

City of Tea  
Regular Meeting  
May 1, 2017

A regular meeting of the Tea City Council was held at Tea City Hall on May 1, 2017 at 6:20 p.m.

Mayor John Lawler called the meeting to order at 6:21 p.m. with the following members present: Sidney Munson, Brian Fowlds, Chuck Ortmeier, Joe Weis, Larry Rieck and Todd Boots. Also present: Finance Officer Dawn Murphy, Utility Superintendent Thad Konrad, Planning & Zoning Administrator Kevin Nissen, Police Chief Jessica Quigley and City Engineer Ben Scholtz.

**JUSTIN WEILAND**, Dell Rapid City Administrator and President of the SD City Management Association spoke to the Council on the benefits of hiring a City Administrator.

**CHAD ULVESTAD**, Tea Economic Development Commission President spoke to the council on what they would like to have for an Economic Development Director.

**AGENDA. MOTION 17-72. MOTION** by Boots, seconded by Weis to approve the May 1, 2017 agenda with the addition of Executive Session for personnel. All members voted AYE.

**MINUTES. MOTION 17-73. MOTION** by Weis, seconded by Ortmeier to approve the April 17, 2017 minutes. All members voted AYE.

**WARRANTS. MOTION 17-74. MOTION** by Ortmeier, seconded by Rieck to approve the warrants as presented. All members voted AYE. Warrants will be listed at the end of the minutes.

**468<sup>th</sup> AVE /OTTEN DEVELOPMEN DRAINAGE.** There was continued discussion from the April 17 meeting regarding potential drainage issues with the proposed Otten Addition Phase 2. Herman Otten will try to facilitate something with his father, Dean Otten, to evaluate the channel going through his property.

**2<sup>ND</sup> READING OF ORDINANCE 245.** The Council held the 2<sup>nd</sup> reading of Ordinance 245. **MOTION 17-75. MOTION** by Boots, seconded by Weis to approve and adopt Ordinance 245, An Ordinance of the City of Tea, SD Rezoning Tract 3, Schoen Addition from Agriculture to Residential District (R1) and Amending the Official Zoning Map of the City of Tea. Members Munson, Ortmeier, Rieck, Boots and Weis voted AYE. Member Fowlds abstained. Motion carried. The ordinance will be published separately.

At this time, Mayor Lawler thanked Councilmember Rieck for his service to the City and Councilmembers Munson, Boots and Voelker took their Oath of Office.

**CITY COUNCIL PRESIDENT.** Councilmember Fowlds nominated Councilmember Ortmeier for City Council President. **MOTION 17-76. MOTION** by Munson, seconded by Weis that nomination cease and cast a unanimous ballot for Councilmember Ortmeier as City Council President. All members voted AYE.

**CITY COUNCIL VICE PRESIDENT.** Councilmember Munson nominated Councilmember Weis as City Council Vice President. **MOTION 17-77. MOTION** by Fowlds, seconded by Voelker that nomination cease and cast a unanimous ballot for Councilmember Weis as City Council Vice President. All member voted AYE.

**APPOINTMENT OF MUNICIPAL OFFICIALS. MOTION 17-78. MOTION** by Fowlds, seconded by Boots to approve the following appointments as required by City of Tea Ordinance 1.01(a) (SDCL 9-14-3). All members voted AYE.

- Finance Officer – Dawn Murphy
- Police Chief - Jessica Quigley
- Utility Superintendent – Thad Konrad

**COMMITTEE APOINTMENTS. MOTION 17-79. MOTION** by Fowlds, seconded by Ortmeier to approve the following committee/board appointments. All members voted AYE.

- Water, Sewer & Street – Councilmember Weis

- Police – Councilmember Fowlds
- Fire Department – Councilmember Ortmeier
- Pool, Parks, & Tea Park and Recreation Board – Councilmember Voelker
- Library Board – Councilmember Weis
- Library Board, Public Representative – Deanna Ernster
- HRC Board – Councilmember Boots
- TEDC Board – Councilmember Munson

**OTHER DESIGNATIONS. MOTION 17-80. MOTION** by Ortmeier, seconded by Fowlds to approve the following designations as provided for in South Dakota Codified Law. All members voted AYE.

