

**OFFICIAL PROCEEDINGS
CITY OF HERREID, SOUTH DAKOTA**

October 6, 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 7:30 p.m. at Herreid City Hall.

II. Roll Call

The following members were present: Adrienne Dupper, Kim Rossow, Troy Fuehrer, and Bob Rossow. Mayor Gary Weismantel and council members Brady Vander Vorst and Canaan Winthrop were absent. Also present were Keith Hall, Finance Officer; Alan Allbee, Deputy Finance Officer; Brett Van Vugt, Maintenance; Karen Speidel, Selby Record; Clare Schoelerman, Prairie Pioneer; and Chris Huber, Resident.

III. Approval of Agenda

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

IV. Approval of September Meeting Minutes

Moved by K. Rossow, seconded by Fuehrer, to approve the September 3rd and September 22nd 2025 meeting minutes. All members present voted aye; motion carried.

V. Approval of September Claims

Moved by B. Rossow, seconded by K. Rossow, to approve the normal and additional claims for September, 2025. All members present voted aye; motion carried. Additional claims included Civic Plus, \$1,587.60 for the annual city code software fee.

SEPTEMBER 2025 Claims

24/7 Gas	Fuel	\$309.02
Agtegra	Supplies	\$24.00
Campbell County Bank	Service Fee	\$22.30
Campbell County Sheriff	Services	\$3,308.45
Carol Ottenbacher	Community Center Services	\$220.00
Code Enforcement Specialist	Services	\$595.61
Curtis Rud Oil	LP Fuel	\$857.85
Dakota Fence	Materials	\$1,354.53
Financial Agent	Payroll Taxes	\$5,088.53
Fresh Start Market	Supplies	\$5.25
Heartland Waste	Garbage Collection	\$5,670.00
Herreid Lumber	Supplies & Materials	\$72.35
Herreid Super Stop	Fuel	\$268.67
Huber & Son	Repairs & Maintenance	\$78.29
MDU	Utilities	\$2,084.52
Prairie Pioneer	Publishing	\$317.84
Precision Underground	Services - Fire Hall	\$875.00
Quality Quick Print	Street Signs	\$493.00
Quill Corp	Supplies	\$188.97

Schaeffbauer Electric	Services	\$119.86
SD Dept of Health	Sampling Fees	\$20.00
SD Dept of Revenue	Sales Tax	\$520.36
SD Dept of Transportation	Welcome Sign Annual Fee	\$16.00
SD One Call	Locates	\$8.96
SD Retirement	Retirement Contributions	\$1,194.30
Servall	Linen Services	\$38.94
Share Corporation	Supplies	\$5,127.32
SRP Supplemental Retirement	Supplemental Retirement	\$100.00
USDA	Loan Payments for Sewer Projects	\$7,727.00
Valley Telco	Utilities	\$539.98
Visa	Supplies & Fees	\$2,050.22
Watts of Power	Annual Services	\$1,400.00
WEB Water	Bulk Water	\$10,465.57
Payroll		
Finance Dept		\$3,714.45
Streets Dept		\$2,511.42
Water Dept		\$1,544.53
Sewer Dept		\$1,544.53
Parks Dept		\$1,014.26
Pool		\$5,773.13
Total Payroll		\$16,102.32

VI. Public Comments

The council held discussion concerning the windows at the fire hall that need replaced. The finance office will work with maintenance to obtain estimates and quotes.

VII. Old Business

a. Pothole Repairs Update

Heard from maintenance that they still have not been able to get in touch with the contractor. Also discussed alternative ways to address the problem.

b. Pool Update

Heard that the pool has been drained and that the crew that came to help locate the leak will be back in the next few weeks to complete the detection work. In the meantime, maintenance will be working on winterizing things.

c. Community Center Punch List

Reviewed a punch list to submit to the painters when they return to finish last items at the Community Center.

