

Unapproved Minutes
Council Special Session
January 20, 2014
Monday 12:00 noon

The special session of the City Council, City of Vermillion, South Dakota was held on Monday, January 20, 2014 at 12:00 noon at the City Hall large conference room.

1. Roll Call

Present: Collier-Wise, Davies, Grayson, Meins, Ward, Willson, Zimmerman, Mayor Powell

Absent: Osborne

2. Informational Session - Norbeck Street Standards - Jose Dominguez

Jose Dominguez, City Engineer, reported that the City will be paving a two block portion of Norbeck Street from Clark Street to Roosevelt Street this summer. Jose noted that the area to be paved is zoned R-3 and is a dense development area. Jose reported that the Comprehensive Plan designated Norbeck Street as a collector street. He stated that collector streets move traffic from local streets to arterial streets. As such, collector streets may have parking and/or access restricted. Jose stated that North Norbeck Street was also designated as a "bike route". He stated that in 2009 the City Council approved typical road sections to serve as examples to developers of road sections to be considered during development. Jose stated that three typical sections would apply to this section of Norbeck Street between Clark and Roosevelt Streets but was concerned about having a separate bike path that only went the two blocks. Jose noted that the typical sections also assumed an eighty foot right-of-way and this section of Norbeck was platted with a sixty-six foot right-of-way. As such, Jose proposed another option that would have wider driving lanes that would be shared with bike traffic and no on street parking. Jose stated that other cities use this option that included signs designating the shared use. Jose stated that he was looking for some direction from the City Council on the design option to pass along to the consultant designing the street. Discussion followed on the options including the ability to modify the option for a bike lane at a future date. The consensus of the City Council was to move forward with the Norbeck Street option with the shared driving and bike lane for the two block section planned for this summer.

3. Informational Session - Storm Drainage Policy - Jose Dominguez

Jose Dominguez, City Engineer, provided a brief history of storm drainage standards that were first adopted with the subdivision ordinance in 2012. The ordinance required a drainage study or the need to meet the City Engineer requirements until such time as defined policies were adopted. Jose stated that the drainage study was completed in 2013 which included recommendations for drainage design standards. Jose stated that the drainage study divided the city into ten watershed districts. He stated that the Engineering Department has been reviewing the recommended drainage design standards and will be revising the standards before a formal presentation will be made to the City Council. Jose reviewed a sample of drainage from a single lot that was developed as single family and multifamily demonstrating the different drainage issues. He reported on current development projects and the drainage options that were included in each. Jose answered questions on the drainage policies noting that when they are completed the policies will be presented to the City Council for consideration.

4. Briefing on the January 20, 2014 City Council Regular Meeting

Council reviewed items on the agenda with City staff. No action was taken.

5. Adjourn

19-14

Alderman Ward moved to adjourn the Council special session at 12:56 p.m. Alderman Meins seconded the motion. Motion carried 8 to 0. Mayor Powell declared the motion adopted.

Dated at Vermillion, South Dakota this 20th day of January, 2014.

THE GOVERNING BODY OF THE CITY
OF VERMILLION, SOUTH DAKOTA
BY _____
John E. (Jack) Powell, Mayor

ATTEST:

BY _____
Michael D. Carlson, Finance Officer

Unapproved Minutes
City Council Regular Session
January 20, 2014
Monday 7:00 p.m.

The regular session of the City Council, City of Vermillion, South Dakota was called to order on January 20, 2014 at 7:00 p.m. by Mayor Powell.

1. Roll Call

Present: Collier-Wise, Davies, Grayson (arrived at 7:02 p.m.), Meins, Ward, Willson, Zimmerman, Mayor Powell

Absent: Osborne

2. Pledge of Allegiance

3. Minutes

A. Minutes of January 6, 2014 Special Session; January 6, 2014 Regular Session

20-14

Alderman Zimmerman moved approval of the January 6, 2014 Special Session and January 6, 2014 Regular Session. Alderman Meins seconded the motion. Motion carried 7 to 0. Mayor Powell declared the motion adopted.

4. Adoption of Agenda

Mayor Powell stated that there is one change to the agenda being the date in Item 12 A should be March 12, 2014 vs. February 26, 2014.

