



**Special Meeting Agenda**

**City Council**

12:00 p.m. (noon) Special Meeting  
Monday, July 7, 2014  
Large Conference Room-City Hall  
25 Center Street  
Vermillion, South Dakota 57069

1. **Roll Call**
2. **Informational Session**- Hike/bike trail project update-Jason Anderson
3. **Briefing on the July 7, 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**

Access the City Council Agenda on the web – [www.vermillion.us](http://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  
Monday, July 7, 2014  
City Council Chambers  
25 Center Street  
Vermillion, South Dakota 57069

- a. **Roll Call**
- b. **Pledge of Allegiance**
- c. **Minutes**
  - a. June 16, 2014 Special Session; June 16, 2014 Regular Session.
- d. **Adoption of the Agenda**
- e. **Visitors To Be Heard**
  - a. Proclamation-Parks and Recreation Month
- f. **Old Business**
- g. **Presentation to Outgoing Council Members**
- h. **Adjourn**

### NEW CITY COUNCIL

1. **Installation of Mayor and Alderman**
2. **Roll Call**
3. **Adoption of the Agenda**
4. **Election of Officers**
  - a. President
  - b. Vice President
5. **Appointment of Administrative Officers**
  - a. Finance Officer
  - b. City Attorney
6. **Other Appointments and Designations**
  - a. City Council Committees and other Committee Assignments.
  - b. Official Newspaper.
  - c. Official Depositories.
  - d. Consolidated Board of Equalization.
  - e. Determination of Rules of Order.

**7. Visitors To Be Heard**

- a. Proclamation Recognizing July as Park and Recreation Month.

**8. Public Hearings**

**i. Old Business**

**j. New Business**

- a. Request to close Main Street from the Bank of the West entrance to Prospect Street, one-half block south on Court Street, and one-half block north on Court Street from 5:00 pm to 8:00 pm on Wednesday, July 16, 2014 from 5:00 pm to 8:00 pm for the Tri-State Cruisers / Dakota Classic Cruisers.
- b. Request to close N. Plum Street from E. Cherry Street to SD Highway 50 bypass on Friday, August 22, 2014 from 5:00 am to 3:00 pm for USD Move-in Day.
- c. Request to close Rose Street from Coyote Village to the Dakota Dome, on Friday, August 22, 2014 from 5:00 am to 3:00 pm for USD Move-in Day.
- d. Resolution of Necessity and Notice of Hearing for installation of street lighting along North Norbeck Street from Roosevelt Street to E. Cherry Street.
- e. Final Plat of Conti's Addition, in the SW ¼ of the SW ¼ of Section 16, T92N, R51W of the 5<sup>th</sup> P.M., Clay County, South Dakota
- f. Final Change Order to Balance the Leachate Pond Construction Project.
- g. Work Order for the Signal Work to Occur at the Intersections of Main and Center Street, Main and Dakota Street, and Main and University Street.

**k. Bid Openings**

- a. Fire Station roof bid award.
- b. Chip Seal bid award.
- c. Fuel Quotes

**l. City Managers Report**

**m. Invoices Payable**

**n. Consensus Agenda**

- a. Set a public hearing date of July 21, 2014 for a Special Permit to exceed permissible sound levels by no more than 50% at Ratingen Platz on October 8, 2014 from 4:00 pm to 11:00 pm for the Dakota Days Committee for an event that will include a band.
- b. Set a public hearing date of July 21, 2014 for a Special Permit to exceed permissible sound levels by no more than 50% on W. Main Street between High and Prospect Streets on Friday, September 5, 2014 between 5:00 pm and 1:00 am and on Saturday, September 6, 2014 between 5:00 pm and 1:00 am Sunday for Ribs, Rods & Rock'n Roll for a street dance.
- c. Set a public hearing date of July 21, 2014 for a special daily malt beverage and wine license for Ribs, Rods & Rock'n Roll on or about September 5 & 6, 2014 on W. Main Street between High and Prospect Streets, Ratingen Platz, and Market Street from Main to Kidder Streets.
- d. Set a public hearing date of July 21, 2014 for a Special Permit to exceed permissible sound levels by no more than 50% at Kidder Street from Court Street to Market Street from noon on July 26, 2014 to 1:00 a.m. on July 27, 2014 for the Old Lumber Company Grill and Bar, LLC for a fundraising event to include a band.

- e. Set a public hearing date of July 21, 2014 for a Special Permit to exceed permissible sound levels by no more than 50% at Kidder Street from Court Street to Market Street from noon to midnight on August 23, 2014 for the Old Lumber Company Grill and Bar, LLC for a fundraising event to include a band.
- f. Set a public hearing date of July 21, 2014 for a Special Permit to exceed permissible sound levels by no more than 50% on Kidder Street from Court Street to Market Street from 5:00 p.m. to midnight on October 10, 2014 and from noon to midnight on October 11, 2014 for the Old Lumber Company Grill and Bar, LLC for a fundraising event to include a band.

**o. 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  
June 16, 2014  
Monday 12:00 noon

The special session of the City Council, City of Vermillion, South Dakota was held on Monday, June 16, 2014 at 12:00 noon at the City Hall large conference room.

1. Roll Call

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

2. Informational Session - 2014 Community Survey Presentation - Andy Colvin

Andy Colvin, Assistant to the City Manager, reported that the Planning Commission is currently in the process of updating and revising the Comprehensive Plan. Andy noted that the Planning Commission conducted a community survey to obtain community input to assist with the update process. Andy reviewed the results of the community survey and answered questions of the City Council on the survey. Andy noted that the surveys were sent to over 300 residents with over 100 responding. Andy also updated the City Council on the Planning Commission's steps to date on the Comprehensive Plan update with a goal to have it completed by fall 2014.

3. Briefing on the June 16, 2014 City Council Regular Meeting

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

5. Adjourn

196-14

Alderman Osborne moved to adjourn the Council special session at 12:19 p.m. Alderman Zimmerman seconded the motion. Motion carried 8 to 0. Mayor Powell declared the motion adopted.

Dated at Vermillion, South Dakota this 16<sup>th</sup> day of June, 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  
June 16, 2014  
Monday 7:00 p.m.

The regular session of the City Council, City of Vermillion, South Dakota was called to order on Monday, June 16, 2014 at 7:00 p.m. by Mayor Powell.

1. Roll Call

Present: Collier-Wise, Davies, Meins, Osborne, Willson, Zimmerman, Mayor Powell, Student Representative Zoss

Absent: Grayson, Ward

2. Pledge of Allegiance

3. Minutes

A. Minutes of June 2, 2014 Special Session; June 2, 2014 Regular Session; June 6, 2014 Special Session

197-14

Alderman Meins moved approval of the June 2, 2014 Special Session, June 2, 2014 Regular Session and June 6, 2014 Special Session minutes with the vote correction in the June 2 regular session minutes to motion 192-14 from 9 to 0 to 8 to 0. Alderman Collier-Wise seconded the motion. Motion carried 7 to 0. Mayor Powell declared the motion adopted.

4. Adoption of Agenda

198-14

Alderman Willson moved approval of the agenda. Alderman Zimmerman seconded the motion. Motion carried 7 to 0. Mayor Powell declared the motion adopted.

5. Visitors to be Heard

A. Proclamation of Appreciation

Mayor Powell read the proclamation of appreciation for Mike Carlson, Finance Officer, for his twenty-five years of service as Finance Officer to the City. Mayor Powell presented the proclamation and plaque to Mike Carlson. Mike thanked the Mayor and City Council along with all City employees for their assistance over the years.

6. Public Hearings

A. Special permit to exceed permissible sound levels by no more than 50% in the northwest portion of Barstow Park on July 4, 2014 from 3:00 p.m. to 9:00 p.m. for the Vermillion Fire Department Community Day in the Park event that will include a band.

Mike Carlson, Finance Officer, reported that an application was received for a special permit to exceed the permissible sound levels by no more than 50% in the northwest portion of Barstow Park on July 4<sup>th</sup> for a band as part of the Vermillion Fire Department Community Day in the Park event. Mike stated that the request is from 3:00 p.m. to 9:00 p.m. The Fire Department is inviting the community to the events they have planned from 4:00 p.m. until the fireworks in the evening. Mike reported that the diagram and notice of hearing are included in the packet. Mike recommended approval of the special permit.

199-14

Alderman Zimmerman moved approval of the special permit to exceed permissible sound levels by no more than 50% in the northwest portion of Barstow Park on July 4, 2014 from 3:00 p.m. to 9:00 p.m. for the Vermillion Fire Department Community Day in the Park event that will include a band. Alderman Willson seconded the motion. Motion carried 7 to 0. Mayor Powell declared the motion adopted.

B. Integrated Resource Plan (IRP) for Vermillion Light and Power

Jason Anderson, Assistant City Engineer, reported that Western Area Power Administration (WAPA) customers must comply with the requirements of the Energy Planning and Management Program (EPAMP) to meet the objectives of Section 114 of the Energy Policy Act of 1992. Jason noted that the Energy Policy Act was created to promote clean energy use and

improve energy efficiency. Jason stated that every five years the City is required to approve a resolution adopting the Integrated Resource Plan (IRP). Jason noted that Missouri River Energy Services (MRES) is the City's supplemental power supplier and is an integral part of providing electrical service in Vermillion. Jason stated that the IRP is a joint document between MRES and the City. MRES prepares the bulk of the IRP document for Vermillion as well as other members covered by the act. Jason reported that the IRP provides information to WAPA on how we intend to serve our future load and that we are planning for the future and includes information on how MRES will keep rates competitive, maintain reliability and minimize adverse environmental impacts. Jason noted that it also includes information on methods for forecasting load growth, the current and future generation resources, and needs for future capacity. Jason stated that Vermillion's electric rate structure and power purchase history is also reviewed in the IRP. Jason recommended adoption of the resolution included in the packet.

200-14

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

RESOLUTION ADOPTING INTEGRATED RESOURCE PLAN  
FOR SUBMITTAL TO WESTERN AREA POWER ADMINISTRATION

WHEREAS, the City of Vermillion purchases a significant portion of its power supply from the Western Area Power Administration (Western); and

WHEREAS, Western has published its Energy Planning and Management Program Rules specifying the requirements for preparing and filing of an Integrated Resource Plan (IRP); and

WHEREAS, the City of Vermillion with assistance from our supplemental power supplier Missouri River Energy Services has prepared an IRP Summary Report describing the IRP process used and the information and assumptions used to develop the IRP; and

WHEREAS, utility customers were informed of our IRP and resulting Action Plans through various means including a public meeting where public questions and comments were encouraged; and

WHEREAS, any public comments received have been addressed in order to strengthen the City's Integrated Resource Plan; and

WHEREAS, the IRP Summary Report includes 5-year and 2-year action plans outlining actions to be taken by the municipal utility during the next several years.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the City of Vermillion, South Dakota as follows:

That the "Integrated Resource Plan Summary Report For the City of Vermillion" dated September 2014 shall be approved for filing with Western under the Energy Planning and Management Program.

Dated at Vermillion, South Dakota this 16<sup>th</sup> day of June, 2014.

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 Meins. Discussion followed and the question of the adoption of the Resolution was presented for a vote of the Governing Body. 7 members voted in favor of and 0 members voted in opposition to the Resolution. Mayor Powell declared that the Resolution was adopted.

7. Old Business - None

8. New Business

A. City Employee Personnel Manual

Andy Colvin, Assistant to the City Manager, stated that the report from the Labor and Finance Committee was presented at last meeting on the personnel manual. Andy stated that the current personnel manual is in need of updating to be complaint with federal and state laws. Andy noted that the manual, as presented, will not conflict with the current union agreements and makes no changes to wages or benefits. Andy noted that the manual has been reviewed by the City Attorney. Andy stated that the Labor and Finance Committee recommended adoption of the personnel manual. Andy requested the effective date of August 1, 2014 to allow time to provide a copy to all City employees. Discussion followed.

201-14

Alderman Zimmerman moved approval of the adoption of the Personnel Manual & Employee Policy Handbook as presented to become effective

August 1, 2014. Alderman Osborne seconded the motion. Motion carried 7 to 0. Mayor Powell declared the motion adopted.

#### B. Vermillion Housing Authority Board appointment

Mayor Powell reported that Cindy Benzel's current term on the Vermillion Housing Authority will be expiring at the end of June. The opening was posted and two individuals have expressed interest in the position. Mayor Powell recommended the reappointment of Cindy Benzel to a five year term on the Vermillion Housing Authority.

202-14

Alderman Osborne moved approval of the Mayor's recommendation of the appointment of Cindy Benzel to a five year term on the Vermillion Housing Authority Board. Alderman Willson seconded the motion. Motion carried 7 to 0. Mayor Powell declared the motion adopted.

#### C. Resolution authorizing the Prepayment of Special Assessment Bonds

Mike Carlson, Finance Officer, reported that the City issues special assessment bonds to pay for the improvements that are assessed as a benefit to the adjoining property for curb and gutter, street paving, street lights, water and sanitary sewer mains. Mike stated that, after the project is completed, a special assessment bond is prepared that is sold to the Electric Utility fund as an inter fund loan. Mike reported that with the internal loan, there are no bond issuance fees that would need to be passed along as costs of the project to the benefiting property owners. The bond resolution provides that all payments are to be restricted until the bond has been repaid. The special assessment bonds are issued to the City Electric Utility by the City and provide that they may be prepaid upon notice to the bond holder which is the City. The special assessment amounts are filed with the County Treasurer and the annual principal and interest payment is included on the property tax statements. The payments made with the property taxes are collected by the County and remitted to the City. Mike stated that special assessments can be prepaid with interest to the City as long as the payments to the County are current. Due to the amount of prepayments by property owners, it is in the best interest of the debt service fund to repay the electric utility to avoid future interest costs.

Mike stated that a resolution has been prepared to serve as the notice and lists the amounts to be prepaid on the individual bonds by the debt service fund, water utility and wastewater utility. Discussion followed.

203-14

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

RESOLUTION AUTHORIZING THE PREPAYMENT  
OF SPECIAL ASSESSMENT BONDS

WHEREAS, the City of Vermillion has issued special assessment bonds to finance the curb and gutter, street pavement, water and sewer main improvements, that were authorized by resolutions of necessity adopted by the City Council; and

WHEREAS, these special assessment bonds were purchased by the Electric Utility fund as an investment of electric utility reserve funds, accounted for as an interfund loan; and

WHEREAS, the bonds provide for annual payments of principal and interest from the special assessment debt service fund, water utility fund and wastewater utility fund, to the electric utility fund; and

WHEREAS, the bond resolution provide that all or a portion of the individual bonds may be called without penalty upon notice; and

WHEREAS, the special assessment bonds were secured by a assessment levied against the parcels of property benefiting from the improvement to be repaid in annual assessments with the property taxes or may be prepaid at any time; and

WHEREAS, the special assessment debt service fund, water utility and wastewater utility fund have received prepayment funds that are restricted for the payment of the outstanding bonds and as such, elects to exercise the option to call this portion of the individual special assessment bonds that are currently outstanding.

