



Special Meeting Agenda
City Council
12:00 p.m. (noon) Special Meeting
Tuesday, February 18, 2014
Large Conference Room-City Hall
25 Center Street
Vermillion, South Dakota 57069

1. **Roll Call**
2. **Informational Session – Dakota Hospital Foundation – Tim Tracy.**
3. **Briefing on the February 18, 2014 City Council Regular Meeting Agenda-** Briefings are intended to be informational only and no deliberation or decision will occur on this item.
4. **Adjourn**

Please Note: Immediately following adjournment of the Special City Council meeting, the Policies and Procedures Committee of the City Council will meet in the same location to discuss the Minimum Standards proposed for the Airport.

Access the City Council Agenda on the web – www.vermillion.us

Addressing the Council: Persons addressing the Council shall use the microphone at the podium. Please state your name and address. Presentations are limited to 5 minutes. For those who do not appear on the agenda, no decision is to be expected at this time.

Meeting Assistance: If you require assistance, alternative formats and/or accessible locations consistent with the Americans with Disabilities Act, please contact the City Manager’s Office at 677-7050 at least 3 working days prior to the meeting.

Council Meetings: City Council regular meetings are held the first and third Monday of each month at 7:00 p.m. If a meeting falls on a City holiday, the meeting will be scheduled for the following Tuesday.

Live Broadcasts of Council Meetings On Cable Channel: Regular City Council meetings are broadcast live on Cable Channel 3.

As a courtesy to others, we ask that cellular phones and pagers be turned off during the meeting.

City of Vermillion Council Agenda

7:00 p.m. Regular Meeting

Tuesday, February 18, 2014

City Council Chambers

25 Center Street

Vermillion, South Dakota 57069



1. **Roll Call**
2. **Pledge of Allegiance**
3. **Minutes**
 - a. February 3, 2014 Special Session; February 3, 2014 Regular Session, and February 4, 2014 Policies and Procedures Committee meeting.
4. **Adoption of the Agenda**
5. **Visitors To Be Heard**
6. **Public Hearings**
 - a. Retail on-off sale wine license for Varsity Pub, LLC for the Varsity Pub at 113 E Main Street.
7. **Old Business**
8. **New Business**
 - a. Policies and Procedures Committee report on Airport Minimum Standards.
 - b. Resolution authorizing the sale of surplus pumper truck to Vermillion Rural Fire Department.
 - c. Resolution to purchase golf course greens mower.
 - d. Resolution to purchase Solid Waste Department wheel loader.
9. **Bid Openings**
 - a. Surplus Street Department wheel loader.
10. **City Manager's Report**
11. **Invoices Payable**
12. **Consensus Agenda**
 - a. Set a bid opening date of April 2, 2014 for 115kV Substation Improvements project.
13. **Adjourn**

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Addressing the Council: Persons addressing the Council shall use the microphone at the podium. Please raise your hand to be recognized, go to the podium and state your name and address.

a. Items Not on the Agenda Members of the public may speak under Visitors to Be Heard on any topic NOT on the agenda. Remarks are limited to 5 minutes and no decision will be made at this time.

b. Agenda Items: Public testimony will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by staff. Any citizen who wishes may speak one time for 5 minutes on each agenda item. Public testimony will then be closed and the topic will be given to the governing body for possible action. At this point, only City Council members and staff may discuss the current agenda item unless a Council member moves to allow another person to speak and there is unanimous consent from the Council. Questions from Council members, however, may be directed to staff or a member of the public through the presiding officer at any time.

Meeting Assistance: The City of Vermillion fully subscribes to the provisions of the Americans with Disabilities Act of 1990. If you desire to attend this public meeting and are in need of special accommodations, please notify the City Manager's Office at 677-7050 at least 3 working days prior to the meeting so appropriate auxiliary aids and services can be made available.

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Vermillion City Council's Values and Vision

This community values its people, its services, its vitality and growth, and its quality of life and sees itself reinforcing and promoting these ideals to a consistently increasing populace.



Unapproved Minutes
Council Special Session
February 3, 2014
Monday 12:00 noon

The special session of the City Council, City of Vermillion, South Dakota was held on Monday, February 3, 2014 at 12:00 noon at the Eagle Creek Building 1012 Princeton Street.

1. Roll Call

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

Absent: Ward

2. Informational Session - Tour of Eagle Creek Building - 1012 Princeton Street

Steve Howe, Executive Director of the VCDC, provided a tour of the building being built by the VCDC for Eagle Creek Software Services. Steve stated that the building is to be completed by May 1st with landscaping dependent upon the weather. Steve answered questions of the City Council on the building.

3. Briefing on the February 3, 2014 City Council Regular Meeting

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

4. Adjourn

30-14

Alderman Osborne moved to adjourn the Council special session at 12:26 p.m. Alderman Meins seconded the motion. Motion carried 8 to 0. Mayor Powell declared the motion adopted.

Dated at Vermillion, South Dakota this 3rd day of February, 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
February 3, 2014
Monday 7:00 p.m.

The regular session of the City Council, City of Vermillion, South Dakota was called to order on Monday, February 3, 2014 at 7:00 p.m. by Mayor Powell.

1. Roll Call

Present: Collier-Wise, Davies, Grayson, Meins, Osborne, Ward, Willson, Zimmerman, Mayor Powell, Student Representative Peterson

2. Pledge of Allegiance

3. Minutes

A. Minutes of January 20, 2014 Special Session; January 20, 2014 Regular Session, January 28, 2014 Special Policy and Procedures meeting

31-14

Alderman Willson moved approval of the January 20, 2014 Special Session, January 20, 2014 Regular Session and January 28, 2014 Special Policy and Procedures meeting minutes. Alderman Collier-Wise seconded the motion. Motion carried 9 to 0. Mayor Powell declared the motion adopted.

4. Adoption of Agenda

32-14

Alderman Grayson moved approval of the agenda. Alderman Meins seconded the motion. Motion carried 9 to 0. Mayor Powell declared the motion adopted.

5. Visitors to be Heard - None

6. Public Hearings - None

7. Old Business - None

8. New Business

A. Asian Carp in the Missouri River -8th grade Middle School students

John Prescott, City Manager, stated that Mrs. Natasha Gault and the 8th grade middle school students were named the South Dakota state winner

in the 2014 Samsung Solve for Tomorrow contest. John stated that part of their work is to bring awareness of the project to the community and, as such, the students have requested to make the presentation to the City Council.

Mrs. Gault stated that contest topics are to be chosen that provide an innovative approach in advancing interest in science, technology and math among students and in the community. She introduced the students present stating that the topic the students chose was Asian Carp Invasion. The students made their presentation on the Asian Carp Invasion providing information on the impact of the invasion of the Asian Carp in the Missouri River. Mrs. Gault explained the process for the national competition. The students answered questions of the City Council on the presentation. Mayor Powell and the City Council thanked the students for the presentation.

B. Business Improvement District #1 Plan

John Prescott, City Manager, reported that in September 2013 the City Council adopted a resolution designating the boundaries of Business Improvement District #1 as the corporate city boundaries. The Council also adopted a resolution establishing the Board of Directors for Business Improvement District (BID) #1 and appointed the five member board. The BID Board has met several times over the last couple of months developing a plan to present to the City Council. John noted that, as part of the research for the BID Board, thirteen South Dakota communities have a community-wide BID lodging fee of \$2.00 per night. He stated that Mitchell actually has a second BID that includes three motels at \$2.00 per night in addition to the city wide BID of \$1.00 per night. John noted that the other communities reported the BID receipts are primarily used to market the individual communities. John stated that, based upon the research gathered and discussion of how BID receipts could be used to help increase lodging and related tourism expenditures in Vermillion, the BID Board approved a Plan at their January 16, 2014 meeting. The findings of the BID Board Plan were reported at the January 20th City Council meeting. John stated that the BID Plan was included in the Council packet. The BID Board recommended an initial fee of \$1.00 per night and that the amount is reviewed annually as State law permits the lodging fee of up to \$2.00 per night. John reported that the BID Board has set its next meeting for February 20th to meet with the lodging representatives to further explain the proposal. John reviewed the next steps if the plan is adopted. Discussion followed on the Plan, use of funds and estimate of amount of funds to be generated, noting that there may be a need to increase the fee to \$2.00 per night.

33-14

Alderman Davies moved approval of the acceptance of the Vermillion Business Improvement District #1 Plan as presented. Alderman Willson seconded the motion. Motion carried 9 to 0. Mayor Powell declared the motion adopted.

C. Resolution of Intent to impose a lodging establishment fee

John Prescott, City Manager stated that the next step in the process is consideration of a Resolution which provides a Notice of Intent to adopt an ordinance to impose a lodging fee. John stated that the Resolution of Intent provides background on the steps that have taken place to date and sets a public hearing date for consideration of an ordinance. John reported that state statute requires that the public hearing be at least 30 days after adoption of the Resolution of Intent. John stated the resolution sets the public hearing for March 17, 2014. John noted that the BID Board is planning a public meeting with lodging owners on Thursday, February 20th at 1:30 p.m. at City Hall. John stated that all of the lodging owners will receive notice of the meeting along with a copy of the resolution of intent. Discussion followed on the amount of the fee which the BID Board has recommended at \$1. The consensus of the City Council was to change the wording in the resolution of intent that the fee not exceed \$2.00 per room per night.

34-14

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

RESOLUTION PROVIDING A NOTICE OF INTENT TO ADOPT AN ORDINANCE
TO IMPOSE A LODGING FEE ON HOTEL AND MOTEL ROOMS
IN BUSINESS IMPROVEMENT DISTRICT #1

WHEREAS, the proposed boundaries of a Business Improvement District were established by a Resolution adopted on September 16, 2013; and

WHEREAS, the City Council has appointed a Business Improvement Board of Directors and adopted bylaws for the Board; and

WHEREAS, the Business Improvement Board has submitted a Plan recommending the imposition of a lodging fee and the use of the proceeds from a collection of the fee; and

WHEREAS, the City Council has approved the Plan and uses of a lodging fee collected through the Business Improvement District; and

WHEREAS, a resolution of intent is required prior to the consideration of an ordinance which provided for the imposition of a lodging fee in Business Improvement District #1.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Vermillion, South Dakota that:

1. The boundaries of Business Improvement District #1 are defined as the non-contiguous properties to include all hotels and motels situated within the corporate limits of the City of Vermillion.
2. A public hearing shall be held before the Governing Body of the City of Vermillion, South Dakota on the 17th day of March, 2014 at 7:30 p.m. in the City Council Chambers of City Hall at 25 Center Street to consider the imposition of a lodging fee in Business Improvement District #1.
3. The BID Board finds and the City Council concurred 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 the hotels, motels and lodging establishments located in the District.
4. Eligible expenses may include payment for the 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.
5. The revenue to support the activities within the district shall be raised in the amount not to exceed \$2.00 per night, per occupied room lodging fee.
6. The Finance Officer shall cause a notice of public hearing for the creation of the proposed business improvement district to be mailed to each property owner or user of space in the proposed district at least thirty (30) days prior to the public hearing.

Dated at Vermillion, South Dakota this 3rd day of February, 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 Zimmerman. Discussion followed and the question of the adoption of the Resolution was presented for a vote of the Governing Body. 9 members voted in favor of and 0 members voted in opposition to the Resolution. Mayor Powell declared that the Resolution was adopted.

D. Agreement between City of Vermillion and Vermillion Chamber of Commerce and Development Company to allocate TIF 6 bond proceeds for improvements

John Prescott, City Manager, reported that the City Council approved the boundaries of Tax Increment District #6 on July 15, 2013. The boundaries of TIF #6 are Blocks 1-6 of Bliss Pointe Addition. John noted that the City Council approved the Project Plan for TIF #6 on August 19, 2013. John stated that the purpose of the Project Plan is to assist the VCDC with grants for the construction of infrastructure to serve approximately 77 lots in the first phase of the Bliss Pointe development. John stated that the financing of the infrastructure improvements is coming from a \$1,732,000 private placement bond. The bond proceeds will be used for grants to the VCDC for street, water, sanitary sewer and street light construction. John noted that, as with other developments in the community, the City is responsible for storm sewer installation costs. John stated that the attached agreement is the final step in establishing the TIF. The agreement between the City and VCDC provides for the actual transfer of the bond proceeds. The agreement provides that the City will setup a TIF 6 fund where the property tax receipts will be deposited. John noted that the infrastructure must be complete by September 30, 2014 or the City has the option to terminate the agreement. John stated that the agreement also restates the eligible costs and dollar amounts from the TIF Plan. John stated that the agreement has been reviewed by the City Attorney. John reported that the VCDC Board approved the agreement at their meeting on January 20, 2014. Discussion followed.