21-14

Alderman Willson moved approval of the agenda with the change in 12A date to March 12, 2014. Alderman Zimmerman seconded the motion. Motion carried 7 to 0. Mayor Powell declared the motion adopted.

5. Visitors to be Heard

Alderman Grayson arrived at 7:02 p.m.

A. South Dakota Kayak Challenge 2014 - Jarett Bies

Jerett Bies, representing South Dakota Kayak Challenge, reported that this will be the fifth year of the event that travels on the Missouri River from Yankton to Sioux City. Jerett wanted to thank the Vermillion Community and volunteers for their past and ongoing support of the SD Kayak Challenge. Jerett stated that the event this year is May 24-25, Memorial Day weekend, and invited the community to participate in the event as a participant, spectator or volunteer. Jerett stated that they are anticipating 150 participants this year and have had over 160 in prior years.

6. Public Hearings - None

7. Old Business - None

8. New Business

A. Resolution adopting a Master Plan for Prentis Park

Jim Goblirsch, Parks & Recreation Director, stated that, in planning for the end of the current pool life, the City Council in 2012 approved a Pool Committee to investigate options for a new Prentis Park swimming pool. The Pool Committee presented a conceptual pool design with a projected cost of \$6.7 million dollars. Jim stated that when he started as Parks & Recreation Director the pool plan was on his desk and he saw this as an opportunity to establish a master plan for Prentis Park that would include the new pool feature. The City Council authorized the Prentis Park master plan and staff, working with TSP Architectural Firm, developed a master plan that was presented to the City Council on November 18, 2013 for input. The plan was revised and four versions were available for the public meeting on November 25, 2013. The input from that public meeting was presented to the City Council on December 16, 2013 at which time the consensus of the City Council was to bring a resolution in support of Master Plan D. Jim presented the master plan that was revised to reduce the parking and provided a greater safety zone from the driveway to the baseball entrance. He stated that the resolution is to adopt the master plan to serve as the game plan for Prentis Park with the major item being the swimming pool. Jim stated that there is no funding included in this resolution and that is something that will take City Council action in the future and all that is committed by the City is the \$500,000 of sales tax funds restricted for this project.

22-14

After reading the same once, Alderman Grayson moved adoption of the following:

RESOLUTION ADOPTING MASTER PLAN FOR PRENTIS PARK

WHEREAS, Prentis Park is a community treasure that serves as the cornerstone of the Vermillion Park system; and

WHEREAS, Prentis Park serves a variety of users both local, regionally and statewide; and

WHEREAS, it is essential that the City have a strategic plan for a large improvement such as a swimming pool and for a community-wide park such as Prentis Park; and

WHEREAS, the City Council hired a consultant to inventory existing conditions, identify where improvements were needed and to assist the community, Council and staff to develop a Master Plan for Prentis Park; and

WHEREAS, multiple Master Plan concepts were presented to the City Council on November 18, 2013 and December 16, 2013 furthermore a public meeting was held to gather public comment on the four Master Plan proposals on November 25, 2013; and

WHEREAS, the comments have been compiled, considered, and adjustments made as feasible; and

WHEREAS, having a Master Plan provides the City Council, community and staff with a vision of what Prentis Park could be in the future; and

WHEREAS, the City Council finds and determines that the new Master Plan promotes the health, safety, and general welfare of the community and promotes the coordinated and harmonious development in a manner that conserves and enhances its natural environment; and

WHEREAS, Concept D of the four Master Plan proposals best represents the future vision of the community for Prentis Park; and

WHEREAS, a Master Plan serves as a planning document that does not allocate any resources but instead provides direction on what may need to be funded so that potential costs and funding opportunities can be identified for future City Council consideration.

NOW THEREFORE, BE IT RESOLVED, that the Vermillion City Council does hereby adopt Concept D as the Master Plan for Prentis Park.

BE IT FURTHER RESOLVED, by the Governing Body of the City of Vermillion that the City Council and staff will work toward developing Prentis Park in accordance with the Master Plan as feasible and as funding provides.

Dated at Vermillion, South Dakota this 20th day of January, 2014.

