

MINUTES OF THE REGULAR MEETING OF THE SALEM CITY COUNCIL HELD IN THE SALEM ARMORY IN SALEM SOUTH DAKOTA ON MONDAY, MAY 11, 2020, AT 6:00 P.M.

Mayor Robin Westhoff called the meeting to order with Council Members George Eichacker, Ron Mayrose, Doug Mokros, Mary Jo Heiberger, Ben Johnson, and Mitchell Rayman present. Foreman William Selland; Trent Bruce and Jacob Morris of DGR Engineering; Josh Muchenhirn of ISG; Mark Norris McCook County Sheriff; Shawn English, Marc Harris, Joe Hoffman, Colin & Melissa Koepsell, Matt & Lori McCormick, and Jessica Klinkhammer were also present. Motions made were unanimous of Council members present unless roll call identifies otherwise.

Motion Mokros, second Mayrose, carried, to approve the minutes of April 6, 2020 as written.

Motion Mayrose, second Johnson, carried, to approve the following reports: Finance report stating a balance of \$4,565,870.52 for all funds and includes all investments and cash on hand; sewer pumpage of 5,462,000 gallons; water pumpage of 2,966,550 gallons; and the bacteriology report is satisfactory.

Motion Mokros, second Rayman, carried, to approve the police report filed by the McCook County Sheriff Department.

Public comment (SDCL 1-12.1)

Sheriff Norris commented on the golf cart situation in town. Norris stated there are many kids driving golf carts around town and State law does not allow golf carts on city streets unless the City has an ordinance allowing. States Attorney Fink sent out an email to the McCook County city Finance Officer's stating this.

Foreman Selland gave the foreman report. The following items were addressed.

- Baseball park wood fence has broken posts and the scoreboard cement has heaved. Prices were obtained to replace the fence with like wood fencing and metal fence. Installation price was not available. Consensus of the Council was to obtain install prices and would be addressed at a future meeting.
- Surplus of the Ford 2000 Tractor – an update on the auction sites was provided – Weiman (7% Commission)/Big Iron (12% Commission) & Purple Wave (0% for Government entities).
- Joe Hoffman's request to permanently remove dead end sign at 201 E Center as he is building a new house. Finance Officer Heumiller stated she contact Cliff Reuer of SD DOT (recommended by Engineer Bruce) and he stated there would be no issue with the removal.
- Joe Hoffman and Mitch Rayman's request to widen driveway approaches – greater than the 32' allowed by the Engineering Design Standards. Joe Hoffman explained he was building a 3-stall garage and a camper pad next to it and is asking for a 54' wide approach so he isn't backing onto his grass. Mitch Rayman is asking for a 46' approach for their 3-stall garage.

Discussion held on the design standards used for the 2018 Street & Utility Improvement project. Engineer Bruce stated the engineering design standards are important for projects especially when dealing with smaller lots. The 32' wide standard might be narrow for today's standards. The standard is good for projects but typically variances can be asked for various situations. Bruce further stated, from engineering standpoint there is no concerns allowing for wider approaches.

Discussion on changing the standards allowing for various widths based on building permits – as this was practice in the past. Need to be accommodating as homes/garages are larger, and safety getting campers off the street.

Motion Mayrose, second Rayman, carried, to declare the 1964 Ford 2000 tractor surplus as it is no longer useful to the City. The tractor will be auctioned through Purple Wave at the June 16th Government Equipment Auction.

Motion Rayman, second Johnson, carried, to remove the "Dead End" sign located on the south side of the Dakota/Center intersection.

Motion Heiberger, second Mokros, to approve the driveway width variance request of Joe Hoffman (54') and Mitch Rayman (46'). Five (5) "Aye" (Eichacker, Mayrose, Mokros, Heiberger, Johnson). Rayman abstained.

Motion Mokros, second Mayrose, carried, to approve foreman report.

Trent Bruce and Jacob Morris of DGR discussed future and ongoing projects.

- 1) Hollister Project. To take advantage of the Community Access Grant program the project was broken into two phases. Proposing Phase I: Hollister, Jackson and Gilbert – Water, Sewer, Storm Sewer, Street rebuild and paving. Geotechnical data will determine base and pavement thickness. Cost estimates were provided for both concrete and asphalt surfacing. Funding of the 1.6 to 1.7 million project – Community Access Grant – \$600,000; \$160,000 assessments (3" asphalt residential width); \$900,000 SRF funding of loans/grants. Community Access applications are due by July 15th so would need a decision at the June 6th meeting. Project construction - 2022.
Phase II: Douglas and Center Ave – discussion was held on different project splits. Douglas and Hollister are the largest areas and with the location of businesses and traffic counts splitting these two streets into separate project would offer the best chance for a Community Access Grant (\$600,000) for both projects.
- 2) Phase I Rec Trail. Journey Group was low bid at \$344,247; project total with engineering is \$431,000. City share \$118,500. City's trail project reserve dollars are \$227,850.
- 3) Phase II Rec Trail starts at the NE intersection of Minnesota & Essex runs north on the west side of Minnesota to NE Intersection of Minnesota & Washington; east on north side of Washington to the Softball/little league complex, and from NE intersection of

