

City of Tea
Regular/Joint Meeting
February 7, 2011

A regular/joint meeting of the Tea City Council & Tea Planning & Zoning Board was held at Tea City Hall on February 7, 2011 at 6:00 p.m.

Mayor John Lawler called the meeting to order at 6:00 pm with the following members present: Brian Fowlds (arrived at 6:06), Herman Otten, Sid Munson (arrived at 6:10), Chuck Ortmeier, Joe Weis and Todd Boots. Also present was Finance Officer Dawn Murphy, Administrative Assistant/Economic Development Director Jenni White, Police Chief Brian Ketterhagen, Planning & Zoning Administrator Kevin Nissen, Utility Superintendent Thad Konrad and City Engineer Jason Kjenstad. Tea Planning and Zoning Board members present were Curly Parlet, Rick Baker, Loren Speer and Stan Montileaux.

AGENDA. MOTION 11-028. MOTION by Boots, seconded by Weis to approve the February 7 agenda. All members voted AYE.

TEA SUBDIVISION ORDINANCE. Toby and Kevin presented the subdivision approval process and the changes from the existing ordinance. The first step is the concept or sketch plan which is reviewed by the City Engineer, Zoning Administrator and Utilities Superintendent. Nissen would like to see a section added require a Landscape Architect be part of this process. No approval will be required for the Concept Plan. Step 2 is the Preliminary Plan which is reviewed by Planning & Zoning and approved by City Council. The next step would include reviewing the Engineering Plans or construction plans. These plans will be approved by the City Engineer. Nissen will keep both Boards updated on approval of the construction plans. The final step will be the plat. The current process is to have both boards approval all plats. The new subdivision ordinance requires review by the City Engineer and Zoning Administrator and approval by the Zoning Administrator only if the plat matches the preliminary plan. A re-plat will require both boards approval.

Nissen presented a new planning practice call Conservation Subdivision Design to the Boards. The design is based off neutral density planning with 30 – 35% open space set aside as park or conservation easement. The theory is to plan a development as a golf course subdivision but without the golf course. These develops would be zoned a Planned Developments and would have the small number or more lots as conventional subdivisions. Each home would have a view of open space and access to a trail system. The city benefits by a reduced number of streets and utilities to maintain for the life of the development and with a park master plan, a network of trails and open space connecting the park system. The developer benefits by less cost to construct the developed and faster selling homes. Nissen will research language to incorporate into the Subdivision Ordinance to encourage this type of development.

Other discussion items included amending the Open Space Ordinance to give incentives for Conservation Subdivision Design. The City Engineer is updated the preliminary plan checklist.

Nissen reported that a final draft subdivision ordinance will be on the agenda for the March 8th, 2011 Planning and Zoning meeting and the public hearing process to start in April. The Tea Planning and Zoning Board adjourned their meeting at 7:10 and the regular meeting of the City Council continued.

MINUTES. MOTION 11-029. MOTION by Ortmeier, seconded by Weis to approve the January 17, 2011 minutes. All members voted AYE.

WARRANTS. MOTION 11-030. MOTION by Boots, seconded by Fowlds to approve the February warrants as presented. All members voted AYE. Warrants will be listed at the end of the minutes.

ALCOHOL BEVERAGE PUBLIC HEARING. As this was the time set, Mayor Lawler opened the Alcohol Beverage License transfer public hearing. There were no comments for or against the transfer. **MOTION 11-031. MOTION** by Fowlds, seconded by Boots to approve the Application for Alcoholic Beverage License transfer from Palcek, L.L.P, d/b/a Shenanigans Pub to Tea Sports Page – 500 E. 1st St., Tea-Zelmer 2nd Addition-West 175' of Lot 6 Block 1. All members voted AYE.