FOR THE GOVERNING BODY OF THE
CITY OF VERMILLION, SOUTH DAKOTA

By _____
John E. (Jack) Powell, Mayor

ATTEST:

By _____
Michael D. Carlson, Finance Officer

The motion was seconded by Alderman Collier-Wise. Discussion followed on the master plan. John Prescott, City Manager, stated that the plan is what the City Council wants to see for Prentis Park. This plan is what will be used to consider grant proposals, for developing future budgets and there were discussions of a General Obligation Bond as possible funding that will require an election that the City Council will need to provide direction on. The pool, like the library, is short funding but, with the master plan, staff can continue to solicit funding options for the project. The question of the adoption of the Resolution was presented for a vote of the Governing Body. 8 members voted in favor of and 0 members voted in opposition to the Resolution. Mayor Powell declared that the Resolution was adopted.

B. Declaration of surplus parks & golf course equipment

Jason Anderson, Assistant City Engineer, reported that the 2005 Toro Workman 3200 utility vehicle, 2003 Toro 3200 greens reel mower and 2000 Goosen Versa Vac 2000 turf sweeper were all budgeted to be replaced in the 2014 Equipment Replacement Fund budget. Jason stated that to sell the used equipment the City Council will need to declare it surplus and authorize the appraisal by the Surplus Property Appraisal Committee to be sold by sealed bids. Discussion followed.

23-14

Alderman Zimmerman moved to declare the 2005 Toro Workman 3200 utility vehicle, 2003 Toro 3200 greens reel mower and 2000 Goosen Versa Vac 2000 turf sweeper as surplus and authorize the appraisal by the Surplus Property Appraisal Committee to be sold by sealed bids. Alderman Willson seconded the motion. Motion carried 8 to 0. Mayor Powell declared the motion adopted.

C. Business Improvement District #1 report on development of the Plan

John Prescott, City Manager, reported that in September 2013 the City Council designated the boundaries of the Business Improvement District (BID) # 1 as the corporate city limits. John stated that the City Council also established the five member Board of Directors and adopted bylaws for the Board. John stated that there are two types of business improvement districts of which this was for a lodging fee of up to \$2 per night per occupied room. John stated that the BID Board has met several times in the last few months and have developed a plan. John reported that the Board researched how other communities in South Dakota have used the receipts of a lodging fee to promote their communities. The plan developed by the BID Board includes the following uses of the funds.

The Board finds that there is a city wide need to fund a portion of the costs of creation, promotion and marketing of visitor facilities, events, attractions and activities which benefit the City and hotels. Eligible expenses may include payment for costs of acquisition, construction, maintenance, operation and funding of public improvements, facilities for the enhancement, expansion, marketing, and promotion of visitor facilities, events, attractions and activities, and the necessary staff to execute these efforts.

John reported that the Board is recommending an initial amount of \$1 per night and that the amount be reviewed annually to determine if it should be adjusted.

John noted that state statute requires that the findings of the Board be presented at one meeting and City Council action take place no sooner than the next meeting thus tonight is the report of the BID Board to the City Council.

John stated that the next step in the process is the presentation of the plan at the February 3rd meeting. John stated that, if the City Council accepts the Plan, a resolution to set a public hearing for consideration of adoption of the Ordinance would be set. The hearing on the Ordinance must be at least 30 days after the resolution is adopted. This would have the public hearing at the March 17th meeting which would also be the consideration of the first reading of the ordinance. The BID Board will be recommending implementation of the fee effective June 1.

John stated that no action is required tonight and this information will be presented again at the February 3rd meeting.

9. Bid Openings

A. Electric wire and transformers

Jason Anderson, Assistant City Engineer, reported that bids were opened on January 14th for the annual supply of primary underground electric wire and padmount transformers for the electric department projects for this year. Jason reported that five bids with appropriate bid security were received for electric wire. The low bidder on 20,000 feet of 1/0 wire was RESCO for a total amount of \$32,180.

Jason reported on the transformers where seven bids with appropriate bid security were received. Jason stated that the transformer bids are evaluated for operating losses over the transformer life cycle in determining the low bidder. The total base price is the initial cost to acquire the transformers, while the total evaluation price represents the total life cost of the transformers including operating losses. Staff recommends rejecting the low bid from Stuart Irby Company as it does not meet specifications. The second low bidder on transformers was RESCO with an initial purchase price of \$58,077 and a total evaluated bid of \$95,469.40.

