

**White City Council Minutes
September 1, 2014**

The regular meeting of the White City Council was called to order on Monday September 1st, 2014 in the McKnight Community Center at 7:17 p.m. by Mayor Terry Wright. Roll call was taken: present—Kim Kuper, Wayne Kelm, Jackie Pike, Deborah Hopfinger, Joyce Krein, and Tammy Byers.

The agenda was presented for approval. Motion made by Krein, seconded by Hopfinger to approve the agenda; roll call vote taken with all present voting aye; motion carried.

The minutes of the August 4th regular meeting did not get properly e-mailed to the City Council so minutes were tabled until received.

The item bill report was also not properly distributed to the City Council so bills were tabled until received.

The Council welcomed Chris Willmott with the White Fire Department who asked for the council to approve an application for a new firefighter, Alexander Heleta II. Willmott stated that he also expects 2 more to join next month and possibly 1 to retire. Motion was made by Byers, seconded by Pike to approve Helata to join the fire department; roll call vote taken with all present voting aye; motion carried.

The Council was presented with an \$800.00 energy efficient grant from Heartland Power for the stage lighting project that took place in July 2014. This grant helped cover half of the full project cost.

The Council discussed the progress of the McKnight Hall Remodel project. Nothing new was reported. A special meeting will be held Thursday, October 2nd at 6:00pm to further discuss all bids and present Construction Manger contract.

Dan DeYoung, City Maintenance Superintendent, stated that there was an issue in the park restrooms and the sink was broke off the wall, however minor repairs were necessary and the sink is attached again. Rumors had circled town about what happened, but no one is quite sure who is responsible. DeYoung also stated that he is still trimming trees and looking for someone interested in grinding stumps.

Haber stated that she spoke with Todd Kays, with the First District Governing Board, about updating the current ordinance book. The Zoning Ordinance was updated in 2008, however the Ordinance Book was not. He suggested contacting the American Legal Publishing Corporation for help with organizing the new book. Haber presented the Council with a Codification Proposal from the ALPC which amounted to approximately \$4,300 worth of work in a 9 month time frame. The work that would be done would mainly be organized and arranging the book as well as making it available online. No legal advice or review would take place. Kuper suggested looking into other options to make sure that the price was fair. It was also suggested to talk with our city attorney before taking any major actions. Haber will research and update the Council at next regular meeting.

Finance Officer, Melanie Haber, asked the Council to set a Fall Clean-up Day and back up day. September 26th was set for first pick and October 10th for second pick. Haber will contact Cook's Wastepaper to set date. Haber also asked the Council to set a date for a special meeting regarding the 2014/2015 Budget Review. It was decided to include Budget Review at the October 2nd Special Meeting already scheduled. Haber also stated that she had received a check from the Brookings Area Singles Club for their annual hall rent of \$1200 when no invoice had been sent. No contract has been written up but will be discussed at the next regular council meeting. The current rental hall agreement will be reviewed and any changes necessary will be made at this meeting.

Mayor Wright stated that 27 nuisance violation letters were sent last month regarding weeds, junk, unlicensed vehicles and other ordinance violations. Wright went through each letter and checked off the ones that had come in compliance and the ones that had not. Any residents not coming into compliance by set date will be contacted and action will take place this month to get resolved.

Old business was discussed:

Mayor Wright stated he spoke with John Pike about the speed limit signs. Unfortunately, the state is no longer giving out grants for this type of project. He said that through M&T Fire in Brookings the units can be purchased but they are close to \$4500 each. Kuper asked if there were any other grants available for this type of project. At this time, the speed limit signage will be tabled until further research.

Lon Huber's trailer that is currently being used for hall storage needs to be replaced with a different one. Wright stated that the trailer was left on and it ran out of fuel at one point. He told Huber to bill the city for the replacement fuel. The trailers will be switched this month.

Haber told the Council that she contacted Deubrook School to see if they had purchased a ramp for their portable stage. They do not currently have one. Custodian, Gutormson, stated that if absolutely necessary one can be rented through the Swiftel Center for a minimal cost if a ramp is requested.

The Hall Rental Contract will be reviewed by the Council this month and updated at next regular meeting.

