanup Week – May 13th – 17th was designated as City-wide Cleanup Week for 2024. Televisions and computer monitors can be dropped off at City Hall-a $5.00 disposal fee will apply.
- Lifeguard Certification Training – Learned that Melinda Neeley still has one year left on her certification from Red Cross as a lifeguard certification trainer. Heard that she has agreed to conduct the trainings for those that need new certification or re-certification. Further details will be made available soon for those needing certification or re-certification.
- 2024 Pool Rates – Following discussion, K. Rossow motioned, B. Rossow seconded to leave the pool pass, lessons, and aerobics rates the same as last year. All members present voted aye; motion carried.

Maintenance Report:

Heard maintenance updates from Van Vugt. One update of note was that the estimated cost to repair the street sweeper would be between $13,000 & $15,000, not including the cost transporting the sweeper to the repair facility. The council discussed other options and further discussions will be held once those options have been investigated further; no action was taken.

Finance Report:

FO Hall reviewed financial reports and gave an update on delinquent utility accounts.

At 8:16pm, motion was made by Fuehrer and seconded by Vander Vorst to go into Executive Session pursuant to SDCL 1-25-2 (1) personnel. All members present voted aye; motion carried. At 8:28pm, President Dupper declared the council out of Executive Session. Upon coming out of Executive Session, motion was made by Fuehrer and seconded by Weisbeck to hire Devan Brockel, Katelyn Engelhart, Stephanie Allbee, Jenna Jochim, Matthew Neeley, Mason Neeley, Maggie Neeley, Alexis Goehring, Jada Rossow, and Jordyn Rossow as lifeguards and Janelle Rossow as pool manager. All members present voted aye; motion carried.

The next regularly scheduled Council meeting is scheduled for Monday, May 6th at 7:30pm.
A special meeting is scheduled for Monday, April 22nd at 6:00pm
With no further business, the meeting was adjourned at 8:30pm

APPROVED: ______________________________
Adrienne Dupper, Board President

ATTEST: ______________________________
Keith Hall, Finance Officer

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CITY OF HERREID
ORDINANCE 2024-01

AN ORDINANCE ESTABLISHING A FEE SCHEDULE WITHIN THE CITY OF HERREID CITY CODE, PROVIDING FOR THE ANNUAL REVIEW AND ADJUSTMENT OF FEES BY RESOLUTION, AND FOR OTHER PURPOSES.

WHEREAS, the City of Herreid City Code contains numerous provisions for various services and permits provided by the city, each of which may require a fee for processing and administration;

WHEREAS, it is essential for the efficient operation of the city to establish a comprehensive fee schedule to ensure the fair and consistent application of fees across all city services and permits;

WHEREAS, to adapt to changing economic conditions and ensure that the city's fee structure remains equitable and sustainable, it is necessary to allow for annual reviews and adjustments of fees;

NOW THEREFORE, be it ordained by the City Council of the City of Herreid, in the State of South Dakota, as follows:

SECTION 1: **ADOPTION** "Appendix A - CITY FEE SCHEDULE" of the Herreid Municipal Code is hereby *added* as follows:

ADOPTION

Appendix A - CITY FEE SCHEDULE*(Added)*

(a) *Fee schedule establishment*
   (1) A comprehensive fee schedule shall be established within the City of Herreid City Code. This fee schedule shall list all fees associated with city services, permits, licenses, and any other charges as may be applicable.
   (2) The fee schedule shall be maintained and updated as needed to reflect the current fees associated with city services and permits.

(b) *Annual review and adjustment*
   (1) The City Council shall review the fee schedule annually during its regular budgetary and planning sessions.
   (2) The purpose of the annual review is to ensure that fees remain appropriate and equitable in light of changing economic conditions, city operations, and to maintain the financial sustainability of the services provided.
   (3) Adjustments to fees may be made through a City Council resolution passed by a majority vote. Any fee adjustments shall be based on a clear and documented rationale, taking into consideration the costs of providing the

associated service or permit and the city's overall financial goals.

(4) All fee adjustments approved by resolution shall be promptly incorporated into the fee schedule in accordance with Section (a)

SECTION 2: **SEVERABILITY CLAUSE** Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

SECTION 3: **REPEALER CLAUSE** All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.