- City Attorney (SDCL 9-4-22) – Meierhenry Sargent, LLP
- City Engineer (SDCL 9-14-24) – HDR Engineering
- Official Paper (SDCL 9-12-6) – Tea Weekly
- Official Depository (SDCL 9-22-6) – Valley Exchange Bank, SD Public Funds Investment Trust and Reliabank

**PLAT.** Kevin presented and recommended approval of a plat in Gateway Park Addition. **RESOLUTION 17-05-05. MOTION 17-81. MOTION** by Fowlds, seconded by Weis to approve the following resolution. All members voted AYE. BE IT RESOLVED by the City Council of the City of Tea, South Dakota that the plat known and described as Lot 2, Block 1 of Gateway Park Addition, lying within the jurisdictional limits of the City of Tea, South Dakota, is hereby approved and the City Finance Officer of the City of Tea, South Dakota is hereby directed to endorse on such plat a copy of this resolution and certify the same thereon. Dated this 1<sup>st</sup> day of May, 2017.

John M. Lawler.

ATTEST: Dawn R. Murphy, Finance Officer

**BUILDING PLANS.** Kevin presented the building plans and permit for a 36' x 48' addition to Schoenhard's Custom Cabinets. **MOTION 17-82. MOTION** by Boots, seconded by Ortmeier to approve the warehouse addition building plans and permit for Schoenhard's Custom Cabinets at 401 E. 1<sup>st</sup> St. Members Munson, Ortmeier, Voelker, Boots and Weis voted AYE. Member Fowlds abstained. Motion carried.

**CITY ADMINISTRATOR POSITION. RESOLUTION 17-05-06. MOTION 17-83. MOTION** by Fowlds, seconded by Voelker to approve the following resolution. Members Munson, Fowlds, Ortmeier, Voelker and Boots voted AYE. Member Weis voted NO. Motion carried. **A RESOLUTION CREATING THE OFFICE OF CITY ADMINISTRATOR IN THE CITY OF TEA.** WHEREAS, state statute provides that a municipality may create the position of City Administrator; and WHEREAS, The City Council may provide for the City Administrator to simultaneously hold other appointed officers; and WHEREAS, the City Council of the City of Tea has determined that there is a need for a City Administrator to effectively develop and carry out policies and development of the City; NOW THEREFORE, BE IT RESOLVED by the City Council of The City of Tea, South Dakota as follows: 1) Office Established: The office of City Administrator is hereby established; 2) Appoint of the City Administrator shall be appointed by the Mayor with the consent of a majority vote of the Council for an indefinite term; 3) Removal of City Administrator: The City Administrator may be removed at any time by the Mayor, with consent of a majority vote of the City Council with or without cause. If requested, a public hearing shall be held by the City Council within 30 days following notice of removal. During the interim, the council may suspend the Administrator from duty with pay; 4) Powers and Duties of City Administrator: The City Administrator shall be the Chief Administrative office of the City and shall be responsible to the Mayor and City Council for the proper administration of the City. 5) Duties of the City Administrator shall be set forth and approved by the City Council. Dated this 1<sup>st</sup> day of May, 2017.

John M. Lawler, Mayor

ATTEST: Dawn R. Murphy, Finance Officer

**POOL STAFF. MOTION 17-84. MOTION** by Fowlds, seconded by Ortmeier to removing Tyra Klarenbeck as cahier/slide attendant and hire Hanna Nelin as cashier/slide attendant at \$9.10 per hour. All members voted AYE.

**POLICE OFFICER. MOTION 17-85. MOTION** by Weis, seconded by Fowlds to hire Mark Russel as a part-time police officer at \$19.00 per hour. All members voted AYE.

**COMMITTEE REPORTS.** Kevin handed out an email he received with the cost estimates for the additional gym and office/storage areas for the proposed new building for the school district. There was a lengthy discussion. Mayor Lawler will meet with Superintendent Lowry to discuss further.

**MOTION 17-86. MOTION** by Weis, seconded by Ortmeier to go into executive session at 8:53 pm pursuant to SDCL 1-25-2 (1) personnel. All members voted AYE. Council came out of executive session at 9:01 pm.

**MOTION 17-87. MOTION** by Fowlds, seconded by Ortmeier to adjourn at 9:01 pm. All members voted AYE.

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John M. Lawler, Mayor

ATTEST:

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Dawn R. Murphy, Finance Officer

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**CITY OF TEA  
 WARRANTS PAID MAY 1, 2017**

<b>FINANCE 4142</b>		
Aflac	Insurance	353.82
Brown & Saenger	1/3 office supplies	96.10
International Institute of Municipal Clerks	2017 Membership	160.00
KCL Group Benefits	Insurance	305.11
SD Governmental Finance Officer Assoc.	2017 Conference	75.00
SD Governmental Human Resource Assoc.	2017 Conference	50.00
Wellmark	Insurance	5,807.58

<b>LIBRARY 4550</b>		
Barnes & Nobel	Books	627.50
Over Drive	Digital book membership (2 years)	3,000.00