1ST READING OF ORDINANCE 209. As this was the time set, Mayor Lawler opened the public hearing for the 1st reading of Ordinance 209, an Ordinance Revising the Zoning Regulations to the City of Tea, Pertaining to the Official Zoning Map. There were no comments from the public. The 2nd reading will be held at the February 22nd meeting.

PRESCOTT APARTMENTS LETTER OF SUPPORT. MOTION 11-032. MOTION by Otten, seconded by Fowlds to take Prescott Apartments Letter of Support off the table. All members voted AYE. Joan Franken was present from Costello Companies requesting a letter of support for their proposed 48 unit apartment complex. They are submitting an application to the South Dakota Housing Development Authority and as a part of the application they are required to have evidence of support from the local governing body. **MOTION 11-033. MOTION** by Boots, seconded by Fowlds to authorize the Mayor to sign a letter of support for Prescott Apartments. Members Boots, Fowlds, Munson, Weis and Ortmeier voted AYE. Member Otten voted NO. Motion carried.

SNOW REMOVAL ISSUE. Keith and Michelle Thranum were present to discuss snow removal issues regarding Mobility Sales and Service Shop piling snow onto their property at 140 E. 2nd St. The issue started in December when the Thranum's first contacted Mobility Sales asking them to remove the snow. After no action was taken, the police department was contacted several times and Mobility was ticketed, however, the snow has not been removed. They had water issues last year and are concerned that the snow piles will cause more water problems this year. Mobility Sales will be given notice to have the snow removed from Thranum's property by the end of the week, if not done, the City will remove the snow and Mobility Sales will be assessed.

ENGINEERING. Jason gave an update regarding the regional sewer meetings.

ZONING. Kevin was approached regarding wind turbines being allowed within the city. Currently no ordinance is in place allowing or restricting them. Kevin will look into sample ordinances.

APPLICATION FOR TAX ABATEMENT. Shelia Amrhien has submitted an Application for Abatement/Refund of Taxes for her property at 825 Cathy Dr., which was destroyed by fire on June 26, 2010. **MOTION 11-034. MOTION** by Otten, seconded by Fowlds to approve the Application for Abatement/Refund of Taxes in the amount of \$1,319.09 for Shelia Amrhien, 825 Cathy Drive, Nine Mile Heights Addition Lot 1A Block 4, due to fire loss on June 26, 2010. All members voted AYE.

TEA SPORTS COMPLEX PAY APPLICATION. MOTION 11-035. MOTION by Fowlds, seconded by Ortmeier to approve the Tea Sports Complex Pay Application #5 to Dakota Land Sod in the amount of \$171,035.95. All members voted AYE.

POLICE DEPARTMENT POLICIES. MOTION 11-036. MOTION by Boots, seconded by Weis to approve the police department cellular telephone policy. All members voted AYE. **MOTION 11-037. MOTION** by Weis, seconded by Boots to approve the police department off duty action policy. All members voted AYE.

COMMITTEE REPORTS. Teapot Days meeting will be held on Monday, February 28 at 6:30 pm. The police department truck purchase previously approved won't be able to be purchased due to not having 4 full doors. Other vehicle options will be looked at. The next council meeting will be held on Tuesday, February 22 due to the Presidents Day holiday.

MOTION 11-038. MOTION by Boots, seconded by Weis to go into executive session for legal matters at 9:12 pm. All members voted AYE. The council came out of executive session at 9:43 p.m.

MOTION 11-039. MOTION by Otten, seconded by Weis to adjourn at 9:43 p.m. All members voted AYE.

