



**Special Meeting Agenda
City Council**

12:00 p.m. (Noon) Special Meeting
Monday, May 4, 2020
Large Conference Room – City Hall
25 Center Street
Vermillion, South Dakota 57069

1. **Roll Call.**
2. **Visitors to Be Heard.**
3. **Update on Emergency Ordinances – James Purdy.**
4. **Briefing on the May 4, 2020 City Council Regular Meeting** – Briefings are intended to be informational only and no deliberation or decision will occur on this item.
5. **Adjourn.**

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

Addressing the Council: Persons addressing the Council shall be recognized. 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 other electronic devices be turned off during the meeting.



City of Vermillion Council Agenda

7:00 p.m. Regular Meeting
Monday, May 4, 2020
City Council Chambers
25 Center Street
Vermillion, South Dakota 57069

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Minutes**
 - a. April 20, 2020 Special Meeting; April 20, 2020 Regular Meeting.
4. **Adoption of the Agenda**
5. **Visitors to be Heard**
6. **Public Hearings**
7. **Old Business**
 - a. Review of Ordinance 1413 and determine continuation of the Emergency Ordinance.
8. **New Business**
 - a. Appointment of Mayor.
 - b. Board of Library Trustees appointments.
 - c. Human Relations Commission appointments.
 - d. Amendment No. 2 on Work Order for Design for Proposal Shared Use Path Repair Options.
 - e. Resolution Fixing Time and Place for Hearing and Notice of Hearing on the Special Assessment Roll for Installation of Street Lighting along West Main Street West of Stanford Street.
 - f. Consideration of the 2020-2024 Capital Improvement Plan.
 - g. Tom Street Lift Station Facility Plan Agreement.
9. **Bid Openings**
 - a. Fuel quotes.
10. **City Manager's Report**
11. **Invoices Payable**
12. **Consensus Agenda**
13. **Adjourn**

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

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

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

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

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. The City Council typically has a Special Meeting on the first and third Monday of each month at Noon.

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

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
April 20, 2020
Monday 12:00 noon

The special session of the City Council, City of Vermillion, South Dakota was held on Monday, April 20, 2020 at 12:00 noon at the City Hall large conference room.

1. Roll Call

Present: President Collier-Wise (teleconference), Hellwege (teleconference), Holland (teleconference), Humphrey (teleconference), Price (teleconference), Sorensen, Ward (teleconference), Willson (teleconference)

Absent: Mayor Powell

President Collier-Wise asked John Prescott, City Manager, to provide an update to the City Council. John Prescott, City Manager, reported that Mayor Powell's wife, Lisa, contacted him this morning to report that Jack had passed away this morning and asked that this information be passed along to the City Council.

2. Visitors to be Heard - None

3. Capital Improvement Plan - John Prescott

John Prescott, City Manager, reported that the Capital Improvement Plan is the first step in the 2021 budget process. John reported that some items may be paused or canceled due to funding challenges that COVID-19 will create and these items have been indicated in red. John reviewed the draft Capital Improvement Plan for 2020 through 2024. John noted that some items and amounts in future years would need to be refined as the project moves closer. John answered questions of the City Council on the Capital Improvement Plan. John stated that the Capital Improvement Plan will be finalized and brought to the City Council for approval at a future meeting.

4. Briefing on the April 20, 2020 City Council Regular Meeting

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

5. Adjourn

92-20

Alderman Sorensen moved to adjourn the Council special session at 12:47 p.m. Alderman Price seconded the motion. A roll call vote of the Governing Body was as follows: Collier-Wise-Y, Hellwege-Y, Holland-Y, Humphrey-Y, Price-Y, Sorensen-Y, Ward-Y, Willson-Y. President Collier-Wise declared the motion adopted.

Dated at Vermillion, South Dakota this 20th day of April, 2020.

THE GOVERNING BODY OF THE CITY
OF VERMILLION, SOUTH DAKOTA
BY _____
Kelsey Collier-Wise, President

ATTEST:

BY _____
Michael D. Carlson, Finance Officer

Unapproved Minutes
City Council Regular Session
April 20, 2020
Monday 7:00 p.m.

The regular session of the City Council, City of Vermillion, South Dakota was called to order on Monday, April 20, 2020 at 7:00 p.m. by President Collier-Wise.

1. Roll Call

Present: President Collier-Wise (teleconference), Hellwege (teleconference), Holland (teleconference), Humphrey (teleconference), Price (teleconference), Sorensen, Ward (teleconference), Willson (teleconference)

Absent: Mayor Powell

2. Pledge of Allegiance

3. Minutes

A. Minutes of April 6, 2020 Special Meeting; April 6, 2020 Regular Meeting

93-20

Alderman Willson moved approval of the April 6, 2020 Special Meeting and April 6, 2020 Regular Meeting minutes. Alderman Sorensen seconded the motion. A roll call vote of the Governing Body was as follows: Collier-Wise-Y, Hellwege-Y, Holland-Y, Humphrey-Y, Price-Y, Sorensen-Y, Ward-Y, Willson-Y. President Collier-Wise declared the motion adopted.

4. Adoption of Agenda

94-20

Alderman Price moved approval of the agenda with the amendment to move New Business Item 8A to the end before adjourn. Alderman Sorensen seconded the motion. A roll call vote of the Governing Body was as follows: Collier-Wise-Y, Hellwege-Y, Holland-Y, Humphrey-Y, Price-Y, Sorensen-Y, Ward-Y, Willson-Y. President Collier-Wise declared the motion adopted.

5. Visitors to be Heard - None

6. Public Hearings

A. Issuance of a retail on-off sale malt beverage and South Dakota Farm wine license for BeBee Street II, Inc for Carey's Bar at 18 West Main Street

Mike Carlson, Finance Officer, reported that an application was received from BeBee Street II, Inc for an on-off sale malt beverage license for Carey's Bar at 18 West Main Street for the licensing period ending June 30, 2020. Mike noted that the City Council has the ability to issue a license on two criteria: suitable applicant and suitable location. Mike noted that, as to the suitable applicant, an on-sale liquor license has been issued to BeBee Street II, Inc for many years with the same corporate officers, therefore a background check was not requested of the corporate officers. Mike noted that with respect to the location criteria, an on-sale liquor license has been issued for this location for many years. Mike stated that the notice of hearing and the Police Chief's memo are included in the packet. Mike stated that the license fee of \$150 to the City and \$150 to the State has been received. Mike reported that Administration would recommend approval of the retail on-off sale malt beverage and SD Farm wine license unless input from the public hearing provides additional information.

95-20

Alderman Ward moved approval of the issuance of a retail on-off sale malt beverage and South Dakota Farm wine license for BeBee Street II, Inc for Carey's Bar at 18 West Main Street for the licensing period ending June 30, 2020. Alderman Willson seconded the motion. A roll call vote of the

Governing Body was as follows: Collier-Wise-Y, Hellwege-Y, Holland-Y, Humphrey-Y, Price-Y, Sorensen-Y, Ward-Y, Willson-Y. President Collier-Wise declared the motion adopted.

7. Old Business

A. Review of Ordinance 1413 and determine continuation of the Emergency Ordinance

John Prescott, City Manager, reported that the City Council adopted emergency Ordinance No. 1413 to address COVID-19 in the community which was effective on Tuesday, March 30, 2020. John stated that Section 6 of the ordinance requires the City Council to review continuation of the restrictions at each regular meeting and any special meeting called to address the ordinance during the 60-day period. John stated that this is the second City Council meeting and opportunity since the adoption of the ordinance for the governing body to consider the continuation of all or part of the restrictions in the ordinance. John noted that, per the ordinance, the City Council can amend the ordinance with the adoption of a resolution. John reported that, since the April 6, 2020 meeting, administration has received one inquiry about adjusting the ordinance to allow a hair salon/barber shop to open to cut hair with enhanced safety practices such as gloves, masks, and spacing of customers. John stated that a sample resolution has been drafted and included in the packet which can be adjusted to fit the needs of the City Council and community. John reported that on Thursday afternoon, April 16, 2020 the White House released guidelines that may assist the City Council in the consideration of making changes or amendments to the ordinance and when considering making changes to the ordinance, the City Council will also want to review and consider Governor Noem's Executive Order 2020-12. John noted that we have had good compliance with the ordinance and, if the Council does not want to make any changes, no action is needed.

Alderman Sorensen reported that he had been contacted requesting the City consider ideas like soft opens, limiting numbers per square foot, using outdoor patios or parking lots and other limiting ideas. Alderman Sorensen stated that he was not supporting these changes at this time but would want to listen to medical professionals. Alderman Hellwege reported that she had been contacted about removing or reducing the restrictions but agreed to remain strong. Alderman Holland requested that John contact local medical professionals for a report at next meeting. Discussion followed without any action by the City Council.

8. New Business

A. Resignation of Mayor Jack Powell. Moved to end of agenda.

B. Agreement for Professional Services with Stockwell Engineers, Inc. for the Downtown Streetscape Project

Jose Dominguez, City Engineer, reported that the businesses in downtown Vermillion and the City have been working to improve the Main Street area through a streetscape project that would tie Main Street together and serve as a framework to showcase the downtown area. Jose stated that the City Council created the Business Improvement District #2 (BID) with the intent to provide a funding mechanism to bring forward a streetscape plan for downtown Vermillion. Jose noted that the City Council received updates on the consultant selection process and on the development of the Professional Services document at the March 16th and April 6th meetings. Jose stated that the document that the BID Board, City and Stockwell Engineers developed sets the expectations of the City and how Stockwell will achieve those expectations. Jose stated that the end result is to have a set of construction documents that were developed with public input throughout the entire process. Jose reviewed the public input process to be used by Stockwell to develop the documents. Jose reported that this document will also require Stockwell to complete a topographical survey, cost estimates, develop construction documents, and manage the bidding process. Jose reported that the BID Board held a meeting on April 15, 2020 where the document was reviewed and the BID Board unanimously recommended that the City Council enter into an agreement with Stockwell Engineers to complete the construction documents for the Downtown Streetscape project. Jose noted that the BID Board is composed of five members, four of them have businesses downtown that are being affected by the current COVID-19 situation, and will be affected by future assessments scheduled to take place no sooner than November 2021. Jose noted that even though their finances have been negatively impacted, they still feel very strongly that the completion of this project will show to the public that Vermillion has an optimistic outlook on the current situation, a bright future, and that it will showcase the downtown area. Jose stated that the cost for the services outlined in the document are \$238,318 which would be funded by second penny sales tax funds. Jose reported that the BID Board recommends approval of the agreement with Stockwell Engineers for the Downtown Streetscape Project. Jose reported that David Locke with Stockwell Engineers is available to answer questions and Jim Waters, Chairman of the BID Board, is also available. David Locke, with Stockwell Engineers, answered questions of the City Council on how the public meeting would be held. Discussion followed.

96-20

Alderman Holland moved approval of the professional services contract with Stockwell Engineers for the downtown streetscape project with a cost of \$238,318 to be funded from second penny sales tax funds. Alderman Ward seconded the motion. Discussion followed on the project timing. A roll

call vote of the Governing Body was as follows: Collier-Wise-Y, Hellwege-Y, Holland-Y, Humphrey-Y, Price-Y, Sorensen-Y, Ward-Y, Willson-Y. President Collier-Wise declared the motion adopted.

C. Agreement with the Vermillion Chamber of Commerce and Development Company for rebate of second penny sales tax for Nutrien building project.

John Prescott, City Manager, reported that in December 2019, the City Council approved a Conditional Use Permit for Nutrien to construct an agricultural retail facility at the northwest corner of the intersection of 317th Street and N. Crawford Road. John reported that the Nutrien investment is estimated at over \$15 million for buildings and site improvements. John reported that Nutrien, through the VCDC, has requested a partial local sales and use tax rebate on construction building materials utilized to construct the agricultural retail facility. John noted that Nutrien is also requesting a rebate of a portion of the state sales and use tax paid on construction building materials with discussions in progress at this time with the Governor's Office of Economic Development. John stated that the proposed agreement provides that only the second penny sales tax paid in Vermillion on construction building materials would be rebated with the City's total participation capped at \$100,000. John noted that the proposed local agreement is very similar to previous sales and use tax rebate programs for large developments in the community. John reviewed the reinvestment program agreement documents and the process for refunding the tax paid to the VCDC on a quarterly basis who will then make the payment to Nutrien. John noted that the reimbursement is for qualifying tax paid through September 30, 2021. John recommended approval of the agreement. Discussion followed on runoff from the property as well as odor from the business. Nate Welch, Executive Director of the VCDC, reported that, as to odor, the business is currently located in Vermillion next to residential without any issues. Jose reported that the storage tanks will have containment while some of the property will drain north and some south. Discussion followed.

97-20

Alderman Hellwege moved approval of the Development Reinvestment Payment Program Agreement with Nutrien and VCDC as presented. Alderman Price seconded the motion. A roll call vote of the Governing Body was as follows: Collier-Wise-Y, Hellwege-Y, Holland-Y, Humphrey-Y, Price-Y, Sorensen-Y, Ward-Y, Willson-Y. President Collier-Wise declared the motion adopted.

D. Agreement with the Vermillion Chamber of Commerce and Development Company to utilize Vermillion Now 2 funding for construction of a street

extending west from Princeton Street approximately 370-foot street to and located on what is currently Lot 4A of Erickson Addition.

John Prescott, City Manager, reported that the Vermillion Chamber of Commerce and Development Company has been working on a plan to construct a new paved street which would extend west from Princeton Street approximately 370 feet. John reviewed a map that has the street passing through what is currently part of Lot 4B of Erickson Addition. John reported that this will provide additional access points to a couple of lots in the community with General Industrial or General Business zoning. John reported that the VCDC, as the current owner of Lot 4B, will be submitting a plat to dedicate the land for the street right-of-way that will need approval by the Planning Commission and City Council. John stated that the VCDC has requested a Resolution pledging the City's unallocated Vermillion Now! 2nd penny contributions from the first two Vermillion Now! campaigns for the construction of the new street. John reported that a developer working with the VCDC will be constructing a building and parking lot on Outlot B and would construct the street in accordance with standards approved by the City Council via the Agreement to Construct Public Infrastructure by Private Developer that the City Council will consider at a later date. John stated that the City would not issue reimbursement for any oversized items in the project or the street costs until the criteria listed in the Agreement are met. John stated that the anticipated cost of the street is \$140,000. John noted that the proposed resolution would provide unobligated second penny funds from the original Vermillion Now! campaign and the Vermillion Now! 2 equal to the documented cost of street construction minus \$25,000 that is being provided by another party. John recommended approval of the resolution contingent upon approval of the plat and Agreement to Construct Public Infrastructure by Private Developer. Discussion followed.

98-20

Alderman Willson moved approval of the Resolution pledging the City's Vermillion NOW! second penny sales tax for street construction contingent upon the VCDC dedicating the street right-of-way being accepted by the City Council in the plat and the City Council approval of the Agreement to Construct Public Infrastructure by Private Developer. Alderman Hellwege seconded the motion. A roll call vote of the Governing Body was as follows: Collier-Wise-Y, Hellwege-Y, Holland-Y, Humphrey-Y, Price-Y, Sorensen-Y, Ward-Y, Willson-Y. President Collier-Wise declared the motion adopted.

E. Historic Preservation Commission appointment

President Collier-Wise reported that there is one opening on the Historic Preservation Commission for a term expiring in 2021 and recommended the appointment of Johnny Beyers to fill the position.

99-20

Alderman Price moved approval of the appointment of Johnny Beyers to the Historic Preservation Commission with a term expiring in August 2021. Alderman Holland seconded the motion. A roll call vote of the Governing Body was as follows: Collier-Wise-Y, Hellwege-Y, Holland-Y, Humphrey-Y, Price-Y, Sorensen-Y, Ward-Y, Willson-Y. President Collier-Wise declared the motion adopted.

F. Agreement with Mr. Michael Barkl, owner of Lot 1 and 2, Block 2, Arobba Addition, regarding Sanitary Sewer Service

Jose Dominguez, City Engineer, reported that Michael Barkl, the owner of Lot 1 and 2, Block 2, Arobba Addition, plans to construct a detached single-family residence on Lot 1. Jose reported on the location of the lots noting a map is included in the packet. Mr. Barkl will need utilities for his residence; these include sanitary sewer, water, and electric power. Jose reported that all of the utilities will be available to the lot however, the ease of providing sanitary sewer will be more difficult. Jose noted that the City's sanitary sewer main ends on East Main Street approximately 280-feet west of his property. Jose reported that, when a sewer is that far from a property, the City allows for the property owner to install a septic system until the sanitary sewer is closer to the property. Jose noted that, due to the fact that the soils in the area are very wet, a septic system would not be effective and may cause problems for the homeowner in the future. Jose reported that, due to the unique situation, staff offered the option to Mr. Barkl of installing a sewer pump in his house and pumping the residential sewage to the sanitary sewer 280-feet away. Jose reported that Mr. Barkl would be responsible for the installation of the service line, the connection to the sewer, and the sanitary sewer connection fee. Jose stated that the agreement clarifies the fact that Mr. Barkl will still be responsible for the cost of the sanitary sewer if it were to be extended to his house and the City would be responsible for reconnecting the sewer service closer to his house, and that all future sewer connection fees would be waived. Jose recommended approval of the agreement. Jose answered questions of the City Council on the agreement and other private sewer lines.