35-14

Alderman Grayson moved approval of the agreement as presented between the City of Vermillion and Vermillion Chamber of Commerce and Development Company to allocate the TIF #6 bond proceeds. Alderman

Willson seconded the motion. Motion carried 9 to 0. Mayor Powell declared the motion adopted.

E. Resolution for Financial Agreement between the South Dakota Department of Transportation and the City of Vermillion for Project No. AP0056-2013

Jose Dominguez, City Engineer, reported that in 2013 the City completed a couple of repairs at the airport. The repairs consisted of replacing the septic tank and absorption field at the terminal building and replacing a precision approach path indicator (PAPI) light. Jose noted that the repairs met with the approval of the DENR for the septic tank replacement project and the DOT for the PAPI lights repairs. Jose stated that the City requested permission from the State to utilize money from the City's portion of the State's Fuel Tax Fund. The State allows the City to utilize this money for repairs and maintenance at the airport. Jose reported this fund is managed by the State for the City. Jose stated that, in order to use the money, the State requires the City to enter into a financial agreement. The agreement requires that the City assume all maintenance and financial costs associated with the replaced items for the next twenty years. Jose noted that the two repairs cost \$9,175 and the agreement will reimburse the City \$5,000 of these costs. Discussion followed.

36-14

Alderman Grayson moved approval of the Financial Agreement between the South Dakota Department of Transportation and the City of Vermillion for the airport Project No. AP0056-2013 as presented. Alderman Meins seconded the meeting. Motion carried 9 to 0. Mayor Powell declared the motion adopted.

9. Bid Openings

A. Fuel quotes

Mike Carlson, Finance Officer, read the monthly fuel quotes and recommended the low quote of Stern Oil on all three items.

Item 1 - 4,350 gal unleaded 10% ethanol: Stern Oil \$2.9809, Brunick's Service \$3.02; Item 2 - 3,000 gal No. 1 & No. 2 Diesel fuel dyed: Stern Oil \$3.3942, Brunick's Service \$3.48; Item 3 - 1,000 gal No. 1 & No. 2 diesel fuel-clear: Stern Oil \$3.6307, Brunick's Service \$3.76

37-14

Alderman Meins moved approval of the low quote of Stern Oil on all three items. Alderman Osborne seconded the motion. Discussion followed. Motion carried 9 to 0. Mayor Powell declared the motion adopted.

B. Water and Waste Water Chemicals

Jason Anderson, Assistant City Engineer, stated that bids were opened on January 28, 2014 for the annual supply of quicklime and soda ash for use in the water and waste water treatment facilities. Jason stated that the bid documentation was sent to eleven potential bidders with bids received from three bidders for quicklime and three for soda ash. Jason stated that the low bid for quicklime was from Graymont, LLC at \$153.80/ton. For soda ash, the low bid was from Univar USA, Inc at \$307.75/ton but, in reviewing the bid, it did not meet specifications as to the bag size so it is recommended that the low bid be rejected and the soda ash bid be awarded to Thatcher Company of Montana at \$308.52/ton.

Quicklime bidders price per ton: Graymont, LLC - unit price \$153.80, freight charge 0 total \$153.80; Mississippi Lime - unit price \$180.00, freight charge \$59.69 total \$239.69; Pete Lien & Sons Inc. - unit price \$98.00, freight charge \$68.50 total \$166.50.

Soda Ash bidders price per ton: Thatcher Company of Montana unit price \$308.52; BHS Specialty Chemicals unit price \$334.76; Univar USA, Inc unit price \$307.75 (did not meet specifications).

38-14

Alderman Willson moved to award the quicklime bid to the low bidder Graymont, LLC at \$153.80/ton and reject the low bid on soda ash of Univar USA, Inc as it did not meet specifications and award to the next low bidder Thatcher Company of Montana at \$308.52/ton. Alderman Zimmerman seconded the motion. Motion carried 9 to 0. Mayor Powell declared the motion adopted.

C. Surplus Street Department Skid Steer

Jason Anderson, Assistant City Engineer, reported that the Street Department skid loader was received in January and the 2001 Bobcat 773T skid loader and breaker attachment were declared surplus and authorized to be sold by sealed bids. Jason reported only one bid was received at the bid opening on January 29, 2014. Jason noted the bid was above 90% of the appraised value. Jason recommended awarding the bid to the only bidder Sooland Bobcat for \$10,400 for the skid loader and \$3,000 for the breaker attachment.

39-14

Alderman Zimmerman moved to award the sale of the surplus 2001 Bobcat 773T skid loader and breaker attachment to Sooland Bobcat for \$10,400 for the loader and \$3,000 for the breaker attachment. Alderman Meins

seconded the motion. Motion carried 9 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 that 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 City Council Policy and Procedures Committee will be meeting to discuss the proposed Minimum Standards for Operators of Commercial Activities at the airport on Tuesday, February 4th at 9:30 a.m. in the large conference room on the second floor of City Hall.

C. John reported that the Citizens Academy program will be starting on Tuesday, February 18th. John noted that, over the course of seven evening sessions, the free program provides an insight and firsthand look at City services and facilities. John asked interested citizens to contact City Hall for program information.

D. John reported that the City Update will be included in Tuesday's Equalizer

E. John reported on raffle requests approved:

A raffle notification form from Cru-Wells for Africa at USD will be selling \$1 tickets or 8 for \$5 from February 3 to February 7, 2014. The drawing is on February 10, 2014. Half of the money from ticket sales will go to the winning ticket holder while the balance will go toward Wells for Africa.

A raffle notification form from the Children's Miracle Network Dakotathon at USD sold \$1 tickets during the MUC Super Bowl party on Sunday, February 2nd. Half of the money from ticket sales will go to the winning ticket holder while the balance will go to the Children's Miracle Network in conjunction with the Sanford Castle of Care in Sioux Falls.

PAYROLL ADDITIONS AND CHANGES

Finance: Sherry Howe \$23.47/hr, Lisa Terwilliger \$12.78/hr; Ambulance: Nicole Gulley \$15.00/hr, Cody Jansen \$30.60/1st-\$17.34/2nd

11. Invoices Payable

40-14

Alderman Davies moved approval of the following invoice:

TYLER ZIMMERMAN	SAFETY BOOTS REIMBURSEMENT	100.00
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Alderman Collier-Wise seconded the motion. Alderman Zimmerman requested to abstain. Motion carried 8 to 0. Mayor Powell declared the motion adopted.

41-14

Alderman Osborne moved approval of the following invoice:

UNIVERSITY CLEANERS	PROFESSIONAL SERVICES	20.00
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Alderman Zimmerman seconded the motion. Alderman Meins requested to abstain. Motion carried 8 to 0. Mayor Powell declared the motion adopted.

42-14

Alderman Osborne moved approval of the following invoices:

A-OX WELDING SUPPLY CO	BULK CO2	1,839.50
ADVANCED WORKSTATIONS IN EDUCATION	SUPPLIES	49.00
AMSAN	SUPPLIES	165.59
ARAMARK UNIFORM SERVICES	UNIFORM CLEANING	314.00
ARGUS LEADER MEDIA #1085	SUBSCRIPTION	48.00
AUSTIN ANDERSON	SAFETY BOOTS REIMBURSEMENT	100.00
AUTOMATIC BUILDING CONTROL	BATTERIES	78.81
BAKER & TAYLOR BOOKS	BOOKS	1,068.05
BANNER ASSOCIATES, INC	PROFESSIONAL SERVICES	9,376.00
BLACKSTONE AUDIO INC	BOOKS	139.96
BOB IVERSON	SAFETY BOOTS REIMBURSEMENT	100.00
BOMGAARS	SUPPLIES	777.23
BOOKPAGE	SUBSCRIPTION	300.00
BOUND TREE MEDICAL, LLC	SUPPLIES	971.50
BUTCH'S PROPANE INC	PROPANE	4,777.07
BUTLER MACHINERY CO.	WHEEL LOADER/PARTS	155,113.17
CAMPBELL SUPPLY	SUPPLIES	396.38
CASK & CORK	MERCHANDISE	637.88
CENTURY BUSINESS LEASING, INC	COPIER CONTRACT	138.25
CENTURY BUSINESS PRODUCTS	COPIES	48.95
CENTURYLINK	TELEPHONE	741.72
CHAD CHRISTOPHERSON	SAFETY BOOTS & MEALS REIMB	142.00

CHEMCO, INC	SUPPLIES	472.60
CHERYL O'CONNOR	WATER HEATER/WIRING REBATE	200.00
CITY OF VERMILLION	POSTAGE/COPIES	1,212.55
CITY OF VERMILLION	UTILITY BILLS	38,702.81
CLAY RURAL WATER SYSTEM	WATER USAGE	47.30
COLONIAL LIFE ACC INS.	INSURANCE	2,918.96
COYOTE RENTALS	WATER HEATER/WIRING REBATES	340.00
D-P TOOLS	SUPPLIES	156.15
DAKOTA BEVERAGE	MERCHANDISE	5,687.44
DAKOTA PC WAREHOUSE	COMPUTERS/REPAIRS	3,231.63
DAKOTA RIGGERS & TOOL SUPPLY	SUPPLIES	40.00
DANIELS RESIDENTIAL INC	BALER BUILDING	8,413.20
DELTA DENTAL PLAN	INSURANCE	6,542.98
DEMCO	SUPPLIES	1,258.37
DENNIS MARTENS	MAINTENANCE	833.34
DEPT OF REVENUE	TESTING	182.00
DGR ENGINEERING	PROFESSIONAL SERVICES	15,088.00
DUST TEX	MATS	120.00
ECHO ELECTRIC SUPPLY	SUPPLIES	1,189.35
ENVIRONMENTAL PRODUCTS	PARTS	41.99
ENVIRONMENTAL SERVICES OF IOWA	ELECTRONICS DISPOSAL	3,966.32
FAIRBANK EQUIPMENT, INC	PART	512.41
FARM COUNTRY TRADER INC	ADVERTISING	41.00
FARMER BROTHERS CO.	SUPPLIES	113.06
FOREMAN MEDIA	COUNCIL MTG	100.00
GEOTEK ENGINEERING	PROFESSIONAL SERVICES	3,710.00
GRAINGER	PARTS	185.75
GREGG PETERS	FREIGHT/ADVERTISING	1,559.50
GREGG PETERS	RENT	937.50
HAWKINS INC	CHEMICALS	875.88
HD SUPPLY WATERWORKS	PARTS	232.54
HDR ENGINEERING, INC	PROFESSIONAL SERVICES	30,505.17
HENDERSONS ULTIMATE CAR WASH	CAR WASH CARD	100.00
HERREN-SCHEMPP BUILDING	SUPPLIES	42.00
HY VEE FOOD STORE	SUPPLIES	132.06
INDEPENDENCE WASTE	WASTE HAULING	778.50
INGRAM	BOOKS	214.76
INTOXIMETERS	SUPPLIES	690.00
ISTATE TRUCK CENTER	REPAIRS	3,623.09
JACY NELSEN	MEALS REIMBURSEMENT	24.00
JOHN A CONKLING DIST.	MERCHANDISE	2,720.70
JOHNSON BROTHERS FAMOUS BRANDS	MERCHANDISE	12,878.25
JOHNSON CONTROLS	SERVICE AGREEMENT/REPAIRS	2,721.21