NOW, THEREFORE, BE IT RESOLVED, that the City Council authorizes to exercise the option to call the following portions of the special assessment bonds in the amounts stated on July 1, 2014:

2005 Special Assessment Bond	\$4,183.64
2006 Special Assessment Bond	\$58,012.19
2008 Special Assessment Bond	\$9,778.26
2010 Special Assessment Bond	\$10,045.89
2013 Special Assessment Bond	\$13,370.59

BE IT FURTHER RESOLVED, that the City Council authorizes the Finance Officer to make the advance bond payments, as authorized, from and to the respective city funds effective July 1, 2014.

Dated in Vermillion, South Dakota this 16<sup>th</sup> day of June, 2014.

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 Willson. Discussion followed and the question of the adoption of the Resolution was presented for a vote of the Governing Body. 7 members voted in favor of and 0 members voted in opposition to the Resolution. Mayor Powell declared that the Resolution was adopted.

D. Fireworks public display permit on June 17, 2014 for a University of South Dakota groundbreaking

Mike Carlson, Finance Officer, reported an application for a fireworks public display permit was received from James Taylor on behalf of the University of South Dakota for a public display on June 17, 2014 between 1:45 p.m. and 2:00 p.m. at the ground breaking ceremony by the Dakota Dome. Mike stated that the application, Fire Chief's report and diagram are included in the packet.

204-14

Alderman Willson moved approval of the fireworks public display permit for James Taylor on behalf of University of South Dakota on June 17<sup>th</sup> between 1:45 p.m. and 2:00 p.m. north of the Dakota Dome. Alderman Zimmerman seconded the motion. Motion carried 7 to 0. Mayor Powell declared the motion adopted.

9. Bid Openings - None

10. City Manager's Report

A. John reported that the Clay County Historic Preservation Commission (CCHPC) is having an informational meeting for property owners and the public, Thursday, June 19<sup>th</sup> at 7:00 p.m. at the UCC Church, 226 E. Main Street.

B. John reported that an orientation session for new City Council members is being planned with tentative dates of July 8<sup>th</sup> or July 10<sup>th</sup>.

John asked Council members to let him know which day works best for them.

C. John reported that the Pro-Am at the Bluffs is Friday, Saturday and Sunday June 27-29.

D. John reported that the Vermillion Fire Department is hosting the First Annual Community Day in the Park at Barstow Park on Friday, July 4<sup>th</sup> from 4:00 p.m. until approximately 10:00 p.m. when the fireworks begin. John stated that there will be free fun activities for children and a BBQ meal will be available at \$8.00 for adults and \$5.00 for children.

E. John reported that USD has requested the closure of N. University Street from 500 feet north of E. Cherry Street to 700 feet north of E. Cherry Street as part of a utility construction project on campus. The closure began today and is scheduled to last through the week.

#### PAYROLL ADDITIONS AND CHANGES

Ambulance: Dawn Abbott-Thompson \$8.00/call-\$6.00/1<sup>st</sup>-\$6.00-2<sup>nd</sup>, Luke Crance \$30.00/1<sup>st</sup>-\$17.00/2<sup>nd</sup>, David Kyte \$8.00/call-\$6.00/1<sup>st</sup>-\$6.00/2<sup>nd</sup>; Recreation: Jason Gault \$8.00/hr, Heather Petrino \$8.00/hr; Pool: Kate Veiga \$7.75/hr; Golf Clubhouse: Jordan Rearick \$7.25/hr

#### 11. Invoices Payable

205-14

Alderman Davies moved approval of the following invoices:

A-OX WELDING SUPPLY CO	PARTS	7.20
ATCO INTERNATIONAL	SUPPLIES	339.60
BOUND TREE MEDICAL, LLC	SUPPLIES	3,971.00
BROADCASTER PRESS	ADVERTISING	2,390.88
BUREAU OF ADMINISTRATION	TELEPHONE	260.86
CAMPBELL SUPPLY	SUPPLIES	127.65
CANON FINANCIAL SERVICES	COPIER LEASE	196.27
CENTURYLINK	TELEPHONE	1,486.89
CITY OF VERMILLION	LANDFILL VOUCHERS	768.00
CLAY CO REGISTER OF DEED	FILING FEE	240.00
CLAY-UNION ELECTRIC CORP	ELECTRICITY	608.14
CONCRETE MATERIALS	GOLF SAND	936.36
DEPT. ENVIRONMENT NATL RES	LANDFILL OPERATIONS FEE	3,449.72
GRAYBAR ELECTRIC	SUPPLIES	129.50
GREGG PETERS	MANAGERS FEE	5,375.00
INDEPENDENCE WASTE	PORTABLE TOILET RENTAL	300.95

LOREN FISCHER DISPOSAL	HAUL CARDBOARD	210.00
MIDAMERICAN	GAS USAGE	3,811.49
MIDCONTINENT COMMUNICATION	CABLE/INTERNET SERVICE	118.68
MIDWEST TURF & IRRIGATION	PARTS	1,236.17
PETE JAHN	BLADE REIMBURSEMENT	933.31
QUILL	SUPPLIES	157.49
RESERVE ACCOUNT	POSTAGE FOR METER	950.00
SD GOVT FINANCE OFFICERS' ASSOC	REGISTRATION	150.00
SERVALL TOWEL & LINEN	SUPPLIES	58.80
STERN OIL CO.	FUEL	22,122.01
STURDEVANTS AUTO PARTS	PARTS	46.79
THE EQUALIZER	ADVERTISING	1,176.00
THE WALKING BILLBOARD	UNIFORM SHIRTS	537.50
TRUE VALUE	SUPPLIES	14.98
TURFWERKS	PARTS	699.72
UNITED PARCEL SERVICE	SHIPPING	8.62
US POSTMASTER	POSTAGE FOR UTILITY BILLS	1,050.00
VERMILLION ACE HARDWARE	SUPPLIES	49.55
VERMILLION CHAMBER OF COMMERCE	TIF #6 GRANT	15,967.61
VISA/FIRST BANK & TRUST	FUEL/SUPPLIES	163.11
WOW! BUSINESS	DIALUP SERVICES	49.95
ZIMCO SUPPLY CO	SUPPLIES	10,383.00
FIRST BANK & TRUST	BRIGHT ENERGY REBATE	940.00

Alderman Osborne seconded the motion. Motion carried 7 to 0. Mayor Powell declared the motion adopted.

## 12. Consensus Agenda

A. Set a bid opening date of July 16, 2014 for the 2014 Shared Use Path Relocation project

206-14

Alderman Osborne moved approval of the consensus agenda. Alderman Collier-Wise seconded the motion. Motion carried 7 to 0. Mayor Powell declared the motion adopted.

## 13. Adjourn

207-14

Alderman Osborne moved to adjourn the Council Meeting at 7:22 p.m. Alderman Willson seconded the motion. Motion carried 7 to 0. Mayor Powell declared the motion adopted.

Dated at Vermillion, South Dakota this 16<sup>th</sup> day of June, 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 \_\_\_\_\_.

## *Council Agenda Memo*

***From:*** Mike Carlson, Finance Officer  
***Meeting:*** July 7, 2014  
***Subject:*** Installation of Mayor and Alderman  
***Presenter:*** Mike Carlson

**Background:** Mike Carlson, Finance Officer, will administer the oath of office to John E. (Jack) Powell, Parker G. Erickson, Rich Holland, Holly Meins and Katherine Price.

The oath is as follows:

I (state your name) do solemnly swear, or affirm, that I will support the Constitution of the United States and the Constitution of the State of South Dakota and I will faithfully discharge the duties of (Mayor or Alderman) of the City of Vermillion, South Dakota according to the best of my ability.

**Discussion:** None

**Financial Consideration:** None

**Conclusion/Recommendations:** None

## *Council Agenda Memo*

**From:** John Prescott, City Manager

**Meeting:** July 7, 2014

**Subject:** Election of Council Officers

**Presenter:** Mayor Jack Powell

**Background:** In accordance with state statute, the City Council shall elect, from among its members, a President and Vice-President as follows:

9-8-7. President and vice president of council--Election and duties. At the first regular meeting after the annual election in each year and after the qualification of the newly elected aldermen, the council shall elect from among its own members a president and vice president, who shall hold their respective offices for the municipal year. The president of the council in the absence of the mayor shall be the presiding officer of the council, and during the absence of the mayor from the first or second class municipality or his temporary disability shall be acting mayor and possess all the powers of the mayor. In the absence or disability of the mayor and president of the council the vice president shall perform the duties of the mayor and president of the council.

Kent Osborne and Howard Willson, respectively, have most recently served as Council President and Vice-President.

**Discussion:** These positions are necessary to conduct business in the absence of the Mayor. The terms for these positions are for a two-year period as there is not a City Council election until 2016. The section of the policies and procedures, recently adopted by the City Council addressing this subject, is below.

**1-2. Organizational Meeting.** At the first regular meeting in July, after an election, the newly elected members shall take and subscribe to the oath of office as the first order of business. As the second order of business, the board shall elect a President and Vice-President.

**Financial Consideration:** None

**Conclusion/Recommendations:** The City Council needs to elect a President and Vice President from amongst the City Council members.

## *Council Agenda Memo*

**From:** John Prescott, City Manager  
**Meeting:** July 7, 2014  
**Subject:** Appointment of Administrative Officers  
**Presenter:** Mayor Jack Powell

**Background:** Under state statute, the City Finance Officer and City Attorney are appointed by the Governing Body as follows:

9-10-9. Officers and employees appointed by governing body--Others appointed by city manager. The auditor, attorney, library board of trustees, and the treasurer shall be appointed by the governing body and may be removed at any time by such governing body. The auditor and the treasurer shall each appoint all deputies and employees in his office. All other officers and employees, including all members of boards and commissions, except as otherwise provided by law, shall be appointed by the manager and may be removed by him.

**Discussion:** Mike Carlson and Jim McCulloch have served as City Finance Officer and City Attorney, respectively, and are interested in continuing their service.

**Financial Consideration:** The salary of the City Finance Officer is set by the payroll resolution each January. The City Attorney is paid an hourly rate for his services. The hourly rate for the City Attorney has been \$80 per hour since July 2008. Mr. McCulloch has requested a rate of \$90 per hour. The new rate would apply starting with the July bill.

**Conclusion/Recommendations:** A separate motion should be made for the appointment of the City Finance Officer and City Attorney.

## *Council Agenda Memo*

**From:** John Prescott, City Manager

**Meeting:** July 7, 2014

**Subject:** City Council Committees and other Committee Assignments

**Presenter:** Mayor Jack Powell

**Background:** City Council members serve on one or more City Council Committees to assist with various aspects of the organization and to meet legal requirements. Community members and staff also assist the City in serving on a number of committees or representing the organization.

**Discussion:** The Mayor reviewed the current committee makeup and is proposing the attached committee makeup at this time. Where City Council action to appoint someone is needed, the proposed appointment has been marked with an asterisk.

There are also a number of Committees where community members, or staff, participate. A complete list of those committees is attached. Most of the information, with respect to the committees, is informational. By statute, most of the Committees are appointed by the City Manager.

**Financial Consideration:** Planning Commission and Library Board members receive \$15 per meeting. The City Council member on the Library Board does not receive the \$15 per meeting payment. There is not a meeting payment for the other Committee or Board member assignments.

**Conclusion/Recommendations:** Vermillion residents are fortunate to have so many dedicated individuals willing to serve on a broad range of City projects. The City Council is asked to review the assignments, as proposed, make any appropriate changes, and adopt the document assigning the individuals to the respective area.

## *Council Agenda Memo*

**From:** Mike Carlson, Finance Officer

**Meeting:** July 7, 2014

**Subject:** Official Newspaper

**Presenter:** Mike Carlson

**Background:** State statute requires the designation of an official newspaper as follows:

9-12-6. Designation of official newspapers. Each municipality shall designate at a meeting of its governing body an official newspaper or newspapers for a period of time, not to be less than twelve months, specified by the governing body in a resolution. The newspaper shall be published in the municipality. However, if there is no newspaper published in the municipality, then a newspaper published outside of the municipality may be used if the newspaper serves the municipality.

**Discussion:** The Vermillion Plain Talk has previously been designated as the official newspaper. As the Plain Talk is the only local newspaper per the state statute which meets all of the definitions of a legal newspaper per SDCL Chapters 9 and 17, the City Council must designate it as the official newspaper.

**Financial Consideration:** It is a requirement of state law to publish public notices, minutes, etc. in the official newspaper. The publication of the minutes and notices for the finance office, alone, cost \$15,787 last year.

**Conclusion/Recommendations:** Administration recommends adoption of a motion to designate the Vermillion Plain Talk as the official newspaper.

## *Council Agenda Memo*

**From:** Mike Carlson, Finance Officer  
**Meeting:** July 7, 2014  
**Subject:** Designation of Official Depositories  
**Presenter:** Mike Carlson

**Background:** State statute requires the City Council to designate the official depositories of city funds:

9-22-6. Designation of depositories for municipal funds. The governing body shall designate the depository or depositories in which the funds belonging to the municipality shall be deposited. Such depository or depositories shall be a bank or banks within the State of South Dakota, unless otherwise specifically provided by law.

**Discussion:** The City Council previously designated the following as official depositories:

CorTrust Bank  
First Bank & Trust  
First Dakota National Bank  
Bank of the West  
South Dakota Public Funds Investment Trust  
Wells Fargo  
First National Bank in Sioux Falls (Trustee on City Hall and Transmission line bonds)

**Financial Consideration:** None

**Conclusion/Recommendations:** Administration recommends that the City Council designate the above listed financial institutions as official depositories for city funds.

## *Council Agenda Memo*

**From:** Mike Carlson, Finance Officer  
**Meeting:** July 7, 2014  
**Subject:** Consolidated Board of Equalization  
**Presenter:** Mike Carlson

**Background:** The County, City, and School have adopted a resolution that provides for the consolidated board of equalization under the following statute:

10-11-66. Consolidated board of equalization authorized--Membership. In lieu of the local board of equalization and county board of equalization established and governed pursuant to §§10- 11-13 to 10-11-31, inclusive, the governing boards of any county, municipality, school, and township may agree by resolution to consolidate the local board of equalization with the county board of equalization no later than the second Tuesday of November. The resolution shall state the number of members from each governing board that will sit as a consolidated board of equalization. Membership of the consolidated board of equalization shall include members of school and municipal governing boards and the county commission. Membership of the consolidated board may also include members of township governing boards. All governmental responsibilities and expenses associated with equalization of property under the provisions of chapters 10-3 and 10-11 shall be shared as mutually agreed upon by the governing bodies. Governing bodies not exercising this option shall continue to hear appeals as prescribed in §§10-11-13 to 10-11-31, inclusive.