John M. Lawler, Mayor

ATTEST:

Dawn R. Murphy, Finance Officer

CITY OF TEA

WARRANTS PAID FEBRUARY 2011

FINANCE 4142

| | | |
|--|-----------------------------|----------|
| A & B Business Equipment | 1/5 copier maint | 8.64 |
| AB Dick | 1/5 copier maint | 29.40 |
| Aflac | Insurance | 544.80 |
| Banyon Data System | 1/4 fund accounting support | 192.50 |
| Brown & Saenger | 1/4 office supplies | 181.18 |
| Independent Publishing | Publishing | 265.43 |
| Southeast Area Finance Officer's Group | 2011 Dues | 90.00 |
| SDML | 2011 Dues Correction | 82.16 |
| Wellmark Blue Cross/Blue Shield | February Insurance | 1,799.27 |

PLANNING & ZONING 4650

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|--------------------|-----------------------------|--------|
| A & B Business | 1/5 copier maint | 8.63 |
| AB Dick | 1/5 copier maint | 29.39 |
| Banyon Data System | 1/4 fund accounting support | 192.50 |
| Brown & Saenger | 1/4 office supplies | 181.19 |
| Kloster, Sterling | January Inspections | 540.00 |

LIBRARY 4550

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|--------------------------|--------------------------|----------|
| Barnes & Noble | Books | 4,540.43 |
| Movie Licensing USA | 2011 Performance License | 375.00 |
| Tea Area School District | 4th Quarter Salaries | 2,685.92 |
| Wipf, Gayla | Decorations | 47.70 |

GOVERNMENT BUILDINGS 4192

| | | |
|----------------------------|-------------------------|----------|
| Alltel | Cell Phones Nov | 141.68 |
| Alltel | Cell Phones Dec | 109.48 |
| City of Tea | PSB high flow meter | 32.00 |
| City of Tea | PSB low flow meter | 72.80 |
| City of Tea | Maint. Bldg | 50.40 |
| City of Tea | 200 W. Maple | 34.20 |
| Heartland Glass Company | Door Adjustments | 183.67 |
| J & R Mechanical | City Hall Heat | 166.69 |
| Knology | Maint Bldg | 90.22 |
| Knology | City Hall | 261.29 |
| Master Janitorial Services | December Cleaning | 40.00 |
| Mid American Energy | 510 S Main (Dec) | 526.11 |
| Mid American Energy | 600 E. 1st St. (Dec) | 1,062.98 |
| Mid American Energy | 200 W. Maple (Dec) | 288.77 |
| Mid American Energy | 510 S Main (Jan) | 740.72 |
| Mid American Energy | 600 E. 1st St. (Jan) | 1,250.50 |
| Mid American Energy | 200 W. Maple (Jan) | 386.83 |
| Pzyrybys, Lenny | Anti-Virus | 31.80 |
| Sommers Plumbing & Heating | Gas line to new furnace | 603.85 |
| Sorlien Electric | Repair City Hall lights | 163.27 |
| True Value | Misc Supplies | 136.26 |

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|-------------|---------------|--------|
| Xcel Energy | Maint Bldg | 225.22 |
| Xcel Energy | 200 W. Maple | 108.01 |
| Xcel Energy | 600 E. 1st St | 914.01 |

PUBLIC SAFETY 4210

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|--|--------------------------------------|--------|
| Alltel | Cell Phones Nov | 177.09 |
| Alltel | Cell Phones Dec | 205.72 |
| Argus Leader Media | Police Officer Advertisement | 305.00 |
| Brown & Saenger | Paper Shredder | 690.00 |
| City of Tea | Water bill | 112.24 |
| Get N Go | Gasoline | 36.20 |
| J & M Transmission | 09 Charger Front Brakes | 848.69 |
| Knology | Phone | 612.31 |
| Mid American Energy | Service (Dec) | 191.87 |
| Mid American Energy | Service (Jan) | 193.16 |
| Overhead Door | Repair door | 392.00 |
| Ralph's Repair | 07 Charger Coolant Leak & Oil Change | 88.78 |
| Scott Bolte Sanitation | Garbage | 7.75 |
| Sioux Falls Two Way Radio | Display | 65.00 |
| South Dakota Police Chiefs Association | 2011 Dues | 97.48 |
| Sunshine Foods | Staff Meeting, Cleaner | 22.17 |
| True Value | Misc Supplies | 12.66 |
| Xcel | Siren | 21.63 |

