

City of Flandreau City Council Meeting

Agenda

6:30 p.m., Monday
November 18th, 2019
City Council Chambers
1005 W. Elm Avenue
Flandreau, SD

Meeting called by: Mayor Bonrud

Type of meeting: Regular

Agenda topics

Pledge of Allegiance

Alderman Bjerke

2

Adopt Agenda

2

Approve Minutes – November 4th, 2019

2

Approve Bills for City

Administrative Reports

5

Mayor's Report

Mayor Bonrud

5

City Administrator's Report

Jeff Pederson

Approve Administrative Reports

Old Business

None

New Business

10

Report of Property Maintenance Codes Review
Task Force

10

Recommendation to Hire Consultant to
Conduct City-wide Property Maintenance
Inspection

2

Approve 2017-2018 Audit Report

- 2 Proposal for 2019 Annual Report
 - 2 Liquor License Renewals
 - 2 Write-Off Outstanding Utility Accounts from 2018
 - 2 Safety Management Program Agreement
 - 2 2015 Files to be Destroyed
 - 2 Health Insurance Renewal
 - 2 Approve Workers Compensation Coverage for Volunteer Firefighters
 - 2 Pay Step Increase for Ryan Sherman
 - 2 Pay Step Increase for Robert Neuenfeldt
- Public Comments
- Council Comments
- Executive Session (Personnel)

Special notes: Other business properly referred to the City Council.

Jeff Pederson
City Administrator

Distribution:
Mayor Bonrud
Alderman Bjerke
Alderman Pesall
Alderman Sutton
Alderman Tufty
Alderman Unger
Alderman Whitman

Cc:
Newspaper: Moody County Enterprise
Radio: Carol Kiecksee
City Attorney: Corey Bruning

**CITY OF FLANDREAU
1005 W. Elm Avenue
Flandreau, SD 57028-1404**

**COUNCIL PROCEEDINGS
November 4th, 2019**

The City Council of the City of Flandreau, South Dakota, met in regular session on Monday, November 4th, 2019 at 6:30 p.m. at the City Council Chambers, 1005 W. Elm Avenue, Flandreau, SD.

Present: Mayor Mark Bonrud. Aldermen: Brad Bjerke, Bob Pesall, Karen Tufty, and Donald Whitman. Absent: Dan Sutton and Jason Unger. Also present were City Administrator Jeff Pederson; Finance Officer Karen Gundvaldson; Brad Lingen, Missouri River Energy Services; members of Moody County 4-H Robotics Team G.O.A.T; and Brenda Wade Schmidt, Moody County Enterprise.

The proposed agenda was reviewed. Motion by Pesall and seconded by Bjerke to adopt the proposed agenda. The following members voted aye: Bjerke, Pesall, Tufty, and Whitman. Nays: None. Absent: Sutton and Unger. Motion carried.

Motion by Bjerke and seconded by Whitman to approve the minutes of October 28th, 2019. The following members voted aye: Bjerke, Pesall, Tufty, and Whitman. Nays: None. Absent: Sutton and Unger. Motion carried.

Motion by Whitman and seconded by Tufty to allow the following claims for the City and to pay them: (20667) Payroll 10/23/2019: general, 16,581.23; 3rd penny, 221.40; water, 3,617.77; electric, 7,238.13; sewer, 3,136.53; airport, 144.59; solid waste, 345.66; AFLAC, supplemental ins, 669.22; Border States Electric Supply, supplies, 168.00; Cenex Fleetcard, gas/oil, 1,510.19; Cintas, rentals, 263.87; Cybercoach, repairs, 318.75; Dakota Petersen, refund, 150.00; Dakota Pump & Control Co., repairs, 18,371.86; Delta Dental of South Dakota, dental insurance, 1,458.81; DGR Engineering, electric distribution improvement, 971.96; Ditch Witch of South Dakota, supplies, 82.05; Dusty's Custom, repairs, 195.09; Ekern Home Equipment, repairs, 2,619.00; Eng Services, contract/solid waste, 13,377.45; Famers Implement & Irrigation, supplies, 25.23; Helms & Associates, professional fees, 795.09; Kibble Equipment, repairs/supplies, 38.32; Krull's Garage, repairs/supplies, 381.31; M & H Communications, supplies, 2,100.00; Marty & Katie Skroch, rebate check, 400.00; MidAmerican Energy, gas bill, 555.47; SD Retirement System, retirement, 10,677.94; SD Supplemental Retirement System, supplemental retirement, 322.31; Sioux Valley Energy, electric, 146.00; Standard Insurance Co., life insurance, 289.37; Tyler Lumber Company, supplies, 1,339.89; Vast Broadband, phone/cable/internet, 910.93; Verizon Wireless, jet packs/cell phone, 377.78; Vision Service Plan, vision insurance, 241.67; Wesco, supplies, 349.00. The following members voted aye: Bjerke, Pesall, Tufty, and Whitman. Nays: None. Absent: Sutton and Unger. Motion carried.

Moody County 4-H Robotics Team G.O.A.T. (Greatest of All Time), is part of an organization called First Lego League. At tonight's meeting, the team provided information and a demonstration of their "Ice No More 100" robotic design that may be used to spray liquid anti-icing product on sidewalks to prevent the accumulation of ice. The team will be participating in a regional competition on November 23rd, where they will be judged on robotic design, core values, and innovative solution. The team's goal is to earn a "golden ticket", enabling them to proceed to the competition at the state level.

Brad Lingen, Missouri River Energy Services, shared a power point presentation with Council regarding programs available to assist the City with Advanced Metering

Infrastructure (AMI), and Coordinated Demand Response (CDR). Mr. Lingen provided an overview of the program benefits such as IT support, cost savings on software, hardware, and equipment, data security, and internet access. Information presented was helpful as the City has budgeted for the installation of AMI meters over the next two years.

A public hearing was held regarding the Preliminary Plat for Pulscher Farms Addition. There was no public comment.

The Mayor had no report.

The City Administrator shared that correspondence received from the Department of Transportation indicates that state aid for airport projects will be decreased from 5% to 3.5%. Council was updated on recent Golf Course Task Force meetings and conversation with two consultants that shared their opinions after viewing the course and damage sustained during the flooding events last spring and this fall. The Corp of Engineers will be contacted regarding measures that may be taken to mitigate events associated with the river during flood and normal years. Council will be kept informed.

Motion by Pesall and seconded by Tufty to approve the Administrative Reports. The following members voted aye: Bjerke, Pesall, Tufty, and Whitman. Nays: None. Absent: Sutton and Unger. Motion carried.

Old Business: None

New Business: Motion by Whitman and seconded by Bjerke to adopt the Backwater Valve Reimbursement Program Policy. The following members voted aye: Bjerke, Pesall, Tufty, and Whitman. Nays: None. Absent: Sutton and Unger. Motion carried.

Motion by Whitman and seconded by Tufty to approve the Preliminary Plat for Pulscher Farms Addition with the stipulation that the Final Plat will reflect that the private drive off of West Lafayette Avenue and associated water and sewer lines for four twin homes located on the private drive are noted as privately owned and not the responsibility of the City. The following members voted aye: Bjerke, Tufty, and Whitman. Nays: None. Abstain: Pesall. Absent: Sutton and Unger. Motion carried.

There were no Public Comments.

Council Comments: Alderman Pesall noted that Saturday, November 2nd marked 130 years of statehood for South Dakota.

The Mayor declared the meeting adjourned at 8:32 p.m.