Upcoming meeting dates included:

- October 2, 2014 – Special Meeting regarding McKnight Hall Remodel Project and Budget Review, McKnight Hall 6pm
- October 6, 2014 – Next Regular City Council Meeting; McKnight Hall 7pm

Public Comments: None

The contract law report was read.

The Financial Statements were not properly received by the City Council so statements will be tabled until received.

With no further business to come before the council, motion made by Pike seconded by Kelm to adjourn; all present voting aye; motion carried. Meeting adjourned at 8:36 pm.

Terry Wright, Mayor

Melanie Haber, Finance Officer

White City Council Minutes October 6, 2014

The regular meeting of the White City Council was called to order on Monday October 6th, 2014 in the McKnight Community Center at 7:00 p.m. by Mayor Terry Wright. Prior to taking roll call, Wright read a letter from councilmember Joyce Krein stating that she has moved to Brookings and has resigned from her position. Roll call was taken: present—Wayne Kelm, Jackie Pike, Deborah Hopfinger, and Tammy Byers; Absent – Kim Kuper.

The agenda was presented for approval. Motion made by Kelm, seconded by Hopfinger to approve the agenda; roll call vote taken with all present voting aye; motion carried.

The minutes of the September 1st regular meeting and the October 2nd special meeting were read. Motion made by Byers, seconded by Pike to approve all minutes; roll call vote taken with all present voting aye; motion carried.

The following bill items were submitted for approval:

Name	Description	Amount
Aflac	Aflac Insurance Premiums for September 2014	110.89
AMP Electric Construction Inc.	Replace Emergency Light	88.78
Anderson Oil Company, Inc.	Service Call/Labor	14.00
Anderson Oil Company, Inc.	September Fuel	488.08
AT&T Mobility	CELL PHONE BILL 690-5030	33.11
Brookings County Sheriff's Office	October 2014 Contract Law	1,549.17
Brookings Municipal Utilities	Electric Work during Main Street fire	794.45
Brookings-Deuel Rural Water System	September Water	2,094.55
Central Business Supply	2 Portable Toilet Rentals	170.00
City of Brookings - Landfill	Clean-up Day	82.72
Cook's Wastepaper & Recycling	September Garbage Pickups	1,777.15
Daniel DeYoung	Payroll for September 2014	2,242.64
Daniel DeYoung	Health Insurance Stipend September 2014	250.00
Deborah Hopfinger	Payroll for Quarter 3 of 2014	263.20
DVL Fire and Safety	Annual Inspection	182.59
East River Electric	August Transmission Service	4,551.48
EFTPS	Payroll Taxes September 2014	1,452.16
Ekern Plumbing, Heating & Air Conditioning	Plumbing Work at Park	131.35
Erik Gutormson	Payroll for September 2014	398.69
First Bank & Trust	Cash Management Service Fee	10.00
First Bank & Trust - Cash	Stamps	136.00
Fite, Pierce & Ronning Law Office	May-Sept Legal Fees	331.25
Foerster Office & Janitorial Supply	Park Bathroom Supplies	54.00
Foerster Office & Janitorial Supply	Hall Supplies	40.50
Hartung Electric	Labor & Services from April-Sept 2014	1,778.49
Heartland Consumers Power District	Augst Power	26,135.56
Heartland Consumers Power District	September Power	22,563.58
Heidi & Cody Huewe	Utility Deposit Return	87.87
Interstate Telecommunications Coop	Phone service for September 2014	291.60
Jackie Pike	Payroll for Quarter 3 of 2014	235.49
Joyce Krein	Payroll for Quarter 3 of 2014	290.90
Kim Kuper	Payroll for Quarter 3 of 2014	263.20