**Discussion:** While the three entities have adopted a resolution, the County has asked that the City reaffirm its intent to continue the consolidated board annually. If we did not have a consolidated board, the city board would need to meet on all appeals within the city. If the citizen or the County Assessor did not like the city board decision, the citizen would need to attend the County board meeting.

**Financial Consideration:** There are none to the City.

**Conclusion/Recommendations:** Administration recommends the City Council continue the consolidated board of equalization through passage of a motion indicating this desire.

## *Council Agenda Memo*

**From:** John Prescott, City Manager  
**Meeting:** July 7, 2014  
**Subject:** Determination of Rules of Order  
**Presenter:** John Prescott

**Background:** The City Council is obligated to identify “commonly accepted rules of procedure” for the conduct of its meetings. Robert’s Rules of Order is identified in the City Council’s “Rules and Procedures” manual as the proper guide for the conduct of meetings. The 9<sup>th</sup> Edition of Robert’s Rules of Order has been the version used in the past.

**Discussion:** The 9<sup>th</sup> Edition of Robert’s Rules of Order appears to work well. The City Council has some familiarity with this version, which makes its continuation seem reasonable.

**Financial Consideration:** None

**Conclusion/Recommendations:** Administration recommends the City Council identify the 9<sup>th</sup> Edition of Robert’s Rules of Order as its commonly accepted rules of procedure for the conduct of meetings.

Administration also recommends the City Council re-affirm the “Rules and Procedures” manual drafted in March 2006 and update to reflect new City Code numbering in 2008 as the primary policy manual. A copy of the Rules and Procedures document will be included with the notebook provided to all City Council members at the orientation on Tuesday, July 8.

**PROCLAMATION**  
**Designation of July as Park and Recreation Month**

**WHEREAS**, parks and recreation programs are an integral part of communities throughout this country, including Vermillion; and

**WHEREAS**, our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

**WHEREAS**, parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

**WHEREAS**, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

**WHEREAS**, parks and recreation areas are fundamental to the environmental well-being of our community; and

**WHEREAS**, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

**WHEREAS**, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

**WHEREAS**, the U.S. House of Representatives has designated July as Parks and Recreation Month.

**NOW, THEREFORE**, we the Governing Body of the City of Vermillion, South Dakota, for and on behalf of all residents of the community do hereby proclaim the month of July to be Park and Recreation Month and encourage all citizens to participate in this observance.

Dated at Vermillion, South Dakota this 7<sup>th</sup> day of July, 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

## *Council Agenda Memo*

**From:** John Prescott, City Manager

**Meeting:** July 7, 2014

**Subject:** Street Closure Request – Portions of Main, Court, and Center Streets for Tri-State Drive-In Cruisers.

**Presenter:** John Prescott

**Background:** The Tri-State Drive-in Cruisers are hosting their annual car show on Wednesday, July 16, 2014. The group is requesting the temporary closure of portions of West Main Street, Court Street, and Center Street. A copy of the application from the organization is attached.

**Discussion:** The Tri-State Drive-in Cruisers are requesting the closure of the following streets:

- Main Street, from Prospect Street to the Bank of the West Drive-thru
- Court Street from Main Street south ½ block to the alley
- Center Street from Main Street north ½ block to National Street

The group requests the streets to be closed from 5:00 p.m. to 8:00 p.m.

The Police, Fire, and EMS Departments have been notified of the closure request and have found no safety concerns. The applicant indicated they will take care of any clean-up and have notified property owners adjacent to the proposed closure area.

**Financial Consideration:** None

**Conclusion/Recommendations:** Administration recommends allowing the closure on July 16, 2013 from 5:00 p.m. to 8:00 p.m. to facilitate the success of the Tri-State Cruisers event.

Request to Close Public Street

Requests to close a public street for an event or activity are taken to the City Council for approval. The following application is requested to be submitted to the City Managers office for a street closing one week prior to the Council Meeting.

**REQUEST TO CLOSE CITY STREET  
CITY OF VERMILLION**

This application shall be completed in time to be submitted to the City Council for consideration. City Council meetings are the first and third Mondays of each month. Requests are to be submitted to the City Managers office one week prior to the meeting to be included on the meeting agenda. The proposal shall contain all applicable information relative to the nature and purpose of the event the street closing is requested for, if additional space is needed please attach additional sheets or application letter with the required information.

Organization Requesting Tri-State Cruisers / Dakota Classic Cruisers

Contact Person George Roetman Phone 202-0070

Contact Person Address 212 W Main Street

Event Tri-State Drive-in Cruisers Date(s) of Event 7/16/14

Street(s) Requesting to be closed (Include a map if needed.)

Main Street Bank of West entrance to Prospect  
Street Court Street from Main Street to 1/2 block south  
Center Street Main Street 1/2 block north

Street Closing Times 5:00 pm to 8:00pm

If the street closing requested would affect other residents or businesses have they been notified of the request. Yes  No

Have arrangements been made for clean up after the event and other facilities? Please describe:

George Roetman is responsible for clean up.

If approved the contact person will need to make arrangements with the Street Department for barricades to properly denote the street closing.

Signature of applicant George Roetman date 6-23-14



ANTIQUES, CLASSICS, CUSTOMS, STREETRODS, CORVETTES, RATRODS, STREET MACHINES, MUSCLE CARS,  
SHOEBOXES, LOW-RIDERS, PRO-STREETS, HOPPERS, TUNERS, TRUCKS

*'IF IT'S A CLASSIC TO YOU, IT'S A CLASSIC TO US'*

- Wed April 2 Old 60 Steaks & Chops, 1113 2nd Ave., Sheldon, IA  
 Wed April 9 Wendy's, South Sioux By-Pass, South Sioux City, NE  
 Wed April 16 Godfathers / Dairy Queen, Hwy 59, Cherokee, IA  
 Wed April 23 McDonalds, Singing Hills, Sioux City, IA  
 Wed April 30 Ireton Downtown, Ireton, IA  
 Extra Fri May 2 Western Iowa Tech, Auto Plant Bldg., Gordon Drive, Sioux City, IA  
 Wed May 7 Sloan, Downtown Sloan, IA  
 Wed May 14 Brunsville ( Sponsor: American Legion) Brunsville, IA  
 Extra Sun May 18 Wings & Wheels Flight Breakfast, 7-Noon, Cherokee Airport, Cherokee, IA  
 Wed May 21 Kingsley Downtown, (Sponsor – Affordable Cars), Kingsley, IA  
 Extra Sat May 24 Cruise to Spomer Auto Museum, Worthington, MN (Flyers will be out)  
 Wed May 28 Ver Hoef Chevrolet, (Sioux Center Car Club) Sioux Center, IA  
 Wed June 4 Marcus Downtown, Marcus, IA (Sponsor- Pizza Ranch)  
 Wed June 11 Frontage Road South of Hinton (Pinnacle Bank, Dooskys)  
 Wed June 18 Ice Cream Days, Bob's Drive Inn, Le Mars, IA  
 Extra Sat June 21 Graffiti Nights, Onawa, IA (Michaels Drive In) 4-10 p.m. 30th Ann.  
 Wed June 25 Arnold Motors, Business Hwy 75 N, Le Mars, IA  
 Extra Fri June 27 Cruise In, (Evening), Downtown Paullina, Paullina, IA  
 Wed July 2 Chick-Fil-A, (Southern Hills Parking Lot), Sioux City, IA  
 Extra Fri July 4 Quas-Qui Centennial Cruise In, 4-8 pm, Downtown, Remsen, IA  
 Wed July 9 Remsen, Downtown, Remsen, IA (Sponsor – Remsen Union High School)  
 Extra Sat July 12 Make a Wish Cruise In, 10 - 2, Hy Vee, Southern Hills, Sioux City, IA  
 — Wed July 16 Vermillion Downtown, Vermillion, SD (Dakota Classic Cruisers & The SODAC'S) —  
 Wed July 23 Merrill, IA Downtown (Larry's Automotive, Perera's, Emma Rae's)  
 Wed July 30 Four Corners A & W, Merville, IA  
 Extra – Sun Aug 3 34<sup>th</sup> Sumrfest Car Cruise, Dakota City, NE 11- 3, no fee, prizes  
 Wed Aug 6 Total Sales & Service, Business Hwy 75, Le Mars, IA  
 Wed Aug 13 Scoop Da Loop, 6p.m. Convention Center to Downtown, Le Mars, IA  
 Wed Aug 20 Sonic, DQ, Pizza Hut, Floyd Blvd., Sioux City, IA (Also in Walmart lot)  
 Wed Aug 27 Elk Point Downtown, Elk Point, SD (Sponsor – Edgars Soda Fountain)  
 Extra Sat Aug 30 Hawarden BBQ Throw Down, 4:30 - Community Center, Hawarden, IA  
 Wed Sept 3 Akron Downtown, Akron, IA  
 Wed Sept 10 Correctionville High School, Correctionville, IA  
 Wed Sept 17 Alton Downtown (Sponsors TAG'S & Double D) Alton, IA  
 Wed Sept 24 McDonald's, I-29, North Sioux City, SD

Mick Even

SUMMER

Terry Gries

Dar Huls

712-540-3464

2014

712-938-2471

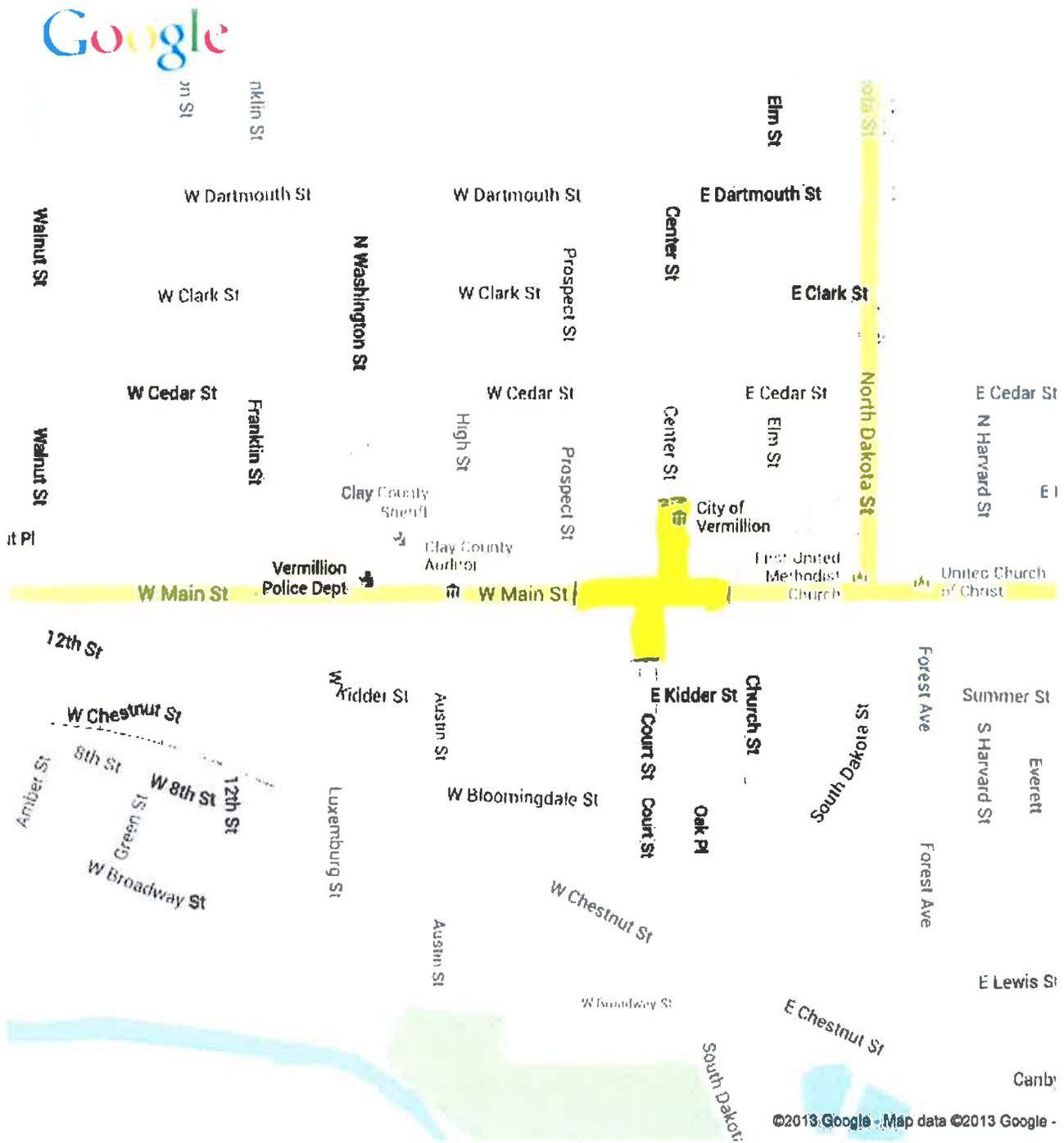
712-546-7325

[micks1@premieronline.net](mailto:micks1@premieronline.net)

23rd Season

[blownnova67@gmail.com](mailto:blownnova67@gmail.com)

[dhuls35@hotmail.com](mailto:dhuls35@hotmail.com)



## *Council Agenda Memo*

**From:** Jose Dominguez, City Engineer

**Meeting:** July 7, 2014

**Subject:** Request from USD for Temporary Street Closing on N. Plum Street from E. Cherry Street to Hwy 50 for move-in day

**Presenter:** Jose Dominguez

**Background:** The University of South Dakota has been utilizing Plum Street, between Highway 50 and E. Cherry Street, during their freshman move-in day. The traffic control for the move-in requires the assistance of the City and the DOT. During the move-in, Plum Street between East Cherry Street and SD Hwy. 50 will be closed to the public. USD has requested N. Plum Street to be closed for utilization during the move-in.