Mark Bonrud
Mayor

ATTEST:

Jeff Pederson
City Administrator

Council Approval Report for First National Bank--500330
(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	1847	10/24/19	ANTHONY'S PLANT SERVICE, 102 W 1ST AVE, FLANDREAU, SD, 57028-1102 DOWNTOWN-2019	11/19/19	\$75.00	\$75.00	101-01-4235	Promoting the City	\$7,500.00	(\$40,301.68)
	1850	11/07/19	BECHEN GRAPHICS & DESIGN, 1003 S WIND STREET, FLANDREAU, SD, 57028-2012	11/19/19	\$2,458.00	\$2,458.00	101-01-4235	Promoting the City	\$7,500.00	(\$40,301.68)
	9		BIG SIOUX COMM WATER SYSTEM, 23343 479TH AVE, EGAN, SD, 57024-6438		\$2,458.00	\$2,458.00				
	10-2019	10/31/19	PARKS WATER USAGE	11/19/19	\$44.20	\$44.20	101-08-4280	Utilities	\$6,200.00	\$2,295.60
	11-2019	10/31/19	WATER PURCHASE	11/19/19	\$13,725.18	\$13,725.18	602-31-4284	Water Purchases	\$215,000.00	\$75,376.25
	74000AIRPORT	10/31/19	WATER USAGE	11/19/19	\$39.85	\$39.85	606-11-4280	Utilities	\$5,500.00	\$1,393.28
	14		BORDER STATES ELECTRIC SUPPLY, NW 7235, P.O. BOX 1450, MINNEAPOLIS, MN, 55485-7235		\$13,809.23	\$13,809.23				
	918886154	11/06/19	PHASE 4-COND STRAP/PVC CONDUIT	11/19/19	\$128.55	\$128.55	603-31-5301	Electric Distribution Imp (\$0.00	\$1,034,259.71)
	1700		CARDMEMBER SERVICES, PO BOX 306005, NASHVILLE, TN, 37230-6005		\$128.55	\$128.55				
	10-2019	10/28/19	SUPPLIES	11/19/19	\$610.63	\$610.63	101-01-4260	Supplies	\$850.00	\$555.39
	10-2019	10/28/19	CONFERENCE	11/19/19	\$1,895.68	\$1,895.68	101-01-4270	Travel/Conference	\$4,000.00	\$1,818.17
	10-2019	10/28/19	SUPPLIES	11/19/19	\$19.16	\$19.16	101-02-4260	Supplies	\$6,000.00	\$1,724.57
	10-2019	10/28/19	SUPPLIES	11/19/19	\$457.49	\$457.49	101-04-4260	Supplies	\$13,500.00	\$1,133.01
	10-2019	10/28/19	SUPPLIES	11/19/19	\$235.31	\$235.31	101-08-4260	Supplies	\$20,000.00	\$930.67
	10-2019	10/28/19	SUPPLIES	11/19/19	\$105.26	\$105.26	604-31-4260	Supplies	\$8,500.00	\$270.62
	917		CHRISTIANSEN COMPLETE WATER, PO BOX 46, MADISON, SD, 57042-0046		\$3,323.53	\$3,323.53				
	10-2019	10/31/19	SERVICE 11/1-12/31/2019	11/19/19	\$25.04	\$25.04	101-04-4260	Supplies	\$13,500.00	\$1,133.01
	337		CURT'S COLLISION CENTER, 1100 W 1ST AVE, FLANDREAU, SD, 57028-1000		\$25.04	\$25.04				
	23819	10/28/19	DODGE CHARGER-FIX CHIP WINDOW	11/19/19	\$50.00	\$50.00	101-02-4250	Repairs	\$8,000.00	(\$7,590.93)
	206		DITCH WITCH OF SOUTH DAKOTA, INC., 27125 PARKLANE DR., SIOUX FALLS, SD, 57106-8000		\$50.00	\$50.00				
	P14795	11/01/19	SET SCREW	11/19/19	\$6.39	\$6.39	603-31-4260	Supplies	\$15,000.00	(\$2,062.19)
	P14810	11/04/19	5 INCH CLAMP AS DISP	11/19/19	\$571.99	\$571.99	603-31-4260	Supplies	\$15,000.00	(\$2,062.19)
	29		EKERN HOME EQUIPMENT, INC., 815 2ND ST SOUTH, BROOKINGS, SD, 57006-3045		\$578.38	\$578.38				
	156332	10/09/19	MINI-BRISTLE HAND CLEANER/MAPP GAS	11/19/19	\$77.72	\$77.72	101-04-4260	Supplies	\$13,500.00	\$1,133.01
	156707	10/23/19	BOILER SYSTEM NOT WORKING/VALVE LEAKING/NEW ONE	11/19/19	\$39.98	\$39.98	101-08-4260	Supplies	\$20,000.00	\$930.67

Council Approval Report for First National Bank--500330
(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	156850	10/28/19	35 AMP FUSE/COPPER PIPE/COPPER MIP/BALL VALVE/BLACK IRON NIPPLE/FLUT/SOLDER	11/19/19	\$60.99	\$60.99	101-08-4260	Supplies	\$20,000.00	\$930.67
	156378	10/10/19	BOILER SYSTEM NOT WORKING/VALVE LEAKING/NEW ONE	11/19/19	\$148.00	\$148.00	101-09-4250	Repairs	\$2,500.00	\$47.40
	156261	10/08/19	REPLACED KITCHEN WATER HEATER	11/19/19	\$624.44	\$624.44	101-10-4250	Repairs	\$3,250.00	\$1,358.17
	156128	10/03/19	3" PVC CAP	11/19/19	\$8.99	\$8.99	602-31-4260	Supplies	\$5,000.00	\$994.40
	156851	10/28/19	GALV NIPPLE/TEFLON TAPE/HACK SAW	11/19/19	\$19.37	\$19.37	602-31-4260	Supplies	\$5,000.00	\$994.40
	156467	10/15/19	11/2" FERNCO/SQUEEZE PLUG	11/19/19	\$10.98	\$10.98	604-31-4260	Supplies	\$8,500.00	\$270.62
	963		ELITE BUSINESS SYSTEMS, 700 EAST 41ST STREET, PO BOX 88232, SIOUX FALLS, SD, 57109-8232			\$990.47				
	42157	11/01/19	MONTHLY MA	11/19/19	\$47.14	\$47.14	602-32-4260	Supplies	\$6,750.00	\$1,579.62
	42157	11/01/19	SAVIN MPC3003 MONTHLY MACHINE LEASE	11/19/19	\$47.42	\$47.42	602-32-4293	Contract/Agreement	\$2,500.00	(\$281.69)
	42157	11/01/19	MONTHLY MA	11/19/19	\$47.14	\$47.14	603-32-4260	Supplies	\$7,000.00	\$1,814.56
	42157	11/01/19	SAVIN MPC3003 MONTHLY MACHINE LEASE	11/19/19	\$47.42	\$47.42	603-32-4293	Contract/Agreement	\$3,000.00	\$218.29
	42157	11/01/19	MONTHLY MA	11/19/19	\$47.14	\$47.14	604-32-4260	Supplies	\$6,500.00	\$1,440.19
	42157	11/01/19	SAVIN MPC3003 MONTHLY MACHINE LEASE	11/19/19	\$47.42	\$47.42	604-32-4293	Contract/Agreement	\$2,750.00	\$385.03
	32		ENG SERVICES, 207 S. CRESCENT ST., FLANDREAU, SD, 57028-1717			\$283.68				
	1783	06/30/19	GRAVEL/SAND	11/19/19	\$653.67	\$653.67	101-08-4260	Supplies	\$20,000.00	\$930.67
	1491		EQUIPMENT BLADES INC., 27127 PARKLAND DR, SIOUX FALLS, SD, 57106-8000			\$653.67				
	19470	09/20/19	PLOW BOLT/NUT/HOLE THROUGH HARDENED	11/19/19	\$253.04	\$253.04	101-04-4260	Supplies	\$13,500.00	\$1,133.01
	19680	11/12/19	BLADE CUTTING EDGES/DOUBLE CARBIDE 5/8" HOLE/BOLTS	11/19/19	\$4,400.12	\$4,400.12	101-04-4260	Supplies	\$13,500.00	\$1,133.01
	417		FARMERS IMPLEMENT & IRRIGATION, P.O. BOX 29, BROOKINGS, SD, 57006-0029			\$4,653.16				
	W02353	11/11/19	REPLACE WIRING HARNESS AND CHECK OVER/IN FLOODING OF RIVER	11/19/19	\$1,605.54	\$1,605.54	101-08-4250	Repairs	\$6,000.00	\$2,519.36
	167		FSST, ATTN: RYAN KILLS A HUNDRED, P.O. BOX 283, FLANDREAU, SD, 57028-0283			\$1,605.54				
	10-31-2019	10/31/19	FSST UTILITY TAXES COLLECTED - OCT. 2019	11/19/19	\$552.16	\$552.16	603-00-2172	Tribal Utility Tax Payable	\$0.00	(\$3,066.99)
	10-31-2019	10/31/19	FSST UTILITY TAXES COLLECTED - OCT. 2019	11/19/19	\$66.64	\$66.64	612-00-2172	Tribal Utility Tax Payable	\$0.00	(\$499.03)
	46		GALLS LLC, PO BOX 71628, CHICAGO, IL, 60694-1628			\$618.80				
	14010756	10/18/19	3 IN 1 DUTY JACKET	11/19/19	\$270.98	\$270.98	101-02-4265	Uniforms	\$4,000.00	(\$3,112.77)

Council Approval Report for First National Bank--500330
(Council Approval Report)