100-20

Alderman Hellwege moved approval of the agreement with Michael Barkl for sanitary sewer service to Lot 1 & 2, Block 2 Arobba Addition as presented. Alderman Ward seconded the motion. A roll call vote of the Governing Body was as follows: Collier-Wise-Y, Hellwege-Y, Holland-Y, Humphrey-Y,

Price-Y, Sorensen-Y, Ward-Y, Willson-Y. President Collier-Wise declared the motion adopted.

9. Bid Openings - None

10. City Manager's Report

A. John reported that there are three terms expiring on the Human Relations Commission in May. John noted that one term is for a post-secondary student position and is for a one-year term while the other two terms are for three-years. John requested interested citizens to complete the Expression of Interest forms by noon on April 30th in anticipation of the City Council making appointments at the May 4th meeting.

B. John reported that there are two terms expiring on the Library Board in May. John noted that the terms are for three-years. John requested interested citizens to complete the Expression of Interest forms by noon on April 30th in anticipation of the City Council making appointments at the May 4th meeting.

C. John reported that curbside recycling remains paused and will begin again after the pandemic.

D. John reported that the emergency water crossing under the Vermillion River was completed late last week. John reported that both water samples have passed testing and the new water line will be placed into service later this week.

E. John asked citizens to please take a minute to complete the 2020 Census. John noted that it is important to the City of Vermillion and Clay County for future funding to have an accurate count.

PAYROLL ADDITIONS AND CHANGES

Landfill: Todd Mockler \$18.77/hr; Recycling: Jim Zimmerman \$23.12/hr

11. Invoices Payable

101-20

Alderman Willson moved approval of the following invoices:

Accounts Management, Inc	garnishment	1,555.81
Adidas America, Inc	merchandise	5,623.53
Aramark Uniform Services	uniform cleaning	280.06
AT&T Mobility	mobile hot spots	229.11
Automatic Building Control	annual fire alarm inspection	1,682.00

Broadcaster Press	advertising	907.38
Buhls Cleaners	mat/mop service	546.94
Bureau Of Administration	telephone	229.44
Cask & Cork	merchandise	1,081.50
CenturyLink	telephone	1,585.97
Chamberlain Oil Co	repairs	400.00
Clay Rural Water System	water usage	128.10
Clay-Union Electric Corp	electricity	1,542.70
Dakota Beverage	merchandise	7,117.30
Energy Laboratories	testing	112.00
Farmers Pride	supplies	540.91
Fastenal Company	parts	156.08
FedEx	shipping	17.15
Gregg Peters	managers profit/freight/advertising	31,172.40
John A Conkling Dist.	merchandise	1,316.60
Johnson Brothers Of SD	merchandise	10,805.69
Jones Food Center	supplies	153.92
Karsten Mfg Corp	merchandise	1,744.14
Loren Fischer Disposal	haul cardboard	1,180.00
MidAmerican	gas usage	3,568.81
Midcontinent Communication	cable/internet service	746.57
Odeys Inc	supplies	797.50
Republic National Dist	merchandise	20,219.92
Sanford Health Plan	participation fees	54.00
SD DENR	landfill operations fee	3,305.44
SD Library Association	membership dues	590.00
SD Public Assurance Alliance	property/inland marine coverage	73,371.17
Southern Glazer's Of SD	merchandise	6,457.98
Stern Oil Co.	fuel	10,433.48
Syncb/Amazon	books/dvds/software	915.63
The Growler Station, Inc	license fee/maintenance	749.97
Titleist-Acushnet Company	merchandise	2,940.00
Tractor Supply Credit Plan	supplies	113.94
United Parcel Service	shipping	13.78
Us Postmaster	postage for utility bills	900.00
Vermillion Area Community	round up program	258.92
Waste Management Of WI-MN	waste hauling	879.17
Florence Larson	Bright Energy Rebate	250.00
Craig Rasmussen	Bright Energy Rebate	250.00

Alderman Sorensen seconded the motion. A roll call vote of the Governing Body was as follows: Collier-Wise-Y, Hellwege-Y, Holland-Y, Humphrey-Y,

Price-Y, Sorensen-Y, Ward-Y, Willson-Y. President Collier-Wise declared the motion adopted.

12. Consensus Agenda - None

8. New Business

A. Resignation of Mayor Jack Powell

President Collier-Wise wanted to thank citizens for their support at this time and requested that John Prescott read Mayor Powell's resignation letter. John Prescott reported that last Wednesday Mayor Powell provided his resignation letter requesting the acceptance of his resignation as Mayor at the April 20, 2020 meeting. John read the resignation letter.

President Collier-Wise reported that Mayor Jack Powell passed away this morning and his wife Lisa would like to share some words. Lisa Ketcham, Mayor Jack's wife, wanted to express on Jack's behalf the great sense of pride that he had in serving the community and his role as Mayor and City Council Representative for the past 20 years. Lisa said that he thought so much of all City Council representatives, City administration, City staff, and citizens of this great community. Lisa wanted to thank all for the thoughts of him tonight and for the great teamwork and support that you have shared over the years in building legacies and making a true impact and a difference in the lives of all of us citizens. Lisa stated that we grieve together and he will be missed by so many and he very much wanted us to carry on with the great work that has been done and build upon that in serving and supporting each other long into the future.

President Collier-Wise read a "Resolution of Appreciation for John E. (Jack) Powell, Vermillion Mayor and City Council Member" that accepted Mayor Powell's resignation and extended the appreciation for his dedicated service to the community as Mayor and Council member.

102-20

Alderman Sorensen moved approval of the Resolution of Appreciation for John E. (Jack) Powell that accepted his resignation as Mayor. Alderman Humphrey seconded the motion. A roll call vote of the Governing Body was as follows: Collier-Wise-Y, Hellwege-Y, Holland-Y, Humphrey-Y, Price-Y, Sorensen-Y, Ward-Y, Willson-Y. President Collier-Wise declared the motion adopted.

Alderman Price honored Mayor Powell by singing Amazing Grace.

13. Adjourn

103-20

Alderman Ward moved to adjourn the Council Meeting at 8:02 p.m. Alderman Holland seconded the motion. A roll call vote of the Governing Body was as follows: Collier-Wise-Y, Hellwege-Y, Holland-Y, Humphrey-Y, Price-Y, Sorensen-Y, Ward-Y, Willson-Y. President Collier-Wise declared the motion adopted.

Dated at Vermillion, South Dakota this 20th day of April, 2020.

THE GOVERNING BODY OF THE CITY
OF VERMILLION, SOUTH DAKOTA

BY _____

Kelsey Collier-Wise, President

ATTEST:

BY _____

Michael D. Carlson, Finance Officer

Published once at the approximate cost of _____.



Council Agenda Memo

From: John Prescott, City Manager

Meeting: May 4, 2020

Subject: Review of and possible continuation of Ordinance 1413 – Emergency ordinance to address COVID-19

Presenter: John Prescott

Background: At emergency meetings held on March 24 and March 30, the City Council reviewed, modified, and adopted Ordinance 1413. This emergency ordinance placed restrictions on public gathering places and entertainment venues such as bars, restaurants, movie theaters, video lottery casino operations, and similar places of public accommodation as well as nail and hair salons, barbershops, health clubs, and spas where individuals are in close contact. With the second reading of the Ordinance on March 30, 2020, the City Council set a fine of \$56.50 plus court costs for each violation of the ordinance. Each day is treated as a separate violation of the ordinance. At the time of packet preparation, no establishments have been cited for a violation.

Discussion: The ordinance became effective on Tuesday, March 30, 2020. Section 6 of the ordinance requires the City Council to review continuation of the restrictions at each regular meeting and any special meeting called to address the ordinance during the 60-day period. The City Council reviewed and discussed the Ordinance during the April 6, 2020 and April 20, 2020 meetings but did not make any changes. This is the third opportunity since the adoption of the Ordinance for the governing body to consider the continuation of all or part of the restrictions in the ordinance. Per the ordinance, the City Council can amend the ordinance with the adoption of a resolution noting any changes. The details of the resolution can be adjusted to fit the needs of the City Council and community at that time. A blank resolution has been included each of the previous two times the City Council has considered the ordinance to provide for changes to parts or the entire ordinance. Since the April 20, 2020 meeting, Administration has received several inquiries from different types of businesses and residents about adjusting the ordinance.

On Thursday, April 16, 2020 the White House released guidelines that may be used in the consideration of making changes or amendments to the Ordinance. Governor Noem presented the Back to Normal plan and issued Executive Order 2020-20 on April 28,

2020. Several first class cities, which have an ordinance similar to Vermillion, have rescinded their ordinance in response to the Governor's plan and Executive Order 2020-20. One option is to suspend the Emergency Ordinance through the adoption of a Resolution. After discussions with the City Attorney and an attorney with the South Dakota Public Assurance Alliance last Thursday and Friday, the option of suspending the closing restrictions in the Emergency Ordinance was deemed to be the recommended option to present at the May 4, 2020 meeting. The ordinance would still be available to put back into effect if conditions change during the remaining life of the 60-day ordinance.

Businesses now have the option to reopen but would not be required to do so. They will each make the decision on how to keep their employees and customers safe. The community priority remains to keep each other safe. All community members are hopefully now educated on the virus, symptoms of the virus, and steps everyone can take to reduce or prevent the spread of the virus. As a community, all members need to continue to make smart decisions and be creative how we can work together in different settings to fight the virus.

City Staff have also been researching additional precautionary measures other cities in the state, such as Rapid City, have implemented. These additional measures include things such as mask/glove requirements for employees, reduced occupancy to promote social distancing, and enhanced sanitization practices complete with regular inspections. At this time staff is still reviewing those options with the City Attorney and legal counsel for the South Dakota Public Assurance Alliance, which is why they do not appear on the accompanying draft resolution.

Financial Consideration: Without information on the sales of each business or the length of time that the ordinance remains in place, this is difficult to determine. Sales tax receipts and the BBB fund will be impacted.

Conclusion/Recommendations: Administration recommends that the City Council thoughtfully review information related to COVID-19, which changes continually. Adoption of the attached resolution provides the opportunity for businesses to determine the right time to reopen and in a method that safeguards their employees and customers.

ORDINANCE NO. 1413

AN EMERGENCY ORDINANCE TO ADDRESS A PUBLIC HEALTH CRISIS BY IMPLEMENTING CERTAIN MEASURES WHICH HAVE BEEN DEEMED NECESSARY TO SLOW THE COMMUNITY SPREAD OF COVID 19 (CORONAVIRUS).

WHEREAS, the City of Vermillion (City) has the authority pursuant to SDCL 9-29-1 and 9-32-1 to enact ordinances for the purpose of promoting the health, safety, morals, and general welfare, of the community; and

WHEREAS, an outbreak of the COVID-19 disease, which is caused by the novel coronavirus, has been confirmed in more than 100 countries, including the United States; and

WHEREAS, COVID-19 is a severe respiratory disease transmitted by person-to-person contact, or by contact with surfaces contaminated by the virus that in some cases, especially among older adults and persons with serious underlying health conditions, can result in serious illness requiring hospitalization, admission to an intensive care unit, and death; and

WHEREAS, the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), and the Secretary of the United States Department of Health and Human Services have declared the outbreak of COVID-19 as a public health emergency; and

WHEREAS, on March 13, 2020, President Donald Trump declared a national emergency in response to the global pandemic of COVID-19; and

WHEREAS, on the same day, Governor Kristi Noem, issued Executive Order 2020-04 which declared a state of emergency to exist in the State of South Dakota in response to the spread of COVID-19; and

WHEREAS, cases of COVID-19 have been confirmed in South Dakota; and

WHEREAS, the CDC and health experts have recommended social distancing to slow the spread of COVID-19; and

WHEREAS, social distancing is a method of slowing down or stopping the spread of a contagious disease by reducing the probability of contact between infected persons and those not infected in order to minimize disease transmission; and

WHEREAS, in response to the need to implement social distancing, all schools in the state of South Dakota have been closed for at least two weeks; and

WHEREAS, on March 16, 2020, the Trump Administration (White House) issued guidance recommending that social gatherings of more than ten (10) people be avoided and that people avoid eating or drinking at bars, restaurants, and food courts; and

WHEREAS, the guidance issued by the White House further recommended that in states with evidence of community transmission, bars, restaurants, food courts, gyms, and other indoor and outdoor venues where people congregate should be closed; and

WHEREAS, many states and communities across the country have already implemented the White House recommendations by ordering all bars, restaurants, food courts, gyms, and other indoor and outdoor venues where people congregate be closed until the public health emergency is over; and

WHEREAS, Governor Kristi Noem on March 23, 2020 issued an Executive Order that noted that any South Dakota enclosed retail business that promotes public gatherings should suspend or modify business practices as recommended by the CDC, and continue or consider business models that do not involve public gatherings; and

WHEREAS, the failure to successfully implement social distancing will likely result in higher numbers of infected individuals and has the potential to overwhelm the capacity of the City's health care providers; and

WHEREAS, it is important that control measures be taken to reduce or slow down the spread of COVID-19 in order to protect the health and safety of the City's residents, especially for seniors and those with underlying health conditions that make them particularly vulnerable to COVID-19; and

WHEREAS, while this ordinance cannot become legally effective until after the second reading of an ordinance which must be at least five (5) days after the first reading of an ordinance due to the requirements of state law, the City strongly urges all businesses to start voluntarily complying with these regulations immediately.

NOW, THEREFORE, BE IT ORDAINED, by the Governing Body of the City of Vermillion that:

1. Effective at 9:00 a.m. CDT Monday, March 30, 2020, all restaurants, food courts, coffee houses, bars, breweries, distilleries, wineries, clubs, cafes, and other similar places of public accommodation offering food and beverages for on-site consumption, including any alcohol licensees with on-sale privileges, are closed to on-site/on-sale patrons. These businesses may continue to operate in order to provide take-out, delivery, curbside service, and drive-thru service. Any business continuing to operate in order to provide lawful off-site service should implement procedures to ensure social distancing and operation in compliance with federal and state health guidance in order to prevent the spread of COVID-19.
2. Effective at 9:00 a.m. CDT Monday, March 30, 2020, all recreational facilities, public pools, health clubs, hair and nail salons, barber shops, spas, massage facilities unless providing prescribed, required, or recommended services as directed by a licensed medical provider, athletic facilities, and theaters, including movie theaters, and music or entertainment venues are directed to close and cease operations.

3. Effective at 9:00 a.m. CDT Monday, March 30, 2020, all hookah lounges, cigar bars, vaping lounges or other similar businesses that allow for on-site consumption are directed to cease allowing on-site consumption, but may continue to offer products for sale to consume off-site under the same conditions as bars and restaurants outlined in #1 above.
4. Effective at 9:00 a.m. CDT Monday, March 30, 2020, all arcades, bingo halls, bowling alleys, video lottery casino operations, indoor climbing facilities, skating rinks, trampoline parks, and other similar recreational or entertainment facilities are directed to close and cease operations.
5. The prohibitions and closures in this order do not apply to the following businesses, activities or operations:
 - a. Places of public accommodation that offer food and beverages for off-site consumption, including grocery stores, markets, retail stores that offer food, convenience stores, liquor stores, pharmacies, drug stores, and food pantries, other than any portion of such business which offer on-site consumption which would be subject to the requirements of #1 above.
 - b. Room service in hotels.
 - c. Health care facilities, residential care facilities, congregate care facilities, correctional facilities, and facilities providing medical, therapy, or rehabilitation services as prescribed, required or recommended by a licensed medical provider.
 - d. Crisis shelters, homeless shelters, soup kitchens, or other similar institutions.
 - e. Airport concessionaires.
 - f. Any emergency facilities necessary for the response to the current public health emergency or any other community emergency or disaster.
 - g. Official meetings of the city, schools, county, or state.
 - h. The operations and meetings of any state, federal, or local governments or their courts.
 - i. Educational institutions and their related services under the governance of the Board of Regents or local school boards to the extent permitted by the governing authorities.
 - j. Parks, trails, hike/bike path, and the Bluffs Golf Course.
6. This ordinance shall remain in effect for a period of sixty (60) days, at which time it shall be automatically repealed unless specifically readopted for an additional period of time by the City Council. At each regular City Council meeting during the sixty (60) day period or at a special meeting called for consideration of this ordinance, the City Council will have

as an agenda item consideration of a resolution to suspend the provisions herein prior to the end of the sixty (60) day period. Any restriction contained in this ordinance may be modified at any time by a resolution of the City Council which modification may expand its scope to encompass additional businesses, activities or operations.