**Discussion:** The request for the closure is due to safety concerns with traffic on Plum Street. In past years, the personnel directing traffic has had close calls with vehicles turning from Duke Street into the wrong lanes along Plum Street. This can be attributed to the local traffic not being familiar with the lane shifts; whereas the move-in traffic is guided through the process starting at the Dakota Dome. In order to mitigate the danger of the local traffic on Plum St., USD has requested that Plum St. from Cherry St. to Hwy. 50 be closed from 5:00 am to 3:00 pm on Friday, August 22, 2014. It should be noted that the map attached shows the areas affected, and all residents in the mobile home park and apartments can use alternate routes to access their residences.

The Police, Fire, and EMS Department have been notified of the closure request and have found no safety concerns. This is the same closure as the last couple of years.

**Financial Consideration:** None.

**Conclusion/Recommendations:** Administration recommends that the City Council approve the temporary closing of Plum Street from E. Cherry St. to Hwy 50 on Friday, August 22, 2014 for USD's move-in from 5:00 a.m. to 3:00 p.m., with the stipulation that all traffic control devices for the closure be acquired, installed and removed by USD.

Request to Close Public Street

Requests to close a public street for an event or activity are taken to the City Council for approval. The following application is requested to be submitted to the City Managers office for a street closing one week prior to the Council Meeting.

**REQUEST TO CLOSE CITY STREET  
CITY OF VERMILLION**

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Organization Requesting USD Police Department

Contact Person JEF RICE Phone 677-5342

Contact Person Address 414 E. CLARD, Davidson 101

Event USD MOVE-IN Day Date(s) of Event 8-22-14

Street(s) Requesting to be closed (Include a map if needed.)

Street N PLUM from E. Cherry to SD 50 BYPASS

Street Closing Times 5am to 3pm

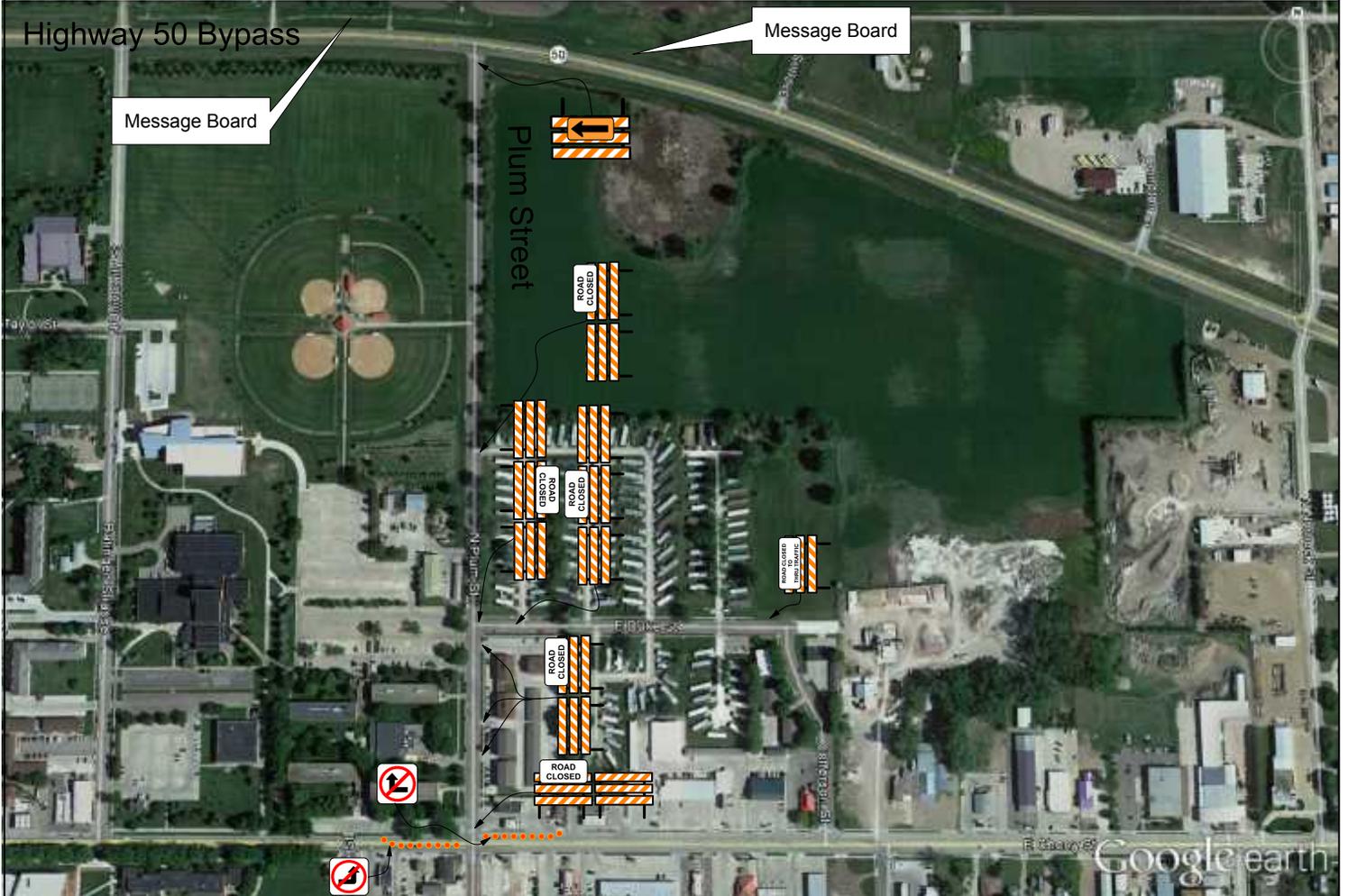
If the street closing requested would affect other residents or businesses have they been notified of the request. Yes  No

Have arrangements been made for clean up after the event and other facilities? Please describe:

Traffic Solutions and USD Police Dept will pick up  
Cones and barricades

If approved the contact person will need to make arrangements with the Street Department for barricades to properly denote the street closing.

Signature of applicant Jef Rice date 6/29/14



	<b>Date:</b> 5/21/2014 <b>Author:</b> Blaine Weippert <b>When:</b> August ?? 6:30 am to 3:00 pm
	<b>Where:</b> Plum Street <b>What:</b> Close Plum Street to Public Traffic
	<b>Comments:</b> Work is for University Police Department Contacts are Pete Jensen 677-5342 and Jef Rice 658-6199

## *Council Agenda Memo*

**From:** Jose Dominguez, City Engineer

**Meeting:** July 7, 2014

**Subject:** Request from USD for Temporary Street Closing of Rose St. from Coyote Village to the Dakota Dome for move-in day

**Presenter:** Jose Dominguez

**Background:** The University of South Dakota has been utilizing Plum Street, between Highway 50 and Cherry Street, during their freshman move-in. The traffic control for the move-in requires the assistance of the City and the DOT. This year the University has also requested the closing of Rose Street from Coyote Village to the Dakota Dome. Rose Street will also be utilized during the closure for the USD move-in day.

**Discussion:** The request for the closure is due to safety concerns with traffic. In order to, hopefully, remove the danger of the local traffic on Rose St., USD has requested that Rose Street from Coyote Village to the Dakota Dome be closed from 5:00 am to 3:00 pm on Friday, August 22, 2014. It should be noted that the attached map shows the areas affected. This closure does not directly impact a resident's ability to access their residence. This is the first time USD has requested the closing of Rose Street for move-in day. Rose Street has been closed on many football Saturdays over the last couple of years.

The Police, Fire, and EMS Department have been notified of the closure request and have found no safety concerns.

**Financial Consideration:** None.

**Conclusion/Recommendations:** Administration recommends that the City Council approve the temporary closing of Rose Street from 5:00 a.m. to 3:00 p.m. from Coyote Village to the Dakota Dome on Friday, August 22, 2014 for USD's move-in with the stipulation that all traffic control devices for the closure be acquired, installed and removed by USD.

Request to Close Public Street

Requests to close a public street for an event or activity are taken to the City Council for approval. The following application is requested to be submitted to the City Managers office for a street closing one week prior to the Council Meeting.

**REQUEST TO CLOSE CITY STREET  
CITY OF VERMILLION**

This application shall be completed in time to be submitted to the City Council for consideration. City Council meetings are the first and third Mondays of each month. Requests are to be submitted to the City Managers office one week prior to the meeting to be included on the meeting agenda. The proposal shall contain all applicable information relative to the nature and purpose of the event the street closing is requested for, if additional space is needed please attach additional sheets or application letter with the required information.

Organization Requesting USD Police Dept

Contact Person Jeff Rice Phone 677-5342

Contact Person Address 414 E. Clark, Davidson 101

Event USD Move-In Day Date(s) of Event 8-22-14

Street(s) Requesting to be closed (Include a map if needed.)

Street ROSE ST from Coyote Village to Dakota Dome

Street Closing Times 5am to 3pm

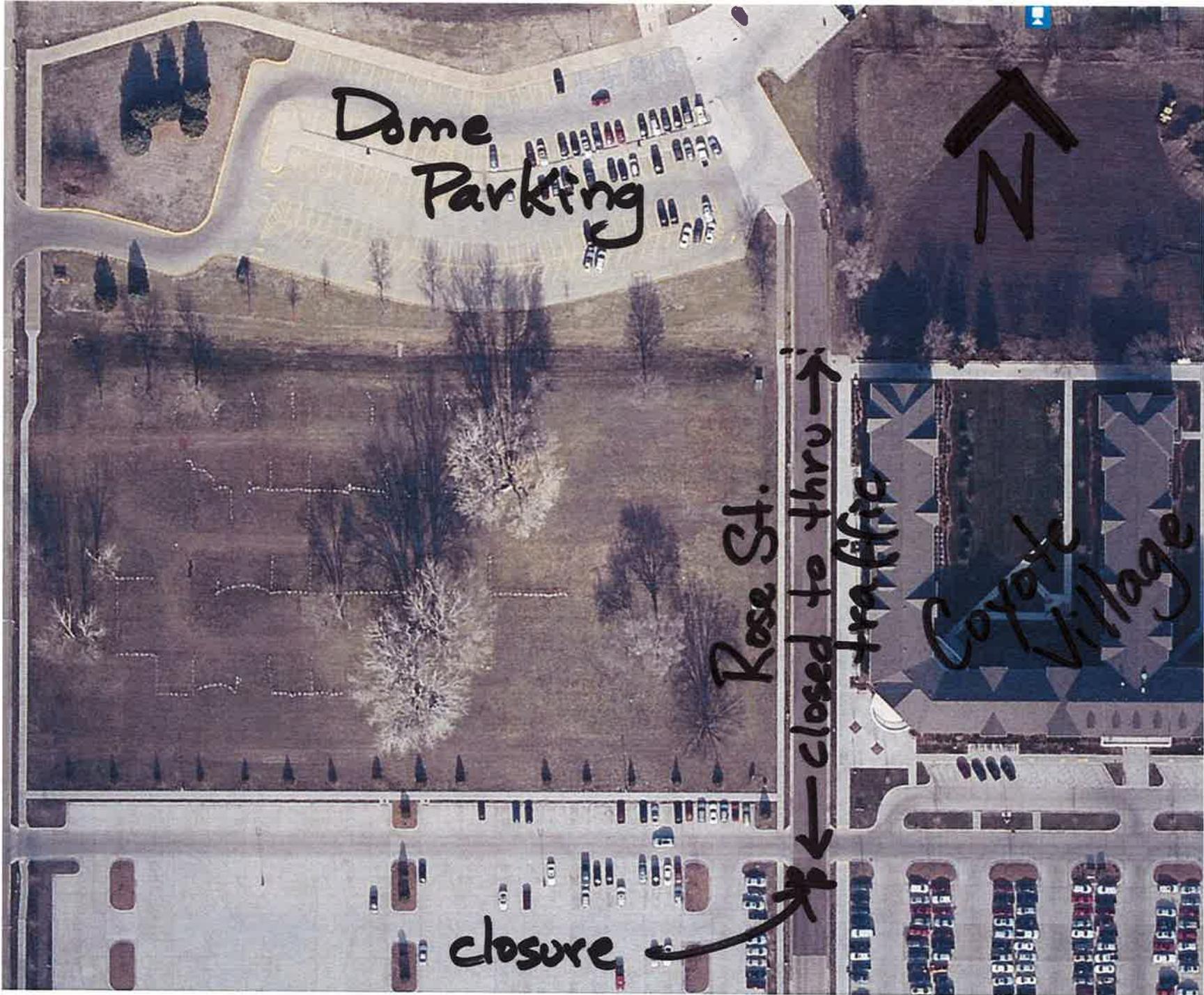
If the street closing requested would affect other residents or businesses have they been notified of the request. Yes  No

Have arrangements been made for clean up after the event and other facilities? Please describe:

USD Police Department will pick up cones and  
Barricades

If approved the contact person will need to make arrangements with the Street Department for barricades to properly denote the street closing.

Signature of applicant Jeff Rice date 6/24/14



Dome  
Parking



Rose St.

closed to thru

traffic

Coyote  
Village

closure

## *Council Agenda Memo*

**From:** Jose Dominguez, City Engineer

**Meeting:** July 7, 2014

**Subject:** Resolution of Necessity and Notice of Hearing for Installation of Street Lighting along North Norbeck Street from Roosevelt Street to East Cherry Street

**Presenter:** Jason Anderson

**Background:** North Norbeck Street has been designated as a collector street since at least the Comprehensive Plan adopted by the City in 2000. A collector street, as per the Comprehensive Plan, is a street that carries traffic between the local street networks to the arterial streets. Collector streets tend to be two lanes of through traffic with turn lanes at major intersections. Currently there are several single family houses fronting this street; however, multiple apartment buildings will be constructed along the street to the south of this stretch. These apartments will increase the amount of traffic (vehicular, pedestrian and bicycle) along the street.

The street lighting along North Norbeck Street south of Roosevelt Street to E. Clark Street will be installed either as a part of the current street assessment, or as a collective project by the affected property owners.

**Discussion:** The special assessment process provides that the governing body: (1) set a public hearing; and (2) notify the property owners of the hearing by both sending notice and publishing the notice of the hearing. The notice calls for the public hearing to be held on August 4, 2014. Following the hearing, the City Council will be asked to adopt a resolution approving the special assessment roll with any added adjustments in the amounts.

The affected property owners will be sent a letter notifying them of the hearing. Also, the hearing will be published in the local paper.

**Financial Consideration:** The cost will include postage and the publication of the notice. The City has not budgeted for this improvement. The budget will have to be revised during the 2014 budget sessions. The estimated cost for the project is \$9,622.80.

**Conclusion/Recommendations:** Administration recommends adopting the resolution that sets the public hearing date for August 4, 2014.