JONES FOOD CENTER	SUPPLIES	1,240.87
JONES LIBRARY SALES, INC	NEW BLDG FURNITURE/SHELVING	2,860.00
JOYCE MOORE	MILEAGE REIMBURSEMENT	46.25
KALINS INDOOR COMFORT	REPAIRS	76.58
KARSTEN MFG CORP	MERCHANDISE	141.58
LARRY WITTMEIER	WATER HEATER/WIRING REBATE	200.00
LAWSON PRODUCTS INC	SUPPLIES	225.42
LAYNES WORLD	AWARD	119.46
LEARNING OPPORTUNITIES, INC	BOOK	17.99
LEGGETTE, BRASHEARS & GRAHAM	PROFESSIONAL SERVICES	362.10
LESSMAN ELEC. SUPPLY CO	SUPPLIES	1,891.49
LINCOLN MUTUAL LIFE	INSURANCE	471.89
LONGS PROPANE INC	PROPANE	60.00
LSC ENVIRONMENTAL PRODUCTS	EQUIPMENT RENTAL FEE	2,200.00
MAGUIRE IRON, INC	WATER STORAGE IMPROVEMENTS	31,124.80
MAIN STREET CENTER	CONTRIBUTION	15,000.00
MANUFACTURERS NEWS, INC	BOOKS	90.45
MARK FOLEY	SAFETY BOOTS REIMBURSEMENT	49.99
MART AUTO BODY	TOWING	550.00
MATHESON TRI-GAS, INC	SUPPLIES	688.83
MCCULLOCH LAW OFFICE	PROFESSIONAL SERVICES	1,601.62
MEAD LUMBER	SUPPLIES	250.60
MEIERHENRY SARGENT LLP	TIF 6 BOND COUNSEL	15,000.00
MENARDS	SUPPLIES	54.00
MERRICK INDUSTRIES	REPAIRS	4,954.91
MICHAEL HEINE	MEALS REIMBURSEMENT	61.00
MID-STATES ORG. CRIME INFO CENTER	MEMBERSHIP FEES	150.00
MIDWEST ALARM CO	ALARM MONITORING	126.00
MIDWEST BUILDING MAINTENANCE	MAT SVC	142.80
MIDWEST TURF & IRRIGATION	PARTS	592.19
MINN MUNICIPAL UTILITY ASSOC.	SAFETY MGMT PROGRAM	5,770.00
MONTY MUNKVOLD	MEALS REIMBURSEMENT	42.00
MOUNTAIN PLAINS LIB ASSN	MEMBERSHIP DUES	65.00
NATL EMERGENCY NUMBER ASSOC	MEMBERSHIP DUES	137.00
NEBRASKA JOURNAL-LEADER	ADVERTISING	34.92
NETSYS+	PROFESSIONAL SERVICES	273.75
NEW YORK LIFE	INSURANCE	94.02
NORTHERN BALANCE & SCALE	SERVICE/CALIBRATION	252.60
NORTHLAND	SUPPLIES	657.25
OFFICE SYSTEMS CO	CONTRACT/COPIES	501.00
OVERHEAD DOOR OF SIOUX CITY	PARTS	47.00
PARKER BROKERGE	SUPPLIES	184.54
PAUL BRUNICK	MEALS REIMBURSEMENT	61.00

PAULS PLUMBING	REPAIRS	159.14
PDI NINTH HOUSE	SUBSCRIPTIONS	4,194.00
PHIL WIEBELHAUS	MEALS REIMBURSEMENT	42.00
PLAIN TALK PUBLISHERS	SUBSCRIPTION	26.00
PNC EQUIPMENT FINANCE	DEFIBRILLATOR LEASE	741.27
POWERPHONE, INC	REGISTRATION	129.00
PRESSING MATTERS	SUPPLIES	322.00
PRINT SOURCE	SUPPLIES	41.50
QUILL	SUPPLIES	962.40
RACOM CORPORATION	MAINTENANCE	395.50
RANDOM HOUSE, INC	BOOKS	26.25
RANDY CRUM	MEALS REIMBURSEMENT	24.00
RANDY ISAACSON	MEALS REIMBURSEMENT	61.00
RASMUSSEN MECHANICAL SERVICE	PARTS	943.44
RECORDED BOOKS, INC	BOOKS	543.60
REPUBLIC NATIONAL DIST.	MERCHANDISE	13,320.78
RESCO	SUPPLIES	252.00
RICHARD DRAPER	REIMB FIRE EQUIPMENT	415.00
RIVERSIDE HYDRAULICS & LAB	PARTS	138.00
RODNEY TIEMAN	MEALS REIMBURSEMENT	42.00
RS HALSTEAD CORP	LEACHATE POND	60,890.18
SANFORD HEALTH PLAN	PARTICIPATION FEES	69.00
SCHINDLER ELEVATOR CORP	MAINTENANCE	1,620.00
SD BOARD OF OPERATOR CERTIFICATION	CERTIFICATION RENEWAL	132.00
SD LIBRARY ASSOCIATION	MEMBERSHIP	590.00
SD LIBRARY NETWORK	SD LIBRARY NETWORK	9,173.00
SD PUBLIC ASSURANCE ALLIANCE	INSURANCE	147.00
SD RETIREMENT SYSTEM	CONTRIBUTIONS	44,953.86
SDGCSA	REGISTRATION	475.00
SDWWA	MEMBERSHIP DUES	90.00
SECURITY SHREDDING SERVICE	PROFESSIONAL SERVICES	35.00
SERVALL TOWEL & LINEN	SUPPLIES	16.80
SIOUX CITY WINTRONIC	PARTS	14.58
SIOUX FALLS TWO WAY RADIO	REPAIRS	346.84
SIOUXLAND MAGAZINE	SUBSCRIPTION	13.95
SOOLAND BOBCAT	PARTS	69.42
SPECIAL T'S AND MORE	UNIFORMS	108.00
STERN OIL CO.	AVIATION FUEL	14,806.56
STUART C. IRBY CO.	SUPPLIES	377.00
STURDEVANTS AUTO PARTS	PARTS	596.17
TESTAMERICA LABORATORIES	TESTING	1,409.12
THATCHER COMPANY	SODA ASH	13,675.20
TOM KRUSE	MEALS REIMBURSEMENT	61.00

TRACTOR SALVAGE & WELDING	PARTS	801.00
TRI TECH SALES	PARTS	131.30
TRUE VALUE	SUPPLIES	1,118.42
TURNER PLUMBING	REPAIRS	72.43
ULTRAMAX	SUPPLIES	767.00
UNITED WAY	CONTRIBUTIONS	483.46
US POSTAL SERVICE	STAMPED ENVELOPES	301.55
US POSTMASTER	BUSINESS REPLY MAIL FEE	200.00
VERIZON WIRELESS	CELL PHONES	1,409.65
VERMEER HIGH PLAINS	REPAIRS	5,967.29
VERMILLION ACE HARDWARE	SUPPLIES	1,354.23
VERMILLION CHAMBER OF COMMERCE	MEMBERSHIP	750.00
VERMILLION PUBLIC TRANSIT	CONTRIBUTION	7,500.00
VERMILLION ROTARY CLUB	DUES/MEALS	163.75
VISA/FIRST BANK & TRUST	FUEL/LODGING/SUPPLIES	5,848.43
WAL-MART COMMUNITY	SUPPLIES	475.98
WALKER PROCESS EQUIPMENT	REPAIRS	4,711.94
WESCO DISTRIBUTION, INC	SUPPLIES	3,842.00
WOW! BUSINESS	DIALUP SERVICE	49.95
YANKTON JANITORIAL SUPPLY	SUPPLIES	408.68
ZEE MEDICAL SERVICE	SUPPLIES	43.85
ZUERCHER TECHNOLOGIES LLC	SERVER MAINTENANCE	2,425.00
APRIL DECKER	BRIGHT ENERGY REBATE	100.00
CLG, LLC	BRIGHT ENERGY REBATE	100.00

Alderman Willson seconded the motion. Motion carried 9 to 0. Mayor Powell declared the motion adopted.

12. Consensus Agenda

A. Set a public hearing date of February 18, 2014 for a retail on-off sale wine license for Varsity Pub, LLC for the Varsity Pub at 113 E Main Street

43-14

Alderman Osborne moved approval of the consensus agenda. Alderman Collier-Wise seconded the motion. Motion carried 9 to 0. Mayor Powell declared the motion adopted.

14. Adjourn

44-14

Alderman Osborne moved to adjourn the Council Meeting at 7:55 p.m. Alderman Ward seconded the motion. Motion carried 9 to 0. Mayor Powell declared the motion adopted.

Dated at Vermillion, South Dakota this 3rd day of February, 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 _____.

Unapproved Minutes
Council Special Session
Policy and Procedures Committee
February 4, 2014
Tuesday 9:30 a.m.

The City of Vermillion Policy and Procedures Committee was called to order on Tuesday, February 4, 2014 at 9:30 a.m. by Chairman Osborne at the City Hall large conference room. As there was a quorum of the City Council members present it is reported as a special meeting.

1. Roll Call

Committee Present: Davies, Meins, Osborne, Zimmerman
Council members also Present: Mayor Powell

Also Present: Dennis Martens, Dave Howard, Tessa Clark, Mark Erickson, Tom French, John Prescott, Jose Dominguez, Andy Colvin, Jim McCulloch, Mike Carlson

2. Old Business

A. Harold Davidson Field Airport - Minimum Standards for Operators of Commercial Activities

Chairman Osborne stated that the meeting was to review the four issued remaining in the minimum standards for commercial activities since last meeting being insurance, hours of operation, fueling rights and bathroom facilities for hangars. Chairman Osborne stated that the committee would review each issue and asked city staff to report on negotiations since last meeting.

Insurance

Jose Dominguez reported that Mr. Howard had provided a letter requesting that the requirement for workers compensation insurance be removed as it is a state law. Jose reported that staff recommends that the insurance requirements be left as originally proposed. Jose stated the requirements of having general liability, hangar liability, premises liability and product liability are industry standards that are used nationwide by airports of all sizes. As to workers compensation insurance he reported the state does not require this type of insurance, but that they highly recommend the coverage. Jose reported on insurance requirements of other airports in the region. Jose reviewed the different types of insurance. Chairman Osborne requested a report on the different types of insurance coverage.

Dave Howard stated he is not opposed to insurance but doesn't want to waste money being over insured. The million dollar minimum amount will increase the current cost of hangar keepers insurance and as to the city he stated the current lease includes a hold harmless provision to protect the city. He stated the hangar keeper insurance is to cover damage to airplanes being stored and a million dollar minimum is in excess of the value of the planes being stored.

Jim McCulloch explained the hold harmless provisions of the lease noting that insurance would protect the city from claims.

Discussion followed.

Hours of Operation

Jose Dominguez reported that since last meeting he would propose the following language: The hours of operation shall be at the operator's discretion. However, the business shall operate at minimum 20-hours a month. The operator shall provide on-call service during nights, weekends, non-scheduled hours, and holidays.

Jose stated that this provides the flexibility for the operator but felt the on-call service should be left on the standards since it provides access to the general aviation public. Jose stated the standards do not require a response time or to respond at all but to allow the aviation public the ability to contact the operator.

Dave Howard stated that he was concerned about the need to be on call or at the airport 24 hours per day 365 days a year. Discussion followed on the if the 20 hours per month requirement was needed and if an on call phone number be posted for when the operator was not present.

Fueling rights

Jose Dominguez stated that he contacted the FAA regarding the fueling rights provided in the lease to Howard ending next year while the lease with Kinney has 30 more years. Jose noted he requested if the different length of time remaining in the leases for fueling rights would be considered unjust discrimination by the FAA. Jose stated the FAA recommended the following language: All leases that currently allow fuel sales will be grandfathered. The sale of aviation fuel will be terminated when the term of the lease expires, or if the lease is terminated by either the City or lessee. A flowage fee will be levied on to all fuel sales at the airport. The flowage fee amount will be established by resolution.

Jose stated that Yankton currently charges a flowage fee and additionally requires an annual inspection of the fuel tanks. Jose

noted that it might be a good idea to require all private tanks to have an annual inspection. Jose stated that the state allocates the fuel tax back to the airport based upon fuel purchases. The city reports the City fuel purchases to the state but fuel purchased by commercial and private users is not being reported to the state. Jose suggested that commercial users be required to report fuel purchases to the city on a weekly basis for reporting to the state.

Dave Howard stated that he is concerned that his lease that expires in a year, which includes fuel sales, while the other lease that has fuel sales has 30 years remaining. He questioned if this was a level playing field. Dave stated that he would like his lease when it is renewed in a year to include the right to continue to sell fuel thus provide a level playing field. Dave stated that he was agreeable to paying a flowage fee on fuel sales.

Discussion followed on fuel sales and flowage fee. Jim McCulloch stated that the requirement to report fuel purchases should be included in the minimum standards. It was noted that the state report is due monthly thus the requirement may be monthly.

Chairman Osborne stated that that was the last item included in the minimum standards agreement but there was also discussion on bathrooms in the hangars.