7. Any violation of this ordinance is subject to a fine set by resolution in compliance with the general penalty provision in Section 10.99 of the City of Vermillion Municipal Code. Each day a violation of this ordinance is allowed to occur is considered a separate offense.

BE IT FURTHER ORDAINED, that, pursuant to SDCL 9-19-13, this ordinance is necessary for the immediate preservation of the public peace, health, safety, and welfare of the City and shall become effective immediately upon passage.

Dated at Vermillion, South Dakota this 30th day of March, 2020.

THE GOVERNING BODY OF THE CITY
OF VERMILLION, SOUTH DAKOTA

BY John E. Powell
John E. (Jack) Powell, Mayor

ATTEST:

BY Michael D. Carlson
Michael D. Carlson, Finance Officer

First Reading: March 24, 2020
Second Reading: March 30, 2020
Effective Date: March 30, 2020



**STATE OF SOUTH DAKOTA
OFFICE OF THE GOVERNOR
EXECUTIVE ORDER 2020-20**

Whereas, An outbreak of the severe respiratory disease, COVID-19, which is caused by and is transmitted by the person-to-person spread of the novel coronavirus, started in late 2019 and has currently been detected across the world, including the United States; and,

Whereas, The World Health Organization has designated COVID-19 a pandemic, and the U.S. Centers for Disease Control and Prevention (CDC) has declared a public health emergency; and,

Whereas, The CDC has issued guidance to state and local governments and all citizens recommending steps to prevent community spread and guard against the COVID-19 outbreak; and,

Whereas, South Dakota has confirmed cases of COVID-19, making this a public health emergency posing a danger to public health and safety in all of South Dakota and causing a state of emergency to be declared by Executive Order 2020-04 on March 13, 2020, which has been extended by Executive Order 2020-15, and continues to currently exist within the State of South Dakota until its expiration on May 31, 2020, unless sooner terminated or extended; and,

Whereas, The CDC continues to issue updated guidance to all citizens to take precautions every day to guard against contracting the disease, and specifically to the population of older adults and people with serious underlying medical conditions to stay home; and,

Whereas, Current projections released by the state Department of Health, endorsed by the state's major health systems, and informed by scientific data and expertise, indicate that due to the citizens of South Dakota following the guidelines and directions stating in Executive Order 2020-12, 2020-13, and 2020-18, the potential demand of hospitals due to the novel coronavirus has been reduced, South Dakota has flattened its curve slowing the spread of COVID-19, and beginning to resume normal activity is possible with a well-followed and deliberate plan; and,

Whereas, As members of our communities, South Dakotans have joined together in these times of crisis to confront difficult times and have helped their neighbors and shown that they are dedicated to following the directions and guidance to respond to this pandemic:

NOW, THEREFORE, I, KRISTI NOEM, Governor of the State of South Dakota, by the authority vested in me by the Constitution and the Laws of this State, including but not limited to SDCL 34-48A, do hereby Order and Direct the following:

Section 1 Back to Normal Plan. Every South Dakotan shall implement and follow South Dakota's "Back to Normal Plan," or the "Plan," dated April 28, 2020 and attached to this Executive Order, or a later updated version of the Plan. The Plan details the expectations for individuals, businesses, schools, health care providers, and local governments to return to normal business and social interactions while accounting for the inherent uncertainties of this pandemic. The Plan may be amended to respond to changing circumstances after consultation with the

Medical Review Task Force and a thorough understanding of the data, facts, and science that inform this Plan. The most current version shall be followed and can be found at covid.sd.gov.

Section 2 Personal Responsibility. The success of this Plan will depend in large part on the ability of individuals, employers, businesses, schools, health care providers, and local governments to exercise personal responsibility and common sense to help reduce future business and social disruption.

Section 3 Local Governments Within the State of South Dakota. Local governments shall follow the Plan for their respective jurisdictions.

Section 4 Executive Order 2020-12. Executive Order 2020-12 is hereby rescinded.

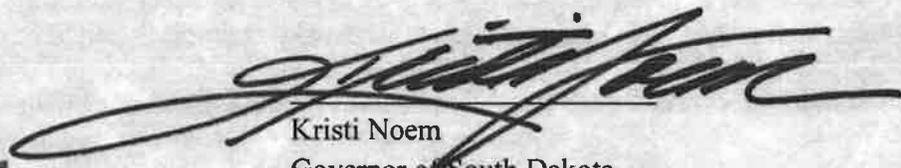
Section 5 Limitations:

A. This Order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the State of South Dakota, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

B. Sovereign nations within the borders of South Dakota should review the matters set forth herein and make their own decisions in accordance with tribal law.

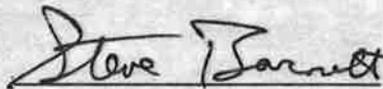
C. This Order is based on developing data, facts, and science and may be rescinded or amended, and shall be in effect for the duration of the COVID-19 State of Emergency declared by Executive Order 2020-04, extended by Executive Order 2020-15.

Dated in Pierre, South Dakota this 28th day of April, 2020.



Kristi Noem
Governor of South Dakota

ATTEST:



Steve Barnett
Secretary of State



EMERGENCY RESOLUTION

AMENDING PARTS OF ORDINANCE 1413 WHICH ADDRESSES A PUBLIC HEALTH CRISIS BY IMPLEMENTING CERTAIN MEASURES WHICH WERE DEEMED NECESSARY TO SLOW THE COMMUNITY SPREAD OF COVID 19 (CORONAVIRUS)

WHEREAS, an outbreak of the COVID-19 disease, which is caused by the novel coronavirus, has been confirmed in more than 100 countries, including the United States; and

WHEREAS, the City Council adopted emergency Ordinance No. 1413 with second reading on March 30, 2020 to implement measures to slow the community spread of the COVID-19 virus; and

WHEREAS, Ordinance No. 1413 became effective upon passage for a maximum of sixty days (March 30, 2020 to May 30, 2020); and

WHEREAS, Ordinance No. 1413 provided that the City Council will have as an agenda item at each regular City Council meeting for the consideration of a resolution to suspend the provisions herein prior to the end of the sixty (60) day period included; and

WHEREAS, Governor Noem issued the 'Back to Normal Plan' on April 28, 2020 which details the expectations for individuals, businesses, schools, health care providers and local governments to return to business and social interactions while accounting for the inherent uncertainties of this pandemic; and

WHEREAS, Governor Noem's Plan and Executive Order 2020-20 state that every South Dakotan shall follow South Dakota's Back to Normal Plan; and

WHEREAS, Executive Order 2020-20 which was issued on April 28, 2020 stated that local governments within the State shall follow the Plan for their respective jurisdictions.

NOW THEREFORE BE IT RESOLVED, by the Governing Body of the City of Vermillion, South Dakota, at a regular meeting thereof in the Council Chambers of said City at 7:00 p.m. CDT on the 4th day of May 2020, made the following changes to Ordinance 1413:

The restrictions on business establishments as named in #1, #2, #3, and #4 of Ordinance 1413 to close to on-site/on-sale patrons are suspended with the adoption of this resolution.

Ordinance 1413 will remain in place until May 30, 2020. The City Council with adoption of a resolution may again implement the suspended restrictions if conditions of the pandemic worsen and action is needed to promote the health and safety of the community.

BE IT FURTHER RESOLVED, that no business is required by the City of Vermillion to open but shall take into account Governor Noem's Back to Normal Plan and Executive Order 2020-20 and their ability to maintain social distancing, proper hygiene, and practices recommended by the Centers for Disease Control which reduce or slow the spread of COVID-19.

BE IT FURTHER RESOLVED, that every citizen, visitor, and property owner is encouraged to continue to do their part to slow the spread of COVID-19 through maintaining social distancing, practicing good social hygiene through frequent and through handwashing, staying home and isolated when sick, covering coughs and sneezes, and cleaning and disinfecting frequency touched surfaces.

Dated at Vermillion, South Dakota this 4th day of May, 2020.

THE GOVERNING BODY OF THE CITY
OF VERMILLION, SOUTH DAKOTA

By _____
Kelsey Collier-Wise, Council President

Attest:

By _____
Michael D. Carlson, Finance Officer

Adopted: May 4, 2020

Effective: May 4, 2020

605
STRONG

The **Road** to
Recovery

South Dakota's *Back to Normal* **Plan**

Thanks to a strong commitment and respect for the principle of personal responsibility, South Dakotans have dramatically changed the trajectory of our initial COVID-19 projections. With our hospitalization capacity currently at a manageable level, South Dakotans are asked to consider the following steps as we look to get back to normal.

- Governor Kristi Noem

[COVID.sd.gov](https://www.covid.sd.gov)

South Dakota's Back to Normal Plan

Individuals:

- ▶ Continue to [practice good hygiene](#)
- ▶ Continue to stay home when sick
- ▶ Continue to practice physical distancing, as appropriate
- ▶ [Vulnerable individuals](#) are at higher risk for this virus. Accordingly, they should:
 - » Take extra care to practice good hygiene
 - » Avoid those who are sick or those who have been exposed to people who are sick
 - » Consider staying home whenever possible

Employers:

- ▶ Encourage good hygiene and [sanitation practices](#), especially in high-traffic areas
- ▶ Encourage employees to stay home when sick
- ▶ If previously operating via telework, begin transitioning employees back to the workplace
- ▶ Where appropriate, [screen employees](#) for symptoms prior to entering the workplace

Enclosed Retail Businesses¹ that Promote Public Gatherings:

- ▶ Resume operations in a manner that allows for reasonable physical distancing, good hygiene, and appropriate sanitation
- ▶ Consider restricting occupancy and continue innovating in this uncertain environment

Schools:

- ▶ Continue remote learning
- ▶ Consider a limited return to in-person instruction to “check in” before school year ends
- ▶ Encourage good hygiene and sanitation practices, especially in high-traffic areas

Health Care Providers:

- ▶ Hospitals treating COVID-19 patients should reserve 30% of their hospital beds and maintain appropriate stores of PPE to meet surge demand
- ▶ Other hospitals and surgery centers must have updated transfer protocols and adequate stores of independently-sourced PPE
- ▶ Non-hospital healthcare can resume with adequate stores of independently sourced PPE
- ▶ Continue to restrict visits to senior care facilities and hospitals

Local Governments:

- ▶ Consider current and future actions in light of these guidelines

Frequently Asked Questions ([Appendix 2](#)) will be kept up to date with further clarifications.

Note: The Governor and Department of Health may respond to significant clusters with enhanced mitigation on a county-by-county basis.

¹As defined in [Executive Order 2020-08](#), this includes any indoor restaurant, bar, brewery, café, casino, coffee shop, recreational or athletic facility, health club, or entertainment venue.

Criteria to Initiate Plan

SYMPTOMS

Downward trajectory of influenza-like illnesses (ILI) reported within the last 14-day period

Plan in place so all persons with COVID-19 symptoms can receive a test upon recommendation from their provider

CASES

Downward trajectory of documented cases within a 14-day period in areas with sustained community spread*

No clusters that pose a risk to public**

HOSPITALS

Treat all patients without crisis care

Testing program in place for at-risk healthcare workers, including emerging antibody testing

Adequate supply of independently procured personal protective equipment is available for all workforce and patients

STATE

SD DOH has the capacity to rapidly investigate COVID-19 cases and initiate containment (isolation and quarantine)

SD EOC maintains a rapid response team to support high-risk businesses with a confirmed COVID-19 case

*Either minimal/moderate or substantial community spread from the Community Impact Map. Map will be updated to reflect changes:

- Substantial to Minimal/Moderate: No active cases
- Minimal/Moderate to No Community Spread: No new community-acquired cases within 14 days and no active cases

**Clusters that pose a risk to the public: 10 or more cases that are not confined to a single setting OR a large exposure event (>50 people) with currently increasing number of cases

Frequently Asked Questions

FAQs

Q: When can churches and other places of worship resume religious services?

A: Churches were never required to close; as they resume services, they are encouraged to consider the guidelines for “public gatherings” and to consider steps to maintain reasonable physical distancing.

Q: Does this mean schools could resume in-person classes before the end of the school year?

A: Each school district should make its own decisions about the remainder of the school year; school districts are encouraged to take steps to contact all students and assess student learning.

Q: When can daycare centers reopen?

A: Daycares were never explicitly required to close; they can reopen at any time and are encouraged to emphasize appropriate sanitation.

Q: Do I have to keep wearing a mask when I am in public?

A: Masks have never been required, but South Dakotans are encouraged to continue to consider [CDC guidance](#) and use.

Q: Does this mean I now longer have to “stay at home”?

A: South Dakota never issued a “stay at home” or “shelter in place” order. South Dakotans are encouraged to use common sense and practice good hygiene and reasonable physical distancing.

Q: Are businesses, including outdoor venues and events, allowed to reopen?

A: No business was ever required to close. Business are encouraged to consider these guidelines as they resume normal operations, and also must adhere to any local restrictions.

Q: Is travel allowed to and from South Dakota, or within South Dakota?

A: South Dakota never prohibited travel to or from other states, or within the state. South Dakotans and visitors from out of state are encouraged to use common sense.

Q: Can doctors resume clinic visits? Can dentists, optometrists, chiropractors, and other healthcare providers resume operation?

A: Non-hospital healthcare, including clinic visits, can resume so long as providers secure adequate supplies of personal protective equipment without relying on the state supply.



Council Agenda Memo

From: John Prescott, City Manager

Meeting: May 4, 2020

Subject: Appointment of Mayor

Presenter: John Prescott

Background: The City Council accepted the resignation of Mayor Jack Powell at the last meeting on April 20, 2020. Per State Statute 9-8-2 until the vacancy in the office of Mayor is filled, the President or the Vice President of the Council are responsible for executing the power and duties of the Mayor.

9-8-2. Vacancy in office of mayor--Temporary absence or disability. If there is a vacancy from any cause in the office of the mayor, the vacancy shall be filled by appointment by a majority vote of the aldermen, as soon as practicable after the vacancy occurs, to serve until the office is filled by election for the unexpired term at the next annual municipal election or by special election as provided in §9-13-14.2. Until the vacancy is filled or during the time of temporary absence or disability of the mayor, the powers and duties of mayor are executed by the president or vice president of the council as provided in §9-8-7.

Discussion: State Statute 9-13-14.1 provides the direction on how the vacancy is filled:

9-13-14.1. Filling of vacancy on municipal governing body--Appointment or special election. If a vacancy exists on a municipal governing body, the remaining members shall appoint a replacement to serve until the next annual municipal election, or the vacancy may be filled by special election for the remainder of the unexpired term as provided in §9-13-14.2. In the aldermanic form of municipal government, the appointment shall be a person from the same ward of the municipality. If electing a person to fill the remainder of the unexpired term at an annual municipal election, the vacancy shall have occurred prior to the publication required by § 9-13-6.

The City of Vermillion has never adopted an ordinance providing for a special election of an unexpired term. The option available to the City Council is to appoint an individual to serve as Mayor from the time of appointment until the first meeting in July following the next annual municipal election. While Vermillion doesn't typically have an annual municipal election, staff has verified with the Secretary of State that the election should be on the next possible annual municipal election date of June 1, 2021. The person elected at that time would serve from the first meeting in July 2021 until the end of the original Mayoral term in July 2022.

Two City Council members have expressed an interest in being appointed Mayor. A copy of their respective Expression of Interest forms are attached. If an existing City Council member is appointed as Mayor, the first action is to have that individual resign their current seat before taking the oath of office to serve as Mayor. The City Council will then by motion need to accept the resignation of the City Council member. The oath of office will then be administered by the Finance Officer. The oath of office is provided at the end of this memo for reference.

If the appointment of Mayor creates a vacancy in the office of President or Vice President of the City Council, the vacant officer position will need to be filled by a majority vote of the Mayor and Council. This officer role would be until the City Council has a reorganizational meeting in July 6, 2020.

Appointment of an existing City Council member as Mayor will lead to a couple of possible scenarios with regard to filling the vacated City Council seat.

If Kelsey Collier-Wise, Brian Humphrey or Steve Ward would be appointed Mayor, the City Council would appoint an individual to complete their current City Council term which expires in July 2020. The City Council in July 2020 would appoint an individual to serve from July 2020 to July 2021. There would be a special election in June 2021 to elect a representative from the respective ward where the appointment occurred to serve from July 2021 until the end of the term in July 2024.

If Tom Sorenson would be appointed Mayor, the City Council would appoint an individual to complete his current term expiring in July 2020. Travis Letellier would begin his four-year term for this seat starting in July 2020.

If Julia Hellwege, Rich Holland, Katherine Price, or Howard Willson would be appointed Mayor, the City Council would appoint an individual to serve from the time of appointment until July 2021. There would be a special election in June 2021 to elect a representative from that ward to serve from July 2021 until the end of the term in July 2022.

If the Mayor appointment creates a vacancy on the City Council, the City Council may want to request interested individuals from the ward with the vacancy to submit an Expression of Interest form, letter of interest, resume, and/or other relevant information for the City Council to review for consideration in making an appointment to fill the vacancy. If the City Council would like to make an appointment at the May 18 meeting, staff would ask that materials are submitted by 5pm on Thursday, May 14 in order to have time to put the packet together for the meeting.