Lowe's	City Supplies	122.64
Lyle Howey	September 2014 Wages	578.80
Maquire Iron, Inc.	Water Tower Cleaning & Inspection	1,699.50
Melanie Haber	Payroll for September 2014	1,394.68
Melanie Haber	Health Insurance Stipend September 2014	250.00
RFD News Group, Inc.	August 2014 Publishing	128.82
SD Dept of Labor & Regulations	Quarterly File Report	10.00
SDRS	Retirement Contributions for August 2014	554.86
Servall	Mop/Rag/Towel Rental	66.56
South Dakota Department of Health	Chemicals	26.00
South Dakota One Call	August 2014 Message Fees	5.55
South Dakota State Treasurer	September 2014 Sales Tax	1,855.79
Tammy Byers	Payroll for Quarter 3 of 2014	184.70
Team Lab Chemical Corp.	Spray	864.87
Terry Wright	Payroll for Quarter 3 of 2014	318.61
Wayne Kelm	Payroll for Quarter 3 of 2014	263.20
Wesco Receivables Corp.	Electric Supplies	1,300.00
Western Area Power Administration	September 2014 Power	1,710.30
Western Area Power Administration	August 2014 Power	1,882.99
GRAND TOTAL		82,111.32

Motion made by Hopfinger, seconded by Pike to approve payment of all bills; roll call vote taken with all present voting aye; motion carried.

The Council discussed an energy efficient update to the street lights on Main Street. The current lights that are being used are no longer available for reorder so the Finance Office looked into receiving an energy grant and replacing these bulbs with LED bulbs. The city can apply for a grant with Heartland Power for half of the total cost which would be approximately \$3,600.00. Once the estimate is received from Wesco Distribution the grant application can be submitted. Motion was made by Byers, seconded by Hopfinger to approve of purchasing the 12 additional LED bulbs and applying for the energy grant; roll call vote taken with all present voting aye; motion carried.

The Council discussed the option to purchase flashing speed limit signs. Two quotes were presented from All Traffic Solutions with one coming in at \$4,620.00 and the other at \$4,350.00. The more expensive sign is customizable, whereas the cheaper sign is not. Motion was made by Hopfinger, seconded by Kelm to table this item until 2015.

The Council was presented with a copy of the Inspection Report done on the city's water tower by Maquire Iron, Inc. The report stated that the exterior of the tank is in need of repainting; however that is more of an appearance issue. More importantly, the interior epoxy is in poor condition and they suggest recoating before there is a need to make repairs. Maquire Iron, Inc. supplied a bid of \$29,480.00 to make these changes. The interior was last coated in 1996 and typically the epoxy lasts 10-15 years. Hopfinger asked about possibly getting a bid for the exterior as well. Dan DeYoung suggested waiting as he doesn't feel it is a necessary project right away. After much discussion, the Council decided to table this project until 2016.

The Council discussed the progress of the McKnight Hall Remodel project. The Council met with Mike Robbins, Construction Manager, on October 2nd and discussed final project costs. The Building Committee will be setting up a time to meet with architect, Jeff Nelson, to propose some changes to the plans to cut costs. Byers also discussed talking to Nelson about replacing the water and sewer piping. Many residents do not feel that this is a necessary change. She stated that she will be discussing this with Nelson. Some members of the Brookings Area Singles Club were present and asked how the renovation will affect their monthly dances. The Council stated that at this time, they aren't really sure and won't know until the contract has been written and approved. At that time, a schedule will be discussed. There may be an issue with keeping 1 operable bathroom, but nothing has been decided yet. Hopfinger asked about lining up the school as a back-up option. Byers didn't feel that this will be a big issue and they will cross that path when it comes. They also asked about adding more power to the north wall

where the new stage is located as they have had some issues with bands having access to enough outlets. The Council discussed possible adding a splitter to the new outlet that was installed in the back for more electrical options.

The Council proceeded to talk about the necessary city ordinance book revision. Again, the American Legal Publishing Corporation's bid was around \$4,300 but does not provide any legal advice or review. After talking with city attorney Jesse Ronning, Melanie Haber stated that he thinks it will be a lengthy and very expensive project if he has to review every page of the book for legal advice. Wright mentioned having Haber work on the project and sending any legal review to Ronning on a need-to basis. Haber stated that she would be able to work on the project; however it would take a while as she has a lot of other projects as well. The Council was okay with the time frame. Haber will work on the revision as much as possible.