VIII. New Business

a. Chris Huber - Drainage

The council met with Chris Huber to discuss how to address the problem with drainage from his business that runs into the alley behind Main St. After discussing a couple of options, it was decided to gather more information on the options to see which would work best. The main idea was to have the water diverted out of the alley.

b. Alcohol Beverage License Renewals

A motion was made by Fuehrer, seconded by K. Rossow, to approve the renewal applications for the Water Hole (Retail on-sale Liquor & Package off-sale Liquor), the Fresh Start Market

(Package off-sale Liquor), and Kim Moser (Retail on-sale Liquor). All members present voted aye; motion carried.

c. GIS Mapping Equipment

FO Hall reported receiving quotes for two GPS unit versions (Mini Standard and Mini Extreme) for the software program that will be used to map water/sewer lines, water shutoffs, manholes, fire hydrants, and other infrastructure. The Mini Standard package costs \$870.96, while the Mini Extreme package costs \$2,749.95, with the primary difference being proximity accuracy. Both packages include training and equipment. Hall and Van Vugt recommended the Mini Standard version, stating the higher-cost version's benefits did not justify its price. The motion was made by B. Rossow, seconded by Dupper, to purchase the Mini Standard version for \$870.96. All members present voted in aye; motion carried.

d. Funds Transfer

The motion was made by Fuehrer, seconded by B. Rossow, to transfer \$70,000 from the General Fund to the Water Fund to cover the 2025 payment of the water tower refurbish project. All members present voted in aye; motion carried. FO Hall added that, with the current rate adjustments, the Water Fund is expected to recover sufficiently by 2027 or 2028 to cover the payment without requiring further transfers from the General Fund.

e. City Hall Improvements

Heard from Dupper that she has received some ball park pricing for the possibility of replacing the carpet at City Hall. Following discussion, it was agreed to look at having the carpets cleaned and then budget for new carpet in the next couple of years. No action was taken.

f. Tennis Court Gate Update

Heard from maintenance and FO Hall that the new gate entrance to be installed at the tennis courts has been paid for and is ready to be picked up. Van Vugt noted plans to pick up within the week.

g. 2025-07 Ordinance to Amend 11.04.160 and 11.04.165 (2nd Reading)

Moved by K. Rossow, seconded by Fuehrer, to approve the second reading of 2025-07 Ordinance to Amend 11.04.160 and 11.04.165 as read. All members present voted aye; motion carried. The ordinance will amend some of the verbiage concerning discontinuance of utility service by the customer with a notice required, and establish clearer rules for accounts with service lines still connected to the mains but which may have no occupancy.

h. 2025-08 Ordinance Amendment to Herreid Municipal Code Chapter 11 (1st Reading)

Motion was made by B. Rossow, seconded by Fuehrer, to approve the 1st reading of the 2025-08 Ordinance Amendment to Herreid Municipal Code Chapter 11 as read. All members present voted aye; motion carried. The ordinance amends Code 11.04.100, "Cost of Connections," to clarify ownership and responsibility for portions of water and sewer lines connected to residential and commercial properties.

i. 2025-09 Ordinance Amendment to Herreid Municipal Code Chapter 2 - Elections (1st Reading)

Moved by K. Rossow, seconded by Fuehrer, to approve as read the first reading of 2025-09 Ordinance Amendment to Herreid Municipal Code Chapter 2 – Elections. The ordinance will amend the current election codes in chapter 2 to align with the newest election laws passed by the SD Legislature.

IX. Maintenance Report

Heard several updates from Van Vugt on maintenance issues around town including manhole cover repairs, water shutoff repairs, drainage basin issues, and others.

X. Finance Report

Reviewed financial reports and noted updates on the number of delinquent utility accounts.

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

At 8:35pm, the motion was made by B. Rossow, seconded by Dupper to go into Executive Session pursuant to SDCL 1-25-2 (1) personnel. At 8:44pm, Council President Dupper declared the council out of Executive Session. Upon coming out of Executive Session, no action was taken.

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

XIII. Next Meeting

The next regularly scheduled Council meeting is scheduled for Monday, November 3, 2025 at 7:30pm.

XIV. Adjournment

With no further business, the meeting was adjourned at 8:45pm.