Jose Dominguez reported that he contacted the DENR regarding septic tanks, septic tanks and absorption fields and cluster systems. Jose stated that the DENR explained that any of the options would be acceptable at the airport as long as the systems met the required setbacks and the minimum lot requirements. Jose stated that 6 of 12 hangars would be able to install a septic tank only system as the lot requirements do not apply to a tank only system. Jose stated that none of the hangars would be able to have a septic tank and absorption field as the limiting factor is the 20,000 square foot minimum lot size requirement. Jose stated the only way for a cluster system would work is if the empty leasable lots are used for the installation of the system. This would serve 10 of 12 hangars. Jose reported that the FAA and the City's airport consultant strongly recommend not using the leasable lots for the installation of any sewage system. Jose reported that the DENR stated that incinerating toilets would be an option if this was allowed by the city. Jose stated the airport is outside the city limits so the county was contacted and they stated incinerating toilets would be allowed. Jose stated that incinerating toilets do not require water or sewer and the by product is ash. Jose stated the incinerating toilets were discussed with the FAA who felt this should satisfy the original request for bathroom facilities in the hangar. Jose

reported the cost of an incinerating toilet would be less than installing a septic tank and absorption field.

Dave Howard stated that there were licensed installers who have stated that septic systems could be installed for his hangar. Dave suggested that a single line for all hangars that runs to a holding tank by the entrance that could be pumped until such time as sewer service was provided to the airport. Mr. Howard stated that in talking to Darby Ganschow and the University would be interested in sewer service to the USD hangar if the price was kept reasonable.

Jose Dominguez stated that the installation of water and sewer lines would reduce the property to be leased for hangars. Jose stated the estimated cost for installing the lines is between \$176,000 and \$240,000.

Discussion followed noting that the bathroom issue was not part of the minimum standards and the use of incinerating toilets is an acceptable option.

Dave Howard requested the ability to present a proposal for a single line water and sewer system for the city to consider. Chairman Osborne stated the plans should be presented to Jose Dominguez for his review and recommendation.

Tom Davies requested clarification to the sentence in section 1.07 B i. 1 "The required coverages may be expanded or reduced depending on the type of proposed commercial use." Jim McCulloch stated that this sentence may be removed.

Chairman Osborne noted that the Committee will make a report to the City Council at the February 18 meeting and that the earliest the City Council could consider the minimum standards would be at the March 3rd council meeting. He asked the committee if they wanted to meet again before the next council meeting. The consensus of the committee was to meet at noon on February 18 to review the minimum standards.

Tom Davies moved to adjourn the committee meeting at 10:34 a.m. Clarene Meins seconded the motion. Motion carried 4 to 0. Chairman Osborne declared the motion adopted.

Dated at Vermillion, South Dakota this 4th day of February, 2014.

City of Vermillion, Policy and Procedures Committee
Kent Osborne Chairman

Published once at the approximate cost of _____.

Council Agenda Memo

From: Mike Carlson, Finance Officer

Meeting: February 18, 2014

Subject: Retail On-Off Sale Wine License for Varsity Pub, LLC for Varsity Pub at 113 East Main

Presenter: Mike Carlson

Background: Varsity Pub, LLC, submitted an application for a retail on-off wine license for the Varsity Pub at 113 East Main. A copy of the notice that was published for the license and the Police Chief's report are attached.

Discussion: The City Council has the ability to issue a license on basically two criteria: suitable person and suitable location. As to the suitable person, Varsity Pub, LLC currently has an on-off sale malt beverage licenses with SD Farm Wine for this location, as such they are not a new applicant and a background check was not requested. With respect to the location criteria, the retail on-off sale malt beverage license was previously approved for the location in June 2013 and the SD Farm wine option was added to this license in October, 2013. A recent western South Dakota legal ruling defined that other items can impact the location criteria. The character of neighborhoods and businesses tend to change over time and a local governing body has a legitimate interest in managing the alcoholic beverage licensing in its jurisdiction to assess whether an alcohol sales location continues to be suitable. The following are the city ordinances on suitable person and suitable location.

112.20 SUITABLE PERSON.

- (A) South Dakota Codified Law § 35-2-1.2 requires the City Council to determine whether retail alcohol beverage license applicants or their principals are suitable persons before issuing or renewing said licenses. This determination is required annually for each license the applicant seeks. In order to effectuate a thorough determination of suitable person eligibility for license issuance, new applicants must submit to a criminal background check to determine suitability. Each new applicant shall make arrangements with a law enforcement agency and submit to the fingerprinting process. The applicant must also provide to law enforcement payment to the South Dakota Division of Criminal Investigation in an amount necessary to cover the costs of the criminal record check. These actions must be taken by an applicant prior to publication of hearing notice required by South Dakota law. The applicant's completed application will be attached to the certification of the law enforcement agency when received.

- (B) A DISQUALIFYING CRIMINAL RECORD for alcoholic beverage license purposes means any conviction for any felony, a crime of violence as defined in SDCL § 22-1-2(9), a sex offense as defined in SDCL § 22-24B-1, or trafficking in controlled drugs or substances which when and where committed would constitute such in the state of South Dakota. Unpardoned convictions of any crime of moral turpitude as defined by SDCL § 22-1-2(25) which when and where committed would constitute such in the state of South Dakota may constitute a disqualifying record as determined by the City Council on a case-by-case basis. Any criminal conviction not disclosed by an applicant on his application form may be treated as a disqualifying record. Any criminal conviction may be considered in making license issuance decision. Suspended imposition of sentence will not be considered a conviction.
- (C) An applicant subject to this policy shall provide to the law enforcement agency performing the fingerprinting process cash, check, or money order in an amount necessary to cover the costs of fingerprints for the criminal record check.
- (D) An applicant or principal in any business entity that is an applicant having any indebtedness to the city must satisfy said indebtedness before the City Council will consider any application for alcoholic beverage license issuance or renewal, except for plan one or two special assessment obligations that are not in arrears.

112.21 SUITABLE LOCATION.

- (A) South Dakota Codified Laws § 35-2-1.2 requires the City Council to determine whether retail alcohol beverage license applications propose suitable locations before issuing or renewing said licenses. This determination is required annually for each license the applicant seeks. The following are nonexclusive criteria established to assist in determining suitable location status:
 - (1) Identification of a garbage hauler to be utilized by the business and the frequency of the garbage pickup;
 - (2) Zoning restrictions, and
 - (3) Neighborhood characteristics.
- (B) In determining suitable location, the City Council will also utilize factors developed through South Dakota case law. This includes the manner in which the business is operated; the extent to which minors frequent or are employed in such place of business; the adequacy of police facilities to properly police the proposed location, and other factors associated with the sale of alcoholic beverages, such as noise and litter.

112.22 SUITABLE PERSON AND SUITABLE LOCATION CONSIDERATION.

- (A) South Dakota codified laws and case law support the premise that the decision to issue an alcoholic beverage license is discretionary. Therefore, the city hereby establishes a two-tiered process to evaluate on-sale liquor applications. The first tier will assess the character of the applicant or principals and whether the location is suitable according to §§ 112.20 and 112.21 of this chapter.
- (B) Upon finding evidence that the character of the applicant is acceptable and the location suitable, the City Council will consider second tier criteria. This process can include examining the best location for economic and tourism development, the best ancillary uses (restaurant, etc.) developed with the sale of liquor, the best location in accordance with the city long-range plan, the size of the facility, parking facilities, closeness to existing supplementing businesses, residences, and activities deemed important by the City Council.

Financial Consideration: The retail on-off sale wine license fee is \$500 retained by the City. The retail on-off sale wine license will expire on December 31, 2014.

Conclusion/Recommendations: Following the input from the public hearing, the City Council is asked to make a decision on the approval or denial of the retail on-off sale wine license for Varsity Pub, LLC for the Varsity Pub at 113 East Main. If a motion is made to deny the license, the reason needs to be included in the motion.

City of Vermillion
Police Department
15 Washington Street
Vermillion, SD 57069
Phone: (605)677-7070
FAX: (605)677-7166
www.vermillionpd.org



02/12/2014

To: Mike Carlson, Finance Director

From: Matt Betzen, Chief of Police 

Reference: Retail on-off Sale Wine license until December 31, 2014; for Varsity Pub at 113 East Main Street.

On March 27, 2013, The Varsity successfully passed a compliance check. There have been no other alcohol related contacts with the Varsity in the last 12 months.

The Vermillion Police Records have no additional information that would reflect on this application.

The owners/managers of this business have previously provided criminal background checks, and the department has no reason to believe there is any additional criminal history information that would reflect on this application.

NOTICE OF PUBLIC HEARING OF APPLICATIONS
FOR SALE OF ALCOHOLIC BEVERAGES

NOTICE IS HEREBY GIVEN THAT the Vermillion City Council on the 18th day of February, 2014 at the hour of 7:00 P.M. in the City Hall Council Chambers, 25 Center Street will meet in regular session to consider the following application for an alcoholic beverage license to operate within the municipality for the licensing period stated, which has been presented to the City Council and filed in the Finance Officer's Office:

Retail on-off Sale Wine license until December 31, 2014:
Varsity Pub, LLC for the Varsity Pub at 113 East Main Street.

NOTICE IS FURTHER GIVEN THAT any person, persons, or their attorney may appear and be heard at said scheduled public hearing who are interested in the approval or rejection of any such application.

Dated at Vermillion, South Dakota this 31th day of January, 2014.

Michael D. Carlson, Finance Officer

Publish: February 7, 2014

Published once at the approximate cost of _____.

Council Agenda Memo

From: John Prescott, City Manager
Meeting: February 18, 2014
Subject: Airport Minimum standards report
Presenter: Jose Dominguez

Background: At the November 4 and December 16, 2013 Noon City Council meetings information was presented on proposed Minimum Standards for the Airport. The City Council considered the Minimum Standards at the January 6, 2014 meeting. At the January meeting, the item was referred to the Policies and Procedures Committee for further review. The Policies and Procedures Committee met on January 28, February 4 and is slated to meet after the Noon Council meeting on February 18. The first two Committee meetings have included the staff and airport users providing information to the Committee on the proposed standards.

Discussion: The following state statute requires that the findings of the Committee be presented at one meeting and City Council action take place no sooner than the next meeting:

1-27-1.18. Recommendations, findings, and reports of appointed working groups to be reported in open meeting--Action by governing body. Any final recommendations, findings, or reports that result from a meeting of a committee, subcommittee, task force, or other working group which does not meet the definition of a political subdivision or public body pursuant to § 1-25-1, but was appointed by the governing body, shall be reported in open meeting to the governing body which appointed the committee, subcommittee, task force, or other working group. The governing body shall delay taking any official action on the recommendations, findings, or reports until the next meeting of the governing body.

At the January 6, 2014 City Council meeting the proposed minimum standards were referred to the Committee with the understanding that the City Council would take action at the March 3 meeting. Per the noted State Statute, the City Council needs to receive the report of the Policies and Procedures Committee at the February 18 meeting for action to take place on March 3. This timeline was discussed at the February 4 Policies and Procedures Committee meeting. At the time this memo is being written, it is anticipated that the Policies and Procedures Committee will have a recommendation for the evening meeting on February 18th. That recommendation is anticipated to come from the Committee meeting following the Noon Council meeting on February 18th.

Financial Consideration: None at this time.

Conclusion/Recommendations: No action is required. The Minimum Standards will be presented at the March 3, 2014 City Council meeting for action.

AIRPORT MINIMUM STANDARD ISSUES:

During the January 28, 2014 meeting there were four items that the Committee requested Staff to try and resolve with Mr. Dave Howard regarding the proposed Airport Minimum Standards. The items were the required insurance, the hours of operation, the fueling rights, and allowing bathrooms in the hangars.

The bathrooms are not part of the minimum standards, however, they are an issue that was brought up by Mr. Howard and the Committee thought it prudent to address the issue at this point.

After the Committee meeting concluded Mr. Howard was asked to make an appointment the week prior the February 4th meeting to discuss the items in question. This would have allowed Staff time to review the proposals made by Mr. Howard.

On January 31st Mr. Howard dropped off a list of proposed wording for the minimum standards addressing all items, but the bathrooms. We also met with Mr. Howard on February 3rd to discuss his proposed wording. At the same meeting we discussed the City's wording.

During the meeting we were only able to discuss the insurance and the hours of operation before the meeting ended. The meeting was ended abruptly by Mr. Howard. He said that since we are not working with him he would be leaving the airport at the end of 2014 – the breaking point was the 'on-call' requirement on the hours of operation. Staff reiterated that we are trying to work with him on the items that the Committee requested, but that there are some items that Staff feels should be left in the standards. Staff also reiterated that the City is not trying to make him leave the airport, or close his business at the airport.