Jason recommended awarding the wire bid to RESCO, for 20,000 feet of 1/0 wire for a total amount of \$32,180. On the transformers, Jason recommends rejecting the low bid from Stuart Irby Company for padmount transformers as it does not meet specifications and awarding the padmount transformer bid to the second low bidder, RESCO, with an initial purchase price of \$58,077 and a total evaluated bid of \$95,469.40.

Bids for 20,000 feet of 1/0 Solid Aluminum, 15KV, 175 mil, EPR Conductor with 8 #14 AWG neutrals: Border States Electric \$34,300.00, Wesco \$35,260.00, Stuart Irby \$33,480.00, RESCO Bid One \$32,180.00, RESCO Bid Two \$34,700.00

Bids for single & three phase pad mounted transformers: Border States Electric base bid \$70,365.00, total evaluation price \$109,884.40; Wesco base bid \$70,483.00, total evaluation price \$105,046.00; DSG base bid \$61,688.00, total evaluation price \$99,646.80; Stuart Irby bid one base bid \$58,940.00, total evaluation price 96,493.40; Stuart Irby bid two (does not meet specifications) base bid \$65,744.00, total evaluation price \$95,078.40; RESCO bid one base bid \$58,077.00, total evaluation price \$95,469.40; RESCO bid two base bid \$58,839.00, total evaluation price \$97,146.60

Alderman Willson moved approval of the low bid of RESCO, for 20,000 feet of 1/0 wire for a total amount of \$32,180 and, on the transformers, to reject the low bid from Stuart Irby Company for padmount transformers as it does not meet specifications and to award the padmount transformer bid to the second low bidder, RESCO, with an initial purchase price of \$58,077 and a total evaluated bid of \$95,469.40. Alderman Collier-Wise seconded the motion. Motion carried 8 to 0. Mayor Powell declared the motion adopted.

B. Surplus Fire Truck

Jason Anderson, Assistant City Engineer, reported that the 1992 Smeal Charger C801 pumper truck was replaced and declared surplus on November 18, 2013. The truck was appraised by the Surplus Property Appraisal Committee at \$40,000 and advertized for sale by sealed bids. Jason stated that bid specifications were sent to two potential bidders but no bids were received on the bid opening date of January 14, 2014. Jason stated that, since no bids were received, the City may sell the surplus property by private sale for not less than 90% of the appraised value. At this time, staff recommends looking for interested parties willing to pay at least 90% of the appraised value. If staff is unable to locate a buyer, the pumper may be reappraised at a lower amount. Jason requested the City Council approval of awarding the sale of the surplus pumper truck for not less than 90% of the appraised value with the sale information included in the future Council packet.

25-14

Alderman Ward moved that, as no bids were received for the 1992 surplus pumper truck, the truck may be sold for not less than 90% of the appraised value to any interested party with the sale results included in the next Council packet. Alderman Grayson seconded the motion. Motion carried 8 to 0. Mayor Powell declared the motion adopted.

C. Surplus Motor Grader

Jason Anderson, Assistant City Engineer, reported that bids were opened on January 15, 2014 for the sale of the surplus 1998 Caterpillar 120H motor grader. Jason stated that the motor grader was appraised for \$84,500 and may not be sold for less than 90% of the appraised value or \$76,050. He stated that bid information was sent to five potential bidders and two bids were received. Jason recommended awarding the sale of the surplus motor grader to Derek Lee for \$76,560.

Bidders: Butler Machinery \$76,050, Derek Lee \$76,560

26-14

Alderman Davies moved approval of the sale of the surplus 1998 Caterpillar 120H motor grader to Derek Lee for \$76,560. Alderman Willson seconded the motion. Motion carried 8 to 0. Mayor Powell declared the motion adopted.

10. City Manager's Report

A. John reminded citizens that sidewalks are to be cleared of snow 24 hours after the end of a snow event. John stated snow should be stored on your property not across the street on neighbor's property without permission. John noted that, if snow is moved across the street, windrows of snow should not be left on the street.

B. John reported that the Council Policies and Procedures Committee will be meeting to discuss the proposed Minimum Standards for the Airport on Tuesday, January 28th at 9:00 a.m. in the large conference room on the second floor of City Hall.

C. John reported that a Citizens Academy program will be starting on Tuesday, February 18th. He stated that the program will consist of 7 evening sessions that will provide insight and a firsthand look at City services and facilities. John asked interested individuals to contact City Hall for additional information.