APPROVED:

Adrienne Dupper, Board President

ATTEST:

Keith Hall, Finance Officer

This institution is an equal opportunity provider.

**CITY OF HERREID
ORDINANCE 2025-07**

**AN ORDINANCE AMENDING TITLE 11 - UTILITIES OF THE HERREID CITY
CODE TO CLARIFY UTILITY BILLING FOR PROPERTIES WITH ACTIVE
ACCOUNTS**

WHEREAS, An Ordinance Amending Title 11 - Utilities of the Herreid City Code to Clarify Utility Billing for Properties with Active Accounts

WHEREAS, the amendments to Section 11.04.160 and the addition of Section 11.04.165 will provide clear guidelines for property owners regarding the application of base fees and surcharges, and the process for discontinuing service to avoid such fees; and

WHEREAS, these amendments are consistent with the requirements of Section 11.12.010(4), which mandates sewer connections for properties used for human occupancy, employment, recreation, or other purposes, by focusing billing obligations on connection status and active utility accounts;

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

SECTION 1: **AMENDMENT** "11.04.160 Discontinuance Of Service By Customer; Notice Required" of the Herreid Municipal Code is hereby *amended* as follows:

AM E N D M E N T

11.04.160 Discontinuance Of Service By Customer; Notice Required

Users desiring to discontinue the use of water and sewer service shall be required to give written notice thereof to the city finance officer, and regular rates, including base fees and applicable surcharges as outlined in the Fee Schedule (Appendix A), shall be charged until such notice ~~has been given. is received and service is disconnected at the mains. Notice must also be given for change of tenants.~~ Property owners with vacant properties or properties with capped service lines are encouraged to request discontinuance to avoid base fees and surcharges during periods of non-use. Upon discontinuance, no fees shall be charged until service is resumed. Instructions for requesting discontinuance and reconnection are available by contacting the city finance officer. For rental properties, only the property owner, defined as the individual or entity listed as the owner of record on the property's tax assessment with Campbell County, may provide notice to discontinue service, except for properties owned by tax-exempt organizations recognized under Section 501(c)(3) or Section 501(c)(6) of the Internal Revenue Code. For such organizations, if the utility agreement designates the tenant as the account holder, either the organization or the tenant may provide notice to discontinue service, but the organization remains responsible for any outstanding charges. Notice must also be given by the property owner for any change in tenancy, but the utility account shall remain in the property owner's name, or in the tenant's name for exempt organizations, as applicable, and shall not be transferred to a new tenant without the property owner's authorization.

(Code 1991, ch. 22.01, § 2(2))

SECTION 2: **ADOPTION** "11.04.165 Fees For Properties With Active Utility Accounts" of the Herreid Municipal Code is hereby *added* as follows:

ADOPTION

11.04.165 Fees For Properties With Active Utility Accounts (Added)

Properties with active utility accounts and service lines connected to the city's water and/or sewer mains, including those that are vacant or have capped service lines, shall be charged the standard base fees and surcharges as specified in the Fee Schedule (Appendix A), regardless of whether the property is occupied or in use. This ensures that all connected properties contribute to the maintenance and operation of the utility systems. Property owners may avoid these fees by requesting discontinuance of service as per Section 11.04.160. The city shall provide clear instructions for discontinuance in utility agreements, billing statements, and on the city's website.

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

SECTION 4: 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.

PASSED AND ADOPTED BY THE CITY OF HERREID CITY COUNCIL

	AYE	NAY	ABSENT	ABSTAIN
Councilmember A. Dupper	_____	_____	_____	_____
Councilmember K. Rossow	_____	_____	_____	_____
Councilmember C. Winthrop	_____	_____	_____	_____
Councilmember B. Rossow	_____	_____	_____	_____
Councilmember T. Fuehrer	_____	_____	_____	_____
Councilmember B. Vander Vorst	_____	_____	_____	_____

Presiding Officer

Attest

Gary Weismantel, Mayor, City of Herreid

Keith Hall, Finance Officer, City of Herreid

1st Reading: _____

2nd Reading: _____

Published: _____

Effective: _____