

The White City Council hosted its Regular Monthly Meeting on Monday February 6, 2023, at the McKnight Community Center. Mayor Gladis called the meeting to order at 7:00PM. Roll call was taken, all council members were present: Haines, Sunderland, Lagerstrom, Wright, Cutler and Schwartz. Guests for the evening were Charles Mohler, Arya Longoria from the Tri-City Star, and Don Weigel of Banner Engineering. All motions are unanimous unless otherwise noted.

Mayor Gladis began the meeting with the Pledge of Allegiance, followed by roll call.

Alderman Lagerstrom made a motion to amend the agenda by adding the bid opening for the Emergency Services Building between agenda items 11 and 12; Wright provided the second and the motion passed. Lagerstrom then made the motion to approve the agenda as amended; Cutler provided the second and the agenda was accepted.

Motion by Wright, seconded by Haines to approve the minutes from the January 3, 2023 regular meeting.

Motion by Lagerstrom, seconded by Haines to approve the bills as presented.

Check	Check Amt.	Description
Austreim Excavating LLC	\$967.50	Dig for Curb Stop
Appeara	\$60.17	Cleaning Supplies
B&B Auto Service	\$187.75	New Battery & Labor for Brush Truck
BioAg Energy Services	\$2,674.51	Fuel and Home Heat
Bizzy Bee Cleaning	\$437.50	Month of January 2023 Cleaning
Brookings County Sheriff	\$1,595.65	January 2023 Contract Law
Brookings-Deuel Rural Water	\$5,943.20	January 2023 Water
City of White	\$2,361.02	Utilities
Cooks Wastepaper & Recycling	\$4,460.82	December & January Contract
Deere Credit, INC	\$23,946.41	Yearly Wheel Loader Payment
DVL Fire and Safety	\$628.95	Annual Fire Extinguisher Inspection
EFTPS	\$3,139.95	Payroll
First District of Local Government	\$750.00	Yearly Dues
Glacial Lakes & Prairies Tourism	\$240.00	2023 City Membership
GovOffice LLC	\$570.00	Annual Website Fee
Infotech Solutions	\$192.00	Software Backup
J.P Cooke CO.	\$77.95	2023 Dog License Tags
Lowes Home Centers, INC.	\$865.80	Stand up Freezer and Ice melt
Office Peeps, INC.	\$142.58	Monthly Subscription/W2 Tax Forms
Pests B Dead, LLC	\$200.00	Rodent Controll-McKnight Hall/Fire Hall
Prussman Contracting INC.	\$4,322.35	Water Leak on Main Street
RDO Equipment CO.	\$247.18	Replace Hydraulic Test Port
Runnings Supply INC.	\$839.85	Supplies and Materials
South Dakota One Call	\$3.15	Message Fees for December 2022
US Post Office	\$80.00	2023 Post Office Box Fee
Willmott Gravel	\$1,627.46	Snow Removal and Sand

The Floor was opened for Public Comment. Charles Mohler thanked the Council for the work they were doing. There were no further comments.

Mayor Gladis then introduced Don Weigel of Banner Engineering to present their proposal for design and management of the upcoming Sewer & Water project. Mr. Weigel reminded the Council that they had been awarded roughly \$5.1 million dollars to repair and improve the drinking water and sewer systems of the City. The recommendation of Banner Engineering is to replace the water infrastructure along Main Street from Evans Avenue on the end all the way to Complex Avenue on the west, with an additional block of Lincoln Avenue north of Main to the water tower. There would be additional work of performing necessary repairs to the water tower as well as possibly improvements to the sewer ponds. Under their proposal, Banner would meet with the Council in mid-March to determine needs and then spend the Spring and Summer performing construction surveys along the route and subcontracting soil testing to ascertain the best course of action in making construction planning. This plan would then be submitted to the reviewing authorities at the South Dakota Department of Natural Resources in September 2023 with intent to bid the project in January 2024 for work during the 2024 construction season. Banner proposed project design costs of approximately \$374,000 for the work done during 2023. An additional fee of roughly \$396,000 would be charged to manage the construction during the 2024 season. Mr. Weigel commented that the terms of our grant would allow the city to charge the design and management fees against the \$5.1 million that was awarded. The Council asked several questions for clarity and intent of Banner in their work, and in the end Mr. Weigel was thanked for a very informative presentation. The Council conferred and agreed that the City would need to review Banner's proposal both internally and with the City Attorney with intent to let him know the City's intentions following the regular March Meeting.

The next order of business was appointment of a community member to the Community Library Board. Alderman Lagerstrom explained the Community Library is a partnership between the Cities of Toronto and White with the Deubrook School System; and each entity appoints a sitting council/board member as well as a community member to the board. Susan Miller is the current White community member on the board, and she has agreed to continue in that role. Lagerstrom presented an endorsement of Mrs. Miller thanking her for her quality work on the board and made the motion to continue her appointment to the Library Board; Alderman Wright made the second and her appointment was confirmed.

Mayor Gladis presented an amendment to the City Employee Handbook. The current PTO calculation in the handbook is based on a twice-a-month paycheck system; however, the City currently pays on an every-two-weeks system and the published PTO calculation is not meeting the intent of the City Council in respect to employee leave. Mayor Gladis presented a new PTO schedule that meets the City's intent and Sunderland made the motion to approve the proposal with Cutler providing the second the motion passed.

