

OFFICIAL PROCEEDINGS
CITY OF HERREID, SOUTH DAKOTA
MARCH 3, 2025
Herreid City Hall
102 Main St N.
Herreid, SD 57632

I. Call to Order

The Herreid City Council was called to order by Council President, Adrienne Dupper, on the above date at 7:33pm at the Herreid City Hall.

II. Roll Call

The following members were present: Adrienne Dupper, Kim Rossow, Brady Vander Vorst, Troy Fuehrer, Bob Rossow, and Canaan Winthrop with Mayor Gary Weismantel being absent. Also present were Keith Hall, Finance Officer; Alan Allbee, Deputy Finance Officer; Brett Van Vugt; Maintenance; Karen Speidel, Selby Record; Pete Brandner, resident.

III. Approval of Agenda

Moved by K. Rossow, seconded by B. Rossow to approve the agenda. All members present voted aye; motion carried.

IV. Approval of Minutes

Moved by Vander Vorst, seconded by Fuehrer to approve the February 3, 2025 meeting minutes. All members present voted aye; motion carried.

V. Approval of Claims

Moved by K. Rossow, seconded by Vander Vorst to approve the normal and additional claims for February, 2025. All members present voted aye; motion carried. FO Hall noted that in January a payment of \$1,777.30 had been made to NECOG for the annual fees, but that he had been informed by NECOG that they had not received the payment. It was then determined by both parties that it was lost in the mail, so Hall reissued and mailed the replacement payment but also voided the lost payment. He noted that this was the reason for the February claim to NECOG matching the same as the January claim. Moved by Vander Vorst, seconded by Fuehrer to approve the additional claims. All members present voted aye; motion carried. Additional claims included: Larson Electric, Electrical Repair Services at Community Center for \$2,129.31 and Hase Plumbing, Plumbing Services at Fire Hall for \$2,445.66

February 2025 Claims

24/7 Gas	Fuel	\$29.98
Area 4	Annual Donation	\$500.00
Cahill Bauer & Associates	Tax Services	\$400.00
Campbell County Bank	ACH Service Fee	\$20.40
Campbell County Sheriff	Services	\$3,308.45
Carlson Services	Sewer Repairs	\$3,807.40
Curtis Rud Oil	LP Fuel	\$1,906.25
Ferguson Waterworks	Water Meter Parts	\$245.90
Financial Agent	Payroll Taxes	\$2,597.58
Fresh Start Market	Supplies	\$62.92
Heartland Waste	Garbage Collection	\$5,670.00
Herreid Lumber	Supplies & Materials	\$20.42
Herreid Super Stop	Fuel	\$316.01
Huber & Son	Repairs & Maintenance	\$902.65
MDU	Utilities	\$2,374.68
NECOG	2025 Annual Dues (Reissued)	\$1,777.30
Prairie Pioneer	Publishing	\$199.15

Quill Corp	Supplies	\$113.92
Riteway Business Forms	AP Checks	\$165.79
Runnings	Supplies	\$85.72
SD Dept of Revenue	Sales Tax	\$399.94
SD Retirement	Retirement Contributions	\$1,303.82
Servall	Linen Services	\$38.94
TransSource Truck & Equipment	Parts & Supplies	\$322.26
USA Blue Book	Supplies	\$43.21
USDA	Loan Payments for Sewer Projects	\$7,727.00
Valley Telco	Utilities	\$333.26
Visa	Supplies & Fees	\$499.19
WEB Water	Bulk Water	\$7,922.07
Payroll		
Finance Dept		\$4,029.05
Streets Dept		\$2,079.78
Water Dept		\$1,695.28
Sewer Dept		\$1,695.28
Parks Dept		\$415.96
Total Payroll		\$9,915.35

VI. Public Comments

Held a brief discussion concerning one resident's culvert. It was also noted that work was currently ongoing to relocate several stray cats in town. FO Hall informed the council that there will not be a municipal election this year as only three petitions were submitted and those included Dupper, Winthrop, and Vander Vorst. All three will be reelected without opposition.

VII. Hearing: Resolution 2025-03 Intent to Lease

Held the hearing on the adoption of the resolution of the intent to lease the land at the airport. Moved by Fuehrer, seconded by B. Rossow to approve the resolution as read. The vote was 5 aye, 0 nay; motion carried.

RESOLUTION 2025-03

A RESOLUTION OF INTENT TO ENTER INTO A LEASE OF MUNICIPAL REAL PROPERTY

WHEREAS pursuant to SDCL 9-12-5.2, if the governing body decides to lease any municipally owned property for a term exceeding one hundred twenty (120) days and for an amount exceeding five hundred dollars (\$500) annual value to any private person, it shall adopt a Resolution of Intent to enter into such a lease; and

WHEREAS, the City contemplates leasing municipally owned real property, described in this Resolution and Notice of Hearing referenced below; and

WHEREAS, Notice of Hearing on this Resolution of Intent was published in the official newspaper of the City of Herreid once at least ten (10) days prior to hearing;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF HERREID: That the City Council hereby expresses its intent to lease a portion of municipally owned real property described as follows:

33 acres more or less in the South Half (S½) of Section Six (6), Township One Hundred Twenty-seven (127) North Range Seventy-six (76), West of the 5th P.M., Campbell County, South Dakota, also described as the City of Herreid Airport property.

for a term exceeding one hundred twenty (120) days and for an amount exceeding five hundred dollars (\$500) annual value.