**RESOLUTION OF NECESSITY AND NOTICE OF HEARING FOR INSTALLATION OF  
STREET LIGHTING ALONG NORTH NORBECK STREET FROM ROOSEVELT  
STREET TO EAST CHERRY STREET**

**BE IT HEREBY RESOLVED**, by the Governing Body of the City of Vermillion, South Dakota, at a regularly called meeting thereof, in the Council Chambers of said City Hall at 7:00 p.m. on the 7<sup>th</sup> day of July, 2014, that the necessity has arisen for the construction of street lighting along the parcels of land hereinafter named, viz:

AFFECTED ADDRESS	AFFECTED LEGAL DESCRIPTION	AFFECTED PARCEL NUMBER	ESTIMATED COST
1325 E. CHERRY	E 173.2' OF LOT 17, BLK 1, EXC S 90' & EXC LOT H1, OUELLETES ADDN.	15540-00100-170-02	\$849.49
612 N. NORBECK	S 90' OF E 173.2' OF LOT 17, BLK 1, OUELLETES ADDN.	15540-00100-170-03	\$849.49
1326 LINCOLN	LOT 16, BLK 1, OUELLETES ADDN.	15540-00100-160-00	\$1,071.30
516 N. NORBECK	LOT 3, BLK 2, OUELLETES ADDN.	15540-00200-030-00	\$1,142.09
1324 ROOSEVELT	LOT 4, BLK 2, OUELLETES ADDN.	15540-00200-040-00	\$1,142.09
1407 E. CHERRY	LOT 12, BLK 1, MEISENHOLDER EAST ADDN.	15450-00100-120-00	\$1,595.15
603 N. NORBECK	LOT 13, BLK 1, MEISENHOLDER EAST ADDN.	15450-00100-130-00	\$991.07
515 N. NORBECK	LOT 1, BLK 1, WASHINGTON SQUARE ADDN.	15830-00100-010-00	\$991.07
503 N. NORBECK	LOT 2, BLK 1, WASHINGTON SQUARE ADDN.	15830-00100-020-00	\$991.07

The estimate is based on the two most recent street lighting projects and includes the 8% fiscal fee.

**BE IT FURTHER RESOLVED**, that when the cost of construction of the improvement has been determined, the Engineer shall calculate and report to the Governing Body the amount to be assessed against each lot or part of lot fronting or abutting upon the improvement. In determining such assessment, the Engineer shall divide the total cost of the improvement, less the City's share of the cost, by the number of feet fronting or abutting upon said improvement. The quotient, plus an eight percent (8%) fiscal fee, shall be the amount assessed per front foot upon the property fronting or abutting thereon.

**BE IT FURTHER RESOLVED**, that the lots and tracts of real property likely to be affected by the improvement are those parcels of land set forth after the above named street.

**BE IT FURTHER RESOLVED**, that the assessment shall be payable in ten (10) equal annual installments. Any assessment or installment not paid within THIRTY (30) days after filing the approved assessment roll in the Finance Office shall be collected under Plan One, collection by the

County Treasurer, as set forth in SDCL 9-43, and that all deferred payments shall bear interest at the rate of TEN PERCENT (10%) per annum.

**BE IT FURTHER RESOLVED**, that the contractors who undertake to perform the work of construction herein provided for shall be paid in cash from the sale of special assessment bonds.

**BE IT FURTHER RESOLVED**, that any person interested may appear and show cause, before the Governing Body of the City of Vermillion, at the City Council Chambers of said City at 7:00 p.m. on the 4<sup>th</sup> day of August 2014 why the above and foregoing resolution should not, at said time and place, be adopted and passed by the Governing Body, at which time the Governing Body will finally approve, disapprove, or modify the same in its discretion.

Dated at Vermillion, South Dakota this 7<sup>th</sup> day of July, 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:** Jose Dominguez, City Engineer

**Meeting:** July 7, 2014

**Subject:** Final Plat of Conti's Addition, in the SW ¼ of the SW ¼ of Section 16, T92N, R51W of the 5<sup>th</sup> P.M., Clay County, South Dakota

**Presenter:** Jose Dominguez

**Background:** Tom Week has submitted a final plat for the above mentioned parcel on behalf of the owner. The area to be final platted is roughly 2-acres. The lot is located along 466<sup>th</sup> Avenue roughly 1/4 of a mile north of East Main Street and 1 mile east of Crawford Road. The lot will be bordered by 466<sup>th</sup> Avenue on the west side. The proposed plat will create one lot.

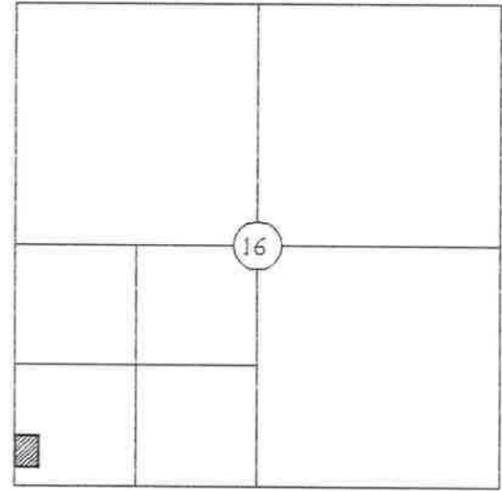
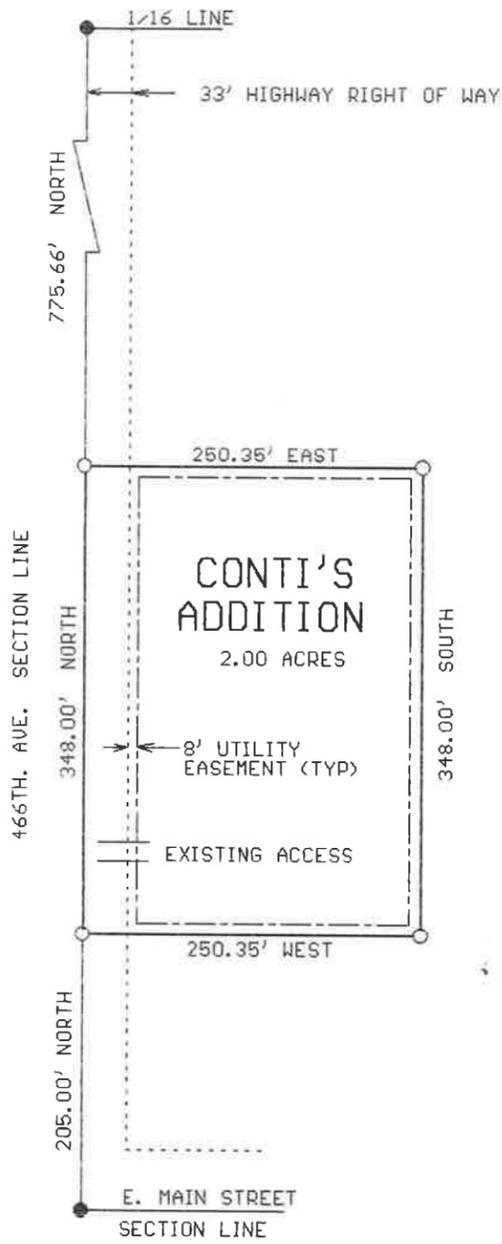
This plat falls within the Joint Jurisdictional Zoning Area; therefore it is first reviewed by the County Planning Commission who then recommends to the City Council. The County Planning Commission reviewed the plat at their June 30, 2014 meeting and recommended approval to the City Council.

**Discussion:** Staff reviewed the final plat and found that it complies with all of the code provisions. The lot will be having access off a platted street.

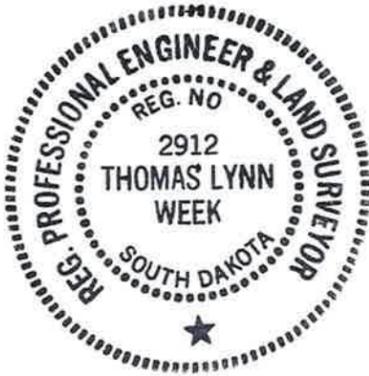
**Financial Consideration:** The applicant has paid all required platting fees.

**Conclusion/Recommendations:** Administration finds that the final plat meets all of the ordinance requirements and recommends approval of the final plat.

PLAT OF CONTI'S ADDITION, IN THE S.W.1/4 OF THE S.W.1/4 OF SECTION 16,  
T92N, R51W OF THE 5TH. P.M., CLAY COUNTY, SOUTH DAKOTA



LOCATION



- FOUND REBAR
- SET 5/8" REBAR WITH CAP STAMPED TOM WEEK PELS 2912



SURVEYORS CERTIFICATE

I, THOMAS LYNN WEEK, A REGISTERED LAND SURVEYOR IN YANKTON, SOUTH DAKOTA, HAVE AT THE DIRECTION OF THE OWNER, MADE A SURVEY OF CONTI'S ADDITION, IN THE S.W.1/4 OF THE S.W.1/4 OF SECTION 16, T92N, R51W, OF THE 5TH. P.M., CLAY COUNTY, SOUTH DAKOTA. I HAVE SET IRON PINS AS SHOWN, AND SAID SURVEY AND PLAT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATED THIS 12TH. DAY OF JUNE, 2014.

*Thomas Lynn Week*  
THOMAS LYNN WEEK  
REGISTERED LAND SURVEYOR  
REG. NO. 2912

OWNERS CERTIFICATE

I, DOUGLAS T. CONTI AS TRUSTEE OF THE DOUGLAS T. CONTI REVOCABLE TRUST, DO HEREBY CERTIFY THAT THE DOUGLAS T. CONTI REVOCABLE TRUST, IS THE OWNER OF THE ABOVE DESCRIBED REAL PROPERTY: CONTI'S ADDITION, IN THE S.W.1/4 OF THE S.W.1/4 OF SECTION 16, T92N, R51W, OF THE 5TH. P.M., CLAY COUNTY, SOUTH DAKOTA. THAT THE ABOVE SURVEY AND PLAT WERE MADE AT MY REQUEST AND UNDER MY DIRECTION FOR THE PURPOSE OF LOCATING, MARKING AND PLATTING THE SAME, AND THAT SAID PROPERTY IS FREE FROM ALL ENCUMBRANCES. THE DEVELOPMENT OF THIS LAND SHALL CONFORM TO ALL EXISTING APPLICABLE ZONING, SEWAGE POLLUTION, SUBDIVISION AND EROSION AND SEDIMENT CONTROL REGULATIONS.

DATED THIS 17 DAY OF June, 2014.

*Douglas T Conti*  
DOUGLAS T. CONTI, TRUSTEE OF THE  
DOUGLAS T. CONTI REVOCABLE TRUST

STATE OF South Dakota  
COUNTY OF YANKTON

ON THIS 17<sup>th</sup> DAY OF June, 2014, BEFORE ME, THE UNDERSIGNED OFFICER, PERSONALLY APPEARED DOUGLAS T. CONTI, AS TRUSTEE OF THE DOUGLAS T. CONTI REVOCABLE TRUST, AND AS TRUSTEE ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES THEREIN CONTAINED.

MY COMMISSION EXPIRES 03-13-2015

*Linda Swails*  
NOTARY PUBLIC



CLAY COUNTY PLANNING COMMISSION

BE IT RESOLVED BY THE CLAY COUNTY, SOUTH DAKOTA, PLANNING COMMISSION, THAT THE ABOVE PLAT REPRESENTING CONTI'S ADDITION, IN THE S.W.1/4 OF THE S.W.1/4 OF SECTION 16, T92N, R51W, OF THE 5TH. P.M., CLAY COUNTY, SOUTH DAKOTA, BE AND THE SAME IS HEREBY APPROVED.

*Jay B. [Signature]*  
CHAIRPERSON, PLANNING COMMISSION

PLAT OF CONTI'S ADDITION, IN THE S.W.1/4 OF THE S.W.1/4 OF SECTION 16, T92N, R51W, OF THE 5TH. P.M., CLAY COUNTY, SOUTH DAKOTA.

RESOLUTION OF APPROVAL

WHEREAS, IT APPEARS THAT THE OWNER THEREOF HAS CAUSED A PLAT TO BE MADE OF THE FOLLOWING REAL PROPERTY: CONTI'S ADDITION. IN THE S.W.1/4 OF THE S.W.1/4 OF SECTION 16, T92N, R51W, OF THE 5TH. P.M., CLAY COUNTY, SOUTH DAKOTA.

BE IT RESOLVED, THAT THE ATTACHED AND FOREGOING PLAT HAS BEEN SUBMITTED TO AND A REPORT AND RECOMMENDATIONS HEREON MADE BY THE PLANNING COMMISSION TO THE VERMILLION CITY COUNCIL AND HAS RECOMMENDED APPROVAL.

BE IT FURTHER RESOLVED, THAT THE ATTACHED AND FOREGOING PLAT HAS BEEN SUBMITTED TO THE GOVERNING BODY OF THE CITY OF VERMILLION, WHICH HAS EXAMINED THE SAME; THAT IT APPEARS THE SYSTEM OF STREETS AND ALLEYS SET FORTH THEREIN CONFORMS TO THE SYSTEM OF STREETS AND ALLEYS OF VERMILLION; THAT ALL TAXES AND SPECIAL ASSESSMENTS, IF ANY, UPON THE TRACT OR SUBDIVISION HAVE BEEN FULLY PAID; THAT SUCH PLAT AND SURVEY THEREOF HAVE BEEN EXECUTED ACCORDING TO LAW; THE SAME IS HEREBY ACCORDINGLY APPROVED.

BE IT ALSO RESOLVED THAT ACCESS SHALL BE GRANTED TO THE LOTS(S) IN ACCORDANCE WITH THE CITY OF VERMILLION STREET ACCESS AND DRIVEWAY APPROACH POLICY, WHICH REQUIRES AN APPLICATION AND PERMIT.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014.

\_\_\_\_\_  
MAYOR, CITY OF VERMILLION

I, THE UNDERSIGNED FINANCE OFFICER OF THE CITY OF VERMILLION, DO HEREBY CERTIFY THAT THE CERTIFICATE OF APPROVAL IS A TRUE COPY OF THE APPROVAL BY THE CITY COUNCIL OF THE CITY OF VERMILLION, SOUTH DAKOTA ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014.

\_\_\_\_\_  
FINANCE OFFICER, CITY OF VERMILLION, SD

DIRECTOR OF EQUALIZATION CERTIFICATE

I, THE UNDERSIGNED, DIRECTOR OF EQUALIZATION OF CLAY COUNTY, SOUTH DAKOTA, CERTIFY THAT I HAVE RECEIVED A COPY OF THE FOREGOING PLAT. DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014.

\_\_\_\_\_  
DIRECTOR OF EQUALIZATION, CLAY COUNTY, S.D.