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
1742	GREATAMERICA FINANCIAL SVCS., PO BOX 660831, DALLAS, TX, 75266-0831			\$270.98					
25889748	11/11/19 TOSHIBA COPIER-AGREEMENT 007-1376998-00	11/19/19	\$190.55	\$190.55	101-02-4293	Contract/Agreement	\$60,000.00	\$13,959.03	
1845	HYDRO KLEAN, 333 N.W. 49TH PLACE, DES MOINES, IA, 50313-2233			\$190.55					
62917	10/28/19 CLEAN AND TELEWISE TWO CITY BLOCKS	11/19/19	\$4,158.00	\$4,158.00	604-31-4250	Repairs	\$10,000.00	(\$35,718.90)	
1771	JAYMAR, 309 W 14TH STREET, SIOUX FALLS, SD, 57104-6841			\$415.00					
48463	10/31/19 LASER CHECKS	11/19/19	\$138.33	\$138.33	602-32-4260	Supplies	\$6,750.00	\$1,579.62	
48463	10/31/19 LASER CHECKS	11/19/19	\$138.33	\$138.33	603-32-4260	Supplies	\$7,000.00	\$1,814.56	
48463	10/31/19 LASER CHECKS	11/19/19	\$138.34	\$138.34	604-32-4260	Supplies	\$6,500.00	\$1,440.19	
1849	KAY TAYLOR-COHOON, 306 E 3RD AVE, FLANDREAU, SD, 57028			\$415.00					
11-2019	11/05/19 REBATE CHECK	11/19/19	\$25.00	\$25.00	603-31-4294	Other - Energy Star Appli	\$5,000.00	\$2,285.40	
1576	LUCAS DAILEY, 209 E 1ST AVE, FLANDREAU, SD, 57028-01			\$25.00					
11-2019	11/08/19 BROOKING-WATER DIST. CLASS	11/19/19	\$139.03	\$139.03	602-31-4270	Travel/Conference	\$400.00	\$370.03	
1851	MARC BURGGRAFF, 23140 HWY 13, FLANDREAU, SD, 57028-6618			\$139.03					
1153	11/06/19 12 FOOT SNO DOZER JRB MOUNT	11/19/19	\$2,400.00	\$2,400.00	101-04-4260	Supplies	\$13,500.00	\$1,133.01	
66	MAYNARDS OF FLANDREAU, P.O. BOX 344, FLANDREAU, SD, 57028-0344			\$2,400.00					
10-31/2019	10/31/19 SUPPLIES	11/19/19	\$34.40	\$34.40	101-02-4260	Supplies	\$6,000.00	\$1,724.57	
1378	METRON-FARNIER, LLC, 5665 AIRPORT BLVD., SUITE B 105, BOULDER, CO, 80301-2300			\$34.40					
30123	10/31/19 VERIZON WIRELESS SERVICE EXTENSION OF ONE YEAR PLAN	11/19/19	\$400.00	\$400.00	602-31-4362	Equipment/Meters	\$25,000.00	(\$246.02)	
130	MOODY COUNTY AUDITOR, 101 E. PIPESTONE AVE. SUITE D, FLANDREAU, SD, 57028-1730			\$400.00					
10-2019 4TH QTR	10/22/19 4TH QTR 2019 DISPATCH SERVICES	11/19/19	\$14,500.00	\$14,500.00	101-02-4293	Contract/Agreement	\$60,000.00	\$13,959.03	
33	MOODY COUNTY ENTERPRISE, PO BOX 71, FLANDREAU, SD, 57028-0071			\$14,500.00					
10-2019	10/31/19 MINUTES/VARIANCE/ASSESSMENTS	11/19/19	\$182.02	\$182.02	101-01-4230	Publishing/Advertising	\$9,500.00	\$853.89	
10-2019	10/31/19 RESOLUTIONS	11/19/19	\$182.72	\$182.72	602-31-4230	Publishing/Advertising	\$800.00	\$426.86	
10-2019	10/31/19 RESOLUTIONS	11/19/19	\$372.36	\$372.36	604-31-4230	Publishing/Advertising	\$400.00	\$400.00	

Council Approval Report for First National Bank--500330
(Council Approval Report)

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
1838					\$737.10				
144	11/09/19	PATRIOT ELECTRIC, INC., 209 E 2ND AVENUE, FLANDREAU, SD, 57028-1224 1" TWO HOLE STEEL STRAPS	11/19/19	\$8.08	\$8.08	603-31-4260	Supplies	\$15,000.00	(\$2,062.19)
75					\$8.08				
11-2019	11/13/19	POSTMASTER, , , , POSTAGE FOR UTILITY BILLINGS	11/19/19	\$88.33	\$88.33	602-32-4260	Supplies	\$6,750.00	\$1,579.62
11-2019	11/13/19	POSTAGE FOR UTILITY BILLINGS	11/19/19	\$88.33	\$88.33	603-32-4260	Supplies	\$7,000.00	\$1,814.56
11-2019	11/13/19	POSTAGE FOR UTILITY BILLINGS	11/19/19	\$88.34	\$88.34	604-32-4260	Supplies	\$6,500.00	\$1,440.19
126					\$265.00				
P16426	11/12/19	POWERPLAN OIB, 21310 NETWORK PL., CHICAGO, IL, 60673-1213 ENGINE OIL-15W40/HY-GARD	11/19/19	\$470.72	\$470.72	101-04-4263	Gas/Oil	\$9,000.00	(\$2,875.45)
76					\$470.72				
10-2019	10/31/19	POWERS OIL COMPANY, 510 E. PIPESTONE AVE., FLANDREAU, SD, 57028-1841 GAS	11/19/19	\$82.33	\$82.33	101-08-4263	Gas/Oil	\$5,000.00	\$131.17
128					\$82.33				
10-2019	10/31/19	RIVER'S EDGE COOPERATIVE, WEST HWY 32, 1100 W. PIPESTONE AVE., FLANDREAU, SD, 57028-1440 GAS/OIL	11/19/19	\$120.78	\$120.78	101-01-4263	Gas/Oil	\$500.00	\$45.27
10-2019	10/31/19	GAS/OIL	11/19/19	\$49.71	\$49.71	101-03-4263	Gas/Oil	\$3,000.00	\$1,884.64
10-2019	10/31/19	GAS/OIL	11/19/19	\$744.30	\$744.30	101-04-4263	Gas/Oil	\$9,000.00	(\$2,875.45)
10-2019	10/31/19	GAS/OIL	11/19/19	\$129.16	\$129.16	101-08-4263	Gas/Oil	\$5,000.00	\$131.17
10-2019	10/31/19	GAS/OIL	11/19/19	\$133.76	\$133.76	602-31-4263	Gas/Oil	\$2,000.00	\$291.45
10-2019	10/31/19	GAS/OIL	11/19/19	\$402.30	\$402.30	603-31-4263	Gas/Oil	\$6,000.00	\$1,121.83
10-2019	10/31/19	GAS/OIL	11/19/19	\$152.11	\$152.11	604-31-4263	Gas/Oil	\$2,500.00	(\$2,675.57)
155					\$1,732.12				
128910	10/21/19	RUDY'S WELDING & MACHINE SHOP, 208 E PARK AVE., FLANDREAU, SD, 57028-1830 DRIVES ROLLER CHAIN/ONN LDV/K/HALF LINK	11/19/19	\$27.00	\$27.00	101-04-4250	Repairs	\$7,500.00	(\$83.48)
1596					\$27.00				
9-2019	09/09/19	SCHOENFISH & CO., INC., PO BOX 247, 105 EAST MAIN, PARKSTON, SD, 57366-0247 PROFESSIONAL SERVICES/2017 & 2018 CALENDAR YEARS	11/19/19	\$12,500.00	\$12,500.00	101-01-4220	Professional Fees	\$23,000.00	\$16,600.00
11					\$12,500.00				
11-2019	11/01/19	SD DEPT OF ENVIRONMENT & NATURAL RESOURCES, JOE FOSS BUILDING, 523 E CAPITOL, PIERRE, SD, 57501-3182 WATER DIST FOR TESTING-LUKE	11/19/19	\$10.00	\$10.00	602-31-4296	Training	\$2,100.00	\$397.87
141					\$10.00				
		SD SUPPLEMENTAL RETIREMENT PLAN, , P.O. BOX 1098, PIERRE, SD, 57501-1098							

Council Approval Report for First National Bank--500330
(Council Approval Report)