The Committee met again on February 4th to discuss the above mentioned four items. At the end of the meeting the Committee requested once again that Staff and Mr. Howard meet to further discuss the insurance items. The Committee also set a new meeting date of February 18th to discuss any new findings from Staff and to finalize the report to the Council.

Below are Staff's recommendations for each of the items:

INSURANCE

Staff recommends that the insurance requirements be left as originally proposed.

- Staff contacted an area insurance agent on February 12th that provides aviation insurance to discuss the City requirements and to get clarifications on the types of recommended insurance:
 - In his opinion, the types of insurance that the City is requesting are not unreasonable and are standard through the country.
 - General Liability insurance covers a wide gamut of items. It was explained as an a la carte menu that may include premises and product liability amongst others. The hangars keeper's liability would be a separate type of insurance.
 - Premises liability – covers accidents that may happen within the area owned by the business owner (e.g. client trips on a tool inside the hangar and breaks a leg, premises liability would cover this).
 - Product liability – covers products that are sold, and installed, by the business owner.
 - Hangar Keeper's liability – covers any airplane that is under the control, or care, of the business owner. It does not matter where the airplane is for it to be covered.
 - The insurance agent also said that in his opinion the City's proposed coverage limits of \$1,000,000 is not unreasonable and would be considered a standard minimum. He further explained that depending on the business being proposed he would recommend increasing the insurance amounts to \$2,000,000.
- The requirements of having general liability, hangar liability, premise liability and product liability are industry standards that are used nationwide by airports of all sizes.
- Talked to the State's Department of Labor and Regulations on January 31st regarding Workman's Compensation insurance being required from all employers by statute. They said that the State does not require this type of insurance, but that they highly recommended.
- We spoke with the current FBO for the Hartington, NE and Wayne, NE airports. He currently carries a similar insurance to what we are requesting. He mentioned that the City's whose airports he works for also require a

similar insurance. He also provides mechanic's services at the Yankton Airport and is required to carry insurance by the City of Yankton for that service.

- The City of Yankton also requires insurance. The amounts are not listed in the minimum standards; rather, they are specifically detailed in each individual's lease. See below:
 - "T" Hangar lease - \$1,000,000 policy
 - Personal Hangar (general aviation) - \$100,000 policy
 - Fuel Tanks (commercial or personal) - \$1,000,000 policy
 - Commercial Uses - \$1,000,000 policy
- We spoke with the FBO for the Tea airport. He also carries insurance with higher amounts than what we are requesting. He mentioned that the County (the airport owner) has in place insurance requirements similar to what we are proposing.
- The Committee should keep in mind that the provider cannot really indemnify the City if they do not have adequate insurance. The insurance is what the provider will use to pay in case any lawsuits or accidents occur. This is why we require insurance from contractors working for the City within the public right-of-way and for entities that have multi-day festivals (e.g. Ribs, Rods and Rock-n-Roll and the Shakespeare Festival). The City also required fireworks displays utilizing City property to be insured (e.g. VCDC fireworks display during the 4th of July). Additionally, the liquor store manager is required to carry insurance by the City for managing the liquor store.
- The product liability will only be required from someone selling products (e.g. fuel, oil, parts, etc...). This will not be applied to someone only offering services. This is the reason why the temporary aerial applicator will not be required to have product liability – he only provides the service of spraying chemicals since all of the chemicals he uses are provided by the person requesting the spraying.

HOURS OF OPERATION

Staff recommends that section 2.04, B be changed to read as follows:

Hours of Operation

The hours of operation shall be at the operator's discretion. The operator shall provide a telephone number for on-call response during nights, weekends, non-scheduled hours, and holidays.

- Allows the operator plenty of flexibility when setting hours of operation.
- Staff feels that the 'on-call' service should be left on the standards since it provides access to the general aviation public for a mechanic. The City is not requiring that he respond within a certain amount of time, or that he respond at all. We are simply requesting from Mr. Howard that he allow the aviation public to reach him on off hours to schedule services.

FUELING RIGHTS

Staff recommends that the following paragraphs be added to section 2.14:

All leases that currently allow fuel sales will be grandfathered. The sale of aviation fuel will be terminated when the term of the lease expires, or if the lease is terminated by either the City or lessee.

A flowage fee will be levied on to all fuel sales at the airport. All commercial users selling fuel will be required to report to the City how many gallons of fuel they purchased. The report will be due at the City Finance Office no later than the 5th day of each month. The flowage fee amount will be established by resolution.

- Staff discussed with the FAA on January 29th the fact that the airport currently has a couple of leases which allowed for the sale of fuel. Due to the fact that the City is not intending on discontinuing any leases, either now or in a year, and due to the sale of fuel, the FAA recommended adding the first paragraph that is mentioned above. This paragraph allows for all of the existing leases to continue selling fuel since that was what was originally agreed between the City and the lessee.
- The flowage fee is something that Mr. Howard mentioned during the meeting. We would recommend something similar to what the City of Yankton has in place. The City of Yankton currently charges a 5-cent per gallon fee. Additionally they require that the owner of the fuel tank have the fuel tank inspected by the fire department to ensure that it meets all codes. The fee for the inspection will be set by resolution depending on the cost that the City incurs for the inspection.
- We would also recommend that the Council consider inspecting all privately owned tanks annually.

- We would also recommend that the Council require all commercial users selling fuel to report to the City how many gallons they purchased on a regular basis. This amount would then be reported to the State so that the City may obtain our portion of the Fuel Tax. If the amount is not reported to the State by the City the tax does not go into our fund but rather into the State's general fund. As of now no fuel purchases have been reported to the State, meaning that we have not received our portion of the taxes.

BATHROOMS

Staff recommends allowing incinerating toilets in all of the hangars along with waterless hand washing stations.

- Staff contacted DENR in January 28th with regard to the installation of septic tanks, septic tanks and absorption fields or cluster systems. DENR explained that any of the options would be acceptable at the airport as long as the systems met the required setbacks and that the minimum lot requirements were met.
 - Only 6 of 12 hangars would be able to install a septic tank – the minimum lot requirements do not apply to 'tank only' systems
 - None of the hangars would be able to have a septic tank and absorption field. The limiting factor for all of them is the 20,000 square foot minimum lot size requirement.
 - The only way a cluster system would work is if the empty leasable lots are used for the installation of the system. If this is allowed we would need two separate systems, at the end, 10 of 12 hangars could be served.
- Staff, the FAA, and the City's Airport Consultant strongly recommend not using the leasable lots for the installation of any sewage system. This is the land that the City owns in order to generate revenue to run the airport. Additionally, the FAA would not look kindly on the City if all of the leasable hangar space was used for the installation of sewage facilities. Their reason being that the lots are to generate money for the airport (by constructing hangars) and not for sewage facilities which do not necessarily serve general aviation.
- Due to the fact that any of the septic systems (with the exception of the cluster system) would not work for a majority of the hangar owners Staff inquired to DENR about incinerating toilets. DENR mentioned that they

would be in favor of utilizing this type of sewage disposal system as long as the City is in favor of it.

- The cost of the incinerating toilet and waterless hand washing station are considerably less than any of the proposed options (with the exception of septic tanks).
- Incinerating toilets do not require water to run – no water main, no sewer line, no septic tanks, no absorption fields.
- The only byproduct from using the incinerating toilet would be ash – its sanitary, the ash is similar to the ash generated from an oven's cleaning cycle
 - The disposal of the ash will be dictated by the City in order to diminish the possibility of having ash blown around the airport.
- The recommendations were discussed with the FAA. The FAA was in agreement that this should satisfy the original request from Mr. Howard of having a bathroom at the hangar. Additionally, they felt, as well as the City, that not having sewage or water would eliminate the possibility of people living at the airport. The FAA does not allow people living at airports. This is something that they take seriously and would remove future funding if it's found that people are living at the airport.
- Staff would also require that anyone wanting to install the recommended bathroom facilities within their hangars be required to obtain a no cost permit. The permit would allow us to track who has bathrooms and where the bathrooms are at. This will also allow us to monitor the disposal of the ashes generated by the toilet.

HAROLD DAVIDSON FIELD AIRPORT – MINIMUM STANDARDS FOR OPERATORS OF COMMERCIAL ACTIVITIES

SECTION 1 – GENERAL PROVISIONS

1.01 Introduction

The City of Vermillion City Council adopts these minimum standards for the Harold Davidson Field Airport herein after the Airport in order to protect and promote the best interests of the public with regard to development and provision of aeronautical services and activities and other commercial activities at the airport.

The City of Vermillion City Council hereby vests power and authority in the Vermillion City Manager or his/her designee to enforce these Minimum Standards and otherwise to perform all acts which may be necessary and proper for the safe and efficient operation of the Airport. Failure on the part of any person to immediately comply with any reasonable request and direction of the City Manager or his/her designee shall be grounds for the removal of such persons from the Airport in any lawful and reasonable manner.

1.02 Required Conditions

Any person desiring to engage in one or more commercial activities at the Airport must adhere to these applicable minimum standards as a condition to establishing and providing the permitted activity and must be a party to a written lease and/or agreement with the Airport. In addition, the applicant must obtain any required licenses, or permits, from the City.

1.03 Commercial Services Defined

Commercial services are defined as certain commercial activities conducted at or from the Airport for the purpose of securing earnings, income, compensation, or profit, whether or not such activities are actually accomplished.

1.04 Non-Discrimination

A fair and reasonable opportunity, without unjust discrimination, shall be afforded all applicants to qualify, or otherwise compete, for available Airport facilities; or to engage in selected commercial activities, subject to the Minimum Standards and requirements as may be established and amended from time to time by the Airport.

The Airport, through its Minimum Standards, attempts to maintain a “level playing field” on which all commercial operators of similar classifications or Aeronautical activity are to conduct business on a fair and equal basis for the benefit of the aviation public. In developing these Minimum Standards, the Airport intends neither to block competition between service providers nor to protect any existing or incumbent provider from competition. Commercial Operators on the Airport are required to (1) furnish services on a fair, equal, and not unjustly discriminatory basis to all customers, and (2) charge fair, reasonable, and not unjustly discriminatory prices for each unit or service, provided that the Operator is allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

No Commercial Operator shall exclude from employment in participation, access to, benefits of its operations or otherwise discriminate against persons on the grounds of race, color, national origin, handicap, age, sex or veteran status. Commercial Operators shall be responsible for

**HAROLD DAVIDSON FIELD AIRPORT – MINIMUM STANDARDS FOR OPERATORS OF COMMERCIAL
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compliance with all applicable local, state and Federal rules, regulations, ordinances or laws regarding nondiscrimination.

1.05 Development of Additional Minimum Standards

Authorized commercial services are not limited to those listed in these minimum standards. In the event a prospective operator desires to conduct a commercial activity not listed in these standards, the minimum standards for that activity may be identified as part of the application process. Additional activities may be subject to minimum standards. In developing new minimum standards for aeronautical services, the following guidelines are to be considered:

- A. The minimum hangar space, office space, land, equipment, personnel, operating hours, and other standards required of a commercial operator shall be those appropriate for the services provided and shall be sufficient to facilitate good customer service.
- B. The Airport is not obligated to provide or construct public ramp/apron or connecting taxiways for commercial operators. Further, the Airport's ability to construct such ramp/apron or taxiway facility is limited to the availability of funds, which may be dedicated to higher priority projects at the Airport. The prospective operator should expect to fund all facility needs (building, parking lots, ramps/apron, connecting taxiways) as part of the total plan.

1.06 Pre-Qualification Requirements

The prospective Operator shall submit, in written form, to the City Manager or his/her designee at the time of application, the following information as may be requested by the Airport.

A. Intended Scope of Activities

As a condition precedent to the granting of the operation privilege on the Airport, the prospective Operator must submit a detailed description of the intended activity (ies), and the means and methods to be employed to accomplish the applicable operating standard and requirements, in order to provide high quality service to aviation and the general public in the Vermillion area, including the following:

- i. Applicants name, mailing address and phone number
- ii. If an incorporation, or partnership, list the name, mailing address and phone number of all of the owners of 10% or more.
- iii. The services to be offered.
- iv. The amount of land to be leased or subleased.
- v. The building space to be constructed leased or subleased.
- vi. The number of aircraft (or vehicles) to be provided, if applicable.
- vii. The number of qualified and/or certified employees.
- viii. The hours of proposed operation.
- ix. Evidence of required minimum insurance coverage as established by the Airport.
- x. Evidence of the operator's level of competency and experience in successfully performing the proposed service.