Mayor Wright also stated that he asked Haber to research occupancy restrictions within city limits. Currently, the city does not have an ordinance restricting the number of residents per household. However, she found that according to the deputy fire marshal for the State of SD, occupancy limit is calculated by total square feet of the house divided by 200 to get the total number of occupants allowed in that dwelling. If something bad were to occur, the home owner could end up in civil proceedings. It was mentioned that the city of Brookings does have something in place for such restrictions. The Council asked the Finance Office to send a letter to the landlord and/or home owners to notify them of such fire codes and ask them to oblige before creating a new ordinance.

The Council reviewed the McKnight Hall Rental contracts. Several changes need to be made and the contract needs to be updated. Byers suggested forming a committee to pick apart the contract and then present the changes to the City Council. She asked to be part of the committee along with Haber, 2 representatives with the White Community Club, and a representative from the American Legion. The contract will be presented at the next regular city council meeting.

Dan DeYoung, City Maintenance Superintendent, stated that he is preparing for the cold weather and winterizing equipment and buildings. He still has some tree trimming to do, installing culverts, and grinding stumps. He requested to attend the Basic Water Treatment class in Brookings on November 4-6 and be reimbursed his mileage. Motion was made by Kelm, seconded by Hopfinger to approve mileage reimbursement; roll call vote taken with all present voting aye; motion carried.

Finance Officer, Melanie Haber, asked the Council to approve her working 40 hours per week during the end and beginning of the year. Office hours will remain the same for now. Motion was made by Hopfinger, seconded by Byers to approve Haber working 40 hours per week; roll call vote taken with all present voting aye; motion carried.

Haber also asked the Council to set a special meeting date for the first reading of Ordinance 137 – 2015 Budget Appropriation. Date was set for Tuesday, October 21st 2014 at 7:00pm.

Haber presented the Council with a Resolution of Support from Brookings County asking the City of White to welcome the opportunity to participate in the Growing Food Connections program including many benefits involving fresh farm foods and produce can be implemented if the county receives a special grant in which they have applied for. Motion was made by Hopfinger, seconded by Pike to approve of the resolution of support; roll call vote taken with all present voting aye; motion carried.

Mayor Wright stated that out of the 27 nuisance reports previously filed, only 1 of them has not come in compliance. There were a small handful of complaints that were taken care of by the city. Wright will do 1 more report before winter. Byers reported that there needs to be a letter sent to a park neighbor who lets their dog go to the bathroom at the park and does not pick up after it.

Old business was discussed:

Byers asked if anything was ever done about a camper that is being parked at the park. Haber stated that the owner had talked to her during the summer and she advised them to let the city know when they would be parking it there. Byers will watch for the camper and if it shows up again she will contact them.

Upcoming meeting dates included:

- October 21, 2014 – Special Meeting regarding McKnight Hall Remodel Project and first reading of Ordinance 137-2015 Budget Appropriation, McKnight Hall 7pm
- November 3, 2014 – Next Regular City Council Meeting; McKnight Hall 7pm
- November 4-6, 2014 – DeYoung to attend Basic Water Treatment class in Brookings

- November 26, 2014 – Deadline to register to attend 2014 Municipal Election Workshop on December 12, 2014 in Sioux Falls, SD

Public Comments: Resident asked for the Council's meeting agenda to be posted on the website and for the decorations to be removed from the top of the hall building. The Pioneer Days Committee thanked the city for their sponsorship of the band for the 2014 celebration. They had a great turnout and ended up being profitable for the year's events. They asked if the Council will consider donating the same \$1,000 for the 2015 celebration to get the same band, Hicktown Mafia. Motion was made by Hopfinger, seconded by Pike to approve of this donation; roll call vote taken with all present voting aye; motion carried.

The contract law report was read.

At 8:27pm, motion was made by Hopfinger, seconded by Kelm to enter Executive Session to discuss personnel evaluations. Council exited Executive Session at 8:52pm.

The Council decided to leave Krein's vacant spot open on the board until someone from Ward 3 comes to the Council showing interest. By election time in April 2015, a councilmember will need to be elected or appointed. The City of White Departmental Roster will change slightly with Krein's removal as well. To see the full roster, visit <http://www.white.govoffice2.com/>.