HIGHWAY/STREET 4312

| | | |
|---------------------------|-------------------------|----------|
| Carhart Lumber | Wood | 79.69 |
| Cenex Petroleum | Gasoline | 52.52 |
| Concrete Materials | Salt sand | 951.99 |
| Dakota Auto Parts | Filters | 120.31 |
| Eastern Farmers Coop | Fuel | 3,090.50 |
| Get N Go | Gasoline | 157.49 |
| Graham | Tires 2006 Freightliner | 919.24 |
| Holcomb Freightliner | Filters | 142.38 |
| Menards | Shop supplies | 91.67 |
| Northern Truck Equipment | Filters | 167.46 |
| Pfeifers | Toolcat filters | 43.27 |
| Sheehan Mack Sales | Filters | 152.91 |
| Southeastern Electric | Street Light Repairs | 181.50 |
| Southeastern Electric | Main St. Lights | 242.46 |
| Southeastern Electric | 272nd St. Lights | 100.86 |
| Southeastern Electric | Stop Light | 88.20 |
| Southeastern Electric | Main St. Lights (Jan) | 254.34 |
| Southeastern Electric | 272nd St. Lights (Jan) | 102.41 |
| Southeastern Electric | Stop Light (Jan) | 90.27 |
| Southeastern Electric | Highway 111 Lights | 218.97 |
| Sturdevant's | Oil | 47.99 |
| Tractor Salvage & Welding | Repairs | 85.00 |
| Wheelco Truck & Trailer | Weld poly plow | 264.23 |
| Xcel Energy | Street lights | 2,659.92 |
| Xcel Energy | Traffic Signal # 1 | 8.20 |
| Xcel Energy | Traffic Signal #2 | 9.17 |

SOLID WASTE DISPOSAL 4324

| | | |
|------------------------|-----------------------|----------|
| Lincoln County Auditor | Transfer Station Fees | 7,839.00 |
|------------------------|-----------------------|----------|

PARKS/RECREATION 4501

| | | |
|----------------------|-----------------------------|-----------|
| A & B Business | 1/5 copier maint | 8.63 |
| AB Dick | 1/5 copier maint | 29.39 |
| Confluence | Services Nov 11-Dec 11 | 4,679.98 |
| Confluence | Services Dec 11-Jan 10 | 450.00 |
| Eastern Farmers Coop | Elevator property payment 2 | 50,000.00 |
| Konrad, Thad | Sprayer Class | 180.00 |
| Xcel Energy | Tennis Court | 8.20 |

WATER 601

| | | |
|-------------------------------------|-----------------------------|-----------|
| A & B Business Equipment | 1/5 copier maint | 8.63 |
| AB Dick | 1/5 copier maint | 29.39 |
| American Engineering Testing, Inc. | Lagoon samples | 151.20 |
| Banyon Data System | 1/4 fund accounting support | 192.50 |
| Banyon Data Systems | 1/2 utility billing support | 385.00 |
| Beaubien, Steve & Janann | Water deposit refund | 10.39 |
| Brown & Saenger | 1/4 office supplies | 181.19 |
| Cenex Petroleum | Gasoline | 52.52 |
| City of Sioux Falls | Bact samples | 168.72 |
| Get N Go | Gasoline | 157.47 |
| Hexum, Ron | Water deposit refund | 12.34 |
| Judd, David & Linda | Water deposit refund | 35.00 |
| Kerkaert, Travis & Dawn | Water deposit refund | 28.12 |
| Kopecky, Brad & Heather | Water deposit refund | 14.27 |
| Leggett, Joe | Water deposit refund | 15.33 |
| Lewis & Clark Regional Water System | 6,540,400 January usage | 14,069.20 |
| One Call Systems | 1/2 locates | 18.21 |
| Roths, John & Nichole | Water deposit refund | 5.93 |
| Sachen, Chad & Sarah | Water deposit refund | 30.57 |
| SD DENR | Testing | 20.00 |
| Southeastern Electric | Quinton Tower | 27.74 |
| Southeastern Electric | L&C Building | 260.10 |
| Southeastern Electric | Quinton Tower | 26.78 |
| Southeastern Electric | L&C Building | 258.78 |
| Thibodeau, Tori | Water deposit refund | 2.00 |
| Xcel Energy | S. Watertower | 13.82 |
| Xcel Energy | N. Watertower | 90.53 |
| Xcel Energy | Rural water vault | 54.11 |