Vendor	InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	11-20-2019	11/20/19	SUPPLEMENTAL RETIREMENT-JEFF PEDERSON	11/19/19	\$38.46	\$38.46	101-17-4135	Retirement-Special	\$1,000.00	\$115.42
	11-20-2019	11/20/19	SUPPLEMENTAL RETIREMENT- LUCAS DAILEY	11/19/19	\$50.00	\$50.00	602-00-2166	Retire. Supplemental Pay	\$0.00	\$50.00
	11-20-2019	11/20/19	SUPPLEMENTAL RETIREMENT-JEFF PEDERSON	11/19/19	\$38.46	\$38.46	602-32-4135	Retirement-Special	\$1,000.00	\$115.42
	11-20-2019	11/20/19	SUPPLEMENTAL RETIREMENT-RYAN SHERMAN	11/19/19	\$30.00	\$30.00	603-00-2166	Retire. Supplemental Pay	\$0.00	(\$60.00)
	11-20-2019	11/20/19	SUPPLEMENTAL RETIREMENT-JEFF PEDERSON	11/19/19	\$76.93	\$76.93	603-32-4135	Retirement-Special	\$2,000.00	\$230.61
	11-20-2019	11/20/19	SUPPLEMENTAL RETIREMENT- LUCAS DAILEY	11/19/19	\$50.00	\$50.00	604-00-2166	Retire. Supplemental Pay	\$0.00	(\$50.00)
	11-20-2019	11/20/19	SUPPLEMENTAL RETIREMENT-JEFF PEDERSON	11/19/19	\$38.46	\$38.46	604-32-4135	Retirement-Special	\$1,000.00	\$115.42
	1743		SOLOMON CORP., PO BOX 245, SOLOMON, KS, 67480-0245			\$322.31				
	327348	10/25/19	75 KVA 1 PHASE PADMOUNT	11/19/19	\$4,780.00	\$4,780.00	603-31-4320	Minor Capital Equipment	\$20,000.00	\$9,035.49
	1570		SPARKLE CAR WASH, INC., 713 W 3RD AVE, FLANDREAU, SD, 57028-1503			\$4,780.00				
	188237	11/01/19	POLICE-WASH VEHICLES	11/19/19	\$70.83	\$70.83	101-02-4260	Supplies	\$6,000.00	\$1,724.57
	102		STURDEVANT'S AUTO SUPPLY, 105 N. CRESCENT ST., FLANDREAU, SD, 57028-1236			\$70.83				
	10-31-20192019	10/31/19	SUPPLIES	11/19/19	\$166.46	\$166.46	101-04-4260	Supplies	\$13,500.00	\$1,133.01
	10-31-20192019	10/31/19	SUPPLIES	11/19/19	\$97.02	\$97.02	101-08-4260	Supplies	\$20,000.00	\$930.67
	10-31-20192019	10/31/19	SUPPLIES	11/19/19	\$72.71	\$72.71	603-31-4260	Supplies	\$15,000.00	(\$2,062.19)
	1356		THE RESCUE CHURCH, 300 E 2ND AVE, FLANDREAU, SD, 57028-1227			\$336.19				
	11-2019	11/07/19	DEPOSIT REFUND	11/19/19	\$250.00	\$250.00	101-00-2200	Customer Deposits	\$0.00	(\$2,250.00)
	108		UNITED SYSTEMS TECH, INC., P.O. BOX 744850, ATLANTA, GA, 30374-4850			\$250.00				
	258482	11/13/19	EBILLING/BILL #590 & 594	11/19/19	\$1.89	\$1.89	602-32-4293	Contract/Agreement	\$2,500.00	(\$281.69)
	258482	11/13/19	EBILLING/BILL #590 & 594	11/19/19	\$1.89	\$1.89	603-32-4293	Contract/Agreement	\$3,000.00	\$218.29
	258482	11/13/19	EBILLING/BILL #590 & 594	11/19/19	\$1.90	\$1.90	604-32-4293	Contract/Agreement	\$2,750.00	\$385.03
	907		WAXDAHL NAPA PLUS LLC, 101 S CRESCENT ST, FLANDREAU, SD, 57028-1716			\$5.68				
	152838	10/22/19	SUPPLIES	11/19/19	\$1.59	\$1.59	101-03-4260	Supplies	\$10,000.00	\$5,293.09
	152840	10/22/19	HALOGEN SEALED BEAMS	11/19/19	\$15.18	\$15.18	101-03-4260	Supplies	\$10,000.00	\$5,293.09
	152218	10/01/19	OIL /AIR FILTERS/GEAR OIL/CREEPER W TRAY	11/19/19	\$209.29	\$209.29	101-04-4260	Supplies	\$13,500.00	\$1,133.01
	152255	10/02/19	OIL FILTER/MOTOR TURN UP/GAS ASSITIVE	11/19/19	\$49.52	\$49.52	101-04-4260	Supplies	\$13,500.00	\$1,133.01

CITY OF FLANDREAU
Council Approval Report for First National Bank--500330
 (Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	152346	10/04/19	BLUE DEP/FLOOD LIGHT	11/19/19	\$86.73	\$86.73	101-04-4260	Supplies	\$13,500.00	\$1,133.01
	153052	10/30/19	BATTERY	11/19/19	\$116.82	\$116.82	101-04-4260	Supplies	\$13,500.00	\$1,133.01
	152731	10/18/19	REFL TPE STRP RD WHT	11/19/19	\$5.05	\$5.05	603-31-4260	Supplies	\$15,000.00	(\$2,062.19)
						<u>\$484.18</u>				
207	WESCO, LOCKBOX #771751, 1751 SOLUTIONS CENTER DR, CHICAGO, IL, 60677-1007									
371696	10/31/19 15 KV 1/0SOL 220/ONE REEL	11/19/19			\$6,996.08	\$6,996.08	603-31-4320	Minor Capital Equipment	\$20,000.00	\$9,035.49
						<u>\$6,996.08</u>				
						<u>\$80,863.63</u>				

Total Bills To Pay:

Council Approval Report for First National Bank--500330
 (Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	109		US DEPARTMENT OF AGRICULTURE, , , ,							
	10-4-2019	10/04/19	WATER BOND PAYMENT	10/04/19	\$1,178.50	\$1,178.50	602-40-4708	Principal - DS - Water Bo	\$13,940.00	\$3,551.15
	10-4-2019	10/04/19	WATER BOND PAYMENT	10/04/19	\$2,202.50	\$2,202.50	602-40-4709	Interest - DS - Water Bon	\$26,633.00	\$6,592.85

\$3,381.00

\$161,621.06

Total Bills To Pay:

Council Approval Report for First National Bank--500330
 (Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
U.S. BANK ST PAUL, , , ,		1848	11/07/19	ELECT BOND INTEREST #2013	11/07/19	\$56,927.50	\$56,927.50	603-40-4711	Interest - DS - Electric R	\$115,172.00	\$56,928.25
		11-2019	11/07/19	ELECT BOND INTEREST #2016	11/07/19	\$33,087.50	\$33,087.50	603-40-4721	Interest - DS 2016 Electri	\$66,895.00	\$33,087.50
							\$90,015.00				
							\$90,015.00				

Total Bills To Pay:

Agenda Action Form Flandreau City Council

Meeting Date: 11/18/2019

Title: Report of the Property Maintenance Code Review Task Force

Motion Resolution Ordinance Other

Background Information: On March 18, the City Council approved the formation of a Task Force to study existing property maintenance codes in Flandreau and to determine if they fit with the desired community standards. Appointments to the Task Force were approved on April 15, and the first of ten Task Force meetings was held on June 4. The Task Force was presented with a Charge that pertained to Code sections associated with building structures, yard debris and junk, and inoperable vehicles. The Task Force has completed its work and has prepared a Report for the City Council. The Report contains findings from the review, as well as recommendations for changes to existing codes and enforcement procedures going forward.

Justification: The Task Force was formed following discussions at recent community forums during which community appearance was discussed as a key to the future attractiveness of Flandreau as a place to live and work. With existing property maintenance codes being somewhat stale due to age and limited application, it was determined that a first step in an enhanced effort to improve compliance is to review existing codes to determine if they align with the desired community standard in this area. The Task Force was provided with a Charge to assess the state of property maintenance in the community, as well as to review existing codes and make recommendations for changes.

Financial Consideration: None.

City Administrator's Recommendation: Accept

Attachments: Report of the Property Maintenance Code Review Task Force

REPORT OF THE FLANDREAU PROPERTY MAINTENANCE CODE TASK FORCE

Virtually all cities and towns in the United States have in place a set of ordinances that aim to maintain a certain standard for the maintenance of private property in the respective community. The existence of such ordinances or “codes” reflect the standards that a particular community desires for the condition or appearance of personal property be it structures or grounds. In a nutshell, the community standards that codes seek to achieve or maintain take precedence over the individual rights of property owners to maintain their property to any personal standard that they determine to be desirable.