Washington and Peck runs North on west side of Peck Street to Salem Armory. Estimated total cost \$406,000 – City’s portion \$81,200. Construction 2023. Heumiller stated trail project reserves would have the city’s portion covered if bids come in favorable. Letter of intent required by July 15, 2020; application due this fall – which is an extensive application requiring letters of support from the community.

Motion Mokros, second Rayman, carried, to move forward with the funding application for Phase II of the Rec Trail.

4) Southeastern Cooperative drainage was discussed. Recommendation from engineer is to wait for a decision on the Hollister Project.

5) Update on existing projects.

- Slurry Seal – Contract documents were received and provided to the City for Signatures. Discussion was held on the 2019 Sealed streets – request was made to look at streets as it appears some of the seal was not thick enough.
- 2018 Street & Utility Project – seeding has been finished and warranty items have been given to the contractor (no response on timeline for fix). Walk throughs will continue to be made along with continued communication with contractor.
- C.I.P. will wait until after June meeting so the plan is up to date.
- H & H Study – hopeful decision will be made by end of May.
- Map updates where provided to the City.

Josh Muchenhirn of ISG walked through the preliminary Design Phases of the Armory Remodel. Some decisions for the design were one-way or two-way parking lots (one-way provides more parking) paving west and south, keyed access, entry way design, kitchen stove (requires extra venting). Final design presentation in June. The final document will be used as a planning tool and future funding applications.

Committee reports: Mitch – Pierce Street project has some rubble and posts which need to be cleaned up. Requests for Rubble Site open every Saturday or more than every 10 days.

Motion Mayrose, second Mokros, carried, to approve the following claims:

Payroll: Mayor/Council \$8,520.00; Finance Office \$6,041.32; Streets \$2861.20; Regulation & Inspection \$166.73; Park \$951.17; Armory \$2507.12; Planning & Zoning \$17.82; Storm Sewer \$333.94; Water \$3499.68; Sewer \$1314.90; Payroll Taxes \$1919.01; City Share: Health \$5227.16; Dental \$155.76; Aflac \$95.29; Life \$54.75; Retirement \$1053.24.

Claims:

VENOR	DESCRIPTION	AMOUNT
AVERA MCGREEVY CLINIC	RANDOM DRUG TESTING	28.00
CENTRAL FARMERS CO-OP	Streets: Diesel	149.80

CENTURY BUSINESS PRODUCTS	Copier & Doc Management Maintenance Contract	169.83
CINTAS	CITY HALL RUG SERVICES	54.01
COLONIAL RESEARCH CHEMICAL COR	WATER IRON OUT POWDER	84.41
CORE & MAIN LP	Water: Repair Parts Services	98.27
DGR ENGINEERING	ENGR SERVICES ST/UT PROJECT	502.13
DGR ENGINEERING	2020 Slurry Seal	249.50
DGR ENGINEERING	Capital Improvements Plan	6,643.08
FRIEBERG, NELSON & ASK LLP	Nuisance & Assessment Attorney Fees	1,057.00
GESSNER WELDING INC	Street: Supplies	5.50
HAWKINS INC	WTP CHEMICALS	3,680.93
INFOTECH SOLUTIONS LLC	COMPUTER BACKUP MAINTENANCE CONTRACT	445.00
JOHNSON CONTROLS INC	Armory HVAC Control Upgrade	9,150.82
MCCOOK COUNTY AUDITOR	LAW AGREEMENT	7,323.00
MCCOOK COUNTY SHERIFF'S OFFICE	MILEAGE FEE SHERIFFS FEE	52.80
MIDAMERICAN ENERGY CO	Utilities	512.67
PETTY CASH FINANCE OFFICER	Postage & Supplies - City Hall	107.58
PUTHOFF SALES & SERVICE, INC.	Park Supplies	53.18
QUILL CORPORATION	Office Supplies	256.58
RBS SANITATION INC	Residential Garbage Contract	6,122.55
ROGER R GERLACH	2020 SEMI ANNUAL RETAINER	1,500.00
S.E.F.P.	2020 Partnership Contribution	5,388.00
SALEM COMMUNITY DRUG	City Hall: Supplies	16.82
SALEM FARMERS MARKET	Water Dept: Supplies	53.66
SALEM LUMBER CO	Supplies: WTP & Park Fence	7.90
SALEM SPECIAL	Publications	466.27
SALEM WATER WORKS	UTILITIES	418.65
SD DEPT OF TRANSPORTATION	TRAIL PROJECT SHARE COST	13,455.98
SETH ANDERSON	DEPOSIT REFUND	6.82
SOUTH DAKOTA ONE CALL	LOCATES	27.30
SOUTHEASTERN ELECTRIC COOPERAT	Utilities	130.38
STATE OF SOUTH DAKOTA	WATER TESTIN FEE	30.00
STURDEVANT'S SALEM INC	Street: Supplies Parks- Supplies	54.03
T & C PIT STOP INC	Fuel Purchases	207.52
TRIOTEL COMMUNICATIONS INC	Utilities	513.67
US POSTMASTER	Annual Box Fee	94.00
XCEL ENERGY	Utilities	5,726.06
ZAPP HARDWARE	Armory & Park: Supplies	214.36
CARDMEMBER SERVICES - CREDIT CARD PURCHASES		
SD VFD Baseball	4 Teams - Entry/League Fees	519.72
eReplacement Parts	Leaf blower lever choke	16.04
CREDIT CARD TOTAL		535.76
CLAIMS PRE-APPROVED:		
IYSA	14U LEAGUE FEE	70.00

