

City of Tea
Regular Meeting
January 3, 2011

A regular meeting of the Tea City Council was held at Tea City Hall on January 3, 2011 at 7:00 p.m.

Mayor John Lawler called the meeting to order at 7:02 p.m. with the following members present: Sidney Munson, Brian Fowlds, Chuck Ortmeier, Herman Otten, Joe Weis and Todd Boots. Also present was Finance Officer Dawn Murphy, Administrative Assistant/Economic Development Director Jenni White, Police Chief Brian Ketterhagen, Utility Superintendent Thad Konrad, Planning & Zoning Administrator Kevin Nissen and City Engineer Jason Kjenstad.

AGENDA. MOTION 11-001. MOTION by Ortmeier, seconded by Otten to approve the January 3 agenda. All members voted AYE.

MINUTES. MOTION 11-002. MOTION by Boots, seconded by Fowlds to approve the December 20, 2010 minutes with it noted the subdivision plan will be reviewed at the January 17th meeting. All members voted AYE.

WARRANTS. MOTION 11-003. MOTION by Otten, seconded by Ortmeier to approve the January warrants as presented. All members voted AYE. Warrants will be listed at the end of the minutes.

DISTRICT 12 SENATOR. Mayor Lawler introduced new District 12 Senator Mark Johnston. There was a brief discussion on the priorities of the city and the importance of trying to receive funding for reconstructing Highway 106.

SEWER MAIN RE-LINING. The city received a letter from Darrin Laqua, President of Laqua Logics, Inc., d/b/a A-Tech Sewer, asking for reimbursement for the repair of a service line that was completed as result of their camera getting stuck on a broken pipe. They are only asking for reimbursement (\$7,422.00) from the excavation/repair work done by Kempf Construction. Mr. Laqua was also present to answer any questions regarding the repair. HDR states in their letter to the city "the repair of the sewer service would have been needed at some point in the future based on the condition of the service viewed in the video and verified when exposed to retrieve the camera. It was the goal with the sewer lining program (and specifically with this project) to line sewer mains to reduce significant amounts of the infiltration, individual spot repairs would be done as needed or in conjunction with roadway projects. Although the intent of the contractor was to retrieve the camera in this case, the City of Tea received a product as this location which was better than if the pipe was only lined". **MOTION 11-004. MOTION** by Ortmeier, seconded by Fowlds to reimburse Laqua Logics, Inc., d/b/a A-Tech Sewer, \$7,422.00 for repair of a sanitary sewer service on Mary Ave., between 2nd and 3rd Streets. Members Ortmeier, Boots, Munson, Fowlds and Weise voted AYE. Member Otten voted NO. Motion carried. Jason will prepare a change order.

ZONING. Kevin suggested having a joint meeting with the planning & zoning board to discuss changes to the subdivision ordinance. Toby can not make it to the January 17th meeting. It was decided to try to have a joint meeting on February 7 at 6:00 p.m.

TEA SPORTS COMPLEX PAY REQUEST. MOTION 11-005. MOTION by Otten, seconded by Boots to approve Pay Application 3 to Dakota Land Sod for the Tea Sports Complex Project, in the amount of \$117,675.00. All members voted AYE.

POLICE DEPARTMENT POLICIES will be discussed at the next meeting.

ELECTION DATE. MOTION 11-005. MOTION by Boots, seconded by Ortmeier to hold the 2011 election on the second Tuesday of April, that being April 12, 2011.

FUND TRANSFERS. Dawn reviewed with the council various fund cash transfers that are needed for year end 2010. The city originally budgeted \$1,242,000 for transfers to project funds and did a supplemental budget for an additional 300,000 for a total cash transfers from General Fund/Sales Tax of \$1,542,000.00.

- Sales tax revenue bond proceeds need to be receipted into the fund repaying the debt and therefore a transfer to the capital project fund is needed. **MOTION 11-006. MOTION** by Boots, seconded by Weis to transfer Sales Tax Revenue Bond Proceeds of \$900,000.00 from the General Fund 101 to Highway 111 Capital Project Fund 512. All members voted AYE.
- Due to anticipated low bids, Tea Sports Complex Phase 1 was started. **MOTION 11-007. MOTION** by Ortmeier, seconded by Weis to do a cash transfer of \$385,000 from General Fund(Sales Tax Revenue) 101 to Tea Sports Complex Capital Project Fund 511. All members voted AYE.
- **MOTION 11-008. MOTION** by Ortmeier, seconded by Weis to allocate \$45,024.00 from the Water Fund Annexation Fee account (impact fees) and \$45,024.00 from the Sewer Fund Annexation Fee account (impact fees) to help pay for the over-sizing of the Highway 111 Project water and sewer line. All members voted AYE.
- Several years ago Zabel Enterprise prepaid, through sales tax collections, a portion of their future highway/utility assessment. Those funds have been set aside in a specific reserve account and can now be used to pay for their Highway 111 assessment. **MOTION 11-009. MOTION** by Fowlds, seconded by Otten to do a cash transfer of \$70,351.65 from General Fund 101, Special Assessment Restricted Cash account to Fund 512 Highway 111 Capital Project Fund. All members voted AYE.
- Due to unexpected repairs to the swimming pool the 3rd penny sales tax has as negative \$13,300 cash balance. **MOTION 11-010. MOTION** by Fowlds, seconded by Otten to do a cash transfer of \$13,500 from General Fund 101 to 3rd Penny Sales Tax Fund 211. All members voted AYE.
- **MOTION 11-011. MOTION** by Boots, seconded by Weis to do a cash transfer of \$170,000 from General Fund/Sales Tax Fund 101 to Phase 2 Brian St. Extension Capital Project Fund 513. All members voted AYE.