Financial Consideration: No new cost. The \$11,954.54 annual salary for a Mayor has been included in the 2020 budget.

Conclusion/Recommendations: Administration recommends the City Council appoint an individual to serve as Mayor until the first meeting in July 2021.

The oath of office for Mayor 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

of the City of Vermillion, South Dakota

according to the best of my ability.

From: noreply@civicplus.com
To: [Vermillion](#); [John Prescott](#); [James Purdy](#)
Subject: Online Form Submittal: Citizen Board/Commission Expression of Interest Form
Date: Monday, April 27, 2020 11:29:44 PM

Citizen Board/Commission Expression of Interest Form

Board/Commission on which you are interested in serving: Mayor of Vermillion

Name Kelsey Collier-Wise

Number of years you have lived in/around Vermillion 29

Address

City Vermillion

State SD

Zip Code 57069

Phone Number

Email Address

Occupation Executive Director

Employer United Way of Vermillion

Business Address 9 Court St.

Prior elected or appointed offices held (if any) Central Ward Alderman, 2012-Present

Present and past community volunteer activities Salvation Army, Welcome Table core team, Vermillion Next Young Professionals Network (past chair), Vermillion Public Transit Advisory Board, Vermillion Public Library Board, Vermillion Rotary Board (President Elect), SESDAC Human Rights Committee, USD Health Sciences Advisory Board, Sharing the Dream in Guatemala, Dakota Senior Meals, Junior Achievement, Vermillion Girl Scouts, South Dakota Special Olympics (volunteer coordinator), St. Paul's Episcopal Church Vestry (past Senior Warden), Oktoberfest planning committee

Why are you interested Over the past eight years, I've had the unique opportunity to

in serving on this Board/Commission?

serve our city as a representative for the Central Ward and it has absolutely been one of the most rewarding experiences of my life. I care deeply about this community and its people and this position has allowed me to help craft policy that has helped our city and its citizens thrive. Getting to work with my astute and compassionate fellow alderman, as well as the incredibly knowledgeable and competent city staff has been a joy and an amazing education, which is why I had decided to run for a third term in my seat. The office of mayor has long been a position I had interest in, as it would allow me to serve the city beyond just my neighborhood, offer a platform to be able to advocate for the progressive ideas and projects I believe in for our city, and continue the culture of government efficiency and civility that made the last mayoral administration so successful. I feel safe in saying that I am one of Vermillion's biggest cheerleaders, and this is a position that would allow me to do so at a higher profile.

Do you have any unique skills or experience which would be beneficial to the City to know in selecting someone to serve?

During my terms on council, I believe my skills in diplomacy and communication have been a benefit to policy discussion, and my education in English and Law have aided in the crafting of ordinances. My work in Congressional constituent services prepared me for many of the constituent interactions I have now. I have a deep knowledge of Vermillion and the people in it, especially those in need and on the margins. I frequently use my extensive network to spread the word about city news, connect people and resources, and rally the public around causes that benefit our community. I have strong views and stick to my beliefs, but I am also a huge advocate for compromise and the ability to come to mutually agreeable results as long as people are willing to give in good faith. So much of our work is about balancing interests and finding solutions that ultimately lift up the greater good.

Are there any particular projects, programs or goals you would like to see achieved while serving on the Board/Commission?

We are in the middle of an extremely challenging situation that makes the dreams and plans we had several months ago seem suddenly out of reach. First and foremost, my goal would be to ensure that the city can deliver essential services going forward, even as our resources may shrink. Additionally, creating stability for our vital city workforce and keeping our community as safe as possible during this pandemic is going to everyone's priority. As we get to the other side of this and are able to have a better understanding of our financial situation, working with our partners to support every sector in our city as they get back on solid financial ground is going to be incredibly important. Then, I hope we can again pursue the many exciting quality-of-life projects that we have on the docket: the downtown streetscape, the bike master plan, upgrades to our parks, support of our public arts, a Boys & Girls Club, as well as necessary infrastructure projects like the recycling center renovation and community solar. And - why not - let's talk about chickens again! We have been a progressive community on the rise for a long time now and while

our timeline may be a bit different going forward, I know we will still be able to accomplish so much.

Electronic Signature
Agreement

I agree.

Electronic Signature

Kelsey P. Collier-Wise

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Vermillion](#); [John Prescott](#); [James Purdy](#)
Subject: Online Form Submittal: Citizen Board/Commission Expression of Interest Form
Date: Monday, April 27, 2020 1:11:39 PM

Citizen Board/Commission Expression of Interest Form

Board/Commission on which you are interested in serving:

Mayor

Name

Thomas "Tom" Sorensen

Number of years you have lived in/around Vermillion

56 years (68 - 12 spent away = 56)

Address

[REDACTED]

City

Vermillion

State

SD

Zip Code

57069-2512

Phone Number

[REDACTED]

Email Address

[REDACTED]

Occupation

Retired associate dean/lawyer, journalist, teacher, businessman

Employer

Self/part time with COV

Business Address

P.O. Box 2

Prior elected or appointed offices held (if any)

Early 1970s, assigned/appointed Training NCO, 730th Medical Co., 153rd Eng. Btn., SD Army National Guard; Alderman, Vermillion City Council, elected 1990 (Chair, Labor & Finance Committee) & 2016 (member, Policy & Procedures Committee & Surplus Appraisal); Secretary-Treasurer, Vermillion Fire Department (after death of Bill Radigan); National Awards Committee and (4X) President, SD Associated Press Broadcasters Association; Charter member and president in 2nd year, Sioux Falls Area Press Association; member, Bench, Bar, Media Committee, Indian Law Committee, and USD Law School Committee, State Bar of SD. As USD Law School's associate dean, my work included appointments to serve many needs, including SD American Legion and Auxiliary Girls and Boys State in teaching law-related class in both Vermillion and Aberdeen; and, classes each summer to middle and high school students in

Governor's Gifted groups and TRIO and Red Road gatherings.

Present and past community volunteer activities

VFD since 1970, and fire-service instructor certified by SD Fire Marshal's Office; Notary Public, SD; president United Way of Vermillion 1990 (Young Moore III exec.dir.); Phi Mu Alpha Sinfonia (professional music fraternity); member USD's Arne B. Larson Golden Age Band (Sousaphone); USD President's Council for Diversity & Inclusiveness; Student Counseling Advisory Board; Native American Recruiting & Retention Committee; Vermillion Area Community Development Board; president, Trinity Lutheran Church; and, OLLI presentations. (And presently), Vermillion Lions' Club; Society of Professional Journalists (42 years); volunteer recording audio books for the SD State Library Braille Dept.; vice-chair, Clay County Historic Preservation Commission; member, Clay County Historical Society; Friends of W.H. Over Museum; USD Head Start Grantee Board; ethics class, Junior Achievement of SD; and currently service as alderman, NE Ward, City Council.

Why are you interested in serving on this Board/Commission?

Completing my service to our citizens on the City Council as mayor would be an honor and has been a personal goal, as urged by many friends and other citizens. I was grateful to receive half the votes (as did the mayor) in the Central Ward alone as a candidate for mayor. With all due respect and sensitivity to Mayor Jack (and Lisa), the strong percentage of voters in the last election (42% to Jack's 54%, a difference of only 188 votes) remains by those who, once again, are asking me to considering being mayor.

Do you have any unique skills or experience which would be beneficial to the City to know in selecting someone to serve?

The need to complete the late mayor's term coincides with the completion of my current term as alderman, which already provides for a placement of the unopposed candidate for my position. The transition of my leaving that post to become mayor for a year seems to be wise, convenient, and timely. I will likely not seek election after that time period. My variety of experiences and skills include working with the public on issues that span the state and local communities, strongly advocating protection of democracy (which goes hand-in-hand with a strong, especially local press, and using important, factual information (often provided by city administration whenever asked) to make decisions for our community, even if a less-informed segment of the populace is urging otherwise. Openness and shining a light on what leads to our decisions is being demanded by the voters.

Are there any particular projects, programs or goals you would like to see achieved while serving on the Board/Commission?

The fine job of current council members, boards, and city manager and administration needs to continue so our community can develop and grow - growth will bring in more revenues, too. We need to plan for the immediate and long-terms, especially given the health and economic dangers we are facing. The City is demonstrating leadership that needs to protect a vibrant community. Otherwise, I would work with the city manager, school district and county to re-establish "Government Day" in

Vermillion when annually, VHS students would spend a day with elected officials and department representatives to learn, first-hand for a day, about their forms of local government. Being no noisier than a helicopter, the Prentis Park band shell could again be used for music, as well as more Shakespeare and other plays. An Independence Day Parade could be re-established for the entire community, but especially to feature elementary students. A city liaison person/office should be designated to work daily with USD to promote community events and activities, both ways. Given the arts (theatre, music & art), sciences, law, medicine, business and other strengths in Vermillion, this could be effectively promoted and more widely.

Electronic Signature
Agreement

I agree.

Electronic Signature

Thomas L Sorensen

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Council Agenda Memo

From: John Prescott, City Manager

Meeting: May 4, 2020

Subject: Appointment to the Edith B. Siegrist Vermillion Public Library Board of Trustees

Presenter: Kelsey Collier-Wise, Council President

Background: In compliance with State Statute, the City Council is responsible for appointing members of the Library Board.

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.

The Board is comprised of five (5) citizens, appointed by the City Council, and one (1) member of the City Council. The board terms are for three (3) years and expire prior to the Library Board's meeting in May.

The City received three expression of interest forms for the Library Board from applicants who did not reside within Vermillion City Limits. Staff and the City Attorney used this state statute as guidance in determining their eligibility to serve.

14-2-35. Board of public library trustees--Appointment and terms of members. Any public library established under subdivision §14-2-29(1) shall be governed by a board of public library trustees. The governing body shall appoint five competent citizens broadly representative of the population of the local governmental unit. One of the citizens shall be appointed for one year, two for two years, and two for three years and annually thereafter reappointments or new appointments shall be for a term of three years or to complete an unexpired term. In addition to the five appointees, the governing body may appoint one of its own members to serve as a full voting member of the public library board of trustees during that member's term of office.

As the City of Vermillion is responsible for the operations of the Library, it would appear that the City is the local governmental unit. The residents from outside the City would not appear to be eligible to serve as they are not residents of the local governmental unit. The three individuals were notified of the City Attorney's interpretation and their Expression

of Interest forms are not included.

Discussion: The current members of the Library Board and term expirations are: Diane Leja (2020), Greg Redlin (2020), Katy Beem (2021) Gabrielle Strouse (2022), and Eric Young (2022). The City Council member is appointed when City Council Committee assignments are made in the month of July in even numbered years. The current City Council member serving on the Library Board is Kelsey Collier-Wise.

The Library Board updated their bylaws in 2016. One change was to limit the number of consecutive terms a member can serve. Both incumbents are eligible to serve another term per the bylaws. Diane Leja has elected not to seek another term on the Library Board. The Expression of Interest forms from the six eligible individuals are attached.

Financial Consideration: With the exception of the City Council representative, each member of the Library Board is paid \$15 per meeting.

Conclusion/Recommendations: Administration recommends appointing two individuals to a three-year term on the Library Board of Trustees.

From: noreply@civicplus.com
To: [Vermillion](#); [John Prescott](#); [James Purdy](#)
Subject: Online Form Submittal: Citizen Board/Commission Expression of Interest Form
Date: Monday, April 20, 2020 10:44:17 PM

Citizen Board/Commission Expression of Interest Form

Board/Commission on which you are interested in serving: *Field not completed.*

Name	Alexis Oskolkoff
Number of years you have lived in/around Vermillion	8 years
Address	[REDACTED]
City	Vermillion
State	South Dakota
Zip Code	57069
Phone Number	[REDACTED]
Email Address	[REDACTED]
Occupation	Stay-at-Home Mom
Employer	16 year old, 3 year old and a 6 month old.
Business Address	<i>Field not completed.</i>
Prior elected or appointed offices held (if any)	Board Member of South Dakota Shakespeare Festival Member of Title VI Parent Committee for Vermillion School District USD Student Government Association Arts & Science Senator Secretary of USD Tiospaye President of Sinte Gleska University Student Government Vice President of Sinte Gleska University Student Government President of Rosebud Head Start Parent Committee

Present and past community volunteer activities	<p>South Dakota Shakespeare Festival activities</p> <p>Title VI Parent Committee activities</p>
	<p>I volunteer with events that work with Vermillion Native American population.</p>
Why are you interested in serving on this Board/Commission?	<p>I enjoy being part of organizations that make positive impacts on people's lives. Especially in Urban Indian communities.</p>
Do you have any unique skills or experience which would be beneficial to the City to know in selecting someone to serve?	<p>I have done different outlets through out Vermillion. I put together feeds for events with the Native community. I do Native American art that is used for fundraising. I also do public speaking about Native American issues and cultural awareness/sensitivity</p>
Are there any particular projects, programs or goals you would like to see achieved while serving on the Board/Commission?	<p>I would like to see and be part of an organization that build a better relationship with the Native community in Vermillion. I would like to bring an perspective and a voice of the Native community to the Board/Commission.</p>
Electronic Signature Agreement	<p>I agree.</p>
Electronic Signature	<p>Alexis M Oskolkoff</p>

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From: noreply@civicplus.com
To: [Vermillion](#); [John Prescott](#); [James Purdy](#)
Subject: Online Form Submittal: Citizen Board/Commission Expression of Interest Form
Date: Monday, April 27, 2020 2:04:48 PM

Citizen Board/Commission Expression of Interest Form

Board/Commission on which you are interested in serving: Library Board of Trustees

Name Bergen Peterson

Number of years you have lived in/around Vermillion 10+ years

Address 

City Vermillion

State SD

Zip Code 57069

Phone Number 

Email Address 

Occupation Retired

Employer *Field not completed.*

Business Address *Field not completed.*

Prior elected or appointed offices held (if any) *Field not completed.*

Present and past community volunteer activities United Way of Vermillion Board member

Why are you interested in serving on this Board/Commission? The Library is a very special place and is a gem in the community. I would like to see the Library continue to grow its outreach to include the rural communities and the University.

Do you have any unique skills or I have served and participated in Boards for over 20 years - primarily and non-profit and not-for-profit organizations. I have served in many roles in the past (finance, governance,

experience which would be beneficial to the City to know in selecting someone to serve?

compliance, marketing) and feel any of these help me be a great member.

Are there any particular projects, programs or goals you would like to see achieved while serving on the Board/Commission?

I would like to help amplify whatever programs that are currently in process and work with the team to serve the future of the Library.

Electronic Signature Agreement

I agree.

Electronic Signature

Bergen V Peterson

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From: noreply@civicplus.com
To: [Vermillion](#); [John Prescott](#); [James Purdy](#)
Subject: Online Form Submittal: Citizen Board/Commission Expression of Interest Form
Date: Sunday, April 26, 2020 11:24:34 AM

Citizen Board/Commission Expression of Interest Form

Board/Commission on which you are interested in serving:

Library Board

Name

Greg Redlin

Number of years you have lived in/around Vermillion

20+ years

Address

[REDACTED]

City

Vermillion

State

SD

Zip Code

57069

Phone Number

[REDACTED]

Email Address

[REDACTED]

Occupation

Retired

Employer

Field not completed.

Business Address

1135 Valley View Drive

Prior elected or appointed offices held (if any)

Library Board

Present and past community volunteer activities

Meals on Wheels; Salvation Army/UCC Emergency Fund; Vermillion Cultural Association Board - founding member

Why are you interested in serving on this Board/Commission?

I have a great respect for the many services provided by the library and hope to sustain and improve those services with my participation on the board.

Do you have any unique skills or

I ave an MA in English. I am an avid reader. I have been a loyal and productive member of the board for several years now.

experience which would be beneficial to the City to know in selecting someone to serve?

Are there any particular projects, programs or goals you would like to see achieved while serving on the Board/Commission?

The primary goal would be to support and sustain the excellent services the library provides to this community.

Electronic Signature Agreement

I agree.

Electronic Signature

Greg Redlin

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Vermillion](#); [John Prescott](#); [James Purdy](#)
Subject: Online Form Submittal: Citizen Board/Commission Expression of Interest Form
Date: Friday, April 17, 2020 9:28:27 PM

Citizen Board/Commission Expression of Interest Form

Board/Commission on which you are interested in serving:	Library Board
Name	Evelyn Schlenker
Number of years you have lived in/around Vermillion	39.5
Address	[REDACTED]
City	Vermillion
State	SD
Zip Code	57069
Phone Number	[REDACTED]
Email Address	[REDACTED]
Occupation	Retired Professor
Employer	<i>Field not completed.</i>
Business Address	N/A
Prior elected or appointed offices held (if any)	Clay County Historic Preservation Commission, secretary South Dakota Shakespeare Festival Board, Vice President Vermillion Community Theatre, Secretary Friends of the the W. H. Over Museum Board, Secretary Vermillion Community Foundation Vermillion Area Arts Council I have held numerous leadership positions as a faculty member at the Sanford School of Medicine for 36 years and within professional organizations.
Present and past community volunteer activities	Vermillion Food Pantry First Nighters OLLI Courses (4) See above

Why are you interested in serving on this Board/Commission?