PAYROLL ADDITIONS AND CHANGES

Police: Crystal Brady \$27.49/hr, Luke Trowbridge \$25.37/hr; Recreation: Shawn Clark \$20.00/game, Alex Devries \$20.00/game; Recycling: Mitch Lang \$9.25/hr

11. Invoices Payable

27-14

Alderman Davies moved approval of the following invoices:

2013 INVOICES

A & B BUSINESS, INC	COPIES	261.41
ALLIED 100	SUPPLIES	78.99
AVERA QUEEN OF PEACE HEALTH	TESTING	424.50
BANNER ASSOCIATES, INC	PROFESSIONAL SERVICES	10,641.40
BORDER STATES ELEC SUPPLY	PARTS	2,089.60
BOUND TREE MEDICAL, LLC	SUPPLIES	965.45
BROADCASTER PRESS	ADVERTISING	1,568.43
BRUNICKS SERVICE INC	FUEL	9,443.33
BUREAU OF ADMINISTRATION	TELEPHONE	226.95
BUTLER MACHINERY CO.	PARTS	3,007.99

CAMPBELL SUPPLY	SUPPLIES	539.24
CENTURY BUSINESS PRODUCTS	COPIER CONTRACT	250.00
CITY OF VERMILLION	LANDFILL VOUCHERS	72.00
CLAY-UNION ELECTRIC CORP	ELECTRICITY	924.33
DAKOTA PC WAREHOUSE	SUPPLIES	144.97
DANKO EMERGENCY EQUIPMENT	SUPPLIES	355.51
DEPT. ENVIRONMENT NATL RES	LANDFILL OPERATIONS FEE	2,395.69
EBSCO	SUBSCRIPTIONS	3,260.40
ECHO ELECTRIC SUPPLY	SUPPLIES	174.68
ENERGY LABORATORIES	TESTING	600.00
FDFRIENDLY.COM LLC	REPAIRS	60.00
FLINT TRADING INC	TOOL KIT	2,000.00
GREGG PETERS	MANAGERS PROFIT	24,642.85
IN CONTROL, INC	PROFESSIONAL SERVICES	2,852.24
INGRAM	BOOKS	3,080.48
INTERSTATE ALL BATTERY CEN	BATTERIES	501.80
INTL ASSOC OF FIRE CHIEFS	MEMBERSHIP DUES	209.00
JACKS UNIFORM & EQPT	UNIFORMS	1,518.25
KALINS INDOOR COMFORT	REPAIRS	204.75
KOMLINE-SANDERSON	PARTS	35.63
LOCATORS AND SUPPLIES, INC	SHIRTS/OVERALLS	2,205.00
LOREN FISCHER DISPOSAL	HAUL CARDBOARD	210.00
MATHESON TRI-GAS, INC	OXYGEN	424.52
MEDICAL WASTE TRANSPORT, I	HAUL MEDICAL WASTE	189.20
MIDAMERICAN ENERGY COMPANY	GAS MAIN EXTENSION	48,590.00
MIDWEST BUILDING MAINTENANCE	MAT SERVICE	189.80
MIDWEST READY MIX & EQUIPM	MATERIALS	131.75
MISSOURI VALLEY MAINTENANCE	REPAIRS	1,973.90
MOORE WELDING & MFG	REPAIRS	378.00
NCL OF WISCONSIN, INC	SUPPLIES	520.23
NETSYS+	PROFESSIONAL SERVICES	405.49
OVERHEAD DOOR OF YANKTON	REPAIRS	78.50
PARKSON CORPORATION	PARTS	206.62
PAUL CONWAY SHIELDS	FIRE SAFETY EQUIPMENT	497.70
PUMP N PAK	FUEL	2,507.41
QUILL	SUPPLIES	259.73
RANDY VOSS	PROFESSIONAL SERVICES	230.00
REPORTING SYSTEMS INC	FIRE PACKAGE	1,937.00
RESCO	SUPPLIES	2,037.00
RIVERSIDE HYDRAULICS & LAB	REPAIRS	601.55
SCHAEFFER MFG. CO	SUPPLIES	595.20
SD ELECTRICAL COMMISSION	LICENSE FEE	20.00
SD ONE CALL	LOCATES	310.25