HIGHWAY AUTHORITY CERTIFICATE

THE LOCATION OF THE EXISTING ACCESS ROAD ABUTTING THE TOWNSHIP OR COUNTY HIGHWAY AS SHOWN HEREON IS HEREBY APPROVED. ANY CHANGE IN THE ACCESS SHALL REQUIRE ADDITIONAL APPROVAL. DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014.

\_\_\_\_\_  
HIGHWAY AUTHORITY, CLAY COUNTY, SD

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014.

\_\_\_\_\_  
TOWNSHIP CHAIRMAN

TREASURER CERTIFICATE

I, THE UNDERSIGNED, TREASURER OF CLAY COUNTY, SOUTH DAKOTA, CERTIFY THAT ALL TAXES WHICH ARE LIEN UPON ANY LAND INCLUDED IN THE ABOVE PLAT, AS SHOWN BY THE RECORDS OF THIS OFFICE, HAVE BEEN PAID. DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014.

\_\_\_\_\_  
TREASURER, CLAY COUNTY, S.D.

REGISTER OF DEEDS CERTIFICATE

I, THE UNDERSIGNED, REGISTER OF DEEDS OF CLAY COUNTY, SOUTH DAKOTA, CERTIFY THAT THE ORIGINAL PLAT WAS FILED FOR RECORD THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014, \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M., AND DULY RECORDED IN BOOK \_\_\_\_\_, PAGE \_\_\_\_\_.

PREPARED BY: TOM WEEK  
407 REGAL DRIVE  
YANKTON, SOUTH DAKOTA  
605-665-8333

\_\_\_\_\_  
REGISTER OF DEEDS, CLAY COUNTY, S.D.

## *Council Agenda Memo*

**From:** Jose Dominguez, City Engineer

**Meeting:** July 7, 2014

**Subject:** Final Change Order to Balance the Leachate Pond Construction Project

**Presenter:** Jose Dominguez

**Background:** In 2011 the City Council filed a grant/loan application with the State to see if funding would be available for a landfill leachate pond and leachate collection system. The City was ultimately awarded a grant/loan award. The proposed pond and collection system is required for the construction of any new cells at the landfill.

The Council awarded this project on June 17, 2013 to RS Halstead for \$887,200.78.

**Discussion:** The construction of the leachate pond and collection system has been completed. Through the construction process several savings were achieved by combining portions of the project with other parts and by reducing the area that construction project would occupy. This led to a savings of \$14,005.10, bringing the actual cost down from the original contract of \$887,200.78 to \$873,195.68.

This change order, change order number 2, will change the actual contract amount signed by the Mayor in June 2013 to the actual money spent. Change order number 1 was a no cost change order adjusting the completion date from December 18, 2013 to June 1, 2014.

**Financial Consideration:** The project has been completed and the Contractor has been paid for the project.

**Conclusion/Recommendations:** Administration recommends signing Change Order No. 2 revising the contract amount from \$887,200.78 to \$873,195.68.



## *Council Agenda Memo*

**From:** Jose Dominguez, City Engineer

**Meeting:** July 7, 2014

**Subject:** Work Order for the Signal Work to Occur at the Intersections of Main and Center Street, Main and Dakota Street, and Main and University Street

**Presenter:** Jose Dominguez

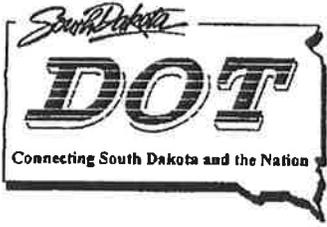
**Background:** Currently, the signals along Main Street at Center, Dakota and University Streets are scheduled to be upgraded, or reconstructed, during the 2016 construction season. In order to have the construction documents ready by that time, we need to contract with a consultant now for the survey and design work of the upgrades and new signal.

Banner Associates was selected to complete the project by the Council on April 21, 2014.

**Discussion:** A work order for the project will allow Banner Associates to complete the construction documents and topographical work required for the construction of the improvements along Main Street. The work to be covered by the work order is described, in detail, in the attached scope of services provided by the DOT. Within the scope of services, the DOT also outlines deadlines that will have to be met for the project. This project will require that the work order be amended towards the end of the year. The reason for this amendment is that studies will have to be performed on all of the signals to verify that the proposed work is appropriate for the traffic conditions. This work order will be completed by December 8, 2014.

**Financial Consideration:** The cost associated with this work order, which includes traffic studies, public meetings, a topographical survey, and conceptual design work will be paid directly by the DOT out of the City's allocated STIP funds. The DOT has set a price not to exceed \$31,938.83 for the work order.

**Conclusion/Recommendations:** Administration recommends that the City Council approve and sign the Work Order for the Signal Work to Occur at the Intersections of Main and Center Street, Main and Dakota Street, and Main and University Street.



## Department of Transportation

### Division of Planning and Engineering

Office of Local Government Assistance

700 E Broadway Avenue

Pierre, South Dakota 57501-2586

Phone: 605/773-8148 FAX: 605/773-4870

June 12, 2014

Mr. Richard Uckert, PE, LSIT  
Banner Associates, Inc.  
14 W Main St, Suite A  
Vermillion, South Dakota 57069

RE: Work Order for Project P 5708(06), PCN 04AG, City of Vermillion, LGA-80-13

Dear Mr. Uckert:

Enclosed are two copies to be signed for the above referenced work order. Please sign both copies, then forward to the City of Vermillion. When all signatures have been obtained, I will return a completed copy to your office.

These are to be performed under the terms of Agreement Number 410526 between your firm and the South Dakota Department of Transportation.

Sincerely,

LOCAL GOVERNMENT ASSISTANCE

A handwritten signature in black ink that reads "Jennie Weingart". The signature is written in a cursive, flowing style.

Jennie Weingart, Consultant Contract Specialist

Enclosures

cc: Work Order file



**WORK ORDER FOR CONSULTANT SERVICES**

**GENERAL**

Work Order No.: LGA-80-13 Agreement No.: 410526 Date: June 12, 2014  
Consultant: Banner Associates, Inc.

**PROJECT INFORMATION**

Project No.: P 5708(06) PCN: 04AG City: Vermillion  
Project Type/Description: Traffic Study, Survey & Design  
Project Location Intersections of Main St. & Center St., Main St. & Dakota St., and Main St. & University St. in Vermillion

**Scope of Work:** - See Attachment I

**SERVICES REQUIRED**

Estimated Hours    Total Hourly Rate    Estimated Cost  
See Attachment II

**REIMBURSEMENT FOR TRAVEL**

Same as above

**MAXIMUM LIMITING AMOUNT**

\$ 31,938.83 (Fixed Fee: \$ 3,285.69)

**COMPLETION DATE**

See Attachment I (Scope of Services) for interim dates and deliverables.  
The overall completion date of this work order shall be December 8, 2014.

**CONTACT PERSONS**

SDDOT: Laurie Schultz, Program Manager  
CONSULTANT: David Odens, P.E.  
CITY: City of Vermillion, Official

**INSURANCE REQUIREMENTS**

<u>Types of Insurance</u>	<u>Expiration Date</u>	<u>On File</u>
General Liability	November 1, 2014	Yes
Automobile Liability	November 1, 2014	Yes
Worker's Compensation	November 1, 2014	Yes
Errors and Omissions	October 3, 2014	Yes

**APPROVAL BY:**

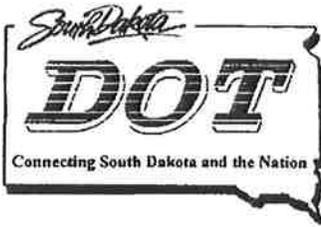
DOT: \_\_\_\_\_

CONSULTANT: *David Odens, President*      DATE 6-16-14  
DATE

CITY: \_\_\_\_\_  
CONCURRENCE      DATE

**Distribution:**

- (2) Originals - 1 Consultant, 1 Initiating Agency
- (1) City of Vermillion
- (1) Division of Finance
- (1) Internal Audits



# Department of Transportation

Division of Planning and Engineering

Office of Administration

700 East Broadway Avenue

Pierre, South Dakota 57501-2586

OFFICE: 605/773-3574

FAX: 605/773-4870

## MEMORANDUM

**DATE:** June 2, 2014

**TO:** Banner Associates

**FROM:** Wade Dahl, Urban Systems Engineer  
Local Government Assistance

**SUBJECT:** Survey, Preliminary Plans Preparation and Option Selection Process for P 5708(06), PCN 04AG – Intersection Projects at Main Street & Center Street, Main Street & Dakota Street, and Main Street and University Street in Vermillion, SD.

The City of Vermillion has requested that your firm be employed to complete the work as defined in the following scope of services. Please prepare a breakdown of the estimated costs required to accomplish this work and return it to me for preparation of the work order under the State's retainer contract.

### SCOPE OF SERVICES

#### 1. Traffic Study Tasks:

- Obtain Crash records for the years of 2010 through 2013 and prepare a brief technical memo on crash rates and crash trends at the following intersections:
  - Center St. (Court St.) / Main St.
  - University / Main St.
  - Dakota St. / Main St.
- Obtain and review traffic counts from the City of Vermillion for the following intersections (AM, Noon, and PM Peak Counts – 6 total hours of count data per intersection):
  - Center St. (Court St.) / Main St.
  - University / Main St.
  - Dakota St. / Main St.
  - Elm St. (Church St.) / Main St.

- Prospect St (Market St.) / Main St.
- *HDR assumes counts will be provided or gathered by City staff, HDR will provide an electronic counter to City staff if needed.*
- Develop 2014 existing conditions flow map of Main Street volumes and analyze the intersections above using 2010 HCM methodology, this will provide an adequate baseline for comparison purposes to investigated options. This will be the “Do Nothing” alternative.
- Using the 2014 intersection volumes, study the operations of up to two additional options:
  - Install Median at Center St. and Court St. making both intersection right only movements
  - Eliminate Connection of Center St. to Main Street
  - *Traffic will be re-routed and redistributed along Main St. to other intersections for movements that are removed to be completed to check operation.*
- Prepare poster boards in coordination with Banner Assoc. for the three studied options that include the following:
  - Proposed Geometrics and Pedestrian Treatments
  - Construction Costs
  - Level of Service and Intersection Delay

## **2. Public Involvement:**

- Attend and help facilitate the following:
  - City Meetings – Anticipate 2 meetings prior to public meeting
  - Two Public Meetings Downtown Business Assoc. & General Public
  - City Meeting Anticipate a meeting with city staff after public meeting to prepare scope of services for Phase 2 which will be final design.

## **3. Project Management and Quality Assurance/Quality Control reviews:**

- General Project Management tasks consisting of preparing the monthly status report and project accounting
- Monthly phone calls, emails, etc. for the purposes of managing the project
- QA/QC reviews to be completed prior to preliminary plan and review plan submittals

## **4. Additional Tasks to be performed by Banner:**

- Topographic and Legal Survey
- Public Meeting Notification/Preparation/Presentation
- Participation with Geometric improvements and construction costs
- Overall project management of this contract

The completion date for this work order will be **December 8, 2014**. Toward the completion of this initial phase, the work order will be amended with an expanded scope, interim completion dates and a revised overall completion date.

All information and data shall be submitted, and all questions and requests shall be directed to the Local Government Assistance office.

cc: Jennie Weingart  
File

JUN 03 2014

# BANNER

Engineering | Architecture | Surveying

Banner Associates, Inc. | 14 West Main, Ste. A  
Vermillion, South Dakota 57069  
Toll Free 1.855.323.6342  
www.bannerassociates.com

June 2, 2014

Mr. Jason Kjenstad  
HDR Engineering  
6300 S Old Village Place  
Suite 100  
Sioux Falls, SD 57108

Re: Sub-Consultant Agreement  
Intersection Projects at Main St. & Center St., Main St. & Dakota St., and Main St. &  
University St. – Vermillion, SD  
Survey and Public Meetings – Phase I  
P 5708(06), PCN 04AG

Dear Mr. Kjenstad,

Banner would like to thank you for your assistance with the traffic signal and intersection work on the  
aforementioned project. As per your attached *Scope of Services*, Banner has agreed to acquire HDR's  
services for the maximum limiting fee of \$20,583.14.

HDR Engineers, Inc. agrees to be held to all the same details as are stipulated in Agreement: 410526  
(Banner Associates, Inc.) with DOT.

If you have any questions or need anything further, please do not hesitate to contact me. Please sign  
and return one copy of the acceptance to our office.

**ACKNOWLEDGEMENT OF ACCEPTANCE**

Accepted this 4<sup>th</sup> day of JUNE, 2014

For: HDR ENGINEERING

By: [Signature]

Title: VICE PRESIDENT

Sincerely,  
[Signature]  
Brad Wermers, PE  
Vice President

[Signature]  
Richard Uckert, PE, LSIT  
Vermillion Office Manager

Encl.

RECEIVED  
JUN 12 2014  
[Stamp]

## WORK ORDER FOR SUBCONSULTANT SERVICES

### HDR SCOPE OF SERVICES

#### 1. Traffic Study Tasks:

- Obtain Crash records for the years of 2010 through 2013 and prepare a brief technical memo on crash rates and crash trends at the following intersections:
  - Center St. (Court St.) / Main St.
  - University / Main St.
  - Dakota St. / Main St.
- Obtain and review traffic counts from the City of Vermillion for the following intersections (AM, Noon, and PM Peak Counts – 6 total hours of count data per intersection):
  - Center St. (Court St.) / Main St.
  - University / Main St.
  - Dakota St. / Main St.
  - Elm St. (Church St.) / Main St.
  - Prospect St (Market St.) / Main St.
  - *HDR assumes counts will be provided or gathered by City staff, HDR will provide an electronic counter to City staff if needed.*
- Develop 2014 existing conditions flow map of Main Street volumes and analyze the intersections above using 2010 HCM methodology, this will provide an adequate baseline for comparison purposes to investigated options. This will be the “Do Nothing” alternative.
- Using the 2014 intersection volumes, study the operations of up to two additional options:
  - Install Median at Center St. and Court St. making both intersection right only movements
  - Eliminate Connection of Center St. to Main Street
  - *Traffic will be re-routed and redistributed along Main St. to other intersections for movements that are removed to be completed to check operation.*
- Prepare poster boards in coordination with Banner Assoc. for the three studied options that include the following:
  - Proposed Geometrics and Pedestrian Treatments
  - Construction Costs
  - Level of Service and Intersection Delay

#### 2. Public Involvement:

- Attend and help facilitate the following:
  - City Meetings – Anticipate 2 meetings prior to public meeting

- Two Public Meetings – Downtown Business Assoc. & General Public (*HDR anticipates that the Downtown Business Public Meeting will take place during the day and the public meeting will take place at night all on the same day*)
- City Meeting – Anticipate a meeting with city staff after public meeting to prepare scope of services for Phase 2 which will be final design.