In Vermillion we are blessed to have an excellent public library. I have utilized the resources of this and the University of South Dakota Library as long as I have lived in Vermillion. The public library accomplishes so much for the community as a repository of knowledge in the form of printed and audio books, magazines, newspapers, historical documents, a facility for folks to use computers that they may not have, and being a host for many types of programs serving different a wide diversity of people in the community. The library in Vermillion has a long history of serving the city starting in 1904 (the Library Board started in 1902) when the library was housed in the Carnegie building to the north of the present library. The library has changed with the times and continues to evolve. I would like to be part of an organization that contributes to the maintenance and growth of the library for all of its patrons as an integral part of the community.

Do you have any unique skills or experience which would be beneficial to the City to know in selecting someone to serve?

I worked in a library in college for two years aside for using a library all my life. I am interested in the history and humanity associated with libraries in Vermillion. Late last year I wrote a book about the history of the two Carnegie libraries in Vermillion. From my background as a researcher both at the Sanford Medical School and more recently as a member of the Clay County Historic Preservation Commission, I am a critical thinker and attentive to details. I have experience working on several volunteer Boards of organizations in Clay County as noted above.

Are there any particular projects, programs or goals you would like to see achieved while serving on the Board/Commission?

I would like to expand historical resources by digitizing books that this library owns and are not available otherwise. I am especially interested in partnering with Archives at the University of South Dakota for this type of project.

Electronic Signature Agreement

I agree.

Electronic Signature

Evelyn H. Schlenker

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From: noreply@civicplus.com
To: [Vermillion](#)
Subject: Online Form Submittal: Citizen Board/Commission Expression of Interest Form
Date: Tuesday, April 7, 2020 1:35:33 PM

Citizen Board/Commission Expression of Interest Form

Board/Commission on which you are interested in serving: Library Board of Trustees

Name Teri Schneider

Number of years you have lived in/around Vermillion 9

Address 

City Vermillion

State SD

Zip Code 57069

Phone Number 

Email Address 

Occupation Teaching Assistant

Employer USD Headstart

Business Address *Field not completed.*

Prior elected or appointed offices held (if any) None

Present and past community volunteer activities I volunteer to help for Girl Scout and 4-H club events.

Why are you interested in serving on this Board/Commission? I would love to be apart of the most environment and educational rich building available to our community. I would love to help communicate ideas and positive relationships for our library programs.

Do you have any unique skills or I've been a part of USD headstart for 7 years and I have lots of knowledge about child education and programs.

experience which would be beneficial to the City to know in selecting someone to serve?

Are there any particular projects, programs or goals you would like to see achieved while serving on the Board/Commission?

I would love to uplift and support our children programs.

Electronic Signature Agreement

I agree.

Electronic Signature

Teri L. Schneider

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From: noreply@civicplus.com
To: [Vermillion](#); [John Prescott](#); [James Purdy](#)
Subject: Online Form Submittal: Citizen Board/Commission Expression of Interest Form
Date: Tuesday, April 21, 2020 5:49:12 PM

Citizen Board/Commission Expression of Interest Form

Board/Commission on which your are interested in serving:	Library
Name	Dustin Sockness
Number of years you have lived in/around Vermillion	4
Address	[REDACTED]
City	Vermillion
State	SD
Zip Code	57069
Phone Number	[REDACTED]
Email Address	[REDACTED]
Occupation	Distribution Center Manager
Employer	Polaris
Business Address	1997 Polaris Parkway
Prior elected or appointed offices held (if any)	<i>Field not completed.</i>
Present and past community volunteer activities	Vermillion Fire Department, VCDC Now3 committee
Why are you interested in serving on this Board/Commission?	Sister is a Librarian, community involvement, service to the city.
Do you have any unique skills or	Sister is a librarian, so I can get good perspective from her. Managing Polaris Vermillion DC gives me knowledge on budgets, as well as community involvement.

experience which would be beneficial to the City to know in selecting someone to serve?

Are there any particular projects, programs or goals you would like to see achieved while serving on the Board/Commission?

Business professional "book club" of sorts that connects local business men and women who can share learning through professional literature.

Electronic Signature Agreement

I agree.

Electronic Signature

Dustin F Sockness

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Council Agenda Memo

From: John Prescott, City Manager
Meeting: May 4, 2020
Subject: Appointments to Human Relations Commission
Presenter: Kelsey Collier-Wise, Council President

Background: In July 2018, Ordinance 1377, which created the Human Relations Commission, became effective. The ordinance provides for a seven-member Commission made up of city residents. Six of the members are to be residents of the city for at least six months. If available, the seventh member of the Commission is to be a student enrolled in post-secondary education. After the initial appointments are completed, members of the Commission will serve for three-year terms with the exception of the student member. The student member term is for one year.

The current appointments and term expirations are:

Mark Daniels (2020)	Calvin Peterson (2021)	Shannon Cole (2022)
Travis Letellier (2020)	Lamont Sellers (2021)	Wendy Hess (2022)
Jolly Omar (2020) – post-secondary student term		

Discussion: Over the last couple months, the openings have been advertised at City Council meetings, the City's website, Facebook, and Twitter. Current post-secondary student representative Jolly Omar also promoted the student position on campus.

Two of the original two-year terms and the position for the student enrolled in post-secondary education are expiring. The ordinance states that terms expire with the first Monday in May. In addition to the expiring terms, Lamont Sellers submitted his resignation as he will be relocating out-of-state. Six individuals have submitted Expression of Interest forms to serve on the Human Relations Commission. While the form did not ask the applicants to indicate which position they were applying for, staff believes one applicant would qualify for the post-secondary student position and five applicants would qualify for the community member positions.

Financial Consideration: None. Commission members are not paid.

Conclusion/Recommendations: Administration recommends appointing two individuals to a three-year term, one individual to a term expiring in May 2021, and one post-secondary student to a one-year term.

From: noreply@civicplus.com
To: [Vermillion](#); [John Prescott](#); [James Purdy](#)
Subject: Online Form Submittal: Citizen Board/Commission Expression of Interest Form
Date: Thursday, April 30, 2020 11:31:19 AM

Citizen Board/Commission Expression of Interest Form

Board/Commission on which you are interested in serving: Human Relations Commission

Name Jordan Bonstrom

Number of years you have lived in/around Vermillion 1

Address [REDACTED]

City Vermillion

State SD

Zip Code 57069

Phone Number [REDACTED]

Email Address [REDACTED]

Occupation Educator

Employer University of South Dakota

Business Address 414 E Clark St MUC 206

Prior elected or appointed offices held (if any) I have not been elected or appointed to any community positions. However, professionally I have been appointed to the position of Fraternity and Sorority Community of Practice Co-Chair in the Association for Student Conduct Administration (ASCA). ASCA is the premier national organization for student conduct professionals.

Present and past community volunteer activities I currently serve on the Vermillion Next Steering Committee, and have volunteered for Thursday on the Platz. Prior to moving to Vermillion, I was involved in the Young Professionals of Stillwater in Stillwater, OK.

Why are you interested in serving on this Board/Commission? I am interested in serving on this commission because I love Vermillion, and I want to get involved in order to keep this city the wonderful and inclusive community that it is. I have moved

around the country quite a bit for my career, however I am now in a position where I can but down more permanent roots. I feel this commission is a great way for me to become more invested in Vermillion, while using my unique experiences to give back to the community that has already given me so much.

Do you have any unique skills or experience which would be beneficial to the City to know in selecting someone to serve?

I have been involved in programs like this commission everywhere I have lived in my adult life. As a gay man I feel it is incredibly important to lead by example, and work to make my community more inclusive places where everyone can feel at home. While working at Southern Illinois University Edwardsville (SIUE) I served as a LGBTQ Safe Zone trainer. In this role I would conduct afternoon long trainings for various campus groups in order to increase understanding of the LGBTQ community as well as serve as a resource to the campus community regarding diversity questions and issues. Also at SIUE, I worked with other campus administrators to create environments that encouraged dialogue about race relations in the SIUE community during the events of Ferguson, MO. At Oklahoma State University I served on the executive board of the Employee Queers & Allies League (EQuAL) as the communications chair for two years. In this role I worked to promote the organization's social and advocacy programs in order to better serve LGBTQ faculty and staff. Also at Oklahoma State, I served as a Title IX investigator. In this role I investigated complaints of gender or sexually based offenses between students in the Stillwater community. In addition to investigated complaints I also worked as a campus educator on how to prevent gender or sexually based offenses. Now that I am at USD I have presented three times on LGBTQ issues, and also serve on the Student Services Diversity Committee.

Are there any particular projects, programs or goals you would like to see achieved while serving on the Board/Commission?

One thing I would like to do if appointed to this commission is to continue to raise awareness of the commission. My hope is that this increased awareness will lead to continued dialogue surrounding human relations issues in our community. Overall, I consider myself a utility player, and am very open to assisting the commission achieve the goals it already has.

Electronic Signature Agreement

I agree.

Electronic Signature

Jordan M Bonstrom

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From: noreply@civicplus.com
To: [Vermillion](#); [John Prescott](#); [James Purdy](#)
Subject: Online Form Submittal: Citizen Board/Commission Expression of Interest Form
Date: Saturday, April 18, 2020 8:03:09 PM

Citizen Board/Commission Expression of Interest Form

Board/Commission on which you are interested in serving: Human Relations Commission

Name Joshua Earl

Number of years you have lived in/around Vermillion Vermillion/Yankton year-round: 6-7 years

Address

City Vermillion

State SD

Zip Code 57069

Phone Number

Email Address

Occupation Graduate Teaching Assistant

Employer University of South Dakota

Business Address *Field not completed.*

Prior elected or appointed offices held (if any)

N/A

Present and past community volunteer activities

N/A

Why are you interested in serving on this Board/Commission?

I want to be a part of Vermillion moving forward. In particular I love the idea of improving lives of local citizens through commissions' efforts.

Do you have any unique skills or

Some public relations training/education in undergrad

experience which would be beneficial to the City to know in selecting someone to serve?

Are there any particular projects, programs or goals you would like to see achieved while serving on the Board/Commission?

Not currently. I have a lot to learn but am willing to put in the work to be a useful part of the team.

Electronic Signature Agreement

I agree.

Electronic Signature

Joshua R Earl

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From: noreply@civicplus.com
To: [Vermillion](#); [John Prescott](#); [James Purdy](#)
Subject: Online Form Submittal: Citizen Board/Commission Expression of Interest Form
Date: Thursday, April 30, 2020 3:01:09 PM

Citizen Board/Commission Expression of Interest Form

Board/Commission on which you are interested in serving: HUMAN RELATIONS COMMISSION

Name	Brenda S Fergen
Number of years you have lived in/around Vermillion	15 years in Vermillion, My first 21 years were in Dimock/Parkston area
Address	[REDACTED]
City	Vermillion
State	SD
Zip Code	57069
Phone Number	[REDACTED]
Email Address	[REDACTED]
Occupation	Adjunct Professor
Employer	Western Iowa Tech Community College
Business Address	N/A
Prior elected or appointed offices held (if any)	N/A
Present and past community volunteer activities	PTA volunteer art teacher in 2nd and 5th grades for 8 years Member of ESA philanthropy group for 9+ years, Past President of this group Volunteer soccer coach
Why are you interested in serving on this Board/Commission?	<i>Field not completed.</i>
Do you have any unique skills or	I have a Ph.D. in Sociology and have been teaching as an adjunct for Western Iowa Tech Community College for the last 5

experience which would be beneficial to the City to know in selecting someone to serve?

years. I teach courses in Introduction to Sociology and Diversity. Social justice is very important to me. I am also research-oriented and like to look at data for patterns in behavior. Legal issues are always of interest to me. I have worked in the past as a market researcher so I am fairly skilled at researching issues, interviewing individuals, and looking for patterns in behavior.

Are there any particular projects, programs or goals you would like to see achieved while serving on the Board/Commission?

At this point, I am interested in the types of issues that come before this board. After I have more information on the issues, I would be better able to answer this question. I am always interested in justice for those individuals who are the recipients of prejudice, harassment, and discrimination,

Electronic Signature Agreement

I agree.

Electronic Signature

Brenda S Fergen

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From: noreply@civicplus.com
To: [Vermillion](#)
Subject: Online Form Submittal: Citizen Board/Commission Expression of Interest Form
Date: Thursday, April 2, 2020 6:13:06 PM

Citizen Board/Commission Expression of Interest Form

Board/Commission on which you are interested in serving: Vermillion Human Relations Commission

Name Codylee Riedmann

Number of years you have lived in/around Vermillion 9 in August

Address

City Vermillion

State SD

Zip Code 57069

Phone Number

Email Address

Occupation ^You missed a C -- Student, Bartender

Employer Carey's Bar

Business Address 12 W Main St

Prior elected or appointed offices held (if any) I ran (and lost) for SBA President at the law school, but that's okay, there's always next year.

Present and past community volunteer activities I've recently begun to ramp up my community volunteer activities. I've helped organize a food drive, collected petition signatures to act as a placeholder on the ballot for State Senator for the Democratic Party here in district 17.

Why are you interested in serving on this Board/Commission? I am interested in the Human Relations Commission because Vermillion has given me a sense of community that I never previously experienced. The relationships I have built in this town will last me a lifetime, and there is not a place I can go in this country without knowing someone within a two hundred mile radius, it seems.

I also have a passion to help those in this community who are the most vulnerable. I believe that it is my duty to use my privilege in a manner that lifts those less fortunate than I up as much as I can. By serving on the Human Relations Commission, I will have an opportunity to help others in an official capacity, as well as access to the resources and the guidance of the other members.

Do you have any unique skills or experience which would be beneficial to the City to know in selecting someone to serve?

Since I moved to Vermillion, I have worked at Red Steakhouse, Silk Road, and Carey's Bar. In that time, I've developed relationships with the common working class people, the student body, the faculty of the University, as well as the small business owners here in town.

I believe that I have built a public persona that can serve the city, by facilitating the means of communication, to help create relationships between previously unconnected groups of people. My political science education at USD has given me the insights necessary to understand the intricacies of bureaucracy, and my law education has given me a desire to help educate others on their rights as citizens..

Are there any particular projects, programs or goals you would like to see achieved while serving on the Board/Commission?

I believe that my experience as a student, in combination with my long time service of the community in the restaurant and bar industries, puts me into a special position to help create connections between the short and long term residents of Vermillion.

I seek to help see a rise in civic engagement in the younger residents of the town. Provide an easier source of information for people to access when they have questions regarding the events and happenings in town.

I am currently looking to collect and build information on the rental housing situation here in Vermillion. In this, I hope to have a central source of information for the renters of Vermillion. My main goal for this project is to create a central source of accessible information for people to utilize in order to educate themselves, as well as their neighbors.

Ultimately, my main goal is to help make lasting, measurable change here in Vermillion. It is the least I can do.

Electronic Signature Agreement

I agree.

Electronic Signature

Codylee A Riedmann

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From: noreply@civicplus.com
To: [Vermillion](#); [John Prescott](#); [James Purdy](#)
Subject: Online Form Submittal: Citizen Board/Commission Expression of Interest Form
Date: Friday, April 17, 2020 10:13:47 PM

Citizen Board/Commission Expression of Interest Form

Board/Commission on which you are interested in serving: Human Relations

Name Julia Wessel

Number of years you have lived in/around Vermillion 13

Address

City Vermillion

State SD

Zip Code 57069

Phone Number

Email Address

Occupation Paralegal/Owner

Employer Rapid Investigations & Document Service

Business Address Same

Prior elected or appointed offices held (if any) None

Present and past community volunteer activities Head Start Grantee Board & Head Start Governance

Why are you interested in serving on this Board/Commission? I care deeply about equality, human rights, and ensuring everyone in the community has their voice heard.

Do you have any unique skills or I'm an excellent researcher & tied into the legal community. I have tremendous life experience in low income and ethnically & racially diverse populations.

experience which would be beneficial to the City to know in selecting someone to serve?

Are there any particular projects, programs or goals you would like to see achieved while serving on the Board/Commission?

I have an open mind in this regard. I am mainly concerned that all stakeholders have a voice and that there is an eye towards equity and justice.

Electronic Signature Agreement

I agree.