Community standards combine to reflect the “public interest” with respect to the desired level of property maintenance in a particular community. Certain values underlie those standards, foremost amongst which are orderliness, safety, image, and impact upon the value of nearby properties. When property maintenance in a community or an area of a community falls below the desired standard, problems in the aforementioned value-areas develop.

The City of Flandreau has a fairly extensive set of property maintenance codes that have been in place for some time. The vast majority of property in the City is in substantial compliance with those codes, most likely because the codes reflect the personal standards of the persons who own the property and therefore enforcement of codes by the City is not needed to gain compliance. Conversely, there also exist within the community a good number of properties that do not comply with City codes in some manner or another. The sporadic enforcement of codes by the City over the years has contributed to this dichotomy, which presently causes the City to consider a more steady and proactive form of code enforcement moving forward.

Prior to putting in to place a comprehensive strategy to attain a higher degree of compliance with property maintenance in Flandreau, it only makes sense to determine if codes that are presently “on the books” do indeed reflect community standards for property maintenance. It is for that purpose that the Flandreau Property Maintenance Code Task Force was created. Members of the Task Force were recommended to the City Council by Mayor Bonrud and approved for appointment on April 15, 2019.

Members of the Task Force

The following individuals were appointed to the Task Force by the City Council:

Karla Bjerke
Mark Bonrud
Mark Ekern
Jennifer Headrick
Chris Neises
Amy Olinger
Bob Pesall
Karen Tufty

City Administrator Jeff Pederson provided staff support to the Task Force. The initial meeting of the Task Force took place on June 4, 2019, during which the Charge to the Task Force was reviewed (Attachment #1). Subsequent meetings of the Task Force took place on June 18, July 9, July 22, July 29, August 29, September 9, September 23, October 14, and November 12.

Resources Used

The Task Force utilized a number of written resources in conducting its work, foremost of which was Title 5 of the Flandreau City Code, Public and Private Nuisances. Additional materials included:

The International Property Maintenance Code
Limited Survey of Property Maintenance Codes and Procedures in Small South Dakota Cities (Pederson)-Redfield, Madison, Canton, Hot Springs, Harrisburg
City of Hot Springs Property Maintenance Requirements
Code Enforcement 101-South Dakota Association of Code Enforcement
Hoarding Disorder, Car- Robert Platt Bell Blog
Sample Agreement with Code Enforcement Specialists, LLC

TASK FORCE WORK PLAN

The Task Force functioned through group meetings that were structured to last for one hour. Meeting summaries and notices were communicated through email. Written materials were typically distributed in the meetings. While the Task Force did not participate in group tours of the community to survey conditions, members nonetheless did bring individual observation comments to the meetings. The City Administrator made periodic reports to the City Council of Task Force activity, which resulted in some coverage of same in the Moody County Enterprise.

The initial meeting of the Task Force consisted of review of The Charge as well as review of existing property maintenance codes currently in effect in Flandreau. At its second meeting, the Task Force reviewed the Limited Survey of South Dakota cities and discussed the role of fines in the code enforcement process.

At the third meeting, member Pesall led a review and discussion about prospect of the City adopting the International Property Maintenance Code. Over the course of the next four meetings, the group reviewed existing codes pertaining to three major areas; structural maintenance, yard maintenance, and Corey Bruning gave an overview of the code enforcement process, from which a discussion ensued including the idea of citations and fines. The final working meeting of the Task Force occurred on October 14, wherein various enforcement models were identified and discussed. On November 12, a Draft Report was reviewed and changes were made for inclusion in the Final Report.

SUMMARY OF TASK FORCE FINDINGS

1. Property maintenance codes currently in place in Flandreau are substantially similar to those in effect in the surveyed cities in South Dakota.
2. While adding the ability to assess fines for violations may provide an incentive for compliance, the present ability to abate and recover costs is sufficient to effectively achieve compliance under certain conditions.
3. The City of Flandreau is limited in its ability to enforce codes related to the strength and soundness of building structures.
4. The International Property Maintenance Code can be a valuable resource to the City going forward.

5. Existing City codes relative to yard junk and debris are complete and adequate.
6. The historical reliance upon complaint-based enforcement of property maintenance codes has been largely ineffective.
7. Reliance upon the City Administrator to conduct code enforcement results in a lack of continuity of effort and consistency of enforcement.
8. There exists in Flandreau a need to put into place a more proactive program of code enforcement in order to address current issues with property devaluation, safety, and image.

TASK FORCE RECOMMENDATIONS

1. Proceed to hire Code Enforcement Specialists or SD Municipal League Regional Code Enforcement Pilot Program to conduct a complete and independent one-time inspection of code violations that relate to property maintenance including maintenance of yard areas, maintenance of building exteriors, and unlicensed/inoperable vehicles.
2. Increase misdemeanor charge for Title 5 violations from current \$200 to \$500.
3. Revise language in definition of inoperable vehicle to make it perfectly clear that operability and licensure are both required to avoid classification as “inoperable vehicle”, and add language requiring owner to demonstrate operability by driving the vehicle around the block. Further, add Inoperable vehicles to the list of enumerated nuisances in Section 5.3.1.
4. For Section 5.3.2.4 (Building maintenance), replace language in Subsections b and c with the language contained in Section 304.2 (Protective Treatment) of the International Property Maintenance Code with the exception of language requiring removal of oxidation stains from exterior surfaces.
5. Revise language in Section 5.2.9, (Complaints) to remove complaints and City Council request as priority over proactive enforcement.
6. Consider making enforcement of inoperable vehicle section a function of the Flandreau Police Department.
7. Consider contracting with Municipal League or Code Enforcement Specialists for future enforcement of sections related to structure maintenance and yard junk and debris.

ACTION TO BE TAKEN

The Task Force asks that the Flandreau City Council adopt the recommendations as a means to address the need to have in place the desired level of compliance with property maintenance standards that are considered to be important to the present and future attractiveness and vitality of the community.

CHARGE TO THE TASK FORCE

Studies show that our surroundings have a profound impact on our well-being. A clean neighborhood, free from junk, debris, and deteriorated property will contribute to an enhanced quality of life for residents. This can, in turn, have a positive impact on image, property values, and other social and economic aspects of our neighborhoods. Outdoor clutter can create hazards associated with rodents, mosquitoes, feral cats, etc. These problems are easily prevented by keeping property clean.

In recent Town Hall meetings where the future vitality of Flandreau has come under discussion, community image has been identified as an important factor in attracting new investment and residents to the community. Flandreau, like most other cities, has in place a set of Codes designed to effect the orderly maintenance of private property in the community. At present, there is a need to examine the issue of property maintenance in Flandreau and determine the adequacy and appropriateness of existing Codes in effecting the level of property maintenance that the community desires.

It is desired that the Task Force begin work on this matter by May 10, and conclude its work within 120 days thereafter.

The Charge to the Task Force will include the following:

1. Develop an understanding of existing Flandreau City Code Sections 5.1(h), 5.3.1(m), and 5.3.2.5(b). Discuss the relationship between those code sections and the probable outcomes that they are intended to achieve.
2. Gather information from area cities about similar codes in use to determine how representative the Flandreau codes are of those in use in other cities. Include a review of the relevant sections of the International Property Maintenance Code.
3. Perform a visual survey of the community to determine the extent of compliance with existing codes. Consult with staff about the level and methods of enforcement in use by the City as well as best practices in use for code enforcement in small cities.

4. Conduct a process to engage citizens and seek broad input in a discussion about the importance of property maintenance in Flandreau. Seek out what is the desired community standard for property maintenance in the community.

5. Develop a set of recommendations for changes, if any, to the aforementioned Flandreau City Codes. If desired, make suggestions for how to gain greater compliance on the part of residents for the standard for property maintenance that is desired to be achieved through compliance with the recommended Codes.

Agenda Action Form Flandreau City Council

Meeting Date: 11/18/2019

Title: Recommendation to Contract for City-wide Property Maintenance Inspection

Motion Resolution Ordinance Other

Background Information: The Report of the Property Maintenance Code Review Task Force has been presented. It contains a recommendation to conduct an independent inspection of property maintenance through-out the City. Services are available from either Olson Consulting of Burke or through the South Dakota Municipal League.

Justification: Information from the City-wide inspection will produce information regarding the level of compliance with property maintenance codes and will assist in formulating strategies for pro-active efforts to gain compliance with codes in the future.

Financial Consideration: Up to \$1500.00. Funding to come from Council contingency.