**3. Project Management and Quality Assurance/Quality Control reviews:**

- General Project Management tasks consisting of preparing the monthly status report and project accounting
- Monthly phone calls, emails, etc. for the purposes of managing the project
- QA/QC reviews to be completed prior to preliminary plan and review plan submittals

**4. Additional Tasks to be performed by Banner:**

- Topographic and Legal Survey
- Public Meeting Notification/Preparation/Presentation
- Participation with Geometric improvements and construction costs
- Overall project management of this contract

**BANNER ASSOCIATES, INC.**

**ENGINEERING COST ESTIMATE - SURVEY AND PUBLIC MEETING PRESENTATION**

**ATTACHMENT II**

**PROJECT NO. P 5708(06), PCN 04AG LGA-80-13**

**Intersection Projects at Main St. & Center St., Main St. and Dakota St. and Main St. and University St.  
Vermillion, SD**

1. DIRECT LABOR SALARY COST:

Harold Holoch - Project Manager - Highways	8 hrs.	x	\$41.00	=	\$328.00
Rich Uckert - Project Engineer - Highways	28 hrs.	x	\$29.77	=	\$833.56
Nathan Nielsen - Land Surveyor	40 hrs.	x	\$30.15	=	\$1,206.00
Austin Johnson - Land Surveyor	40 hrs.	x	\$21.15	=	\$846.00
Curt Coover - Sr. CADD Technician	12 hrs.	x	\$24.32	=	\$291.84
Chuck May - Survey Coordinator	12 hrs.	x	\$26.00	=	\$312.00
Brenda Turenne - Marketing Coordinator	12 hrs.	x	\$21.05	=	\$252.60
<b>TOTAL DIRECT LABOR COST</b>	<b>152 hrs.</b>				<b>\$4,070.00</b>

2. LABOR OVERHEAD COST:

Employee Benefits	45.32 %	x	\$4,070.00	=	\$1,844.52
G & A Overhead	90.21 %	x	\$4,070.00	=	\$3,671.55
<b>TOTAL LABOR OVERHEAD COST</b>					<b>\$5,516.07</b>

3. TRANSPORTATION COST:

Vehicle	480 mi.	x	\$0.540	=	\$259.20
<b>TOTAL TRANSPORTATION COST</b>					<b>\$259.20</b>

4. MATERIALS & SUPPLIES COST:

Photocopies	100 ea.	x	\$0.0653	=	\$6.53
Postage	at cost			=	
Miscellaneous	at cost			=	\$308.79
<b>TOTAL MATERIALS AND SUPPLIES COST</b>					<b>\$315.32</b>

5. TOTAL COST:

= \$10,160.59

6. FIXED FEE:

12.0 % x ( \$4,070.00 + \$5,516.07 ) = \$1,150.33

7. CAPITAL COST OF MONEY:

1.1 % x \$4,070.00 = \$44.77

8. Subconsultant: HDR Engineers, Inc.

\$20,583.14

9. TOTAL COST-PLUS-FIXED FEE:

= \$31,938.83

JW

This document(s) have been reviewed by me and I recommend further processing.

Walt A. Palf 6-2-14  
Approved Date

HDR Engineering, Inc.  
 PCN: 04AG Project. P 5708(06) LGA-80-13  
 SUB-CONSULTANT SERVICES REQUIRED

LABOR COST

	Hourly Rate	Total Estimated Hours	Estimated Cost
Jason Kjenstad - Project Manager	\$ 55.31	44	\$ 2,433.64
Lance McQueen - Project Engineer	\$ 38.22	28	\$ 1,070.16
Ron Ceroll - Cadd	\$ 32.32	24	\$ 775.68
Rick Laughlin - Traffic Engineer	\$ 47.45	50	\$ 2,372.50
Carla Schwebach - Accountant	\$ 26.98	6	\$ 161.88
Elizabeth Coday - Admin Asst.	\$ 21.63	4	\$ 86.52
		156	Subtotal \$ 6,900.38

OVERHEAD COST

Fringe Benefits	47.37%	\$ 6,900.38	\$ 3,268.71
Gen & Admin Overhead	110.51%	\$ 6,900.38	\$ 7,625.61
Direct Costs			\$ 640.00
		Subtotal	\$ 11,534.32

FIXED FEE

Capital Cost of Money	12.0%	\$ 17,794.70	\$ 2,135.36
	0.18945%	\$ 6,900.38	\$ 13.07

Total \$ 20,583.14 JW

MAXIMUM LIMITING AMOUNT

DIRECT COST DETAILS

UNIT	NUMBER	UNIT COST	EXTENDED COSTS		
-MILEAGE	700	\$ 0.560	\$ 392.00		
SUBTOTAL TRAVEL COSTS			\$ 392.00		
PRINTING COSTS	NUMBER REQUIRED	NUMBER PAGES	NUMBER COPIES	UNIT COST	EXTENDED COST
POSTER BOARD COPIES	10	1	1	\$5.00	\$ 50.00
11"x8.5" Copies	300	1	1	\$0.16	\$ 48.00
SUBTOTAL PRINTING COSTS					\$ 98.00
<b>DIRECT COST SUMMARY</b>					
-TRAVEL					\$ 392.00
-PRINTING					\$ 98.00
-MEALS	10	\$15.00	\$150.00		\$ 150.00
<b>DIRECT COST TOTAL</b>					<b>\$ 640.00</b>

This document(s) have been reviewed by me and I recommend further processing.

*Wade A. Dell* 6-2-14  
 Approved Date

## *Council Agenda Memo*

**From:** Jose Dominguez, City Engineer

**Meeting:** July 7, 2014

**Subject:** Fire Station Roof Repair, Phase 1

**Presenter:** Jose Dominguez

**Background:** The Main Fire Station located at 820 N. Dakota Street has two roof portions, an upper and a lower. This year the City will be replacing the Station's upper roof. This building was constructed in 2000. Over the past 5-years we have been experiencing leaks during rain events in the upper roof area. The leaks have been fixed. However, due to the amount of leaks we had the roof inspected by a few roofing contractors to determine the condition of the roof. All of the contractors found issues with the fabric pulling from the flashing and stretching on other locations through the upper roof portion. The contractors estimated that the lower roof had an additional 2-5 years of life left.

The roof had a 10-year warranty and no manufacturer defects, or installation errors, were found during the inspection. Due to the warranty expiration and no manufacturer defects found at installation, we could not request that a portion of the cost be paid by the roof manufacturer or the contractor that installed the roof.

**Discussion:** Bid specifications were sent to four potential bidders in the area. Bidding is required by State law when the cost of the project exceeds \$50,000. This project was estimated to cost more than the bid limit so bids were requested.

Bids were opened June 18, 2014. Three bids were received. The low bid was from Winkler Roofing of Sioux City at \$30,610 while the high bid came in at \$54,491.

**Financial Consideration:** The 2014 budget included \$60,000 in the 2<sup>nd</sup> Penny fund for replacement of this section of the Fire Department roof.

**Conclusion/Recommendations:** Administration recommends awarding the project to Winkler Roofing for the amount of \$30,610.



25 Center St. Vermillion, SD 57609

5000 49,000

**BID TABULATION**  
Fire Station Roofing Project *phase 1*

June 18, 2014 -- 2:00 p.m.

<u>COMPANY</u>	<u>BID SECURITY</u>	<u>SIGNED PROPOSAL</u>	<u>TOTAL</u>
MJ Dalsin	BB 10%	✓	\$54,491.00
Architectural Roofing and Sheetmetal	BB 10%	✓	\$49,020.00
Winkler Roofing	BB 10%	✓	\$30,610.00

## *Council Agenda Memo*

**From:** Jose Dominguez, City Engineer

**Meeting:** July 7, 2014

**Subject:** 2014 Chip Seal Project

**Presenter:** Jose Dominguez

**Background:** Chip-sealing is a cost-effective way to extend the life of asphalt streets between more expensive overlays. The process consists of the application of rapid curing polymerized asphalt oil which is covered by quartzite chips. The chip seal oil protects the existing asphalt overlay surface by sealing small cracks and voids. The quartzite chip layer also reduces the sun's UV effects on the surface.

Bids were opened July 1, 2014 for the 2014 Chip Seal Project. Two bids were received. The low bid was from Topkote of Yankton in the amount of \$62,934.14, while the high bid came in at \$68,027.12.

**Discussion:** Bid specifications were sent to three potential bidders in the area. Bidding is required by State law when the cost of the project exceeds \$50,000. This project was estimated to cost more than the bid limit so bids were requested.

The proposed project will take place mainly on the west side of the City. The contract calls out for the project to be completed by September 30, 2014.

**Financial Consideration:** The street department budgets for the annual chip seals under the street repair and maintenance line item.

**Conclusion/Recommendations:** Administration recommends awarding the project to Topkote for the amount of \$62,934.14.

CITY OF VERMILLION  
 INVOICES PAYABLE-JULY 7, 2014

1 4IMPRINT	WELLNESS SUPPLIES	498.97
2 A-OX WELDING SUPPLY CO	SUPPLIES	917.00
3 ABB INC.	TRANSFORMERS	39,955.00
4 ALLEGIANT EMERGENCY SERVICE	PARTS	306.71
5 AMERICAN STAMP & MARKING PRODUCTS	SUPPLIES	31.31
6 AMSAN	SUPPLIES	80.76
7 APPEARA	SUPPLIES	167.39
8 AQUALOGIC, INC	PARTS	700.42
9 ARAMARK UNIFORM SERVICES	UNIFORM CLEANING	319.38
10 ARGUS LEADER MEDIA #1085	SUBSCRIPTION	48.00
11 BAKER & TAYLOR BOOKS	BOOKS	1,015.63
12 BANNER ASSOCIATES, INC	PROFESSIONAL SERVICES	11,300.51
13 BARKLEY ASPHALT	ASPHALT	2,229.56
14 BASEBALL RACKS	PLAYER BENCH	2,200.00
15 BATTERIES PLUS	BATTERIES	46.90
16 BIRSCHBACH EQPT & SUPPLY	SUPPLIES	972.45
17 BILLION AUTO	REPAIRS	186.47
18 BLACKSTONE AUDIO INC	BOOKS	147.99
19 BORDER STATES ELEC SUPPLY	SUPPLIES	5,315.06
20 BOUND TREE MEDICAL, LLC	SUPPLIES	370.89
21 BRAD SWEE	SAFETY BOOTS REIMBURSEMENT	100.00
22 BROADCASTER PRESS	ADVERTISING	105.00
23 BRUNICKS SERVICE INC	FUEL/PROPANE	7,016.00
24 BURNS & MCDONNELL	PROFESSIONAL SERVICES	5,000.00
25 BUTLER MACHINERY CO.	PARTS/EQUIP UPGRADES	34,345.21
26 CAMPBELL SUPPLY	SUPPLIES	1,091.48
27 CASK & CORK	MERCHANDISE	609.24
28 CENTER POINT LARGE PRINT	BOOKS	123.75
29 CENTRAL STATES WIRE PRODUCTS	WIRE	1,721.50
30 CENTURY BUSINESS LEASING	COPIER LEASE	138.25
31 CENTURLINK	TELEPHONE	741.81
32 CHERRY STREET GRILLE	ROLLS	21.00
33 CHESTERMAN CO	MERCHANDISE	1,159.23
34 CHET MOSER	MILEAGE/TUITION REIMBURSEMENT	687.83
35 CHRIS NISSEN	SAFETY GLASSES REIMBURSEMENT	150.00
36 CITY OF VERMILLION	POSTAGE/COPIES	2,244.20
37 CITY OF VERMILLION	UTILITY BILLS	38,670.57
38 CLAY CO REGISTER OF DEED	FILING FEE	210.00
39 CLAY CO. CONSERVATION DISTRICT	POTTED PLANTS	670.00
40 CLAY COUNTY AUDITOR	EMERGENCY MGMT	1,200.00
41 CLAY RURAL WATER SYSTEM	WATER USAGE	133.40
42 CLIMATE SYSTEMS, INC	REPAIRS	1,662.08
43 COLONIAL LIFE ACC INS.	INSURANCE	3,347.65
44 CONCRETE MATERIALS	SUPPLIES	1,803.60
45 CONTINENTAL RESEARCH CORP	SUPPLIES	797.34

46 COYOTE CONVENIENCE	FUEL	43.05
47 COYOTE RENTALS	WATER HEATER REBATE	170.00
48 CREDIT COLLECTIONS BUREAU	COMMISSION	201.89
49 CULLIGAN WATER	BOTTLED WATER	75.00
50 D-P TOOLS	SUPPLIES	24.92
51 DAKOTA BEVERAGE	MERCHANDISE	13,509.98
52 DAKOTA FENCE CO	BENCHES & RECEPTACLES	4,354.00
53 DAKOTA LOCK & KEY	KEYS	18.00
54 DAKOTA PC WAREHOUSE	COMPUTER/SUPPLIES	604.95
55 DANIELS RESIDENTIAL INC	BALER BUILDING	117,990.00
56 DANKO EMERGENCY EQUIPMENT	TESTING/REPAIRS	12,730.96
57 DAWN SWANSON	REFUND REC PROGRAMS	145.00
58 DELTA DENTAL PLAN	INSURANCE	6,246.64
59 DEMCO	SUPPLIES	31.51
60 DENNIS MARTENS	MAINTENANCE	833.34
61 DEPT OF REVENUE	TESTING	195.00
62 DEPT. ENVIRONMENT NATL RES	DRINKING WATER FEE	4,250.00
63 DGR ENGINEERING	PROFESSIONAL SERVICES	3,866.00
64 DIAMOND VOGEL PAINTS	WHITE/YELLOW TRAFFIC PAINT	5,576.36
65 DIANE'S GREENHOUSE	POTTED PLANTS	3,159.73
66 DON'S DUST CONTROL	DUST CONTROL	4,950.30
67 DUST TEX	SUPPLIES	117.20
68 E.A SWEEN COMPANY	SUPPLIES	377.27
69 EARTHGRAINS BAKING CO'S INC	SUPPLIES	412.84
70 EARTHSPIRITS.NET, INC	BIKES-EMS	1,499.97
71 EBSCO	SUBSCRIPTION RENEWALS	4,012.59
72 ECHO ELECTRIC SUPPLY	SUPPLIES	2,814.08
73 ELECTRONIC ENGINEERING	SUPPLIES	102.00
74 ELLIOTT EQUIPMENT CO	PARTS	341.21
75 EPIGATE SOFTWARE LLC	AGENCY LICENSE	2,400.00
76 FARMER BROTHERS CO.	SUPPLIES	110.76
77 FEDEX.	SHIPPING	25.49
78 FILTERTEC	FILTERS	254.34
79 FINK ELECTRIC	INSTALL LOAD MGMT	102.04
80 FIREGUARD INC	REPAIRS	1,359.87
81 FLAGS UNLIMITED	FLAGS	227.84
82 FOREMAN MEDIA	COUNCIL MTG	100.00
83 FOUR WINDS INTERACTIVE	PROFESSIONAL SERVICES	288.75
84 GALE	BOOKS	359.88
85 GAYLORD BROS INC	SUPPLIES	54.54
86 GENTLE TOUCH CARPET CARE	PROFESSIONAL SERVICES	40.00
87 GEOTEK ENGINEERING	BALER BUILDING	2,730.00
88 GRAHAM TIRE CO.	TIRES	1,012.55
89 GRAINGER	PARTS	81.05
90 GRAYBAR ELECTRIC	PARTS	56.39
91 GRAYMONT CAPITAL INC	CHEMICALS	7,576.19
92 GREAT PLAINS ZOO	REGISTRATION-ZOOMOBILE	151.58
93 GREGG PETERS	FREIGHT	1,638.00