Electronic Signature

Julia M Wessel

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From: noreply@civicplus.com
To: [Vermillion](#); [John Prescott](#); [James Purdy](#)
Subject: Online Form Submittal: Citizen Board/Commission Expression of Interest Form
Date: Tuesday, April 14, 2020 6:09:42 PM

Citizen Board/Commission Expression of Interest Form

Board/Commission on which you are interested in serving: Vermillion Human Relations Commission

Name Gerald Yutzenka

Number of years you have lived in/around Vermillion 36

Address

City Vermillion

State South Dakota

Zip Code 57069

Phone Number

Email Address

Occupation Retired: emeritus Assoc Professor/Assoc Dean Diversity and Inclusion ,SSOM

Employer USD Sanford School Of Medicine

Business Address 1096 Valley View Dr

Prior elected or appointed offices held (if any) None within the City of Vermillion

Present and past community volunteer activities 1986-2000: Optimist Club of Vermillion
1987-1991: St Agnes School Board
1991-1994: Cub Scout Den Leader
2000-2006: Vermillion Sertoma Club
2004-2014: Dakota Hospital Foundation, Board of Directors

Why are you interested in serving on this Board/Commission? During the past 25 years of my professional career I have been appointed to positions in which I directed and /or otherwise participated in a number of efforts to promote diversity, inclusion

and equity within the Medical School and the University. I view working with other members of the Human Relations Committee as an opportunity to continue to promote efforts to enhance understanding and to work to effectively address elements related to inclusion and equity within the Vermillion community.

Do you have any unique skills or experience which would be beneficial to the City to know in selecting someone to serve?

Over the years I have had opportunities and occasions to be involved in efforts to address issues and promote elements relative to diversity, inclusion and equity. I have held membership in (and assumed leadership roles) several Vermillion community organizations including the Optimist Club, Sertoma and the Dakota Hospital Foundation (2004-2014). Within the Medical School I have been appointed to positions as Director of Admissions (1991-2000), Director of Diversity (2000-2014) and Associate Dean, Diversity and Inclusion (2014-2019). In those positions led efforts to enhance the participation of under-represented groups relative to careers in medicine and other healthcare professions. 2015-2018 I served as the co-chair of the USD Presidents Council on Diversity and Inclusiveness which was designed to offer guidance and assistance to the USD President regarding issues of diversity and inclusion. From 2015-2018 I served as the National chair of the Committee on Student Diversity Affairs, within the Group on Student Affairs of the Association of American Medical Colleges. This committee served to discuss, develop and suggest means by which to effectively address the needs of diverse medical students and promote inclusion and equity within US medical schools

Are there any particular projects, programs or goals you would like to see achieved while serving on the Board/Commission?

At this time I have no particular projects in mind.

A goal certainly would be to work in support of the efforts of this Commission in effectively addressing areas of concern and promoting the City's efforts relative to enhancing human rights and civil rights of the citizens of this community.

Electronic Signature Agreement

I agree.

Electronic Signature

Gerald J. Yutzenka

Email not displaying correctly? [View it in your browser.](#)



Council Agenda Memo

From: Jose Dominguez, City Engineer
Meeting: May 4, 2020
Subject: Amendment No. 2 on Work Order for Design of Proposed Shared Use Path Repair Options
Presenter: Jose Dominguez

Background: Currently, portions of the shared use path between 12th Street and the west terminus of the Vermillion River hike/bike trail have fallen into the river. Because of the missing portions or dangerous conditions, the trail has been closed since 2012. A section of the trail was reopened in 2014 after it was reconstructed farther away from the Vermillion River.

In 2018, the Staff had a few conversations with the property owners regarding the proposed route and required easements, regarding the proposed path along the river. In April 2019, Staff brought the City Council up to speed regarding all of the conversations with the adjoining property owners. After the City Council was brought up to speed on the conversations, the Council instructed Staff to come up with a different route that would reduce the amount of land acquisitions. These options were presented to the City Council at a November 2019 noon meeting. At this meeting the Council chose to place the shared use path on the south side of West Broadway Street between the curb and property line, and work with Nutrien Ag Solutions to see if it would be possible to place the path along their south and west property lines. Doing this would move the path away from their weight scale. This would require that an amendment to the original agreement with Banner be completed.

Discussion: The original agreement with Banner was approved by the City Council on January 15, 2018. That agreement allowed Banner to complete construction plans based on the idea that the shared use path would be constructed along the river. These were supposed to be completed in July 1, 2018 with construction being completed by January 1, 2020. Due to the length of time the conversations with the property owners took, and the fact that the City had not received direction from the DOT regarding an agreement with Banner, the City requested an extension for the project completion. The DOT issued amendment number one on December 6, 2019, which extended the deadline to December

31, 2024.

The amendment being considered today will cover the cost of the additional survey needed for the completion of the design. Based on the City Council's direction, Staff asked Banner to acquire an additional survey. This survey was needed along one of the properties in order to complete the design of the shared use path.

Staff will still be contacting the property owners to discuss how the new direction will affect them. Once all of this is ironed out, Staff will ask Banner to complete the construction documents needed to bid the project.

Financial Consideration: The cost associated work order will be paid by the DOT through the Federal Grant received by the City in 2006. The cost for this work order will be \$18,491.92. This is a \$4,000 increase to the original agreement's cost of \$14,291.92.

Conclusion/Recommendations: Administration recommends that the City Council approve and sign amendment number two for the design of the shared used path along the Vermillion River.



Department of Transportation
Division of Planning and Engineering
Local Government Assistance
700 East Broadway Avenue
Pierre, South Dakota 57501-2586
PHONE: 605/773-8148 FAX: 605/773-4870

April 16, 2020

Mr. Rich Uckert, PE
Banner Associates, Inc
409 22 AVE S
Brookings, SD 57006

RE: Amendment #2
Work Order #LGA-93-17 under Agreement Number 410681
Project EM 8014(36), PCN 05NK, City of Vermillion

Dear Mr. Uckert

Enclosed please find one copy of the noted amendment. Please sign and forward to the City of Vermillion for their signature. Once all the requisite signatures are obtained, I will return a signed amendment to your office. **(Please note that I will accept a color scan from the city, sent to my e-mail below, in place of a hard copy due to the current situation. We will print and affix a wet signature and this version will serve as the original. Please discuss with the City and see if that option works for you both.)** This work is to be performed under the terms of the agreement between your firm and the South Dakota Department of Transportation.

Sincerely,

LOCAL GOVERNMENT ASSISTANCE

Coleen Kusser, Consultant Services Specialist

Coleen.kusser@state.sd.us

Enclosures

cc: Work Order file

AMENDMENT #2

PROJECT – EM 8014(36), PCN 05NK, City of Vermillion,

Banner Associates- AGREEMENT # 410681 - WORK ORDER LGA-93-17

* Due to a change in scope submitted (see attachment), pre-approved by Paula Huizenga, Banner Associates has requested an amendment. Changes are as follows:

- Maximum limiting amount will increase from \$ 14,291.92 AMT to \$ 18491.92 (\$4,200.00 increase).
- Fixed fee will increase from \$ 1,499.75 to \$ 1917.06 (\$417.31 increase).
- Overall Completion date shall remain unchanged.

**WORK ORDER FOR CONSULTANT SERVICES
LOCAL GOVERNMENT PROJECTS**

GENERAL

DOT 917-B
06/02/2017

1 **Work Order No.** LGA-93-17 2 **Agr. No.** 410681 3 **Date** 4/16/2020
 4 **Amendment No.** 2
 5 **Consultant** Banner Associates, Inc.

PROJECT INFORMATION

6 **Project No.** EM 8014(36) 7 **PCN** 05NK 8 **County** City of Vermillion
 9 **Project Description** Preliminary Engineering
 10 **Project Location** Connecting Existing Shared Use Path along Broadway Avenue in Vermillion
 11 **Work Type** Design
 For Specifics on the Scope of Work, See Attachment I
SERVICES REQUIRED See Attachment II

REIMBURSEMENT FOR TRAVEL See Attachment II

12 MAXIMUM LIMITING AMOUNT \$14,291.92	13 FIXED FEE \$1,499.75
14 Amendment Amount \$4,200.00	15 FIXED FEE \$417.31
16 New Maximum Limiting Amount \$18,491.92	17 FIXED FEE \$1,917.06

18 **COMPLETION DATE** 012/31/2024
 See Attachment I for interim dates and deliverables.

CONTACT PERSONS

Consultant Rich Uckert, PE
City or County City of Vermillion, Official
SDDOT Paula Huizenga, Project Manager

INSURANCE REQUIREMENTS

20 Type of Insurance	Expiration Date	On File
General Liability	11/01/2020	Yes
Automobile Liability	11/01/2020	Yes
Workers Compensation	11/01/2020	Yes
Errors and Omissions	10/03/2020	Yes

APPROVAL BY:

Consultant: *Richard Uckert* 4/17/2020
 Date
County: _____ Date
 Concurrence
 Date
 21 **DOT:** _____ Date

DISTRIBUTION:

- (3) Originals - 1 Consultant, 1 Finance Office, 1 Originating Office
- (1) Copy - Local Government Agency
- (1) Copy - 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

M E M O R A N D U M

DATE: April 16, 2020

TO: Richard Uckert P.E., Banner Associates

FROM: Paula Huizenga, Grant Program Engineer
Local Government Assistance

SUBJECT: Survey and Preliminary Plans Preparation for EM 8014(36) PCN 05NK –
Connecting Shared Use Path along Broadway Avenue in Vermillion, SD.

Amendment to Existing Work Order – LGA-93-17

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 submit it to Local Government Assistance in care of Coleen Kusser (coleen.kusser@state.sd.us), Consultant Services Specialist, for preparation of the work order under the State's retainer contract.

SCOPE OF SERVICES - Amendment

Survey and complete preliminary design of a 3rd alternative for the shared use path route in Vermillion. Complete a topographic and boundary surveys for the new route plus preliminary design to present to stakeholders.

cc: Coleen Kusser
File

ENGINEERING COST ESTIMATE - Amendment #2 (3rd Alternative Surveying & Evaluation)
EM 8014(36) PCN 05NK

ATTACHMENT

Connecting Existing Shared Use Path along Broadway Avenue
Vermillion, SD

1. DIRECT LABOR SALARY COST:

Rich Uckert - Project Manager	4 hrs. x	\$53.51	=	\$214.04
Justin Bucher - Project Engineer	8 hrs. x	\$31.85	=	\$254.80
Nathan Nielson - Survey Coordinator	8 hrs. x	\$41.11	=	\$328.88
Austin Johnson - Land Surveyor	20 hrs. x	\$32.21	=	\$644.20
TOTAL DIRECT LABOR COST	40 hrs.			\$1,441.92

2. LABOR OVERHEAD COST:

Employee Benefits	50.031 % x	\$1,441.92	=	\$721.41
G & A Overhead	91.144 % x	\$1,441.92	=	\$1,314.22
TOTAL LABOR OVERHEAD COST				\$2,035.63

3. TRANSPORTATION COST:

Meals	2 x	\$14.00	=	\$28.00
Vehicle	260 mi. x	\$0.551	=	\$143.26
TOTAL TRANSPORTATION COST				\$171.26

4. MATERIALS & SUPPLIES COST:

Photocopies	50 ea. x	\$0.0780	=	\$3.90
Postage	at cost		=	\$25.00
Miscellaneous	at cost		=	\$80.18
TOTAL MATERIALS AND SUPPLIES COST				\$109.08

5. TOTAL COST:

= **\$3,757.89**

From: [Huizenga, Paula](#)
To: [Richard Uckert](#)
Cc: ["Josed@cityofvermillion.com"](#); [Clocksin, Noel](#); [Kusser, Coleen](#)
Subject: RE: [EXT] PCN 05NK EM 8014(36) Vermillion Shared Use Path
Date: Wednesday, April 1, 2020 8:55:50 AM
Attachments: [Vermillion SOS ammendment.doc](#)

Rich – Please consider this email your verbal notice to proceed survey and preliminary design of a 3rd alternative for the shared use path route in Vermillion.

This verbal is being provided so that Banner Associates can complete the survey next week in order to complete the design of the project to meet letting dates for next spring.

Please let me know if there are any questions.

Thank you,
Paula Huizenga
222-7710



Council Agenda Memo

From: Shane Griese, Utilities Manager

Meeting: May 4, 2020

Subject: Resolution Fixing the Time and Place for a Hearing and Notice of Hearing on the Special Assessment Roll for Installation of Street Lighting Along West Main Street West of Stanford Street

Presenter: Shane Griese

Background: At the October 21, 2019 meeting, the City Council approved a Resolution Adopting the Resolution of Necessity for Installation of Street Lighting along West Main Street west of Stanford Street. Work has been completed and the final payment has been authorized. The special assessments were calculated and filed with the Finance Officer on April 27, 2020.

Discussion: Per State statute, the City is required to hold a public hearing to allow the affected property owners to review and discuss any concerns regarding the assessed value. The property owners to be assessed will also be notified of the hearing by mail. The public hearing notice will be published in the Plain Talk.

Financial Consideration: The construction cost was \$10,045.60. This assessable value does not include the administrative fee of 8%, which brings the total to \$10,849.23.

Conclusion/Recommendations: Administration recommends approving the Resolution to set a hearing date of June 1, 2020 for the special assessments roll for street lighting improvements on West Main Street, west of Stanford Street, and provide for publication of notice of hearing as well as the mailing notice to listed property owners.

**RESOLUTION FIXING THE TIME AND PLACE FOR A HEARING
AND NOTICE OF HEARING ON THE SPECIAL ASSESSMENT ROLL
FOR INSTALLATION OF STREET LIGHTING ALONG WEST MAIN STREET WEST
OF STANFORD STREET**

WHEREAS, a special assessment roll was filed in the office of the City Finance Officer of the City of Vermillion, Clay County, South Dakota, on the 27th day of April, 2020, for the installation of street lights along West Main Street West of Stanford Street, in front or abutting lots in the City of Vermillion, Clay County, South Dakota, said special assessment being against the property abutting upon said improvement; and

WHEREAS, said assessment roll, now on file in the office of the City Finance Officer of the City of Vermillion, South Dakota, is open for public inspection and is referred to for further particulars; and

WHEREAS, said assessment roll shows as follows:

1. The name of the owner(s) of each lot to be assessed, as shown by the assessment rolls, of the Director of Equalization.
2. A description by lot, block and addition, or by metes and bounds of each parcel of land to be assessed, recognizing divisions by deed of platted lots, and obtaining the legal description of land as of the date of the adoption of the Resolution of Necessity for such improvement;
3. The amount assessed against each lot;
4. The number of installments, the rate of interest deferred installments shall bear, and the whole of such assessment, or any installment thereof, may be paid at any time, and that all installments paid prior to the respective due dates shall be deemed paid in inverse order of their due date;
5. Whenever the word "lot" appears therein, it shall be construed to include tracts and other parcels of land.

<u>Owner</u>	<u>Description</u>	<u>Parcel ID Number</u>	<u>Total (w/fee)</u>
Bliss Janice Gayle	1200 W. Main Street Lot 5, Blk 1 Bliss 2nd Addn	15091-00100-050-00	\$767.50
Bunyan's LLC	1201 W. Main Street Lots 1 & 2, Exc Lot H1 Blk 1, Bliss Addn	15090-00100-020-00	\$1,479.32
Freidel Joanne R	1310 W. Main Street Lot 4, Blk 1 Bliss 2nd Addn	15091-00100-040-00	\$1,756.54
Vermillion Area Chamber & Development Company	1317 W. Main Street Lot 12, Blk 6 Bliss Pointe Addn	15093-00600-000-00	\$2,106.10

Gregoire Troy & Kristine	1324 W. Main Street Lot 3, Blk 1 Bliss 2nd Addn	15091-00100-030-00	\$1,756.54
Bliss Kevin	1411 W. Main Street Lot 13, Blk 6 Bliss Pointe Addn	15093-00600-130-00	\$1,839.21
Heine Julie	1412 W. Main Street Lot 2, Blk 1 Bliss 2nd Addn	15091-00100-020-00	\$927.04
Valiant Vineyards Inc	1500 W. Main Street Lot 1, Blk 1 Bliss 2nd Addn	15091-00100-010-00	\$216.98

Ten Equal Annual Installments at Ten Percent Interest for deferred payments

NOW, THEREFORE, BE IT RESOLVED, that Monday, the 1st day of June, 2020, at the hour of 7:00 p.m. in the City Council Chambers at City Hall located at 25 Center Street, in the City of Vermillion, Clay County, South Dakota, be and the same is hereby fixed as the time and place for hearing upon said assessment roll. Any interested person may appear and show cause why the Governing Body of said City of Vermillion, South Dakota, should not approve and levy said assessments against the respective premises as set forth in said assessment roll, to defray the costs of the construction of said improvement.

BE IT FURTHER RESOLVED, that the Finance Officer of the City of Vermillion, Clay County, South Dakota, shall be and is hereby authorized and directed to cause this Resolution and Notice to be published in the official newspaper in the City of Vermillion, South Dakota, one week prior to the date set for such hearing.

BE IT FURTHER RESOLVED, that the Finance Officer of the City of Vermillion, Clay County, South Dakota, shall mail a copy of this Resolution and Notice, by first-class mail, with postage thereon fully prepaid, addressed to the owner(s) of any property to be assessed for such improvement at their address as shown by the records of the Director of Equalization. Such mailing shall be done at least one (1) week prior to the date set for said hearing.

Dated at Vermillion, South Dakota, this 4th day of May, 2020.