B. The Written Agreement

With the approval of the application by the City Manager or his/her designee prior to the commencement of commercial operations, the prospective Operator will be required to enter into a written agreement with the Airport. The agreement will detail the terms and conditions under which the Operator will conduct business on the Airport, including, but not limited to, the term of agreement; the rentals, fee, and charges; the rights, privileges, and obligations of the respective parties; and other relevant covenants. The conditions contained in the schedule of Minimum Standards and Requirements do not represent a complete recitation of the

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provisions to be included in the written agreement. Agreement provisions, however, will not change, modify, or be inconsistent with, the Minimum Standards and Requirements.

C. Site Development Standards

- i. The minimum space requirements hereinafter provided may be satisfied by the lease, construction or sublease of single abutting, or separate parcels having one building, attached buildings, or separate buildings. The use of mobile home type buildings to satisfy space requirements is prohibited. A minimum 5-foot setback from the aviation apron areas is required for new construction. For construction of any new facilities not already contained on the Airport, the Operator shall be subject to all applicable Federal, State, and local laws, ordinances, codes, rules and regulations.
- ii. No person shall make any alterations of any nature whatsoever to any buildings, aprons, or other airport space, nor shall any building or other structure be erected without prior submission of a written request, including detailed plans and specifications, and the receipt of written permission from the City Manager or his/her designee. Prospective Operators shall comply with all building codes of the City of Vermillion and shall deliver to the City Manager or his/her designee, “as-built” plans upon completion.
- iii. Further, a notice of alterations or construction must be submitted to the Federal Aviation Administration by the prospective Operator, FAA Form 7460-1 (Notice of Proposed Construction and/or Alteration) and a finding of “no-hazard” must be received prior to commencement of any construction.

D. Personnel

- i. The prospective Operator shall have in his employ, and on duty during the required operating hours, such numbers and types of trained personnel with proper FAA credentials, certificates, and ratings as applicable to provide adequate and efficient services.
- ii. Operator must demonstrate that procedures have been established to assure that all persons employed, or to be employed, who have unescorted access to any area on the airport controlled for security reasons, have background checks to the extent required by law, or regulation.
- iii. Operator’s employees shall be neat, clean, and courteous. Operators shall not permit its agents, or employees to conduct business in a loud, noisy, boisterous, offensive, or objectionable manner, or to solicit business outside the space assigned as stated in lease or operating agreement.

1.07 Indemnity and Insurance

A. Indemnification

- i. Prospective Operator’s must agree to indemnify, save, hold harmless, and defend the Airport, its agents and employees, its successors and assigns, individually or collectively, from and against all liability for any claims and actions and all reasonable expenses incidental to the investigation and defense thereof, in any way arising out of or resulting from any acts, omissions or negligence of the Operator, its agents, employees, licensees, successors, and assigns, or those under its control; in, on or about leased premises; or in connection with its use and occupancy of leased premises or use of airport; provided, however, that the Operator shall not be liable for any injury, damage, or loss occasioned by the negligence or willful misconduct of the Airport, its agents and employees.

B. Minimum Liability Insurance Requirements

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- i. Without limiting the Operator’s obligation to indemnify the Airport, the Operator shall provide, pay for, and maintain in force at all times during the term of the Operator’s agreement a policy of:
 1. Commercial general liability policy, which ~~at the very least~~ normally will provide coverage on four specific areas: general liability, hangar keeper’s liability, premises liability and product liability. The required coverages may be expanded or reduced depending on the type of proposed commercial use. The coverage limits will not be less than:
 - a. Permanent Single Service Operator, a Temporary Single Service Operator or a Limited Service Fixed Based Operator - \$1,000,000 per occurrence
 2. Workman’s Compensation insurance; and any other policies of insurance reasonably required by the Airport.
 - ii. The above mentioned insurance amounts and types of insurance shall be reviewed from time to time by the Airport, if in a review there is a reasonable determination that such adjustments are necessary to protect the Airport interests. The Operator shall furnish the Airport, as evidence that such insurance certificate including the Airport as additional insured within 30 days after the policy is issued. Said policies shall be in a form and content satisfactory to the Airport and shall provide for thirty (30) days written notice to the Airport the cancellation of or any material change in such policies.
- C. Environmental Impairment
- Operators must agree to comply with any environmental regulations affecting its operations, including furnishing insurance or other security against environmental impairment risks as required by the Airport, State of South Dakota or agencies of the Federal Government.

SECTION 2 – AERONAUTICAL SERVICES

2.01 Introduction

The following Minimum Standards for Commercial Aeronautical Services Incorporated using, as a reference, FAA Advisory Circular 150/5190-7 (current edition), Minimum for Commercial Aeronautical Activities, and the Airport rules and regulations, as may be adopted or amended. The Airport does not certify that the required minimum land, and building areas, personnel or equipment levels are adequate for the successful operations of the commercial activities described. Additional land and building space, personnel and equipment exceeding the minimums, may be necessary for the operator to ensure that services are effectively provided to meet the needs of the public. All Aeronautical services and uses of the Airport shall be conducted in strict compliance with federal regulations and state and local laws.

2.02 Development of Quality Services

It is the intent of the Airport to ensure that the airport, through its authorized commercial operators, provides a full range quality service to the aviation public. To accomplish this objective the Airport, has established a Limited Service Fixed Based Operator (LSFBO) development process. The development process is founded on the principle that only experienced, well capitalized; operators have the greatest chance of successfully providing these quality services. The process also provides opportunities for interested parties, with limited experience, to establish aviation service businesses, to gain the necessary experience, and to grow in the LSFBO service levels of greater responsibility to the public.

2.03 Exclusive Rights

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No private aeronautical service provider will be granted an exclusive right to solely provide any aeronautical service on the airport. Any interested party meeting the Minimum Standards may qualify for authorization to begin business.

2.04 Single Service Operator

A person or organization meeting the appropriate minimum standards may apply to the Airport, in accordance with Section 1.06, for permission to operate as a Single Service Operator (1st Entry Level- Exhibit A). Single service operators are prohibited from retail sales of fuel and providing aviation line services. Fuel/petroleum retail sales and line services are privileges reserved for City of Vermillion. Single service operations are considered “entry level” business activities and thus no actual experience in operating such a business is required. Some experience, is however, recommended. A single service operator may conduct business “under the umbrella of” an authorized limited service fixed base operator. When supporting “under the umbrella” activities, the LSFBO must meet the minimum standards associated with the additional aviation service.

All Single Service Operators will meet the following minimum standards:

A. Leased Space Requirement

Each Single Service Operator shall operate out of a building located on the Airport. The building must be built on a parcel containing at least 2,750 square feet. The building itself shall be at least 1,600 square feet. The building must provide adequate space for properly heated and lighted offices, hangar storage, maintenance, and public waiting areas. The terminal building may be used as a public waiting area.

B. Hours of Operation

The hours of operation shall be at the operator’s discretion. ~~However, the business shall operate at minimum 20 hours a month.~~ The operator shall provide a telephone number for on-call service response during nights, weekends, non-scheduled hours, and holidays.

C. Maintenance

Aircraft must be maintained in accordance with FAA regulations and the Manufacturer’s maintenance standards.

2.05 Single Service Operator – Aircraft Sales

In addition to section 2.04 any operator desiring to engage in the sale of new, or used, aircraft must also meet the following requirements:

A. Services

Operator is prohibited from performing aircraft maintenance and repair work for the general public.

B. Personnel

In addition to 1.06D, Operators must provide one or more persons holding a current commercial pilot certificate with ratings appropriate for the type of aircraft to be demonstrated or for sale. They must also employ one person currently certified by the FAA to perform aircraft maintenance work on the aircraft being sold, if the operator intends to do their own maintenance.

C. Dealership

A new aircraft dealer shall be an authorized factory dealership or subdealership having a license or permit as required by the State, and knowledge of all South Dakota applicable statutes concerning sales, contracts and warranties. A dealer in new aircraft shall own or

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have exclusive lease on minimum of one current model demonstrator, not more than 12-months old.

D. Part and Service

Dealer shall have adequate servicing facilities and access to parts to provide maintenance service to customer's aircraft during the warranty period.

2.06 Single Service Operator – Airframe and Power Plant Repair (Aircraft Maintenance and Repair)

In addition to section 2.04 any operator desiring to engage in airframe and/or power plant repair services must also meet the following requirements:

A. Personnel

In addition to 1.06D, Operators shall employ a minimum of one person currently certified by the FAA with ratings appropriate for work to be performed.

B. Equipment

Maintain sufficient equipment, supplies, or have the availability to acquire parts to perform maintenance in accordance with manufacturer recommendations or equivalent on various types of based aircraft.

2.07 Single Service Operator – Aircraft Rental

In addition to section 2.04 any operator desiring to engage in the rental of aircrafts to the public must also meet the following requirements:

A. Aircraft

Operator shall own or have an exclusive lease in writing for one air worthy single engine, or multi-engine, aircraft equipped for flight under both visual and instrument conditions.

B. Maintenance

Aircraft must be maintained in accordance with FAA regulations and the manufacturer's maintenance standards.

2.08 Single Service Operator – Flight Training

In addition to section 2.04 any operator desiring to engage in commercial flight instructions must also meet the following requirements:

A. Personnel

In addition to 1.06 D, Operator must employ one person qualified to provide ground and flight instruction in accordance with FAA regulations.

Note: If an Operator under this section furnishes or otherwise provides the aircraft used for flight training, that Operator is also required to meet the minimum standards for aircraft rental service.

2.09 Single Service Operator – Air Taxi and Charter Service

In addition to section 2.04 any operator desiring to engage in air taxi or charter service must also meet the following requirements:

A. Personnel

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In addition to 1.06D, Operator shall employ a minimum of one FAA certified commercial pilot appropriately rated to conduct air service offered.

B. Aircraft

A minimum of one aircraft capable of carrying four passengers, and equipped for flight under instrument conditions, shall be owned or exclusively leased by the operator.

C. Certification

Operator and all pilots must meet all provisions of FAR Part 135.

D. Ground Transportation Services

The operator may make provisions for the transportation of pilots and passengers of transient General Aviation Aircraft to and from the Operator's facilities across the Airport's Apron areas as a part of his/her business operations. The Operator performing this service with motor vehicles driven on the Airport property shall do so only in strict compliance with any Airport rules and regulations, applicable, federal, state and municipal laws, ordinances, codes, or other similar regulatory measures as may be hereafter added, modified, or amended.

E. Maintenance

Aircraft must be maintained in accordance with FAA regulations and the manufacturer's maintenance standards.

2.10 Single Service Operator – Specialized Commercial Flight Services

In addition to section 2.04 any operator desiring to engage in specialized commercial flight services including, but not limited to: banner towing and aerial advertising; aerial photography or survey; fire fighting or fire patrol; power line or pipeline patrol; any other operations specifically excluded from Part 135 of the FAA Regulations must also meet the following requirements:

A. Personnel

In addition to 1.06D, Operator shall employ one person having a current commercial certificate with appropriate ratings for the aircraft to be flown.

B. Aircraft

A minimum of one properly certified aircraft owned or leased by written agreement.

C. Maintenance

Aircraft must be maintained in accordance with FAA regulations and the manufacturer's maintenance standards.

2.11 Single Service Operator – Avionics, Instruments, and/or Propeller Services

In addition to section 2.04 any operator desiring to provide avionics, instrument, or propeller service must hold the appropriate FAA repair station certificates and ratings for same. The operator must also meet the following requirements:

A. Personnel

In addition to 1.06D, Operator shall employ a minimum of one FAA certified repairman, qualified in terms of the applicable FAA repair station certificate.

2.12 Single Service Operator – Permanent Aerial Applicators

In addition to section 2.04 any Operator must hold an Agricultural Aircraft Operator Certificate issued by the FAA under Part 137. The Operator must also comply with the requirements of the State and Political subdivisions thereof; and also meet the following requirements:

A. Personnel

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In addition to 1.06D, Operator shall employ a minimum of one person holding a current FAA commercial certificate, properly rated for the aircraft to be used, and meeting the requirements of Part 137 of the FAA Regulations and applicable regulations of the State of South Dakota. A copy of their Part 137 certificate, commercial applicators certificate, and pilot certificate shall be file with the City Manager or his/her designee before commencing operations. A review of the South Dakota State Department of Agriculture applicant’s history will also be reviewed for each applicator prior to commencing operations.