City Administrator's Recommendation: Approval

Attachments: None

Agenda Action Form Flandreau City Council

Meeting Date: 11/18/2019

Title: Approve 2017 – 2018 Audit Report

Motion Resolution Ordinance Other

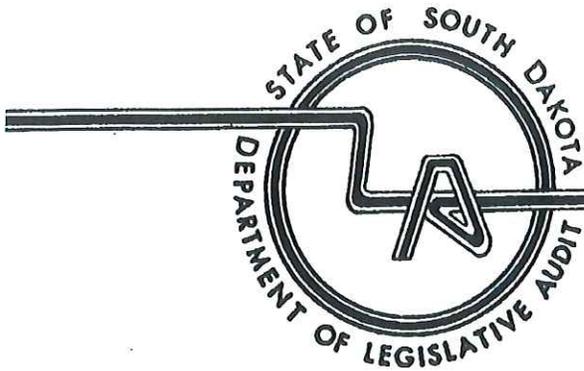
Background Information: The attached 2017 – 2018 Audit Report was prepared by Schoenfish & Co., Inc., Parkston, SD. Per State Law: “Financial and compliance audits in accordance with generally accepted government auditing standards of each municipality and county in the state, shall be made at least once every two years.” Upon completion, the Audit Report was submitted to and accepted by the SD Department of Legislative Audit (DLA) for review. It was then submitted to and accepted by the Federal Audit Clearinghouse (FAC).

Justification: Required per SDCL 4-11-4 (1)

Financial Consideration: Fee to Schoenfish & Co., Inc. in the amount of \$12,500.00 has been budgeted in the General Fund.

City Administrator’s Recommendation: Approval

Attachments: 2017 - 2018 Audit Report as prepared by Schoenfish & Co., Inc.; letter from DLA; email from FAC



427 SOUTH CHAPELLE
C/O 500 EAST CAPITOL
PIERRE SD 57501-5070
(605) 773-3595

MARTIN L. GUINDON, CPA
AUDITOR GENERAL

November 1, 2019

Karen Gundvaldson, Finance Officer
Municipality of Flandreau
1005 W. Elm Avenue
Flandreau, SD 57028-1404

We have reviewed and accepted your audit report on the:

Municipality of Flandreau
(For the Two Years Ended December 31, 2018)

Our review was limited to the report and did not include a review of the working papers.

It is our understanding that the Moody County Enterprise is the official newspaper for the Municipality of Flandreau. If this is not the case, please inform me of the name of the current official newspaper.

Please present a copy of this letter to the governing board to indicate our acceptance of the audit report.

Yours very truly,

Martin L. Guindon, CPA
Auditor General

MLG:sld

cc: Schoenfish & Co., Inc.
Certified Public Accountants
PO Box 247
Parkston, SD 57366

Karen

From: ERD FAC <govs.fac.ides@census.gov>
Sent: Tuesday, November 12, 2019 12:43 PM
To: KAREN@CITYOFFLANDREAU.COM; WJSCPA@SANTEL.NET
Subject: Single Audit Submission Accepted - CITY OF FLANDREAU (2018), Report ID: 816400

FAC ACCEPTED DATE: 11/8/2019

AUDITEE NAME: CITY OF FLANDREAU
REPORT ID: 816400
FISCAL YEAR END DATE: 12/31/2018

The Single Audit submission for the above referenced organization has been accepted by the Federal Audit Clearinghouse (FAC). No further action is needed.

Your FAC Accepted Date is: 11/8/2019. Please retain this e-mail for your records.

Sincerely,
Federal Audit Clearinghouse
<https://harvester.census.gov/facides>
govs.fac.ides@census.gov

Agenda Action Form Flandreau City Council

Meeting Date: 11/18/2019

Title: Proposal to Prepare Annual Report

Motion Resolution Ordinance Other

Background Information: Request approval to accept the proposal from Schoenfish & Co., Inc., Certified Public Accountants, to prepare the 2019 Annual Report at a cost not to exceed \$3,750.00. The City has contracted with Schoenfish & Co., Inc. the past three years to provide these services. In addition, Schoenfish & Co. has conducted the previous two audits.

Justification: Required per SDCL 7-11-4 and SDCL 9-22-21

Financial Consideration: \$3,750.00 has been budgeted in the General Fund

City Administrator's Recommendation: Approval

Attachments: Letter from Schoenfish & Co., Inc., Certified Public Accountants

Schoenfish & Co., Inc.

CERTIFIED PUBLIC ACCOUNTANTS

Phone: 605-928-7241

FAX No.: 605-928-6241

P.O. Box 247

105 EAST MAIN, PARKSTON, SOUTH DAKOTA 57366

September 25, 2019

Municipal Board,
Mayor
and
Finance Officer
Municipality of Flandreau
1005 W. Elm Avenue
Flandreau, South Dakota 57028-1404

This will confirm our understanding of the arrangements for our compilation of the annual report of the Municipality of Flandreau as of and for the year ended December 31, 2019.

We will compile the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Municipality of Flandreau, South Dakota, as of and for the year ended December 31, 2019.

Management is responsible for the preparation and fair presentation of the financial statements, required supplementary information and supplementary information in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statement, required supplementary information and supplementary information.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements, required supplementary information and supplementary information without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements, the required supplementary information or the supplementary information.

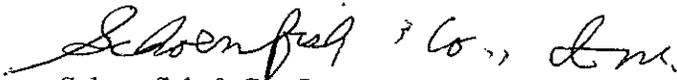
Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Municipality's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We anticipate the starting date for your annual report to be February 1, 2020 and the completion date would be prior to April 30, 2020.

Our fee for these services will not exceed \$3,750.00, including travel, typing, and reproduction costs.

If this letter correctly expresses your understanding, please sign both copies where indicated and return the duplicate copy to us.

Sincerely yours,



Schoenfish & Co., Inc.
Certified Public Accountants

Approved:

Mayor

Printed

Date

Board Member

Printed

Date

Finance Officer

Printed

Date

Schoenfish & Co., Inc.

CERTIFIED PUBLIC ACCOUNTANTS

P.O. Box 247

105 EAST MAIN, PARKSTON, SOUTH DAKOTA 57368

**Agenda Action Form
Flandreau City Council**

Meeting Date: 11/18/2019

Title: 2020 Liquor License Renewals

Motion Resolution Ordinance Other

Background Information: Liquor license renewal applications have been received for calendar year 2020 from businesses/individuals that hold a 2019 liquor license. Upon approval by Council, the applications will be signed by the Mayor or Council President and then forwarded to the SD Department of Revenue for approval and subsequent issuance of the license to the business/individual.

Justification: Required per SDCL 35-2

Financial Consideration: Renewal Fees totaling \$9,400.00 will be credited to the General Fund

City Administrator's Recommendation: Approval

Attachments: List of 2020 Liquor License Renewal Applications

Liquor License 2020

Date Paid	Issued To	Phone	Business	License Type	License Number	Liquor / Wine License Fee	Malt Bev License Fee	City Retained	Forward to State	Current R.E. Taxes	State Sales Tax #
10/24/2019	ROK Properties, LLC	605-651-5605	Wind Street Station Liquor Store 107 N. Wind St. Flandreau, SD 57028-1244	Package (off-sale) Liquor	PL-4558	\$ 400.00		\$ 400.00	\$ -	yes	1033-1323-ST
10/24/2019	ROK Properties, LLC	605-651-5605	Wind Street Station 105 N. Wind St. Flandreau, SD 57028-1244	Retail (on-sale) Liquor	RL-6156	\$ 1,200.00		\$ 1,200.00	\$ -	yes	1033-1324-ST
10/25/2019	Bar X Bar (Glenda Hansen)	605-997-3112	Bar-X-Bar, Inc 118 N. Wind St. Flandreau, SD 57028-1245	Retail (on-sale) Liquor & Sunday	RL-5585	\$ 1,200.00		\$ 1,200.00	\$ -	yes	1017-8300-ST
10/5/2019	Knuckleheads, Inc. (Dwane Muth)	605-997-3533	Knuckleheads Inc. Fatboys Bar 111 N. Wind St. Flandreau, SD 57028-1244	Retail (on-sale) Liquor & Sunday	RL-5584	\$ 1,200.00		\$ 1,200.00	\$ -	yes	1019-9582-ST
10/28/2019	DCC, INC	605-997-9901	Mad Mary's Steakhouse 306 N. Veterans St. Flandreau, SD 57028-1058	Retail (on-sale) Liquor & Sunday	RL-5626	\$ 1,200.00		\$ 1,200.00	\$ -	yes	1032-8504-ST
10/9/2019	Maynards of Flandreau	605-997-3271	Maynards of Flandreau 108 N Crescents St. Flandreau, SD 57028-11536	Package (off-sale) Liquor	PL-4984	\$ 400.00		\$ 400.00	\$ -	yes	1013-0245-ST
10/10/2019	Nitza G Rubenstien	605-997-5223	Fajita's Bar and Grill 114 N. Wind St. Flandreau, SD 57028-1245	Package (off-sale) Liquor	PL-4559	\$ 400.00		\$ 400.00	\$ -	yes	1033-0264-ST
10/10/2019	Nitza G Rubenstien	605-997-5223	Fajita's Bar and Grill 114 N. Wind St. Flandreau, SD 57028-1245	Retail (on-sale) Liquor & Sunday	RL-5586	\$ 1,200.00		\$ 1,200.00	\$ -	yes	1033-0264-ST
10/25/2019	Flandreau Flower Shoppe (Donna Stenberg)	605-997-2751	Flandreau Flower Shoppe Secret Garden 132 E. 2nd Ave. Flandreau, SD 57028-1223 Location: 132 E. 2nd Ave.	Retail (on-off sale) Wine	RW-23013	\$ 500.00		\$ 500.00	\$ -	yes	1019-8952-ST
10/10/2019	Dolgen Midwest LLC	615-855-4000	Dollar General Store # 20289 817 W. Pipestone Ave. Flandreau, SD 57028-1536	Retail (on-off sale) (Wine) Council approved as 'off sale only'	RW-20289	\$ 500.00		\$ 500.00	\$ -	yes	1023-3458-STC
10/9/2019	FSST (James P McDermott General Manger)	605-997-3746	Royal River Casino PO Box 283 Flandreau, SD 57028-0283	Retail (on-sale) Liquor & Sunday	RL-5579	\$ 1,200.00		\$ 1,200.00	\$ -	yes	1011-8277-ST