THE GOVERNING BODY OF THE CITY OF
VERMILLION, CLAY COUNTY, SOUTH DAKOTA:

By: _____
Kelsey Collier-Wise, Council President

ATTEST:

Michael D. Carlson, Finance Officer

SEAL

CERTIFICATION OF ADOPTION:

Adoption of the above and foregoing Resolution and Notice was moved by Alderman _____, seconded by Alderman _____ and said Resolution and Notice was thereafter put to a vote of the Governing Body, whereupon ___ members voted in favor thereof and ___ members voted in opposition thereto; said Resolution and Notice being by the Mayor declared adopted.

Michael D. Carlson, Finance Officer

Approved: May 4, 2020
Publish: May 22, 2020

Council Agenda Memo

From: John Prescott, City Manager
Meeting: May 4, 2020
Subject: 2020-2024 Capital Improvement Plan
Presenter: John Prescott

Background: At the April 20, 2020 Noon City Council meeting, staff presented a Capital Improvement Plan for City Council discussion and review. Since the presentation, staff has reviewed the plan and corrected minor errors and typos. As was discussed during the presentation of the draft, COVID-19 has cancelled or delayed some projects originally approved for the current 2020 budget year. Depending on the economic impact of COVID-19, some projects currently proposed for 2021 may be delayed during adoption of the 2021 budget in September when more complete financial information is available.

Discussion: The Capital Improvement Plan does not allocate funding for any particular project. One of the goals of the Capital Improvement Plan (CIP) is to present ideas to the City Council and community about projects that may be undertaken in the next five years. For example, some of the larger projects in the 2020-2024 CIP currently proposed for discussion during the 2021 budget process are:

- Downtown Infrastructure plan - \$2,510,000 (total from three funds)
- SD Highway 50 drainage ditch project - \$1,500,000
- Pavement treatments and maintenance - \$157,500 (chip seals, overlays, surfacings, etc.)
- Fourth year of five-year plan for AMI meter conversion - \$295,000 (water and electric)
- Prentis Baseball outfield renovation - \$220,000
- Ultraviolet system replacement at Wastewater Treatment Plant - \$200,000
- New Library materials - \$92,000
- Public Safety radio replacement and upgrades

There is the potential for current projects during 2020 to extend into the 2021 budget. There are many other projects included in the CIP for 2021 that are not as costly but will also be beneficial to the community. It may or may not be possible to fund all of the projects included in the CIP in the proposed budget year. However, it is important for the City Council to identify projects for staff to work toward accomplishing. The Capital Improvement Plan will then assist the City Council and staff with planning future budgets. In some instances, the document may help with grant applications as it demonstrates the City has a plan for future projects.

Financial Consideration: None at this time.

Conclusion/Recommendations: Administration recommends adoption of the 2020-2024 Capital Improvement Plan.

Council Agenda Memo

From: Shane Griese, Utilities Manager
Meeting: May 4, 2020
Subject: Tom Street Lift Station Facility Plan Agreement
Presenter: Shane Griese

Background: In 2014 an assessment was performed on the Tom Street Lift Station which was installed in 1975. The assessment also looked at the upstream and downstream receiving sewers, to determine their capacity and condition and assess their ability to serve future loads of the Bliss Point Addition. At that time, the Bliss Pointe housing development was just getting started and it was unknown how quickly it would develop and the additional demand the development would place on the lift station.

Due to the age of the lift station and condition of the lift station at that time, the assessment estimated replacement would be required between 2025-2035. Recommendations were made for improvements that could potentially add 10 to 20 years of life to the lift. Those improvements were estimated to cost 30% of the cost for full replacement of the lift station in 2014 dollars. Due to the significant cost of the repairs in comparison to the cost of a new lift station, as well as the current layout of the existing lift station, full replacement at a later date was the suggested option.

Discussion: As the City plans for replacement of the lift station in 2021, we need to have a Facility Plan performed. The Facility Plan will evaluate the current condition and capacity of the lift station utilizing some of the data collected for the 2014 Assessment. It will also update information from 2014 to the present. The Facility Plan will meet all state requirements and allow the City to apply for loan and grant funding to assist with the cost of needed improvements. The agreement has been attached for your review.

Financial Consideration: Banner Associates has given a proposed cost not to exceed \$14,000.00 to perform the Facility Plan. This work has been budgeted for by the Wastewater Department.

Conclusion/Recommendations: Administration recommends approving the agreement with Banner Associates, Inc. in an amount not to exceed \$14,000 for the Facility Plan.



Banner Associates, Inc.
409 22nd Ave So, Box 298
Brookings, SD 57006
Tel 605.692.6342
Toll Free 855.323.6342
www.bannerassociates.com

April 28, 2020

Mr. Shane Griese, Utilities Manager
City of Vermillion
25 Center Street
Vermillion, SD 57069

Re: Letter of Contract for Engineering Services
Tom Street Lift Station Facility Plan

Dear Mr. Griese:

Banner Associates, Inc. ("Banner") is pleased to submit this letter of contract for Engineering Services to complete a Facility Plan for the Tom Street Lift Station in Vermillion, South Dakota. The Facility Plan will evaluate the condition and capacity of the Tom Street Lift Station using the information documented in the 2014 technical memorandum on the lift station. It will also prepare alternatives to replace or rehabilitate the lift station. The Facility Plan will also meet the requirements of the South Dakota Department of Environment and Natural Resources (SD DENR) and allow the City to apply for loan and grant funding for improvement needs.

Engineering Scope of Services:

The scope of work and associated deliverables for this project can be found in the attached Exhibit A and includes the following tasks:

- Task Series 100 – EVALUATION OF EXISTING FLOWS AND PROJECTED CAPACITY
- Task Series 200 – DETERMINATION OF EXISTING CONDITIONS
- Task Series 300 – LIFT STATION ALTERNATIVE EVALUATION
- Task Series 400 – ENVIRONMENTAL INFORMATION DOCUMENT
- Task Series 500 – REPORT PREPARATION
- Task Series 600 – PROJECT COMMUNICATION

Exclusions:

Based on our understanding of the project, the following items are excluded from our Scope of Services:

- Developing land use plans that identify potential growth areas
- Chemical analysis of wastewater samples
- A comprehensive sewer user rate study (We will be providing a simplified budget analysis with impacts to user fees for the recommended improvements based on opinions of probable cost and number and type of users in the system.)
- Completion and submission of the State Water Plan Application
- I&I analysis

- Phase 1 Archaeological Study

Client Obligations:

- Provide information as discussed in Exhibit A

Engineering Services Compensation:

We are proposing to complete the above described Engineering Services for the hourly (not to exceed) amount including reimbursable expenses of \$14,000 plus applicable taxes the preparation of the Tom Street Lift Station Facility Plan. The current schedule of labor rates and expenses is provided as Exhibit B to this agreement. This schedule is updated annually. Any work that falls outside this scope will be billed separately based on our hourly rates in accordance with the attached fee schedule.

Time Schedule of Work:

Banner agrees to complete the Facility Plan according to the following schedule:

<u>TASK</u>	<u>COMPLETION DATE</u>
Notice to proceed with study	May 2020
Alternative evaluation	May - July 2020
Provide draft report for review and comment	August 2020
Provide final report with recommendations	September 2020
City to complete public hearing and council presentation	September 2020

If the notice to proceed is delayed, the subsequent dates will also have to be adjusted by a corresponding amount of time.

Concurrence:

This Letter of Contract incorporates and includes Banner's Schedule of Labor Rates and Expenses and General Conditions.

If you have any questions regarding this contract, please do not hesitate to contact me.

Sincerely,



Brad Wermers, PE
President
Banner Associates, Inc.



Tanya L. Miller, P.E.
Project Manager
Banner Associates, Inc.



Page 3

Enclosures:

1. Exhibit A – Scope of Services
2. Exhibit B – Schedule of Labor Rates & Expenses/General Conditions

ACKNOWLEDGMENT OF ACCEPTANCE

Accepted this _____ day of _____

Client: City of Vermillion, SD



Exhibit A - Scope of Services Tom Street Lift Station Facility Plan

PROJECT APPROACH – GENERAL REQUIREMENTS OF THE WASTEWATER SYSTEM FACILITY PLAN

The City plans to request funding for the Tom Street Lift Station improvements. Completion of a Facility Plan is required as part of state or federal funding applications. The Tom Street Lift Station Facility Plan will evaluate and document the current capacity and condition of the lift station. It will also evaluate alternatives for improvements to the lift station and provide opinions of cost for those improvements.

The Tom Street Lift Station Assessment technical memorandum prepared on June 9, 2014 will be used to provide much of the information for the Facility Plan document.

The primary tasks of the Facility Plan are as follows:

TASK 100 – EVALUATION OF EXISTING FLOWS AND PROJECTED CAPACITY

A lift station calibration will be completed to verify current pumping capacity. Historical lift station flow information from the June 9, 2014 technical memorandum will be compared to current flows from available pump run time data flow data. Projected flows from the technical memorandum will be compared with recent lift station flows and used to adjust the estimated future load for the Tom Street Lift Station service basin, if necessary.

TASK 200 – DETERMINATION OF EXISTING CONDITIONS

Information from the June 9, 2014 technical memorandum will be used summarize the exiting condition and capacity of the Tom Street Lift Station. This will include discussion of the lift station pumping and wetwell capacity in comparison to Hydraulic Institute Standards requirements. The remaining useful life of the lift station will also be discussed. The technical memorandum’s analysis of the upstream gravity sewer, forcemain, and downstream receiving gravity sewer capacities will be used in the Facility Plan. No further analysis of the pipe capacity or modeling of the sewer system is included with this scope.

TASK 300 – LIFT STATION ALTERNATIVE EVALUATION

Task 301 – Alternatives Considered

Three alternatives have been identified for consideration in this Facility Plan. Conceptual layouts and/or descriptions of each alternative will be provided to allow for preparation of opinions of costs and final evaluation.

- ✓ Rehabilitate the existing Tom Street Lift Station.
- ✓ Replace the Tom Street Lift Station with a submersible lift station with access outside the street.
- ✓ Replace the Tom Street Lift Station with a can-style lift station with access outside the street.

Task 302 – Evaluation of Alternatives

Each alternative selected and presented in Task 301 will be evaluated for its potential to address the current and future needs of the service area. The evaluation will also consider phased modifications, if appropriate.

The Banner team will review the findings of the evaluation of alternatives with the City. The results will be included in the Facility Plan and used to select the recommended alternative.

Task 302 – Prepare Opinions of Probable Cost

The report will include cost breakdowns and 25-year life-cycle cost analysis for each viable alternative. A life-cycle cost analysis considers both the up-front capital costs along with the long-term operation and maintenance costs such as labor, equipment maintenance, and equipment replacement. The recommendation will include the cost of the proposed improvements, as well as the implementation plan and schedule. The impact on user rates will be determined by adding the cost of the anticipated annual debt payment to the existing rates based on a typical 5,000-gallon customer user rate

TASK NO. 400 – ENVIRONMENTAL INFORMATION DOCUMENT

An Environmental Information Document is required by the SD DENR as part of each Facility Plan. It summarizes the environmental conditions in the project study area and includes:

- ✓ Items of Historical and Archaeological significance.
- ✓ Flood plains, flood elevations, wetlands, and aquifers.
- ✓ Agricultural lands.
- ✓ Fish and Wildlife resources including threatened and endangered species.
- ✓ Air and Water quality in the general area.
- ✓ Project impacts, purpose, and need.

Maps showing known, documented wetlands, historic properties, and other pertinent features that may be affected by any improvements will be included with the report.

To obtain environmental clearance for the project, clearance letters are sent to affected agencies allowing them the opportunity to comment on the proposed project. Letters will be sent to the following agencies with a map showing the project area and requesting that they provide a response within 30 days:

- ✓ United States Department of Interior.
- ✓ SD Dept. of Game, Fish, and Parks.
- ✓ United States Department of Agriculture.
- ✓ U.S. Army Corps of Engineers, Omaha District.
- ✓ US Fish and Wildlife.

The SD DENR will also be solicited for comments regarding cultural resources. The Cultural Resources Effects Assessment Summary form will be submitted as part of this correspondence.

A Phase 1 Archaeological Study may be required to verify that previously undisturbed property. If this is needed, the City will need to enter into a separate contract with an archaeologist qualified to complete this work. The study is anticipated to cost no more than \$5,000.00.

TASK 500 – REPORT PREPARATION**Task 501 – Report Preparation**

The Facility Plan will summarize the findings of Tasks 100 through 400. The final recommended improvements to meet the City’s wastewater needs for the next 25 years will be summarized in a clear, concise manner and prove to be a useful document that can be referenced over the years as the improvements are implemented.

Task 502 – QA/QC Review

Banner will conduct an internal peer review on the completed report prior to review with the City. Following the internal review, Banner will incorporate any changes or modifications identified prior to submitting the Facility Plan to the City for review.

TASK 600 – PROJECT COMMUNICATION

We understand the importance of communication and that is why it will be a continuous process, part of the project from beginning to end. In addition, Banner recognizes that a key component of communication is listening. Banner intends to listen to City Staff to understand the challenges with the lift station and obtain feedback from Staff on the leading alternatives throughout our evaluation.

Task 601 – Project Meetings

Meetings will be required during the project to obtain information, discuss findings and review progress. Because of the prior assessment completed on this lift station, only one (1) project meeting is proposed and would take place at the Vermillion City Hall.

- ✓ 90% Review Meeting – A 90% review meeting will be held at the end of the project to review the draft report with City staff. City questions will be answered, and any changes required will be made prior to finalization of the Facility Plan.

Task 602 – Presentation of Report

The draft report will be provided for review and comment after the 90% meeting. One (1) copy of the draft report will be prepared. Following City review, Banner will appropriately address comments received and proceed with a final version of the report for acceptance by the City. One (1) copy of the final report will be provided.

Task 603 – City Council Presentation and Public Hearing

City Council Presentation – City staff will present the Facility Plan findings to the City Council at one of their regularly scheduled meetings.

The Facility Planning process requires that a public hearing be held. City staff will conduct the public hearing. Banner will provide the City with a PowerPoint presentation of the Facility Plan for use during the public hearing. The presentation will include the project need, the alternatives considered and project costs. It will also include exhibits to assist in providing a better understanding of the proposed improvements. The City of Vermillion will be responsible for publishing the “Notice of Public Hearing” in an appropriate legal newspaper, 10 days prior to the hearing. A copy of the affidavit of publication will be required for inclusion with the final Facility Plan.



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ITEMS PROVIDED BY THE CITY

The following items will be provided by the City of Vermillion.

- 1) Available Tom Street lift station pump run time data since 2014

End of Exhibit A



Banner Associates, Inc.
 409 22nd Ave So, Box 298
 Brookings, SD 57006
 Tel 605.692.6342
 Toll Free 855.323.6342
www.bannerassociates.com

SCHEDULE OF LABOR RATES AND EXPENSES

January, 2020

Administrative	\$55.00 to \$145.00/Hour
Surveying/Geomatics	\$75.00 to \$130.00/Hour
Engineering Technician.....	\$65.00 to \$105.00/Hour
Engineering Intern.....	\$65.00 to \$105.00/Hour
Project Engineer	\$105.00 to \$145.00/Hour
Project Manager	\$130.00 to \$210.00/Hour

1. Meals at State Rates.
2. Lodging at actual cost.
3. Reimbursables:

Mileage.....	\$0.55/Mile
Photocopy	0.08/Copy
Black & White 11x17 Laser Prints.....	0.15/Sheet
4. All other direct project expenses at actual cost of materials.

Rates are subject to change annually.

GENERAL CONDITIONS

Agreement. The entire Agreement between the Client and Banner shall consist of the Letter of Contract, the Schedule of Labor Rates and Expenses and these General Conditions ("Agreement"). The Agreement represents the entire, integrated Agreement and supersedes all other negotiations, representations or agreements, either written or oral. The Agreement may be amended only by written agreement of the Parties. Banner's services are limited to those specifically identified in the Agreement.

Authorization to Proceed. Execution of this Agreement by the Client will be authorization for Banner to proceed with the Services, unless otherwise provided in the Agreement.

Cost Opinions. Any opinion of cost provided by Banner will be on a basis of experience and judgment, but, since construction costs are dependent upon many market and other conditions over which Banner has no control, Banner shall not be responsible for variations between actual costs and any opinion of cost.

Standard of Care. In the performance of its professional services, Banner will use that degree of care and skill ordinarily exercised by similarly situated professionals under like and similar circumstances. No express or implied warranties are applicable to, or provided with, any of Banner's services

Payment. Monthly invoices will include charges incurred during the preceding month. Payment of the invoice is due within thirty (30) days following the date of the invoice. A charge of one and one-half percent (1 1/2%) per month, or the maximum legal rate for commercial accounts, whichever is less, will be charged for late payment. Client shall be responsible for reimbursing Banner for all costs incurred in collecting delinquent amounts owed by Client.