94 GREGG PETERS	RENT	937.50
95 GUARANTEE OIL CO INC	SUPPLIES	178.90
96 HACH CO	PROFESSIONAL SERVICES	384.00
97 HALI-BRITE INC.	PARTS	125.78
98 HAROLD K SCHOLZ CO	PROFESSIONAL SERVICES	29,845.16
99 HARTINGTON TREE LLC	TREE & MOVING	1,120.00
100 HAUFF MID-AMERICA SPORTS	SUPPLIES	622.32
101 HAUGER YARD/SNOW SERVICE	MOWING	70.00
102 HAWKINS INC	CHEMICALS	7,109.43
103 HD SUPPLY WATERWORKS	SUPPLIES	21,199.53
104 HDR ENGINEERING, INC	PROFESSIONAL SERVICES	35,552.81
105 HEALTHSMART BENEFIT SOLUTIONS	REFUND AMBULANCE PAYMENT	658.40
106 HELGET SAFETY SUPPLY, INC	SUPPLIES	222.24
107 HENDERSONS ULTIMATE CAR WA	WASH CARD	50.00
108 HERREN-SCHEMPPE BUILDING	SUPPLIES	221.40
109 HILLYARD FLOOR CARE SUPPLY	SUPPLIES	730.83
110 HORNUNGS PRO GOLF	MERCHANDISE	145.96
111 HOSPITALITY MARKETING SERVICES	TABLE/CHAIRS	2,376.00
112 HY VEE FOOD STORE	SUPPLIES	1,783.43
113 IN CONTROL, INC	PROFESSIONAL SERVICES	275.70
114 INDEPENDENCE WASTE	WASTE HAULING	1,248.75
115 INGRAM	BOOKS	1,242.90
116 INNOVATIVE	SAFETY GLASSES	190.24
117 J & L HARLEY-DAVIDSON	REPAIRS	621.57
118 JACKS UNIFORM & EQPT	UNIFORMS	206.75
119 JIM OLIVER	PUPPET SHOW	250.00
120 JOHN A CONKLING DIST.	MERCHANDISE	6,739.60
121 JOHNSON BROTHERS FAMOUS BRANDS	MERCHANDISE	21,901.78
122 JOHNSON CONTROLS	REPAIRS/SERVICE AGREEMENT	2,234.96
123 JOHNSON ELECTRIC	INSTALL CONTROLLERS	400.00
124 JOHNSTONE SUPPLY	PARTS	499.99
125 JONES FOOD CENTER	SUPPLIES	1,369.66
126 JOSEPH A OSTREM	MILEAGE REIMBURSEMENT	169.20
127 KAIROI, INC	WEBSITE	1,000.00
128 KALINS INDOOR COMFORT	REPAIRS	172.33
129 KARSTEN MFG CORP	MERCHANDISE	815.65
130 KEY CONTRACTING, INC	TRANSMISSION LINE MAINTENANCE	2,596.00
131 LAWSON PRODUCTS INC	SUPPLIES	188.04
132 LAYNES WORLD	LETTERING/BANNERS/PLAQUE	334.35
133 LEISURE LAWN CARE	REPAIRS/FERTILIZE	2,250.45
134 LESSARD CONTRACTING	LANDFILL CELL 5	207,449.05
135 LESSMAN ELEC. SUPPLY CO	SUPPLIES	156.00
136 LINCOLN REPUBLIC INSURANCE	INSURANCE	479.90
137 LONGS PROPANE INC	PROPANE	25.00
138 LP GILL, INC	TIRE DISPOSAL	594.00
139 LSC ENVIRONMENTAL PRODUCTS	EQUIPMENT RENTAL	2,200.00
140 LYLE SIGNS	SUPPLIES	99.00
141 M-R SIGN CO., INC.	SUPPLIES	2,559.26

142	MAGUIRE IRON, INC	WATER STORAGE IMPROVEMENTS	26,722.03
143	MART AUTO BODY	TOWING	525.00
144	MATHESON TRI-GAS, INC	SUPPLIES	971.56
145	MAXX SUNGLASSES	MERCHANDISE	240.00
146	MCCULLOCH LAW OFFICE	PROFESSIONAL SERVICES	2,352.00
147	MEAD LUMBER	SUPPLIES	136.28
148	MEDICAL WASTE TRANSPORT, INC	HAUL MEDICAL WASTE	207.57
149	MEDMEDIA INC	ACCESS LICENSE	650.00
150	MENARDS	SUPPLIES	158.36
151	MICHAEL CARLSON	MEALS REIMBURSEMENT	18.00
152	MICHELE MECHLING	HEALTH FAIR DEMONSTRATION	100.00
153	MICHELLE EIDEM	MEALS REIMBURSEMENT	18.00
154	MICRO MARKETING LLC	BOOKS	114.98
155	MIDWEST ALARM CO	ALARM MONITORING	204.75
156	MIDWEST BUILDING MAINTENANCE	MAT SVC	600.35
157	MIDWEST MEDICAL SUPPLY CO	SUPPLIES	74.97
158	MIDWEST READY MIX & EQUIPMENT	FLOWABLE FILL	451.00
159	MIDWEST TURF & IRRIGATION	PARTS	3,139.75
160	MIDWEST WHEEL COMPANIES	REPAIRS	1,301.80
161	MILBANK WINWATER	SUPPLIES	122.16
162	MISSOURI RIVER ENERGY SERVICE	REGISTRATION	200.00
163	MISSOURI VALLEY MAINTENANCE	REPAIRS	1,489.00
164	MR. GOLF CAR, INC	SUPPLIES	30.92
165	MSC INDUSTRIAL SUPPLY CO	SUPPLIES	601.29
166	NCL OF WISCONSIN, INC	SUPPLIES	739.64
167	NEBRASKA JOURNAL-LEADER	ADVERTISING	39.95
168	NETSYS+	COMPUTER/PROFESSIONAL SERVICES	4,330.56
169	NEW YORK LIFE	INSURANCE	84.02
170	NEWMAN TRAFFIC SIGNS	SUPPLIES	273.59
171	NORTH STAR SAFETY INC	WORK T-SHIRTS	521.99
172	NORTHEAST COMMUNITY COLLEGE	REGISTRATION	70.00
173	NORTHERN BALANCE & SCALE	PROFESSIONAL SERVICES	441.00
174	NORTHERN TRUCK EQPT CORP	SUPPLIES	131.71
175	OFFICE SYSTEMS CO	COPIES/COPIER CONTRACT	1,633.61
176	OKOBOJI WINES-SD	MERCHANDISE	330.00
177	OVERHEAD DOOR OF SIOUX CITY	REPAIRS	950.00
178	OXMOOR HOUSE	SUBSCRIPTION	36.91
179	PCC, INC	COMMISSION	2,828.52
180	PHYSIO-CONTROL CORP	DEFIBRILLATORS	48,050.80
181	PITNEY BOWES	POSTAGE METER RENTAL	242.49
182	PNC EQUIPMENT FINANCE	DEFIBRILLATOR LEASE	741.27
183	POWERPHONE, INC	RECERTIFICATION	129.00
184	PRAIRIE BERRY WINERY	MERCHANDISE	873.00
185	PRECISION LAWN CARE	MOWING/JUNK/DEBRIS	1,225.02
186	PRESSING MATTERS	SUPPLIES	76.00
187	PRESTO-X-COMPANY	INSPECTION/TREATMENT	145.07
188	PRINT SOURCE	COPIES/LAMINATE	135.49
189	PROEFROCK ELECTRIC INC	REPAIRS	87.63

190 PSI POWER WASHERS, INC	REPAIRS	141.90
191 QUALITY BOOKS INC.	BOOKS	86.46
192 QUALITY TELECOMMUNICATIONS	PHONE	69.00
193 QUEEN CITY WHOLESAL	SUPPLIES	1,031.87
194 QUILL	SUPPLIES	1,607.06
195 RADIANT HEAT, INC	PARTS	3,083.00
196 RANDOM HOUSE, INC	BOOKS	210.00
197 RANDY ISAACSON	TRAVEL REIMBURSEMENT	274.94
198 RECORDED BOOKS, INC	BOOKS	831.20
199 RECREATION SUPPLY CO.	REPAIRS	534.00
200 REINHART FOODSERVICE, LLC	SUPPLIES	2,008.80
201 RELIABLE TOWING & ROADSIDE	TOWING	250.00
202 REPUBLIC NATIONAL DIST.	MERCHANDISE	29,164.84
203 RESCO	SUPPLIES	34,614.64
204 RICHARD DRAPER	SUPPLIES	78.86
205 ROSEWOOD GREENHOUSE	POTTED PLANTS	216.69
206 RUNGE ENTERPRISES, INC	NORBECK IMPROVEMENTS	135,350.63
207 RYAN HOUGH	FITNESS CLUB MEMBERSHIP	47.22
208 SANFORD HEALTH PLAN	PARTICIPATION FEES	66.00
209 SANITATION PRODUCTS	PARTS	280.84
210 SD AIRPORT MANAGEMENT ASSOC.	MEMBERSHIP DUES	25.00
211 SD GOLF ASSOCIATION	MENS/WOMENS HANDICAP	4,890.00
212 SD LIBRARY NETWORK	NETWORK COSTS	9,398.50
213 SD RETIREMENT SYSTEM	CONTRIBUTIONS	49,714.04
214 SD STATE HISTORICAL SOCIETY	PLAIN TALK MICROFILM	28.80
215 SECURITY SHREDDING SERVICE	DOCUMENT SHREDDING	35.00
216 SENSUS METERING SYSTEMS	SOFTWARE SUPPORT	1,570.34
217 SERVALL TOWEL & LINEN	SUPPLIES	73.50
218 SIOUX FALLS TWO WAY RADIO	PROGRAMMING	150.00
219 SOMMER EISENBEISZ	REFUND TUMBLING	25.00
220 SOUTHEAST JOB LINK, INC	TRAINING CLASS	79.00
221 STANDARD READY MIX CONCRETE	FLOWABLE FILL	200.00
222 STERN OIL CO.	OIL	1,507.57
223 STEVE FREELING	REFUND RECREATION FEES	45.00
224 STEWART OIL-TIRE CO	REPAIRS/GAS	1,009.82
225 STURDEVANTS AUTO PARTS	PARTS	810.29
226 TAPCO	SUPPLIES	525.44
227 TAYLOR MADE	MERCHANDISE	4,476.00
228 TESSMAN SEED COMPANY	SUPPLIES	399.50
229 THATCHER COMPANY	SODA ASH	13,574.88
230 THE ACTIVE NETWORK, INC	SOFTWARE/CASH DRAWER	536.80
231 THE EQUALIZER	ADVERTISING	152.00
232 THE OBSERVER	SUBSCRIPTION	30.00
233 THURSDAYS ON THE PLATZ	SPONSORSHIP	500.00
234 TITLEIST DRAWER CS	MERCHANDISE	7,661.06
235 TODD NORDYKE	SAFETY BOOTS REIMBURSEMENT	100.00
236 TODDS ELECTRIC SERVICE	INSTALL CONTROLLER	25.00
237 TRAVIS TARR	SAFETY BOOTS REIMBURSEMENT	100.00

238 TRI TECH SALES	PARTS	251.38
239 TRI-B-TRIM SHOP	REPAIRS	200.00
240 TRUE VALUE	SUPPLIES	1,394.31
241 TURFWERKS	REPAIRS	619.95
242 TWIN CITY HARDWARE	PADLOCKS/KEYS	217.83
243 UNITED WAY	CONTRIBUTIONS	460.46
244 USA BLUEBOOK	SUPPLIES	61.95
245 VALIANT VINEYARDS	MERCHANDISE	102.00
246 VERIZON WIRELESS	CELL PHONES	1,683.36
247 VERMEER HIGH PLAINS	REPAIRS	553.60
248 VERMILLION ACE HARDWARE	SUPPLIES	4,884.93
249 VERMILLION CHAMBER OF COMMERCE	PROMOTION FUNDING	50,000.00
250 VERMILLION FORD	REPAIRS	1,368.52
251 VISA/FIRST BANK & TRUST	FUEL/MOTEL/SUPPLIES	8,054.01
252 WAL-MART COMMUNITY	SUPPLIES	1,816.26
253 WALKER CONSTRUCTION	REPAIRS	372.30
254 WALT'S HOMESTYLE FOODS, INC	SUPPLIES	101.40
255 WESCO DISTRIBUTION, INC	SUPPLIES	6,639.50
256 WESTERN IOWA TECH	REGISTRATION	375.00
257 WILLIAMS & CO.	2013 AUDIT	5,725.00
258 WOW! BUSINESS	911 CIRCUIT	1,365.50
259 YAMAHA GOLF & UTILITY	JUNE GOLF CARS LEASE	3,772.97
260 YANKTON JANITORIAL SUPPLY	SUPPLIES	2,473.11
261 YOTE BIZ	PROFESSIONAL SERVICES	287.50
262 ZEE MEDICAL SERVICE	SUPPLIES	49.90
263 ZIMCO SUPPLY CO	CHEMICALS	14,761.86
264 ZUERCHER TECHNOLOGIES LLC	MAINTENANCE	32,109.70
265 MARTHA KRUSE	BRIGHT ENERGY REBATE	250.00
266 NYGREN'S TRUE VALUE	BRIGHT ENERGY REBATE	105.76
	GRAND TOTALS	\$1,291,582.01