\$ 9,400.00 \$ 9,400.00 \$ 9,400.00 General Ledger

Agenda Action Form Flandreau City Council

Meeting Date: 11/18/2019

Title: Write-Off Outstanding Utility Accounts

Motion Resolution Ordinance Other

Background Information: Outstanding utility accounts are written off when it is determined the balance is no longer collectable. Forty-two accounts from 2018 that total \$26,036.67 are no longer collectable. Most accounts are those where the tenant moved without notifying the City or providing a forwarding address and final bills were returned to the City as undeliverable. In some cases, the account was closed due to death and there was not an estate to collect from. Every effort is made to collect outstanding balances if we are able to determine where the account holder has moved to. On occasion, we are able to collect the amount that was written off when the account holder moves back to Flandreau and requests utility service in their name. Our policy is to not allow service until the delinquent balance is paid or arrangements have been made to make payments on the outstanding balance. In comparing the requested write-off amount to total utility revenue for calendar year 2018, the percent of revenue is .6696%.

Justification: Outstanding balances are no longer collectable

Financial Consideration: Recovered write-offs will be credited to the appropriate fund

City Administrator's Recommendation: Approval

Attachments: Write-Off Information

**Request write off of outstanding utility balances as of 12/31/18
totaling \$26,036.67**

2018 Proposed Write Offs	\$26,036.67	(42 accts)
2018 Utility Billing Revenue	\$3,888,313.83	
% of revenue	0.6696%	

Agenda Action Form Flandreau City Council

Meeting Date: 11/18/2019

Title: Safety Management Program Agreement

Motion Resolution Ordinance Other

Background Information: The City of Flandreau contracts annually with Minnesota Municipal Utilities Association (MMUA) to provide a safety management program for employees. The contract runs from October 1st, 2019 through September 30th, 2020 to coincide with MMUA's fiscal year. The annual fee for the 2019-2020 period has increased \$350.00 and will be \$11,550.00 (paid in quarterly increments of \$2,887.50). In addition, the City will pay another \$1,800.00 for separate safety training for the electric department only. Total annual amount will be \$13,350.00.

Justification: Training ensures employees are updated on the latest safety procedures and provides annual updates of required safety procedures.

Financial Consideration: \$13,350.00 is included in the 2020 Budget and is split between the Street, Water, Sewer, and Electric Departments

City Administrator's Recommendation: Approval

Attachments: Minnesota Municipal Utilities Association Safety Management Program Agreement and Costs Spreadsheet

Minnesota Municipal Utilities Association
AMENDMENT TO SERVICES AGREEMENT

Safety Management Program

Contract Date: July 29, 2019

Contract Number: 55-2020

The services agreement entered into between Minnesota Municipal Utilities Association (MMUA) and City of Flandreau (Flandreau), dated July 16, 2018, contract number 55-2019, is amended as follows:

PART II, Section 1.

1. DURATION: This Agreement shall remain in force from October 1, 2019 until September 30, 2020 (the "expiration date").

PART III, Section 1.

1. COMPENSATION: For the services covered by this Agreement, Flandreau shall pay MMUA an annual fee of eleven thousand five hundred fifty dollars and 00 cents (\$11,550.00) for the 2019-20 annual period. Such compensation shall be due and payable according to the selected payment terms below.

Payment terms for the fee agreed to above shall be based on one of the following options (select one):

- Annual Payment (\$11,550.00)
- Quarterly Payments (\$2,887.50 each)

For any term of less than twelve full calendar months, the fee shall be a portion of the annual fee, pro-rated based on the number of calendar months or partial calendar months in which the services were provided as a percentage of twelve (12).

The parties hereby accept the terms of the Agreement as modified.

City of Flandreau
By _____
Title _____
Date _____
Purchase Order # _____

Minnesota Municipal Utilities Association
By  _____
Title Executive Director
Date July 29, 2019

Minnesota Municipal Utilities Association
Safety Management Program

South Dakota Group Fee Calculation (Bruce Westergaard)

October 1, 2019 - September 30, 2020

City	Population	Strict Price List	2019-20 Annual Charge	2019-20 Quarterly Charge	2018-19 Annual Charge	Difference	Total 2019-20 with JTS	# of Days
Benson, MN	3,169	\$11,550.00	\$9,700.00	\$2,425.00	\$9,150.00	\$550.00	\$9,700.00	1
Beresford	2,005	\$11,550.00	\$11,550.00	\$2,887.50	\$11,200.00	\$350.00	\$11,550.00	1
Brookings	22,056	\$23,550.00	\$23,550.00	\$5,887.50	\$23,200.00	\$350.00	\$23,550.00	2
Flandreau	2,341	\$11,550.00	\$11,550.00	\$2,887.50	\$11,200.00	\$350.00	\$13,350.00	1
Madison, MN	1,551	\$11,550.00	\$9,700.00	\$2,425.00	\$9,000.00	\$700.00	\$10,900.00	1
Miller	1,440	\$11,550.00	\$11,550.00	\$2,887.50	\$10,900.00	\$650.00	\$13,350.00	1
MRES			\$24,000.00	\$6,000.00	\$23,500.00	\$500.00	\$27,000.00	4
Otonville	1,916	\$11,550.00	\$9,700.00	\$2,425.00	\$9,200.00	\$500.00	\$9,700.00	1
Pierre	13,646	\$21,550.00	\$21,550.00	\$5,387.50	\$21,200.00	\$350.00	\$26,950.00	2
Vermillion	10,571	\$21,550.00	\$21,550.00	\$5,387.50	\$21,200.00	\$350.00	\$26,950.00	2
Volga	1,768	\$5,775.00	\$5,775.00	\$1,443.75	\$5,600.00	\$175.00	\$6,975.00	0.5
Watertown	21,482	\$23,550.00	\$23,550.00	\$5,887.50	\$23,200.00	\$350.00	\$29,550.00	2
Totals:			\$183,725.00	\$45,931.25	\$178,350.00	\$5,375.00	\$209,525.00	18.5

Calendar year
Runs April to April

\$47,000.00
\$230,725.00

Totals with JTS

Annual JTS (Electric) \$600.00 per lineman	2018-19	2017-18
Arlington	\$1,000.00	\$1,000.00
Benson, MN	\$0.00	\$0.00
Beresford	\$2,400.00	\$2,400.00
Brookings	\$0.00	\$0.00
Flandreau	\$1,800.00	\$1,800.00
Fort Pierre, SD	\$1,800.00	\$1,800.00
Howard	\$1,000.00	\$1,000.00
Madison	\$1,200.00	\$1,200.00
Madison, SD	\$3,600.00	\$3,600.00
Miller, SD	\$1,800.00	\$1,800.00
MRES	\$3,000.00	\$3,000.00
Otonville	\$0.00	\$0.00
Parker	\$1,000.00	\$1,000.00
Pierre	\$5,400.00	\$5,400.00
Plankinton	\$1,000.00	\$1,000.00
Sioux Falls, SD	\$5,400.00	\$5,400.00
Vermillion	\$5,400.00	\$5,400.00
Volga	\$1,200.00	\$1,200.00
Watertown	\$6,000.00	\$6,000.00
Wessington Sprin	\$1,000.00	\$1,000.00
Winner	\$3,000.00	\$3,000.00
Totals:	80	\$47,000.00

* split with MRES

Please notify Larry Pederson of changes to your city.
Call 763-746-0704; fax 763-551-0459 or e-mail to lpederson@mmua.org.

