

MEMORANDUM

TO: Mayor Casey Voelker. Council Members; Lynn DeYoung, Joe Weis, Aaron Otten, Jim Erck, Terry Woesnner, Ruby Zuraff. Finance Officer, Dawn Murphy. Planning Director, Kevin Nissen. Attorney, Todd Meierhenry.

FROM: Justin Weiland, City Administrator

RE: City Administrator Memorandum – April 7, 2025 - Regular Council Meeting

DATE: April 4, 2025

CITY COUNCIL REGULAR AGENDA:

A. Agenda Management System – Diligent Brands Contract:

Background of Issue: [Attached is a proposal submitted by Diligent Brands for an agenda management system to be used by the City Council, Planning and Zoning Commission and Parks and Recreation Board.](#) The City has budgeted for the implementation of an on-line Agenda Management System that will help to streamline the organization and building of meeting agendas and the content of meetings. Administration has researched several different options available on the market today and is recommending moving forward with the approval of Diligent Brands, Diligent Community package. The total annual cost for this product has been quoted at \$9,7000 per year.

The City currently leans heavily on the Finance Officer to prepare City Council agendas. This system will allow for each Department to upload agenda content and prepare materials for the Council meeting agendas. This system will streamline's staff's efforts to create agendas for City Council meetings. This system will also house all of the City's documents in a central location and allow for searchability of all future agenda items. This system has a back end where staff will create the agendas. Once staff publishes the agenda there is a public side where the public has access to the agenda content. Diligent hosts a site where this content is stored. A hyperlink from the City's website will be established to this site, that we will attempt to have the same colors and appearance as the City website. This product also provides for a Council view to the agenda, where Council members can prepare comments and notes in advance of a meeting. The system allows for public view or allows the public view to be turned off for publicly sensitive items that may be placed on an Executive Session. This platform also has a minute maker function that FO Murphy will utilize to prepare minutes on the spot at meetings.

City Administration researched multiple different platforms from different providers. The Diligent Community product is the product that best fits the current needs of the City of Tea. Other products had higher expenses but also came with more bells and whistles, that the City would most likely not utilize. A product Administration is familiar with, Granicus, is a very robust system but that system comes at a high cost. Diligent does have the capacity to allow for live streaming of meetings in the future. This is an option that could be added on in the future to the current package when/if the Council is prepared to live stream city council meetings.

Recommendation: Recommend the Council review this proposal and make a motion to authorize City Administration to execute the contract and begin implementation of the Diligent Community agenda management package at the price of \$9,700 annually. The implementation of an agenda management system will be a benefit to not only staff preparation of the bi-monthly agendas but to the Council's preparation and viewing of the agenda packets as well as the public's consumption of agenda materials. The Planning and Zoning Commission and the Parks and Recreation Board will also utilize this agenda management system. Administration anticipates a few months to build out the Tea platform before implementation kick off. The City should consider upgrading devices for Council to best utilize this system during Council meetings. Devices for each Council Member have been budgeted for 25'. Staff will work towards acquiring devices prior to implementation of this new system.

ADMINISTRATOR/FINANCE OFFICER REPORT

- A. **Personnel – Performance Evaluation Step Increase Updates:** The City Council implement a Pay Plan to be implement on January 1st of 2025. The Pay Plan provides for performance evaluations to occur on the anniversary date of each employee. Employees are eligible for step increases based on performance. Wage increases are effective retroactive to their anniversary dates.
- The following is a report of employees with anniversary dates in late March and the step increases and per hour wages that have been adjusted based on performance: Lenny Przbys 03/27 Step 21-3 (\$41.04) to 21-4 (\$42.07); Taylor White 03/27 Step 17-2 (\$35.54) to 17-3 (\$36.46).
- B. **85th Street Project (Frontier Boulevard) – Start Date March 31st:** The second phase of the 85th Street project (Frontier Boulevard) has kicked off in time for the rainy season to begin. The City's contractor D&G Concrete and Construction began work on the roundabout at North Heritage Avenue and 270th Street. Traffic has been re-routed around the roundabout construction zone. D&G plans to work towards completion of the roundabout as the first priority. The final grading of 85th Street and paving will occur as spring dries out into summer. The contractor anticipates completion of the project by early July.
- C. **Election Day – Tuesday, April 8th – City Hall – Ward 1:** The City of Tea Municipal Election will be held this Tuesday, April 8th. The election will be held in the Tea, City Council Chambers. Ward 1 is the only Ward with an election. The Ballot is listed in order as follows; Michael LeVan, Josh Chapman, Joe Weiss. The polls are open between 7 AM and 7 PM. Finance Officer Murphy has selected poll workers to work on election day. The votes will be tallied after the polls close at 7 PM. The Council will Canvass the election results at the April 21st Council Meeting. The winner of the election will be sworn in and seated at the May 5th City Council Meeting.
- D. **Future Growth Area Boundary Map:** Mayor Voelker and Administrator Weiland met with Harrisburg City officials to discuss the Future Growth Area Boundary Map associated with the City's Comprehensive Plan. Both entities decided on a growth boundary east of I-29 that provides Tea with the area north of 272nd and south of 271st and Harrisburg with the area that is south of 272nd and north of 273rd. The Cities agreed that these boundaries are for the purpose of planning as Lincoln County is seeking to determine how to handle new permitting in growth areas between growing municipalities. Both Cities agreed to reserve the right to annex these territories in the future based on future infrastructure extensions. Both entities agreed to continue communications and working