B. Aircraft

A minimum of one aircraft meeting all of the requirements of Part 137 of the FAA Regulations and applicable regulations of the State. This aircraft shall be owned or leased by agreement in writing.

C. Facilities

A segregated chemical storage area with secondary containment, protected from the public access, and safety equipment as to comply with the minimum standards as required by all local, city, state and federal regulations and ordinances. All present and future federal and state hazardous material and environmental protection acts and regulations will be complied with.

2.13 Single Service Operator – Temporary Aerial Applicators

In order to be considered a temporary aerial applicator the operator must operate no more than two aircraft at a time. Additionally, the operator may only operate from the airport no longer than 30 consecutive days in one year. Similar to a permanent applicator, the operator must hold an Agricultural Aircraft Operator Certificate issued by the FAA under Part 137. The Operator must also comply with the requirements of the State and Political subdivisions thereof; and also meet the following requirements:

A. Personnel

Same as 2.12A

B. Aircraft

Same as 2.12B

C. Facilities

Operator shall work from an area designated by the City. All present and future federal and state hazardous material and environmental protection acts and regulations will be complied with.

2.14 Self Fueling of Private Aircraft

A person or organization owning aircraft shall be permitted, personally or using the organization’s employees, to fuel their own aircraft. The Aircraft owner is not permitted to contract with an off-airport company to enter upon the airport to refuel his aircraft. Further, the Airport prohibits the use of a “CO-OP” (an organization formed by several aircraft owners for the purpose of self fueling) as a single aircraft owner’s purpose of self fueling. Self fueling operators may not dispense fuel from their privately owned fueling equipment into aircraft not directly owned by the operator. Further, the operator’s fuels may not be sold, given, or ownership otherwise transferred, to other aviation Operators.

The City of Vermillion shall retain the exclusive right to provide all fuel sales on the Airport to other individuals or other organizations.

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All leases that currently allow fuel sales will be grandfathered. The sale of aviation fuel will be terminated when the term of the lease expires, or if the lease is terminated by either the City or lessee.

A flowage fee will be levied on to all fuel sales at the airport. All commercial users selling fuel will be required to report to the City how many gallons of fuel they purchased. The report will be due at the City's Finance Officer's office no later than the 5th day of each month. The flowage fee amount will be established by resolution.

2.15 Multiple Commercial Aeronautical Services - LSFBO

A person or organization meeting the Minimum Standards of any two or more aeronautical services described in sections 2.04 through 2.13 of these Minimum Standards may apply for permission to conduct business as a LSFBO. Where more than one activity is proposed, the actual building, land, equipment and personnel requirements may have to exceed the minimum space requirements that would be required for a single service. The City Manager or his/her designee will determine if the proposed structure is adequate in order to ensure that safe and comfortable services are provided for the customer. Actual space requirements will also be dependent upon:

1. The combination and nature of proposed individual commercial services to be operated, and
2. The design and configuration of the proposed building, and
3. The Operator's expansion plans, and
4. The proposed geographic location on the airport, and
5. What has been required of other operators on the airport who provide a similar combination of services?

The LSFBO is prohibited from selling fuel.

A. Leased Space Requirement

Each LSFBO shall operate out of a building located on the airport. The building must be properly heated and lighted and provide adequate space for offices, hangar storage, and maintenance. The building must also be accessible to those requiring service, and to be marked with appropriate external signage. The actual dimensions of the leased area may vary, but they must be adequate for the services being provided. The City Manager or his/her designee will determine the adequacy of the proposed structure at the time the land lease and structure design are being developed.

B. Hours of Operation

Business shall operate during normal working hours (8:00 am to 5:00 pm) and during the work week (Monday through Friday) for at least 20-hours per month. Operators shall provide emergency on-call service during nights, weekends, non-scheduled hours and holidays.

C. Termination or Modification of Multiple Commercial Aeronautical Services

Airport's prime objective in granting permission to conduct commercial services at the airport is to meet the aviation needs of the public. The City Manager or his/her designee reserves the right to immediately terminate the Operator's commercial authority, or reduce the Operator's operating authority to that of a lower operating classification, as detailed in Exhibit A. The City Manager or his/her designee may also terminate the Operator's commercial authority if the Operator reduces its service activities to a level that is less than the required services of the quality and/or if quality of required services deteriorates to a level at which the services fail to meet the operating needs of the aviation public. The Operator may appeal the City Manager's or his/her designee's opinion to the City Council within 30-days.

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SECTION 3 – OFF-AIRPORT CAR RENTAL CONCESSION

Any operator desiring to provide rental cars to the traveling public from an off-airport site and to pick-up and drop-off its customers at the Airport must meet the following minimums:

- A. Fleet Size
Have a car rental fleet of at least two cars. Rental cars must be less than ten years old.
- B. Services
The operator shall furnish good, prompt, and efficient service, adequate to meet all reasonable demands for automobile rental service at the Airport, on a fair and reasonable basis, and to charge prices for such services, in accordance with its usual standards, on a basis substantially similar to that charged for similar size automobiles, within the State of South Dakota.
- C. Vehicle Maintenance
Operator shall maintain rental vehicles in good operative order, free from known or reasonable ascertainable, mechanical or physical defects, and in clean neat and attractive condition, inside and outside.
- D. Operating Hours
Car rental offices shall provide contact information at the terminal building. They will remain on-call and provide a vehicle within 30 minutes from the call being placed.
- E. Phone Services
So long as the operator has a valid agreement with the airport, the operator shall have the privilege of placing a direct line phone to its place of business in the Airport Terminal building in the same manner and to the same extent offered to the public by the Airport or its advertising agent.
- F. Car Drop-off/Parking
Operator is not authorized to drop off rental cars at the Airport for customers. Operator must perform all paperwork and the transfer of all vehicles at the Operator's place of business.
- G. Personnel
In addition to 1.06D, Operator's employees shall be neat, clean, and courteous. Operator shall not permit its agents, servants, or employees to conduct business in a loud, noisy, boisterous, offensive, or objectionable manner, or to solicit business on the Airport except through the use of signs as herein above set forth.

SECTION 4 – PENALTIES FOR FAILURE TO MAINTAIN COMPLIANCE

4.01 Failure to Comply with Minimum Standards

All persons upon Airport property, except those whose presence is specifically authorized and/or mandated by federal or state law, shall be considered as business invitees or guests of the Airport. In the event a failure to maintain compliance with any of these minimum Standards, the authorization of any and all commercial activities may be terminated by the City Manager or his/her designee. The Operator may appeal the City Manager's or his/her designee's decision to the City Council within 30-days.

4.02 Termination of Lease

The Airport, at its discretion, reserves the right to terminate the lease of any tenant found to be in violation of the Minimum Standards.

4.03 Civil Remedy or Criminal Prosecution

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The Airport, in its discretion, reserves the right to commence any civil action or suit or file a complaint for criminal prosecution against any person or persons violating any Minimum Standard which cause injury or damage to person or property of if such violation appears to constitute the commission of a criminal act.

4.04 Liability for Fines

Any person whose act, or failure to act, results in a fine or penalty being assessed against the Airport or by any governmental agency having jurisdiction including security, safety, and environmental, or the FAA shall be fully liable for the payment or reimbursement of such fine or penalty in addition to the costs associated with the restitution, repair, or clean-up of conditions resulting from such violations.

SECTION 5 – FEES

The City Council will establish fees by resolution.

This document replaces all previous versions of the Harold Davidson Field Airport Minimum Standards for Operators of Commercial Activities, effective as of the date below. All changes to this document shall be made by an approved motion of the City of Vermillion City Council.

John E. (Jack) Powell, Mayor

Date: _____

Michael D. Carlson, City Finance Officer

Council Agenda Memo

From: Jason Anderson, Asst. City Engineer

Meeting: February 18, 2014

Subject: Sale of Surplus Pumper Truck

Presenter: Jason Anderson

Background: The Fire Department's 1992 Spartan/Smeal Charger C801 1250gpm pumper truck was budgeted for replacement in 2013. The new pumper truck has been received and is now being utilized. The used pumper truck was declared surplus and appraised at the November 18, 2013 meeting and a bid date of January 14, 2014 was set for the opening of sealed bids.

Discussion: The 1992 Smeal pumper was appraised at \$40,000. The City cannot accept a bid for less than 90% of the appraised value, which would be \$36,000. Since no bids were received, the Council advised City staff to continue to advertise and look for interested parties willing to pay at least 90% of the appraised value.

The Vermillion Rural Fire Department has now come forward and has expressed an interest in purchasing this truck from the City and repurposing it as a rescue truck. The Rural Department will save a considerable amount of money through reusing the chassis versus ordering a completely new truck. The Rural Department proposed to City staff a purchase price of \$28,000. Since the January 14th bid opening, staff has received no other inquiries about the truck. SDCL 6-5 provides that if a governing body deems it advisable and in the best interest of the public to convey any property to another political subdivision or nonprofit corporation it may do so by resolution.

Financial Consideration: The revenue from the sale of the surplus pumper truck will be placed in the Equipment Replacement Fund.

Conclusion/Recommendations: Administration recommends approving the Resolution to authorize the sale of the pumper truck to the Vermillion Rural Fire Department for \$28,000 by the City Council. Members of the Rural Department will be present to address any questions or concerns that the City Council may have.

**RESOLUTION
AUTHORIZING THE SALE OF THE FIRE DEPARTMENT
PUMPER TRUCK TO VERMILLION RURAL FIRE DEPARTMENT**

WHEREAS, SDCL 6-13-1 authorizes the governing board of a municipality to sell personal property which is no longer necessary, useful, or suitable for the purpose for which it was acquired; and

WHEREAS, the City of Vermillion declared a 1992 Spartan/Smeal Charger C801 pumper truck, VIN#4S7AT9K07PC007273, as surplus property at the November 18, 2013 City Council meeting; and

WHEREAS, the City Council Surplus Property Appraisal Committee appraised the pumper truck at \$40,000; and

WHEREAS, zero bids were received when the City attempted to sell the pumper by sealed bids on January 14, 2014; and

WHEREAS, the Vermillion Rural Fire Department Incorporated, a registered South Dakota Domestic Nonprofit, would like to purchase the pumper truck for \$28,000; and

WHEREAS, it is financially advantageous to the Vermillion Rural Fire Department to purchase the pumper truck and repurpose it for use as a rescue vehicle; and

WHEREAS, the City of Vermillion Fire Department and Vermillion Rural Fire Department share both resources and manpower; and

WHEREAS, SDCL 6-5-2 allows for the City to transfer personal property to another political subdivision or nonprofit corporation.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the City of Vermillion that the City Finance Officer is hereby authorized to sell the surplus 1992 Spartan/Smeal Charger C801 pumper truck to the Vermillion Rural Fire Department Incorporated for the amount of \$28,000.

Dated at Vermillion, South Dakota this 18th day of February 2014.

THE GOVERNING BODY OF THE CITY
OF VERMILLION, SOUTH DAKOTA

By _____
John E. (Jack) Powell, Mayor

ATTEST:

By _____
Michael D. Carlson, Finance Officer

Vermillion Fire Department

25 CENTER STREET • VERMILLION, SOUTH DAKOTA 57069 • 677-7097

City of Vermillion,

The Vermillion fire department association would like to purchase surplus fire engine (E2). With the purchase of this apparatus we would have it refurbished into a much need rescue truck at half the cost to the association.

We understand that the city needs to recover funding from all supply's items and respect that the city must also receive fair value.

The Vermillion Fire Department Association would like to offer the City of Vermillion \$28,000 for the surplus vehicle. We would also request that the payment be in two installments 14,000 now and 14,000 upon sale of our current association vehicle.

Our current association owned rescue truck has been a great asset for the city and us. With this vehicle our department provides vehicle rescue, entrapment rescue, industrial rescue and confined space rescue. Our Chief has recently added basic water and grain-bin rescue to our mission. We reached the limit both capabilities and space of our current truck. Example: We are listed as the confined space rescue team for the Lewis & Clark Water Plant but cannot carry the required equipment due to a lack of space.