Agenda Action Form Flandreau City Council

Meeting Date: 11/18/2019

Title: Destruction of 2015 Records Files

Motion Resolution Ordinance Other

Background Information: The City of Flandreau follows the State Bureau of Administration's Records Management Program which provides a guide for retention and destruction schedules of municipal records. The attached list of records are those that are no longer required to be retained and may be destroyed.

Justification: Promote the principles of efficient records management for municipal records; required per SDCL 1-27-18

Financial Consideration: None

City Administrator's Recommendation: Approve

Attachments: List of 2015 Files to be Destroyed

FILES TO BE DESTROYED – 2019

2015 Correspondence files
Cash receipt books
General ledger transactions
Accounts payable transactions and claims
Accounts receivable transactions and invoices
CDs of checking account statements
Bank reconciliations/statements/deposit slips
Utility billing daily receipt tickets and posting registers
Utility billing registers
Utility billing misc. reports and meter readings
Payroll time cards and reports
Work orders and time sheets

Agenda Action Form Flandreau City Council

Meeting Date: 11/18/2019

Title: Health Insurance Renewal

Motion Resolution Ordinance Other

Background Information: The 2020 Budget was prepared with a 9% increase for employee health insurance. The plan will renew on December 1st, 2019 with an actual increase of 8.70%. The plan design will be unchanged from the current year.

Justification: Annual renewal of employee health benefit package

Financial Consideration: 2020 Budget

City Administrator's Recommendation: Approval

Attachments: Coverage Quote Information

City of Flandreau

Renewal Date December 1, 2019

	Dakotacare Ultra \$1,250 Deductible 2019 Renewal 8.70% Increase Current Transitional Plan Individual - \$1,250 Family - \$2,500	Dakotacare Ultra \$1,500 Deductible Plan Option 6.73% Increase Transitional Option Individual - \$1,500 Family - \$3,000	Wellmark EnhancedBlue 2000 Gold Plan Option 7.29% Decrease ACA Plan Option Individual - \$2000 Family - \$4000	Avera \$1000 Gold Plan Option -7.29% Decrease ACA Plan Option Individual - \$2000 Family - \$10,000	Avera \$1500 Gold Ultra Plan Option -2.30% Decrease ACA Plan Option Individual - \$1500 Family - \$3000 Out-of-Network Individual - \$5000 Family - \$10,000
Medical Benefits					
Deductible					
Office Visit Copay	\$30 Copay	\$30 Copay	\$25 PCP / \$50 Non-PCP Includes Minor Labs & X-rays	\$35 PCP/\$75 Non-PCP Includes Minor Labs & X-rays	\$30 Copay Includes Minor Labs & X-rays
Chiropractic Copay	\$30 Copay	\$30 Copay	\$25 Copay	\$35 Copay	\$30 Copay
Coinsurance	In-Network - 80/20 Out-of-Network - 30% Reduction	In-Network - 80/20 Out-of-Network - 30% Reduction	In-Network - 80/20 Out-of-Network - 70/30	In-Network - 60/40 Out-of-Network - 50/50	In-Network - 60/40 Out-of-Network - 50/50
Out of Pocket Maximum	Individual - \$2750 Family - \$5500	Individual - \$3000 Family - \$6000	In-Network Individual - \$4000 Family - \$8000 Out-of-Network Individual - \$8000 Family - \$16,000	In-Network Individual - \$3500 Family - \$7000 Out-of-Network Individual - \$10,000 Family - \$20,000	In-Network Individual - \$3500 Family - \$7000 Out-of-Network Individual - \$10,000 Family - \$20,000
PPO	www.dakotacare.com	www.dakotacare.com	www.wellmark.com	www.averahelpplans.com	www.averahelpplans.com
Accident	\$150 ER Copay then Deduct & Coins	\$150 ER Copay then Deduct & Coins	\$400 ER Copay	Deductible & Coinsurance	Deductible & Coinsurance
Maternity	Deductible & Coinsurance	Deductible & Coinsurance	Deductible & Coinsurance	Deductible & Coinsurance	Deductible & Coinsurance
Well Care	In-Network - 100% Out-of-Network - Not Covered	In-Network - 100% Out-of-Network - Not Covered	In-Network - 100% Out-of-Network - Ded & Coins	In-Network - 100% Out-of-Network - Not Covered	In-Network - 100% Out-of-Network - Not Covered
Lifetime Maximum	Unlimited Lifetime	Unlimited Lifetime	Unlimited	Unlimited	Unlimited
Rate Guarantee	12 months	12 months	12 months	12 Months	12 Months
Drug Card	No Deductible	No Deductible	No Deductible	No Deductible	No Deductible
Pediatric Dental	Not Included	Not Included	Included	Included	Included
Pediatric Vision	Not Included	Not Included	Included	Included	Included
Medical Premium	Current Rates	Renewal Rates			
Employee	\$864.92	\$940.29	age rated	age rated	age rated
Employee/Spouse	\$1,754.06	\$1,906.90	see attached	see attached	see attached
Employee/Children	\$1,535.24	\$1,669.01			
Family	\$2,531.63	\$2,752.22			
Admin. Fee	\$25.11	\$25.11	\$0.00	\$0.00	\$0.00
TOTAL	\$20,855.85	\$22,671.04	\$23,661.22	\$19,336.12	\$20,376.40
	Included in Premium \$15,000 Life & AD&D COBRA Admin Flex Admin Value Plus Discount Employee Access to GreatLife Fitness Center	Included in Premium \$15,000 Life & AD&D COBRA Admin Flex Admin Value Plus Discount Employee Access to GreatLife Fitness Center	Blue365 Discounts Included Virtual Visit - \$25 Copay Employee Access to GreatLife Fitness Center AveraNow - \$0 Copay	\$15,000 Life & AD&D Included COBRA Administration Included Value Plus Discounts Included Employee Access to GreatLife Fitness Center AveraNow - \$0 Copay	\$15,000 Life & AD&D Included COBRA Administration Included Value Plus Discounts Included Employee Access to GreatLife Fitness Center AveraNow - \$0 Copay

Rates based on 18 employee 3 employee/spouse only.
Comparison is based on information obtained from the carrier literature. All rates are for comparison purposes only.
For complete contractual description, refer to the appropriate carrier literature.

Agenda Action Form Flandreau City Council

Meeting Date: 11/18/2019

Title: Approve Workers Compensation for Volunteer Firefighters

Motion Resolution Ordinance Other

Background Information: The City of Flandreau carries Workers Compensation coverage for any individual that is on the City payroll – Council members, full-time, part-time, and seasonal employees. Also covered are the volunteer firefighters even though they are not on the City payroll. Per Gary Drewes, Marketing Representative for Workers Compensation, a motion needs to be made annually to cover volunteer firefighters for workers compensation purposes because it is a voluntary position. Should there be a claim due to injury or death, it needs to be specified that the volunteer position is approved for coverage. Chief Krull provides a roster periodically that lists those firefighters that would be covered. Moving forward, any additions to the list would be included automatically when the new volunteer firefighter is approved at a Council meeting. We will obtain an updated roster annually for approval purposes.

Justification: Required by SD Department of Labor

Financial Consideration: None

City Administrator's Recommendation: Approve

Attachments: None

Agenda Action Form Flandreau City Council

Meeting Date: 11/18/2019

Title: Pay Step Increase for Ryan Sherman

Motion Resolution Ordinance Other

Background Information: Ryan Sherman, Journey Lineman, is eligible for a six-month pay step increase. It would change his current rate of \$22.75 per hour to a new rate of \$23.66 per hour effective November 2nd, 2019.

Justification: Wage amount based on the Employee Wage Scale

Financial Consideration: Electric Department salary budget

City Administrator's Recommendation: Approval

Attachments: None

**Agenda Action Form
Flandreau City Council**

Meeting Date: 11/18/2019

Title: Pay Increase for Robert Neuenfeldt

Motion Resolution Ordinance Other

Background Information: Sergeant Robert Neuenfeldt is eligible for a six month pay step increase on the certified officer pay scale. This step increase changes his current pay rate of \$21.23 per hour to a new rate of \$21.78 per hour effective December 7th, 2019.

Justification: Wage amount based on the Employee Wage Scale

Financial Consideration: Police Department salary budget

City Administrator's Recommendation: Approval

Attachments: None