Adopted this 3rd day of March, 2025.

VIII. Old Business

a. Pool

Heard from FO Hall that Huff Construction has not visited yet to look at the concrete work to be done on the pool deck. The council advised Hall to begin advertising for hiring pool staff for the summer.

b. Rubble Site

At the January meeting, the council instructed Hall to work with the city attorney and maintenance to begin developing a fee schedule for the rubble site. Hall presented a draft pricing list based on comparisons with other rubble sites in the area. The council reviewed the list and made a few changes. No other action was taken at this time.

c. Community Center – CAG

No CAG member was in attendance, so the item was tabled.

d. Board of Equalization Meeting

It was noted that the Local Board of Equalization Meeting would begin at 6:30pm on Monday, March 17th at the City Hall. Any resident that desires to appeal their assessment for the year must have the appeal submitted to the Finance Office no later than Friday, March 14th by 5:00pm.

c. Supplemental Appropriations Ordinance 2025–01 (2nd Reading)

Motion was made by Winthrop, seconded by K. Rossow to approve the second reading of the Supplemental Appropriations Ordinance 2025–01. The vote was 5 aye, 0 nay; motion carried.

IX. New Business

a. Community Center Sign

Discussed putting up the new sign at the community center.

b. Records Destruction

A second list of old records ready for destruction was presented to the council. This list is in accordance with the South Dakota Municipalities Records Retention & Destruction Schedule and includes old financial records along with a variety of other old records. After reviewing the list, the motion was made by Fuehrer, seconded by Vander Vorst to approve their destruction. All members present voted aye; motion carried. These records will be destroyed according to the Records Management's guidelines. It was agreed that the records will be taken to Record Keepers LLC in Bismarck, ND for proper destruction.

c. Concrete Disposal Inquiry

Discussion was held on a request from an out-of-area demolition company to dispose of several loads of concrete at the rubble site as they worked on a job in the area. It was agreed to deny the request because of space, but more importantly because the rubble site is for city residents only.

d. EMC Safety and Loss Control

Heard from FO Hall and deputy FO Allbee concerning some workplace safety and training options that are available at little or no cost through the city's insurance policy. It was noted that by implementing these options, it would be a benefit to the city should there ever be litigation concerning a worker's comp case in the future. It also would provide additional safety training for pool and maintenance staff. The council agreed to move forward with the programs.

X. Maintenance Report

Heard from Van Vugt on a couple of maintenance updates. One update included that Schaeffbauer Electric was still waiting on the new street lights for main street to be delivered and that those should be installed soon after they arrive. The council also advised Hall to begin advertising for hiring of seasonal part time maintenance staff for the summer.

XI. Finance Report

Discussed delinquent utility accounts and reviewed financial reports.

XII. Executive Session – SDCL 1-25-2 (1) personnel

At 8:21pm, the motion was made by K. Rossow, seconded by Winthrop to go into Executive Session pursuant to SDCL 1-25-2 (1) personnel. At 9:12pm, Council President Dupper declared the council out of Executive Session. Upon coming out of executive session, motion was made K. Rossow, seconded by Winthrop to approve a \$.50/hour raise for DFO Allbee based on his 6-month performance review

bringing him to \$16.50/hour, a \$.50/hour raise for the 2025 pool manager position bringing that position to \$21.50/hour, and a \$.25/hour raise for all four levels of pay for the 2025 lifeguards bringing those to \$11.50/hour for 1st year, \$12.00/hour for 2nd year, \$12.50/hour for 3rd year, and \$13.00/hour for 4 years or more. All members present voted aye; motion carried.

XIII. Executive Session – SDCL 1-25-2 (4) legal

XIV. Next Meeting

The next regularly scheduled Council meeting is scheduled for Monday, April 7, 2025 at 7:30pm.

XV. Adjournment

With no further business, the meeting was adjourned at 9:13pm.

APPROVED:

Adrienne Dupper, Board President

ATTEST:

Keith Hall, Finance Officer

This institution is an equal opportunity provider.

Ordinance No. 2025-01
Supplemental Appropriations Ordinance

BE IT ORDAINED, by the governing body of the City of Herreid, Campbell County, South Dakota, that the following sum is supplementally appropriated to meet the obligations of the municipality.

	<u>General Fund</u>
Source of Funding:	
313 General Sales and Use Taxes	\$25,000.00
Estimated Unobligated Cash Balance	<u>\$22,000.00</u>
Total Source of Funding:	\$47,000.00
Appropriations:	
101 General	
4190 Other – General Government	
422 Services & Fees	\$5,500.00

101 General		
4316 Street Lighting		
426 Supplies & Materials		\$13,000.00
101 General		
4316 Street Lighting		
425 Repairs & Maintenance		\$6,500.00
101 General		
4512 Swimming Pool		
436 Pool Project		\$22,000.00
Total Appropriations		<u>\$47,000.00</u>

First Reading: February 3, 2025

Second Reading: March 3, 2025

Published: March 12, 2025

Effective: March 23, 2025