MITCHELL BAARTMAN	DEPOSIT & CREDIT ON ACCOUNT REFUND	158.57
VERIZON WIRELESS	UTILITIES	141.06
ACH		
STATE OF SOUTH DAKOTA	SALES TAX COLLECTED APRIL 2020	661.21
US BANK	CW & DW LOANS (ST/UT IMPROV PROJ)	30,369.52

Discussion was held on the golf cart ordinance. Finance Officer Heumiller stated the Ordinance proposed is written with what state law allows - state law allows for the City, by Ordinance, to adopt traffic regulations permitting the use of golf carts on streets – ordinance shall require the golf cart is insured and the person operating the golf cart holds a driver’s license and obtain a permit from the City. Operating of a golf cart on state or county highway is prohibited except for crossing from one side to the other crossing as closely as possible to an intersection or approach. If the city does not pass an ordinance allowing the use of golf carts, States Attorney Fink has informed the sheriff to start enforcing the state law which does not allow golf carts on city streets and is a Class 2 misdemeanor.

After discussion,
 Motion Rayman, second Eichacker, to approve the First Reading of Ordinance # 648 an Ordinance allowing the operation of golf carts on city streets with restrictions. On Roll call five (5) “Aye” (Eichacker, Mokros, Mayrose, Rayman, Johnson). One “Nay” (Heiberger).

Finance Officer Heumiller provided the Council with a proposed Small Cell Wireless Communication Facilities Ordinance. This is in preparation of 5G cell towers. Council will review and discuss at a future meeting.

Motion Mokros, second Rayman, carried, to approve the Mobile Home Park License from Edgewood Mobile Home Park.

Motion Mayrose, second Mokros, carried, to approve the following On-Off Malt Beverage and SD Wine License renewals for July 1, 2020 to June 30, 2021.

Applications for Retail (ON-OFF SALE) Malt Beverage and South Dakota Wine for:

- **T & C’s Pit Stop Inc.**, Todd & Christi Matthies (25315 US 81) N 500’ of E 338’ (3.88A) Including Siever’s Tr 1 & ex that portion of Lot H1 (.12A) & H3 (.22A) & H4 (.10A) lying therein & Ex land deeded for Highway purposes (.75A) lying therein, all in the N ½ NE ¼ Section 23, Salem Township;
- **Dollar General**, 131 N. Nebraska St, Salem, SD; Legal: Lots 1, 2, 3 & 4; Blk 2 of First Addition to Salem, McCook County, South Dakota.
- **Salem Farmers Market**, Maynard’s Food Center of Westbrook, Inc, (141 S Main St) Lots 1-7; Blk 3, OT, Salem, McCook County, South Dakota.
- **Quick Stop LLC**, David Derschan, (241 N Nebraska St) Lots 1, Blk 15, Salem First Addt/ Ex W60’ & Ex LH1 and Lot 2, Blk 15, Salem First Addt, Salem, McCook County, South Dakota.

Mayor Westhoff read the recommendations from the Health Committee meeting. Objective of their meeting was to establish criteria and procedures to operate summer programs/facilities meeting CDC & State Guidelines.