The Brookings-Deuel Rural Water System recently contacted the City about installing a new automated control system on the water tower. This new system would allow much better flow monitoring that will allow the city to determine usage much more accurately that will in turn help with detecting leaks within the system. Additional benefits of the new system is that filling the water tower can be controlled easily allowing the City to adapt water tower fill height to usage within the City... One particular advantage of this is being able to fill the tower at night during extremely cold nights which will help prevent freezing the tower which was a very real worry during the recent cold snaps. After discussion, Lagerstrom made the motion to approve purchase of the controls package with the climate control system as presented; Wright provided the second. All voted in favor except Cutler who had reservations about the climate control system, and the motion passed.

Finance Officer Byers presented the annual reports of the community groups which the City of White supports in accordance with SDCL 9-12-11. The summary of balances were as follows:

White Ambulance Service – 1JAN2021 = \$17,330; 31DEC2022 = \$22,589 with \$65,183 in CDs

City of White Fire Department - 1JAN2021 = \$49,109; 31DEC2022 = \$49,654 with \$60,000 in CDs

Rural White Area Fire Department - 1JAN2021 = \$7,699; 31DEC2022 = \$8,693 with \$50,000 in CDs

White Area Historical Society - 1JAN2021 = \$5,466; 31DEC2022 = \$7,777 with \$9,587 in CDs

Pioneer Day Committee - 1JAN2021 = \$19,117; 31DEC2022 = \$20,959 with no declared CDs

White Community Club - 1JAN2021 = \$1,797; 31DEC2022 = \$2,278 with no declared CDs

Project Manager Lagerstrom led a brief discussion on the Emergency Services Building. Geotek Engineering of Sioux Falls recently completed soil compression and composition tests of the building site and found the soils to be generally favorable for the design that the City wants to build. The rear of the building site is in prime condition for construction, though the front has fairly loose soils which will need to be dug up and compacted before they will support a foundation. This does not significantly affect the building plans of the City as we knew that site preparation work would be necessary, and now we know to what degree.

Following Lagerstrom's report on soils, he briefed the Council on the bidding process for the building that we expected to see this evening. The City is acting as Project Manager and the current bidding process is finding sub-contractors to do the work. For the evening, the City expects to see five bid packages: 1) Site preparation & concrete work; 2) Plumbing; 3) Electrical; 4) Building material; and 5) Framing labor. Mayor Gladis then presented the one bid that was received from Complete Plumbing of Brookings to complete the plumbing work for the structure of \$111,119. There were no other bids. Lagerstrom asked that the Council defer discussion to Executive Session under the privilege of contract negotiation, the Council agreed.

Finance Supervisor Lagerstrom then discussed the recent audit that the City started for the 2020 and 2021 Fiscal Years. The Auditors were present in the City 25-27JAN2023 and spent the three days going through City records and procedures as well as interviewing individuals on their knowledge of the systems that the City uses to manage fiscal concerns. The Audit team indicated that overall the City is doing much better than previous visits, though there were a few minor changes to policy and procedure which would help the City do better. Lagerstrom presented some of the Auditor's thoughts, though reminded the Council that the formal notification of recommendations would likely not be available until May 2023. There were five primary recommendations made: 1) The City needs to adopt a formal Fraud Prevention Policy and 2) The City needs to adopt a formal Conflict of Interest Policy – for both of these policies Lagerstrom presented options from the State of South Dakota and a similar sized city which the Council would review and consider in the near future. Recommendation 3) focused on the City's Nuisance Ordinance – the auditors noted that our current rates undercut many local lawn services for mowing yards and recommended increasing the penalty so that there is an incentive to not have the City mow yards for people. Number 4) focused on the discontinued use of Petty Cash in the City Office as the State discourages its use for multiple reasons; the concern is for citizens who pay for City services like utilities or permits, they will either need to use exact change, write a check, pay electronically, or accept a credit on their next utility bill; Mayor Gladis directed Finance Officer Byers to immediately deposit any cash on hand and to adopt this policy for payments. The final recommendation was for the city to investigate the use of credit cards instead of debit cards; Byers was directed to look into making the change.

Finance Officer Byers presented her monthly report. She reminded the Council and Citizens of the City that the Property Tax Equalization Appeal board will take place during the week of 20-24MAR2023, and that citizens are encouraged to submit their appeals through the County as soon as possible. She informed the Council of a training event provided by the County in the near future for them to attend so they can better understand their duties.

Maintenance Superintendent Landmark provided his report of activities. The fire hydrant at the corner of Main and Railroad suffered a catastrophic leak and has been taken out of service. Additionally, he reported that during the month of January, he replaced six water meters in residences that suffered freeze events in the extreme cold. Alderman Cutler noted that if citizens notice anything odd with their water service, like excessive loss of water pressure, changes in color or taste, or excessive sediments that they need to contact the City immediately so that the problem can be addressed.

City of White
February Regular Meeting
February 6, 2023

With no further regular business, Alderman Lagerstrom made the motion at 9:07 to enter Executive Session for Contract Negotiation and Economic Development (SDCL 1-25-2(5)), Sunderland provided the second. The Council came out of Executive Session at 9:55.

Alderman Cutler made the motion to reject all bids from the current round of bidding for the Emergency Services Building and to open a new round with the same specifications for consideration at the March meeting; Wright provided the second and the motion passed.

The next meeting date was set for Monday March 6, 2023 at 7:00PM to hold the Regular Monthly Meeting.

With no further business, motion was made by Lagerstrom and seconded by Schwartz to adjourn at 9:59PM.

Scott Gladis, Mayor

Matt Lagerstrom, Finance Supervisor