together to plan for what is in the best interest for the future of the region. Staff is developing a series of Resolutions to be considered for adoption by the Council that will define the growth boundaries between the City of Sioux Falls and the City of Harrisburg.

- E. Comprehensive Plan, Master Transportation Plan and Zoning Ordinance – Updates:** Prior to the departure of Planning Director Kevin Nissen and the transition to Community Development Director Albert Schmidt, the City had a check in with the consultants the City has hired to develop three important documents (Comprehensive Plan, Master Transportation Plan and the Zoning Ordinance). Staff held meetings with both Confluence and HDR staff to update on the current status of these reports and the adoption of a new zoning ordinance is on track. The Comprehensive Plan has several aspects of the report that are being fine tuned prior to moving forward with public meetings and P&Z and Council adoption. The Master Transportation Plan is nearing final draft stage. The City is working on providing HDR with historic and projected future commitments to transportation investments. Both of these documents should be ready for public presentations and consideration for adoption within the next few months.

Staff also held a call with Confluence to discuss progress with the new Zoning Ordinance review. Confluence has not yet dedicated fulfilled their contract to review and provide comments on the proposed new zoning ordinance draft. Therefore, a plan to begin a full review of the new Zoning Ordinance drafted by Kevin Nissen was discussed. New Community Development Director, Albert Schmidt is planning a staff review with staff and Administration. A chapter by chapter review with Confluence and both the planning commission and city council will follow the staff review. Staff is aware the adoption of a new Zoning Ordinance is a priority of the Council. Therefore, a more rigorous focus on review and communication on the progress will be a goal of the rest of 2025.

- F. Meeting with Governor Rhoden - SB 216:** [*Attached is a hand out to Governor Rhoden outlining the effects of SB 216 on the City of Tea.*](#) Mayor Voelker and Administrator Weiland, along with leaders from Brandon, Harrisburg and Lennox, Crooks, Minnehaha and Lincoln County had an opportunity to meet with Governor Rhoden to discuss the effects of SB 216 on the City of Tea. This was a productive meeting that served as an opportunity for the most effected communities of Tea and Harrisburg to voice our opinions about the effects of SB 216. This group was careful not to directly criticize the Governor but to request that our communities have a seat at the table. We really requested an opportunity to collaborate with the Governor and the on going discussions. SMGA organized this meeting and is planning to assist our communities with the on going discussions.

- G. Emerald Ash Borer – City Action Plan:** [*Attached is correspondence to property owners with ash trees in the boulevard providing notice for ash tree removal.*](#) The City of Tea budgeted in 2025 to begin addressing the Emerald Ash Borer within City controlled property. The Street Maintenance Department has began carrying out the removal of identified ash trees in defined areas of Tea. The crews identified trees in the area of Tea south of 1st Street. Letters were sent to all property owners that have ash trees within their boulevard. Property owners were given a choice to treat the ash trees or to have them removed. If a property owner chooses to treat their ash tree it becomes their responsibility to maintain the tree and continue treatments for the life of the tree (every two years). Property owners must treat their trees through an State certified Arborist. Home type remedies or off the shelf treatments will not be accepted by the City. The City is documenting through GIS the boulevard trees that are to be treated by homeowners. Property owners were given a timeline to inform the City of their intent to treat their boulevard trees. Following the deadline, crews removed around 40 ash trees within the area south of 1st Street. The Street Maintenance Department is

planning to remove additional trees in neighborhoods north of 1st Street in the fall after the leaves are gone. The City will follow the same process of informing homeowners of the City's intent and working with those that intend to treat their boulevard ash trees. An article was also published in the Tea Weekly to inform residents of the City's plan for boulevard ash trees. The City is following a similar process to how Sioux Falls and other communities in our region are addressing the Emerald Ash Borer. Administration is also working on the implementation of a Tree Rebate program that will encourage the planting of new trees to replace the removal of these ash trees throughout our community. The City is reaching to achieve an overall goal of creating a healthy and diversified urban forest.