



**BOARD OF COMMISSIONERS
AGENDA**

JANUARY 18, 2022

5:30PM – COMMISSION ROOM – 116 W CENTER ST

Please join the Zoom meeting from your computer, tablet or smartphone.
<https://us06web.zoom.us/j/85301842519>

You can also dial in using your phone.
+1 312 626 6799

Meeting ID: 853 0184 2519

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPT AGENDA

APPEARANCES/ACKNOWLEDGEMENTS

CONSENT CALENDAR

- 1) Minutes - January 10, 2022
- 2) Claims for Ratification - January 7, 2021
- 3) Claims for Approval - January 19, 2022
- 4) Board Appointments – Brian Keller, Mike McGillivray – Community Center Governing Board
- 5) Adopt Resolution No. 2022-01 – Approve a Plat - Lot 3, Block 1 DSU Foundation

UNFINISHED BUSINESS

NEW BUSINESS

- 1) Approve Resolution No. 2022-02 -Incidental Disbursement

PUBLIC COMMENT

ANNOUNCEMENTS

- 1) Notice of Vacancy - Mayor

ADJOURN

Supplementary agenda information may be accessed at www.cityofmadisonsd.com
AGENDAS – CITY COMMISSION

If special accommodations are necessary to attend any Board of Commissioners meeting, please contact the Finance Office at (605) 256-7500 at least 24 hours before meeting time. All attempts shall be made to accommodate a request.

**CITY OF MADISON
BOARD OF COMMISSIONERS PROCEEDINGS
MADISON, SD 57042**

January 10, 2022
Regular

The Board of Commissioners of the City of Madison met in regular session at 5:30pm on the 10th day of January with the following members present on roll call: Mayor Marshall Dennert and Commissioners Jeremiah Corbin (via Zoom), Kelly Dybdahl, Adam Shaw, and Jerae Wire.

The Pledge of Allegiance was recited.

Motion by Commissioner Shaw to adopt the January 10th agenda. Motion seconded by Commissioner Dybdahl. Motion carried unanimously.

Gene Wockenfuss, Director of Community Center, introduced himself.

Motion by Commissioner Wire, seconded by Commissioner Shaw, to approve the following items on the consent calendar: Minutes - January 3, 2022, Claims for Approval – January 12, 2022, Personnel, Building Permit Report - December. Motion carried unanimously.

Claims for Approval – January 12, 2022:

Advantage Archives LLC *FY*MDL Digitization 13,500.00; Allegra *FY*City Ord Booklets 53.00; Amaril Uniform Company *FY*Pants 1,327.20; Appera *FY*Mat Rentals 100.74; AT & T Mobility *FY*Data Connect-Library 271.32; Baker & Taylor *FY*Books 119.69; Bartels Cleaning Service *FY*MMU Cleaning Service 500.00; Bartman/Elizabeth *FY*Birthday Party Refund 60.00; Borns Group Inc *FY*Billing/2020 Schedule 2,100.99; Boyer Ford Trucks Inc *FY*Spray Grease 105.90; Caldwell Tanks *FY*Water Tower Construction 327,059.37; Classic Convenience Inc *FY*Fuel 137.50; Creative Product Source Inc *FY*Hand Sanitizers 930.70; D & T Ventures LLC Jan Website Support 360.50; Dakota State University *FY*Nov/Dec Work Orders/Printing 1,927.84; Daves Window Cleaning Inc *FY*Window Cleaning 250.00; Dennert/Marshall SDML Meeting-Ft Pierre 52.65; F & M Coop Oil Co *FY*Tires/Fuel 1,471.02; Fastenal Co *FY*Cones 999.50; Goodwill of the Great Plains *FY*Shred Services Thru 12/31 73.00; Great America Financial Svcs *FY*HR Copier Agreement 236.39; Hach Co *FY*Chemicals 87.20; Houston Engineering *FY*NW 9th St & Union Ave 15,622.25; Hunter Publishing Inc *FY*Res No 2021-31 487.10; Ingram Co *FY*Books 60.15; Interstate All Battery Center *FY*Camera Batteries 241.32; Kolorworks *FY*Paint 481.68; L G Everist Inc *FY*Finance Charge 2.79; Lagroue/David *FY*Membership Refund 315.00; Lake Area Improvement Corp 1st Qtr Allot/Jan Frwd Madison 65,000.00; Lake County International Inc *FY* Broom Bristles 1,359.54; Lake Veterinary Clinic *FY*Office Call/Medicine 78.91; Madison Ace Hardware *FY* Air Circulator/Work Light 156.13; Madison Grocery Store Inc *FY*Sugar Cookies 21.45; Marco Technologies Copier Lease 275.47; Micromarketing LLC *FY*Books 763.55; MPower Technologies Inc *FY*OATI, Shapefiles 885.00; Northwestern Energy *FY*Utilities 1,137.89; Office Peeps Inc *FY*Calendar/Tape 11.46; One Source *FY*Background Checks 98.00; Overdrive *FY*eBooks/Audiobooks 9,993.88; Porta Pros Inc *FY*Toilet Rental-Totland 142.00; Red Rock Valley Concrete *FY*Driveway-K. Miller 910.00; Remote Systems Integration *FY*Data Service Qtr 4 180.00; Riggin/Morris A *FY*Fuel Stipend Qtr 4 1,539.36; Running Supply Inc *FY*Tools/Heater/Gloves/Grease Gun 926.34; SD Airport Management Assoc 2022 Membership Dues 25.00; SD Building Officials Assoc 2022 Membership Dues 55.00; SD City Management Association 2022 Membership Dues 150.00; SD Gov Finance Officers Assoc 2022 Membership Dues 40.00; SD Govtl Human Resource Assn 2022 Membership Dues 25.00; SD Municipal Electric Assoc Annual 2022 Dues 5,995.00; SD Municipal Street Maint 2022 Membership Dues 35.00; SD Police Chiefs Association 2022 Membership Dues 128.67; Shpigler Consulting Inc 1 Mo AMI Op Support 6,000.00; Shumaker/Jessica *FY*Birthday Party Refund 120.00; Stuart Irby Tool Co *FY* Hose/Blanket Tests 193.22; Sturdevants Madison Inc *FY*Bumper Face Bar/Battery/Etc 1,318.24; Trittech Software Systems Pro-Admin Core Services 972.72; USA Blue Book *FY*Chemicals 98.53; Vessco Inc *FY*WTP Valve 3,160.85; Visual Gov Solutions LLC *FY*Dec Process Fee 6,293.42; Waggars Inn *FY*Animal Shelter 75.00.