Our plan is to put this truck into service as our rescue truck immediately as we could fit all the required equipment on it. We would then sell our current rescue truck. Our department will build a fundraising campaign for the refurbish of the truck these donations and our tax revenue will provide the funding for the project in late 2014.

The opportunity to purchase this truck and complete the refurbish will save us 180,000 over the cost of a 100% new truck.

Association Truck Committee

Matt Taggart, Captain
Keith Thompson, Captain (Association President)
Curtis Micks, Firefighter
Bill Sperry, Firefighter

Council Agenda Memo

From: Jason Anderson, Assistant City Engineer

Meeting: February 18, 2014

Subject: Resolution Authorizing the Purchase of a Golf Course Greens Mower

Presenter: Jason Anderson

Background: At budget sessions in August, the City Council reviewed the 2014 equipment replacement schedule. As part of the 2014 schedule, a 2003 Toro Greensmaster 3150 mower was scheduled for replacement.

Discussion: Administration would like to take advantage of an attractive National Intergovernmental Purchasing Alliance (National IPA) bid. National IPA has over 7,000 governmental agencies that participate in their purchasing program. In July 2010, state law changed allowing purchases to be made off of other governmental entity bids or cooperative agreements outside of the state.

National IPA, in conjunction with member city Tucson, Arizona, renewed its contract with Toro Company and its participating distributors through November 26, 2014. The total bid for a 2014 Toro Triflex 3300 greens mower, with accessories to meet our specifications, is \$29,951.00. The Toro Company participating distributor for South Dakota is Midwest Turf & Irrigation of Omaha, Nebraska.

Financial Consideration: The 2014 Equipment Replacement Fund includes a budget of \$29,000 for this purchase. Though this value is nearly \$1,000 less than the actual cost of replacement, City staff is anticipating that the sale of the surplus greens mower will bring \$2,000-\$3,000 more than the Equipment Replacement Fund budget was expecting.

Conclusion/Recommendations: Administration recommends approving the Resolution to purchase a 2014 Toro Triflex 3300 greens mower from the Toro Company's participating distributor, Midwest Turf & Irrigation, for the National IPA/City of Tucson contract price of \$29,951.00.

**RESOLUTION
AUTHORIZING THE PURCHASE OF
A GOLF COURSE GREENS MOWER**

WHEREAS, SDCL 5-18A-37 authorizes a governmental entity to enter into agreements with purchasing agents in any other state for purchases under a joint agreement or contract at the accepted bid price and the concurrence of said bidder; and

WHEREAS, the City of Vermillion has reviewed and determined that the bid awarded by the National Intergovernmental Purchasing Alliance (National IPA), in conjunction with the City of Tucson, Arizona, for a greens mower from Toro Company's participating distributor, Midwest Turf & Irrigation, for the total amount of \$29,951.00 offers an advantageous price to the City for said item; and

WHEREAS, the City has contacted Midwest Turf & Irrigation and they have agreed to allow the City to purchase a greens mower for the contract price and terms as awarded by the National IPA/City of Tucson, Arizona.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the City of Vermillion, that the City Finance Officer is hereby authorized to purchase **a new 2014 Toro Triflex 3300 greens mower from Midwest Turf & Irrigation of Omaha, Nebraska** at the above stated price and under the same terms as the City of Tucson, Arizona.

Dated at Vermillion, South Dakota this 18th day of February, 2014.

THE GOVERNING BODY OF THE
CITY OF VERMILLION, SOUTH DAKOTA

By _____
John E. (Jack) Powell, Mayor

ATTEST:

By _____
Michael D. Carlson, Finance Officer

Council Agenda Memo

From: Jason Anderson, Asst. City Engineer

Meeting: February 18, 2014

Subject: Resolution Authorizing the Purchase of a Solid Waste Dept. Wheel Loader

Presenter: Jason Anderson

Background: A 2009 CAT 904 wheel loader was destroyed in the October 22, 2012 landfill baler building fire. This wheel loader was used inside the landfill baler building for loading garbage bales onto trucks and pushing garbage into the baler conveyor if needed.

Discussion: With completion of the new baler building anticipated for July of this year, the Solid Waste Department staff would like to purchase a loader to replace the unit destroyed in the fire.

To purchase a replacement, City staff would like to take advantage of an attractive National Intergovernmental Purchasing Alliance (National IPA) bid. In July 2010, state law changed allowing purchases to be made off of other governmental entity bids or cooperative agreements outside of the state.

Butler Machinery has agreed to honor the National IPA bid price. The purchase will include guaranteed total cost of repairs for 5000 hours/5 years. The total price for a Caterpillar 906H2 wheel loader and necessary accessories and options is \$92,395. The 904 model is no longer in production, and the nearest comparable model is the 906H2.

Financial Consideration: The purchase will come from the 2014 Joint Powers Landfill fund.

Conclusion/Recommendations: Administration recommends approval of the Resolution providing for the purchase of a new 2014 CAT 906H2 wheel loader from Butler Machinery for the National IPA contract price of \$92,395.

**RESOLUTION
AUTHORIZING THE PURCHASE OF
A SOLID WASTE DEPARTMENT WHEEL LOADER**

WHEREAS, SDCL 5-18A-37 authorizes a governmental entity to enter into agreements with purchasing agents in any other state for purchases under a joint agreement or contract at the accepted bid price and the concurrence of said bidder; and

WHEREAS, the City of Vermillion has reviewed and determined that the bid awarded by the National Intergovernmental Purchasing Alliance, in conjunction with the City of Tucson, Arizona, for a wheel loader and accessories from Caterpillar, Inc.'s participating distributor, Butler Machinery Company, for the total amount of \$92,395.00 offers an advantageous price to the City for said item; and

WHEREAS, the City has contacted Butler Machinery Company and they have agreed to allow the City to purchase a wheel loader and accessories for the contract price and terms as awarded by the National IPA/City of Tucson, Arizona.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the City of Vermillion, that the City Finance Officer is hereby authorized to purchase **a new 2014 Caterpillar 906H2 wheel loader from Butler Machinery Company of Sioux Falls, South Dakota** at the above stated price and under the same terms as the City of Tucson, Arizona.

Dated at Vermillion, South Dakota this 18th day of February, 2014.

THE GOVERNING BODY OF THE
CITY OF VERMILLION, SOUTH DAKOTA

By _____
John E. (Jack) Powell, Mayor

ATTEST:

By _____
Michael D. Carlson, Finance Officer

Council Agenda Memo

From: Jason Anderson, Asst. City Engineer
Meeting: February 18, 2014
Subject: Sale of Surplus Street Department Wheel Loader
Presenter: Jason Anderson

Background: The Street Department's 2007 Caterpillar 928Gz wheel loader was budgeted for replacement in 2014. The new wheel loader has been received and is now being utilized. The used wheel loader was declared surplus and appraised at the December 2, 2013 meeting and a bid date of February 12, 2014 was set for the opening of sealed bids.

Discussion: The 2007 surplus wheel loader was appraised at \$96,500. The City cannot accept a bid for less than 90% of the appraised value. Bid specifications were sent to 7 potential bidders with one bid received for the minimum allowable amount of \$86,850.

Financial Consideration: The revenue from the sale of the surplus equipment will be placed in the Equipment Replacement Fund.

Conclusion/Recommendations: Administration recommends awarding the sale of the surplus wheel loader to the only bidder, Butler Machinery of Sioux Falls, SD, for the total amount of \$86,850.



25 Center St. Vermillion, SD 57609

BID SUMMARY

Sale of Surplus Street Department Wheel Loader

February 12, 2014 -- 2:00 P.M.

BIDDER:	Butler Machinery			
ADDRESS:	PO Box 1210 Sioux Falls, SD 57101			
BID SECURITY:	10% Bid Bond			
<u>PROPOSAL 1</u>	Proposal Price	Proposal Price	Proposal Price	Proposal Price
2007 Caterpillar 928Gz Wheel Loader Appraised at: \$96,500	\$86,850.00			

*Minimum acceptable bid is 90% of the appraised value; \$86,850.

CITY OF VERMILLION
INVOICES PAYABLE-FEBRUARY 18, 2014

1 BROADCASTER PRESS	ADVERTISING	2,552.13
2 BRUNICKS SERVICE INC	FUEL	9,716.20
3 BUREAU OF ADMINISTRATION	TELEPHONE	259.89
4 CAMPBELL SUPPLY	SUPPLIES	37.50
5 CANON FINANCIAL SERVICES	COPIER LEASE	196.27
6 CENTURYLINK	TELEPHONE	1,486.89
7 CLAY-UNION ELECTRIC CORP	ELECTRICITY	968.39
8 DAKOTA BEVERAGE	MERCHANDISE	70.00
9 DEPT. ENVIRONMENT NATL RES	LANDFILL OPERATIONS FEE	2,371.27
10 GREGG PETERS	MANAGERS FEE	5,375.00
11 JOE ENSMINGER	REIMBURSE UNIFORM	59.99
12 LEGGETTE, BRASHEARS & GRAHAM	PROFESSIONAL SERVICES	6,286.61
13 LOREN FISCHER DISPOSAL	HAUL CARDBOARD	140.00
14 MARK CLARK	MEALS/MILEAGE REIMBURSEMENT	199.90
15 MATHESON TRI-GAS, INC	SUPPLIES	102.87
16 MIDAMERICAN	GAS USAGE	12,817.40
17 MIDCONTINENT COMMUNICATION	CABLE/INTERNET SERVICE	118.68
18 RESERVE ACCOUNT	POSTAGE FOR METER	950.00
19 SIOUX FALLS TWO WAY RADIO	REPAIRS	141.25
20 STERN OIL CO.	FUEL	9,244.59
21 UNITED PARCEL SERVICE	SHIPPING	80.63
22 US POSTMASTER	POSTAGE FOR UTILITY BILLS	1,070.00
23 VERMILLION CHAMBER OF COMMERCE	BANQUET TICKETS	90.00
24 VISA/FIRST BANK & TRUST	FUEL/LODGING/SUPPLIES	264.99
25 CLG, INC	BRIGHT ENERGY REBATE	825.00
26 TOTAL FLOORING	BRIGHT ENERGY REBATE	150.00
	GRAND TOTAL	\$55,575.45

City of Vermillion (See reverse side of form for state laws regarding raffles and lotteries)
RAFFLE AND LOTTERY NOTIFICATION FORM

Date: 2-11-14

1. Name of organization/group Clay County Flyers 4-H club
Contact person: Name: Craig DeVelder 605-670-1865

2. Date(s) that tickets/chances will be sold: from 3-1-14 to 6-14-14
Cost of tickets/chances: \$40.00 knife + one chance \$20.00 one chance
\$50.00 knife + two chances \$30.00 two chances

3. Date(s) of drawing(s): 6-14-14

4. Can anyone purchase tickets? Anyone over age of 18

5. Will the prize winner(s) be selected at random? Yes X No _____

6. Description and approximate value of top prize: \$1299.⁰⁰ Browning Silver 12 gauge
shotgun

In the space below, please provide a brief, general summary of the event. Be sure to include information such as the location and reason for the event.

4-H
Clay Co. Flyers shooting sports club was donated a shotgun to raffle off. Members will sell tickets and drawing will be held at an event at the Clay County Sportsmen club.

Proceeds will be used for the short & long term benefits of the 4-H Club.

[Signature]
Applicant's Signature

Approval: John Prescott 2-11-14
City Manager Date

City of Vermillion (See reverse side of form for state laws regarding raffles and lotteries)
RAFFLE AND LOTTERY NOTIFICATION FORM

- Date: 2/10/14
1. Name of organization/group Southeast South Dakota Pheasant Association
Contact person: Name: Scott Druecker 659-5546
 2. Date(s) that tickets/chances will be sold: from Feb. 19, 2014 to April 5, 2014 *duchy event*
Cost of tickets/chances: \$20/ticket 500 tickets
 3. Date(s) of drawing(s): April 5, 2014
 4. Can anyone purchase tickets? yes
 5. Will the prize winner(s) be selected at random? Yes No
 6. Description and approximate value of top prize: Polaris 800 4-Wheeler \$8000

In the space below, please provide a brief, general summary of the event. Be sure to include information such as the location and reason for the event.

Old Lumber Company
Annual fund raiser, Dinner, raffles, silent & live
auctions. Funds are used to support youth
events, wildlife conservation and habitat
preservation.

Need not be present to win. 500 tickets max; \$20 each


Applicant's Signature

Approval: John Prescott 2-11-14
City Manager Date