PUBLISHING OF SALARIES FOR ALL OFFICERS AND EMPLOYEES. MOTION 11-012. MOTION by Otten, seconded by Weis to direct the Finance Officer to publish all officer and employee salaries in accordance with SDCL 6-1-10. All members voted AYE. Dawn Murphy, Finance Officer, \$22.04 per hour; Thad Konrad, Utility Superintendent, \$22.04 per hour; Kevin Nissen, Planning & Zoning Administrator, \$21.21 per hour; Brian Ketterhagen, Police Chief, 55,000 annual salary; Lenny Przybys, utilities, \$19.50 per hour; Sean Glasgow, utilities, \$15.65 per hour; Jenni White, Administrative Assistant/Economic Development Director, \$15.90 per hour; Steven Oberle, utilities, \$15.65 per hour; Brian Tvedt, Assistant Police Chief, \$18.16 per hour; Jessica Quigley, Police Officer, \$16.08 per hour; Matt Wetterling, Police Officer, \$15.53 per hour; Councilmembers \$125.00 per regular meeting, \$60.00 per special meeting; Mayor, \$800.00 per month; Curly Parlet, Zoning Officer, \$75.00 per regular meeting, \$25.00 per special meeting; Loren Speer, Zoning Board, \$50.00 per meeting; Jan Clary, Zoning Board, \$50.00 per meeting; Stan Montileaux, \$50.00 per meeting; Rick Baker, Zoning Board, \$50.00 per meeting;

Terry Anderson, part-time Police Officer, \$13.00 per hour; Roger Knutson, part-time Police Officer, \$13.00 per hour; Travis Johns, part-time Police Officer, \$13.00 per hour; and Justin Quigley, part-time Police Officer, \$13.00 per hour.

MOTION 11-013. MOTION by Weis seconded by Otten to adjourn at 8:15p.m. All members voted AYE.

John M. Lawler, Mayor

ATTEST:

Dawn R. Murphy, Finance Officer

CITY OF TEA
WARRANTS PAID JANUARY 2011

FINANCE 4142

A & B Business Equipment	1/5 copier maint	5.77
AB Dick	1/5 copier maint	141.91
Aflac	Insurance	544.80
Avenet	1/2 2011 hosting fees	225.00
Business Forms & Accounting	Tax forms	82.30
SD Government Finance Officers' Assoc	2011 Dues	40.00
SDML	2011 Dues	1,035.21
Wellmark Blue Cross/Blue Shield	January insurance	1,778.65

PLANNING & ZONING 4650

A & B Business	1/5 copier maint	5.77
AB Dick	1/5 copier maint	141.91
Avenet	1/2 2011 hosting fees	225.00
Kloster, Sterling	December Inspections	240.00
SD Association of Code Enforcement	2011 Dues	40.00
SECOG	2011 Dues	2,578.00

LIBRARY 4550

Tea Area School District	3rd Quarter Salaries	4,041.51
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GOVERNMENT BUILDINGS 4192

City of Tea	PSB high flow meter	32.00
City of Tea	PSB low flow meter	65.40
City of Tea	Maint. Bldg	46.70
City of Tea	200 W. Maple	34.20
Hander Plumbing & Heating	Boiler pressure switches(Fire Dept Maint Fund)	937.77
Heiman Fire Equipment	Fire Extinguisher Inspections	158.50
J & R Mechanical	HVAC Repair-Combustion air blower	416.81
Knology	Maint Bldg	89.32
Knology	City Hall	258.40
Master Janitorial Services	Nov Cleaning	40.00
Mid American Energy	510 S Main (Nov)	302.12
Mid American Energy	600 E. 1st St. (Nov)	570.24
Mid American Energy	200 W. Maple (Nov)	209.06
Ralph's Repair	Alarm system batteries	100.90
Scott Bolte Sanitation	Jan-March Services	242.25
Xcel Energy	Maint Bldg	211.95
Xcel Energy	200 W. Maple	91.85
Xcel Energy	600 E. 1st St	846.47