Termination. This Agreement may be terminated for convenience upon 30 days' written notice, or for cause, if either party fails to substantially perform as required under the Agreement through no fault of the other party and does not commence to diligently correct such nonperformance within 5 days of receipt of written notice. Upon termination, Banner will be paid for all services authorized and performed up to the termination date plus reasonable termination expenses incurred by Banner as a result of the termination.. This Agreement will otherwise terminate upon completion of all applicable requirements of the Agreement. The Indemnity and Limitation of Liability Provision shall survive any termination of this Agreement.

Indemnity and Limitation of Liability. The Client agrees to defend, indemnify and hold Banner and its professionals, officers, employees representatives and agents harmless from and against all claims, costs, expenses (including attorney's fees and expenses) asserted against Banner in connection with the Project, including, but not limited to claims involving hazardous substances, except to the extent caused by the sole negligence of Banner. Banner's liability to the Client for losses, damages or injuries arising out of the performance of Banner's services or the Project will be limited to a sum not to exceed the greater of \$50,000 or Banner's fee (to a maximum of \$1,000,000 or the amount of any insurance available to cover such liability if less than \$1,000,000).

Severability. If any provision of this Agreement is held to be invalid or unenforceable, the remainder of the Agreement shall not be affected and shall continue to be valid and enforceable to the fullest extent permitted by law.

Hazardous Substances. Unless specifically stated in this Agreement, Banner shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site

Interpretation. This Agreement and any claims or disputes arising out of, or relating to, the Agreement shall be governed by the laws of the State of South Dakota, other than any choice of law provisions under South Dakota law.

No Third Party Beneficiaries. This Agreement is for the sole benefit of Client and Banner and nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, any third party against either Client or Banner.

Responsibility for Construction. The Client agrees that in accordance with generally accepted construction industry standards, Banner shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Project, since they are solely the responsibility of the contractor, and Banner shall not have control over or charge of, and shall not be responsible for, acts or omissions of the contractor, including, but not limited to the contractor's failure to perform its work in accordance with industry standards and the requirements of any plans and specifications.

CITY OF VERMILLION
 INVOICES PAYABLE-MAY 4, 2020

1 ADIDAS AMERICA, INC	MERCHANDISE	2,593.12
2 ADVANCED WEIGHING SYSTEMS	ANNUAL SUPPORT	1,695.00
3 APEX EQUIPMENT, LLC	REPAIRS	867.00
4 APPEARA	SHOP TOWELS	45.00
5 AQUA-PURE INC	CHEMICALS	9,857.60
6 ARAMARK UNIFORM SERVICES	UNIFORM CLEANING	563.10
7 ARGUS LEADER MEDIA #1085	SUBSCRIPTION	28.00
8 ATCO INTERNATIONAL	SUPPLIES	157.50
9 AVERA OCCUPATIONAL MEDICINE	PRE-EMPLOYMENT TESTING	127.10
10 BANNER ASSOCIATES, INC	PROFESSIONAL SERVICES	1,418.25
11 BASIN ELECTRIC POWER COOP	SPIRIT MOUND SUB TESTING	1,877.45
12 BIRSCHBACH EQPT & SUPPLY	REPAIRS	280.35
13 BLACK CLOVER ENTERPRISES	MERCHANDISE	1,451.79
14 BLACKSTONE PUBLISHING	BOOKS	150.00
15 BORDER STATES ELEC SUPPLY	SUPPLIES	54.96
16 BOUND TREE MEDICAL, LLC	SUPPLIES	2,292.68
17 BROADCASTER PRESS	ADVERTISING	1,322.50
18 BSN SPORTS INC	SOCCER GOALS	2,128.00
19 BURNS & MCDONNELL	PROFESSIONAL SERVICES	6,366.75
20 BUTLER MACHINERY CO.	REPAIRS/PARTS	4,591.77
21 C & B OPERATIONS, LLC	PARTS	165.86
22 CALLAWAY GOLF	MERCHANDISE	2,585.82
23 CANNON TECHNOLOGIES, INC	ELECTRIC LOAD MANAGEMENT	9,435.00
24 CARL SMITH	HOUSING REHABILITATION GRANT	1,113.28
25 CASK & CORK	MERCHANDISE	1,316.10
26 CENTURY BUSINESS PRODUCTS	COPIER CONTRACT/COPIES	186.20
27 CHAMBERLAIN OIL CO	OIL	1,155.60
28 CITY OF VERMILLION	COPIES/POSTAGE	871.20
29 CITY OF VERMILLION	UTILITY BILLS	34,568.91
30 CLAY CO REGISTER OF DEED	FILING FEE	30.00
31 COFFEE KING, INC	MERCHANDISE	62.75
32 COLONIAL LIFE ACC INS.	INSURANCE	3,032.81
33 CORE & MAIN LP	SUPPLIES	1,834.38
34 COYOTE CHEMICAL COMPANY	SUPPLIES	82.00
35 COYOTE CONVENIENCE	FUEL	13.36
36 CURT HAAKINSON	SAFETY BOOTS REIMBURSEMENT	100.00
37 D-P TOOLS	TOOLS	206.72
38 DAKOTA BEVERAGE	MERCHANDISE	8,745.13
39 DAKOTA PC WAREHOUSE	COMPUTERS/MONITOR	1,352.90
40 DANKO EMERGENCY EQUIPMENT	WIRELESS HEADSET/NAME PLATES	236.02
41 DELTA DENTAL PLAN	INSURANCE	6,264.66
42 DEMCO	SUPPLIES	88.18
43 DENNIS MARTENS	MAINTENANCE	833.34
44 DGR ENGINEERING	PROFESSIONAL SERVICES	370.00
45 DREW GORTMAKER	BOOTS REIMBURSEMENT	200.00

46 DUBOIS CHEMICALS	SODA ASH	7,359.00
47 ECHO ELECTRIC SUPPLY	SUPPLIES	2,129.14
48 ED M. FELD EQPT CO	SUPPLIES	165.00
49 ENVISIONWARE, INC	ANNUAL MAINTENANCE	671.90
50 EQUIPMENT BLADES INC	PARTS	344.92
51 ERICKSON SOLUTIONS GROUP	IT HARDWARE/SOFTWARE	2,356.24
52 FARMER BROTHERS CO.	SUPPLIES	76.85
53 FAST AUTO GLASS	REPAIRS	527.40
54 FASTENAL COMPANY	SAFETY GLASSES	43.69
55 FEDEX.	SHIPPING	14.11
56 FLAGS UNLIMITED2	REPAIRS	32.78
57 FOREMAN MEDIA	COUNCIL MTG	100.00
58 GALE/CENGAGE LEARNING INC	BOOKS	62.38
59 GARYS TREE SERVICE, INC	STUMP GRINDING	260.00
60 GLOBAL DIST.	MERCHANDISE	247.56
61 GLOBAL PACKAGING SOLUTIONS	BALER BAGS	46,432.00
62 GRAHAM TIRE CO.	TIRES	795.80
63 GREAT NORTHERN ENVIRONMENT	REPAIRS	8,920.00
64 GREGG PETERS	FREIGHT	1,056.00
65 GREGG PETERS	RENT	937.50
66 HACH CO	TESTING	4,434.00
67 HANSEN LOCKSMITHING	REPAIRS	281.00
68 HEARTLAND GLASS CO.	REPAIRS	2,810.00
69 HEIMAN FIRE EQUIPMENT	UNIFORM REPAIRS	2,149.10
70 HELMS & ASSOCIATES	PROFESSIONAL SERVICES	3,502.79
71 HERREN-SCHEMPP BUILDING	SUPPLIES	311.95
72 HIGH POINT NETWORKS	PROFESSIONAL SERVICES	488.75
73 HOA SOLUTIONS, INC	REPAIRS	1,065.00
74 HOLIDAY INN EXPRESS	LODGING	392.00
75 HORNUNGS PRO GOLF	MERCHANDISE	216.61
76 HY VEE FOOD STORE	SUPPLIES	497.11
77 HYDRO KLEAN	CLEAN/TELEVISE LINES	23,649.29
78 INDUSTRIAL CHEM LABS	DEGREASER	221.11
79 INGRAM	BOOKS	2,734.42
80 JACKS UNIFORM & EQPT	SUPPLIES	19.95
81 JAMIE HALL	GYM MEMBERSHIP REIMBURSEMENT	247.73
82 JAY'S PLUMBING	REPAIRS	809.94
83 JOHN A CONKLING DIST.	MERCHANDISE	4,644.65
84 JOHNSEN HEATING & COOLING	REPAIRS	1,030.20
85 JOHNSON BROTHERS OF SD	MERCHANDISE	16,547.05
86 JONES FOOD CENTER	SUPPLIES	1,460.35
87 KARSTEN MFG CORP	MERCHANDISE	307.98
88 KIMBALL MIDWEST	SUPPLIES	51.29
89 LESSMAN ELEC. SUPPLY CO	PRENTIS PATHWAY LIGHTING/SUPPLIES	16,319.00
90 LOFFLER	COPIER CONTRACT/COPIES	99.17
91 LOUIES CARPET CLEAN, INC	TREATMENT	614.25
92 LSC ENVIRONMENTAL PRODUCTS	PARTS	214.52
93 MAIN STREET CENTER	CONTRIBUTION	16,000.00
94 MART AUTO BODY	TOWING/PARTS	169.19

95 MART BROTHERS CONSTRUCTION	REPLACE GUTTERS/DOWNSPOUTS	6,831.90
96 MATHESON TRI-GAS, INC	MEDICAL OXYGEN/CYLINDER RENTAL	680.22
97 MCCULLOCH LAW OFFICE	PROFESSIONAL SERVICES	2,107.20
98 MEAD LUMBER	SUPPLIES	35.96
99 MEDICAL WASTE TRANSPORT, INC	WASTE HAULING	108.76
100 MENARDS	SUPPLIES	64.94
101 MERRICK INDUSTRIES	PARTS	3,250.64
102 MICRO MARKETING LLC	BOOKS	25.00
103 MIDWEST ALARM CO	ALARM MONITORING	153.00
104 MIDWEST TURF & IRRIGATION	MOWERS/PARTS	48,115.51
105 MIDWESTERN MECHANICAL, INC	FIRE SPRINKLER INSPECTION	325.00
106 MINN MUNICIPAL UTILITY ASSOC	2ND QTR SAFETY MGMT PROGRAM	7,353.50
107 MISSOURI VALLEY MAINTENANCE	REPAIRS	940.41
108 MOORE WELDING & MFG	REPAIRS	152.50
109 MOTION PICTURE LICENSING C	LICENSE	188.06
110 NCL OF WISCONSIN, INC	CHEMICALS	2,262.35
111 NETSYS+	REPAIRS/SOFTWARE	3,393.00
112 NEWMAN SIGNS, INC	SUPPLIES	687.14
113 NIKE INC	MERCHANDISE	582.06
114 NURSERY WHOLESALERS INC	TREES	4,210.85
115 O'REILLY AUTO PARTS	PARTS	256.80
116 PCC, INC	COMMISSION	2,493.88
117 PEDERSEN MACHINE INC	PARTS	160.82
118 PETROCHOICE	SUPPLIES	105.72
119 PIZZA RANCH	FUN ZONE CARDS	200.00
120 PREMIER SAFETY	TESTING	555.11
121 PRESTO-X-COMPANY	INSPECTION/TREATMENT	62.00
122 PRINT SOURCE	SIGNS/SUPPLIES	910.20
123 PROPERTY MAINTENANCE SERVICE	JUNK/DEBRIS REMOVAL	798.85
124 QUADIENT FINANCE USA, INC	POSTAGE/SUPPLIES	746.16
125 QUADIENT LEASING USA, INC	POSTAGE METER LEASE	234.24
126 QUADIENT, INC	INK CARTRIDGE	129.05
127 QUILL	SUPPLIES	71.63
128 RACOM CORPORATION	MAINTENANCE	411.70
129 RAMKOTA HOTEL	LODGING	183.98
130 REDI TOWING	TOWING	75.00
131 REPUBLIC NATIONAL DISTRIBUTING	MERCHANDISE	17,103.92
132 RUNNING SUPPLY, LLC	SUPPLIES	2,878.19
133 SANFORD HEALTH OCCUPATIONAL	TESTING	228.00
134 SANFORD HEALTH PLAN	PARTICIPATION FEE	54.00
135 SANFORD USD MEDICAL CENTER	SUPPLIES	103.82
136 SANITATION PRODUCTS INC	PARTS	1,515.51
137 SCOTT IVERSON	SAFETY BOOTS REIMBURSEMENT	100.00
138 SD DEPT OF HEALTH	TESTING	228.00
139 SD LOTTERY	LICENSE RENEWAL	100.00
140 SD ONE CALL	LOCATES	124.95
141 SD PUBLIC ASSURANCE ALLIANCE	MOWER/LOADER COVERAGE	616.25

142	SD RETIREMENT SYSTEM	CONTRIBUTIONS	59,052.16
143	SERVICE FIRST FIRE SPRINKLER	FIRE SPRINKLER INSPECTION	245.00
144	SERVICE MASTER OF SE SOUTH DAKOTA	CUSTODIAL	3,740.35
145	SIOUX FALLS FORD	REPAIRS	189.85
146	SIOUXLAND HUMANE SOCIETY	FEES	37.00
147	SOOLAND BOBCAT	PARTS	118.44
148	SOUTHERN GLAZER'S OF SD	MERCHANDISE	5,674.54
149	SPECIAL T'S AND MORE	WORK VEST	65.00
150	STEVE'S HEATING & A/C INC	A/C & FURNACE-BLUFFS	6,394.77
151	STUART C. IRBY CO.	SUPPLIES	4,104.05
152	STURDEVANTS AUTO PARTS	PARTS/SUPPLIES	1,850.67
153	SWANK MOVIE LICENSING USA	LICENSE RENEWAL	439.00
154	SYNCB/AMAZON	BOOKS/DVDS	171.15
155	TASTE OF HOME BOOKS	BOOKS	34.98
156	THE UPS STORE #6751	SHIPPING	238.06
157	THIESEN DESIGNS	SWEATSHIRTS/T-SHIRTS	284.70
158	TIGERT ART GALLERY	FRAMING	350.00
159	TODDS ELECTRIC SERVICE	WEST MAIN STREET LIGHTS	10,045.60
160	TRACTOR SUPPLY CREDIT PLAN	PARTS	37.98
161	TRUCK-TRAILER SALES	PARTS	94.35
162	TWIN CITY HARDWARE	PARTS	572.25
163	TYLER TECHNOLOGIES	SOFTWARE MAINTENANCE	5,475.97
164	ULINE	SUPPLIES	566.78
165	UNITED LABORATORIES	CHEMICALS	2,747.10
166	UNITED WAY	CONTRIBUTIONS	767.00
167	UNUM LIFE INSURANCE COMPANY	INSURANCE	1,523.28
168	USA BLUEBOOK	PARTS	68.12
169	UV DOCTOR LAMPS, LLC	SUPPLIES	792.03
170	VALIANT VINEYARDS	HAND SANITIZER/WIPES	938.50
171	VAN DIEST SUPPLY CO	SUPPLIES	1,497.50
172	VAST BROADBAND	911 CIRCUIT/DIALUP SERVICES	1,415.45
173	VERIZON WIRELESS	CELL PHONES/IPAD ACCESS	2,382.24
174	VERMEER HIGH PLAINS	SUPPLIES	68.86
175	VERMILLION ACE HARDWARE	SUPPLIES	3,568.23
176	VERMILLION CHAMBER OF COMMERCE	2ND QTR BBB CONT/BID 1ST QTR	74,158.60
177	VERMILLION ROTARY CLUB	DUES/MEALS	127.75
178	VISA/FIRST BANK & TRUST	FUEL/LODGING/SUPPLIES	6,327.63
179	WALMART	SUPPLIES	1,036.61
180	WALT'S HOMESTYLE FOODS, INC	MERCHANDISE	74.00
181	WESCO DISTRIBUTION, INC	SUPPLIES	2,702.84
182	YANKTON FIRE & SAFETY	INSPECTION/REPAIRS	384.50
183	YANKTON JANITORIAL SUPPLY	TOILET PAPER/GLOVES	651.80
184	YANKTON MOTORSPORTS LLC	REPAIRS	982.98
185	ZEE MEDICAL SERVICE	SUPPLIES	72.20
186	ZEROFRICTION LLC	MERCHANDISE	454.63
187	ZIEGLER INC	PARTS	196.54
188	ZIMCO SUPPLY CO	SUPPLIES	13,549.50
189	JERRY'S AUTO	BRIGHT ENERGY REBATE	820.80
190	KENNY ERICKSON	BRIGHT ENERGY REBATE	250.00

191 NELS SORENSEN	BRIGHT ENERGY REBATE	500.00
192 KALINS INDOOR COMFORT	BRIGHT ENERGY REBATE	100.00
193 JOHN DIMOCK	BRIGHT ENERGY REBATE	250.00
194 ERIC YOUNG	BRIGHT ENERGY REBATE	25.00
	GRAND TOTAL	\$616,670.93