SEWER 604

| | | |
|--------------------------|-----------------------------|---------|
| A & B Business Equipment | 1/5 copier maint | 8.63 |
| AB Dick | 1/5 copier maint | 29.39 |
| Banyon Data System | 1/4 fund accounting support | 192.50 |
| Banyon Data Systems | 1/2 utility billing support | 385.00 |
| Brown & Saenger | 1/4 office supplies | 181.19 |
| Cenex Petroleum | Gasoline | 52.51 |
| Get N Go | Gasoline | 158.01 |
| Omni Site.Net | Lift Station Phones | ,104.00 |
| One Call Systems | 1/2 locates | 18.20 |

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|-----------------------|--------------------------------|--------|
| Southeastern Electric | High Pointe lift station (Dec) | 72.03 |
| Southeastern Electric | High Pointe lift station (Jan) | 72.14 |
| Xcel Energy | W 5th St. lift station | 64.06 |
| Xcel Energy | Lagoon building | 211.80 |
| Xcel Energy | S. Lift Station | 280.08 |

TEAPOT DAY 750

| | | |
|------------------------|---------------------------|--------|
| Dakota Kids Pedal Pull | Kids Tractor Pull Deposit | 150.00 |
|------------------------|---------------------------|--------|

HIGHWAY 111 PROJECT 512

| | | |
|----------------------------|----------------------|----------|
| Action Electric | Reprogram stop light | 276.53 |
| Dakota Traffic Service LLC | Paint lines | 142.25 |
| Geotek | November Services | 1,018.50 |
| HDR Engineering | Nov & Dec Services | 2,734.23 |
| Laqua Logics, Inc. | Televise sewer | 889.50 |

3RD PENNEY 211

| | | |
|---------------------|---------------|--------|
| Mid American Energy | Service (Dec) | 8.00 |
| Mid American Energy | Service (Jan) | 8.00 |
| Xcel Energy | Pool | 130.71 |

TOTAL **132,519.90**

JANUARY PAYROLL

| DEPARTMENT | GROSS | | | TOTAL |
|------------------------------|------------------|-----------------|-----------------|------------------|
| | PAY | SS/MED | RETIRMENT | |
| Legislative 4111 | 4,735.00 | 362.25 | | 5,097.25 |
| Executive 4121 | 2,400.00 | 183.60 | | 2,583.60 |
| Finance 4142 | 3,634.50 | 278.04 | 218.07 | 4,130.61 |
| Public Safety 4210 | 17,309.94 | 1,317.31 | 1,093.08 | 19,720.33 |
| Highway/Streets 4311 | 4,335.95 | 331.72 | 260.17 | 4,927.84 |
| Planning & Zoning 4650 | 4,402.84 | 332.66 | 264.19 | 4,999.69 |
| Water Distribution 4334 | 4,335.95 | 331.72 | 260.17 | 4,927.84 |
| Water Clerk 4335 | 854.75 | 64.63 | 51.28 | 970.66 |
| Sewer Administration 4321 | 4,337.28 | 331.77 | 260.21 | 4,929.26 |
| Sewer Sanitary Clerk 4322 | 855.00 | 64.65 | 51.29 | 970.94 |
| TOTAL JANUARY PAYROLL | 40,066.21 | 3,052.50 | 2,458.46 | 45,577.17 |

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