<b>PLANNING &amp; ZONING/ECONOMIC DEVELOPMENT 4650</b>		
Lincoln County Register of Deeds	File plats	95.00

<b>GOVERNMENT BUILDINGS 4192</b>		
Best Buy	Trend anti virus	223.63
Olson, Joann	Cleaning City Hall	150.00
Xcel Energy	PSB	838.20
Xcel Energy	200 W. Maple	118.72
Xcel Energy	Maint bldg.	188.39

<b>PUBLIC SAFETY 4210</b>		
Edmonds, Brenda	Cleaning 4/23/17	75.00
Elbo Computing Resources	Fix computer	69.23
Frantzen Reporting	Transcription fees	48.00
Get N Go	Gasoline	497.84
Green Eggs & Ram	Backup	15.39
Mobile Electronic Service	Repair camera	75.00
Neve's	Shirt/patch	58.95
Sioux Falls Area Humane Society	March services	242.65
Xcel Energy	Siren	17.62

<b>HIGHWAY/STREET 4312</b>		
Cenex Credit Card	Gasoline	36.83
Concrete Materials	Patch mix, hoop barn base, alley repairs	505.69
Eastern Farmers Coop	Gasoline	404.56
Get N Go	Gasoline	70.71
I-State Truck Center	Brakes, turbo sensor 2008 Freightliner	2,399.05
Mac's	Shop supplies	136.33
Napa Auto Parts	Filters, belt	39.24
SD Municipal Street Maintenance Assoc.	Conference	50.00
Southeaster Electric Coop	Repair street lights	1,013.62

**PARKS/RECREATION 4501**

All Phase Electric	Repair conduit (2015), wire press box	3,554.35
Campbell's	Fertilizer spreader parts	39.84
Concrete Materials	Concrete pad at complex	294.00
Dakota Supply Group	Urinal parts	35.04
EnviroMaster, Inc.	Restroom Supplies	198.85
Lacey Rentals	Toilets	294.00
Pfeifer's	Toolcat	28,480.00
The Tessman Co	Fertilizer, seed, spray	4,305.51
Xcel Energy	Ball field lights	926.13

**WATER 601**

Brown & Saenger	1/3 office supplies	96.10
Cenex Credit Card	Gasoline	36.83
City of Sioux Falls	Bacteria tests	217.50
Get N Go	Gasoline	70.71
Metering & Technology Solutions	Galaxy receiver	5,828.67
Sioux Falls Tower & Communications	Install receiver	757.65
Xcel Energy	Rural Water	9.30
Xcel Energy	Brian St. Tower	64.53
Xcel Energy	2nd St. Tower	12.08

**SEWER 604**

American Engineering Testing	Lagoon samples	318.00
Brown & Saenger	1/3 office supplies	96.12
Cenex Credit Card	Gasoline	36.83
Cummins Central Power	Repair lift station generator	587.20
Get N Go	Gasoline	70.73
USA Blue Book	PH tester	167.46
Xcel Energy	S. lift station	482.77
Xcel Energy	5th St. lift station	82.28
Xcel Energy	Lagoon Building	1,798.45

**3RD PENNY/POOL/PARK EXPENSES 211**

Howes, Donna	Reimburse for shirts	53.23
Menards	Refrigerator	299.57
	Reimburse for web cam, scanner & stand	
Murphy, Dawn	from Amazon	144.08
Xcel Energy	Pool	286.85

**SPECIAL PARK FUND 201**

Hauff Mid America Sports	Baseball jerseys, softball bats	2,034.27
I-29 League	League dues	300.00

**TEA POT DAYS FUND 750**

Brown & Saenger	Supplies	109.38
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APRIL PAYROLL

DEPARTMENT	GROSS PAY	SS/MED	RETIRMENT	TOTAL
Finance 4142	4,957.92	379.28	297.47	5,634.67
Public Safety 4210	19,126.44	1,356.18	1,530.10	22,012.72
Highway/Streets 4311	6,001.17	426.48	360.07	6,787.72
Recreation 4501	2,720.00	208.08	163.20	3,091.28
Planning & Zoning 4650	4,755.62	357.00	285.34	5,397.96
Promoting the City 4653	2,390.40	177.48	143.44	2,711.32
Water Distribution 4334	6,001.17	426.48	360.07	6,787.72
Water Clerk 4335	398.40	29.58	23.90	451.88
Sewer Administration 4321	6,003.00	426.64	360.19	6,789.83
Sewer Sanitary Clerk 4322	398.40	29.58	23.90	451.88
TOTAL APRIL PAYROLL	52,752.52	3,816.78	3,547.68	60,116.98

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