Summer Rec (Softball/Baseball):

- Recommended guidelines were to not share equipment, two sets of catching gear would be needed, balls sanitized between innings; maintain proper distancing would allow for extension of dugout to backside; traveling – players would need to be brought by their parents; no games would be allowed against teams in a community with higher COVID-19 cases; hand sanitizer would be made available throughout the facilities; signage regarding risks at facilities; bleachers/spectators – hand sanitizer available, encourage social distancing; tournaments – need to setup protocol on # of spectators per player and work with the league/state on different guidelines; 6U & 8U would only be allowed to play intramural games; timetable June 1st practice June 15th games. Protocol would need to be laid out in a document for parents to sign. Protocol would include if player is feeling sick he is not allowed to practice, if player/coach tests positive for COVID19 the entire team would need to isolate for time framed recommended by CDC and if players immediate family member test positive for COVID-19 they will not be allowed to practice for the time framed recommended by CDC.
- Concession stands would not be open.

Public Restrooms: Soap and hand sanitizer stocked and checked regularly; cleaned and disinfected regularly (particularly high-touch surfaces); only open during play (rec fields) and if shelter is open to the public.

Playground & Shelter: Not recommended to open at this time.

Pool: Establish a new maximum number of people, set up block of time to reserve, clean between blocks; establish areas for families and individuals to sit; remove all city seating and allow people to bring their own; no toys or floaties allowed; display COVID-19 Warning; Wader pool don't open; setup protocol for lifeguards and patrons who have tested positive; signage with COVID-19 Risks; timetable Open June 1st if guards area agreeable to work under the guidelines and protocol established.

Discussion was held and many comments were made by Council and those present: Sioux Falls has their playgrounds open; sun kills the virus, taking away liberties; post warning at each facility; impossible to control some of the suggested protocol; social distancing currently isn't happening among both kids and adults; people should have the option to choose. If we need this many regulations, no programs should be held. Community members are doing a good job taking care and adhering to guidelines. Concerns shared if someone comes down with COVID-19.

Majority of Council is agreeable to the following regarding the summer programs, pool and parks.

- Softball and baseball programs will operate as usual with the exception each participant must provide own bat and helmet, and sign liability waiver. City will purchase an extra set of catching gear per team.
- COVID-19 Risk sign(s) will be displayed at each facility.
- Armory will be available to rent effective immediately.
- City will work with Paul Deters to establish a new rubble site schedule.
- City Offices will remain closed until office personnel feel comfortable opening.
- Pool will open June 1, 2020 (weather permitting) with extra cleaning regiment.
- Playground, shelter, bathrooms open June 1, 2020.
- Softball and Baseball fields are open for practices effective immediately.
- No change to any participation fees, and no refunds will be made if the programs are cancelled due to an increase in COVID19 cases.
- Concession stands will be opened with restriction of selling only pre-packaged food.
- The situation is fluid and if cases increase in McCook County or surrounding area the City has the right to cancel programs at any time.

Motion Mokros, second Rayman, to hire the following slate of seasonal summer employees:
Roll call: (“Aye”) four (4): Mokros, Heiberger, Rayman, Johnson; (“Nay”) two (2): Eichacker and Mayrose. Motion carried.

Pool Manager:	Sara Pulse -	\$13.70
Lifeguards:	Gordon, Maleah -	\$10.55 – WSI Certified
	Lunders, Maddy -	\$ 9.80
	Feterl, Avery -	\$ 9.80
	Feterl, Gabby -	\$ 9.80
	Claussen, Trey -	\$ 9.80
	McCormick, Isaac -	\$10.50
	Heumiller, Stephanie:	\$13.20

Water Safety Instructors (fill in when needed):

Ries, Aleah -	\$10.30 (WSI Certification)
Lauck, Kayle -	\$10.30 (WSI Certification)
Erikson, Morgan -	\$10.30 (WSI Certification)

Softball Coaches:

Klinkhammer, Jessica -	\$1,000 per team – 8U & 10U teams
Koepsell, Melissa -	\$1,000 per team – 14U team

Baseball Coaches:

Doug Durfee	\$1,000 per team 6U, 8U & 10U teams
Jeremy Grady	\$1,000 per team 12U & 14U teams
Colin Koepsell	\$1,000 per team 16U team

Carnival has been canceled – no carnivals taking place until August according the McDermott Carnival owner.

Consensus is to have the fireworks show.

Discussion held on the UB payment plan application.

Motion Mayrose, second Johnson, carried, to approve the UB Payment Plan application.

Motion Eichacker, second Rayman, carried, to enter executive session at 9:42 p.m.

Mayor Westhoff declared out of executive session at 9:51 p.m.

Next meeting is scheduled for Monday, June 8, 2020.

Motion Heiberger, second Rayman, carried, to adjourn at 9:51 PM.

Dated this 11th day of May 2020 at Salem, South Dakota.

(SEAL)

Robin Westhoff
Mayor

ATTEST:

Lori Heumiller
Finance Officer

Published once at the approximate cost of _____.