STAN HOUSTON EQPT CO	SUPPLIES	9.99
STURDEVANTS AUTO PARTS	PARTS	493.34
THATCHER COMPANY	SODA ASH	6,837.60
THE BOULDER COMPANY	SUPPLIES	57.70
THE EQUALIZER	ADVERTISING	76.00
THE NEW SIOUX CITY IRON CO	SUPPLIES	647.53
UNITED PARCEL SERVICE	SHIPPING	153.84
USD ATHLETIC DEPARTMENT	BB TOURNAMENT	940.22
VERIZON WIRELESS	WIRELESS COMMUNICATIONS	245.10
VERMILLION ACE HARDWARE	SUPPLIES	148.96
VERMILLION AREA COMMUNITY	ROUND UP PROGRAM	203.26
WAL-MART COMMUNITY	SUPPLIES	137.78
WESCO DISTRIBUTION, INC	SUPPLIES	752.47
WILLSON FLORIST	PLANT	52.95

2014 INVOICES

CANON FINANCIAL SERVICES,	COPIER LEASE	196.27
CENTURYLINK	TELEPHONE	1,486.89
DEPT. ENVIRONMENT NATL RES	DISCHARGE PERMIT	10,500.00
GREGG PETERS	MANAGERS FEE	5,375.00
JESSICA KENNEDY	REGISTRATION	70.00
LUDENS INC	PALLET FORKS	1,230.00
MIDCONTINENT COMMUNICATION	INTERNET SERVICE	118.68
MIDWEST ALARM CO	ALARM MONITORING	303.00
MINN MUNICIPAL UTILITY ASS	MEMBER DUES	350.00
MUNICIPAL ELEC. ASSOC.	MEMBERSHIP DUES	4,181.00
RESERVE ACCOUNT	POSTAGE FOR METER	750.00
RONALD MAHER	REIMB SAFETY BOOTS	100.00
SD ASSOC. OF CODE ENFORCEMENT	MEMBERSHIP DUES	40.00
SD BUILDING OFFICIALS ASSOC	MEMBERSHIP DUES	50.00
SD CHAPTER APWA	REGISTRATION	90.00
SD CITY MGMT ASSOCIATION	MEMBERSHIP DUES	300.00
SD GOVERNMENTAL FINANCE OF	MEMBERSHIP DUES	70.00
SD MUNICIPAL LEAGUE	MEMBERSHIP DUES	3,845.17
SD MUNICIPAL LIQUOR CONTROL	MEMBERSHIP DUES	25.00
SECOG	DUES	11,309.00
SOOLAND BOBCAT	SKID-STEER LOADER	43,765.32
US POSTMASTER	UTILITY BILLS POSTAGE	900.00
VERMILLION CHAMBER OF COMM	CONTRIBUTION	50,000.00
VERMILLION HOUSING AUTHORITY	CONTRIBUTION	1,000.00
WOW! BUSINESS	911 CIRCUIT	1,415.45
HAROLD BUCHMAN	BRIGHT ENERGY REBATE	250.00

MARGARET CREW	BRIGHT ENERGY REBATE	175.00
BUNYANS LLC	BRIGHT ENERGY REBATE	3,036.00

Alderman Collier-Wise seconded the motion. Motion carried 8 to 0. Mayor Powell declared the motion adopted.

12. Consensus Agenda

A. Set a bid opening date of March 12, 2014 for the 115kV Substation Improvement project

B. Set a bid opening date of February 25, 2014 for a Light & Power Department pickup truck

C. Set a bid opening date of February 25, 2014 for the sale of surplus parks & golf course equipment

28-14

Alderman Davies moved approval of the consensus agenda. Alderman Collier-Wise seconded the motion. Motion carried 8 to 0. Mayor Powell declared the motion adopted.

13. Adjourn

29-14

Alderman Meins moved to adjourn the Council Meeting at 7:35 p.m. Alderman Willson seconded the motion. Motion carried 8 to 0. Mayor Powell declared the motion adopted.

Dated at Vermillion, South Dakota this 20th day of January, 2014.

THE GOVERNING BODY OF THE CITY
OF VERMILLION, SOUTH DAKOTA
BY _____
John E. (Jack) Powell, Mayor

ATTEST:

BY _____
Michael D. Carlson, Finance Officer

Published once at the approximate cost of _____.