PUBLIC SAFETY 4210

Brown & Saenger	Office Supplies	144.16
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City of Tea	Water bill	39.90
Heiman Fire Equipment	Fire Extinguisher Inspection	31.50
Ketterhagen, Brian	Reim misc supplies, IACP Dues	195.41
Knology	Phone	181.46
Lexus Nexis	Law Books	104.48
Mid American Energy	Service (Nov)	115.12
Safariland	Forensics Supplies	40.15
Sirchie	Investigation Supplies	216.12
Sunshine Foods	PD supplies	40.42
Tvedt, Brian	Christmas Picture, Cassette Tapes	24.88
Velvet Uniforms	Star Shoulder Boards	12.50
Xcel	Service	178.11
Xcel	Siren	17.78

HIGHWAY/STREET 4312

Cenex Petroleum	Gasoline	43.74
Concrete Materials	Salt sand	711.67
Eastern Farmers Coop	Fuel	554.33
Hydraulic World Inc.	Pipe Breather	4.98
SD Municipal St. Maintenance Assoc.	2011 Dues	35.00
Sheehan Mack Sales & Equip.	Loader Bulb	2.87
Sorlien Electric	Replace Outlet & Eye for Christmas Décor	100.64
Tractor Salvage & Welding	Cutting Edges	646.47
Xcel Energy	Street lights	2,649.67
Xcel Energy	Traffic Signal # 1	8.20
Xcel Energy	Traffic Signal #2	9.08

PARKS/RECREATION 4501

A & B Business	1/5 copier maint	5.78
AB Dick	1/5 copier maint	141.90
Bunkers, George	Playground equipment, slide	300.00
Gleason's Instant Tree Company	Move evergreen	350.00
Henke Tractor Repair	Mower belt	22.90
Xcel Energy	Tennis Court	8.20

WATER 601

A & B Business Equipment	1/5 copier maint	5.78
AB Dick	1/5 copier maint	141.90
Boehnke, Tracy	Water deposit refund	30.94
Boomsma, Mary	Water deposit refund	16.09
Cenex Petroleum	Gasoline	43.74
Danko	Hydrant adapter	16.25
First National Bank	DW SRF #1 (L & C)	38,593.10
Lee, Brian & Grace	Water deposit refund	14.70
Lewis & Clark Regional Water System	Lobby Charges 2nd Quarter of FY 2011	1,871.75
Lewis & Clark Regional Water System	5,967,190 Dec. usage	13,215.11
One Call Systems	1/2 locates	67.71
Owens Inspection Services	Inspect tower	900.00
Rural Development	Loan 91-06 12 months \$921 per month	11,052.00

ACH Payments (1993)

Rural Development	Improvements) Loan 91-07 12 months \$1,032 per month	12,384.00
	ACH Payments (1997 Tower)	
Rural Development	Loan 91-08 12 months@ \$5,241 per month	62,892.00
	ACH Payments (Quinton St. Tower)	
Rural Development	Loan 91-04 Annual Payment 5% rate	8,050.00
SD DENR	Thad & Lenny Certification	12.00
Xcel Energy	S. Watertower	13.65
Xcel Energy	N. Watertower	63.28
Xcel Energy	Rural water vault	48.06
SEWER 604		
A & B Business Equipment	1/5 copier maint	5.78
AB Dick	1/5 copier maint	141.90
American Engineering Testing Inc	Lagoon samples	100.80
A-Tech Sewer	Sewer Cleaning	5,808.75
Cenex Petroleum	Gasoline	43.74
Cummins Central Power	Maintenance agreement/repair generator	961.76
First National Bank	CWSRF #7	8,676.26
First National Bank	CWSRF #6	13,420.14
One Call Systems	1/2 locates	67.71
SD DENR	Thad & Lenny certification	24.00
SD DENR	Environmental fees	750.00
Southeastern Electric	High Pointe lift station	67.83
Xcel Energy	W 5th St. lift station	61.00
Xcel Energy	Lagoon building	1,445.69
Xcel Energy	S. Lift Station	244.12
3RD PENNEY 211		
Mid American Energy	Service (Nov)	9.40
Xcel Energy	Pool	122.72

TOTAL 204,100.85

DECEMBER PAYROLL

DEPARTMENT	GROSS			TOTAL
	PAY	SS/MED	RETIRMENT	
Finance 4142	3,369.60	257.78	202.18	3,829.56
Public Safety 4210	17,620.60	1,347.98	1,058.97	20,027.55
Highway/Streets 4311	4,340.51	332.04	260.42	4,932.97
Planning & Zoning 4650	4,261.37	325.97	225.68	4,813.02
Water Distribution 4334	4,340.51	332.04	260.42	4,932.97
Water Clerk 4335	815.47	62.39	48.93	926.79
Sewer Administration 4321	4,341.81	332.14	260.53	4,934.48
Sewer Sanitary Clerk 4322	815.71	62.42	48.95	927.08
TOTAL NOVEMBER PAYROLL	39,905.58	3,052.76	2,366.08	45,324.42

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