Personnel:

Gene Wockenfuss - \$72,196.80/annual; Hannah Reiff - \$9.95, \$11.05/hour; Skyler Pattison - \$9.95/hour; Tessa Ryan - \$9.95/hour; Kendra Paulson - \$14.00/hour; Mercedes Moeller - \$9.95/hour.

Motion by Commissioner Dybdahl, second by Commissioner Shaw, to approve second reading of Ordinance No. 1642 - Scheduling of Regular Commission Meetings. Said ordinance sets the 1st and 3rd Mondays as the Regular Commission Meeting dates. Motion carried unanimously.

City Administrator Berreth reviewed the Permanent Easement with DSU. This easement was necessary for the of the approval for DSU's permit to occupy right-of-way. Motion by Commissioner Shaw, second by Commissioner Dybdahl, to authorize the Mayor to sign a Permanent Easement with DSU for a Sidewalk Easement at 321 N Van Eps Ave. Motion carried unanimously.

Motion by Commissioner Wire, second by Commissioner Corbin, to authorize the Mayor to sign Amendment No. 1 with Houston Engineering for the NW 9th St and N Union Ave Reconstruction Project. This amendment will have Houston Engineering prepare a No-Rise Certificate for work within the floodway for a cost of \$4,800. This was not included in the original agreement. Motion carried unanimously.

Motion by Commissioner Corbin, second by Commissioner Shaw, to authorize the Mayor to sign Change Order No. 2 with Halme Inc for Water System Improvements Phase 2B - Water Tower Loop Line. The change order addresses the addition of a 12"x8" Cross installed on the water tower loop line for a price increase of \$1,750.00 and total updated cost of \$496,794.90. Motion carried unanimously.

Motion by Commissioner Shaw, seconded by Commissioner Dybdahl, to adjourn. Motion carried unanimously.

The Board of Commissioners adjourned at 5:45pm.

/s/Sonya Wilt
Finance Officer

RESOLUTION NO. 2022-01

A RESOLUTION TO APPROVE A PLAT

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MADISON,

That the Plat of Lot 3, Block 1, DSU Foundation Addition to the City of Madison, Lake County, South Dakota, is hereby approved and that the City Finance Officer of the City of Madison is hereby directed to endorse on such a plan a copy of this resolution and certify that same thereon.

Adopted this __ date of January, 2022.

Mayor, City of Madison

Attest: _____
City Finance Officer

RESOLUTION NO. 2022-02

AUTHORIZATION OF CITY OF MADISON INCIDENTAL DISBURSEMENT ACCOUNT

WHEREAS, the City of Madison recognizes the need for an incidental disbursement account in order to transact timely payments and reimbursements for specified transactions; and

WHEREAS, SDCL § 9-23-23 authorizes the City of Madison to establish an incidental account for advanced payments or for claims requiring immediate payment;

WHEREAS, these funds may be expended with the signatures of two officers of the municipality, and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MADISON, SOUTH DAKOTA:

An incidental account with the following transaction types and limits is hereby authorized:

- Individual City of Madison credit cards - \$7,000.00 per card, \$45,000.00 total
- Utility & Bulk Power Purchases - \$450,000.00 per utility, \$600,000.00 total
- Utility Deposit Refunds - \$200 per account, \$3,000 total
- Petty Cash Account Reimbursements - \$600.00 per account, \$1,250.00 total
- Economic Development Transactions - \$100,000.00 total (with official documented preapproval)
- Supplies and Materials - \$15,000.00
- Madison Community Center Incidental Account - \$2,000.00 total
- Madison Aquatic Center Incidental Account - \$2,000.00 total
- Service Contracts and Agreements \$7,500.00 per account, \$20,000 total
- Taxes: Sales Tax & TIF Obligations
- Bond & Loan Interest payments per amortization schedule

A detailed account of the expenditures from the incidental account shall be presented with verified vouchers, itemized and supported by receipted bills or other information as general evidence of payment, and listed with other bills in the regular governing body proceedings with the bill list.

Dated this 18th day of January, 2022.

CITY OF MADISON

Mayor

ATTEST: _____
Finance Officer

Published once at the approximate cost \$__.

**NOTICE OF VACANCY
MUNICIPALITY OF MADISON**

The following offices will become vacant due to the expiration of the present term of office of the elective officer:

Mayor, Three Year Term

Circulation of nominating petitions may begin on Friday, January 28th, 2022. Petitions may be filed in the office of the Finance Officer, located at 116 W Center Street, Monday through Friday between the hours of 8:00am and 4:00pm central standard time and not later than 5:00pm on Friday, February 26th, 2022.

/s/Sonya Wilt
Finance Officer

Published twice at the approximate cost of \$__.