City employee 2015 wage changes are as follows:

Maintenance Superintendent Dan DeYoung will receive a 4% wage increase of \$1,425 per year

Finance Officer Melanie Haber will receive a \$2.50 per hour wage increase

Summer Mower Lyle Howey will receive a \$.35 per hour wage increase

All changes will be listed under the 2015-1 Resolution at the next regular city council meeting. Motion was made by Hopfinger, seconded by Pike to approve of wage changes; roll call vote taken with all present voting aye; motion carried.

The Financial Statements were previewed. Haber stated 1 household has gone vacant and is now owned by the bank. Council suggested checked with Brookings Credit Bureau to see if a property lein can be put on the property before the bank can sell the house. Haber will research.

With no further business to come before the council, motion made by Kelm seconded by Pike to adjourn; all present voting aye; motion carried. Meeting adjourned at 9:05 pm.

Terry Wright, Mayor

Melanie Haber, Finance Officer

**White City Council Minutes
November 3, 2014**

The regular meeting of the White City Council was called to order on Monday November 3rd, 2014 in the McKnight Community Center at 7:00 p.m. by Mayor Terry Wright. Roll call was taken: present—Wayne Kelm, Jackie Pike, Deborah Hopfinger, Tammy Byers and Kim Kuper.

The agenda was presented for approval. Motion made by Kelm, seconded by Hopfinger to approve the agenda; roll call vote taken with all present voting aye; motion carried.

The minutes of the October 6th regular meeting and the October 21st special meeting were read. Motion made by Kuper, seconded by Byers to approve all minutes; roll call vote taken with all present voting aye; motion carried.

The following bill items were submitted for approval:

Name	Description	Amount
Aflac	Aflac Insurance Premiums for October 2014	110.89
AT&T Mobility	CELL PHONE BILL 690-5030	31.13
Brookings County Sheriff's Office	November 2014 Contract Law	1,549.17
Brookings-Deuel Rural Water System	October Water	2,024.25
Cook's Wastepaper & Recycling	October Garbage Pickups	1,777.15
Daniel DeYoung	Payroll for October 2014	2,242.64
Daniel DeYoung	Health Insurance Stipend October 2014	250.00
Deluxe Business Solutions	Checks	197.39
East River Electric	September Transmission Service	4,056.00
EFTPS	Payroll Taxes October 2014	1,080.14
Erik Gutormson	Payroll for October 2014	234.07
First Bank & Trust	Cash Management Service Fee	10.00
First Bank & Trust - Cash	Withdrawals	265.00
Interstate Telecommunications Coop	Phone service for October 2014	294.72
Melanie Haber	Payroll for October 2014	1,691.28
Melanie Haber	Health Insurance Stipend October 2014	250.00
Menards	Shop Supplies	16.02
Midwest Pest Control	Pest Spray	75.00
Office Peeps, Inc.	Office Supplies	48.60
RFD News Group, Inc.	September Publishing	91.60
Running's Supply, Inc.	Shop Supplies	36.94
Servall	Mop/Rag/Towel Rental	34.97
SD GOVMNT FINANCE OFFICERS' ASSN	2015 Affiliate Dues	40.00
SD Muncipal Liquor Control Association	2015 Membership Dues	25.00
SDML	2015 Membership Dues	482.82
SDML Workers' Compensation Fund	2015 Insurance	3,799.00
SDPAA	2015 Property Insurance Premium	6,808.09
SDRS	Retirement Contributions for October 2014	596.08
South Dakota Department of Health	Chemicals	13.00
South Dakota One Call	September 2014 Message Fees	7.77
South Dakota State Treasurer	October 2014 Sales Tax	1,782.90
Wesco Receivables Corp.	1 LED Street Light	614.00
TOTAL		30,535.62

Motion made by Hopfinger, seconded by Pike to approve payment of all bills; roll call vote taken with all present voting aye; motion carried.

The Council welcomed three members of the Brookings Area Singles Club to review their 2015 contract. There were a few changes in their contract but they agreed to all the terms. Byers did advise the club that prices will most likely increase for 2016. Motion was made by Hopfinger, seconded by Pike to approve of the 2015 Brookings Area Singles Club contract; roll call vote taken with all present voting aye; motion carried.

The Council proceeded to review the general rental contract for the McKnight Hall. Much discussion took place on a couple of different items including whether or not the contract should be available online, changing the wording from contract to request, and when the contract becomes binding. It was decided that the form will be used as a request and either the City Council or the Finance Office must approve it before it becomes binding. There will be some changes made to the form and reviewed again at the next month's meeting.

The Council discussed the progress of the McKnight Hall Remodel project. At this time, they are just waiting for Mike Robbins and Jeff Nelson to write up the Construction Manager contract and fees to be submitted for approval. Hall Custodian, Erik Gutormson, asked about including sound rework in the big hall. The Council stated that that was not in the plans for this phase and will be discussed later on.

Finance Officer, Melanie Haber, presented a sample bid from F.J. McLaughlin for the work to be done on Golf View Drive. They estimated the total cost to be around \$70,000 for both the gravel and asphalt work. After some discussion, Haber asked the Council why they feel it is necessary to pave this road. Mayor Wright stated that when Brett Behrends discussed building out there, he was told that the road would eventually be paved. However, since the residents have moved in, no complaints have been addressed about the gravel road currently in place. Byers thought that this project could maybe be put off until all the lots were developed. This project is budgeted for in 2015 but may be tabled until 2016 depending on circumstances.

The Council was presented with 3 alcoholic beverage license renewals for 2015 including Lefty's Sports Pub, Six Mile Creek Golf Course, and the White Community Club. Motion was made by Hopfinger, seconded by Kelm to approve of all three applications; roll call vote taken; Byers – Abstain, Kuper – Yes, Hopfinger – Yes, Kelm – Yes, Pike – Yes; with a vote of 4-1, motion carried.

The Council held its' second reading of Ordinance 137 – 2015 Budget Appropriation. Motion was made by Pike, seconded by Byers to approve of Ordinance 137; roll call vote taken with all present voting aye; motion carried. Ordinance 137 has been approved and will be published November 20, 2014.

Resolution 2015-1 Employee Wages was read. Motion made by Hopfinger, seconded by Kuper to approve of this resolution; roll call vote taken with all present voting aye; motion carried.

The Council was notified that city employee, Lyle Howey, has turned in his resignation. He will no longer be responsible for mowing city properties in 2015. The Council will review the job description for this position and look to hire someone next spring.

Dan DeYoung, City Maintenance Superintendent, stated that he will be out of town November 4 – 6 for meetings in Brookings. He also had approximately 20 tree stumps ground up around town and is in the process of cleaning them up.

Finance Officer, Melanie Haber, notified the Council that there is no regulation on keeping the phone line in the kitchen at McKnight Hall. It was advised that the Legion should be asked first before disconnecting any lines. She also asked the Council about a marketing grant that she is applying for. They encourage new technologies in city government and one of the items they approve is tablets for city council member use. The Council was up for the change and agreed to apply for such grant.

Mayor Wright stated that all nuisances had come in compliance except for 1. Wright will be talking with the property owner this month to get this issue cleared up. Council members also discussed a couple other issues in town to address before snow fall. Haber will contact city attorney, Jesse Ronning, to see how these issues should be handled.

Byers asked Haber if anything had been figured out with occupancy limits in town. She will contact Ronning to further investigate.

Upcoming meeting dates included:

- November 4-6, 2014 – DeYoung to attend Basic Water Treatment class in Brookings
- November 26, 2014 – Deadline to register to attend 2014 Municipal Election Workshop on December 12, 2014 in Sioux Falls, SD
- December 1, 2014 – Next Regular City Council Meeting, McKnight Hall, 7pm

Public Comments: Erik Gutormoson reminded the Council about the Legion's Poultry Party on November 20th and also stated that they are applying for a grant to be used after the hall remodel is complete. The contract law report was read.

The Financial Statements were reviewed. Motion was made by Kuper, seconded by Pike to approve statements; roll call vote taken with all present voting aye; motion carried.

With no further business to come before the council, motion made by Hopfinger seconded by Pike to adjourn; all present voting aye; motion carried. Meeting adjourned at 8:40 pm.

Terry Wright, Mayor

Melanie Haber, Finance Officer